

Peel Trails Group Inc.



Peels Trails Group Meeting
Tuesday 8 April 2014 at 1pm
Tuckey Room, City of Mandurah Offices, Mandurah

Minutes

1. Welcome & introductions

2. Attendance

Natalie Garnsworthy – City of Mandurah
Steve Lee – Shire of Murray
Robyn Lister – South Metropolitan Public Health Unit (Vice Chair)
Vanessa Slater – Shire Serpentine Jarrahdale (Treasurer)
Kent Sobey – MAPTO
Preston Suijndendrop – Yahoo Walking Group
Ebony Obrien – DSR
Andrei Koeppen – Shire of Boddington
Joy Lockhart – Jarrahdale Heritage Society

3. Apologies

Peter White (Chair)
Marguerite Griffith (Secretary)
Jodie Doherty (Shire of Murray)
Barry Small (Canoe Trail Friends & YAHOO Bushwalking Club)
Rebecca Hamilton (DPaW)
Jamie Ridley (DPaW)
Lucy Lyster (Shire of Waroona)

4. Acceptance of Minutes of previous meeting held on Tuesday 4th February 2014

Moved: Steve Lee

Seconded: Vanessa Slater

5. Business arising from Minutes of previous meeting (4 February))

5.1 Outcomes from assigned actions from item 5 of previous Minutes

Assigned Action	Responsible Person
Peel Development Commission	Letter sent under Chairman's signature to PDC inviting it to participate in PTG – awaiting reply. Peter White/Robyn Lister
Approach to MAPTO. Regarding support and \$\$.	Andrei Koeppen still to action - MAPTO require a proposal from the PTG in regards to what they want. - Address financial support - Proposal will be looked at and assessed by MAPTO and it must fall in line with their strategic plan - Vanessa to write to MAPTO on behalf of PTG

Comment on Perth Hills Trails Group	<ul style="list-style-type: none"> - The Perth Hills Trails Reference Group is coordinated by the Shire of Mundaring, for the purpose of ensuring that Perth Hills has a network of accessible, well used and maintained trails. - On the group are representatives from local Shires, DEC, Water Corp, Sport & Rec. - Peak bodies representing mountain bikers, walkers, four wheel drivers and horse riders.
Look at the Master Trails Plans Documents and start querying some recommendations and their progress/implementation.	<p>Peter White to report on progress <i>Carried over May meeting</i></p> <ul style="list-style-type: none"> - All Master Plan documents on file with secretary - No Peel Trails Regional Master Plan has been located - Last Regional Master plan done was 1999
Report on the progress of the website	<p>Natalie Garnsworthy and Ebony O'Brien <i>Carried over May meeting</i></p> <ul style="list-style-type: none"> - Old website is still operating - Peter White is receiving all correspondence - Succession planning about the website is required at a later date on how the group is going to manage logins.
Present to group at next meeting, on the Trails conference attended	<p>Ebony O'Brien</p> <ul style="list-style-type: none"> - DSR planning the event for next year
Re-establish the Dwellingup Trails Hub working group	<p>Peter White <i>Carried over May meeting</i></p> <ul style="list-style-type: none"> - <i>Ebony to provide a update to group via email</i>
Financial Audit – approach an LGA with regard to conducting an annual audit	<p>Vanessa Slater to report</p> <ul style="list-style-type: none"> - Serpentine Jarradale have indicated that they are not certified auditors so unable to do the PTC audit. - PTG to locate an auditor to audit the books. - <i>Vanessa to follow up with phone calls</i> - <i>Committee to investigate if they know anyone certified to audit the books.</i> - <i>Preston to ask the certified Auditor who does the Yahoo Bushwalking Group's books.</i> - <i>PTG able to offer \$200 to get this job done.</i>
Storage of PTG financial records and past minutes	<p>Jodie Doherty confirmed that the Shire of Murray Records office have agreed that they will store the records for the Peel Trails Group.</p>
Update of Map Project : a draft of the map and information sheet would be emailed to Dept of Parks and Wildlife to review and discuss.	<p>Peter White to report <i>Carried over May meeting</i></p>
2014 Strategic Plan for PTG	<p>Robyn Lister to write up and finalise for presentation to Committee</p>
Jarrahdale Heritage Society : appointment of new representative to the PTG Committee	<p>Vanessa Slater would request nominations from Jarrahdale Heritage Society</p> <ul style="list-style-type: none"> - Welcome to Joy Lockhart who will now attend the meetings

6. Finances

6.1 Nominated authority for ATO

- Carried over May meeting

6.2 BAS statement for Feb

- Completed
- Thanks to Vanessa

6.3 Secretary's honorarium

- Still going through the process of changing over signatures
- Secretary not to be paid till signatures are all sorted.
- PTG to back pay Secretary January, February and March

Action: Vanessa Slater to phone Bendigo Bank to follow up with progress on signature changes

6.4 Income & expenditure items

- \$873.36 Peel Bike Week advert

7. Correspondence

- Community News – Statement - \$873.35
- Thank you – Dianna Henniker
- Australia Post – Post Office Box renewal - \$107.00
- City of Mandurah – Peel Sports Forum
- City of Mandurah – Australia Day
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Action: Peter White to update correspondence through the website

Action: Marguerite Griffith to investigate with Australia Post the possibility of changing the name of the Post Box to Peel Trails Group and remove names all personal names.

8. Strategic Plan and group updates

8.1 Project updates from 2014 Strategic Action Plan

- Robyn Lister presented draft copy of the Strategic Action Plan
- Plan is based around 4 key areas
 1. Advocacy
 2. Promotion and Marketing
 3. Skill Development
 4. Communication

Action: Robyn Lister to change responsibility to the representing organisation not the representative's name

Project Update on Strategic Plan

Robyn Lister - South Metropolitan Public Health Unit

- Funding has been requested to assist PTG with the development of new technologies
- Robyn prepared a case study for \$3,000 to be included in South Metropolitan Public Health Unit budget specifically for 3 projects.
- Kent from MAPTO was interested in this and suggested he take a look at the business case and that MAPTO may be able to assist.

Barry Small – Peel Canoe Trail Friends

- Planning underway for the Peel Paddling Carnival
- Potential for group to seek funding from PTG

Discussion Points

- The group discussed opportunities for the development of trail maps and brochures
- It was noted that the development of trail maps and brochures was a key area of focus of the Peel Trails Group.
- MAPTO are interested in assisting the PTG with this but need to know what exactly the PTG wants and financial cost.
- The group suggested emailing MAPTO to assist with developing a concept.
- It was mentioned that a Peel trails as a whole would only be considered.
- There was a large amount of discussion around how the PTG would go about developing maps and brochures.
- It was suggested that each LGA submit 2-3 trails that could be featured and the group narrow it down through selection.
- It was discussed brain storming session was required and to focus on that only.

Action: Invite Kent from MAPTO to a brain storming session in May.

Action: Vanessa Slater to email MAPTO regarding support for PTG.

8.2 Group member updates

DSR

- Meeting with a number of groups wanting to develop trails.
- Concern that LGA master plans are not relevant and information in these are no longer a priority.
- Groups are still able to submit applications for funding.
- DSR mentioned Geo Caching and that they have enquired about this
- Geo Caching is a electronic virtual treasure hunt on smart phones.
- DSR can arrange for a presentation in this for the PTG
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Action : Ebony Obrien to arrange a time for the PTG to hear about Geo Caching

Yahoo Bushwalking Group

- Have updated their website to My-club
- Club is looking to have walking descriptions on their website

Canoe Trail Friends

- Planning for Peel Paddling Carnival
- Investigating options for 2 seasonal carnivals in 2015
- Have updated their website to My-club

MAPTO

- Suggested group look at google street maps and requesting to borrow a camera

Shire of Boddington

- Quindanning Action Group have identified a area of significance which they wish to develop into a trail

- Rest of the area has been logged and mined

Action: *Andrei Koppen to send maps to Marguerite to forward onto PTG committee*

Jarrahdale Heritage Society

- Is developing the Tony Henniker long walk
- 1st walk of the year is the 27 April 2014 and will be the Tony Henniker Long Walk
- Club is currently in the process of seeking funding for a bridge in the park
- Group is going to update their walks book which is 5 years old. Have sold over 3000 copies. Group to reprint to include new walk.

Shire of Serpentine Jarrahdale

- Discussions have been held with developers to include trails while in the process of dividing up paddock area.
- SJ trails group progressing
- Two trails currently in progress and group looking at options
- Have been successful with application to become a trails hub. – Consultant currently gathering information

South Metropolitan Public Health Unit

- Bike week was recently held in Peel Region
- Over 3000 people attended
- Assisting with Planning of Peel Paddling Carnival.

9. Other General business

MAPTO

- Kent Sobey presented an update on MAPTO.
- Kent presented the new marketing branding/concept to the PTG
- Peel Regional Leadership forum commissioned the branding
- Branding has tag lines around adventure aspects in the Peel
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Action: *MAPTO to attend regular PTG meetings.*

Action: *Kent Sobey to email Marguerite MAPTO marketing concept to send around to the group to review.*

10. Next meeting (bi-monthly)

Date:

Tuesday 6th May 2014

Venue:

Dwellingup

Action: *Steve Lee – Shire of Murray to arrange the venue*

11. Meeting closed

ACTION SHEET

Assigned Action	Responsible Person
Look at the Master Trails Plans Documents and start querying some recommendations and their progress/implementation.	Peter White to report on progress <i>Carried over May meeting</i> - All Master Plan documents on file with secretary - No Peel Trails Regional Master Plan has been located - Last Regional Master plan done was 1999
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Re-establish the Dwellingup Trails Hub working group	<i>Peter White</i> <i>Carried over May meeting</i> - <i>Ebony to provide a update to group via email</i>
Update of Map Project : a draft of the map and information sheet would be emailed to Dept of Parks and Wildlife to review and discuss.	Peter White to report <i>Carried over May meeting</i>
Phone Bendigo Bank to follow up regarding progress on signature changes	Vanessa Slater
Update correspondence through the website in the minutes	Peter White
Investigate with Australia Post the possibility of changing the name of the Post Box to Peel Trails Group and remove names all personal names	Marguerite Griffith
Change responsibility to the representing organisation not the representative's name	Robyn Lister
Arrange a time for the PTG to hear about Geo Caching	Ebony Obrien
Send maps to Marguerite to forward onto PTG committee	Andrei Koppen
Email Marguerite MAPTO marketing concept to send around to the group to review.	Kent Sobey
Include Kent Sobey on invite list for future meetings	Marguerite Griffith
Arrange venue for next meeting and inform Marguerite Griffith	Steve Lee –