



Ordinary Council Meeting

Minutes

26 May 2016

Bunbury-Harvey Regional Council

Old Railway Station Complex

Carmody Place

Bunbury WA 6230

Western Australia

Correspondence to:

Post Office Box 21

Bunbury WA 6231

Ordinary Council Meeting Declaration of Opening

The Chairman declared the meeting open at **3:59pm**.

These Minutes are confirmed as being true and correct by Council – **RESOLUTION: OC81023-1401**

Cr Judy Jones
Chairman

Mr Tony Battersby
Chief Executive Officer

Minutes 26 May 2016

Council Members:

Member Name	Representing
Cr Judy Jones	City of Bunbury
Cr Jaysen Miguel	City of Bunbury
Cr Murray Cook	City of Bunbury
Cr Peter Monagle	Shire of Harvey
Cr Bill Adams	Shire of Harvey

Ex-officio Members (non-voting):

Member Name	Representing
Mr Tony Battersby	Chief Executive Officer (BHRC)
Mr Michael Parker	Chief Executive Officer (Shire Of Harvey)

Support Staff:

Name	Title
Ms Martinette Pieterse (minute taker)	Secretary
Chris Welham	Accountant

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ATTACHMENTS:

Attachment 1 - Draft Workforce Plan 2016-2026

Attachment 2 - Draft BROPF Business Plan

Attachment 3 - Shire of Dardanup Approval Advise Application for Development Approval BROPF

Attachment 4 - Draft Terms of Reference OSH Committee

Attachment 5 - Updated Projects 2015-2016 Report

1. Attendances

Council Members:

Member Name	Representing
Cr Judy Jones	City of Bunbury
Cr Wendy Giles	City of Bunbury
Cr Murray Cook	City of Bunbury
Cr John Sabourne	Shire of Harvey
Cr Bill Adams	Shire of Harvey

Ex-officio Members (non-voting):

Member Name	Representing
Mr Tony Battersby	Chief Executive Officer (BHRC)
Mr Michael Parker	Chief Executive Officer (Shire of Harvey)
Mr Gavin Harris	Director Works and Services (City of Bunbury)

Support Staff:

Name	Title
Martinette Pieterse (minute taker)	Secretary
Chris Welham	Accountant

1.1 **Apologies**

Cr Peter Monagle – Cr Sabourne attended meeting on his behalf.
Cr Jaysen Miguel – Cr Giles attended meeting on his behalf.

1.2 **Approved Leave of Absence**

Cr Jaysen Miguel on leave of absence for May and June 2016 scheduled ordinary meetings.

2. Public Question Time

Nil

3. Summary of Response to previous Questions taken on notice

Nil

4. Applications for Leave of absence

Council Decision: **Moved:** Cr Wendy Giles **Seconded:** Cr Bill Adams

Cr Murray Cook seeking approval from Council for his leave application he tendered on 05/05/2016, requesting leave for the June 2016 meeting. He will be travelling to Europe with Bunbury Men of Song between 19/06/2016 and 10/07/2016. Council approved his leave of absence for the scheduled meeting in June 2016.

CARRIED

5/0

RESOLUTION: OC81023-1395

5. Confirmation of Minutes

Council Decision: **Moved:** Cr Bill Adams **Seconded:** Cr Murray Cook

The minutes of the Ordinary meeting of Council held on 28 April 2016, are confirmed as a true and accurate record.

CARRIED
5/0

RESOLUTION: OC81023-1396

6. Petitions and Memorials

Nil

7. Declarations of Interests

Cr Bill Adams declared his interest with relationship (father/son) with Russell Adams, who's employed by the BHRC.

8. Announcements (by the presiding member without discussion)

Nil

9. Reports of Committees

Nil

10. Business of Previous Meeting

Nil

11. Reports of Officers

11.1 Financial Statements for the period ending 30 April 2016

Reporting Officer: Chris Welham, Accountant

File Number:

Attachments: Appendices 1 to 8

Summary

The following comments are provided on the key elements of Council's financial performance.

1. Statement of Comprehensive Income (**attached** at Appendix 1)
 - a. Year-to-date Financial Performance to 30 April 2016

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date income	2,773,454	2,993,381	(219,927)	<i>unfavourable</i>
• Year-to-date expenditure	2,446,055	2,541,271	95,216	<i>favourable</i>
• Year-to-date operating surplus	327,399	452,110	(124,711)	<i>unfavourable</i>

2. Capital Works (**attached** at Appendix 4)
- Year-to-date capital expenditure 585,046 585,046 0
3. Balance Sheet (**attached** at Appendix 5)
- Current Assets of \$7,144,210 includes; **Actual**
 - Cash and Cash Equivalents 6,808,052
 - Trade and Other Receivables 334,357
 - Inventories 1,801
 - Current Liabilities of \$137,412 includes;
 - Trade and Other Payables 62,005
 - Provisions 75,407
 - Working Capital (Current Assets *less* Current Liabilities) is 7,006,798
 - Equity (Total Assets *less* Total Liabilities) is 10,047,748
 - Reserves of \$6,160,091 includes;
 - Plant and Infrastructure Reserve 330,952
 - Site Post Closure Rehabilitation Reserve 3,683,443
 - Waste Minimisation Reserve 620,161
 - Stanley Road Lined Cell Construction Reserve 527,452
 - Site Acquisition and Investigation Reserve 998,083
4. Investments
- Total of \$6,703,535 includes;
 - ANZ Banking Group 3,386,085
 - Commonwealth Bank 353,438
 - National Australia Bank 2,964,012

Background

A financial management report is provided to Councillors on a monthly basis which includes the following summaries:

- Statement of Comprehensive Income (**attached** at Appendix 1)
- Banksia Road Operations (**attached** at Appendix 2)
- Statement of Financial Activity (**attached** at Appendix 3)
- Capital Works Expenditure Summary (**attached** at Appendix 4)
- Balance Sheet Summary (**attached** at Appendix 5)
- Statement of Net Current Assets (**attached** at Appendix 6)
- Fees and Charges Summary (**attached** at Appendix 7)
- Debtors Report (**attached** at Appendix 8)

Legislative Compliance

In accordance with the provisions of Section 6.4 of the Local Government Act 1995 and Regulation 34(1) of the Local Government (Financial Management) Regulations 1996, a Local Government is to prepare each month a Statement of Financial Activity (Attached at Appendix 3) reporting on the revenue and expenditure as set out in the annual budget under Regulations 22 (1) (d) for this month.

At the Council Meeting on 16 July 2015, Council adopted that a variance between actual and budget-to-date of greater than or equal to 10% and \$15,000 is considered to be a material variance for reporting purposes in the Statement of Financial Activity for 2015/16.

Officer Comment

Banksia Road operations have a deficit of \$34,163 compared to a deficit year-to-date budget of \$21,434. The forecast to 30 June 2016 is an operating surplus of \$15,348. April sales were 60% higher than the year-to-date monthly average to March 2016. The CEO advises that compost sales are expected to continue this trend during May and June 2016.

Statement of Comprehensive Income	YTD Actual to YTD Budget Variance
Operating Income	
Fees and Charges	
Casual Tipping Fees Casual tipping revenue is less than budget. The expected increase in tipping revenue following the recent fires in the Shire of Harvey has not yet been realised and Perth Waste have diverted waste to their own new landfill. The year-end forecast has been revised accordingly. New waste streams are being sought to increase Casual Tipping revenue.	\$(225,399) (21)%
Operating Expenditure	
Materials and Contracts	
Waste Transfer Station Savings in Waste Transfer Station plant maintenance have been realised.	\$20,443 22%

Statement of Financial Activity	YTD Actual to YTD Budget Variance
Revenues by Nature and Type	
Fees and Charges Please refer above to the comments on Fees and Charges for the Statement of Comprehensive Income.	\$(234,074) (9)%
Expenditure by Nature and Type	
Materials and Contracts This favourable variance is made up of savings in earthworks and waste transfer station plant maintenance costs.	\$60,866 7%

Officer Recommendation

Council Decision: Moved: Cr Murray Cook Seconded: Cr Wendy Giles

That the Financial Statements for the period ending 30 April 2016 be received.

CARRIED
5/0

RESOLUTION: OC81023-1397

11.2 Summary of Accounts paid for April 2016

Reporting Officer: Chris Welham, Accountant
File Number:
Attachments:

Summary

Section 13 (2) of Government (Financial Management) Regulations 1996 require that where Local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing detail for each account paid since such list was prepared. This item is presented to Council to advice of payments made for April 2016.

Background

As noted above

Officer Comment

The attachment details all payments made for April 2016.

Consultation

Nil

Financial Implications

As per the declaration within the schedule summary, the accounts have been checked and are fully supported by vouchers and invoices and which have been duly certified as to the receipt of goods and the rendition of service and as to prices, computations and costings. Sufficient allocations are contained within the 2015/2016 budget to cover payment of the accounts.

Statutory Environment

Sections 12 and 13 of the Local Government (Financial Management) Regulations 1996 Apply.

Strategic Implications

Nil

Policy Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

Council Decision: Moved: **Cr Bill Adams** Seconded: **Cr Murray Cook**

That the attached summary of accounts paid for April 2016 be received.

CARRIED
5/0

RESOLUTION: OC81023-1398

11.3 DRAFT – Schedule of Fees and Charges 2016-2017

Reporting Officer: Tony Battersby, Chief Executive Officer and
Chris Welham, Accountant

File Number:

Attachments: -

Précis

Section 6.1 of the Local Government Act 1995 requires a local government to prepare and adopt (in the period June 1 to August 31) an annual budget of its Municipal fund for that same year. The Schedule of proposed Fees and Charges for the 2016/2017 Financial Year forms part of the 2016/2017 Budget.

Background

As mentioned above.

Officer Comment

The Schedule of proposed Fees and Charges for the 2016/2017 Financial Year forms part of the 2016/2017 Budget.

The Schedule of Fees and Charges 2016/2017 to be effective as of the 1 July 2016. There is an allowance of \$2.00 per tonne in the Fees and Charges for Waste Minimisation Strategies. It is intended that the \$2.00 per tonne will be transferred into a reserve for funding of future waste minimisation projects.

Consultation

Schedule of Fees and Charges for 2016/2017 to be advertised in the South Western Times and the Harvey Reporter in the first week of June 2016 and schedule of Fees and Charges for 2016/2017 to be distributed out to Stanley Road Waste Facility and Banksia Road Compost Facility customers from 30 May 2016.

Financial Implications

Discussed in the body of the report.

Statutory Environment

Section 6.1 of the Local Government Act 1995 applies.

Strategic Implications

Nil

Policy Implications

Nil

Voting Requirement

Absolute Majority

	Increase / Decrease %	2016/17 Fees Budget Proposal (Incl. GST)	2015/16 Fees (Incl. GST)	2014/15 Fees (Incl. GST)
LIGHT VEHICLES (Volume of Waste)				
Per Car or Station Wagon	0%	\$13.00	\$13.00	\$12.00
Per Utility or trailer (up to 1.8m x 1.2m)	0%	\$19.00	\$19.00	\$18.00
Per Trailer or large utility (up to 2.1m x 1.2m or Trailer with sides exceeding 600mm)	0%	\$29.00	\$29.00	\$27.00
HEAVY VEHICLES WEIGHBRIDGE				
Co-mingled Waste per tonne	0%	\$57.00	\$57.00	\$55.00
<i>Minimum Charge</i>	-28.06%	\$41.00	\$57.00	\$55.00
Clean Green Waste per tonne	0%	\$41.00	\$41.00	\$41.00
<i>Minimum Charge</i>		\$41.00	\$41.00	\$41.00
Clean Cardboard Waste per tonne	0%	\$28.50	\$28.50	\$28.50
<i>Minimum Charge</i>		\$28.50	\$28.50	\$28.50
Clean Fill – Suitable for Daily Cover and Road Building per tonne	0%	\$0	\$0	\$0.00
<i>Minimum Charge</i>		\$0	\$0	\$0.00
Building and Demolition Waste per tonne (No Gyprock or Timber)	0%	\$5.00	\$5.00	\$5.00
<i>Minimum Charge</i>		\$5.00	\$5.00	\$5.00
OTHER WASTE				
Tyres				
• Car (per Tyre)	0%	\$5.50	\$5.50	\$5.50
• Truck (per Tyre)	0%	\$20.00	\$20.00	\$20.00
Car Bodies	0%	\$15.00	\$15.00	\$15.00
Special Burial (i.e. Asbestos) per tonne	0%	\$82.00	\$82.00	\$82.00
<i>Minimum Charge</i>		\$82.00	\$82.00	\$82.00
Quarantine Waste per tonne	0%	\$130.00	\$130.00	\$125.00
<i>Minimum Charge</i>		\$130.00	\$130.00	\$125.00
TIP PASSES				
Charges to Shire of Harvey for tip pass usage – as per light vehicles as detail above:				
Per Car or Station Wagon	0%	\$13.00	\$13.00	\$12.00
Utility or Trailer	0%	\$19.00	\$19.00	\$18.00
Large Trailer / Large Utility	0%	\$29.00	\$29.00	\$27.00
REBATE				
To City of Bunbury / tonne	0%	\$11.00	\$11.00	\$11.00
To Shire of Harvey / tonne	0%	\$11.00	\$11.00	\$11.00

Stanley Road Waste Management Facility

Operating Income

	Revised Budget 2015/2016	Proposed Budget 2016/2017
Casual Tipping Fees	\$1,528,570.00	\$1,375,109.00
Sale of Scrap Metal	\$8,000.00	\$80,000.00
Disposal – City of Bunbury	\$499,896.00	\$509,193.00
Disposal – Shire of Harvey	\$508,830.00	\$517,346.00
Shire of Harvey Tip Passes	\$192,738.00	\$198,352.00
Waste Minimisation Income	\$79,923.00	\$81,468.00
Landfill Levy Income	\$59,000.00	\$50,000.00
Recycling Shop	\$41,078.00	\$46,534.00
Sale of Mulch	\$10,000.00	\$11,500.00
Sale of Cardboard	\$3,500.00	\$6,300.00

Banksia Road Waste Management Facility

	Increase / Decrease %	2016/17 Fees Budget Proposal (Incl. GST)	2015/16 Fees (Incl. GST)	2014/15 Fees (Incl. GST)
HEAVY VEHICLES WEIGHBRIDGE				
Organic Waste per tonne <i>Minimum Charge</i>	3.2%	\$32.00 \$32.00	\$31.00 \$31.00	\$23.50 \$23.50
Clean Green Waste per tonne <i>Minimum Charge</i>	2.1%	\$24.00 \$24.00	\$23.50 \$23.50	\$23.50 \$23.50
Organic Waste with over 5% Contamination per tonne <i>Minimum Charge</i>	0%	\$115.50 \$115.50	\$115.00 \$115.00	\$110.00 \$110.00

Operating Income

	Revised Budget 2015/2016	Proposed Budget 2016/2017
Organic Tipping Fees	\$330,144.00	\$355,500.00
Sale of Compost	\$100,000.00	\$115,000.00

Officer Recommendation

The Schedule of proposed Fees and Charges (which forms part of the 2016/2017 Budget) is adopted effective 1 July 2016.

Council Decision:

Moved: **Cr Murray Cook**

Seconded: **Cr John Sabourne**

The Schedule of proposed Fees and Charges 2016-2017 is adopted, with the amendment to “Car Bodies” gets accepted at Stanley Road Waste Management Facility at NO CHARGE.

CARRIED

5/0

RESOLUTION: OC81023-1399

11.4 **DRAFT – Workforce Plan 2016-2026**

Reporting Officer: Tony Battersby, Chief Executive Officer
File Number: -
Attachments: **Attachment 1:** Draft – Workforce Plan 2016-2026

Précis

The Bunbury-Harvey Regional Council has prepared this Workforce Plan to ensure that workforce is capable of delivering strategic and organisational objectives now and into the future. Strategies and initiatives contained in the Workforce Plan will assist the Bunbury-Harvey Regional Council in supporting the community's strategic goals as outlined in the Strategic Community Plan 2016 (the SCP).

The development of an effective workforce strategy will enable the Bunbury-Harvey Regional Council to focus on the medium and long-term goals and provide a framework for dealing with future challenges in a consistent way.

Key objectives of this plan are:

- Ensure our employees and positions achieve the Council's objectives
- Ensure we are quipped to meet our strategic objectives
- Guide, monitor and aid staff activities ensuring alignment with Business Plans
- Create an environment that empowers and enables staff to be able to deliver the Council's strategic objectives
- To ensure clear lines of communication
- Provide leadership at all levels
- To train and develop staff to perform to the best of their potential and to meet performance indicators

This Workforce Plan identifies the services, organisational structure, workforce strategies and workplace culture. In addition, it identifies future service delivery opportunities, organisational changes and strategies to further promote an effective and efficient workforce going forward, highlighting any changes that may be required.

Background

The BHRC has not previously adopted a Workforce Plan and has previously utilised annual budgets or business plans.

Consultation

BHRC staff.

Financial Implications

As per Annual Budget

Statutory Environment

- Local Government Act 1995
- Local Government (Rules of Conduct) Regulations 2007
- Local Government (Administration) Regulations 1996
- Public Interest Disclosure Act 2003
- Corruption and Crime Commission Act 2003
- Equal Opportunity Act 1984
- Statutory Corporations (Liability of Directors) Act 1996

Strategic Implications

Discussed in the body of the Report.

Policy Implication

Discussed in the body of the Report.

Voting Requirement

Simple Majority

Officer Recommendation

Council Decision: **Moved:** Cr Murray Cook **Seconded:** Cr Bill Adams

That Council adopt the Workforce Plan 2016 -2026 as detailed in attachment and that Council allow in the 2016/2017 Annual Budget for the City of Bunbury to provide the services of accounting and payroll to the BHRC as detailed in attached letter. City of Bunbury to be notified about Council decision to utilize their services for 2016-2017 financial year.

CARRIED

5/0

RESOLUTION: OC81023-1400

11.5 DRAFT – Banksia Road Organics Processing Facility – 2016 Business Plan

Reporting Officer: Tony Battersby, Chief Executive Officer
File Number: -
Attachments: **Attachment 2:** Draft – Banksia Road Organics Processing Facility Business Plan

Précis

The Bunbury-Harvey Regional Council commissioned a very ambitious plan in 2012 to construct and operate a regional compost facility to convert municipal organic waste into a high grade soil amendment improving the carbon depleted soils of the local area and reducing the amount of landfill gases being produced at Stanley Road Waste Facility.

In June 2013 the City of Bunbury being the first of the Councils in the region to implement the Three (3) bin service commenced disposing of organics at the newly commissioned facility. The Shire of Capel commenced there organics service a couple of months later with the Shire of Donnybrook-Balingup twelve months later and just recently the Shire of Collie has commenced. The four Councils have a combined population of 64,117 residents and deliver an estimated 11,726 tonne of organics from the municipal organics waste collection and a further 4,092 tonne of green waste from verge side bi-annual collection and waste transfer stations per year.

It would be anticipated that in the future to see the remaining Councils in the Wellington Group of Councils to commence with a municipal organics collection and the possibility of expanding the service outside of the Wellington Group to Councils within the South West and Peel areas.

Background

The BHRC has not previously adopted a Banksia Road Organics Processing Facility Business Plan.

Consultation

BHRC Staff

Financial Implications

Nil

Statutory Environment

- Local Government Act 1995
- DER Licence Number 8746/2013/1
- *Local Government Regulations 1996*
- *Waste Avoidance and Resource Recovery Act 2007*
- *Waste Avoidance and Resource Recovery Regulations 2008*
- *Environmental Protection Rural Landfill Regulations 2002*
- *Environmental Protection Regulations 1987*
- *Environmental Protection (Unauthorised Discharge) Regulations 2004*
- *Environmental Protection (Controlled Waste) Regulations 2004*
- *Environmental Protection (Noise) Regulations 1997*
- *Trade Practices Act 1974*
- *Occupational Health & Safety Act 1984*
- *Occupational Health & Safety Regulations 1996*
- *Workers Compensation and Injury Management Act 1981*
- *Privacy Act 1988*
- *Equal Opportunity Act 1984*
- *Australian Standard (AS4454-2012) for Composts, Soil Conditioners and Mulches*

Strategic Implications

Bunbury – Harvey Regional Council Strategic Community Plan 2016

Policy Implication

Nil

Voting Requirement

Simple Majority

Officer Recommendation

Council Decision:

Moved: Cr

Seconded: Cr

Council did not adopt the Plan! Need to make a few amendments and bring back to next meeting.

12. General Business

12.1 Operational Update – May 2016

- **Stanley Road Expansion**

Closure and Post-Closure Management Plan was submitted to the DER prior to the closing date of 1 February 2016 - **Awaiting DER response.**

Phase 2 – Hydrogeological works and Geotechnical Investigation commenced with additional groundwater monitoring bores completed. Quotation on final landfill cells designs works to be sourced – on hold awaiting DER response.

Requested meeting with DER to discuss Stanley Road Capping and Management Plan, no date set as yet.

- **Compost Site Relocation**

Banksia Road Organics Processing Facility – 2016 Business Plan as per agenda.

- **DER Draft – Environmental Standards for Composting**

DER has released revised compost standards and separation distances, out for public consultation until 30 June 2016.

- **Banksia Road Organics Processing Facility – Shire Planning**

The Shire of Dardanup has approved Application for Development Approval – **Attachment 3**

- **Compost Sales**

Intuit Earth has pre- ordered 850 tonne of compost for spring 2016 delivery.

Doral Mineral Sands have purchased compost to do trial mine site rehabilitation.

- **Stanley Road Administration Complex**

Chris Coates consultant engineer doing site drawings and specifications including bushfire prone planning requirements and Veen's Design Drafting Services doing architects drawings and plans for administration complex tender. Tender to include all services i.e. septics, car park, retainer walls, paving, power supply etc. and will have allowances for new or second hand building.

Awaiting documentation from Veens and Coats Civil Engineering Consultants.

- **Yarloop Fire Waste Disposal**

Meeting with Officer from Entech Risk Consultant (company contracted to coordinate Yarloop fire clean up) on Tuesday 26 April 2016 to discuss options of waste from Yarloop going to Stanley Road.

Toxfree Consultants have been appointed to source quotation for disposal of waste, awaiting contact from them.

- **Occupational Safety and Health Committee**

The attached Occupational Safety and Health Committee – Terms of Reference is for Council information – **Attachment 4**

- **National Waste Conference brief report**

I attended the 20th National Waste Conference in Coffs Harbour from 3-5 May 2016. Surprisingly, the

cost of the conference (including airfares and accommodation) was only slightly more expensive than the cost involved with attending the WA Waste conference in Fremantle. However, the national conference was far superior to the WA one.

I went to a pre-conference workshop on running an effective community campaign for waste management which was great and provided much inspiration. I also went to a breakfast presentation by the Clean Energy Regulator regarding Carbon Credit Units which can provide opportunities for BHRC in the future.

There was a specific waste education stream with many interesting speakers. Some highlights include a detailed study on mattress recycling, litter prevention programs, the 'Love Food Hate Waste' campaign, illegal dumping, supporting charities affected by illegal dumping, mobile composting sites, critiquing AS4454 (composting standard), and great statistics from a review of waste in the last 20 years.

Much of the information about the 3 bin system endorsed the things we are doing, with many areas of the east coast still struggling to provide the facilities, infrastructure and low levels of contamination we have.

The information received at the conference has provided me with inspiration, motivation and great contacts to further waste education in the region.

Margaret Macindoe
Waste Education Coordinator

- **Staff Matters**

All staff performance reviews are currently being conducted; training matrix will be developed on completion. Outside staff completed.

Draft enterprise bargaining agreement has been completed and staff representatives appointed with first meetings has commenced.

Mark Hay on two weeks annual leave.

- **Updated Projects 2015-2016 report**
Attachment 5

13. Confidential Reports
Nil

14. Notice of Motion
Nil

15. Next Meeting
To be held on Thursday 23 June 2016 at the Shire of Harvey Council Chambers, Mulgara Street, Australind, at 4:00pm.

16. Close of Meeting

The Presiding Member closed the meeting at **5:17pm**.