



# **Appendix B Example of project minutes**

## **Annual Compliance Report**

**Lot 131 Jandakot Road, Treeby WA EPBC Approval No. 2018/8025**

SLR Project No.: 675.073237.00001

1 May 2026

## Site Meeting No 18

Project: Treeby North  
 Project No: Various Project Numbers  
 Meeting held on:

### Present

	EWH Pty Ltd	BM	
	Stantec	SM	
	Stantec	CH	
	Stantec	JB	
	RJ Vincent & Co	CM	
	RJ Vincent & Co	PM	
	RJ Vincent & Co	SW	
	RJ Vincent & Co	AF	
	SLR Consulting	SB	

### Apologies

	Stantec	JF	
	RJ Vincent & Co	GG	
	RJ Vincent & Co	SK	
	SLR Consulting	MB	

### Distribution

#### Attendees and Apologies

	MNG	CY	
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Agenda		Action
1.	Contacts	
	Principal: Principal's Representative:	Perron Developments Pty Ltd
	Superintendent: Superintendent's Representative: Superintendent's Site Rep:	Stantec Australia Pty Ltd
	Contractor: Contractor's Representative:	RJ Vincent & Co (RJV)
	RJV Project Manager: RJV Site Supervisor:	
	Environmental Consultant: SLR Project Director:	SLR Consulting

Agenda		Action
2.	Key Federal Environmental Approval Points	
	<p><b><u>Conservation Fencing</u></b></p> <ul style="list-style-type: none"> <li>• 100% complete</li> <li>• RJV has provided keys to STN, EWH, SLR &amp; Perron. EWH to maintain key register.</li> </ul> <p><b><u>During Construction</u></b></p> <ul style="list-style-type: none"> <li>• RJV to ensure that no vehicle travels faster than 40km/hr. Prevent dieback &amp; weeds from entering site and spreading into offset site. Prevent dust / contaminants etc. from entering offset site.</li> <li>• RJV to continue washdown of vehicles to prevent spread of dieback and weeds during civil construction. Any vehicle leaving the compound hardstand to drive onsite requires washdown on entrance and exit of the site.</li> <li>• RJV to undertake management, monitoring &amp; auditing to promptly detect and rectify any breach.</li> </ul> <p><b><u>Weed &amp; Dieback Hygiene - Construction</u></b></p> <ul style="list-style-type: none"> <li>• RJV to establish and signpost clean-on entry points.</li> <li>• RJV to ensure vehicles / machines are clean (free of soil and vegetative material) upon entry and exit. This will be required for civil works (plant and LVs)</li> <li>• RJV to ensure vehicles proceed directly to clean down point if found unclean.</li> <li>• RJV to ensure cleaning is supervised by persons with Green Card training.</li> <li>• RJV to ensure imported soil &amp; organic materials are certified as weed and dieback free. Any runoff from vehicle washing area will require remediation.</li> <li>• RJV to ensure stockpiles are 50m down gradient from offset site.</li> <li>• RJV to ensure weed or dieback contaminated material is stockpiled separately and signposted before removal to an approved disposal site.</li> <li>• RJV to undertake management, monitoring &amp; auditing to promptly detect and rectify any breach.</li> <li>• SLR to audit the site and documents for environmental compliance.</li> </ul> <p><b><u>Black Cockatoos</u></b></p> <ul style="list-style-type: none"> <li>• Implement measures to mitigate risk of injury to black cockatoos. RJV / STN to report any injured black cockatoo immediately to SLR. SLR to arrange assistance from an experienced wildlife expert if a black cockatoo is found injured.</li> </ul>	

Agenda		Action
	<p><b><u>Orchids</u></b></p> <ul style="list-style-type: none"> <li>RJV to ensure a 50m buffer is maintained to orchids. As marked in overall site plan. EWMP approved for clearing within the buffer zone – SLR advised washdown requirements apply for Orchid clearing</li> </ul>	
3.	Contract Documents & Insurances	
	<ul style="list-style-type: none"> <li>Treeby North Stage 1 and Stage 2 insurances have been sent through to EWH.</li> <li>Treeby North BEW and Stage 1 Civil contract awarded and signed by all parties.</li> <li>Stage 2 contract awarded. STN to send out contract documents.</li> </ul>	<p>NOTE</p> <p>NOTE</p> <p>STN</p>
4.	Safety	
	<ul style="list-style-type: none"> <li>RJV to emphasise 20m buffer between Personnel / light vehicles and heavy machinery. RJV have extended the compound and LV parking fenced off from HV parking.</li> <li>RJV ensure monthly safety reports are provided by the 15<sup>th</sup> of the following month</li> <li>All to comply with RJV site requirements and inductions. RJV currently preparing site specific induction information for issue.</li> <li>Treeby North Stage 2 safety implementation review to occur after site meeting</li> <li>Treeby North Stage 1 Noisewall Safety Startup held. Safety implementation review to occur after site meeting</li> <li>RJV to ensure minimum clearance is maintained between trucks and power lines when working in Transmission line corridor.</li> </ul>	<p>NOTE</p> <p>NOTE</p> <p>NOTE</p> <p>NOTE</p> <p>NOTE</p>
5.	Contract Dates	
	<p><b>Stage 1 Civils</b></p> <ul style="list-style-type: none"> <li>Start Date:</li> <li>PC Date: Delayed one week due to road crew availability. Potential for further delay due to washdown requirements of limestone trucks – RJV to advise in revised programme.</li> <li>Noisewall to commence</li> </ul> <p><b>Stage 2 Civils</b></p> <ul style="list-style-type: none"> <li>Start Date:</li> <li>PC Date:</li> </ul>	<p>NOTE</p>
6.	Management Plans	
	The following Management Plans required compliance with for the works:	

Agenda		Action
	<ul style="list-style-type: none"> <li>• SMP Stage 1 – Safety Management Plan updated to include Civil works – submitted, awaiting CRAW and SWMS. PC Walls safety documentation to be submitted separately prior to noisewall works commencing.</li> <li>• SMP Stage 2 – Approved, RJV to address minor comments.</li> <li>• EWMP – Environmental and Wildlife Management Plan – Approved</li> <li>• EWMP for Orchids – Approved</li> <li>• DMP – Dust Management Plan – Approved</li> <li>• CMP – Construction Management Plan – Approved</li> <li>• RJV to ensure Dilapidation Surveys are completed as per CoC approval – Letters dropped off to residents on Solitaire Road (50m from works)</li> <li>• RJV have submitted ongoing TMP to the City for approval to repair the Jandakot Road banner mesh fencing when required.</li> </ul>	<p>NOTE</p> <p>RJV</p> <p>NOTE/STN</p>
7.	Approvals	
	<ul style="list-style-type: none"> <li>• Treeby North Stage 1 BEW Engineering – approved</li> <li>• Treeby North Jandakot Road Engineering – submitted, awaiting CoC comments</li> <li>• Treeby North Stage 1 Civil Engineering – conditional approval received</li> <li>• Treeby North Stage 1 Sewer/Water – approved.</li> <li>• Treeby North Stage 1 Building License - outstanding. DA in place.</li> <li>• Treeby North Stage 2 Civil Engineering – conditional approval received</li> <li>• Treeby North Stage 2 Sewer/Water – approved</li> <li>• Treeby North Stage 3 Civil Engineering – conditional approval received</li> </ul>	NOTE
8.	Site Access & Compound	
	<ul style="list-style-type: none"> <li>• RJV have encouraged 20m buffer zone between personnel/light vehicles and heavy machinery within new site compound.</li> <li>• Access to site compound via limestone track from Solitaire Road, just south of Jandakot Road exit.</li> <li>• Wash down area has been established at entrance on Solitaire Road. To be staffed continuously during working hours. Shade provided for personnel.</li> <li>• Following Stage 1 PC, compound to be shifted to Stage 4 POS pending dieback requirements. Note landscapers keen to mobilise into Stage 1 POS immediately following Stage 1 PC</li> </ul>	NOTE

Agenda		Action
9.	Programme & Progress	
	<ul style="list-style-type: none"> <li>RJV to send through new programs before site meeting.</li> </ul>	RJV
9.1.	Stage 1 Civil Works	
	Sewer – - Lids to go. Drainage – - Lids to go Common Trench – <ul style="list-style-type: none"> <li>STN to book thrust block inspection ASAP. RJV to advise date</li> </ul> Retaining Walls –	RJV/STN
9.2.	Stage 2 Civil Works	
	Sewer –	
10.	Dieback Management	
	<ul style="list-style-type: none"> <li>Dieback washdown bay established at site access/egress location as per RJV CHSEQMP. Wash down bay to be established at Torwood / Solitaire roundabout for limestone delivery.</li> <li>RJV completing and documenting dieback washdowns on machinery entering and leaving Treeby North.</li> <li>Topsoil and vegetation stripped from dieback areas to be stockpiled separately from other topsoil and vegetation in dieback designated areas. Intent will be to dispose of contaminated soil/veg as deep fill</li> <li>No vehicle access to Treeby North via Lake Treeby Torwood Link.</li> <li>STN to confirm with Plan E if mulch can be used in Treeby North.</li> <li>Dieback free mulch created from site to potentially be used along Torwood Avene/Bush forever verge. SLR to confirm conformance to FED approval</li> </ul>	NOTE  RJV  NOTE  NOTE  STN  SLR
11.	Environmental Compliance	
	<ul style="list-style-type: none"> <li>Topsoil stripped from Banksia Woodland areas to be separately stockpiled. SLR to confirm quantum required for future re-use. STN confirmed stockpile location south of BEW area.</li> <li>Evidence of environmental approval compliance is to be collated progressively throughout the project and issued to SLR.</li> </ul>	SLR  NOTE
12.	Fencing & Firebreaks	
	<ul style="list-style-type: none"> <li>RJV to ensure works are carried out in accordance with the EWMP issued.</li> <li>Jandakot Road fencing banner mesh inspection post meeting. STN to investigate either attaching banner mesh to southern side of</li> </ul>	NOTE  STN

Agenda		Action						
	fence, or shifting fence to bottom of batter.							
13.	Dust Control & Bores							
	<ul style="list-style-type: none"> <li>• Stage 1 BEW hydromulched</li> <li>• RJV issued water quality report for bore to STN. RJV have submitted to DWER.</li> <li>• SLR to draft argument for wash down to be limited to BEW stages and Stage 1 Civils.</li> <li>• STN to request coordinate for bore in Stage 1 POS from PlanE</li> <li>• Bore meter reading:               <table border="1" data-bbox="491 786 1125 887" style="margin-left: 20px;"> <tr> <td style="padding: 2px;">Opening reading:</td> <td style="width: 100px;"></td> </tr> <tr> <td style="padding: 2px;">Bore Reading – 05.03.2026</td> <td></td> </tr> <tr> <td style="padding: 2px;">Annual Water Entitlement</td> <td></td> </tr> </table> </li> </ul>	Opening reading:		Bore Reading – 05.03.2026		Annual Water Entitlement		<p style="text-align: center;">NOTE</p> <p style="text-align: center;">SLR</p> <p style="text-align: center;">STN</p> <p style="text-align: center;">NOTE</p>
Opening reading:								
Bore Reading – 05.03.2026								
Annual Water Entitlement								
14.	Equipment On-Site							
	1 x Water Carts, 1 x Steel Drum Rollers, 4 x Excavators, 15 x Personnel, 2 x Loaders, 1 x Posi-Track							
15.	Survey / QA							
	<ul style="list-style-type: none"> <li>• MNG are the Principal's Licenced Surveyor</li> <li>• RJV to send Stage 1 sewer log to STN</li> </ul>	RJV						
16.	Subcontractors							
	RJV subcontractors: <ul style="list-style-type: none"> <li>• Conservation Fencing – WA Fencing</li> <li>• Clearing – Thomas Contracting</li> <li>• Common Trench – Advance Excavations</li> <li>• Retaining Walls - Stone Civil</li> </ul>							
17.	Public Interactions							
	<ul style="list-style-type: none"> <li>• RJV to report all public complaints regarding dust, vibration, traffic, rubbish etc. to STN</li> <li>• Resident on Coachwood Way has contacted Perron regarding vibration. RJV have been in touch with resident and a dilap survey has now been completed. They are happy with the response and RJV are continuing to monitor.</li> <li>• Resident complaint regarding Solitaire Road median trees not being watered enough.</li> </ul>	STN/RJV						

Agenda		Action
	<ul style="list-style-type: none"> <li>Banner mesh has been coming off Jandakot Road fencing onto road. Resident made a complaint to Treeby Sales office. STN/RJV determining long-term solution.</li> </ul>	
18.	Other	
	<ul style="list-style-type: none"> <li>Any significant RJV signage on-site is to be approved by Perron before installation</li> <li>RJV must advise STN in a timely manner to book WC inspection for sewer and water. Inspections must be held as per the WC Startup Meeting minutes.</li> <li>SLR organised a contractor to remove rubbish from bush forever areas, starting with Treeby South. SLR/RJV to organise for contractor to complete safety inductions</li> <li>Scott on leave for two weeks</li> </ul>	SLR/RJV

Next Meeting: