

CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE

MINUTES

5 August 2019

(REF: D2019/10488)

A meeting of the Chief Executive Officers Advisory Committee was held at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Monday, 5 August 2019**. The meeting commenced at **12:28pm**.

TABLE OF CONTENTS

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS	1
2	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	1
3	DISCLOSURE OF INTERESTS	1
4	ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION	1
5	PETITIONS, DEPUTATIONS AND PRESENTATIONS	1
6	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	1
	6.1 <i>MINUTES OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE MEETING HELD ON 2 APRIL 2019 (Ref: D2019/02994)</i>	
7	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	2
8	QUESTIONS BY MEMBERS WITHOUT NOTICE	2
9	ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC	2
10	BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING	2
11	REPORTS OF EMPLOYEES	3
	11.1 <i>DEVELOPMENT OF A REGIONAL YOUTH FORUM (Ref: D2019/10984)</i>	3
	11.2 <i>MEETING DATES FOR 2020 (Ref: D2019/11017)</i>	8
	11.3 <i>ITEMS CONTAINED IN THE INFORMATION BULLETIN (Ref: D2019/10980)</i>	12
12	REPORTS OF DELEGATES	12
13	NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PRESIDING MEMBER OR BY DECISION OF MEETING	12
14	GENERAL BUSINESS	12
	14.1 <i>EVENTS IN THE REGION</i>	12
	14.2 <i>OTHER GENERAL BUSINESS</i>	12
15	CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC	12
16	FUTURE MEETINGS OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE	13
17	DECLARATION OF CLOSURE OF MEETING	13



1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman opened the meeting at 12:28pm.

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

Committee Members

Ms Rhonda Hardy (Chairman)	Chief Executive Officer	City of Kalamunda
Mr Jonathan Throssell (Deputy Chairman)	Chief Executive Officer	Shire of Mundaring
Ms Peta Mabbs	Chief Executive Officer	Town of Bassendean
Mr Doug Pearson	Acting 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 Marcus Geisler	Chief Executive Officer	EMRC

Apologies

Mr Andrew Brien	Chief Executive Officer	City of Bayswater
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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 2 APRIL 2019

That the minutes of the Chief Executive Officers Advisory Committee meeting held on 2 April 2019 which have been distributed, be confirmed.

CEOAC RESOLUTION(S)

MOVED MR THROSSELL SECONDED MR FOLEY

THAT THE MINUTES OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE MEETING HELD ON 2 APRIL 2019 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 DEVELOPMENT OF A REGIONAL YOUTH FORUM

REFERENCE: D2019/10984

PURPOSE OF REPORT

To seek in principle support for the development of a Zero 2 Hero Mental Health and Leadership Workshop for member Council Youth Officers and representatives from local Youth Advisory Councils (YACs).

KEY POINTS AND RECOMMENDATION(S)

- Council, at its meeting of 18 February 2010 considered a report in relation to a Regional Youth and Education Strategy;
- Council at its meeting of 16 February 2012 considered a report in relation to a Regional Youth and Education Discussion Paper;
- Council further considered the Regional Youth and Education Discussion Paper at its meeting of 21 June 2012;
- A Regional Youth Futures report was proved to the Chief Executive Officers Advisory Group at its 5 February 2013 meeting;
- At its meeting of 2 June 2013 Council considered a sponsorship proposal for a Regional Youth Work Summit;
- In 2015 the EMRC assisted in the delivery of a Youth Bicycle recycling project in the City of Swan and the City of Belmont;
- The EMRC has also been delivering the Bush Skills 4 Youth program since 2015;
- The EMRC provided an update to Council, via its Information Bulletin at the 1 December 2016 Council meeting;
- The Regional Services Project Funding summary includes an annual allocation for youth initiatives if required;
- In 2018/2019 three Regional Youth Officer network meetings were held; and
- At the June 2019 Regional Youth Officers networking meeting a presentation was received from Zero 2 Hero on mental health and leadership for young people.

RECOMMENDATION

That Council provides in principle support for the development of a Zero 2 Hero Mental Health and Leadership event for member Council Youth Officers and local representatives from local Youth Advisory Councils.

SOURCE OF REPORT

Director Regional Services

BACKGROUND

Youth initiatives have been undertaken at the EMRC for a number of years, most of which have been focused around youth advocacy and networking.



Item 11.1 continued

Council, at its meeting of 18 February 2010, approved the development of a scoping document for the Regional Youth and Education strategy and resolved as follows:

“THAT COUNCIL APPROVES THE DEVELOPMENT OF A SCOPING DOCUMENT FOR REGIONAL YOUTH AND EDUCATION STRATEGY 2010 – 2015.”

This led to the development of a Regional Youth and Education discussion paper.

Council at its meeting of 16 February 2012 considered the report relating to a Regional Youth and Education Discussion Paper and resolved as follows:

“THAT:

- 1. COUNCIL NOTES THE CONTENT IN THE REGIONAL YOUTH AND EDUCATION DISCUSSION PAPER.*
- 2. COUNCIL APPROVES THE RELEASE OF THE REGIONAL YOUTH AND EDUCATION DISCUSSION PAPER TO MEMBER COUNCILS FOR A SIX WEEK CONSULTATION PERIOD.”*

Council further considered the Regional Youth and Education Discussion Paper. It was proposed that the EMRC would use the information provided in the Paper to prioritise relevant youth projects for the region in partnership with member Councils and key stakeholders and accordingly, Council at its meeting of 21 June 2012 resolved as follows:

“THAT:

- 1. COUNCIL NOTES THAT THE DEVELOPMENT OF REGIONAL YOUTH AND EDUCATION STRATEGY HAS NOT BEEN SUPPORTED BY MEMBER COUNCILS.*
- 2. COUNCIL NOTES THAT A WORKSHOP WILL BE UNDERTAKEN TO IDENTIFY AND PRIORITISE RELEVANT REGIONAL YOUTH PROJECTS FOR INCORPORATION INTO EXISTING EMRC STRATEGIES IN PARTHERSHIP WITH MEMBER COUNCILS AND KEY STAKEHOLDERS.*
- 3. COUNCIL APPROVED THAT AGREED YOUTH PROJECTS THAT COMPLEMENT THE DIRECTION, PROJECTS AND INITIATIVES OUTLINED IN THE REGIONAL ECONOMIC DEVELOPMENT STRATEGY, THE REGIONAL ENVIRONMENT STRATE AND REGIONAL ADVOCACY STRATEGY BE SCOPED AND DEVELOPED FOR CONSIDERATION BY THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE.”*

A Regional Youth Futures Report was provided to the Chief Executive Officers Advisory Group at its 5 February 2013 meeting. The Report identified opportunities to support member Councils and key stakeholders in terms of environmental projects, improved access to safe and reliable transport and developing activities to celebrate Youth Week.

Council at its meeting of 21 February 2013 considered the report relating to a Regional Youth Futures Report resolved as follows:

“THAT COUNCIL APPROVES THE RELEASE OF THE FULL CONSULTATION REPORT – REGIONAL YOUTH FUTURES TO MEMBER COUNCILS AND KEY STAKEHOLDERS PARTICIPATING IN THE CONSULTATION PROCESS.”

Council, at its meeting of 2 June 2013 Council considered a sponsorship proposal for a Regional Youth Work Summit to be held on 23 August 2013 and resolved as follows:

“THAT COUNCIL APPROVES SPONSORSHIP OF \$10,369 FROM THE OCCASIONAL GRANTS AND SPONSORSHIP POLICY 2013/2014 TO THE RISE COMMUNITY SUPPORT NETWORK TO ASSIST IN THE DELIVERY OF THE YOUTH WORK SUMMIT 2013, SUBJECT TO THE APPROVAL OF THE 2013/2014 BUDGET.”



Item 11.1 continued

Reports indicate that the All 4 Youth Summit, which was themed around partnerships and participation, was successful, with 124 attendees across the north east region participating in six workshops delivered throughout the day.

The EMRC has also been delivering the Bush Skills 4 Youth program since 2015, through its Regional Environment Strategy 2016-2020.

In 2015 the EMRC also delivered a Youth Bicycle Recycling Pilot Project with Dismantle in conjunction with the Stratton Edge Youth Service and another project in conjunction with the Belmont YMCA. These activities aligned with the Regional Integrated Transport Strategy Objectives to – *“Support initiatives that promote the positive impacts of active forms of transport on human health”* and to *“Advocate for and support initiatives that increase the use of recycled and recovered resources in transport infrastructure.”*

The EMRC provided an update to Council, via its Information Bulletin at the 1 December 2016 Council meeting on a Regional Youth Research Advisory Paper (Ref: D2016/15940). The Paper considered environment, economic and transport opportunities and identified issues around cultural diversity, a change in government focus and advocacy.

The Regional Services Project Funding Summary has included an annual allocation for youth initiatives since 2008/2009, the amount varying depending on the level of work to be undertaken. Currently the youth funding allocation from the EMRC budget for 2019/2020 is \$8,000, however the budget is only utilised if there is an agreed use for same.

REPORT

In 2018/2019 three Regional Youth Officer Network meetings were held; and the June 2019 Regional Youth Officers networking meeting included a presentation from Zero 2 Hero on mental health and leadership for young people.

The Regional Youth Officer meetings align with the Regional Economic Development Strategy 2017-2021 (REDS) Objective – *“To facilitate information sharing and collaboration across youth services in the region”* and the Priority Action to *“Coordinate, facilitate and support regional forums and briefing sessions”*.

These regional networking meetings have provided the opportunity for collaboration amongst member Council Youth Officers where they have come together to discuss and share information about their youth spaces. The EMRC has also sourced a number of guest speakers to add further value to these meetings.

The guest speaker at the June 2019 meeting, Ashlee Harrison, the founder and CEO of the not for profit group Zero 2 Hero, provided an overview on mental health issues for young people. Zero 2 Hero partner with many corporate and community organisations including Bendigo Bank, Cape and Access Hire to help run camps, events and forums tailored to young people.

The EMRC and member Councils have the opportunity to engage Zero 2 Hero as a resource to provide a joint leadership and mental health day for member Council Youth Officers and representatives from local Youth Advisory Committees (YACs), tailored to suit the audience.

The EMRC is seeking in principle support from the member Councils to progress this concept and to bring back an outline of a regional leadership and youth mental health event.

EMRC officers would take the lead role in the event organising and cover the costs of providing a mental health/leadership workshop for young people in our region. There would be no cost to individual Councils. Further, the provision of a regional youth forum is in line with the objective and priority action outlined in the REDS.



Item 11.1 continued

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 2 – Economic Development

2.2. To facilitate and advocate for regional economic development activities

2.3 To facilitate regional cultural and recreational activities

FINANCIAL IMPLICATIONS

Funding is allocated in the EMRC's 2019/2020 operating budget.

SUSTAINABILITY IMPLICATIONS

The Regional Services Directorate operates to pursue environmental, economic and social growth outcomes for Perth's Eastern Region.

MEMBER COUNCIL IMPLICATIONS

Member Council

Implication Details

Town of Bassendean

City of Bayswater

City of Belmont

City of Kalamunda

Shire of Mundaring

City of Swan

} Possible Youth Officer time to attend the workshop

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council provides in principle support for the development of a Zero 2 Hero Mental Health and Leadership event for member Council Youth Officers and local representatives from local Youth Advisory Councils.



Item 11.1 continued

The Director Regional Services gave a brief overview of the intention of the report and advised that she was seeking in principle support for the development of a Zero 2 Hero Mental Health and Leadership Workshop for the member Council Youth Officers and representatives from local Youth Advisory Councils. Discussion ensued in relation to this item.

CEOAC RECOMMENDATION(S)

MOVED MR FOLEY

SECONDED MS MABBS

That Council provides in principle support for the development of a Zero 2 Hero Mental Health and Leadership event for member Council Youth Officers and local representatives from local Youth Advisory Councils.

CARRIED UNANIMOUSLY



11.2 MEETING DATES FOR 2020

REFERENCE: D2019/11017

PURPOSE OF REPORT

The purpose of this report is for Council to consider and adopt the dates for the Eastern Metropolitan Regional Council (EMRC) Ordinary Council and Committee meetings for 2020.

KEY POINTS AND RECOMMENDATION(S)

- Section 5.25(1)(g) of the *Local Government Act 1995* and r.12 of the *Local Government (Administration) Regulations 1996* requires that at least once each year local public notice is to be given of all Ordinary Council meetings and Committee meeting dates, times and places that are to be open to the public and are to be held in the next twelve (12) months.
- Proposed dates for the EMRC's Ordinary Council, Chief Executive Officers Advisory Committee, Audit Committee, Waste Advisory Committee meetings and Strategy/Briefing Sessions for the 2020 calendar year are as detailed within this report.
- Chief Executive Officer Performance Review Committee and Investment Committee meeting dates will be arranged and convened as required.

Recommendation(s)

That Council adopts the Ordinary Council meeting and Committee meeting dates, times and places for 2020 as outlined in the report and notice be given in accordance with r.12 of the *Local Government (Administration) Regulations 1996*.

SOURCE OF REPORT

Director Corporate Services

BACKGROUND

The EMRC develops a meeting calendar each year and when selecting suitable dates ensures that, where possible, there are no clashes with member Councils and East Zone meetings (organised by WALGA). EMRC Council meetings are usually held on the second last Thursday of the month.

REPORT

Council's Governance Framework

Council historically sets a number of fixed meeting dates a year with the remaining meetings scheduled as "if required". Council has established five committees to assist in its decision-making. These committees meet two weeks prior to the Council meeting and the minutes from the Committee meetings form part of the next Ordinary Council Meeting agenda. The role of the Committees is to consider matters within their terms of reference and provide advice to the Council.

Additionally, Strategy/Briefing Sessions were introduced in 2011 to allow officers to brief Councillors and discuss potential new projects and emerging issues prior to more detailed work and costs being incurred and in recognition of the importance of providing Council with more time to consider important strategic matters.



Item 11.2 continued

2020 Meeting Schedule

The schedule below sets out the proposed meeting dates for the 2020 calendar year. January is a recess period when EMRC Council and Committee meetings are not held and meeting dates are therefore set for February through to December.

As with prior years, the proposed meeting dates have taken into consideration the normal meeting calendar of member Councils and WALGA's East Zone.

Three (3) Strategy/Briefing Sessions have also been proposed during the year in March, May and August, if required.

In accordance with Section 5.25(1)(g) of the *Local Government Act 1995* and r.12 of the *Local Government (Administration) Regulations 1996*, local public notice will be given of all Ordinary Council meetings and Committee meeting dates, times and places that are to be open to the public, and are to be held during the 2020 calendar year.

Ordinary Council Meetings commencing at 6:00pm:

Ordinary Council meetings will be held on the second last Thursday of each month except in December.

Thursday	20 February		at	EMRC Administration Office
Thursday	19 March		at	EMRC Administration Office
Thursday	23 April	(if required)	at	EMRC Administration Office
Thursday	21 May	(if required)	at	EMRC Administration Office
Thursday	18 June		at	EMRC Administration Office
Thursday	23 July	(if required)	at	EMRC Administration Office
Thursday	20 August	(if required)	at	EMRC Administration Office
Thursday	17 September		at	EMRC Administration Office
Thursday	22 October	(if required)	at	EMRC Administration Office
Thursday	3 December		at	EMRC Administration Office

Council Strategy/Briefing Sessions commencing at 6:00pm:

The Strategy/Briefing Sessions "if required" will be held in March, May and August.

Thursday	12 March	(if required)	at	EMRC Administration Office
Thursday	11 June	(if required)	at	EMRC Administration Office
Thursday	10 September	(if required)	at	EMRC Administration Office

Chief Executive Officers' Advisory Committee (CEOAC) meetings commencing at 12:30pm:

CEOAC meetings are generally held on the first Tuesday of each month. The November meeting will be held in the third week of that month.

Tuesday	4 February		at	EMRC Administration Office
Tuesday	3 March *	(informal)	at	TBA
Tuesday	7 April		at	EMRC Administration Office
Tuesday	5 May	(informal)	at	TBA
Tuesday	2 June *		at	EMRC Administration Office
Tuesday	7 July	(informal)	at	TBA
Tuesday	4 August		at	EMRC Administration Office
Tuesday	1 September	(informal)	at	TBA
Tuesday	6 October	(if required)	at	EMRC Administration Office
Tuesday	10 November		at	EMRC Administration Office

*** Please note the Monday prior to the March (informal) and June meetings is a Public Holiday.**



Item 11.2 continued

Waste Advisory Committee (WAC) meetings commencing at 5:00pm:

WAC meetings are generally held two weeks prior to the Council meeting.

Thursday	6 February	(if required)	at	EMRC Administration Office
Thursday	5 March	(if required)	at	EMRC Administration Office
Thursday	9 April	(if required)	at	EMRC Administration Office
Thursday	7 May	(if required)	at	EMRC Administration Office
Thursday	4 June	(if required)	at	EMRC Administration Office
Thursday	9 July	(if required)	at	EMRC Administration Office
Thursday	6 August	(if required)	at	EMRC Administration Office
Thursday	3 September	(if required)	at	EMRC Administration Office
Thursday	8 October	(if required)	at	EMRC Administration Office
Thursday	19 November	(if required)	at	Red Hill Waste Management Facility

Audit Committee (AC) meetings commencing at 6:30pm:

AC meetings are generally held two weeks prior to the Council meeting.

Thursday	6 February	(if required)	at	EMRC Administration Office
Thursday	5 March		at	EMRC Administration Office
Thursday	9 April	(if required)	at	EMRC Administration Office
Thursday	7 May	(if required)	at	EMRC Administration Office
Thursday	4 June		at	EMRC Administration Office
Thursday	9 July	(if required)	at	EMRC Administration Office
Thursday	6 August	(if required)	at	EMRC Administration Office
Thursday	3 September	(if required)	at	EMRC Administration Office
Thursday	8 October	(if required)	at	EMRC Administration Office
Thursday	19 November	(if required)	at	EMRC Administration Office

Chief Executive Officer Performance Review Committee (CEOPRC)

The dates will be arranged and convened as required.

Investment Committee (IC)

The dates will be arranged and convened as required.

STRATEGIC/POLICY IMPLICATIONS

The schedule of meetings is in accordance with the EMRC Policy 1.2 - Meeting Policy which states that “a twelve-month schedule of ordinary meetings of Council will be adopted by Council.” It also states that “meetings of the EMRC are to be held in the EMRC Administration Offices unless otherwise decided”.

FINANCIAL IMPLICATIONS

Nil



Item 11.2 continued

SUSTAINABILITY IMPLICATIONS

Nil

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council adopts the Ordinary Council meeting and Committee meeting dates, times and places for 2020 as outlined in the report and notice be given in accordance with r.12 of the *Local Government (Administration) Regulations 1996*.

Mr Foley noted that the Waste Advisory Committee and Audit Committee meeting scheduled for 9 April 2020 was being held a day before Good Friday which is 10 April 2020, and this may not suit a number of the attendees. The CEOAC adopted the dates, subject to a review of the April 2020 meeting date for Waste Advisory Committee and Audit Committee.

CEOAC RECOMMENDATION(S)

MOVED MR FOLEY

SECONDED MR THROSSELL

That Council adopts the Ordinary Council meeting and Committee meeting dates, times and places for 2020 as outlined in the report and notice be given in accordance with r.12 of the *Local Government (Administration) Regulations 1996*, subject to a review of the April 2020 meeting date for Waste Advisory Committee and Audit Committee.

CARRIED UNANIMOUSLY



11.3 ITEMS CONTAINED IN THE INFORMATION BULLETIN

REFERENCE: D2019/10980

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

1. REGIONAL SERVICES

- 1.1 REGIONAL SERVICES ACTIVITY REPORT APRIL TO JUNE 2019 (Ref: D2019/10987)
- 1.2 REGIONAL SERVICES SUMMARIES APRIL TO JUNE 2019 (Ref: D2019/10989)
- 1.3 COOPERATIVE RESEARCH CENTRE FOR WATER SENSITIVE CITIES (Ref: D2019/10996)

RECOMMENDATION

That the Chief Executive Officers Advisory Committee notes the items contained in the Information Bulletin accompanying the 5 August 2019 Chief Executive Officers Advisory Committee Agenda.

CEOAC RESOLUTION

MOVED MR PEARSON SECONDED MR THROSSELL

THAT THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN ACCOMPANYING THE 5 AUGUST 2019 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

Nil

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 **3 September 2019 (Informal)** at the City of Kalamunda, 2 Railway Road, Kalamunda WA 6076 commencing at 12:30pm with lunch at 12noon.

Future Meetings 2019

Tuesday	3	September	(Informal)	at	City of Kalamunda
Tuesday	8	October	(if required)	at	EMRC Administration Office
Tuesday	19	November		at	EMRC Administration Office

17 DECLARATION OF CLOSURE OF MEETING

There being no further business the meeting was closed at 12:40pm.