



**MINUTES OF THE DIMBOOLA TOWN COMMITTEE MEETING HELD MONDAY  
7<sup>TH</sup> FEBRUARY 2022, AT DIMBOOLA LIBRARY, COMMENCING AT 7.04 PM.**

**MINUTES**

**1. Acknowledgement of the Indigenous Community**

**2. Apologies**

**3. Conflict of Interests**

**4. Confirmation of Minutes**

**5. Correspondence**

**6. Decisions to be Made**

**7. General Business as notified to the Chair**

**8. Events**

**9. Finance Report**

**10. Meeting Closed**

**11. Council Officer Authorisation**

**Present:**

*Jo Donnelly JD (acting Secretary), Angela Hoy AH (Council Officer), Lou Catania LC (Committee Member), Deb Nelson DN (Councillor in Attendance), Mary Mason MM (Member), Pru Cook PC (Committee Member), Karen Bennett KB (Committee Member), Heidi Bruce HB (Committee Member).*

**1. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY**

Chairperson opened the meeting at 7.04pm by acknowledging the Indigenous Community.

## 2. APOLOGIES

*Kaylene Pietsch KP (Committee Member), Bill Eldridge (Committee Member), Tony Schneider TS (Committee Member), Sharyn Cook (Committee Member), Owen Pietsch OP (Committee Member).*

**MOVED: Pru Cook**

**Seconded: Heidi Bruce**

## 3. DISCLOSURE BY COMMITTEE MEMBERS OR COUNCILLORS OR COUNCIL OFFICERS OF ANY INTEREST OR CONFLICTS OF INTEREST IN ANY ITEM ON THE AGENDA

- General conflict of interest; or
- Material conflict of interest.

Declaration of general or material conflict of interest must also be advised by Committee Members at the commencement of discussion of the specific item.

## 4. CONFIRMATION OF MINUTES

### RECOMMENDATION:

*That the Minutes of the DTC Committee / Advisory Committee Meeting held on Wednesday 12<sup>th</sup> January, 2022 (On-line) as circulated to Councillors and members be taken as read and confirmed.*

**Moved: Mary Mason**

**Seconded: Heidi Bruce      All in Favor**

## 5. CORRESPONDENCE

### Introduction:

The following correspondence is tabled for noting by the Committee,

### 7.1 Inwards:

- Information from Phil Colquhoun re Dimboola Town Committee assets stored in various locations other than the Dimboola Community Centre. (forwarded to KP & MM)
- Letter from Jenny Gaulke re request for walking path. (distributed to all members) *Angela Hoy noted that this request is more of a private matter that will need to be addressed by the Hindmarsh Shire (The letter was also sent to the Shire Office) Jo Donnelly to send a letter to Jenny, to acknowledge receipt of the letter, & that it was brought to the Town Committee meeting, but that the Hindmarsh Shire will follow up.)*
- Email from Phil King re Soundshell in Mildura (Nowingi Place) built 2008/2009 at cost of 1.3m.

## 7.2 Outwards:

- Email to Hindmarsh Shire / Heather Boyd & Angela Hoy submitting Dimboola Pre-Budget Submissions to Hindmarsh Shire before end of month.
- Email to Phil Colquhoun requesting listing of assets stored in locations other than the Dimboola Community Centre.

### **RECOMMENDATION:**

***That the Outward Correspondence be approved and the Inward Correspondence noted.***

***Moved: Pru Cook***

***Seconded: Karen Bennett - all in favour***

***That the Committee notes the attached correspondence.***

## **6. DECISIONS TO BE MADE**

*Confirmation of AGM Date.*

## **7. GENERAL BUSINESS AS NOTIFIED TO THE CHAIR**

### **7.1 Executive Appointments:**

It was confirmed that the Dimboola Town Committee / Advisory Committee will hold their AGM & appoint Executive appointments of Chair and Secretary at the March Meeting scheduled to be held on Monday 7<sup>th</sup> March 2022. Councillor Deb Nelson has agreed to run the AGM.

### **7.2 Dimboola Steampunk Event update:**

Pru Cook gave an update of the Dimboola Steampunk Event meeting that was held on Friday 4<sup>th</sup> Feb with Hindmarsh Shire Representatives Monica Revell, Aiden Dent, Shelly Kaur, Chan Uoy, Jo Donnelly & Pru Cook.

Pru highlighted that the Sponsorship Program that was in place for the previous September date last year (that needed to be postponed due to COVID Restrictions) will be instigated again once we have a clearer indication of the current COVID developments, particularly in relation to schools returning.

With regard to the Sponsorship Program, it was pointed out that if there was a shortfall of Sponsorship \$'s for Lighting &/or Marketing, then these expenditures can be scaled back to accommodate.

There will be pre-booked ticket sales available (possibly through Eventbrite or the like) at \$11 per adult (this includes GST), which will give a clear indication as to numbers / interest in the event, & thus indication that costs should be covered.

Costs are currently projected at approx \$15,405 – with sponsorships and other funding there is an approximate shortfall of \$5,000. This is in the event that no additional sponsorship or grant money is received. Given current budget figures, 550 ticket sales are required to break even).

In the event that the event returns a profit, the Steampunk sub-committee would like to provide some of these funds to the musicians volunteering their time, in recognition of the difficulties faced by artists during the pandemic.

Any additional profit on top of this would be used to help fund future Steampunk festivals.

Hindmarsh Shire has offered a \$1,500 Cash Contribution, with an extra \$6,000 if no additional grant money can be obtained to cover lighting costs. Hindmarsh Shire are also contributing in-kind in the way of insurances, planning and waste management.

Mary Mason advised that in her current role working with a COVID health team, that there may be some restrictions with regard to these large events going ahead. Angela Hoy advised that there is a Conflict of Interest with regard to Mary Mason working in a COVID health project.

It was discussed that the event will be guided by the advice of the Hindmarsh Shire with regard to COVID Restrictions & Guidelines.

### **7.3 Dimboola Town Committee Pre-Budget Submissions for next year.**

Thank you to Mary Mason for putting together the Dimboola Town Committee pre-budget Submission form and for helping with the new Committee team to decide on the best options. The Dimboola Advisory Committee submitted the following 3 Projects for the upcoming financial year Dimboola Town Budget (as distributed via email to all members). The completed form was sent to Hindmarsh Shire prior to the end of month

- Sound Shell at the Recreation Reserve – it was stated that the Dimboola Advisory Committee would like to be involved in getting the project to a “Grant Ready” position.
- Shade Structure on banks near the Swimming Pontoon & Wimmera Bridge.
- Completion of the new Catering Shelter at the Sound Shell to include concrete flooring, lighting / power, & catering benches.

### **7.4 Seed Funding Project Submissions:**

\$6,500 is to be allocated towards a town project (\$1,000 goes towards Admin costs) per financial year. No decision needs to be made upfront, but it was asked that members keep in mind options that the Town Committee may want to look at spending the \$'s on. Suggestions were put to members with the following ideas being put forward:

- Recycling Depot for household / garden furniture etc. Karen Bennet stated that some Shires have an area within their “Transfer Station”. Angela Hoy explained that this is a good idea, & that there is this facility on a very small scale at the Dimboola Transfer Station, and that this project would probably fall more directly with the Hindmarsh Shire, and not the Town Committee. With Karen’s experience & knowledge on sustainability / recycling, Karen was advised that a meeting with representatives of the Hindmarsh Shire on this project would be the best option.
- Tourism Signage Program. (See Agenda item 6.7)
- Community Barbeque area behind the Library. This could possibly be a joint venture with the Hindmarsh Shire and the Dimboola Town Committee as well.
- Pru Cook advised that once the Hindmarsh Shire Budgets have been finalized,

and the Shire have decided on Town Projects, there may be options once we are aware what has and hasn't been included.

- Angela Hoy highlighted to the group that the Town Committee needs to be aware that whatever infrastructure they build, they are then responsible to maintain them.
- Kaylene Pietsch put forward an option of donating a portion of \$'s to the Dimboola "Tower Park" completion project.
  - It was discussed that more information would need to be put to the group to justify this option.

It was also discussed at this point, how the Committee is to go about making decisions, if meetings are to be kept to specifics. Deb Nelson advised that it is acceptable for members to meet together throughout the month and discuss issues / events / projects, and /or alternately emailing information around to members for discussion.

Angela Hoy advised that the Town Committee / Advisory Committee can make decisions without Shire approval if they fall within the Shire Guidelines, and there is no financial commitment. Angela also advised that this information will all fall within the Town Committee Training.

### **7.5 Asset Listing & request to council for permanent housing.**

A listing is being compiled of all Dimboola Town Committee assets. Once compiled, this will be forwarded to the Hindmarsh Shire with a request to find a suitable easily accessible building for their storage & / or Committee meetings etc.

### **7.6 Volunteer Registration requirements.**

Jo Donnelly to forward Hindmarsh Shire Volunteer Registration Policy information & forms to all Dimboola Town Committee / Advisory Committee members.

### **7.7 Tourism Signage Program.**

Mary Mason stated that it would be beneficial to have more tourism signage highlighting our natural resources. Mary was speaking to the new photographer in town (Andrew Bertuleit) and he is willing to donate his photography for the signage. Deb Nelson explained that all signage must follow certain guidelines & that approval's need to go through Vic Roads for signage on outskirts of town. Angela Hoy advised it would be best to work with Jeff Woodward (Hindmarsh Shire Tourism Officer) on this project as a joint venture.

Moved: Karen Bennet; Seconded: Heidi Bruce. All in favor

### **7.8 Visit Dimboola Business Listing and Community Directory**

Jeff Woodward requested of the Dimboola Town Committee, late last year, confirmation of currency of the Dimboola Business Listing. As the Shire listing was quite out of date, Mary Mason put together a "Business Information Form" that was distributed to all local businesses. Mary summarized this listing and forwarded it back to Jeff, advising businesses that they are to liaise with the Shire if any information needs to be changed. (This information is to be used on a Tourism Website for easy access to visitors to our region)

It was also discussed that the Hindmarsh Shire "Community Directory" booklet that is still in circulation is very out of date, being that it was compiled many years ago.

Jo Donnelly to forward a letter to Hindmarsh Shire / Jeff Woodward, asking that the Community Directory booklet be updated.

### **7.9 Community Information Board – Central Location**

Jo Donnelly brought to the attention of the new Committee that, as part of the new Dimboola Library development, there was discussion from the Hindmarsh Shire that a “Community Information / Notice Board” would be erected. As the Library project is now complete, is this scheduled to go ahead, & if so, where would it be located and who’s responsibility would it be to ensure it is current.

### **7.10 Project Submission Governance / Process**

This was discussed on 2 levels. With regard to accessibility of Dimboola Town Committee members to information on previous & current projects, it was discussed that a central location on “the cloud” (such as Google Drive?) might be an option. New committee to look into various options. Previously, status updates were emailed to members of the Dimboola Town Committee. Jo Donnelly advised that the central location on the cloud (Google Drive as an example) would be better and safer than the current storage of files on a memory stick.

Secondly, it was discussed that if members have ideas / information on new & current projects, it would be best to have a Project related template, so that members can complete & bring to a meeting. Pru Cook agreed to compile a Template.

Moved: Karen Bennet; Seconded: Heidi Bruce. All in favour

### **7.11 Heritage Overlay Guidelines**

Mary Mason had been in discussions with members of the Historical Society and they were concerned that there were inconsistencies with Heritage Overlay information from the Shire to the local public / business.

Angela Hoy stated that the Historical Overlay Guidelines are set by Planning Department of State Government. Angela advised that it would be best if someone from the Historical Society that required clarification could contact the Hindmarsh Shire directly for up to date information.

### **7.12 Community Consultation Guidelines / Governance**

Mary Mason started the discussion with regard to looking into a Pathway for members of the Community to address issues / put forward ideas to the Dimboola Town Committee. It was noted that there would need to be various options for all members of the Community to do so – not just an online / social media option – paper form as well, possibly through the Library? For further discussion.

### **7.13 Chinese Elms**

After the very positive feedback from the community regarding the Chinese Elms “Chinese Bells” & Historical references over the Christmas period by the Dimboola Christmas Display Working group, Mary Mason followed up on looking into organizing funding of a more permanent installment of this display. She applied through Regional Arts Victoria, but as there was no current Chinese Cultural Diversity, it wouldn’t be a viable project for them to support at this stage. The Dimboola Christmas Display Working Group may look at other funding options.

#### **7.14 Sidney Nolan Studio and use of name**

Mary Mason addressed to the Committee that there was a concern from various members of the public that the Sidney Nolan Studio & Signage within the town are being used without the correct authority from the family.

Mary has been in discussion with various art enthusiasts that are passionate about Sidney Nolan & his work and history, & see great benefits in highlighting his works and the local Wimmera locations in which they were painted, possibly as part of a "Sidney Nolan Walking Trail". They feel that the Sidney Nolan Estate would be very inclined to support such a project, but that the current Studio /Signage may deter them. It was pointed out that the Building where the studio is currently located is privately owned, and the owners are happy with the current situation.

Mary also mentioned that it was unfortunate that the current Dimboola Brochure includes references to the Studio on Lochiel Street.

Angela Hoy mentioned that the Hindmarsh Shire have written to the Estate to get authority for various options over the years, but haven't had contact with them.

#### **7.15 DTC spare BBQ Trailer for use at Dimboola Caravan Park for Lions Cardboard recycling**

Lou Catania confirmed that the DTC spare BBQ Trailer has been positioned at the Dimboola Caravan Park, with authorization from the Hindmarsh Shire. It was established that the trailer required no further upgrades of a cage etc, as the trailer has raised sides already & is suitable for the purpose of Cardboard Collection. Members of the Dimboola Lions Club will work with David from the Dimboola Caravan Park with regard to collection etc. Lou Catania applied signage to the trailer, relating to it's purpose, and a reference to the Dimboola Town Committee & the Dimboola Lions.

#### **7.16 Reminder Ski Club Memorial Event 18/19 Feb 2022 – Volunteers / Catering for 19<sup>th</sup> February.**

As Kaylene Pietsch will be away for the event, Jo Donnelly will help to organize the food supplies for the event. Jo Donnelly to submit Streetrader request. Jo to also send information to members re "Food Handling" training / certificates.

Volunteers for the night (19<sup>th</sup> Feb – Set up 4pm): Jo Donnelly, Karren Bennett & husband Jeff, & Deb Nelson. But any others wishing to volunteer for the night are welcome. Jo to liaise with Deb, Karen & Jeff as to set-up time, etc.

We will be selling Hamburgers, Sausages, Chicken Steaks, with Onions and Coleslaw. There will be other catering options available on the night, and drinks will be sold through other outlets.

#### **7.17 Suggestion from townsperson re the Public Showers located at the back of Library – should it be posted on Wikicamps / have a donation box?**

Angela Hoy confirmed that these suggestions are not an option for the Showers. It was stated that it would create a multitude of issues.

It was discussed that these queries from the public should be formally written to either the Shire or the Dimboola Town Committee, so that they can be addressed in the correct manner. (See Agenda item 7.12)

**7.18 Other General Business**

Heidi Bruce suggested that there should be a more appropriate name to the Community area behind the new Library building.

It was suggested that this could be a project for the Hindmarsh Youth Council.

**8. EVENTS**

Event:		Location:		Date	
<i>Relevant documents</i>					
	Responsibility	Due date	Status		
Risk assessment					
Food permit					
Local Law permit					

**9. FINANCE REPORTS**

**9.1 Summary of balances in finance report (as distributed to all members prior to meeting)**

RECOMMENDATION:

*That the Finance Report as provided with this Agenda be approved.*

Moved: Karen Bennet

Seconded: Lou Catania                      All in Favour

**9.2 Purchase orders to be raised - \$2,000.00 or less**

RECOMMENDATION: Nil

That the Council Officer raise the following Purchase Orders, being a value of \$2,000 or less.

Moved:

Seconded:

Creditor	Value \$	Description of Goods or Services

**9.3 Purchase orders to be raised – more than \$2,000**

RECOMMENDATION: Nil

That the Council Officer, following approval by Council or the CEO, raise the following Purchase Orders greater than \$2,000.

Moved:

Seconded:

Creditor	Value \$ (> \$2,000)	Description of Goods or Services

**10. MEETING CLOSE**

Next Meeting and AGM: Monday 7<sup>th</sup> March 2022.

To be Chaired by Debra Nelson.

There being no further business Chair declared the meeting closed at 8.41pm.

**11. COUNCIL OFFICER AUTHORISATION**

I \_\_\_\_\_ accept the recommendations made by the Dimboola Town Committee in these minutes dated 12<sup>th</sup> January 2022 .



Signed: Council Officer \_\_\_\_\_

Dated: \_\_\_\_\_