

GENERAL MEETING MINUTES

DATE: Sunday 9 February 2025
TIME: 10:00am
VENUE: Dwellingup Town Hall, 45 McLarty Street, Dwellingup

1. WELCOME

Chair Shani Holster welcomed all to the meeting, which was opened at 10:05am

ATTENDEES

Shani Holster (Chair), Leanne Heggie, Janet Smith, Jill Fisher, Mary Cavanagh, Douglas McLarty, Peter Craig, Andrea Hawkes, Chris Portlock, Colleen Sing, Shelley Sturgeon,

APOLOGIES

Robert Sheppard (Treasurer), Susan & Harley Hanstrum, Carl Macmillan (Vice Chair), Louisa Clayton, Bill Hawkes

2. DECLARATION OF CONFLICT OF INTEREST

Chair requested all conflicts of interest be declared – none noted

3. MINUTES OF THE PREVIOUS MEETING

Minutes from the previous meeting of 10th November 2024 were sent out with the agenda.

Moved Mary Cavanagh, **Second** Jill Fisher - **Carried**

4. MATTERS ARISING FROM MINUTES

As noted above, nothing else was raised for discussion.

Shani mentioned that all agenda items if given 10 minutes would mean meeting ran over 2 hours we need to try to keep each item to 5 minutes

5. FINANCIAL REPORT

Chair Shani Holster tabled treasurer report copies provided for attendees to peruse. Only expense was payment of insurance \$1,234.15 which has been paid but not reflected on report in treasurers absence

Money in bank as at June 30 2024 is **\$21,482.00** less insurance amount above

Leanne noted that website and domain fees due to be paid in the immediate future

Funds out:

1. Integra Insurance for annual Liability insurance \$1,234.15

Shani noted that all financial documents (and minutes of meeting ect) are trying to be located from prior to her being Chair, as there is not a complete record on file. We do have an audit completed December of 2023 which David Swords provided. We do not believe there is any money missing or cause for concern, just trying to clean up record keeping and ensure correct documents and records kept.

Janet commented all Income and Expenditure on the front page shows all grant money received but asset remains an asset on the financial report as expenditure or asset.

Income and expenditure (balance sheet) need asset register equipment owned by Dwelling Community Compact noting the assets we hold and their location.

Leanne to create an Asset Register and seek any information committee members may have to assets held, their cost and their location so the register can be updated

Rob Sheppard to answer the placement of assets on financial statement and income/expenditure balance as a result

Moved: Leanne Heggie **Second:** Mary Cavanagh **Carried**

6. FORMAL CORRESPONDENCE

Shani tabled an executive meeting of Shani Holster, Leanne Heggie, Rob Sheppard, Carl Macmillan who met to discuss Secretary position, laptop and documents received from previous secretary and financial records stored in various locations to collate and ensure record keeping

Absence of various documents and financial records 2020-2023

Andrea Hawkes noted John Cusack may have documents.

Colleen Sing in attendance asked if she may have copies to fill in blanks, she will see if can locate

Will run audit of documents and make a list of what we are missing to see if anyone can help, this will take time.

7. AGENDA ITEMS

7.1 Secretary position needs to be filled – Leanne Heggie has expressed an interest as long as office bearers liability concern has been alleviated

Janet Smith provided – Incorporated Associations, as Dwellingup Compact is, means you can not be held responsible, no additional insurance is required to which Andrea Hawkes agreed citing S159 of the Incorporation Associations Act 2015. Leanne has experience in the legal field is concerned and will make her own enquiries before accepting the secretary position.

ADDENDUM following the meeting – Andrea Hawkes contact Shani & Leanne and advised this information is not accurate and should be looked into further.

Shani Holster endorsed Leanne Heggie for secretary – attendees agreeable, need core members to confirm appointment

7.2 Dwellingup Futures

Multiple Government departments have reached a stalling point, shire trying to negotiate with State Government bodies for land to be released

Chris Portlock noted at the last meeting WA Planning Commission DFES, discussed and did not progress as WA Planning held that no further land development of towns in fire prone areas will be done.

This information is known to the committee already and there is nothing further to add at this time

Shani commented all previous communications in 2024 Murray Shire tried even for holiday stay only not residential., still no. The Shire is trying for residential not holiday stay. The Government bodies started talking about holiday stay only and no residential which was opposed by all other groups at the Dwellingup Futures meeting.

Creating a working group was suggested Shire did not believe anything to be gained by that, but Shani put forward there was nothing to lose – maybe community could write to the various DFES, State government ect showing support and telling them it is what our town needs.

There was some confusion as to how many lots were being asked for, 240 lots proposed for development which is a marker of then attracting additional government support. The roadmap provides additional information for those requiring it.

Further, all documents are on the website for viewing.

Any lot released will be a minimum of quarter acre in size due to septic requirements. The release is planned to be staged of a number of years as needed.

Dean, David and Rod from Murray Shire in their presentation showed 240 blocks of quarter acre in size which is what we are requesting.

Chris Portlock noted there is a change required to outdated planning policy.

Peter Craig said Management required to ensure not bulk release or a situation like Kalbarri will happen.

Shani noted the 9 blocks at the back of the school is the starting point, they are ready to go but as Crown land need to progress through the right channels to proceed.

Everyone agreed a staggered response would be beneficial.

Wont be resolved this meeting but correspondence may assist to local member, head of FESA, DFES etc.

Shani offered to write base letter template that community members could use to write to the various departments mentioned

DCC wants to remain a positive representative of the community

Chris Portlock said we have received previous feedback from the community when committee members sought community opinion 18mths ago, which was ran by DCC

Local Action statements / Plan was done. Public consulted draft and final done

A sub committee should be formed to action those items. He has documents from the public consultation – see who is interested before next meeting

Andrea Hawkes said the Dwellingup Futures should be the whole (not sub committee) as it is already exists. Janet Smith agreed.

Everyone agreed the community needed updating and to be kept updated

Colleen Sing, the old age village proceeded why not development of land release. Families are required to keep Dwellingup going, volunteer fire fighters, school ect

Mary Cavanagh – Why aren't alternate development methods, sewerage methods, being considered we are not in the 20th century now things change and more options available.

Crown land is State Government owned the 9 lots we want to start with are Crown land, it is a long process but is zoned ready to go but not being allowed to proceed.

Shelley Sturgeon – Need to make sure information is available, it is the future of Dwellingup, Need a group of people to compile reps from School, Volunteer fire, needs to be easy to understand/simplified – where we are at and what we need to focus on to move forward

Action - Shani to email the membership about invite anyone interested to attend a meeting to discuss the existing documents to do with the future development of Dwellingup. There seems to be three documents from memory. I will attach these to the email so people can be familiar with them ahead of the meeting.

7.3

Update on ongoing projects/committees

Dwellingup Active – Susan and Harley provided a report (as unable to attend) showing where they were up to and requested a separate account for Dwellingup Active off DCC to operate under. Financial report would be provided

Dwellingup Trails and bike riders will recommence in April 2025

Agreed account be set up and 2 signatories to sign any expenses.

Action – Susan and Harley to continue to investigate funding sources and plan activities. Shani to meet with bank to set up account and card.

Shani Holster Moved, Leanne Heggie second – Carried

(ii)

Childrens Book

This has been on the agenda for so long and lost its way due to committee member who was leading project leaving.

Geoff Bell originally donated an amount of \$1,000.00 to the project Shani Holster suggested that we either (a) offer it back, or (b) request his approval to move to another project

A few ideas were discussed, Geoff had also donated some aquaculture items to the school and Shani felt he may wish to see that actioned with the help of the donation.

Dwellingup active was proposed and Committee members felt that Geoff Bell should be the one to decide as he donated the money.

Action - Shani will approach Geoff Bell for instructions to resolve so we can acquit the item and move on.

Andrea Hawkes **moved**, Mary Cavanagh **Second – Carried**

(iii)

Mountain Bike Skills-

It was suggested that as Harley has been involved with this project and works for Fleet Cycles he would be best to head the project. Chris Portlock agreed.

Harley had put forward some examples of nature play at various other locations that could be considered.

Chris Portlock tabled a map and concept ideas but the committee thought the concept ideas were not 'natural' enough and would like to see the map only with the proposed location corner of Del Park Road and Banksiadale road made more aware to the public for support or otherwise.

Need community consultation so we can get shire approval to move forward.

An A3 map with basic dot points to be prepared so locals can be consulted on their thoughts and support

Action - Susan and Harley to organise public consultation, DCC members to help with a door knock as well as placing info around locally.

(iv)

Alcoa Defib and First Aid Training – Colleen Sing provided the following update

There were 4 DEFIB units provided under the Alcoa grant.

1 at the School

1 at the Pavillion on the oval

1 at Marginata Crescent

There is currently one missing.

One was with John Cusack he thought he gave to DPAW, which was not the case, Colleen checked previous minutes and Cara noted John Cusack gave to Forrest Discovery Centre

Shani signed MOU from Shire so that defib could be installed on Hancock Pavillion building. This has been installed.

Christine Hunter has agreed to do 6mth check that is required on each unit to see if light is still flashing. This must be done every 6 months then every 4-5 years the battery and pads need replacing.

Money held in our financials that is left over can be used for replacement pads and batteries when required

It was agreed that no one person should be responsible. Our 4 units must be inspected every 6 months, at a meeting twice a year we will ask who is available to carry out these inspections and ensure it has been documented. This will be the succession plan to ensure we are checking on them

If the DEFIB is used the ambulance notify head office and they replace the battery and pads at their cost

We are covered if someone uses incorrectly by the Good Samaritan Rule

“The Good Samaritan Rule states that someone that comes to the aid of someone else in imminent danger or peril cannot be sued for wrongdoing or incorrect practices. This encourages people to act and not stand on the sidelines for fear of persecution.”

Locations of 4 DEFIB to be noted and held on file for committee members

Missing unit to be located prior to next meeting as grant needs to be acquitted and can not till this is resolved.

Action – Colleen to investigate the location of the missing defib.

(v)

Street Banners –

Louisa Clayton has put forward slogans, photos and layouts for the street signs

Andrea Hawkes – Not happy with byline would like to see the removal of the word ‘Our’ so they would read simply Dwellingup Outdoors, Dwellingup Fun, Dwellingup Environment

Committee agreed and tabled designs for attendees to mark preferences to provide to Louisa

Andrea also wanted to ensure someone was going to maintain them and it was noted that Carl Macmillan had offered to maintain, replace when required.

Action - Louisa to collate – will pass feedback and get email out to confirm photos so we can move forward and get the signs printed with out the need to bring designs to another meeting.

(vi)

Alcoa/Dwellingup Community Consult Network

Chris Portlock has been to 4 meetings summaries of which are just coming out now. He has a meeting tomorrow 10th Feb, on rehabilitation

4-5 people have been working on rehab for years Janet Smith wanted to know what DCC position was that was being put forward

Dwellingup Actions in the position statement, where are the values with regard to rehab so we can see them as people may have questions they want you to put forward?

Chris explained until they ask the questions he wont know of the response required to give, it is their meeting and they will pose the questions at the meting

Future meetings that any committee member is to attend on behalf of the DCC should be advised to the DCC so members can submit questions.

(vii)

Name Change

Leanne Heggie put forward it was a concern to lose the digital footprint that Dwellingup Community both on socials and website, email etc. that we have when considering a name change.

There was some discussion about continuity of the Dwellingup Community name in the name change and Janet Smith moved that the name change be put on the agenda for the AGM

Also, suggestions be submitted at the next meeting, the most favorable at this time is Dwellingup Community Progress Association

This would allow the email and website to remain as they are.

Shani Holster **Moved** Leanne Heggie **Second – Carried**

(viii)

Jarrah picnic tables –

John & Geoff were happy to maintain the Jarrah Picnic Tables but the Shire said a hard NO. They are also not happy about the upkeep of mowing around them too.

Colleen Sing noted there is a trailer of dressed Jarrah that was donated for this project and it is unprofessional that no communication has been had with the Donor.

It was collected by John on behalf of the DCC 9 April 2024 and still has not been actioned. We need to locate where it is, what care it requires.

Move the timber until a new plan has been worked out.

It was suggested the Nature Play project may be able to use? Or, benches around oval be upgraded?

Action – Colleen to write letter to go to Donor to advise what is happening and ask if they are happy to have it used for another project.

(ix)

Nature Play

Project on hold due to the funding issue as previous DEFIB grant not Acquitted.

Action - Colleen Sing is sorting and will advise

ANY OTHER BUSINESS

Next **General Meeting** is scheduled for **13th April 2025** 10am at Dwellingup Town Hall

Annual General Meeting has been scheduled for **8th June 2025** at 10am Dwellingup Town Hall

Communications on social media from fake accounts and questionable behaviour, rude. Committee agreed unacceptable, person to be banned if deemed appropriate

One of those communications was in reference to Fire records of Dwellingup and where they are now. We had Douglas McLarty Shire President at the meeting and he has agreed to look into what information he can find as to the whereabouts of this information. The committee agreed this was important to find any historical information on the Fires of 1961.

Fire Signs – Janet Smith raised what happened to the Fire Signs that was discussed a few meetings ago? **Leanne Heggie** made enquiries of DFES, who initially said contact Shire, Shire said no they do not assist/erect getting the Fire Warning road signs. Leanne recontacted DFES to enquire again advising what shire had said as this is important when educating those that do not live here where it may not be front of mind. Also, showing that we are trying to make a difference for safety of our community can only assist with development discussions. We have received notification of 6 companies that can do the signs, we shall look into costs and as **Douglas McLarty** was present at the meeting he will make enquiries as to Shire Contribution and process in erecting these signs. He was informed we need three and will communicate with Leanne Heggie with any update on this. **Leanne Heggie** to get pricing from a couple of businesses provided so we know what costs are involved. It is a possibility we may get support from Shire and others to complete

Oval Retic- Janet Smith had been contacted by a community member about oval retic not working. **Douglas McLarty** advised they had been notified last Monday and were investigating if water issue or equipment following a briefing last week. The organisers of the log chop want green grass before the event is held

Trees in park opposite pub need a water, prune and general care if we want to avoid losing them, Peter Craig also noted a child was hit in the face

on a bike by low hanging branches. Douglas McLarty made a note to see if something could be done.

Meeting closed 12:30PM