

FINAL MEETING MINUTES 2/11/22	GENERAL MEETING, BALINGUP PROGRESS ASSOCIATION INC	
Meeting opened	6.05pm	
Present	Wendy Trow, Rick Thomas, Roz Benson, Sonja Franks, Joe Taylor, Simone Payne, Jackie Massey.	
Apologies	Pat Ridley, Reyer Knopper, Jodie Hornum, Beth Chia, Katrin Menard, Gary Hodge, Damien Cameron, Geoff McMullen, Janine Milton, Helen Christensen, Deb Vanallen.	
New Business BPA Executive.	<p>Damien Cameron has offered to join the BPA Executive. The Executive would comprise President, Vice, Treasurer, Secretary plus four members. It was agreed that this would greatly benefit BPA.</p> <p>It was moved that D.Cameron be appointed to the BPA Executive with immediate effect.</p> <p>Moved: W.Trow Seconded: R.Benson Carried</p>	R.Thomas/ W.Trow
Town Teams.	<p>Balingup has been invited to join the Town Teams movement as a result of a recommendation by James Jarvis. There are over 100+ Town Teams in WA. Town Teams are positive and proactive organisations that work with their local government to improve a place or area. Donnybrook is already a Town Team. Some of the benefits include:</p> <ul style="list-style-type: none"> • Opportunity to network with other positive and like-minded people • Learn from others and also pass on our ideas, knowledge and passion • Being eligible for Town Teams funding through partners, such as RAC Connecting Communities Fund. • Having free access to the Town Team Hub, which has information to help set up, manage and grow a Town Team. • It's free. <p>W.Trow advised she sees this as an opportunity to get towns to bands together and lobby for changes to things like community group insurance and event management red tape.</p> <p>It was moved that BPA joins Town Teams.</p> <p>Moved: W.Trow Seconded: J.Massey Carried</p>	W.Trow
Volunteers & New Residents Day.	<p>Our application for a Volunteers Day grant was unsuccessful. We had planned to use this \$2000 grant to hold an event on 10 Dec at the Recreation Centre:</p> <p>4.30 -5.00pm social, 5.00- 5.30pm introduce groups 5.30 - 6.00pm group activities, 6-7pm food 100 people expected to attend. Options considered:</p> <ol style="list-style-type: none"> 1. We cancel the whole thing 2. BPA funds it – this could be the full \$2000 or a pared back event with say, \$500. 3. Everyone brings a plate. <p>It was moved that Volunteers & New Residents goes ahead as planned. All to be asked to bring a plate. W.Trow to be authorised to spend up to a maximum of \$500 on facilities hire and other costs.</p> <p>Moved: S.Payne Seconded: S.Franks Carried</p>	W.Trow
Emergency Response (CISCO)	<p>To activate the Recreation Centre as a Community Information Social Centre (CISCO), some expenses will be incurred. BADSA has agreed to waive the hire fee and CWA will pay for some light refreshments however for it to work, BPA will need to underwrite the following expenditure:</p>	

<p>Resilience Sub Committee</p>	<ul style="list-style-type: none"> • Purchase in advance: 20 litre fuel can (\$40), lock for trailer (\$20), large plastic storage box (\$15). Total \$75. • Post Office mail out (photocopy and distribute (\$121.70) <p>It was moved that the above expenditure be approved to purchase emergency supplies and do a mail out. Moved R.Benson Seconded S.Franks Carried</p> <p>W.Trow advised that, if the CISCO is activated, BPA will need to pay for:</p> <ul style="list-style-type: none"> • food supplies and fuel for the generator (account at General Store) • cleaning costs. <p>It was moved that any member of the BPA Executive be authorised to approve purchase of emergency supplies as required if the CISCO is activated. Moved S.Payne Seconded J.Massey Carried</p> <p>W.Trow moved that a Resilience sub-committee be formed under the umbrella of Balingup Progress Association with the purpose of reviewing and updating CISCO and phone tree procedures each year and ensuring that the Balingup community is as prepared as it can be for future events.</p> <ul style="list-style-type: none"> • W.Trow to form Resilience sub committee . • R.Thomas to record Community Resilience group as a sub committee of BPA. <p>Moved: W.Trow Seconded J.Massey Carried</p>	<p>W.Trow</p> <p>BPA Executive</p> <p>W.Trow R.Thomas</p>
<p>Increase in Community Home Care Travel Fees.</p>	<p>W.Trow advised that in July 2022, Community Home Care (CHC) increased the fee to transport clients from Balingup to Bunbury to \$1.00 per kilometre. This resulted in the fee (previously around \$32) being increased to \$120 - \$150 for the return trip. Mr Ron Taylor (Balingup CHC volunteer driver) contacted CHC and, when this resulted in no change, emailed local Members of Parliament. See Annex B for summary.</p> <p>Further research undertaken by Balingup Progress Association has revealed that Bridgetown has also been affected - CHC clients in Bridgetown were first quoted \$196 return but the cost has since been reduced to \$86.50 return.</p> <p>It was moved that BPA writes follow up letter to CHC management and, if that is not successful, send it to the Members of Parliament. The letter is to:</p> <ul style="list-style-type: none"> • ask what action has been taken to find alternatives for CHC clients (see Annex B-1 – CHC emails 18 & 19 July) • express our concern that CHC gave the community less than two weeks notice to deal with the revised cost implications. <p>Moved W.Trow Seconded R.Benson</p>	<p>W.Trow</p>
<p>Ageing Population.</p>	<p>Simone Payne has raised an issue that affects many single women in our ageing population- dealing with tradesmen/ feeling ‘technically challenged’ - especially when they no longer have a partner around. We would like to form a working group to explore options:</p> <ul style="list-style-type: none"> - could we make a list local men who would be prepared to offer advice? - what safeguards would need to be in place? - should there be a fee for this? <p>This idea needs good planning - it is important to ensure that people don’t end up as unpaid tradies and can ONLY be used as advisors.</p> <p>It was agreed that S.Payne should follow this up with Balingup Mens sheds.</p>	<p>S.Payne</p>

<p>Australia Day 2023.</p> <p>Welcome to Country</p> <p>Townscape Open Space</p>	<p>Balingup BFB have requested another group cook next year. It was agreed that we follow the same format as 2022 and try to find another group willing to do the cooking.</p> <p>J.Taylor wished it to be recorded in the Minutes that he objects to having a Welcome to Country ceremony at community events. He does not however, object to Acknowledgement of Country. Following considerable discussion, his opinion is duly noted. BPA will continue to allow individual event organisers to decide what protocol their event will follow.</p> <p>BPA is organising a Townscape open space on 20th November 10am-12pm at the Village Green and James Jarvis has kindly agreed to facilitate. It was moved that BPA offers J.Jarvis \$200 to pay for his fuel costs. Moved W.Trow Seconded R.Benson Carried</p>	<p>W.Trow</p> <p>W.Trow</p>																														
<p>Report on action items Annex A</p>	<p>Ongoing (tabled) Complete (tabled)</p>	<p>Chair Chair</p>																														
<p>Correspondence list</p>	<p>Incoming/Outgoing (tabled) Annex C</p>	<p>Secretary</p>																														
<p>Correspondence list accepted and received</p>	<p>Moved R.Thomas Seconded W.Trow</p>	<p>Carried Y</p>																														
<p>Other meetings/groups</p>	<p>BRG Minutes 8 Sept 22 & 20 Oct 22 (available on request)</p>	<p>Secretary</p>																														
<p>Confirmation of minutes from previous meeting</p>	<p>Amendments N Moved R.Benson Seconded S.Payne</p>	<p>Carried Y</p>																														
<p>Treasurer's report Accounts for payment</p>	<p>(tabled) BPA Operating account balance - \$22850.07 (see tables below) Term Deposit - \$35417.87 Event Coord - \$0.06</p> <p>Record of funds held on behalf of BPA sub committees 31ST October 2022 (included in operating account balance above)</p> <table border="1" data-bbox="375 1532 1217 1836"> <thead> <tr> <th>Name</th> <th>Balance (Start of Month)</th> <th>Balance (End of Month)</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Avenue of Honour</td> <td>756.04</td> <td>756.04</td> <td></td> </tr> <tr> <td>Memorial grant</td> <td>260.17</td> <td>260.17</td> <td></td> </tr> <tr> <td>Men in Sheds</td> <td>400.00</td> <td>400.00</td> <td></td> </tr> <tr> <td>Community Garden (Shire grant)</td> <td>2000.00</td> <td>2000.00</td> <td></td> </tr> <tr> <td>TOTAL</td> <td>3416.21</td> <td>3416.21</td> <td></td> </tr> </tbody> </table> <p>Record of funds held in BPA Trust Fund 31ST October 2022 (included in operating account balance above)</p> <table border="1" data-bbox="375 1977 1278 2089"> <thead> <tr> <th>Donated by</th> <th>Balance at start of month</th> <th>Balance end of month</th> </tr> </thead> <tbody> <tr> <td>BalingUpcycle</td> <td>5000.00</td> <td>5000.00</td> </tr> </tbody> </table>	Name	Balance (Start of Month)	Balance (End of Month)	Comments	Avenue of Honour	756.04	756.04		Memorial grant	260.17	260.17		Men in Sheds	400.00	400.00		Community Garden (Shire grant)	2000.00	2000.00		TOTAL	3416.21	3416.21		Donated by	Balance at start of month	Balance end of month	BalingUpcycle	5000.00	5000.00	<p>Treasurer</p>
Name	Balance (Start of Month)	Balance (End of Month)	Comments																													
Avenue of Honour	756.04	756.04																														
Memorial grant	260.17	260.17																														
Men in Sheds	400.00	400.00																														
Community Garden (Shire grant)	2000.00	2000.00																														
TOTAL	3416.21	3416.21																														
Donated by	Balance at start of month	Balance end of month																														
BalingUpcycle	5000.00	5000.00																														

	<p>Accounts submitted for payment:</p> <p>Accounts submitted for payment: \$129.00 Microsoft 365 Family Subscription \$360 to Helen Christensen for payment of Community Centre cleaning (6 x \$60/month) \$120 to Helen Christensen for reimbursement of payments made for Community Centre Cleaning (Sept 22, Oct 22)</p> <p>Synergy account for 16/8/22 to 12/10/22 received (no payment required) - bill amount \$332.23, opening balance \$394.95 credit / closing balance \$62.72 credit.</p>	
Treasurer's report accepted and accounts approved for payment	<p>Amendments N Moved W.Trow Seconded R.Thomas</p>	Carried Y
Business arising from previous minutes	<p>W.Trow provided an update on the following ongoing items:</p> <ul style="list-style-type: none"> • GVTP/Cheese Factory signs + Alan Rothery walk. • Shire lease agreement • CISCO/ emergency response. • Cluster developments 	
Reminders	<p>20th November 10am-12pm Townscape open space at Village Green BYO chairs and coffee 10 December 4.30pm -7pm – Volunteers & New Residents event</p>	
Meeting closed	7.10pm	
Next meeting date/time	Wednesday 7 th December at 6pm	

as of 26/10/22	ACTION LIST, BALINGUP PROGRESS ASSOCIATION INC	
ITEM MEETING DATE PERSON RESPONSIBLE	ACTION	STATUS
BPA Community Trust Fund. Sept 22 W.Trow	A meeting is scheduled for 17 November to discuss how to set up a community trust fund so all grants received from umbrella groups are distributed through one grants process.	ONGOING
Townscape/Signage Sept 22 W.Trow Signage & Alan Rothery Walk	W.Trow contacted Shire re proposal for GVTP and Cheese Factory signs and Alan Rothery Walk. Works & Services advised: <ul style="list-style-type: none"> The Shire has approached MRWA regarding the large GVTP and Cheese Factory signs. They will be discussing these signs with DBCA and the Cheese Factory to determine if they are replaced or removed. Note MRWA have also flagged that their policy on this type of signage has changed, and the number of signs located at some of the intersections may be identified as an issue through this process. Alan Rothery Walk. Shire is developing a Concept proposal. The project may need to be staged due to costs. A funding opportunity may soon arise for projects of this nature through the \$5 million Community Development Small Grants program . 	COMPLETED
BPA Engagement with wider community. Aug 22/ J.Hornum/ R.Thomas	At the August meeting a number of ideas were put forward to ensure that new people are encouraged to put forward ideas. It was agreed that: <ul style="list-style-type: none"> Where appropriate, Umbrella Groups issue notices of their meetings Use of Post Office notice board to advise of BPA meeting dates BPA includes a list of committee conveners with these minutes (Annex E) so that individuals can contact them direct, BPA searches for a volunteer to promote BPA activities on social media/ in local newsletters Invitations to new residents 	ONGOING
Shire Lease Agreements. (Aug 22/ W.Trow)	G.Hodge and W.Trow met with Shire officers on 11 Oct 22 to discuss lease agreements. The Shire is designing a framework for all its lease agreements that will standardise and clarify maintenance responsibilities for the tenant as well as the Shire, improving equity/transparency. The process will involve extensive consultation with all-community groups. Initial outcomes were as follows: <p>Community Centre and Workspace. These are on ARC land and ARC will need to be consulted as part of the process. Discussions regarding this lease agreement will be deferred until lease agreements for Shire reserves have been finalised. Until then, both parties agree that the existing lease agreement, signed in 2018, will remain in force.</p> <p>Balingup Town Hall. BME will promptly provide information needed by the Shire to complete a lease template in the new format. <i>(Note: Shire staff had hoped they could develop a Memorandum of Understanding to be used as an interim measure, however later discovered this was not possible for legal reasons).</i></p>	ONGOING

Emergency Services	Water Corporation has made it clear that the town should not rely on scheme water during a bushfire. It was agreed that a notice (re water, electricity and phones) be distributed via BPA email and Facebook in November.	ONGOING (Nov 22)
Catering Supplies. Mar 22 (W.Trow/ J.Milton)	Plan is to combine stocks of SFFD, Carnivale and BPA catering supplies and store in Town Hall. Awaiting progress on Town Hall lease.	ONGOING
Cluster Developments Feb 22 W.Trow	A meeting was held on 29 Oct 22 and attended by 21 interested landholders. The next step is for landholders to put together proposals. These will be collated and sent to Department of Land Use Planning for assessment. After that, DLUP will liaise direct with proponents.	ONGOING
Community Insurance May 2021 Wendy Trow	W.Trow is progressing the idea of "Community Group Insurance Packs". BPA insurance is due renewal in December and W.Trow has updated the documents ready to send to AON.	ONGOING
Community Response in an Emergency Nov 21 (W.Trow) <ul style="list-style-type: none"> • CISCO • Satellite phone • Sky Muster • Generator • Phone Tree 	<p>A desktop exercise has been run by Department of Communities and this was well attended by members of BADSA, CWA, BFB, DFES and Shire. As a result of this meeting it was agreed that:</p> <ul style="list-style-type: none"> • The Recreation Centre will be opened as a Community Information & Social Centre (CISCO) during an emergency/extended power outage. • W.Trow is developing a detailed instruction package to detail the process to open and run the Centre. This includes: <ul style="list-style-type: none"> ○ who is authorized to open the CISCO ○ contact phone numbers ○ how to access the satellite phone and Sky Muster pop-up internet ○ how to order a generator. <p>Satellite Phone. The phone is stored in the Fire Shed. Instructions on how to access the Shed and use the phone are included in the above package.</p> <p>Sky Muster. NbN assures BPA that Sky Muster will provide WiFi access when the mobile phone tower goes down – as long as it has power (which could be provided by a small generator). There is no 'activation' process.</p> <p>Generator. BPA is still working with the Shire re a procedure to get a generator at short notice - Shire is investigating.</p> <p>Phone Tree. The phone tree system (used during bushfires/other emergencies) will be reintroduced in 2022/23 bushfire season and volunteer street coordinators will be needed. This will be advertised in November. Contact W.Trow if interested.</p>	ONGOING
Update of map in bus shelter June 2021 H. Christensen	D.Vanallen to contact H. Christensen to offer the latest artwork/map for the Bus Bay signage. H.Christensen has met with Sandy Mitchell and the budget will be presented to BPA meeting for approval. Plans are still ongoing. Helen Christensen to contact Sandy now weather is improving.	ONGOING

Increase in Community Home Care Travel Fees (Proposed letter to CHC)

In July 2022, Community Home Care (CHC) increased the fee to transport clients from Balingup to Bunbury to \$1.00 per kilometre. This resulted in the fee (previously around \$32) being increased to \$120 - \$150 for the return trip. Mr Ron Taylor (Balingup CHC volunteer driver) contacted CHC and, when this resulted in no change, emailed local Members of Parliament. Full details of progress to date are at Annex B-1.

Further research undertaken by Balingup Progress Association has revealed that Bridgetown has also been affected:

- CHC clients in Bridgetown were first quoted \$1.00 per kilometre for a trip to Bunbury – amounting to \$196 return. Although no special deal has been made with Bridgetown CHC, the cost has since been reduced to \$86.50 return. That is the cost for all Bridgetown clients and Balingup clients quite rightly ask why no such deal exists for them.
- The email at Annex B describes the stress caused by this extra expense – particularly compounded because doctors have stopped bulk billing in Bridgetown.

BPA acknowledges that vehicles are expensive to run - including maintenance, fuel and depreciation – so the following options have been considered:

Option	Comment
Taking the bus and maybe a taxi when you arrive in Bunbury	Two buses pick up passengers in Balingup between 7am & 7.30am. Buses return at 12pm & 4pm. Unless a patient can get a specialist appointment between 9am and 10am, they must spend the whole day in Bunbury. This is not acceptable when a person has had a painful procedure (eg injections in the eye).
People share the ride by synchronizing their appointments	The chances of patients synchronizing their specialist appointments is extremely low.
Advertise for someone who is going at the same time or paying a community member to take you.	This is unreliable and stressful. And if you pay someone, they must have the correct insurance in place.
Patient Assisted Travel Scheme (PATS) provides subsidy for travel in excess of 100km and has an 'exceptional circumstances' clause where people that don't fit the 100kms one way criteria can apply.	Balingup is 60km from Bunbury therefore every application would be an exceptional circumstance. People who have used PATS describe it as 'a messy' system. The PATs policy would need to be reviewed by government.
Use RTTA funds. An argument (in relation to its brief of road safety) is that elderly people will be forced to drive.	The RTTA option would have to be investigated by government.
Issue State fuel card to each vehicle located in Balingup/ Bridgetown/Donnybrook/Collie.	Easily audited against user logs. This would mitigate some of the costs.
Vehicle leasing costs could be explored with a commercial supporter with logo advertising rights on the vehicle, such as RAC, Lotteries Commission, Bendigo Bank etc	This could further reduce annual operating costs.

According to the office of Rick Wilson MP, it is suggested that if we wish to make a formal complaint, it should be progressed through:

Older Persons Advocacy Network, or
Aged Care Quality and Safety

At the general meeting held on 2nd November, BPA agreed that follow up letters should be written to CHC management to ask:

- what action has been taken to find alternatives for Balingup CHC clients (see Annex A – CHC emails 18 & 19 July), and
- express our concern that CHC gave the community less than two weeks notice to deal with the revised cost implications.

We look forward to hearing your response.

Wendy Trow
President Balingup Progress Association

18 July 22	<p>Wendy Newell (CHC) wrote to volunteers advising that client fees would be increasing from 1st August. She advised:</p> <ul style="list-style-type: none"> • Clients have been notified by mail of the new schedule of fees. • Transport will now be charged at \$1.00 per kilometer. • CHC expect Perth transport to decrease and are working with clients to try and find alternatives.
18 July 22	<p>Ron Taylor (Balingup CHC volunteer driver) emailed Wendy Newell and expressed concern:</p> <ul style="list-style-type: none"> • This sudden decision will no doubt cause considerable distress to aging and vulnerable people in our community. • Today, I took a client from Balingup to Bunbury for an essential medical appointment (eye specialist) – a distance of 144 kms, or a cost of \$150.00 under the new regime. • This will cause worry and anxiety amongst vulnerable people. • Both Federal and State governments strongly support older citizens staying in their own homes. Our aging demographic increases need for specialist medical support not available locally. • Affordable transport service for country aged is essential. • If clients find alternatives, then CHC vehicles will have very limited use.
19 July 22	<p>Julie Cooper (CHC) responded :</p> <ul style="list-style-type: none"> • Where these increases are projected to have substantial impact we are looking at individual situations and possible solutions. • The price review was done by CHC to ensure when the changes to our funding arrangements come in we are able to sustain our services into the future. • I have also passed on your comments and concerns to our CEO Krystal Laurentsch, along with the concerns from other volunteers in Bridgetown.
9 August 22	<p>Ron Taylor emailed local MPs Jane Kelsbie & Jodie Hanns:</p> <ul style="list-style-type: none"> • Community Home Care (CHC) have supplied an accredited volunteer based client transfer service for some time using vehicles based in Donnybrook, Balingup and Bridgetown driven largely by volunteers • I recently drove two clients to Bunbury for eye injections and a man who has recently had a pacemaker fitted and needs regular specialist checkups. • CHC has just announced that the fees (previously \$32) are being increased to \$1.00 per kilometre or \$150 for the essential trip from Balingup to Bunbury return There is a very real risk that they may try to drive when it would be dangerous to do so. • A simple and reasonable solution would be for the Puma petrol card currently in the three vehicles to be replaced by the government fuel card – a total cost of not more than \$10,000 p.a. • In relation to the provision of the three vehicles it may be possible for the RAC to assist or unused funds in the RTTA to be used to support the cost of leasing the three vehicles. CHC could continue to coordinate the service at no additional cost to them
19 August 22	<p>Will Hosken advised that Jane (Kelsbie) has asked me to look into this matter and get back to you when we have some further information – I hope to be back in contact with you in the near future.</p> <p>No response received from Ms Hann (as at 19 Oct 22)</p>

October 22	Balingup CHC client, Wendy Wishart, asked for a quote for the CHC transport costs from Balingup to Bunbury – return – before she booked her last trip. She was quoted \$26. When the invoice arrived it was for \$121.00.
16 Oct 22	Ron Taylor advised that ‘since August 1 there have been no requests to CHC for transport – short term community pushback, which cannot unfortunately endure’. Residents needing transport are relying on friends/neighbours in the short term until this matter is resolved.
	There is one bus per day to Bunbury, which clearly does not coincide with medical appointment times. It does not drop off at the place of appointment, nor can it return the person that day without an overnight stay in Bunbury. There is no taxi service in Balingup and in any event would be cost prohibitive.
31 Oct 22	Email received from office of Rick Wilson MP (via Bridgetown resident Mr Don Roberts) who advise they have contacted the Department of Health and Aged Care who advise that no changes have been made to federal funding for assisted transport services. Increases are the responsibility of the provider. They suggest that, if we wish to make a formal complaint, it should be progressed through: Older Persons Advocacy Network, or Aged Care Quality and Safety

Correspondence List

Incoming

The incoming correspondence was

Rob Robinson has supplied fruit fly baits for people to collect from the transfer station.

BPA Trademark is now registered

Insurance Renewal

Breakfast invitation from The Hon Roger Cook MLA

Luncheon Bunbury Regional Prison workers

Outgoing

N/A