

# Peel-Harvey Catchment Council

## MINUTES OF GENERAL MEETING



**Held on Thursday 20 August 2015 at 9.00am**

Marine Operations Centre, 107 Breakwater Parade, Mandurah Ocean Marina

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The Chairman opened the meeting at 9.05am

### 1. Attendance

<u>Present:</u>	Jan StarAM Marilyn Gray Bob Pond Darralyn Ebsary Michael Schultz Maxine Whitely Cr Caroline Knight Kelvin Barr Karl Brennan Rob Summers Aiden O'Brien	Chairman Treasurer Executive Committee (DoW) Member [from 9.20am] Member Member Local Govt Member (Coastal) [from 9.15am] PDC (deputising) DPaW DAFWA Department of Planning Peel – Observer (Deputising)
<u>In Attendance:</u>	Jane O'Malley Deb Slater-Lee Annette Brown  Patricia Sutton Jamie Wright Amanda Willmott Francis Smit	CEO Operations Manager Communications Coordinator [from 9.30am – 11.30am] Office Manager (Minute Taker) Snr Project Officer [from 10.35am to 11.30am] Project Officer [from 10.25am to 11.30am] Landcare SJ (from 9.55am)
<u>Guests:</u>	Anna Gstaettner	Observer (Post graduate student ECU)
<u>Apologies:</u>	Andy Gulliver Paddi Creevey OAM Dr Peter Hick Cr Keith Ellis Craig Olejnik Chris Ryan Scott Haine	Deputy Chairman Secretary Member Proxy Local Govt Member (Coastal) DPaW DER Department of Planning (Peel) – Observer
<u>Absent:</u>	Cr John Allert	Local Govt Member (Inland)

1.1 Leave of Absence – Andy Gulliver

The Chairman advised that she had received a request from Andy Gulliver for Leave of Absence for the months of September and October 2015.

*Moved: Bob Pond      Seconded: Caroline Knight*

***That Andy Gulliver be granted Leave of Absence for the months of September and October 2015.***

**CARRIED**

**2. Declarations of Interest**

There were no declarations of interest.

**3. Confirmation of Minutes of Previous Meeting**

3.1 Confirmation of Minutes of Meeting held on 18 June 2015

*Moved: Mike Schultz      Seconded: Rob Summers*

***That the Minutes of the meeting held on 18 June 2015 be confirmed as a true and correct record of the meeting.***

**CARRIED**

**4. Business arising from previous Minutes**

**Summary of actions from previous meetings:**

No.	Details	Resp.	Complete
1.	<b>Item 7 [21 August 2014] Chairman’s Report</b>  Follow up DER on the matter of reporting annually on licensed premises.  <i>Jan is still trying to make contact – to be raised with Chris Ryan (new DER rep.)</i>  <i>Update to be presented at 20 August PHCC General Meeting</i>	Jan Star	Pending
3.	<b>Item 6 [19 February 2015 – Staff and Partners Forum</b>  Arrange a meet and greet with Hon Rick Wilson, Member for O’Connor to introduce the PHCC, the R2R project and the need to implement our NRM Strategy.  <i>Meeting arranged for Friday 19 June – to be rearranged.</i>  <i>Meeting held on 7 August with Hon Rick O’Connor</i>	Jane O’Malley	Complete

4.	<b>Item 8 [19 February 2015 – Staff and Partners Forum</b> The Executive Group to consider the merits of holding a PHCC Board training workshop, in a similar forum as the staff workshop.	Jane O'Malley	Pending
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#### Summary of actions from meeting of 18 June 2015:

No.	Details	Resp.	Complete
1.	<p><b>Item 9 [18 June 2015] CEO's Report</b></p> <p><b>Jan to raise the burning of timber in the Boddington area in discussions with politicians.</b></p> <p><b>Note:</b> Karl Brennan provided the following information after the meeting, in relation to the ownership of trees being cleared for South32 (Item 9 CEO's Report):</p> <p><i>PHCC may wish to seek clarification from Ian Freeman who is the Department's sustainable forest management mining liaison officer.</i></p> <p><a href="mailto:Ian.Freeman@dpaw.wa.gov.au">Ian.Freeman@dpaw.wa.gov.au</a></p>	Jan Star	Pending

The Chairman noted that Chris Ryan sent apologies for today's meeting. He was endeavouring to secure a proxy to represent him.

Item 9 [18 June 2015] - Pending

## 5. Correspondence

### 5.1 Correspondence List for June 2015 – August 2015

Item 1.1- Threatened Species Summit Taskforce (Department of Environment). Jane explained that she was advised by the Minister's office that she was not permitted to send a representative to the Summit.

*Moved: Marilyn Gray Secoded: Maxine Whitely*

*That Correspondence In and Correspondence Out be accepted.*

*CARRIED*

## 6. Monthly Meetings Inventory

Members reviewed the Monthly Meetings Inventory and it was noted that Mike Schultz, not Bob Pond, attended the WAMSI Estuary Management meeting on 7 July.

## 7. Chairman's Report

*I want to start by acknowledging the passing of Don Randall MHR. Don was primarily responsible for us achieving regional status. He has always been very supportive of our efforts and will be sadly missed. He was obviously a very good local member and the funeral was very moving as well as very informative. Vale Don.*

*Just after our last meeting, the EPA went on a tour of the Peel-Harvey. They started with a fly over using two planes, Jane and I were able to go - one on each plane and help the DoW guides. It gave EPA members a chance to get a good overview – and see the extent of development close to waterways. On foot we visited Lake Goegrup, Austin Cove urban area, and the Peel Main Drain. Late last week the EPA released its interim strategic advice on Perth and Peel@3.5million, copies are available. This follows the release of Sub-regional Frameworks but precedes the actual Structure Plans, so is informing the Minister of the direction needed for those Plans. The advice is also directed at influencing the Strategic Conservation Plan which will be the outcome of the SAPP R process. The EPA was present at today’s meeting and we are endeavouring to secure another session to which we will invite members.*

*We have prepared a draft submission on the Sub-regional Framework (we have secured further extension to late August), with Andrew Del Marco’s help. Thank you to all who attended our workshops and provided comment (especially Pete from his yacht in Turkey). The submission will be available via our website so please read it. The Basic Raw Materials areas cover 2320ha of native vegetation (refer to SAPP R update below).*

*You may have noticed new entry signs to towns and local governments. This was an outcome of the Peel Region Leaders Forum. They also supported the Coolup Equestrian Centre, Marilyn attended the opening of Stage 1 for me.*

*We (with CoM, RDA) had a very interesting briefing from WAMSI (CEO, Patrick Sears) on the direction of a research initiative for estuaries which they are preparing for state government. As soon as appropriate we will seek a presentation to the Council.*

*We have endeavoured to keep up with meetings with politicians, the last being Rick Wilson, Federal Member for O’Connor (Liberal) and Nigel Hallett, MLC, Member for the South West Region (Liberal) . Nigel offered to pick up any matters that Don would normally deal with. He also would like to bring Minister Jacobs down but requested we give him a good reason – I would welcome your thoughts either today or if you can email me directly. We have also to consider any implication of the coming by-election and will meet with key candidates.*

*At our February Strategic Workshop we temporarily parked a detailed review of the Board Structure. The endorsed Governance Review Steering Committee (myself, Paddi, Peter and Caroline) will meet with the Management Team who have been working to inform the process. This review to support the delivery of our expanding scope of activities will be a priority. Something to ponder when you go to the coming NRM Conference in Mandurah – I hope some are attending.*

*Maxine’s term expires in Oct and hence we are calling for nominations (closes 16 Sept). Local Government terms expire in Dec and we will be calling for nominations after L.G. elections.*

## **8. Update on Strategic Assessment Perth and Peel Region (SAPP R)**

*There was a Stakeholders Reference Group meeting for SAPP R and the Chairman’s report is tabled. Note that there will be statutory changes to make approvals easier – e.g. for clearing for Basic Raw Materials. Our preliminary calculations show that BRM will threaten:*

<i>Total Vegetation</i>	<i>2,320 ha</i>
<i>Banksia Veg Association</i>	<i>2,030 ha</i>
<i>Regionally significant veg</i>	<i>1,775 ha</i>

*Offsets are a big issue and a management framework for dealing with them is needed, it is something we need to understand well and understand the opportunities for the Peel-Harvey. There was a strong request from the SRG for the final Structure Plans to come out in draft so that the environmental advices can be considered by the public – not just by the bureaucrats.*

*PHEMC itself has not met but there is lots of activity at the Senior Officers Group firstly on drainage, then on governance models. We have spent considerable time with the PHEMC SOG group on governance, and appear to have influenced some positive changes which we will share when permitted. Genuine and effective community engagement is perhaps not fully appreciated and we are continuing discussions on this.*

*Drainage is getting a lot more attention and we have worked closely with DoW (Water Science Branch) on proposals for initial water quality projects and the proposed Regional Estuaries Initiative. Matt Giraudo is helping us make sure our priorities are addressed and we are putting strategies in place to ensure that we will be in a position to respond appropriately should these come to fruition.*

## **9. Chief Executive Officer's Report**

*The team have been working hard on all aspects related to our NLP Program. Amanda will provide a breakdown of our three projects we are contracted to deliver, including the proposed community grants. This has been informed by the Prioritisation Steering Committee, who will continue to play a valuable role to staff (and conduit to the PHCC). To support delivery of the NLP, and other projects/programs we are now employing the equivalent of 12.5 FTE's, via 21 employees. Key staffing shifts are:*

*Welcome to Steve Fisher, our Science Advisor and to Debra Slater-Lee, our new Operations Manager. Deb will formally commence on 4 November.*

*We have made an offer to the Regional Landcare Facilitator (starting on 21 September).*

*We intend to engage a support officer for the R2R project (0.5).*

*Jamie Wright is Acting Operations Manager.*

*Kim will commence her new role on her return in mid-October.*

*We will apply for a Green Army team. The team are pulling together a collaborative project plan with partner organisations including the City of Mandurah. It is planned to apply for two consecutive teams – giving us a 12 month program hopefully commencing in March 2016.*

*The last S.H.A.R.E. event tied in well with SAPPR and Directions 31, looking at how population can be supported without loss of environmental values (Dry Sheep Equivalents). Speakers were excellent and the event was followed by a City of Mandurah sponsored dinner for speakers and guests so the enthusiastic conversations could continue. The UDIA have been enthused and the CEO initiated further discussions to pursue practical ways to use urban development to help protect and restore our environmental values.*

*It would be great if members could get to S.H.A.R.E. events. The next one is “Endangered Species/Communities” and will inform input into the WA Threatened Species Forum to be held in late October in Geraldton. There are a lot of great events coming up that Members may wish to attend. Please have a look on our website Events link and Facebook, and also pass on opportunities to relevant members of your community.*

*We have reinvigorated the Environmental Officers Group supporting NRM Practitioners to network and share knowledge/experiences etc. Quarterly meetings will be held and we are providing coordination and administrative support. A Members page will be put on the website. They will be hosted by various partners.*

*The Technical Working Group has endorsed the Local Planning Policy & Brochure to support sustainable horticulture (copy to be distributed). The brochure and supporting weblink will be launched in September. Stage II of the project has been contracted and is progressing.*

*We have continued our role with the PDC Legacy projects to support the preparation of the Business Cases. These confidential draft documents have been posted on the Members Page and Kelvin may wish to expand on this in his PDC report.*

*The Lake Mealup Recovery Program is a finalist in the Australian River Prize and in for the running of receiving up to \$200k. Congratulations to the Parks & Wildlife team for submitting the application. Jo Garvey, who will be at the River Symposium will represent the PHCC at the awards dinner.*

*We held two workshops to encourage our community to apply for State NRM Grants. Further to this we have received seven approaches for support for grant applications – four in the Hotham-Williams and three in Coastal areas. We are hoping focussed support will help attract further investment to the Peel-Harvey.*

*We are meeting with the South 32 team in September to further discuss our business proposal (Connecting Communities 30:30). We are also in the process of refining business proposals to the City of Mandurah for the continuation of the Local Government Stormwater Strategy and Lake Clifton Community Engagement.*

*Moved: Bob Pond*

*Seconded: Caroline Knight*

***That the Chairman’s Report, SAPPR Report and CEO Report be accepted.***

***CARRIED***

## **10. Treasurer’s Report**

*The past two months have been an extremely busy period with a number of projects being completed and/or milestones reached by 30 June 2015. It has also been a period where we are in transition phase with the new NLP funding, and only last week received final approval as to how we report on the initial funding received in May and the PHCC NRM Australian Government funding of \$500,000.*

*Our Accounting Package has been upgraded with the latest version of MYOB 2015.3. There have been a number of subtle changes and new features available for streamline reporting. Karen will be provided with Professional Development and will attend a training course in the near future. We will also explore add-on packages which will assist with Project Management and Reporting.*

*As we have only just finalised the finances for 30 June 2015 it has not been possible to present a Balance Sheet Report at 31 July and this will be included at next meeting for endorsement.*

*The Organisation audit is due to be carried out on September 1<sup>st</sup> at our Office. I present to you today, the Draft Financial Statement and Distribution of Unspent funds held at 30 June 2015:*

<i>ANZ - 4942-31182 (Project Chq)</i>	<i>\$118,937.85</i>
<i>ANZ - 527285292 (Corp Online)</i>	<i>\$150,879.87</i>
<i>ANZ - 527285559 (Project Online)</i>	<i>\$1,493,779.11</i>
<i>Westpac Term Deposit 201531</i>	<i>\$584,633.50</i>
<i>Petty Cash</i>	<i>\$192.90</i>
<i>ANZ Visa Card</i>	<i>(\$3,343.98)</i>
<b><i>Total Cash on Hand 30<sup>th</sup> June 2015</i></b>	<b><i>\$2,345,079.25</i></b>
<b><i>Total Equity as at 30<sup>th</sup> June 2015</i></b>	<b><i>\$791,496.62</i></b>

*[Francis Smit arrived at 9.55am]*

#### *Project Funding:*

- 1. PHCC-NLP- Regional Funding 2014 – 2018:  
A new Project code 9000 has been setup to manage our Regional funding for the next three years. The financial reporting on this Project is quite complex as it needs to be acquitted against three Projects with reporting to be carried out over five Activities. Kim and Karen have been liaising with Australian Government Team to ensure that the processes put in place will enable us manage these funds.*
- 2. Peel-Harvey NRM SWCC Funding [\$393,320]:  
This project is complete and will be audited.*
- 3. The following Projects require an annual audit to be carried out and a request to retain unspent funds at 30 June 2015:*
  - a) Peel-Harvey NRM Aust Government Funding [\$500,000.00] – Unspent funds at 30 June \$91,459.23*
  - b) R2R Rivers 2 Ramsar Project – Unspent funds at 30 June \$222,918.54*
  - c) PHCC Regional Funding – Unspent funds at 30 June \$276,204.40.*

#### *Term Deposit*

*The Westpac Term Deposit matured on 30 June 2015 with a total of \$7,518.97 interest earned for this period. An additional \$150,000.00 of corporate funds has been added to the existing Term Deposit for a further six months at 3.05%. It is due to mature on 30 December 2015.*

*Bank Statement Balance as at 31 July 2015:*

<i>ANZ Corporate Online Saver Account</i>	<i>\$151,059.27</i>
<i>Westpac Term Deposit</i>	<i>\$584,633.50</i>
<i>ANZ Project Online Saver Account</i>	<i>\$1,420,490.84</i>
<i>ANZ Project Cheque Account</i>	<i>\$101,227.11</i>
<i>Petty Cash</i>	<i>\$49.75</i>
<i>ANZ Visa Card</i>	<i>(\$5,496.56)</i>

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*Total Cash at Hand: \$2,251,963.18*

*As always, my thanks and appreciation to Karen, our project teams and our support staff for the efforts they have put into managing and acquitting our finances in this period of strong growth and increasing responsibility for the management of our funds.*

*Maxine commended Marilyn. Jane added that the NLP budget was done by Kim – acknowledged.*

*Moved: Darralyn Ebsary                      Seconded: Rob Summers*

- 1.            That the 30 June 2015 Financial reports be ratified.*
- 2.            That the Treasurer’s Report be received*

*CARRIED*

*The meeting broke for morning tea at 10.05am and resumed at 10.25am*

## **11. Presentations**

- 11.1    Chris Ryan, Principal Policy Officer, DER : Waste Derived Materials and the roll-out of the policies/guidance statements

Chris Ryan was unable to attend as he had a last minute Ministerial commitment and sent his apologies.

## **12. Science Update – Steve Fisher, Science Advisor (a copy of this presentation is available on the PHCC website)**

- 12.1    A summary of the Peel-Harvey catchment nutrient reports 2010 – 2014 prepared by DoW (a copy of this presentation is available on the PHCC website)

*[Jamie Wright arrived during Steve’s presentation at 10.35am]*

- 12.2 The ARC Linkage project with Murdoch University and others – *Balancing estuarine and societal health in a changing environment* (a copy of this presentation is available on the PHCC website)

At this point of the meeting the Chairman introduced Anna Gstaettner who is currently doing post graduate studies in Environmental Science at Edith Cowan University.

### 13. Officer Presentations

- 13.1 Update on PHCC Branding Project – Annette Brown (a copy of this presentation is available on the PHCC website)

Jane added that the endorsed Branding Committee, which is representative of the board, had been involved with the project.

- 13.2 MERI Plan NLP – Amanda Willmott (a copy of this presentation is available on the PHCC website)

Jane added that DPaW would be involved in the planning process.

### 14. Agency Reports

*[Amanda, Jamie and Annette left at 11.30]*

#### 14.1 Rob Summers - DAFWA

- Heather Percy and Rob Summers (DAFWA) participated in the State Administrative Tribunal mediation at the Shire of Murray Offices in response to a horticultural operation. The main response of the proponent has been to include an interception channel into the groundwater to capture and return losses of nutrients from the site for irrigation. Issues such as recycling of salts and monitoring were discussed. We have since been working with the proponent's consultants, Strategen to develop the irrigation water requirements and the nutrient balance information for the proposed development.
- Tissue testing of pasture plants will begin soon as part of the Whole Farm Nutrient mapping project. The aim of this is to assess the impact of pH/acidity on the ability of pasture plants to take up nutrients, in particular phosphorus. This will enable more informed decisions to be made on the need to fertilise acidic pastures whilst liming.
- The Evergreen Farmers group held a seminar and field day and Rob Summers presented the findings of soil testing in the Gingin area in comparison with the rest of the state. The soil testing in Gingin showed 63% of the paddocks tested did not require phosphorus to be applied which is within the range of 60 to 80% of the rest of the agricultural area.
- The Australian Fertiliser Services Association is presenting a conference in Mandurah September 29 - October 1. Melanie Strawbridge (DAFWA) will be presenting on Govt policy on Fertiliser Regulation. Rob Summers is organizing a tour of sites of relevance to the fertiliser industry including a visit to the Dawesville Channel, a successful soil

amendment site, a progressive dairy farm and an outstanding and innovative composting facility.

- Rohan Prince and Rob Summers (DAFWA) have submitted a project plan at the request of the PDC for their legacy projects. The project will be examining the effectiveness of practices to minimize horticultural impacts on water quality. Similarly PHCC is submitting a project targeted at the implementation of water quality improvement practices coordinated by Matt Giraud.
- In response to a question at a previous meeting, Rob advised that DAFWA have been monitoring eutrophication at a smaller scale but can no longer do so due to changes in priorities and funds. Most of the earlier work has been carried out using industry funds to provide the operating and extra staff required.

#### 14.2 Kelvin Barr – PDC

- The Commission is progressing the latest draft of the Peel Regional Investment Blueprint with a significantly different feel, more reflective of long term goals and should be finalised in December 2015 for Ministerial sign-off and formal release.
- The three Legacy projects (Peel food Zone, Peel Water Initiative, Nambelup Agriculture Zone) are progressing with significant input from the Peel Harvey Catchment Council, particularly around the water initiative. There are challenges with attracting funding for the projects as they are developmental and long term, where funding priorities of existing programs are more aligned with ‘turn-key’ projects. These proposals will require high level government support for progressing to the level required with associated overall governance resolved. There is high level government interest in these combined projects and their capacity to significantly affect the economy of the Peel and the region further south. The PDC anticipates ongoing input from the PHCC.
- Marketrade (consultants) have been appointed to progress the Peel Tourism Economic Development Strategy through a two stage approach with stage one being a desktop review of existing studies, reports and strategies. Stage two requires significant engagement with key stakeholders. The PHCC have been approached to participate and engage with Marketrade. The Strategy will include an Infrastructure Development Plan. Business Cases will also be prepared for two high priority projects submitted for funding consideration through the Royalties for Region program.
- The Shire of Murray is being supported by the PDC in the preparation of a Peel Equine Industry Development Plan that will highlight the needs of the equine industry in and around the Peel region. The Plan will take into account rationalisation of the racing and wagering industry in the metropolitan area and will focus on the developing Murray Regional Equestrian Centre at Coolup. All equine industry codes are involved in this initiative.

#### 14.3 Aiden O’Brien – Department of Planning Peel

- Advertising of the draft *Peel Region Scheme: Floodplain Management Policy* finished at the end of July; however, we are still waiting to receive several late submissions. The department will be assessing the submissions over the coming months; however, it is already clear that several submissions raise significant issues.
- The department is working to address environmental issues relating to the draft *Nambelup Industrial Area District Structure Plan*.

#### 14.4 Karl Brennan - DPaW

- Lake Mealup – thanks to all partners for onground assistance and submitting applications. Was asked to send 10 minutes of video for the NRM Conference and put together a nice bit of film, not edited. Will be played at conference on presentation night. Will receive a copy of raw footage.
- Lake Mealup – Heidi Bucktin put in an abstract for the NRM Conference to be presented there.
- Green Army – has been busy. Thrilled with the way it's been working out. Hard workers. Creery has been planted with 300 plants. Weed control. Track maintenance. Samphire Cove limestone track refurbished, weeds and pruning. Len Howard Conservation Park – planting, track upgrade, track pruning. Weed control.
- Karl showed some slides regarding work done at Lowlands which included fencing, baiting, revegetation, phytophthora control.

#### 14.4 Bob Pond - DoW

- Has been involved with PHCC on SAPPR, drainage and interviews.
- DoW now has a new web portal – Water Online. Applications for licences to take water are all done online now. The department is not receiving paper copies through the office any more. Local government and DoP statutory referrals are done through the portal. Bob urged members to have a look at it.

#### 14.5 Francis Smit – Landcare SJ

- R2R – Stage 5 planning and implementation. Have great support from PHCC.
- State NRM grants – one relates to TECs in a number of reserves and the other four are with community groups (Gooralong, Darling Downs, Feral Pest control, Healthy Habitats).
- Banksia Woodland grants – only one dieback treatment remains. Monitoring over two years.
- NLP : Aust Govt – Received funding for equine landcare project and was interested to hear the PDC is putting together a strategy. Largely community extension through workshops, training and field days.
- Cockatubes – sent 27 nest boxes to a DPaW site a couple of years ago and there was 27 out of 27 breeding success. Distributed/installed 50 to 30 June. The last financial year was the slowest in terms of sales and installations for the past four years. Part due to our excellent rollout of the project and a lot of community groups are making their own. Is ongoing and our position at the moment is to get into the South West (between Stirlings and Porongorups).
- Healthy Habitats – ongoing support to private landholders with onground works.
- Planting season – Probably half way through. Working with Greening/PHCC/State NRM. Smaller project budget contributions from State NRM. Have had 3 planting days with schools plus community group days and staff days.
- Involved in a lot of community events, displays and information.
- The Peel-Harvey Biosecurity Group is important. It received some healthy contributions from local governments in the first year and working towards that for the next year. The first year focus was on cottonbush and there has been some great success. Seeking funding which will be matched by DAFWA in this financial year.
- Acquitted a number of projects – State NRM (Brickwood and Serpentine River), Lotterywest (to replace IT), PDC supported a food and farm fest, SITA (2013-14 planting season).
- Admin – Currently devising and drafting State NRM applications, working towards the AGM, general admin and grant reporting and dealing with a 20% reduction in wage funding from the SJ Shire.

14.5 Maxine said it was good news that the Greens had won an appeal for the EPA to assess the Dryandra Woodland landfill proposal.

Jane advised that PHCC comment was regarding feral animals and the impact of clearing on the Dryandra Woodland.

*Motion:*

***That PHCC send a letter of appreciation to the Greens, for their appeal to the EPA to assess the landfill proposal at the Dryandra Woodland.***

*Moved: Darralyn Ebsary                      Seconded Marilyn Gray*

(NOTE: PDC, DPaW, DAFWA, DoW and DPC representatives abstained from voting on this motion.)

## **15. Closure and Next Meeting**

The meeting closed at 12.00 noon.

The next meeting is to be held on Thursday 15 October 2015 at 9.00am. This meeting includes the AGM.

*Chairman* .....

*Date* .....

**Summary of actions from previous meetings:**

No.	Details	Resp.	Complete
1.	<p><b>Item 7 [21 August 2014] Chairman's Report</b> Follow up DER on the matter of reporting annually on licensed premises. <i>Jan is still trying to make contact – to be raised with Chris Ryan (new DER rep.)</i></p>	Jan Star	Pending
2.	<p><b>Item 5.1 [18 December 2014] Correspondence</b></p> <ol style="list-style-type: none"> <li>Jane to review the Application to Clear Native Vegetation procedure.</li> <li>Karl Brennan said he was not familiar with the process of clearing applications in TEC country and he undertook to take the question back to Craig Olejnik.</li> </ol> <p><i>Response: It was recommended that the PHCC continue to have input into the applications to Clear Native Vegetation. The SAPPR process may provide more effective ways to protect native vegetation.</i></p>	Jane O'Malley Karl Brennan	Complete
4.	<p><b>Item 8 [19 February 2015 – Staff and Partners Forum</b> The Executive Group to consider the merits of holding a PHCC Board training workshop, in a similar forum as the staff workshop.</p>	Jane O'Malley	Pending
5.	<p><b>Item 9 [16 April 2015] CEO's Report</b> Arrange a meeting with Simon O'Brian at DER to discuss licensed premises.</p>	Pat Sutton	On hold
6.	<p><b>Item 9 [16 April 2015] – CEO Report</b> Request a meeting with DPC to discuss:</p> <ol style="list-style-type: none"> <li>How to achieve a genuine coordinated approach for land use planning decisions including PHEMC, Agencies and Local Government;</li> <li>Concerns over Lake Pollard decision; and</li> <li>Request a meeting with the EPA to discuss their determination of significance, particularly in light of community expectations of the SAPPR process.</li> </ol>	Jane O'Malley	Pending

**Summary of actions from previous meeting of 20 August 2015:**

No.	Details	Resp.	Complete
1.	<p><b>Item 14.5 [20 August 2015]</b> Send a letter of appreciation to the Greens, for their appeal to the EPA to assess the landfill proposal at the Dryandra Woodland.</p>	Jane	