

Peel-Harvey Catchment Council

MINUTES OF GENERAL & STRATEGIC MEETING



Held on Thursday 20 February 2014, commencing at 9.00am
at the Mandurah Convention and Exhibition Centre, 20 Ormsby Tce, Mandurah

The Chairman opened the meeting at 9.00am

1. Attendance

Present:

Jan Star AM	Chairman
Andy Gulliver	Deputy Chairman
Marilyn Gray	Treasurer [from 9.10am]
Bob Pond	Executive Committee [DoW]
Cr John Allert	Local Govt Member (Inland)
Dr Peter Hick	Member
Shane Kelliher	Member
Cr Carolyn Knight	Local Govt Member (Coastal)
Denyse Needham	Member [from 10.30am]
Cr Richard Smith	Member [until 11.30am]
Nuray Veryeri	Member [from 9.10am, until 12.05pm]
Maxine Whitely	Member
Rob Summers	DAFWA

In Attendance:

Cr Keith Ellis	Proxy Local Govt Member (Coastal)
Scott Haine	Department of Planning (Peel) - Observer
Mark Langdon	City of Mandurah [until 10.45am]
Chris Malley	DERR [from 9.15am]
Craig Olejnik	DPaW [from 9.15am]
Samantha Pickering	Shire of Harvey
Jane O'Malley	Executive Officer
Patricia Sutton	Minute Taker
Julie MacMile	Casual Administration Assistant

Guests:

Sue Middleton	Executive Officer, NRM Regional Leaders Group [from 9.05am to 10.15am]
Andrew DelMarco	Ironbark Environmental [from 9.40am]

Apologies:

Don Glenister	Member
Dave Arkwright	PDC
Francis Smit	Landcare SJ Inc
Kristy Gregory	Landcare SJ Inc
Kim Wilson	PHCC

2. Declarations of Interest

No declarations of interest.

3. Confirmation of Minutes of Meeting held on 19 December 2013

3.1 Confirmation of Minutes of Meeting held on 19 December 2013

Rob Summers advised that he was in attendance at that meeting, but was not listed as present. Noted on the Minutes of 19 December 2013 meeting.

Moved: Andy Gulliver Seconded: Rob Summers

That the Minutes of the meeting held on 20 December 2013 be confirmed as a true and correct record of the meeting, noting Rob Summers was in attendance.

CARRIED

4. Business arising from previous Minutes

Summary of actions from previous meetings:

No.	Details	Resp.	Complete
1.	<p>Business Arising from Minutes of Previous Meeting [Item 4.2, 17 Oct 2013] Write to Richard Bush thanking him for his presentation at the last meeting and ask if there were any interim results.</p> <p>Correspondence Listing [Item 6.1, 17 Oct 2013] Jane to add the ‘Toxic Mess’ newspaper article to the letter to Richard Bush.</p>	Jane O’Malley	Incomplete
2.	<p>Correspondence Listing [Item 6.1, 17 Oct 2013] Jane to check the Organisation Policy in relation to media comment, to determine that it is clear and relevant, and to send to all members.</p>	Jane O’Malley	Incomplete
3.	<p>Ratification of Local Government Nominees [Item 7, 19 Dec 2013]</p> <p>Letters be sent to the:</p> <ul style="list-style-type: none"> Local Governments of the unsuccessful nominations, thanking them for their nominations and inviting them to attend future meetings as observers; Local Governments of the successful nominations, advising of the success; Successful nominees, including an induction package, and invitation to the meet with the Chair and Executive Officer as part of the induction/mentoring process. <p>All letters to note that as PHCC becomes a region, the structure of the organisation would be reviewed and changes may result.</p> <p><i>Letters sent (refer items 2.1 – 2.3 and 2.12 – 2.17)</i></p>	Jane O’Malley	Complete
4	<p>Guest Speaker – Brett Flugge, Executive Manager Strategic Development Shire of Murray : “Reviving the Kidney – Southern Palusplain Future Prospects” [Item 13, 19 Dec 2013] Advise Brett Flugge of contact for cultural sites in the southern Palusplain area. <i>Email sent to Brett 7.1.2014</i></p>	Thelma Crook	Complete

[Sue Middleton arrived at 9.05am and Marilyn Gray arrived at 9.10am]

5. Correspondence

5.1 Correspondence List for December 2013 – February 2014

Correspondence was scanned and provided to Members with the Agenda.

Moved: Maxine Whitely Seconded: Rob Summers

That Correspondence In and Correspondence Out be accepted.

CARRIED

6. Monthly Meeting Inventory

Members noted the Monthly Meeting Inventory for December 2013 – February 2014

[Nuray Veryeri arrived at 9.10am]

[Bob Pond, Chris Malley and Craig Olejnik arrived at 9.15am]

7. Chairman's Report

Jan Star presented her report:

This is a year of change for us and planning for change is challenging- you have a part in this today by helping map our strategic directions.

We are becoming a new organisation as an NRM Region. We will have more funding but with that come obligations, some, like an NRM Strategy we will welcome. That will help define our priorities for managing the catchment. Our staff needs are changing, not only because of having more projects but we will need systems to manage both more people and more programs. As well as increased financial and IT capabilities there is mapping complexities and MERI work, including a proper water quality monitoring framework so we can have feedback on the effectiveness of actions.

We will have a scientist appointed who will help with MERI and adaptive management but who will also be important in helping in communicating and educating our broader community. There will also then be an even better engagement with research institutions as we try to fill the knowledge gaps.

How much will our organisation have to change? We do need much more involvement from the Aboriginal community; we will have to increase our working relationships with local government; do we need a smaller Board with a bigger general membership? Or a similar Board with a very large membership base? Do we keep our name or change it? The Commonwealth have suggested an experienced person to help with all this.

The world we operate in is changing too. Our local governments may change and we have expressed our views on that. The WAPC is becoming more strategic and I think we will see change in the way the Planning system works. It is starting with the Strategic Environmental Assessment of Directions31. This combines both Federal and State agencies under the chairmanship of the head of the DPC and could lead to the State taking over some of the responsibilities of the EPBC Act. It has thrown the Peel-Harvey into prominence both because of its Ramsar status and State EPA status.

The WAPC has accepted there are serious limits to urban development in the Peel. Traffic congestion is also being acknowledged as a constraint north and south. There will need to be offsets

for development and that might fit with our plans for big biofilters. It has also opened up the WQIP and the major recommendations. As well as fertilisers and soil amendments the problems of the drainage system may become part of the solution. This is all being discussed through PHEMC, and it's associated Senior Officers Group.

We have caught up with Lyn Beazley since her resignation as Chief Scientist and we hosted a visit by Prof. Mike Elliot this week.

Moved: Bob Pond

Seconded: Rob Summers

That the Chairman's Report be accepted.

CARRIED

8. Executive Officer's Report

8.1 Endorsement – Execution of the Common Seal for the Senior Scientist funding

The PHCC and the Department for Regional Development have completed the draft grant agreement for the employment of a Senior Scientist for the Peel-Harvey (in draft). This provides \$100,000 p.a. x 4 years from the State Government, to complement the \$10,000 p.a. x 3 years from the City of Mandurah. The PHCC have previously committed the balance of funds to cover the position, and associated overheads, via prior endorsement.

The employment package has also been completed. This defines the agreed key outcomes, project responsibilities and statement of duties. The key duties are detailed below. The DRD have confirmed they 'recognise that the JDF meets the intention of the commitment for funding' (14 February, 2014).

Key Duties

- Establish networks with relevant researchers and research institutions in public and private sectors;
- Review Peel-Harvey Estuary Science Strategy (2010) and research efforts in the Peel-Harvey Catchment, including literature review;
- Establish a portal or similar to enable future access to research;
- Prepare a gap analysis for research and monitoring and strategies to reduce the implementation gap;
- Prepare an updated Science Strategy for the Peel-Harvey, incorporating broader catchment issues as well as Estuarine and Riverine;
- Using updated Science Strategy facilitate collaborative research programs to address priority research needs;
- Develop the Peel-Harvey Catchment reporting framework;
- Prepare and communicate Annual Report/s based on agreed reporting framework;
- Provide sound and timely scientific advice to the Peel-Harvey Catchment Council;
- Be advocate for Science and Scientific research in the Peel-Harvey Catchment;
- Any amended or additional key duties proposed by a Party and agreed to in writing by the other Party [either PHCC or DRD].

On finalisation of the Grant the recruitment process will commence.

That the Chair and Treasurer be delegated authority to sign the Grant Agreement with Department of Regional Development for \$100,000 p.a. for four years to employ a Senior Scientist for the Peel-Harvey and the Common Seal be applied to the agreement.

CARRIED

8.2 Executive Officer's Report

Foundational Funding – Australian Government and State NRM Office

The Grant Agreement with the Australian Government for \$150,000 foundational funding towards the transition to becoming an Independent Region has been completed and returned to SWCC (acting on behalf of the Australian Government). This sets defined milestones against the preparation of the Interim NRM Strategy, Governance and Capacity needs for the transition to June 30, 2014. The first invoice has been sent.

Several discussions have taken place with the State NRM office and it is anticipated the draft agreement for an additional \$150,000 foundational funding will be finalised by the end of February.

Interim NRM Strategy

The draft framework will be presented later in the meeting.

Governance

Governance reviews have commenced, including;

- a HR Review and outsourcing;
- OH&S review of immediate needs has been completed and further works are pending;
- Financial systems review (with SWCC) has been undertaken and modifications to the PHCC financial processing are being considered for introduction on 1 July;
- A Governance Review or 'Health Check' is required by the Australian Government against their Regional Delivery Guidelines. Initial discussions have commenced with an AG recommended consultant;
- Service Agreements/Contracts review has commenced with the engagement of an officer on a short term basis.

Capacity

- A draft capacity needs review has commenced;
- Karen Henderson (Finance Manager) has been offered a contract with PHCC, with increased hours (from consultant on hourly basis to part time employee);
- Pat Sutton (Office Manager) has been offered a contract, with increased hours (from casual to part time employee);
- A review of I.T. needs has commenced and initial quotes for additional required computers/software etc. have been received.

PRL-NRM Group – CEO's meeting

Was held in Albany 14-16 January.

Peel Harvey Estuary Management Committee – Senior Officers Group

Jane has commenced membership on the State Steering Committee Senior Officers Group, for the PHEMC. This entails fortnightly meetings in Perth and input into the agenda items for the PHEMC SSC meetings. This is a good opportunity for the PHCC to have input into the agenda items presented to the SSC-PHEMC (first meeting March 13).

Moved: Nuray Veryeri

Seconded: John Allert

That the Executive Officer's Report be accepted.

CARRIED

9. Treasurer's Report

The Treasurer presented her report advising that there had not been much transaction activity during the December/January period but February was becoming busier and budget work and managing the new projects had increased. The Finance Manager had advised that:

- 1. Total Cash at Hand as at 31st January is \$1,754,160.37 and after accounting for all Liabilities, cashflow position is \$1,661,979.11.*
- 2. In the process of signing off Service Agreement with SWCC for \$100,000.00 for the SWCC Lake Clifton Project which Jamie Wright is managing.*
- 3. A Tax Invoice for \$80,000 + GST has been sent to SWCC for Foundational funding towards independent NRM Region - Milestone 1 payment [PHCC Support].*
- 4. The Harvey River LCDC funds have now been transferred over from the Department of Agriculture [\$59,108] to PHCC. There are a couple of prior commitments which need to be honoured which Jane Townsend is aware of, the balance will be managed by HRRT.*
- 5. PHCC Support has been funding the running of the organisation now for a 12 month period and the comparison between financial years on the Balance Sheet is now real. At the 31st January, 2014, PHCC equity up by \$34,000 compared to the same time as last year, however, it must be noted that until we receive the additional funding from State & Federal Governments, we are currently relying on our Equity [P&L -\$52,435.25] to operate. We are still in a comfortable position.*
- 6. The FNSII requires a further audit by DoW to meet their requirements with the Australian Government. This has been completed and will be sent to the Auditor to be signed off this week.*

The Treasurer added the following:

- Karen Henderson is in the process of moving from a contract basis to staff, effective 10 March.
- Investigating purchasing MYOB program and installing on PHCC server (currently the Finance Manager is using her MYOB program).
- Explained the current earnings figure \$52,438.25.
- Term deposits continue to generate interest.
- Audit successfully signed off.
- Finance and Audit Committee – Don Glenister's commitments are high and we may need to find another member to replace him on that Committee.

Moved: Bob Pond

Seconded: Caroline Knight

That the January 2014 Financial reports be ratified.

CARRIED

Strategic Meeting

10. Guest Speaker – Sue Middleton, Executive officer, NRM Regional Leaders Group – “*PHCC Transition to Independent Region, including obligations and expectations:*”

Sue introduced herself and provided a presentation outlining the activities of the NRM Regional Leaders Group and advised the following:

- The purpose, objectives and activities of the NRMRLG, including Sue’s role as the EO and how this works with the Australian Working Group.
- The PHCC has already been involved in the NRMRLG and Jane will work with Sue to put a formal proposal to PHCC to consider funding further membership which will provide further support (as detailed in the presentation).
- State Government position on NRM to recognise all NRM Groups, from ‘Friends Of’ to NRM Regions, in the same manner. That is, that it is likely that from 2014/15 all groups will be in a position to apply for funding equally, rather than the previous \$250,000 to each NRM Region for governance and assistance to smaller groups. The PHCC will still be able to apply for funding, but it will be a competitive process throughout the state.
- Will do a political engagement plan for PHCC.
- Structure of State NRM office.
- Tipping Point Conference to be held 7 – 9 May. The new head of the Department of Community (Jenny Pollard) will be speaking.

A copy of the presentation to be provided the Members with the Minutes of the meeting.

11. Review of Strategic Directions 2012-22 [part a] – including revised short term Key Achievements planned.

Jane O’Malley provided an overview of the Strategic Directions 2012-22 document, noting that it has been in place for two years, and outlined the progress against key achievements planned in February 2012-14.

Andy Gulliver welcomed new members Councillors John Allert, Caroline Knight and Keith Ellis, as well as Chris Malley from DER. He explained that it is necessary for the Board to be engaged in the process as there is a huge amount of work to be achieved.

Members noted the shift in position of the PHCC from when the Strategic Directions documents was prepared two years ago. It was noted that the PHCC have effectively gone from an organisation with no home, no real money, few staff and a very precarious future to the PHCC ‘Mark II’ – now with commitment to becoming an independent NRM Region, a quality office, additional and highly skilled staff, good funding (e.g. Biodiversity Fund for \$3.6 mill) and increased equity. All equating to a much stronger and brighter future than could have been imagined.

[Denyse Needham arrived at 10.30am]

Members agreed that the Vision for the Peel-Harvey Catchment, and the Mission for the Peel-Harvey Catchment Council, were still relevant and no changes were recommended. The Goals were also re-endorsed, with no changes.

Each Goal was considered separately. Listed below are some of the key points of discussion and the draft modifications proposed. All key achievements are listed (to replace the short term proposed 2012-22 achievements).

Wording will be refined and presented to the next PHCC meeting for formal endorsement.

Goal 1: Governing, leading and managing the PHCC

Jane gave an overview of the five key achievements and the following points were discussed:

- Timelines;
- Shift from idealism to a business which must be reflected in the goal and must reflect that and the Board must reflect a business view (refer Goal 2).

Purpose:

- **Retain unchanged**

Key Achievements - modify:

- **Commence operations as the 55th NRM Region on July 1, 2014**
- **Review of Board Structure as an Independent Region**
- **Review Constitution**
- **Review of Membership**

Goal 2: Securing our Future

Purpose a): Business Model – modify

- **Review the PHCC Business Model to incorporate regional Status**

Key Achievements:

- **Endorsement and execution of Revised PHCC Business Model**
- **Identify new opportunities [e.g. through SAPPR process]**

Purpose b): Workforce Plan - modify

- **Secure workforce capacity and operate effective premises**

Key Achievements:

- **Endorsement of a 5 year Workforce Plan**
- Two purposes for securing our future. We did a business plan. Need to review and bring back for endorsement. Identify new opportunities. Workforce plan – staff. Recognise and plan around the uncertainty with government funding.
- How do we make sure we are financially viable and how to be opportunistic?
- The purpose and how relevant the document is now. With an updated horizon time. Will still be to 2022, could make it to 2024?
- Need to run the PHCC as a business, with business skill and business for a purpose.

The meeting broke for morning tea at 10.45am and resumed at 11.10am

12. Review of Strategic Directions 2012-22 [part b]

Goal 3: Influence Catchment Governance

Purpose: Catchment Governance – modify

Key Achievements:

- **Representation – PHEMC [SSC] and Senior Officers Group**
 - **Representation – State NRMRLG and Commonwealth Chairs/CEO's**
 - **Continue to influence Strategic Assessment Process**
 - **Peel and Metropolitan Region Schemes and Strategic Assessment reflect the requirements of a Catchment Management Plan**
 - **Engagement with key decision-makers on regular basis, with strong advocacy and ambassadorship by all members on a consistent basis (Restoration of the Peel-Harvey a priority)**
 - **Business Case to support Water Quality Monitoring Program**
 - **Achieve change in drainage institutional management**
-
- Important item on the list (PRS and Strategic Assessment).
 - Vision and Mission - we don't mention working with government in any way. How can that be incorporated? No 6 is about engaging and enabling.
 - Business case to support water quality monitoring program. Not certain if PHCC to be 'monitors' or partners to do? Is there a gap? It doesn't rule out us getting others to do it. Would that come under the new scientist?
 - Local Government responsibility. This a huge opportunity. We do fit.
 - Our job is not to do everything but to make sure it gets done.
 - There needs to some consideration of plans that should, or do, or may exist. We need to think about all these plans and make sure there is no overlap.
 - There are a number of big ticket items that PHCC is really valued (PHEMC, State NRMRLG. The Senior Officers Group values Jane's input.
 - The strategic directions document allows us to stay focused.
 - No 5 - Engaging decision makers should be regular, not annual.
 - Engagement, representation and influencing – having a CEO doing this consistently eg with government and public. It's a business, we need to sell ourselves. Need to do this consistently with the Senior Scientist.
 - Marketing is a consideration.
 - Engagement is not for just the Executive Officer and Chairman, it is for all.
 - CEO, Chair, Scientist, eg an ambassador, may come up under communications/marketing. We all need to be 'promoting' all the time.
 - Something about the role of board members as ambassadors? Need to review how. May have new job descriptions, etc.
 - The future is to be more project and action oriented. Important to think about the next two years. A lot of consolidation work that were on the cusp of achieving and awareness of future action. Not going too heavily into project work. We're at a critical juncture and need to be wary of putting too much more into the mix.
 - Will other projects be a distraction?
 - We need to consolidate.
 - Don't want to lose sight of our core business.
 - Aim high to make a priority to achieve restoration of the Peel-Harvey.

[Richard Smith left the meeting at 11.30am]

Goal 4 : Collaborative Management

Purpose a): modify - Science leadership [including report card]

Key Achievements: keep and modify

- **Appointment of Senior Scientist**
- **Review Peel-Harvey Science Strategy**
- **Develop and communicate Peel-Harvey Catchment reporting framework [Annual Report Cards]**

Purpose b) : Keep - Peel Waterways Institute

Key Achievements: keep

- **Establish Peel Waterways Institute**

- Senior Scientist is going to happen. Implementing that is a large task.
- Re PWI - should have a 'holy grail'. It is an exciting thing to sell eg a Centre of Excellence or Estuarine Studies.
- Senior Scientist is the start of the Waterways Institute.
- Re government interactions – may need a title that talks about that and some reference to biodiversity. Be explicit to put it front and centre.

Goal 5: Delivering Environmental Outcomes

Purpose: modify to 'systems approach'

Key Achievements: modify

- **NRM Strategy prepared [Interim and final] – Environment + Sustainable Ag.**
- **Investment Plan prepared (year 1 +) – clearly articulated to government, community and potential partners**
- **Secure funding with projects underway (implement investment plan + other funding)**

- This is what we have to do to be a region. There is a requirement to have an investment plan so the Commonwealth Government can give funds to invest in the region.
- Need to be seen to be doing it. Need to have a marketing strategy – under goal 6.
- New AG programs provide some opportunities, eg Green Army, 20 Million Trees etc.
- SJ Green Army grant approach will include the whole region – Neville Passmore will be involved.
- Need to stress building a strong network of community groups.

Purpose a): modify - ‘Community Engagement & Capacity Building’

Key Achievements: modify

- **Communications & Marketing strategy prepared and implemented**
- **Prepare NRM Plan for the Hotham Williams (R2R funding secured)**
- **Landcare capacity strengthened through catchment**
- **2 new icon projects with peak community groups**
-

Purpose b): Local Government & Industry Engagement – keep

Key Achievements: add & modify

- **Representation on Peel Regional Leaders Forum – continue**
- **Local Government & Industry engagement and capacity building**
- **2 x new icon projects with local government**
- **1 x new icon project with industry**

- Communications, need a marketing plan on top of the communications plan.
- Need to get networks back out working.
- Need improved connection with inland (wheatbelt) community.

Moved: Bob Pond

Seconded: Rob Summers

That the recommendations and discussion be considered and a final, modified Strategic Directions be presented to the next PHCC meeting for formal approval, including modifying the timeframe to cover 2014-2024.

CARRIED

13. **NRM Strategy Draft Framework** – including presentation by Andrew DelMarco. Endorsement of draft Framework required.

Andrew introduced himself and gave overview.

- The project would usually take 18 months. He’s helping Jane in meeting this challenge to produce it in 6 months. This will be an Interim Strategy and an Investment Plan will flow from the Strategy.
- The strategy is not designed to get funds from Federal Government, it is designed for the beginning of a more holistic approach and to set up PHCC for the next year. There might be some flexibility around the dates for bringing drafts back to the PHCC for further input (if we can’t align with scheduled meeting dates).
- Each PHCC meeting to June will have a section to keep the board involved in the process.
- Close consultation is also being undertaken with the Australian Government.
- PHCC did produce an original NRM plan in 2005 – there have been previous efforts.
- The framework was discussed in detail and members agreed to progressing with a ‘systems’ rather than ‘asset’ approach, as detailed in the handout (sent with the agenda), noting systems will be defined as :

- Wheatbelt;
- Forest
- Coastal Plain
- Coast and Marine (Ramsar and Estuary included)

Subsections will be:

- Land
 - Water
 - Biodiversity
 - People
 - Landuse
- There are risks and considerations to preparing a ‘systems based’ plan and a plan within this short timeframe.
 - Members acknowledged and accepted the risks.

[Nuray Veryeri left the meeting at 12.05pm]

- We are planning a staged consultation process. We want to know what people want/need to do. Who do we need to consult with? Or put on the agenda of other meetings for discussion.
- Big opportunities still lie with local government groups. We need to be able to say “This is what’s in it for you”. There is a need to manage time available for this process.
- It will be made clear that this is an interim plan and there will be further consultation on the review of the interim plan.
- It is important that members are involved in the process. This will help to spread the load and enable community members (PHCC) to link with the community they represent. In the first instance staff will contact to discuss availability /willingness to be involved.
- How will the NRM Strategy integrate with the Town Planning framework?
- This strategy should help other government departments.
- The Executive Summary is important.
- Will be compiling the list for consultation. Hope to prepare the strategy for about \$90,000. Once the framework is approved Jane will be able to prepare a detailed budget.
- Jane is communicating with Federal Government and has been to Canberra. It was recommended we create an opportunity to ‘launch’ the interim strategy with Minister Hunt.

Moved: Marilyn Gray

Seconded: Rob Summers

That the Peel-Harvey Catchment Council:

- 1. Endorse the proposed Framework to prepare Interim Regional NRM Strategy (Interim Strategy) and an associated Investment Plan.***
- 2. Endorse the use of a ‘systems-based’ approach as underpinning development of the Interim Strategy.***
- 3. Acknowledge the tight timeframes in which the Interim Strategy and Investment Plan are required to be developed.***
- 4. Acknowledge that community engagement will occur as part of development of the Strategy, and that further details of community engagement will be developed in the near future.***
- 5. Acknowledge the budgetary implications of Strategy and Investment Plan development.***
- 6. Provide delegated authority to the Executive Team for budget variations that may be required to complete development of the Interim Strategy and Investment Plan.***

CARRIED

14. General Business

- The Australian Story program is expected to air in the near future. Members will be advised via the PHCC Facebook page.
- Bob Pond advised that he is waiting formal confirmation from the Commonwealth with respect to the request for a variation to extend works for the FNSII project. On receipt of this, he will be in a position to formally advise the PHCC that additional works (over and above required outcomes) can proceed. If approved all funds must be expended by 30 June, 2014.

15. Next Meeting

The next meeting is to be held on Thursday 17 April 2014.

The meeting closed at 12.30pm

Chairman

Date

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