

MINUTES BALINGUP PROGRESS ASSOCIATION GENERAL MEETING 10/2/2021

Meeting opened: 7pm

Present: Roz Benson, Jackie Massey, Geoff McMullen, Deb Vanallen, Jodie Hornum, Wendy Trow, Helen Christensen, Anish Shah, Sharon Smith, Helen van der Waal, Wendy Ayres, Dianne Brett.

Apologies: Janine Milton, Noelene King, Douglas Gordon.

Confirmation of minutes of previous meeting:

Resolution - that the minutes of the of the Balingup Progression Association meeting held on 04/12/20 at the Balingup Community Centre be read and confirmed as true and accurate

Moved (Sharon Smith) / Seconded (Geoff McMullen) **Carried**

Business arising:

Discussion Item	Action	Action by	Complete
List of projects for the purpose of pre-election lobbying.	A group met Terry Redman for coffee.	President	Complete
Water Corporation works in main street schedule. Wendy Trow has been in touch with the Valmec. They advise <ul style="list-style-type: none">the works from Jayes Rd through to Bridgetown Rd is currently scheduled between 12th and 27th April 21.Works along Bridgetown Rd is currently planned 12th – 29th March 21Re the existing footpath between Jayes Rd and Bridgetown Rd. They are not intending to trench within this easement, the pipeline is intended to be located approximately 4.5m off the residential boundary line. This information has been sent to local businesses and they can liaise directly with Valmec.	G. McMullen expressed concern there may be disruption and it needed more follow up. Action: Contact Valmec and find out exactly what disruption we can expect. Email Valmec and advise works should be completed before Anzac Day (26 April).	G. McMullen Wendy Trow	Ongoing
Insurance list has been provided to AON and policy being reviewed, See summary at Annex A-1. It was moved that BPA waits for quotes from Gallaghers and Wesfarmers. Only pay the AON invoice if AON advises our insurance is about to expire. Moved. J.Hornum Seconded S.Smith	Continue to liaise with AON, Wesfarmers and Gallaghers	President Treasurer	Ongoing
BPA Community Grants Allocated grant amounts –Total\$9688 Acquittal is due 18/06/21.	Treasurer to provide list of groups/contacts and status of each project to President. Follow up with groups and ensure the project is complete before acquittal date.	Treasurer	Ongoing
Hire of BPA equipment H.Christensen to advise if review of procedure necessary.	H.Christensen confirmed existing system is fine.		Complete

Review of Shire Community Strategic Plan will take place in Feb/Mar 2021, Advise the Shire of the working group for this project; J.Milton, D.Vanallen, W.Trow and N.King.	Shire advises they are still developing the process. Report progress at next meeting	President	Ongoing
Emergency Communications in Rural Areas. There is a significant risk that emergency communication could be seriously affected in the event of an emergency. See Annex A-2 for details. The meeting discussed the idea of Sat phones being available in key places around the townsite.	A meeting will be held Thursday 25 th February at 3pm at Balingup Community Centre. The following have agreed to send representatives: Western Power, NBN, DFES, Telstra, Shire of Donnybrook-Balingup, local Bushfire Brigades.	President	Ongoing
Sandwich board has been purchased. It was agreed that we do not need a formal approval system to decide on where it will be placed.	Write to F.Mills and thank him for obtaining the board. Identify a suitable location and put in main street. BPA meeting date/time to be written up each month.	Wendy Trow Sharon Smith Geoff McMullen	Ongoing
Balingup Health and Wellbeing Festival, ANZAC Day and Blackwood Passive Recreation Precinct requested that their groups be permitted to operate under the auspices of BPA'	Balingup Health and Wellbeing Group and Balingup Passive Recreation Precinct Group were included as an Umbrella Group of BPA for inclusion BPA insurance policy.		Complete
COVID-19 Shire meeting was on Wednesday 9/12/20. Open to all community members,	Wendy to advertise.	Wendy Trow	Complete
COVID-19 Shire meeting was on Wednesday 9/12/20. Open to all community members	5 people attended	Wendy Trow	Complete

Other Meetings/Umbrella Groups:

Tracks and Trails group recently held a meeting, a list is being compiled of what they aim to achieve and will be divided up to be actioned. (Geoff McMullen)

Balingup Rail Group, Minutes from meeting on November 26, 2020.

Correspondence In:

From/Re	Info	Action
Ben Rose, Shire of DB, re Projects for the Shire / Federal Funding BADSA (11/12/20)		X
Craig Browne, Main Roads WA, re Balingup Water - SW HWY – Greenbushes to Kirup (14/12/20)	x	
Jim Lethorn, Valmec, re Balingup Water - SW HWY – Greenbushes to Kirup (4/1/21)	x	
Assoc. Registrations, Dept of Mines, Industry Reg and Safety re COVID-19 Financial Relief Package – refund notification (19/1/21)	x	
Dbk Apple Festival Inc, re 2021 Volunteer Application Form (21/01/21)	x	
Stephanie Balzan, AON, re BPA Inc – COC (25/1/21)	x	
Boyd Brown, Regional General Manager WA, Telstra, re Bushfire Brigade Communications (28/01/21)		x
James Jarvis, Shire of DB, re Australia Day thank you and debrief (29/1/21)		x
Sue Martin, DBK CRC, re Zoom Licence (2/2/21)		x
Brian Vanallen, BADTA, re Villages in the Valley Road Trip Launch (5/2/21)	x	
Agreement between BPA and Craig Hitchens, payment for hire of Balingup Community Centre hire (2/21)	x	

Correspondence Out:

To/Re	Info	Action
Nola Marino MP, re BPA re July 2020 Emergency Communication During Bushfires – Balingup (13/1/21)		x

Stephanie Balzan, AON Insurance, re feedback on response to 'Summary of Insurance' (18/1/21)		x
CEO, Shire DB, re Upgrade to Alan Rothery Walk (15/01/21)	x	
Boyd Brown, Regional General Manager WA, Telstra, re Bushfire Brigade Communications (26/01/21)		x
BPA Members, re Annual Agenda General Meeting of Electors on 20 th January 2021	x	
Camille Sinagra, Balingup BFB, re Australia Day thanks (26/1/21)	x	
Peta Greening, NBN, re Emergency Communications (2/2/21)		x
BPA Members, re Café Copper event in Balingup on 10/2/21	x	
BPA Members, re nbn Network information event on 9/2/21	x	
James Jarvis, Shire of DB, re Australia Day – Thank you and debrief	x	

Resolution - that correspondence be received.

Moved (Helen Christensen) / Seconded (Helen van der Waal)

Carried

Treasurers Report: (to be filed)

Bank account statement presented to meeting-

Closing Balances: as of 31/01/21

BPA operating Account	\$17,652.92
Bendigo Bank Term Deposit 1	\$12,023.05
Bendigo Bank Term Deposit 2	\$35,141.35

Other amounts held for

Memorial Grants	\$ 260.17
Men in Sheds	\$ 400.00
Avenue of Honour	\$ 756.04

Accounts for payment: Western Power (account in credit), Cleaning payment (for 6 months) \$420 plus use of cash payments from room hire.

A new agreement between BPA and Craig Hitchens has been prepared and signed (copy to be put on file)

Resolution - that the Treasurer's report be accepted,

Moved (Helen van der Waal) / Seconded (Ros Besnson)

Carried

New Business:

Discussion Item	Action	Action by	Complete
Signage - Roz Benson has designed a more permanent option to display event information throughout the year. The design would also provide a 'photo opportunity' and encourage people to stop in town. See Annex A-3. It was agreed this sign, made out of steel, would be very eye catching and "Balingup".	Identify possible locations. Show plan to the Shire CEO Obtain quotes Apply for funding	Sharon Smith G. McMullen H.Christensen W.Trow	Ongoing
The Carnivale has asked that the agreement for the Carnivale to lease the Workspace be reviewed. They have tabled a request to ask why they are paying \$2000 for the hire of the workspace and insurance to BPA. With the increasing insurance premiums and changing circumstances (events will be smaller) it would be advisable to hold a meeting to discuss options.	Motion It was moved that: <ul style="list-style-type: none"> a meeting be held between the BPA, SFFD and Carnivale to review payment arrangements, and BPA and Carnivale meet to review the workspace lease agreement. Agreements be re-issued each year. Moved D.Brett Seconded W.Ayers	President	Ongoing
The Shire has advised Townscape that watering trees is a BPA responsibility. It is proposed that the BPA President and Shire Deputy President meet with the CEO to discuss a range of issues. See Annex A-4 for details.	Arrange meeting with Shire CEO to discuss the following: <ul style="list-style-type: none"> Watering trees Public liability for works undertaken by townscape Lack of community consultation re events Footpaths 	President	Ongoing

	<ul style="list-style-type: none"> ○ Tracks and trails ○ Project submitted to Shire list ○ Hire of Town Hall. ○ Dragon/scarecrow sign. <p>Moved W. Trow, Seconded J. Massey</p>		
<p>The Shire approached BPA requesting a letter of support to upgrade Alan Rothery walk. This was provided.</p> <p>Wendy Trow wrote to the Shire requesting that that the Shire include the upgrade/ replacement of the main street footpath in its 2021/22 budget considerations. Note - there has already been agreement between Townscape and the Shire for work to be completed in two phases:</p> <ul style="list-style-type: none"> ○ Phase 1: Forrest St to the Pharmacy entrance in 2021/22 ○ Phase 2: Forrest St to General Store in 2022/23 <p>No response received to date.</p>	Discuss at meeting with Shire CEO.	President	Ongoing
TORs for Townscape require that “they submit a Project List for the up-coming year, stating project description and budget which should include: materials, third party costs and volunteer hours to complete”.	<p>H. Christensen advised this had been provided at the AGM.</p> <p>Secretary to provide Townscape notes to President.</p>	Secretary	Ongoing
<p>As a result of the insurance assessment process, on 28 January 21 we were advised that we need to prune the trees around the community centre as a matter of urgency. We contacted the Shire on 5 Feb 21.</p> <p>The Shire contractors completed what works they could with the machinery they had onsite with them on 10 Feb. There is a little bit still to finish up which will require their taller tower, they will bring this out with them on their next trip.</p>	<p>It was agreed that a letter be sent to the Shire to thank them for their prompt action.</p> <p>Moved W. Trow, Seconded J. Hornum</p>	President	Ongoing
Donnybrook CRC is able to offer community groups access to free unlimited Zoom time. This information has been distributed to the sub-committees. The recent lock down offered a timely reminder that community groups may need to find other ways to hold meetings and Zoom could be an option.	Develop a list of possible activities BPA could be involved in during Covid.	President	Ongoing
During the Gallaghers building insurance review, we were advised to install deadlocks on all doors at the Community Centre.	<p>It was agreed that we install deadlocks on all three doors at the Community Centre.</p> <p>Moved W. Trow</p> <p>Seconded H. van der Waal</p>	Sharon Smith	Ongoing
The Tracks and Trails sub-committee have approached Bunbury Regional Prison to get a team of workers to do track maintenance. BRP requested a copy of their Public Liability insurance and then suggested that Balingup Progress Association requests blanket cover for all sub-committees.	It was agreed that the draft letter to Bunbury Regional Prison be submitted. This letter requests that Balingup Progress Association and all sub-committees be covered under the one approval.	Secretary	Ongoing

Reminders:

2021 Balingup Small Farm Experience – Long Table Dinner on April 9th, Farm visits on April 10th and 11th, Village Market Green on April 10th.

Meeting closed: 8.40pm

Next Meeting: Wednesday 3/03/21 at 7pm

INSURANCE A-1

AON – we have paid 3 invoices to our current insurer, AON:

AON Invoices	2020	2021	Status
Public liability	\$1676	\$1676	Paid 21 Jan
Associations liability	\$130	\$328	Paid 21 Jan
Personal accident	\$76	\$76	Paid 21 Jan
ISR Agricultural (buildings etc)	\$3582	\$7495	
Total	\$5464	\$9702	

- We are still querying the ISR insurance (which covers buildings, contents and event activities).
- BPA Executive has met twice to discuss this. At the meeting on 12 Jan 21, we agreed to reduce the amount insured as this had caused the leap in premium.

Building insurance

	2020	Proposed to AON 27 Nov 20	Propose to AON 11 Jan 21
A	B	C	D
Community Centre	\$200,000	\$300,000	\$200,000
Workspace	\$150,000	\$150,000	\$120,000
Carnivale toilets	Nil	\$50,000	\$20,000
Carnivale containers x 4	Nil	\$15,000	\$15,000
SFFD shed	Nil	\$50,000	\$30,000
Community garden shed	Nil	\$1200	\$1200
Total	\$350,000	\$566,200	\$386,200

Contents insurance

	2020	Proposed to AON 27 Nov 20	Propose to AON 11 Jan 21
A	B	C	D
Community Centre	\$18750	\$90,000	\$50,000
Workspace	\$40000	\$40,000	\$40,000
Carnivale toilets	Nil	Nil	Nil
Carnivale containers x 4	Nil	\$10,000	\$10,000
SFFD shed	Nil	\$50,000	\$20,000
Heritage museum	Nil	\$20000	\$10,000
Community garden shed	Nil	\$10000	\$2,000
Total	\$58,750	\$220,000	\$132,000

AON advised the following premiums would apply:

Building \$350,000 and contents \$58,750 (2020 value) = \$3,978.95.
 Building \$566,200 and contents \$220,000 (proposed)= \$7495
 Building \$386200 and contents \$132,000 (new/in red) = Waiting for quote

- AON has confirmed in an email that:
 - the insurance covers building and contents, and
 - our ISR policy is still current and will be honoured in the event of a claim – even though we have not yet paid it.
- Volunteer entertainers are not covered.
- If we stay with AON, we need to decide if we pay monthly. If we paid the ISR invoice (\$7495) monthly, it would cost \$8247 for the year. If we cancelled the policy after a few months we would incur fees and charges.

On 10th Feb 21 we received a third email reminder from AON accounts to pay the invoice. Wendy Trow forwarded it to Stephanie Balzan to deal with. Stephanie has confirmed in writing that we are still insured until a revised quote is provided by AON.

Other Insurers

- Helen Van der Waal has done a great job organising meetings with Gallaghers and Wesfarmers. We have submitted the paperwork and are awaiting quotes.
- Anish Shah and Janine Milton approached other insurers but they found the timeframe too short.

EMERGENCY COMMUNICATIONS A-2

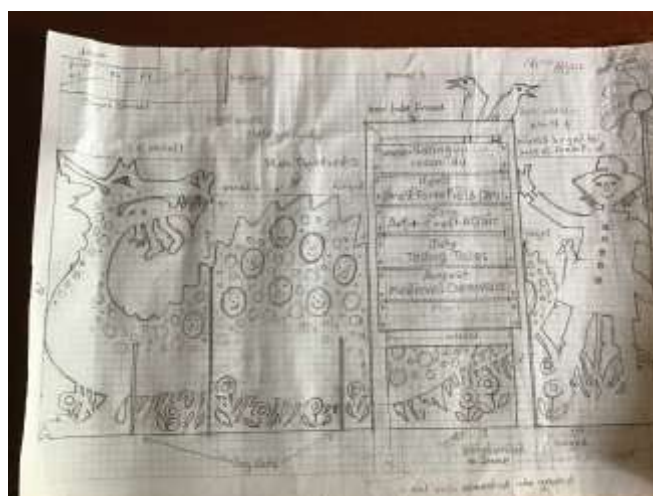
In July 2020, BPA wrote to Telstra to raise the following issues:

- NBN, voice and data goes off as soon as the power goes off.
- The cellular phone network, voice and data back-up power supply lasts just four hours.
- The public payphone did not work when the power was off and the town is unable to report a medical emergency, fire or other damage after 4 hours.
- Large sites have battery and generator backups. Small sites (Balingup and Donnybrook) have battery backup only. A Bunbury company has the contract to provide generators but when there is a major event however, delays are inevitable.
- DFES and the local bushfire brigades use a channel 144 repeater mounted on the Balingup mobile phone tower, and use the same power supply. So after four hours our local brigades will also be cut off from their most valuable communications system.

Federal grants (STAND) are available to purchase long term generators (generators cost around \$40,000) but these require 50% co-contribution.

Wendy Trow has spoken to the Telstra Regional manager and Jackie Massey has spoken to the Shire CEO. We have agreed that the best strategy is to have a meeting of the key agencies as soon as possible. The President emailed the BPA Executive on 1st Feb and the date agreed was Thursday 25th February at 3pm. At Balingup Community Centre. The following have agreed to send representatives: Western Power, NBN, DFES, Telstra, Shire of Donnybrook-Balingup, local Bushfire Brigades.

PERMANENT SIGNAGE OPTION A-3



POINTS FOR DISCUSSION WITH SHIRE CEO A-4

The Shire has advised Townscape that watering trees is a BPA responsibility. It is proposed that the BPA President and Shire Deputy President meet with the CEO to discuss the following:

- Watering trees (possibly suggest they purchase a trailer with a 1000 litre pod for the Shire Depot and allow Townscape to use it). This would also be useful for bushfire defence.
- Public liability for works undertaken by townscape (currently, BPA is liable for planter boxes and other improvements).
- Lack of community consultation re events (Australia Day and volunteers Day).
- Footpaths
- Tracks and trails
- Project wish list (as submitted at the end of 2020).
- Hire of Town Hall (fees waiver process) – own consultant recommended about 15 years ago.
- Dragon/scarecrow sign.