



## Meelup Regional Park Management Committee

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## Informal Meeting- Notes

**DATE:** Monday 30 January 2017, 10am  
**VENUE:** Eagle Bay Hall, Fern Road, Eagle Bay

### 1. ATTENDANCE AND APOLOGIES

**Attendance:**

**Members:** Dr Bob Jarvis (Presiding Member), Mr Peter Randerson (Deputy Presiding Member), Councillor Terry Best, Mrs Shirley Fisher, Mr Tony Smurthwaite, and Mr Albert Haak and Mr Damien Jones.

**Officers:** Mr Greg Simpson (Manager Environmental Services) and Ms Kay Lehman (Meelup Environment Officer- EO).

**Apologies:** Councillor John McCallum, Ms Lisa Archer, Ms Arlene Maidment and Mr Bob Ginbey.

### 2. FINANCIAL SUMMARY - Attachment A

**Proposed Direction:**

1. That the Committee notes the January 2017 Financial Summary (**Attachment A**).

### 3. MEELUP VOLUNTEER UPDATE

After a short break over the Xmas/New Year period volunteer activities resumed on the 10<sup>th</sup> January 2017.

- The first 2 weeks involved vegetation pruning/clearing and widening of the Car Rally Trail from Sheen Road down to the Meelup carpark. This is in preparation for the placing of limestone and use of the trail as part of the Rapid Ascent X Adventure.

- The 24<sup>th</sup> of Jan was spent watering some of the plantings within Zone 6, and removal of covers from the dead plants. Shirley and Graham Fisher cleared a small area along the upper track off Gifford road which was infested with Great Mullein (Aaorn's rod) a tall weed making seed but not yet released.

**Proposed Direction:**

1. Information for the Committee to note.

**4. ACTION SUMMARY PROGRESS UPDATE**

The Action Summary table was discussed. The action summary is appended as **Attachment B**.

**5. REPORTS**

**5.1 Proposed Disabled Access to Eagle Bay Beach**

Don Best, President of the Residents of Eagle Bay Association (REBA) and Eagle Bay Community Hall Association (EBCHA) and Kylie Brierty, a member of EBCHA and the association's access ramp sub-committee, presented a proposal to construct a disabled access path, ramp and stairway connection from the Eagle Bay Community Hall to the beach. The presentation to Meelup Regional Park Management Committee members was held onsite 30 January 2017.

The following is a summary of the information presented to members by Mr Best and Ms Brierty.

**Background and Hall Construction**

In 2012, the Eagle Bay Community Hall Association (EBCHA) was established to focus on development of a community hall on Lot 48 in Eagle Bay. After a fairly extensive local community consultation period a conceptual plan for a community hall was finalised. This final concept envisaged a hall, in front of which was a small public/picnic area from which an access ramp would be provided to enable disabled access to the beach. Incorporated with the access ramp would be a stairway and a viewing platform. The purpose of the stairway being to provide beach goers access to the beach other than using the informal beach boat ramp, which can be a safety issue when boats are being launched or retrieved. The viewing platform would enable people not mobile enough to walk on the beach to get a great view of the Eagle Bay and the Meelup park area.

EBCHA fund raised and with support from the City and a Lottery west grant, construction of the hall was completed in December 2014. The hall is now functioning well and is being well utilised and the associated upgraded car parking arrangements are a great improvement.

**Progressing the Disabled beach Access ramp (Second Stage)**

In early 2016 a concept design and plan for the beach access works was developed by EBCHA to enable contractors to provide quotations for undertaking the works. The lowest of the tender prices is around \$82,000. (Next price was \$114,000).

At the November 2016 AGM of EBCHA there was strong support for the second stage of works, which is improving landscaping in the public access /picnic area in front of the hall and constructing an access ramp and stairway to the beach for the disabled. The Association have formed a subcommittee to help drive this second stage of works forward.

As part of the land on which the proposed access ramp and stairway to the beach is to be constructed is part of Meelup Regional Park, a motion was passed at the associations AGM to meet with City staff and the Meelup Regional Park Management Committee, to seek support for the proposal and to discuss joint funding opportunities for progressing the proposed works.

**Proposed Direction:**

1. Information for the Committee to note.
2. The Committee supported the proposal to develop an access ramp and stairway to the beach for the disabled at Eagle Bay including shower facilities and REBA submitting an application to LotteryWest for a grant to fund construction of the project.

## **5.2 Meelup Recreation Reserves Budget**

A review of proposed Recreation Reserves projects to June 2017 is included with this Agenda for the Committee to note and discuss. Refer to **Attachment D**.

**Proposed Direction:**

1. Information for the Committee to note.

## **5.3 Litter Control Contractor**

The litter contractor Ms Jenny Clark commenced work on 18<sup>th</sup> December 2016 and is contracted to work 8 hours a week between December 2016 -June 2017. The contractor reports fortnightly on the types and amounts of litter collected, noting where there are particular large amounts of litter, camp fires, camping and dogs.

A total of 51 bags of rubbish were collected from 19<sup>th</sup>-27 December 2016, with 11 bags of rubbish collected in the last fortnight at coastal node areas. Ms Clark was commissioned to work additional hours post Boxing Day and for the upcoming Australia Day to collect litter on 27<sup>th</sup> January.

**Proposed Direction:**

1. Information for the Committee to note.

## **5.4 Boxing Day Report**

A summary report for Boxing Day 2017 is included as **Attachment E**. Similar arrangements will be implemented in Meelup Regional Park for Australia Day 2017.

**Proposed Direction:**

1. Information for the Committee to note.
2. Investigate the instalment of temporary toilets at the Gannet Rock carpark.

**5.5 Curtis Bay**

In the last fortnight, there have been beach parties, overnight camping and campfires on the beach at Curtis Bay. Firewood collected in the area has resulted in damage to vegetation near the beach and discarded food scraps and litter may be attracting scavengers following a report from a member of the public that a fox and cat has been observed in this area. There have also been signs of camp fires at Castle Bay and Gannet Rock.

**Proposed Direction:**

1. That enforcement signage on overnight camping and campfires be installed at Curtis Bay.
2. Arrange for the pest control operator to bait in the area adjacent to Curtis Bay.

**5.6 Signage at Point Piquet Whale Platform**

An interpretative sign with information on whales in the region is proposed for the Point Piquet whale platform area. Further consultation with Dunsborough Coast and Landcare Group and with Chris Burton from Western Whale Research will be undertaken to finalise the whale interpretive information to be included on the signage.

**Proposed Direction:**

1. Information for the Committee to note.
2. Interpretative signage to be developed in accordance with Meelup Regional Park Sign System guidelines following consultation with Dunsborough Coast and Landcare Group and with the Western Whale Research group.

**5.7 Equipment Storage Shed**

A number of possible locations for the shed within the Dunsborough area are being reviewed to determine their suitability for construction of a storage shed and further information on the review was presented to the committee.

**Proposed Direction:**

1. Information for the Committee to note.

**5.8 Park Maintenance update**

The following park maintenance has been undertaken or commissioned over the last month:

- Bollards installed and rocks placed at the Riedle Park gate entry to improve Park access security;
- Castle Bay rock wall repaired;

- Log placed at Gannet Rock to prevent vehicle access near picnic table;
- Watering of advanced planted Peppermint at Meelup Beach and coastal zone plantings accessible from carparks planted in winter 2016; and
- Installation of the Salmon Fishing sign at Baudin Memorial.

**Proposed Direction:**

1. Information for the Committee to note.

**5.9 Future Research Project Meeting**

The Future Research Project subcommittee is due to meet on Wednesday 1<sup>st</sup> February at 1pm at Committee member Shirley Fishers house.

**Proposed Direction:**

1. Information for the Committee to note.

**6.0 Meeting Closure**

The meeting was closed at 12:30pm.

**7.0 NEXT MEETING-** 27 February 2017 at 10am - Dunsborough District Country Club.

**ATTACHMENT B - ACTION TABLE (post January 2017 Meeting )**

<b>Subject</b>	<b>Action</b>	<b>Date of Committee Decision</b>	<b>Progress</b>	<b>Completed</b>
Wildflower Brochures	Shirley Fisher requested that more wildflower brochures are required to be printed- possibly up to 5,000	30/01/2017		
Signage at Point Piquet Whale Platform	Interpretative signage to be developed in accordance with Meelup Regional Park Sign System guidelines following consultation with Dunsborough Coast and Landcare Group and with the Western Whale Research group.	30/01/2017	Noted by the City.	Done
	1. That enforcement signage on overnight camping and campfires be installed at Curtis Bay. 2. Arrange for the pest control operator to bait in the area adjacent to Curtis Bay.			
Curtis Bay		30/01/2017	The pest control contractor has been notified of the sightings and to include in the program.	
Boxing Day Report	Investigate the instalment of temporary toilets at the Gannet Rock carpark.	30/01/2017		
Proposed Disabled Access to Eagle Bay Beach	The Committee supported the proposal to develop an access ramp and stairway to the beach for the disabled at Eagle Bay including shower facilities and REBA submitting an application to LotteryWest for a grant to fund construction of the project.	30/01/2017	The City to notify REBA of the Committee's decision.	
Equipment Storage Shed	City staff to check other possible sites for the shed.	28/12/2016	Further options are to be investigated by the City.	
Meelup Mallee Project	EO to get information on the Meelup Mallee to the fire control officers in the area including Eagle Bay, Dunsborough, Chief Bushfire Control Officer Allan Guthrie and the City Community Emergency Services Officer.	28/12/2016	The EO has received information from DPaW on the required information on the Meelup mallee and has sent to the required Fire and Emergency personnel for their information.	DONE
Litter control contractor	Committee members to meet with Ms Jenny Clark and the EO on 20th December at Castle Bay carpark.	28/12/2016	The contractor, Ms Jenny Clark meet with the EO, Presiding Member Bob Jarvis and Deputy Prsiding member, Peter Randerson.	DONE
Entry of Vehicle into the Park	EO to arrange fencing of approximately 8 metre section along the western boundary firebreak where the vehicle may have entered the Park.	28/11/2016	Quotes have been received to either fence or use bollards. Liasion is required with the adjoining property owner.	DONE
Dieback Management Report	1. EO to arrange a limestone pad at the fire hydrant on Sheen Road. 2. EO to obtain costings for a gate and limestone sheeting of the wildlife corridor. 3. EO to arrange to undertake dieback boundary checks in 2017.	28/11/2016	Dieback Treatment Services engaged to undertake dieback boundary check in the week starting 30 January- team of four-2 mapping, 2 doing treatment. Quotes received for fencing/bollards and limestone works.	DONE
Point Piquet Proposed Toilet Block	EO to follow-up options option to paint the outside or incorporate a screen around the proposed facility.	28/11/2016	There has been another meetings with the Presiding member and City staff on the proposed toilet facilities. As a result of the meeting the carpark and ablution facility design is to be revised. Waiting on feedback from the City Engineering staff.	
Upcoming Event in the Meelup Regional Park	28/11/16- 1. Discuss the option of using the Meelup Brook trail, Sheen Road and then using the Meelup Eagle Bay Road for runners either back to Meelup Beach or to Castle Bay with the event organiser. 2. EO to arrange a contractor to cement the loose granite rocks in low retaining walls in the carpark. 3. EO to check with City event staff if paper cups can be used at the water fountain-instead of plastic cups in future.	31/11/16	Rapid Ascent X Adventure organiser wants to use the trail network (which are in the spirit and type of race) and want to avoid the use of traffic management. The EO and Presiding member hves met with the X Adventure event organisers and have finalising the bike trail section of the event. The maintenance works at Castle Bay have been completed. Event staff have contacted Royal Life Saving who run the Leavers Meelup Beach day event regarding the use of paper cups as an alternative to plastic. This issue will be followed up by the event staff in late February at the first leavers meeting.	DONE

Dieback Inspections	28/11/16- EO to contact the Water Corporation to see if they would contribute to the cost of the limestone sheeting of the access tracks to the tank facility.	31/11/16	EO to contact Water Corporation staff to arrange a site inspection of access tracks to the water tank to discuss dieback best practice with Meelup Committee members-Bob Jarvis and Peter Randerson. Waiting on response from Water Corporation staff.	
Proposed Projects- Castle Rock Improvements	28/11/16- EO to progress this project with the Manager, Environmental Services to scope the project and arrange a contractor to undertake the work. Works to include piping gas under the road, fill in the drain and installation of table setting.	27/09/2016	Engineering advised to send scope of works to plumbing contractor as this work is not done in-house. 28/11/16- Presiding member has discussed with a plumber re horizontal drilling. The plumber have suggested cutting the road instead of horizontal drilling. This project is scheduled to be implemented this financial year. 30/1/17- The Castle Bay improvements were supported by the Committee.	
Eagle Bay-Rocky Point Trail Upgrade	EO to investigate Eagle Bay to Rocky Point trail and Meelup Regional Park boundary alignments to identify the section of trail that is currently traversing through private property.	27/09/2016	Have received GIS mapping details of areas of private land to start to progress this project. 28/11/16- Two trail signs are required along this section as well as limestone sheeting of an approximate 30 metre section of trail which is eroding. Trail signs installed with help from Green Army. There are a few more signs to be installed. Limestone sheeting will be included in the scope of works for trail maintenance. Require feedback from the Committee on the priority of this project to re-align the trails within the Park. 30/1/17- EO to investigate old reports.	
Governance and Management Arrangements	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	Scheduled for February 27th 2017 Committee meeting with the Director of Finance and Corporate Services.	
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. 23 August 2016- EO to check the Meelup Master Plan for landscape design works- DONE 27 Sept 2016-Find the information on the Meelup files with the audit of trees previously undertaken. Shirley Fisher has a copy of the files and will give to EO- DONE 27 Sept 2016-To form a subcommittee for the project consisting of Shirley Fisher, Bob Jarvis, Peter Randerson and Tony Smurthwaite. EO to arrange an aerial photo of the site for the meeting. For the subcommittee to meet at Meelup beach on 17th October at 3pm Meeting held-DONE	24/05/2016	This project has been included in the 2016/17 Work Plan. Meeting held with subcommittee members on 17th October 2016. Seedlings have been ordered for next year plantings. Quotes have been received and the Tree audit work and treatment plan has been awarded to Total Horticulture Services. Waiting on the report.	DONE
Sign audit	That a sign audit be undertaken to identify the types and location of signage throughout the Park.	19/01/2016	The coastal signage audit in progress- see details in the September 2016 Agenda. Ongoing consultation with the Committee. EO has given Bob Jarvis the 30 corflute dog signs for the volunteers to distribute along trails and beaches in the Park.	
Website update	EO to check with City IT staff if they can update the Meelup website and update information on the website on a regular basis.	27/09/2016	EO has received some training from City IT staff on updating the website. Updating of the website has commenced.	
Ongoing Items				
Training Needs for the Meelup Regional Park Committee members	Environmental training opportunities, workshop, events. EO to arrange speakers on relevant topics e.g. experts from DPaw.	22/12/2015	Training/ Community Engagement opportunities: 1. In Safe Hands Toolkit (Conservation Volunteers) Margaret River 14th February 2017. 2. Dieback GreenCard training for 15 community members-scheduled for 3 April 2017. RSVP to Kay 3. Annual Hooded Plover Survey-3 and 4 February 2017. Register your interest with EO.	Ongoing training as available