



Partnerships that celebrate the diversity of local life in  
Dwellingup

C/O Post Office Dwellingup WA 6213

## GENERAL MEETING MINUTES

**DATE:** Saturday 16th March 2024  
**TIME:** 10.00am  
**VENUE:** RSL Hall, 39 McLarty Street, Dwellingup

### 1. WELCOME

Chair-elect Sharni Holster welcomed all to the first meeting of the new committee. An invitation was extended to everyone at the meeting from the Chair to introduce themselves, including their interests/background.

#### **Attendees:**

Sharni Holster (Chair), Kelli-Anne Dunne, Trevor Vowles, Andy and Lisa Barrett, Cara Samski, Leanne Heggie, Geoff Bell, Sue Fyfe, Peter White, Janet Smith, Jill Fisher, Carolyn Baeli, Diane Hall, Stephanie Ryan (Committee) Susan and Harley Hanstrum, Chris Portlock (Committee), Colleen Sing (Committee), Kristy Gall, and Janine Cummings (Secretary)

#### **Apologies:**

Andrea and Bill Hawkes, Carl MacMillan, Linda Mule, Robert Sheppard, Margaret Noble

### 2. DECLARATION OF CONFLICT OF INTEREST

Chair Sharni Holster informed the meeting of her position as a teacher at the Dwellingup Primary School. Later in the meeting Peter White also declared his commercial interest in some projects discussed. No issues were identified or protested at the meeting.

### 3. MINUTES OF THE PREVIOUS MEETING

An issue with this item was identified by Peter White. The agenda had stated the previous minutes to be considered were those of the AGM held 20th January 2024. Peter noted that AGM minutes were not confirmed at general meetings, but at the next AGM. The minutes to be considered at this meeting were those of the meeting held 5th Dec 2023. As there was no printed copy for the meeting to refer, the item was passed to the next meeting. A copy of these minutes will be included with the current minutes circulation.

### 4. MATTERS ARISING FROM MINUTES

As noted above, this item has also been postponed until the next meeting.

### 5. FINANCIAL REPORT

As the position of Treasurer is still vacant, the secretary provided a quick overview of activity on the bank account for the meeting. Basic reconciliations for January and February 2024, and copies paid invoices were also attached. An account for last year's financial report preparation by Davids Swords was paid via EFT at the request of the

committee, by Margaret Noble and David Cusack, who retain EFT permissions until the new committee make appropriate arrangements with Bendigo Bank.

Two current accounts were presented for payment:

Shire of Murray - rental for Dwellingup Teens space allocation in the Town Hall. \$285.10

Margaret Noble - Reimbursement of WIX website subscription. \$163.70

Both parties have been approached, are aware of the treasurer vacancy and were happy to wait for the position to be filled prior to payments being finalised. Chair resolved that the accounts would be paid once the Treasurer position has been filled.

## 6. AGENDA ITEMS

**6.1 Welcome from New Chair-Elect Sharni Holster.** Chair gave a brief introduction and background to the membership, and expressed her hopes that the Compact will continue to grow organically and re-establish itself as a positive part of the community.

### 6.2 Vacancies of Treasurer and Vice Chair Positions

The positions for both Vice Chair and Treasurer have received nominations from new members, who were introduced by the Chair - neither could be present and sent apologies. The meeting was informed that the committee intended to fill both positions as casual vacancies, after confirming with the membership there were no other interested parties to consider.

**Endorsed: Sharni Holster**

**Seconded: Colleen Sing**

### 6.3 Office Bearers for 2024

A briefing of the committee composition was presented and an explanation of the filling of the Chair as a casual vacancy. A resounding endorsement from the floor was received.

Peter White also spoke to the welcome of the new committee, affirming the importance of maintaining productive interaction with the Shire of Murray. The secretary noted that at a recent meeting with Shire President and CEO, the Shire was also keen to continue its active involvement with the Compact, and would be happy to participate in any future involvements.

### 6.4 Update of Ongoing Projects including Dwellingup Teenz, Coffee Table Book, MTB Skills Park, Trail Marker Project, Alcoa Defib and First Aid Training

#### **TEENZ (Budget Allocated \$945.00)**

Chair opened discussion on TEENZ group with a background of her understanding of where the project was currently. She noted the renewed lease of space in the Town Hall, however the general perception was that without a co-ordinator, the project would probably wind up.

Janet Smith noted that there were items on the Compact Balance Sheet that had been allocated to TEENZ that the new Treasurer, when appointed needed to account for, if the project was going to fold.

Colleen Sing spoke to an ongoing interest in perhaps younger members of the town that may still value a TEENZ type of program and that she would be happy to investigate further. Peter White also spoke to the item, noting that the vacancy of Colleen Warr from the project simply left a vacancy for a co-ordinator, and that

finding an interested party to fill that position was the next logical step. He noted he'd be willing to undertake the task of finding someone to fill the role.

Chair indicated that she would speak to the parents and teens that she knew in the town, to gauge if there was interest in getting this group re-established.

Sue Fyfe also spoke to the item, explaining the background of the Project, under the auspice of the Compact which had offered the project insurance cover.

A motion was proposed that the membership agreed to seek a replacement Co-ordinator, and resume discussion at the next meeting.

**Endorsed: Sharni Holster**

**Seconded: Colleen Sing**

**COFFEE TABLE BOOK (Budget Allocated \$1,000.00)**

Geoff Bell provided the meeting with a background to this project. He had seen a similar book from another shire and thought Dwellingup might also create a similar book. The \$1,000 allocated to the project had been a public donation. The project initially seemed to have support, but never really proceeded much farther.

The Chair suggested a similar project produced by the Lord Howe Island school might attract more interest rather than an adult version as the original concept. It was also noted that this type of project could attract a possible \$20,000 grant to assist in production etc.

Janet Smith noted that a collaboration with the Primary School had already been suggested at previous committee meetings in 2023.

It was proposed that the original budget allocation for the project will remain as it, and that a sub-committee of Colleen Sing, Sharni Holster, and Geoff Bell pursue a collaboration with the primary school, and report back to the next meeting.

**Proposed: Colleen Sing**

**Seconded: Geoff Bell**

**MTB SKILLS PARK (Budget Allocated \$1,830.00)**

Peter White spoke to the the item, noting that the allocation was originally donated to the Compact as a result of another mountain bike club winding up. There had been discussions about where a skills park might be located, and where a forest/nature playground might also be incorporated - however the project never really got established in any real focus.

Colleen Sing also spoke to the item, noted the and others had been in discussions with Officers from Shire of Murray, but again nothing had been decided/proposed. Colleen noted she'd be happy to pick the project back up, and resume discussions with Shire on possible locations.

Harley Hanstrum indicated his interest to join the group, noting that his involvement in the mountain biking community could be a valuable contribution to discussions. Janet Smith also put her hand up to be part of the group if further help were needed.

Chris Portlock commented that there was a document at the Shire about further development of the skills park and nature play area. Chair asked Chris if he could follow that up.

**Chair proposed that Colleen Sing pick the project back with, form a discussion group and report back to the next meeting on progress.**

**TRAIL MARKER PROJECT (Budget Allocated \$744.27)**

Sue Fyfe spoke to this item, giving the meeting a summary of the project, particularly the involvement of the local school children. Colleen Sing noted this project had a lasting positive impact on the children involved. Sue detailed that the project had now been completed, acquitted back to Alcoa, and that the remaining funds need to be returned to the Teenz project, where it was originally sourced.

Chair proposed that the allocation now be deleted from the budget, and that the remaining funds be allocated back into the Dwellingup Teenz Project.

**Proposed: Chair**

**Seconded: Colleen Sing**

**FIRST AID TRAINING AND DEFIB PROJECT (Budget Allocated \$4,695.04)**

Colleen Sing and Cara Samski spoke to this item, giving the membership a brief summary of the project. They updated the meeting on which is the 4 units had been installed, and which are still outstanding. There was some discussion from the floor on the reasons why the last unit, designated to be installed at the town oval change rooms area, had stalled. It was suggested that the Shire of Murray may be holding up permissions awaiting insurance advice, and there were also suggestions that this issue had already been resolved.

Peter White declared his conflict of interest, having commercial interests in the Land Poole Reserve area, and that he would like to have an existing DeFib unit moved from the entrance to the reserve, to the new Kiosk area, which Harley Hanstrum supported. Alternatively, if the town oval unit could not be located there, he nominated his Kiosk location might be an alternative site. He declared to the meeting that he had a contractual requirement to provide one at his site.

Colleen and Cara explained that the decisions on the location of the 4 Alcoa funded DeFib units had not been a Compact decision, but agreed to note Peter's suggestion if alternative sites were discussed.

Cara noted that final fourth unit was with John Cusack but that she collected it and it was being stored at the Forest Discovery Centre until location. It was then suggested that the Ambulance Station on Del Park Road, might be a more appropriate place.

Discussion moved onto ambulance training and that Christine Hunter needed to be consulted on how the funds/training places could be allocated. Both Leeane Heggie and Janine Cummings indicated that they were keen to participate in any courses offered.

Chair suggested that Christine Hunter be consulted regarding ongoing storage of the 4th DeFib unit at the St John Ambulance Station until a location is determined, and training schedules.

**Proposed: Peter White**

**Seconded: Colleen Sing**

Additional Agenda Item from the floor

**PICNIC TABLES AT SKILLS TRACK PROJECT**

Geoff Bell introduced this item, outlining its development, design, material list, timber quotes, construction and current funding from public donation. Geoff noted the project was just \$1500 short, and the hope that this shortfall could be funded through the Compact.

The Secretary added the item had been submitted to the Compact last year, but had not advanced due to documentation not being received. The project will also require consultation with Shire of Murray, for location and insurance consideration.

Chair also spoke to the item, outlining a project the primary school had undertaken understanding the working of local government. The children were asked to propose what types of council works they thought might improve facilities in their town. One of the children also proposed picnic tables at the Skills track. Perhaps a collaboration could be beneficial to gaining council support and approval.

Chair noted that she would follow up with the Shire when they visit the school and speak to them about the progress the DCC had made and ask if they would help to contribute the remaining amount to get the project completed.

The concept of the project was enthusiastically supported by the meeting and the general consensus was that the project should be advanced. Chair suggested that the item be added to the next meeting agenda.

In closing, Colleen Sing asked Geoff Bell if the Dwellingup Sawmill could also be approached with a view to a possible donation of timber for the project.

#### **6.5 Update on Dwellingup Futures Meeting Summary.**

A meeting of the Dwellingup Futures Implementation Advisory Committee was held on 28th March. Attendees included Chris Portlock as representative of the Dwellingup Protection Group, along with Sue Fyfe, representing Peel-Harvey Catchment Group. The Compact also has a seat on this committee, usually taken up by the Chair. As the position was vacant at the time the meeting was called, the Secretary was invited in her stead. Janine could not attend, but minutes were provided.

Chris Portlock was invited to speak to this item at the meeting, having been extensively involved with the issues for some time. The Chair noted that she had received a copy of the minutes via the secretary, and thought circulating the minutes to members might be beneficial. Chris could not confirm the minutes were for public circulation. Accordingly the Secretary agreed to email the board and request that permission. If granted, the minutes will be circulated under the same cover as the minutes of this meeting.

### **7. ANY OTHER BUSINESS**

#### **7.1 Street Banners Project and Ongoing Management.**

During the discussions on Agenda Items, Janet Smith noted that the previous committee had received a quote from a local company interested in manufacturing new banners. Recently the company had approached her following up, still keen to carry out the work. Janet noted that whilst considerable time had passed since the quote was sent, the company could be persuaded to honour their quote.

Colleen Sing also spoke to the item, stating she had several ideas on art these new banners might incorporate. The Chair also noted that she too had ideas of art and images that could be utilised if a contractor could be confirmed.

Cara Samski recommended the Compact needs to assign ongoing management of the Street Banner Poles. The poles were currently not fitted with banners, and there was no-one actually responsible for their ongoing management. She suggested

that this issue should probably be decided prior to new banners being commissioned, noting the position was quite an onerous responsibility.

Leeane Heggie spoke to the item also, suggesting ideas might take advantage of Dwellingup's award as Top Small Tourist Town might feature on some of the banners.

Running short on time, the Chair requested that this item also be carried over to the next meeting, and requested the Secretary follow up on the quote Janet Smith raised, for consideration.

#### **7.2 Dwellingup Adventure Trails Group**

Peter White spoke to this item, informing the Compact that he, and former Chair John Cusack were ongoing representatives of this Group, and could represent the Compact if required. Chair noted that John Cusack's inclusion in that capacity might need to be clarified.

#### **7.3 Shire of Murray Facilities Maintenance Request**

Lisa Barrett spoke to this item, informing the membership that basketball hoops at the local courts were in a state of disrepair. She suggested that the Compact might prepare a "Works Request" form, and lend support to requests from the town to have items like the basketball hoops reported and followed up. Chair added that the primary school local government project might benefit from involvement in such a project also. Lisa was invited to formulate her idea and present it to the Compact for presentation on letterhead, to formalise the Compact's support.

#### **7.4 Town Fire Danger Alert System.**

Andy Barrett spoke to this item noting that our town, with a history of fire disaster, has no identifiable system for public warning. Chair suggested that Andy might formulate a request to DFES requesting attention to this issue, and that the Compact could again lend support to request by presenting the proposal through letterhead. Andy Barrett agreed to research the matter further and report back to the next meeting for further development.

Leeane Heggie supported Andy's item, and added that other signage was missing from Town that could be investigated. She believed a promotional opportunity exists taking advantage of our new accolade as Tourism town winner, to have more prominent sign erected somewhere in town for tourists to use as a social media focus.

Chair suggested that this item also be added for discussion at the next called meeting.

#### **7.5 Community Recycling, and Other Interest Representative Sub Committees**

Colleen Sing spoke to this item, with an interest in forming a sub-committee of the Compact to investigate bringing community recycling resources into our town. Colleen also spoke of her interest in forming other sub-committees of interest that members might like to pursue, such as local history.

Chair suggested that this item also be added for discussion at the next called meeting.

#### **7.6 Dwellingup 100 Car Parking Fund Raising**

Janet Smith spoke to this item noting that expressions of interest had been called for non-profit groups to take on organisation of the car parking at the Dwellingup 100 event, scheduled for September 2024. She also noted that the local RSL group had indicated interest as a “gold coin” fundraiser. Janet was keen to nominate the Compact as a possible candidate, and asked if there was any interest at the meeting to join her. She had nominated herself to co-ordinate and organise the effort if volunteer support could be secured. Several members indicated support, so Janet was encouraged to pursue the interest.

#### **7.7 Compact Membership Drive, and Membership Application Processing**

Several suggestions from the floor indicated interest in future membership drives. Chair noted that an organic growth would probably begin now that the first meeting of the new committee had taken place.

Discussion then followed on how the newly received membership applications should be handled - a show of hands or other process. Janet Smith noted Compact Rules stated the Compact Committee needed to consider the applications on hand and make their decisions known to the applicants as resolved.

Chair agreed, and noted that the newly received nominations would be processed and advised, as soon as practical.

**Meeting closed at 11.50am**

**NEXT MEETING:** Sat 18th May, 2024 at 9.00am - RSL Hall, 39 McCarty St, Dwellingup