



Shire of Northam
Heritage, Commerce and Lifestyle

SHIRE OF NORTHAM

**NOTICE OF A
SPECIAL COUNCIL MEETING
COMMENCING AT
5:00 PM
TUESDAY
11 AUGUST 2015**

Councillors:

Please be advised that a Special Council Meeting will be held 11 August 2015.

**JASON WHITEAKER
CHIEF EXECUTIVE OFFICER
7 August 2015**

SHIRE OF NORTHAM
AGENDA
SPECIAL COUNCIL MEETING TO BE HELD ON 11 AUGUST 2015

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Notice and Agenda of the Special Meeting of Council to be held in the Council Chambers on TUESDAY, 11 August 2015 at 5.00pm

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Northam for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Northam disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Northam during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Northam. The Shire of Northam warns that anyone who has an application lodged with the Shire of Northam must obtain and only should rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Northam in respect of the application.

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1. OPENING AND WELCOME

2. DECLARATION OF INTEREST

Item Name	Item No.	Name	Type of Interest	Nature of Interest

3. ATTENDANCE

COUNCIL

Councillors

S B Pollard
T M Little
K D Saunders
U Rumjantsev
A W Llewellyn
D G Beresford
J E Williams
R W Tinetti
D A Hughes

Chief Executive Officer
Executive Manager Engineering Services
Executive Manager Community Services
Executive Manager Development Services
Executive Manager Corporate Services
Executive Assistant – CEO

J B Whiteaker
C D Kleynhans
R Rayson
C B Hunt
D R Gobbart
A C Maxwell

GALLERY

4. APOLOGIES

Nil

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5. LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

7. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

8. PUBLIC QUESTION TIME

9. PUBLIC STATEMENT TIME

10. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

11. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Nil.

12. ANNOUNCEMENTS BY THE PRESIDING OFFICER WITHOUT DISCUSSION

Nil.

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13. SPECIAL ITEMS

13.1 ANNUAL 2015/2016 BUDGET ADOPTION

Name of Applicant	Internal Report
File Ref:	8.2.8.1
Officer:	Denise Gobbart
Officer Interest:	N/A
Policy:	Local Government Act 1995 and Associated Regulations
Voting:	Absolute Majority vote required (Some Parts)
Date:	07 August 2015

PURPOSE

To consider and adopt the Municipal Fund Budget for the 2015/2016 financial year together with supporting schedules, including striking of the municipal fund rates, establishment of new reserve funds, setting of elected members fees for the year and other consequential matters arising from the budget papers.

BACKGROUND

The draft 2015/2016 budget has been compiled based on the parameters established in the Council integrated planning documents including long term financial plan, corporate business plan and strategic community plan.

Council gave consideration to the detail within the budget via a series of workshops and a budget meeting held on July 15, 2015. At this meeting Council endorsed a draft budget and requested the Chief Executive Officer to give local public notice of the differential rating requirements required to fund the budget, based on a 3.5% increase in total rates levied.

The proposed differential rates have subsequently been advertised for public comment and at the time of publishing this agenda no comments had been received. The submissions close at 3.00pm on Monday August 10, 2015 consequently any comments received between the publishing date of this agenda and the budget adoption meeting will be fully disclosed and responded to by staff.

STATUTORY REQUIREMENTS

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and

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SPECIAL COUNCIL MEETING TO BE HELD ON 11 AUGUST 2015

manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. *The Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2015/16 budget as presented is considered to meet statutory requirements.

CONFORMITY WITH THE PLAN FOR THE FUTURE

The draft 2015/2016 budget has been developed based on the integrated planning documents adopted by council.

BUDGET IMPLICATIONS

OFFICER'S COMMENT

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The main features of the draft budget include:

Rate increase

The budget provides an average 3.5% increase in rates collected, this includes any newly rated properties created through subdivisions. These subdivisions and new dwellings has been an overall increase in Gross Rental Valuations (GRV) of 1.01% since 1 July 2014. This will cause some variances greater or less than the 3.5% average.

The Unimproved Valuations (UV) were completed 1 August 2014 and effective from 30 June 2015. The overall change in valuations was negligible. Although this is the case, there will also be variances greater or less than the 3.5% average. Comments from the District Valuer were;

“There has been no significant change this year in the level of unimproved values affecting rural land within the shire. Some changes to individual assessments may have occurred either as a product of the mass valuation process or where records have been amended or corrected for more up to date information about soil types etc.”

It is noted that property owners have the right to appeal against the valuation of their property. This appeal is made to Landgate the agency responsible for conducting the valuation service. With only minor changes to valuation, it would be unlikely that many appeals would occur this year.

The minimum rate are proposed to be increased to \$865, an increase of 4.2%.

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End of year position

The 2014/2015 end of year position is summarised below;

	Actual \$
CURRENT ASSETS	
Cash - Unrestricted	351,825
Cash - Restricted	11,033,609
Receivables	2,480,399
Inventories	<u>30,222</u>
	13,896,055
LESS: CURRENT LIABILITIES	
Payables and Provisions	<u>(2,635,859)</u>
NET CURRENT ASSET POSITION	11,260,196
Less: Cash - Restricted	(6,145,276)
Less: Cash - Restricted Municipal	0
Add: Current Loan Liability	210,153
Add: Leave Liability Reserve	494,602
Add: Budgeted Leave	100,000
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u><u>5,919,675</u></u>

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Building / Project	Detail	Total Expense	Additional Funding Grants	Reserve Funds & Sale Proceeds	Carried Forward Funds
	Laneways Acquisitions	\$28,500			\$28,500
Planning Consultants		\$17,465			\$17,465
Northam BMX	Lighting	\$20,000			\$20,000
Northam Recreation Centre	Additional Exit Doors	\$25,000			\$25,000
Killara	Painting Drop Off Area & Verandah (36997)	\$8,760			\$8,760
Northam Lesser Hall	Ceiling Replacement (36863)	\$16,922			\$16,922
Northam Town Hall	Lift Design & Grant Application Report	\$1,900			\$1,900
BFB Equipment	Grass Valley 3.4	\$335,000	-\$335,000		\$0
Bakers Hill Fire Shed	Irishtown Light Tanker	\$125,000	-\$125,000		\$0
Standpipes	Concrete Apron	\$2,100			\$2,100
	Conversion to RPZ Backflow Prevention	\$18,475			\$18,475
Cat Sterilisation Program	CCTV Peel Terrace	\$24,200			\$24,200
		\$18,547			\$18,547
					\$0
ANZAC Event		\$32,452			\$32,452
	Capex - Wundowie Skate Park	\$194,032	-\$99,532	-\$61,936	\$32,564
	Northam Pool @ Plant Mtc	\$40,000			\$40,000
	Christmas Decorations	\$17,436			\$17,436
	Infrastructure Streetscape Signage	\$10,000			\$10,000
	Banners	\$27,783			\$27,783
	Visitors Centre Web Page	\$5,000			\$5,000
	Sporting Community Sponsorship	\$1,000			\$1,000
	Scitech Discovery Funding	\$1,818			\$1,818
	Kids Sport	\$3,448			\$3,448
					\$0
	Bernard Park Drainage - Supertowns	\$338,026			\$338,026
	Town Centre Drainage Stage 2	\$1,027,386			\$1,027,386
	Henry Street Oval Fencing	\$3,223			\$3,223
	Outdoor Seating	\$3,580			\$3,580
	Avon Mall & Streetscape	\$48,138			\$48,138
	Capex - Bert Hawke Lighting	\$20,000			\$20,000
	Play Equipment Wundowie	\$9,796			\$9,796
	Playground Pos Improvements	\$148,069			\$148,069

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	Parks Seating & Play Equipment	\$40,000		\$40,000
	Bert Hawke Drainage	\$40,000		\$40,000
	Henry Street Oval Drainage	\$6,780		\$6,780
	George Nuich (POS Funded)	\$85,895	-\$90,000	-\$4,105
	Wundowie Oval - Reticulation	\$20,889	-\$12,939	\$7,950
	Old Railway Carpark	\$70,376		\$70,376
	Old Railway Station Works	\$49,284		\$49,284
	AVAS Carpark	\$49,314	-\$49,314	\$0
	Cemetery Next Lot Development	\$18,600		\$18,600
	Cemetery Drainage Improvements	\$2,769		\$2,769
	Hooper Park BBQ lighting	\$10,000		\$10,000
	Information Bay Mitchell Ave	\$27,857		\$27,857
	Hawes and Chidlow Black spot lighting -	\$24,014		\$24,014
	Wundowie Stage 1	\$262,645		\$262,645
	CLGF - Footpaths	\$24,730		\$24,730
	Byfield Footpath - CLGF	\$81,000		\$81,000
	Jessup Terrace footpath - CLGF	\$45,000		\$45,000
	Footpaths Other Committed Orders	\$29,663		\$29,663
	Beamish Road resurfacing	\$51,722		\$51,722
	Wundowie Truck (Net Cost)	\$74,031	-\$74,031	\$0
	New Water Truck	\$140,000	-\$140,000	\$0
	Multi wheel roller (37158)	\$134,500	-\$134,500	\$0
	Fitzgerald St asphalt repair	\$29,670		\$29,670
	Selby St road resurfacing	\$69,826		\$69,826
	Richter Road - Gravel Sheeting	\$26,202		\$26,202
	Gentle Road - Gravel Sheeting	\$4,560		\$4,560
	Fraser Street - Roadworks	\$3,636		\$3,636
	Perina Way - R2R	\$5,333		\$5,333
Airport	Fence extension/bollards to secure airside from unauthorised vehicles	\$6,500		\$6,500
Fire Prevention	Breen Rise Emergency Access Design Only	\$5,000		\$5,000
	Deproclamation Funding	\$60,726		\$60,726
	Road Safety	\$5,477		\$5,477
	Roads to Recovery - Clydesdale Bridge	\$108,000		\$108,000
	Roads to Recovery - Spencers Brook Rd	\$54,680		\$54,680
	Katrine Road - Roadworks	\$25,882		\$25,882
	CLGF - Drainage Unspent	\$226,822		\$226,822

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					\$0
	Consultants - Fair Value	\$24,000			\$24,000
					\$0
	Election Expenses	\$12,000			\$12,000
	Business Case Development	\$50,000			\$50,000
	Process Mapping	\$10,000			\$10,000
	Community Survey	\$11,000			\$11,000
Projects	Killara Project	\$19,852			\$19,852
	Bakers Hill Oval - Easement	\$25,000			\$25,000
Supertowns	Supertowns Planning	\$8,108			\$8,108
	Avon Health Precinct	\$14,962			\$14,962
	Aboriginal Environmental	\$209,400			\$209,400
	Town Pool Development - Aerators	\$241,123			\$241,123
	Avon River - Dredging	\$273,600		-\$223,600	\$50,000
	Includes leave from 15.16 not taken from Reserve	\$18,500		-\$18,500	\$0
LSL Transfer EHO					-
		\$5,411,984	-\$559,532	\$804,820	\$4,047,632
	Adjustments After Draft Meeting				
	Subscriptions - Governance		-\$38,571		-\$38,571
	Subscriptions - Admin		\$38,571		\$38,571
	Shifted from Members to Admin		-\$8,000		-\$8,000
	Engineering Salaries - Transfer to Consultants		\$8,000		\$8,000
	Engineering Consultants - Asset Management				
Special Meeting 15/07/2015	Roads to Recovery - Additional Funding		-\$349,935		-\$349,935
Special Meeting 15/07/2015	Roads to Recovery - Clydesdale Bridge		\$92,000		\$92,000
Special Meeting 15/07/2015	Roads to Recovery - Dunkley Road		\$38,932		\$38,932
Special Meeting 15/07/2015	Roads to Recovery - Milhinch Street		\$29,525		\$29,525
Special Meeting 15/07/2015	Roads to Recovery - Oyston Road		\$96,400		\$96,400
Special Meeting 15/07/2015	Roads to Recovery - Gumtree Road		\$147,767		\$147,767
LGGS - BFB	BFB Funding Received 30/06/2015		\$33,100		\$33,100
LGGS - SES	SES Funding Received 30/06/2015		\$7,440		\$7,440
Grants Commission -	Untied Funding Received 30/06/2015		\$1,281,702		\$1,281,702

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Untied				
Grants Commission - Roads	Roads Funding Received 30/06/2015	\$413,385		\$413,385
	Footpath Funding Received 05/06/2015	\$40,000		\$40,000
WDC Footpath Grant				
Various Loans	Govt Guarantee on Loans Increase	\$14,921		\$14,921
	Reduction Due to Govt Guarantee on Loans Increase	-\$14,921		-\$14,921
Transfer To Plant Reserve				
Stock Adjustment	Correctly recording Materials in Store Funding Duplicated at draft budget meeting	-\$6,000		-\$6,000
Rate Growth		\$41,800		\$41,800
Minor Adjustments	Administration Allocated, PWO & POC	\$1,903		\$1,903
Untied Surplus		\$4,024		\$4,024
		\$7,284,027	-\$559,532	-\$804,820
				\$5,919,675

The result of the final surplus calculations are that Council has an end of year surplus of \$4,024.

Fees & Charges

The fees and charges schedule is represented to Council, including the proposed rates in the dollar to be levied. As advised previously the fees and charges for our landfill sites are proposed to remain at the same as last year. Generally there has been a 2.5% increase in fees and charges.

Annual fees and reimbursement of costs

The recommendations include the setting of annual sitting fees and allowances for members. This includes the Presidents allowance of \$36,636 the Deputy President's allowance \$9,159 and members annual sitting fees of \$17,600 and \$23,600 for the President. A \$3,500 allowance is included for each member to provide for costs associated with information and communication technology expenses incurred by members in carrying out their functions on behalf of the Shire. Other claims such as travelling will need to be submitted quarterly or more frequently should a member so require. All payments may be made direct to Members designated bank accounts. These fees and allowances are in accordance with Sec 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act and the Local Government (Administration) Regulations.

These fees are within the determinations for Band 2 as set by the Salaries and Allowances Tribunal 17 June 2015.

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PART A – MUNICIPAL FUND BUDGET FOR 2015/16

RECOMMENDATION

That Council, Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopt the Municipal Fund Budget as contained in the Attachment of this agenda and the minutes, for the Shire of Northam for the 2015/2016 financial year which includes the following:

Statement of Comprehensive Income by Nature and Type on page (3) showing a net result for that year of \$2,569,439

Statement of Comprehensive Income by Program on page (4) showing a net result for that year of \$2,569,439

Statement of Cash Flows on page (5)

Rate Setting Statement on page (6) showing an amount required to be raised from rates of \$8,595,223

Notes to and Forming Part of the Budget on pages (7 to 46)

Budget Program Schedules as detailed in pages (47 to 237)

Transfers to / from Reserve Accounts as detailed in page (36)

ABSOLUTE MAJORITY REQUIRED

PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

RECOMMENDATION

1. That Council, for the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following differential general and minimum rates on Gross Rental and Unimproved Values.

1.1 Differential General Rates

• Residential (GRV)	10.5571 cents in the dollar
• Commercial / Industrial (GRV)	11.6252 cents in the dollar
• Agriculture Local (UV)	0.5679 cents in the dollar
• Agriculture Regional (UV)	0.4706 cents in the dollar
• Rural Small Holdings (UV)	0.6474 cents in the dollar

1.2 Minimum Rates

• Residential (GRV)	\$865
• Commercial / Industrial (GRV)	\$865

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• Agriculture Local (UV)	\$865
• Agriculture Regional (UV)	\$865
• Rural Small Holdings (UV)	\$865

2. That Council, pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, offers a one, two and four instalment payment option, and nominates the following due dates for the payment in full by instalments:
- Full payment & 1st instalment due date 25 September 2015
 - 2nd half instalment due date 25 November 2015
 - 2nd quarterly instalment due date 25 November 2015
 - 3rd quarterly instalment due date 25 January 2016
 - 4th & final quarterly instalment due date 28 March 2016
3. That Council, pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, council adopts an instalment administration charge where the owner has elected to pay rates (and charges) through an instalment option of \$10 for each instalment after the initial instalment is paid.
4. That Council, pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 5.5% where the owner has elected to pay rates and charges through an instalment option.
5. That Council, pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 11% for rates (and charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

ABSOLUTE MAJORITY REQUIRED

PART C – GENERAL FEES AND CHARGES FOR 2015/16

RECOMMENDATION

Pursuant to section 6.16 of the *Local Government Act 1995*, council adopts the Fees and Charges included at pages 238 to 266 inclusive of the draft 2015/2016 budget included as attached to this agenda and minutes.

ABSOLUTE MAJORITY REQUIRED

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PART D – OTHER STATUTORY FEES FOR 2015/16

RECOMMENDATION

That Council, Pursuant to section 53 of the *Cemeteries Act 1986* the Council adopts the Fees & Charges for the Northam Cemetery included at page 255 of the draft 2015/2016 budget as attached to this agenda and minutes.

SIMPLE MAJORITY REQUIRED

RECOMMENDATION

That Council, Pursuant to section 245A(8) of the *Local Government (Miscellaneous Provision) Act 1960* the Council adopts the swimming pool inspection fee included at page 264 of the draft 2015/2016 budget as attached to this agenda and minutes.

SIMPLE MAJORITY REQUIRED

RECOMMENDATION

That Council, Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, Council adopt the charges for the removal and deposits of domestic and commercial waste included at page 249 of the draft 2015/2016 budget as attached to this agenda and minutes.

SIMPLE MAJORITY REQUIRED

RECOMMENDATION

That Council, Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, and section 6.16 of the *Local Government Act 1995* Council adopt the charges for the deposit of domestic and commercial waste included at pages 250 to 251 of the draft 2015/2016 budget as attached to this agenda and minutes.

ABOLSUTE MAJORITY REQUIRED

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PART E – ELECTED MEMBERS’ FEES AND ALLOWANCES FOR 2015/16

RECOMMENDATION

1. That Council, pursuant to section 5.99 of the *Local Government Act 1995*, and within the range determined by the Salaries and Allowances Tribunal, adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:

President	\$23,600
Councillors	\$17,600

2. That Council, pursuant to section 5.99A of the *Local Government Act 1995* and within the range determined by the Salaries and Allowances Tribunal, adopts the following annual Information & Communication Technology (ICT) expenses allowance for elected members:

ICT Expenses Allowance	\$3,500
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3. That Council, pursuant to section 5.98(5) of the *Local Government Act 1995* and within the range determined by the Salaries and Allowances Tribunal, adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

President	\$36,636
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4. That Council, pursuant to section 5.98A of the *Local Government Act 1995* and within the range determined by the Salaries and Allowances Tribunal, adopts the following annual local government allowance to be paid in addition of the annual meeting allowance:

Deputy President	\$9,159
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ABSOLUTE MAJORITY REQUIRED

PART F – MATERIAL VARIANCE REPORTING FOR 2015/16

RECOMMENDATION

That Council, In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2015/16 for reporting material variances shall be a percentage of ten (10) or a minimum of \$20,000, whichever is greater.

SIMPLE MAJORITY REQUIRED

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14. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

15. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

15.1. Elected Members

Nil

15.2. Officers

Nil

16. CONFIDENTIAL ITEMS

Nil

17. DECLARATION OF CLOSURE