



## MINUTES

### CERTIFICATION OF CONFIRMATION OF TECHNICAL ADVISORY COMMITTEE MINUTES

6 March 2014

I, Mr Doug Pearson, hereby certify that the minutes from the Technical Advisory Committee Meeting held on 6 March 2014 pages 1 to 19 were confirmed at a Committee meeting held on 8 May 2014

A handwritten signature in blue ink, appearing to be "D. Pearson", is written over a horizontal line.

**Signature**

Mr Doug Pearson  
**Person presiding at Meeting**

## TECHNICAL ADVISORY COMMITTEE

### MINUTES

6 March 2014

(REF: D2014/03055)

A meeting of the Technical Advisory Committee was held at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Thursday, 6 March 2014**. The meeting commenced at **4:02pm**.

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## 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman opened the meeting at 4:02pm.

Mr Beresford entered the meeting at 4:02pm.

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

### Committee Members

Mr Simon Stewert-Dawkins ( <b>Chairman</b> )	Director Operational Services	Town of Bassendean
Mr James Riley (Deputising for Mr Pearson)	Manager Environmental Health Services	City of Bayswater
Mr Kevin Davidson (Deputising for Mr Lutey)	Manager Health & Ranger Services	City of Belmont
Mr Charles Sullivan	Director Infrastructure Services	Shire of Kalamunda
Mr Shane Purdy ( <i>from 4:04pm</i> )	Director Infrastructure Services	Shire of Mundaring
Mr Jim Coten	Executive Manager Operations	City of Swan
Mr Peter Schneider	Chief Executive Officer	EMRC

### Apologies

Mr Doug Pearson ( <b>Deputy Chairman</b> )	Director Technical Services	City of Bayswater
Mr Ric Lutey	Director Technical Services	City of Belmont

### EMRC Officers

Mr Stephen Fitzpatrick	Director Waste Services
Mr Hua Jer Liew	Director Corporate Services
Mr Johan Le Roux	Manager Engineering / Waste Services
Mr Gilbert Arlandoo	Civil Engineer
Mr Dave Beresford ( <i>from 4:02pm</i> )	Project Engineer – Resource Recovery
Ms Timea Galfi	Administration Research Officer
Ms Giulia Bono	Administration Officer (Minutes)

## 3 DISCLOSURE OF INTERESTS

Nil

## 4 ANNOUNCEMENT BY THE CHAIRMAN OR PERSON PRESIDING WITHOUT DISCUSSION

Nil



## **5 ELECTION OF TECHNICAL ADVISORY COMMITTEE CHAIRMAN AND DEPUTY CHAIRMAN**

### **5.1 ELECTION OF A CHAIRMAN OF THE TECHNICAL ADVISORY COMMITTEE**

**REFERENCE: D2014/03057**

#### **PURPOSE OF REPORT**

To provide for an election to be conducted for the office of Chairman of the Technical Advisory Committee (TAC).

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

- It is a statutory requirement that the Committee elect a Chairman at the first meeting of the Technical Advisory Committee (TAC) after an ordinary Council elections day.

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

That the members of the Technical Advisory Committee elect a Chairman by secret ballot.

#### **SOURCE OF REPORT**

Manager Administration and Compliance

#### **BACKGROUND**

At the Special Meeting of Council held on Thursday 7 November 2013 the EMRC Chairman and Deputy Chairman were elected and members of the EMRC Committees were appointed.

#### **TAC MEMBERS 2013-2015**

The following members were appointed to the TAC at the Special Meeting of Council held on 7 November 2013:

Director Operational Services	(Mr Simon Stewart-Dawkins)	Town of Bassendean
Director Technical Services	(Mr Doug Pearson)	City of Bayswater
Director Technical Services	(Mr Ric Lutey)	City of Belmont
Director Infrastructure Services	(Mr Charles Sullivan)	Shire of Kalamunda
Director Infrastructure Services	(Mr Shane Purdy)	Shire of Mundaring
Executive Manager Operations	(Mr Jim Coten)	City of Swan
Chief Executive Officer	(Mr Peter Schneider)	EMRC

In accordance with section 5.12(1) of the Local Government Act 1995 (the Act), the members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1.



*Item 5.1 continued*

It is a requirement of Schedule 2.3 of the Act that the election is conducted by the Chief Executive Officer (CEO) and the nominations for the Office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations. Furthermore, if a member is nominated by another member, the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the Office. Members are to vote on the matter by secret ballot.

The procedure outlined in Schedule 2.3 of the Act will be followed if there is an equality of votes.

**REPORT**

The CEO will preside at the meeting until the Office of Chairman of the TAC is filled.

The following material accompanies the agenda for this meeting as a means of assisting members of the Committee to nominate themselves or another member for the Office of Chairman of the TAC.

1. A blank nomination form for the Office of Chairman of the TAC, nominate oneself
2. A blank nomination form for the Office of Chairman of the TAC, nominate another
3. A blank ballot paper for Election of Chairman of the TAC

Ballot papers will be made available prior to voting.

The completed nomination forms are to be given to the CEO before the meeting or when the CEO calls for them when dealing with this item at the meeting.

**STRATEGIC/POLICY IMPLICATIONS**

Council Policy 2.1 Committees of Council provides for the establishment of the Technical Advisory Committee.

Key Result Area 4 – Good Governance

- 4.3 To provide responsible and accountable governance and management of the EMRC

**FINANCIAL IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

Nil

**MEMBER COUNCIL IMPLICATIONS**

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



*Item 5.1 continued*

**ATTACHMENT(S)**

1. A blank nomination form for the Office of Chairman of the TAC, nominate oneself (Ref: D2014/01925)
2. A blank nomination form for the Office of Chairman of the TAC, nominate another (Ref: D2014/01925)
3. Ballot Paper – Election of TAC Chairman (Ref: D2014/01927)

**VOTING REQUIREMENT**

Secret Ballot

Mr Purdy entered the meeting at 4:02pm.

**RECOMMENDATION(S)**

That the members of the Technical Advisory Committee elect a Chairman by secret ballot.

The CEO advised that no nominations for the Office of Chairman of the TAC had been received, and called for nominations. Mr Coten nominated Mr Stewart-Dawkins. Mr Stewart-Dawkins accepted the nomination.

No further nominations were received.

**ANNOUNCEMENT: OF THE OFFICE OF CHAIRMAN**

There being no other nominations, Mr Simon Stewart-Dawkins was declared Chairman of the Technical Advisory Committee for the term commencing 6 March until 2015.

The CEO congratulated Mr Stewart-Dawkins and vacated the Chair at 4:06pm.

At 4:06pm, Mr Stewart-Dawkins took the Chair.



## **Nomination for Chairman Technical Advisory Committee**

To the Chief Executive Officer

I hereby nominate my self, \_\_\_\_\_ for the position of Chairman of the Eastern Metropolitan Regional Council Technical Advisory Committee for the term of Office commencing on the date of the election until the next ordinary elections days and/or other circumstances occur in accordance with section 5.11 of the Local Government Act 1995.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Nomination for Chairman Technical Advisory Committee

To the Chief Executive Officer

I hereby nominate \_\_\_\_\_ for the position of Chairman of the Eastern Metropolitan Regional Council Technical Advisory Committee for the term of Office commencing on the date of the election and continuing until the next ordinary elections days and/or other circumstances occur in accordance with section 5.11 of the Local Government Act 1995.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\*I \_\_\_\_\_ hereby certify that I accept the above nomination to the position of Chairman of the Eastern Metropolitan Regional Council Technical Advisory Committee.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\*This certificate is to be completed when a Representative is nominated by another Representative.





**Eastern Metropolitan Regional Council  
TAC 6 March 2014**

**BALLOT PAPER FOR THE  
ELECTION OF THE TAC CHAIRMAN**

***HOW TO VOTE***

**Place a tick  in the box next to the candidate you want to elect.**

**Do not make any other marks on the ballot paper.**

**First Name, Last Name**

**First Name, Last Name**

**First Name, Last Name**



## 5.2 ELECTION OF A DEPUTY CHAIRMAN OF THE TECHNICAL ADVISORY COMMITTEE

REFERENCE: D2014/03058

### PURPOSE OF REPORT

To provide for an election to be conducted for the office of Deputy Chairman of the Technical Advisory Committee (TAC).

### KEY ISSUES AND RECOMMENDATION(S)

- In accordance with section 5.12(2) of the Local Government Act 1995, the members of a committee may elect a deputy presiding member from amongst themselves.

#### Recommendation(s)

That the members of the Technical Advisory Committee elect a Deputy Chairman by secret ballot.

### SOURCE OF REPORT

Manager Administration and Compliance

### BACKGROUND

At the Special Meeting of Council held on Thursday 7 November 2013 the EMRC Chairman and Deputy Chairman were elected and members of the EMRC Committees were appointed.

### TAC MEMBERS 2013-2015

The following members were appointed to the TAC at the Special Meeting of Council held on 7 November 2013:

Director Operational Services	(Mr Simon Stewart-Dawkins)	Town of Bassendean
Director Technical Services	(Mr Doug Pearson)	City of Bayswater
Director Technical Services	(Mr Ric Lutey)	City of Belmont
Director Infrastructure Services	(Mr Charles Sullivan)	Shire of Kalamunda
Director Infrastructure Services	(Mr Shane Purdy)	Shire of Mundaring
Executive Manager Operations	(Mr Jim Coten)	City of Swan
Chief Executive Officer	(Mr Peter Schneider)	EMRC

In accordance with section 5.12(2) of the Local Government Act 1995 (the Act), the members of a committee may elect a deputy presiding member from amongst themselves.

It is a requirement of Schedule 2.3 of the Act that the election is conducted by the Chairman and the nominations for the Office are to be given to the CEO in writing before the meeting or the Chairman during the meeting before the close of nominations. Furthermore, if a member is nominated by another member, the Chairman is not to accept the nomination unless the nominee has advised the Chairman, orally or in writing, that he or she is willing to be nominated for the Office. Members are to vote on the matter by secret ballot.

The procedure outlined in Schedule 2.3 of the Act will be followed if there is an equality of votes.



*Item 5.2 continued*

## **REPORT**

The following material accompanies the agenda for this meeting as a means of assisting members of the Committee to nominate themselves or another member for the Office of Deputy Chairman of the TAC.

1. A blank nomination form for the Office of Deputy Chairman of the TAC, nominate oneself
2. A blank nomination form for the Office of Deputy Chairman of the TAC, nominate another
3. A blank ballot paper for Election of Deputy Chairman of the TAC

Ballot papers will be made available prior to voting.

The completed nomination forms are to be given to the CEO before the meeting or when called for by the Chairman when dealing with this item at the meeting.

## **STRATEGIC/POLICY IMPLICATIONS**

Council Policy 2.1 Committees of Council provides for the establishment of the Technical Advisory Committee.

Key Result Area 4 – Good Governance

- 4.3 To provide responsible and accountable governance and management of the EMRC

## **FINANCIAL IMPLICATIONS**

Nil

## **SUSTAINABILITY IMPLICATIONS**

Nil

## **MEMBER COUNCIL IMPLICATIONS**

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

## **ATTACHMENT(S)**

1. A blank nomination form for the Office of Deputy Chairman of the TAC, nominate oneself (Ref: D2014/01930)
2. A blank nomination form for the Office of Deputy Chairman of the TAC, nominate another (Ref: D2014/01930)
3. Ballot Paper – Election of TAC Deputy Chairman (Ref: D2014/01935)



*Item 5.2 continued*

**VOTING REQUIREMENT**

Secret Ballot

**RECOMMENDATION(S)**

That the members of the Technical Advisory Committee elect a Deputy Chairman by secret ballot.

The Chairman advised that no nominations for the Office of Deputy Chairman of the TAC had been received. Mr Purdy nominated Mr Pearson.

No further nominations were received.

**ANNOUNCEMENT: OF THE OFFICE OF CHAIRMAN**

There being no other nominations Mr Doug Pearson was declared Deputy Chairman of the Technical Advisory Committee for the term commencing 6 March 2014 until 2015.



## **Nomination for Deputy Chairman Technical Advisory Committee**

To the Chief Executive Officer

I hereby nominate myself, \_\_\_\_\_ for the position of Deputy Chairman of the Eastern Metropolitan Regional Council Technical Advisory Committee for the term of Office commencing on the date of the election until the next ordinary elections days and/or other circumstances occur in accordance with section 5.11 of the Local Government Act 1995.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Nomination for Deputy Chairman Technical Advisory Committee

To the Chief Executive Officer

I hereby nominate \_\_\_\_\_ for the position of Deputy Chairman of the Eastern Metropolitan Regional Council Technical Advisory Committee for the term of Office commencing on the date of the election until the next ordinary elections days and/or other circumstances occur in accordance with section 5.11 of the Local Government Act 1995.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\*I \_\_\_\_\_ hereby certify that I accept the above nomination to the position of Deputy Chairman of the Eastern Metropolitan Regional Council Technical Advisory Committee.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\*This certificate is to be completed when a Representative is nominated by another Representative.



**Eastern Metropolitan Regional Council  
TAC Thursday 6 March 2014**

**BALLOT PAPER FOR THE ELECTION OF THE  
TAC DEPUTY CHAIRMAN**

***HOW TO VOTE***

**Place a tick  in the box next to the candidate you want to elect.**

**Do not make any other marks on the ballot paper.**

**Lastname, Firstname**

**Lastname, Firstname**

**Lastname, Firstname**



**6 PETITIONS, DEPUTATIONS AND PRESENTATIONS**

Nil

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**7.1 MINUTES OF THE TECHNICAL ADVISORY COMMITTEE MEETING HELD ON 5 SEPTEMBER 2013**

That the Minutes of the Technical Advisory Committee meeting held on 5 September 2013, which have been distributed, be confirmed.

**TAC RESOLUTION(S)**

MOVED MR COTEN

SECONDED MR PURDY

THAT THE MINUTES OF THE TECHNICAL ADVISORY COMMITTEE MEETING HELD ON 5 SEPTEMBER 2013 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

**CARRIED UNANIMOUSLY**

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

Nil

**9 QUESTIONS BY MEMBERS WITHOUT NOTICE**

Nil

**10 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

Nil

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

Nil





## 12 REPORTS OF OFFICERS

### 12.1 WATER CORPORATION LIME AMENDED BIOCLAY® PROJECT

REFERENCE: D2014/03056

#### PURPOSE OF REPORT

This report is to advise Council of the forthcoming closure of the WaterCorp Lime Amended Bioclay® (LABC) project at the Red Hill Waste Management Facility.

#### KEY ISSUES AND RECOMMENDATION(S)

- The WaterCorp LABC project at Red Hill has taken almost 4 years to become operational due to various delays by the operator.
- EMRC's staged development of landfill cells now requires the use of the area occupied by the WaterCorp plant and equipment because of approval delays to Farm Stage 3.
- The WaterCorp have been requested to vacate their site by early March 2014 to allow the excavation of the stage 15 landfill cell.
- A temporary location for the demobilised LABC blending equipment has been identified on Lot 12 pending relocation to a permanent new location off-site.

#### Recommendation(s)

That the report be received.

#### SOURCE OF REPORT

Director Waste Services

#### BACKGROUND

At its February 2010 meeting, Council (Ref: DMDOC/125556) resolved:

*"THAT:*

1. *COUNCIL ENDORSE THE PROJECT PLAN FOR THE BLENDING OF LIME AMENDED BIOCLAY®.*
2. *COUNCIL, IN ACCORDANCE WITH S.6.8 OF THE LOCAL GOVERNMENT ACT 1995, AGREE TO INCUR EXPENDITURE OF \$36,000 DURING 2009/2010 TO BE FUNDED FROM OPERATING SURPLUSES.*
3. *THE LIME AMENDED BIOCLAY® BLENDING PROJECT COMMENCE IN MARCH 2010.*
4. *THE CHIEF EXECUTIVE OFFICER BE AUTHORISED TO NEGOTIATE AN AGREEMENT WITH THE WATER CORPORATION FOR THE BLENDING OF LIME AMENDED BIOCLAY®."*



*Item 12.1 continued*

## **REPORT**

The WaterCorp's LABC project at Red Hill Waste Management Facility has been underway since mid 2010. Their blending equipment was finally installed ready for commissioning in September 2011, however ongoing issues with the contractor and the blending equipment saw production of the LABC delayed until June 2013. Since this time, only a small quantity of LABC has been produced, generating less than \$10,000 in revenue for the EMRC from Lime Amended Biosolids (LAB) received on site.

The LABC operation has also caused odour nuisance to site staff and possibly neighbours from time to time and created the need for leachate management as a result of runoff from the LABC area during periods of heavy rainfall.

At the time site operations were finally underway in June 2013, an agreement was developed which would have provided WaterCorp the ability to produce LABC up until December 2014 with a one year extension option. However, because of delays experienced in obtaining a clearing permit from the Department of Environment and Regulation (DER) for Farm Stage 3 landfill cell, it was been decided to develop stage 15 on Lot 2, necessitating the shutdown and relocation of the LABC project at short notice.

Unfortunately there is no other possible licensed area on site where the LABC project could be relocated where stormwater runoff could be captured and where odour impact on neighbours would not be an issue.

Consequently, the LABC project has come to a conclusion at Red Hill after nearly four years of frustrated effort by the WaterCorp. The WaterCorp are endeavouring to find another location near Red Hill if possible, so as to access EMRC's clay for the blending operation.

The EMRC has offered the WaterCorp a site for temporary storage of the blending equipment on Lot 12, pending its transport and relocation offsite.

## **STRATEGIC/POLICY IMPLICATIONS**

Key Result Area 1 – Environmental Sustainability

- 1.3 To provide resource recovery and recycling solutions in partnership with member Councils
- 1.5 To contribute towards regional biodiversity conservation and improved air, water and land quality.

## **FINANCIAL IMPLICATIONS**

The project only realised income of \$9,428 including GST to mid February 2014 from 2,079 tonnes of LABC produced, well below financial projections. It is not anticipated that there are any further costs associated with the project.

## **SUSTAINABILITY IMPLICATIONS**

Key Result Area 1 – Environmental Sustainability

- 1.1 To provide sustainable waste management solutions.



*Item 12.1 continued*

**MEMBER COUNCIL IMPLICATIONS**

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

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Simple Majority

**RECOMMENDATION(S)**

That the report be received.

**TAC RECOMMENDATION(S)**

MOVED MR COTEN

SECONDED MR PURDY

That the report be received.

**CARRIED UNANIMOUSLY**



## 12.2 ITEMS CONTAINED IN THE INFORMATION BULLETIN

### REFERENCE: D2014/01812

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

#### 1. WASTE SERVICES

- 1.1 COUNCIL TONNAGE COMPARISONS AS AT 31 DECEMBER 2013 (Ref: D2014/01813)
- 1.2 RED HILL CLASS III LANDFILL CELLS (Ref: D2014/02470)

#### RECOMMENDATION

That the Technical Advisory Committee notes the items contained in the Information Bulletin.

#### TAC RESOLUTION(S)

MOVED MR COTEN    SECONDED MR PURDY

THAT THE TECHNICAL ADVISORY COMMITTEE NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN.

**CARRIED UNANIMOUSLY**

#### 13 REPORTS OF DELEGATES

Nil

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

Nil

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

Nil



## 16 FUTURE MEETINGS OF THE TECHNICAL ADVISORY COMMITTEE

The next meeting of the Technical Advisory Committee will be held on **Thursday 3 April 2014 (if required)** at the EMRC Administration Office, 1<sup>st</sup> Floor, Ascot Place, 226 Great Eastern Highway, Belmont WA 6104 commencing at 4:00 pm.

### Future Meetings 2014

Thursday	3	April (if required)	at	EMRC Administration Office
Thursday	8	May (if required)	at	EMRC Administration Office
Thursday	5	June (if required)	at	EMRC Administration Office
Thursday	10	July (if required)	at	EMRC Administration Office
Thursday	7	August (if required)	at	EMRC Administration Office
Thursday	4	September (if required)	at	EMRC Administration Office
Thursday	9	October (if required)	at	EMRC Administration Office
Thursday	20	November	at	EMRC Administration Office

## 17 DECLARATION OF CLOSURE OF MEETING

There being no further business, the Chairman declared the meeting closed at 4:18pm.