



## **SECTION 15**

# **Minutes of Committees**

For the Ordinary Meeting of Council

15 February 2018

**Item 15.1 – CEOAC Minutes 30 January 2018 (Mauve)**

# CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE

## MINUTES

30 January 2018

(REF: D2018/00129 (CEOAC) – D2018/01608)

A meeting of the Chief Executive Officers Advisory Committee was held at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Tuesday, 30 January 2018**. The meeting commenced at **12:30pm**.

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## 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman opened the meeting at 12:30pm and welcomed all the members to the first meeting of the year.

## 2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

### Committee Members

Ms Rhonda Hardy ( <b>Chairman</b> )	Chief Executive Officer	City of Kalamunda
Mr Bob Jarvis	Chief Executive Officer	Town of Bassendean
Mr Andrew Brien	Chief Executive Officer	City of Bayswater
Mr John Christie	Chief Executive Officer	City of Belmont
Mr Mike Foley	Chief Executive Officer	City of Swan
Mr Peter Schneider	Chief Executive Officer	EMRC

### Apologies

Mr Jonathan Throssell ( <b>Deputy Chairman</b> )	Chief Executive Officer	Shire of Mundaring
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### EMRC Officers

Mrs Wendy Harris	Director Regional Services
Ms Theresa Eckstein	Executive Assistant to Chief Executive Officer (Minutes)

## 3 DISCLOSURE OF INTERESTS

Nil

## 4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION

Nil

## 5 PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil

## 6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 6.1 MINUTES OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE MEETING HELD ON 14 NOVEMBER 2017

That the minutes of the Chief Executive Officers Advisory Committee meeting held on 14 November 2017, which have been distributed, be confirmed.

### CEOAC RESOLUTION(S)

MOVED MR BRIEN

SECONDED MR FOLLEY

THAT THE MINUTES OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE MEETING HELD ON 14 NOVEMBER 2017 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

**CARRIED UNANIMOUSLY**



**7 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**8 QUESTIONS BY MEMBERS WITHOUT NOTICE**

Nil

**9 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC**

Nil

**10 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING**

Nil



## **11 REPORTS OF EMPLOYEES**

### **11.1 PROPOSED REGIONAL SERVICES CONSULTING RATES AND MISCELLANEOUS ADMINISTRATION FEES AND CHARGES FOR 2018/2019**

**REFERENCE: D2018/00353 (CEOAC) – D2018/02019**

#### **PURPOSE OF REPORT**

The purpose of this report is to seek support of the proposed 2018/2019 Regional Services consulting rates, administration fees and charges and steam weeder hire charges for use in developing the draft 2018/2019 budget.

#### **KEY ISSUES AND RECOMMENDATION(S)**

- Regional Services coordinates, facilitates, jointly funds and manages regionally significant projects that aim to improve social, economic and environmental outcomes for Perth's Eastern Region.
- For the 2018/2019 budget year, no consultancy rate increases are proposed. The proposed Regional Services consulting rates will be used to develop the draft 2018/2019 budget.
- In order to recover costs, a charge out rate was established for the hire of the steam weed machine by local governments and community groups in 2016/2017. No increases were applied in 2017/2018, and no increases have been recommended for 2018/2019.
- The administration fees for photocopying of documents provided to members of the public are unchanged from the previous year.

#### **Recommendation(s)**

That the proposed 2018/2019 Regional Services consulting rates, administration fees and charges and steam weeder hire charges, forming Attachment 1 and 2 to this report, be utilised in developing the draft 2018/2019 budget.

#### **SOURCE OF REPORT**

Director Regional Services  
Director Corporate Services

#### **BACKGROUND**

Consulting rates are reviewed on an annual basis as part of the preparation of the annual budget. The Regional Services consulting rates have evolved over time to meet the needs of the member Councils by providing a mix of rates based on the diversity of tasks and experience required to fulfil consulting activities. The rates have generally increased in accordance with CPI or marginally lower than CPI.

An administration fee for the photocopying of documents provided to members of the public was first imposed by Council on 19 April 2012 to take effect from 1 July 2012 (Ref: DMDOC/161596).



*Item 11.1 continued*

## **REPORT**

The EMRC recognises the importance of maintaining reasonable charge out rates for member Councils to maintain the current levels of utilisation in line with member Council budget expectations, as well as provide a service that is competitive in the marketplace.

### **Regional Services Consulting Rates**

The proposed consulting rates will be used to develop the draft 2018/2019 budget and form part of the Regional Services Project Funding Summary 2018/2019 which was presented to Council in December 2017.

It is recommended that the Regional Services consulting rates for 2018/2019 for member Councils remain unchanged, in order for the EMRC to continue to provide value to member Councils. The Schedule of Rates is shown as Attachment 1. It is recommended that Other Organisations Consulting Fees are also not increased as they remain in line with commercial consulting rates.

The rates are based around three levels of consultants in addition to Manager and Director. It is expected that most consulting activities would be undertaken by the Coordinators, Consultants and Project Officers in order to provide the best value for money proposition for member Councils.

### **Steam Weed Machine – Hire Fee**

A fee was established for the hire of the steam weed machine on a cost recovery basis in 2016/2017 so that it could be hired out to local governments and community groups (refer Attachment 1). No increase is being recommended for 2018/2019.

### **Administration Fees and Charges – Photocopy Fees**

Under section 6.16 of the *Local Government Act 1995*, a local government may impose and recover a fee or charge for any goods or service it provides, other than those for which a service charge is statutorily imposed. From time to time, the EMRC receives requests to provide photocopies of various materials including, but not limited to, agendas and minutes. The schedule of fees proposed to deliver this service for black and white and colour photocopying is shown in Attachment 2 and no increases are recommended over the previous year's fees.

## **STRATEGIC/POLICY IMPLICATIONS**

Key Result Area 1 – Environmental Sustainability

- 1.5 To contribute towards improved regional air, water and land quality and regional biodiversity conservation and address climate change

Key Result Area 2 – Economic Development

- 2.1 To facilitate and advocate for increased investment in regional infrastructure
- 2.2 To facilitate and advocate for regional economic development activities
- 2.3 To facilitate regional cultural and recreational activities

Key Result Area 3 – Good Governance

- 3.1 To provide advice and advocacy on issues affecting Perth's Eastern Region
- 3.2 To manage partnerships and relationships with stakeholders



*Item 11.1 continued*

## **FINANCIAL IMPLICATIONS**

The proposed rates will be used to develop detailed budgets and project plans for Regional Services consulting activities in 2018/2019.

## **SUSTAINABILITY IMPLICATIONS**

The rates being proposed for the EMRC member Councils recognise the competing demands on budgets from other sources and have been designed to facilitate the achievement of a sustainable service delivery arrangement.

## **MEMBER COUNCIL IMPLICATIONS**

<b>Member Council</b>	<b>Implication Details</b>
Town of Bassendean	} The Regional Services Consulting Rates are used annually to assist with the formulation of budgets and for member Councils to be able to utilise EMRC consultancy services as and when required.
City of Bayswater	
City of Belmont	
Shire of Kalamunda	
Shire of Mundaring	
City of Swan	

## **ATTACHMENT(S)**

1. 2018/2019 Proposed Regional Services Consulting Rates and Steam Weed Machine Charges (Ref: D2018/02020)
2. 2018/2019 Administration Fees and Charges (Ref: D2018/02021)

## **VOTING REQUIREMENT**

Simple Majority

## **RECOMMENDATION(S)**

That the proposed 2018/2019 Regional Services consulting rates, administration fees and charges and steam weeder hire charges, forming Attachment 1 and 2 to this report, be utilised in developing the draft budget for 2018/2019.

Mr Brien queried how much income is generated from the consulting rates and miscellaneous fees and charges. The Director Regional Services advised that minimal income was generated. Income was mostly received from working on projects with other councils like the Town of Victoria Park.

## **CEOAC RECOMMENDATION(S)**

MOVED MR JARVIS

SECONDED MR CHRISTIE

That the proposed 2018/2019 Regional Services consulting rates, administration fees and charges and steam weeder hire charges, forming Attachment 1 and 2 to this report, be utilised in developing the draft 2018/2019 budget.

**CARRIED UNANIMOUSLY**



*Item 11.1 continued*

**COUNCIL RESOLUTION(S)**

MOVED CR

SECONDED CR



**EASTERN METROPOLITAN REGIONAL COUNCIL  
PROPOSED 2018/2019 - REGIONAL SERVICES (ENVIRONMENTAL SERVICES & REGIONAL DEVELOPMENT) CONSULTING RATES**

	Prior Year Rates					2018/2019 Rates	
	2013/2014 (exc. GST) \$	2014/2015 (exc. GST) \$	2015/2016 (exc. GST) \$	2016/2017 (exc. GST) \$	2017/2018 (exc. GST) \$	2018/2019 (exc. GST) \$	2018/2019 Rates % Change (inc. GST) \$
<u>Member Council Consulting Fees</u>							
Consultant Director	\$105.00	\$108.00	\$111.00	\$111.00	\$111.00	\$111.00	0.00%
Consultant Manager	\$93.00	\$95.00	\$97.50	\$97.50	\$97.50	\$97.50	0.00%
Consultant Coordinator	\$80.00	\$82.00	\$84.00	\$84.00	\$84.00	\$84.00	0.00%
Consultant	\$72.00	\$74.00	\$76.00	\$76.00	\$76.00	\$76.00	0.00%
Project Officer	\$54.50	\$56.00	\$57.50	\$57.50	\$57.50	\$57.50	0.00%
<u>Other Organisations Consulting Fees</u>							
Consultant Director	\$187.50	\$187.50	\$187.50	\$187.50	\$187.50	\$187.50	0.00%
Consultant Manager	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	0.00%
Consultant Coordinator	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	0.00%
Consultant	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	0.00%
Project Officer	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	0.00%
<u>Hire Charges for Steam Weed Machine</u>							
- Hire without an EMRC operator	N/A	N/A	N/A	\$18.87	\$18.87	\$18.87	N/A
Hourly Charge out rate (min 4 hrs applies)	N/A	N/A	N/A	\$150.00	\$150.00	\$150.00	N/A
Daily rate	N/A	N/A	N/A	\$57.50	\$57.50	\$57.50	N/A
- EMRC Hourly Operator Charge	N/A	N/A	N/A	N/A	N/A	N/A	N/A
EMRC Operator (min 4 hrs applies)	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**EASTERN METROPOLITAN REGIONAL COUNCIL  
PROPOSED 2018/2019 - ADMINISTRATION FEES & CHARGES**

Photocopy Fees	\$ Per Page (Inclusive of GST)
Black & White A4 print	\$0.35
Black & White A3 print	\$0.50
Colour A4 print	\$0.45
Colour A3 print	\$0.60



## 11.2 PROPOSED CCTV OPPORTUNITY

**REFERENCE: D2018/00355 (CEOAC) – D2018/02022**

### PURPOSE OF REPORT

The purpose of this report is to provide the CEOAC with an initial overview of possible mobile CCTV and crime prevention opportunities across the region, for its consideration.

### KEY ISSUES AND RECOMMENDATION(S)

- Various grants and programs have been initiated by the State and Federal government over a number of years for CCTV systems and for community safety and crime prevention plans;
- In 2008 three member Councils prepared a regional community safety and crime prevention plan;
- Since that time a number of member Councils have progressed their own local community safety and crime prevention initiatives, including options for CCTV;
- Mobile CCTV units are becoming increasingly popular and can be further explored if member Councils deem there is merit in doing so; and
- Development of a community safety and crime prevention plan can be investigated.

#### Recommendation(s)

1. For the CEOAC's consideration.

### SOURCE OF REPORT

Director Regional Services

### BACKGROUND

During the last term of office an EMRC Deputy Councillor suggested that the EMRC investigate opportunities for the possible resourcing of CCTV mobile equipment that could be shared by member Councils on an as-needs basis and to also examine what has been done previously that could be expanded upon, including the preparation of a Regional Crime Prevention Strategy. Member Council CEOs supported the concept of investigating these opportunities.

The EMRC has researched the history and current status of CCTV and community safety and crime prevention opportunities as outlined in this report.

In 2008, the then Federal Government offered grants under the 'Safer Suburbs' program. It was envisaged both the CCTV systems and alarms could be readily incorporated to enable CCTV cameras to immediately focus on properties or locations where alarm activations had occurred. The City of Swan was successful with this grant funding.

The City of Swan implemented a sustainable, best practice CCTV network for the Midland CBD, Ellenbrook Town Centre and Ballajura hub areas (South Ballajura and Kingfisher precincts). The City was one of the first local councils in WA to introduce Mobile CCTV which was positively received by residents in the region. Their two initial "Oscar" mobile CCTV units were expanded to four. The mobile unit trailers were constructed in-house and then fitted out with the CCTV equipment. The City's abovementioned initiatives have been done in collaboration with other programs such as: Burglar Beware; Neighbourhood Watch; Night Hoops Basketball and Eyes on the Street (in collaboration with City of Swan, WA Police and Midland PCYC); Constable Care; and the City also employs Community Safety Advocates.



*Item 11.2 continued*

The City of Belmont currently has a number of crime prevention initiatives which have been designed to increase community confidence, including the following: BeCrimeFree website; Community Watch patrols; BeCrime Alert; Bicycle Registration program; Graffiti removal program; Neighbourhood Watch program; Alarm Assist; Constable Care; CCTV program (with a current successful prosecution rate of 34%); and other crime prevention programs including handbag alarms, personal safety alarms and promotion of credit card protectors. The City of Belmont has advised that although it has used mobile CCTV cameras in the past, due to OSH and operations restrictions they are no longer in use.

In 2013 the WA State Government made an election commitment to pioneer an integrated State CCTV network to address the lack of co-ordination between various CCTV systems. The State Government appointed a Working Group of experienced representatives from across Government, Local Government, business and industry to develop a State CCTV Strategy, which was formally launched in November 2015. By co-ordinating the State's CCTV resources, the Strategy aimed to enable efficient data sharing in WA, both for CCTV owners to donate footage and users (such as WA Police) to access this data and improve community safety and security in "crime hot spots." This co-ordinated State CCTV network was achieved by providing grants to local government authorities under the 'Community Crime Prevention Fund' to install additional CCTV cameras and other infrastructure in such crime hot spots.

A number of councils in Western Australia were awarded grants from the State CCTV Strategy Infrastructure Fund in 2015, which included the following member Councils; Town of Bassendean, City of Bayswater, Shire of Kalamunda and the Shire of Mundaring.

In terms of a Regional Crime Strategy there are a number of Community Safety and Crime Prevention Plans in existence in the region, however there is not a holistic regional approach.

In April 2008, the Shire of Kalamunda (now City), in partnership with the Town of Bassendean, Shire of Mundaring, City of Swan and the Office of Crime Prevention, developed the "2007 - 2010 Community Safety and Crime Prevention Plan". The plan outlined the community safety and crime prevention priorities and strategies to be adopted by the Shire of Kalamunda working with its partners. The plan identified regional priorities and regional strategies that the four local governments could implement together as well as strategies for the Shire of Kalamunda to implement in partnership with government and non-government organisations, community and business groups.

Whilst the Plan provided sound guidance in the areas of community safety and crime prevention at a regional level, it was determined a more localised plan would have greater benefit for the Shire of Kalamunda and its communities. With this in mind, the Shire developed a new "Community Safety and Crime Prevention Plan 2013-2018" to build upon on the knowledge and lessons learned through the development and implementation of the previous regional plan and an emphasis on local issues and local solutions. The City of Swan also developed a new "Community Safety Plan 2014 – 2018".

The Town of Bassendean created a detailed plan "Safer Bassendean – Community Safety and Crime Prevention Plan 2008 – 2011" outlining priority outcomes and measures to achieve these outcomes with strategies / actions and with partners and resources.

The City of Belmont developed a comprehensive plan "Community Safety and Crime Prevention Plan 2012 - 2015." It encompassed principle goals and key objectives and identified operational programs to meet the needs of the City.

## **REPORT**

Should the EMRC further explore opportunities for shared resourcing of mobile CCTV equipment, or for development of a Regional Crime Strategy, staff would need to investigate what options are available in terms of grant funding to progress such an initiative and/or what internal resources could be called upon to assist with progressing this project.



*Item 11.2 continued*

The following purposes or situations are just some examples of how mobile CCTV Trailer Cams can be utilised.

- Incident Management;
- Supplementing static guards and patrols;
- Traffic Monitoring (Traffic flow, Speed Management and Number Plate recognition);
- Event Security and Crowd Monitoring;
- Surveillance;
- Illegal dumping Monitoring; and
- Graffiti Monitoring.

Several companies offer mobile CCTV Trailer Cams for sale, however at the time of compiling this report only two companies had responded and provided details as shown below:

<b>Purchase price of Mobile CCTV Units</b>		
<b>Company</b>	<b>Type of Unit</b>	<b>Purchase Price</b>
Mobile Camera Security Tingalpa QLD 4173 Ph: (07) 3396 5206 Mob: 0419 633 723 www.mobilecamerasecurity.com Email: info@mobilecamerasecurity.com Contact: Mark Swan - Director	Paragon TrailerCam Mobile CCTV Security Trailer. The Paragon TrailerCam is an extremely versatile Mobile Surveillance Security System. They are extremely cost effective at 25% of the cost of a 24 hour static guard. The TrailerCams can be deployed quickly and easily with no locked in contracts. TrailerCams can be set up in 20 minutes. Capable of recording and transmitting active alarms and live footage across the Next-G mobile network or Long Range Wi-Fi.	Depending on whether the units are diesel powered or solar powered there are five models to choose from ranging in cost from \$66,000 to \$81,000.
<u>TrailerCams</u> – Willoughy NSW Ph: (02) 9882 4800 1300 360 619 www.trailercams.com.au	Paragon TrailerCam; The TrailerCam Mobile CCTV Security Trailer is the most advanced solar powered mobile security trailer system of its kind. Set up and operational in under 10 minutes. The units are independent Mobile CCTV stations that are capable of recording and transmitting live video footage across NextG mobile networks, Long Range Wi-fi, if in remote areas, using satellite options.	Similar costs to the above

Should member Councils consider the purchase of mobile CCTV units by the EMRC for hiring out, the estimated cost hiring the mobile units on a cost recovery basis would be between \$1,500 to \$1,900 per day. In terms of how such equipment could be funded the EMRC can investigate opportunities for grant funding or sponsorship to help with the capital cost of these items.



*Item 11.2 continued*

Whether there is a need for having a united/regional approach to integrate and complement individual council plans and programs for the benefit of the region as a whole, or whether safety and crime prevention are best left for individual councils to identify local issues and provide local solutions is a matter for further discussion.

From a collection of differing council Crime Prevention Strategies and Plans (including City of Kalamunda, Town of Bassendean, City of Belmont and City of Swan), it appears the best results in reducing crime in a local area involves a collaborative approach focusing on a number of projects con-currently, including mobile CCTV units, youth engagement programs, community family events, elderly community interaction, and having visual Ranger interaction.

Should the CEOAC deem CCTV and/or a Regional Crime Prevention Strategy worthy of further investigation the EMRC's Regional Services Directorate will prepare a Report for Council's consideration.

### **STRATEGIC/POLICY IMPLICATIONS**

Key Result Area 2 – Economic Development

- 2.1 To facilitate increased investment in regional infrastructure
- 2.2 To facilitate regional economic development activities

### **FINANCIAL IMPLICATIONS**

As reflected in the report.

### **SUSTAINABILITY IMPLICATIONS**

Nil

### **RISK IMPLICATIONS**

A number of risks should be taken into account when considering the merits, or otherwise, of purchasing mobile CCTV unit(s). Such risks could include but not necessarily be limited to; potential damage to the mobile units when in situ, the level of the hire rate and whether it is competitive and the ever changing advances in technology such that the items may be superseded in a short space of time.

### **MEMBER COUNCIL IMPLICATIONS**

<b>Member Council</b>	<b>Implication Details</b>
Town of Bassendean	} Nil at this stage
City of Bayswater	
City of Belmont	
City of Kalamunda	
Shire of Mundaring	
City of Swan	



*Item 11.2 continued*

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Simple Majority

**RECOMMENDATION(S)**

For the CEOAC's consideration

Discussion ensued.

The CEOAC members agreed that it was not necessary for the EMRC to further pursue this initiative as member Councils were well accommodated for and it was felt that crime prevention was best undertaken at the local level. Member Councils would also pursue their own grant opportunities.

**CEOAC RECOMMENDATION(S)**

MOVED MR FOLEY

SECONDED MR CHRISTIE

That the information be noted and no further action is required by the EMRC at this stage.

**CARRIED UNANIMOUSLY**

**COUNCIL RESOLUTION(S)**

MOVED CR

SECONDED CR



### **11.3 ITEMS CONTAINED IN THE INFORMATION BULLETIN**

**REFERENCE: D2018/00133 - D2018/00075**

The following items are included in the Information Bulletin, which accompanies the Agenda.

#### **1. REGIONAL SERVICES**

- 1.1 REGIONAL SERVICES ACTIVITY REPORT OCTOBER 2017 TO DECEMBER 2017  
(Ref: D2018/00357)
- 1.2 ALTERNATIVE WEED MANAGEMENT TRIAL REPORT (Ref: D2018/00766)

#### **RECOMMENDATION**

That the Chief Executive Officers Advisory Committee notes the items contained in the Information Bulletin accompanying the 30 January 2018 Chief Executive Officers Advisory Committee Agenda.

#### **CEOAC RESOLUTION**

MOVED MR FOLEY

SECONDED MR CHRISTIE

THAT THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN ACCOMPANYING THE 30 JANUARY 2018 CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE AGENDA

**CARRIED UNANIMOUSLY**





## 12 REPORTS OF DELEGATES

Nil

## 13 NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PRESIDING MEMBER OR BY DECISION OF MEETING

Nil

## 14 GENERAL BUSINESS

### 14.1 EVENTS IN THE REGION

10 March 2018	EMRC	2018 Biennial Dinner
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### 14.2 OTHER GENERAL BUSINESS

Nil

## 15 CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

Nil

## 16 FUTURE MEETINGS OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE

The next meeting of the Chief Executive Officers Advisory Committee will be held on **6 March 2018 (informal)** at the City of Bayswater, 61 Broun Avenue, Morley WA 6062 commencing at 12:30pm with lunch at 12noon.

### Future Meetings 2018

Tuesday	6	March * (informal)	at	City of Bayswater
Tuesday	3	April	at	EMRC Administration Office
Tuesday	8	May (informal)	at	City of Kalamunda
Tuesday	5	June *	at	EMRC Administration Office
Tuesday	3	July (informal)	at	Shire of Mundaring
Tuesday	7	August	at	EMRC Administration Office
Tuesday	4	September (informal)	at	Town of Bassendean
Tuesday	2	October (if required)	at	EMRC Administration Office
Tuesday	20	November	at	EMRC Administration Office

\* Please note that Monday 5 March 2018 and Monday 4 June 2018 are Public Holidays.

## 17 DECLARATION OF CLOSURE OF MEETING

There being no further business the meeting was closed at 12:50pm.