



## Meelup Regional Park Management Committee

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**Meeting Held: Tuesday 26 July 2016, commencing 5pm.**

**Venue: Eagle Bay Community Hall Fern Road**

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## Informal Meeting- Notes

### 1. ATTENDANCE AND APOLOGIES

#### Attendance:

**Members:** Mr Peter Randerson (Deputy Presiding Member), Cr John McCallum, Cr Terry Best, Mr Damien Jones and Mrs Shirley Fisher

**Officers:** Mr Greg Simpson (Manager Environmental Services)

**Apologies:** Dr Bob Jarvis, Mr John Lang, Mr Albert Haak, Mr Bob Ginbey and Ms Kay Lehman (Meelup Environment Officer- EO).

### 2. FINANCIAL SUMMARY - Attachment A

#### Proposed Direction:

1. The Committee noted the July 2016 Financial Summary (**Attachment A**).

### 4. MEELUP VOLUNTEER UPDATE

Recent volunteer activities discussed:

- Trimming the coastal trail commencing at Castle Rock and working towards Curtis Bay and Dunsborough.
- Mulching of the 350 seedlings planted by Busselton Senior High School (BSHS) students -Sail Rock/Castle Bay.
- Removal of 11 Sydney Wattles

#### Proposed Direction:

1. Information noted.

## 5. ACTION SUMMARY PROGRESS UPDATE

The action summary is appended as **Attachment B**.

### **Proposed Direction:**

1. The action summary is appended as Attachment B. The action table was discussed with outstanding/ongoing action summary provided; refer to action summary for details.

## 6. REPORTS

### 6.1 Volunteer insurance information

Information on the City of Busselton's volunteer insurance has been requested by the Committee. The following is a brief summary of the City of Busselton's voluntary insurance cover.

Meelup Regional Park volunteers can utilise the City of Busselton's voluntary insurance which includes public liability and personal accident. Volunteer activities are required to be arranged through the Meelup Environment Officer. This is currently done through liaison with the volunteer coordinator. The City's personal accident insurance applies whilst an insured person is engaged in authorised activities and under the control of the City and includes direct travel to and from the authorised work.

All volunteers need to be registered on the day of the activity and have an induction. The City's Environment Officer can provide support with undertaking the induction. The volunteer group needs to have a Delegated Coordinator who will always be on-site to direct activities and ensure all volunteer details are recorded accurately in the Volunteer Register. The volunteer registration list is required to be submitted to the City's Environment Officer for our records.

The City is currently reviewing the volunteer insurance arrangements and is working towards presenting this information in a clear set of guidelines and providing training for volunteers. The City is also finalising an Environmental NRM Community Engagement Strategy and Volunteers and NRM Group Manual.

### **Proposed Direction:**

1. Information noted.

### 6.2 Update on implementation of Grant work

The implementation of the three current grant projects are almost complete. Works completed includes the following:

#### **Wildlife Corridor Project**

- Installation of 5 cockatoo hollows
- Weed control in preparation for planting
- Community planting day -100 seedlings (tree guards) with Meelup volunteers
- Revegetation of 1,500 seedlings

#### **Coastal nodes Project**

- School group/Meelup volunteers community planting day- 350 seedlings (tree guards) and mulching;

- Weed control in preparation for planting
- Revegetation of 1,130 seedlings
- Salmon sign- Liaison with salmon fisherman group and Aboriginal consultation
- Two trail markers ordered

Works to be completed- Salmon fishing sign installation and new trail markers for the new trail alignment at Point Piquet

**Proposed Direction:**

1. That directional signage be installed on the section of trail at Point Picquet to better define trail alignment as part of the Point Picquet carpark upgrade.

**Zone 6 Rehabilitation**

- Community planting day with Meelup volunteers
- Revegetation of 2,080 seedlings, mulching- contractor
- Erosion control- installation of coil logs- contractor

**Proposed Direction:**

1. Information for the Committee to note.

**7.0 NEXT MEETING-** 23th August 2016, 5pm Eagle Bay Hall.

**ATTACHMENT C - ACTION TABLE 26 July Meeting 2016**

<b>Subject</b>	<b>Action</b>	<b>Date of Committee Decision</b>	<b>Progress</b>	<b>Completed</b>
Financial Summary	1. Request the re-allocation of \$11,000 from 2015/16 budget for the purpose of constructing equipment shed. 2. Investigate options for location of equipment storage shed including the Vidler Road depot.	28/06/2016	Funds have been reallocated for a shed. Shed location yet to be investigated.	
Volunteers	EO to pick up seeds collected by the volunteers from Shirley Fisher, as part of the SWCC Wildlife Corridor Rehabilitation grant.	28/06/2016	Schedule to pick up	
Management of the weed Pyp grass weed at Eagle Bay beach	EO to inform the Residents Eagle Bay Association (REBA), that the Committee would like them to take the lead on this project (to control the spread of Pyp grass at Eagle Bay) with the assistance of the Committee.	28/06/2016	EO has scheduled a meeting with Don Best from REBA on 1 August to discuss the management options at the site.	Done
Project Planning - 2016/17 year	1. The EO to send out to Committee members a proposed date in August 2016 for the project planning meeting. 2. Litter collection contractor to be included in the 2016/17 project planning scheduled for August 2016.	28/06/2016	Calendar invite sent to Committee for 11am 8 September at the City Offices.	Done
Meelup Brook water flows	EO to write to the Department of Water to follow-up on environmental water flow in the Meelup Brook catchment.	28/06/2016	Correspondence sent to DoW on compliance of dam flows.	Done
Visitor Survey-Meelup Regional Park	1. There was no support from the Committee to undertake additional visitors surveys in 2016. 2. EO to investigate who was contracted to undertake the visitor survey report from the 2010 survey.	28/06/2016	Have not been able to find information on who was contracted to undertake the visitor survey report from the 2010 survey	Done
Governance and Management Arrangements	Re-schedule Manager, Governance Services to go over the Meelup governance and management arrangements for when the new committee member is appointed in a few months.	24/05/2016	Waiting for new committee member to start	

Environmental Guidelines for Events	To develop Environmental Guidelines, to better outline the requirements for event organizers' to include in their Environmental Management Plan. Guidelines are to include details and standards on dieback hygiene stations, preferred trail routes and other relevant environmental measures.	24/05/2016	A scope of works for advice from a Dieback consultant is being developed to include in the environmental guidelines.	
Meelup Beach- Trees	EO to prepare a scope of works for a tree condition audit, landscape and vegetation plan for Meelup Beach and investigate the available of grant funding to undertake the project.	24/05/2016	Undertake in July/August	
Meelup Volunteers	To provide information on volunteer insurance.	26/04/2016	Summary update in July 2016 Agenda	Done
Dogs in Meelup	For the EO to meet with Committee member John Lang to discuss and plan measures in preventing dogs in the Meelup Regional Park.	26/04/2016	Corflute sign designs (NO dogs) are being drafted.	
Sign audit	That a sign audit be undertaken to identify the types and location of signage throughout the Park.	19/01/2016	Scheduled for July/August 2016	
Website update	That the options for managing the Meelup Regional Park Website be investigated. 22/3/16 - Check the link to the Meelup website on the City of Busselton's website and the hosting of the Meelup website.	28/06/2016	Information on the Meelup Regional Park is being updated on the City's website including a link to the Meelup Regional Park website.	
Point Picquet Trail	That directional signage be installed on the section of trail at Point Picquet to better define trail alignment as part of the Point Picquet carpark upgrade.	26/07/2016		
Meelup Regional Park Management Plan	EO to print the Management Plan figures and to propose a meeting time with the Committee to review (mid week was preferred).	28/06/2016	Meeting scheduled for Monday 12 September at City Offices	Done
Ongoing Items				
Training Needs for the Meelup Regional Park Committee members	EO to send through any environmental training opportunities to committee members including training offered through local NRM groups. EO to arrange speakers on relevant topics e.g. experts from DPaW.	22/12/2015	Training opportunities will be sent to committee members when available (ongoing). Members to let EO know of any particular training requirements. EO to arrange speakers (ongoing).	Ongoing training as available