

MINUTES BALINGUP PROGRESS ASSOCIATION GENERAL MEETING 07/04/2021

Meeting opened: 7.05pm

Present: Roz Benson, Jackie Massey, Deb Vanallen, Wendy Trow, Helen van der Waal, Helen Christensen, Deb Van Allen, Janine Milton, Noelene King, Brian de Garis

Apologies: Jodie Hornum, Sharon Smith, Mike King, Wendy Ayres, Brian van Allen, Per Christensen

Confirmation of minutes of previous meeting:

Resolution - that the minutes of the of the Balingup Progression Association meeting held on the 3/3/21 at the Balingup Community Centre be read and confirmed as true and accurate

Moved (Helen Christensen) / Seconded (Janine Milton)

Carried

Business arising:

Item	Discussion/Update	Action By	Status
Water Supply Main Street	Meeting was held with Water Corp at Mushroom Café on 11 th March. See Annex A for outcomes. Of most note, is the fact that Main Roads have not approved the project yet and it may be delayed.	President	Complete
Insurance	W.Trow advised that: <ul style="list-style-type: none">○ BPA has emailed out the insurance table to umbrella groups to improve their understanding of what is covered under BPA insurance.○ She proposes to email a summary of the BPA insurance process to the Insurance Ombudsman with a request that insurance companies provide "Community Group Insurance Packs" (similar to Small Business Insurance packs). It was moved that the proposal to contact the Insurance Ombudsman be approved. Moved (Helen Van de Waal) Seconded (Noelene King) Carried	President	Ongoing
BPA Community Grants Acquittal due 18/06/21.	All groups who have been approved to receive a grant have been contacted. The Treasurer advised most groups have started to submit invoices and she will continue to monitor to ensure the project is complete before acquittal date. Treasurer to report status at next meeting.	Treasurer	Ongoing
Review of Shire Community Strategic Plan	President has met with James Jarvis and he proposes that a series of Conversation Cafes be held. See Annex C for methodology. It was moved that the methodology to review the Shire Community Strategic Plan at Annex C be adopted and that the President follows up with the Shire. All Shire Councillors to be invited as observers however Cr Jackie Massey to participate as a full BPA member. Moved (W.Trow) Seconded (Deb Vanallen) Carried	President	Ongoing
Emergency Communications in Rural areas	President has followed up with Western Power, NBN, DFES, Telstra, Shire of Donnybrook-Balingup, local Bushfire Brigades and, at a recent LEMC meeting it was agreed that the Shire will: <ul style="list-style-type: none">• Apply to NBN for Skymuster in Balingup (service to be installed at the Recreation Centre)• Purchase 3 satellite phones (one of which will be positioned permanently in Balingup). <i>Note - this item is subject to budget approval.</i> President to review progress and report again in July 2021.	President	Complete
Event signage	Event sign and photo opportunity dragon/scarecrow. The proposal was put on Post Office noticeboard on 9 Mar 21 and advertised on community Facebook page. <ul style="list-style-type: none">• 1 negative email• 1 positive email, 7 positive comments, 12 likes R.Benson advised that she has been unable to find someone in town to do the work and plans to seek quotes from outside of town. It was moved that R.Benson continues to obtain quotes. Moved: (Wendy Trow) Seconded (Helen Van de Waal) Carried	President R.Benson	Ongoing

BMC Agreement & SFFD/BMC Insurance	<p>Carnivale President has confirmed she is preparing a draft Partnership Agreement to replace the existing Lease Agreement. Work is ongoing</p> <p>Janine Milton confirmed she will meet with N.Adams and R.Benson to discuss distribution of funds into the future.</p>	President J.Milton	Ongoing										
Meeting with Shire CEO	<p>President met with Shire CEO on 3 March.</p> <p>See summary of outcomes Annex D. The following requires follow up:</p> <table><tr><td>The list of projects given to Shire in October 2020 are to be included for discussion in the Community Strategic Plan. A prioritised list is then to be developed and the Shire will try to secure funds if a suitable grant comes up. Shire will also try to work these projects into the Long Term Asset and Finance plans.</td><td>W.Trow</td></tr><tr><td>BPA would like to see more work done to improve Balingup footpaths. Townscape Committee has completed an audit of footpaths and will provide a prioritised list to BPA. BPA to send to Shire with a request that a staged program be developed.</td><td>H.Christensen W.Trow</td></tr><tr><td>BPA lease agreement with the Shire expires 30 June 21. Follow up with Shire in July.</td><td>W.Trow</td></tr><tr><td>The Shire CEO has asked the Community Development Officer to look at streamlining the process for waiving fees for use of the Town Hall by community groups. J.Milton advised the SFFD is being charged \$1300 and will only receive \$500 waiver. B.de Garis advised problems with keys and finding equipment.</td><td>W.Trow</td></tr><tr><td>BADSA – use by community during extended power outages/ emergencies. Discuss further how this will be promoted in community.</td><td>W.Trow</td></tr></table>	The list of projects given to Shire in October 2020 are to be included for discussion in the Community Strategic Plan. A prioritised list is then to be developed and the Shire will try to secure funds if a suitable grant comes up. Shire will also try to work these projects into the Long Term Asset and Finance plans.	W.Trow	BPA would like to see more work done to improve Balingup footpaths. Townscape Committee has completed an audit of footpaths and will provide a prioritised list to BPA. BPA to send to Shire with a request that a staged program be developed.	H.Christensen W.Trow	BPA lease agreement with the Shire expires 30 June 21. Follow up with Shire in July.	W.Trow	The Shire CEO has asked the Community Development Officer to look at streamlining the process for waiving fees for use of the Town Hall by community groups. J.Milton advised the SFFD is being charged \$1300 and will only receive \$500 waiver. B.de Garis advised problems with keys and finding equipment.	W.Trow	BADSA – use by community during extended power outages/ emergencies. Discuss further how this will be promoted in community.	W.Trow	See table	Ongoing
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Terms of Reference for Townscape Committee	<p>The Shire is currently reviewing the Townscape draft Policy and Operating Procedures. H.Christensen advised they are close to finalizing this document. The meeting then discussed whether a separate agreement was needed between BPA/Townscape.</p> <p>It was agreed that Balingup Townscape should follow the Shire TORs and BPA does not need to have a separate agreement with the Townscape committee.</p>	President	Complete										
Trees around the Community Centre	On 15 January, email was received from Shire advising they have generated a maintenance request to have a tree risk assessment undertaken on the additional tree. No further action required.		Complete										
Possible Covid activities	President has met with Shire Community Development Manager to discuss activities BPA could be involved in during a COVID-19 lockdown and a follow up meeting is scheduled. Continue to progress.	President	Ongoing										
Bunbury Regional Prison – work team	An application has been submitted and is being considered by the Bunbury Regional Prison head office.	President	Ongoing										
Cluster Development Plan	<p>In response to a submission made to the Bunbury Geographe Regional Plan, Wendy Trow made a presentation to the group reviewing the Plan in Bunbury (chaired by Chairman of the WAPC). Their response was positive but no formal feedback has been received to date,</p> <p>It was moved that this item be included in the Balingup Strategic Planning process to confirm the level of support for this concept.</p> <p>Moved (Wendy Trow) Seconded (Roz Benson) Carried</p>	President	Complete										

Australia Day	<p>W.Trow advised she spoke to James Jarvis re Australia Day 2022 and he said:</p> <ul style="list-style-type: none"> - there will be a brunch in Donnybrook at which all the official announcements and awards will be made. - there will be no buses from outlying communities (they weren't utilised this year) - the Shire will continue to provide breakfast for Balingup as usual. This means that the Balingup event will go on as usual - there will be no pressure for us to go to Donnybrook. <p>The Shire also advised however that, as with 2021, we can read out the Balingup nominations but we won't be able to announce the winners locally. The meeting agreed that this was not acceptable and we should advise the Shire accordingly.</p> <p>It was agreed that BPA writes to the Shire and requests that they reconsider their decision that all winners be announced in Donnybrook.</p> <p>Moved (B.de Garis) Seconded (N.King) Carried</p>	President	Ongoing
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Other Meetings/Umbrella Groups: None

Correspondence In:

From/Re	Info	Action
N. King, Old Padbury Road sign, Invoice (BPA Community Grant) (7/4/21)	x	
Balingup Tourism, Vote 1 Balingup (28/3/21)	x	
N. King, CWA Balingup, Citizenship/Australia Day (17/3/21)	x	
Signage Feedback; Face book posts 6/3/21 onwards Email C. Copeland 31/3/21 Email R. Wright 8/3/21	x	

Correspondence Out:

To/Re	Info	Action
To BPA Members; 2021 Volunteer grants EOI open (31/3/21) Vote 1 Balingup (28/3/21) Community Strategic Plan update/BPA Meeting (22/3/21)	x	
To BPA Umbrella Groups; Summary BPA Insurance (23/3/21)	x	
Brian Piesse, Invitation to BPA meeting (23/3/21)	x	

Resolution - that correspondence be received.

Moved (H.Christensen) / Seconded (J.Milton)

Carried

Treasurers Report:

The Treasurer was presented as follows -

Closing Balances: as of 31/03/21

BPA operating Account	\$ 6757.38
Bendigo Bank Term Deposit 1	\$12,023.05
Bendigo Bank Term Deposit 2	\$35,294.18

Other amounts held for

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

Accounts for payment: Nil

Resolution - no accounts require approval for payment and the Treasurer's bank account statement be accepted

Moved (H.Van der Waal) / Seconded (N.King)

Carried

New Business:

Discussion Item	Action	Action by				
Aerial map. The Shire has the facility to print aerial maps and is offering the community the opportunity to provide information so that maps can be printed showing: <ul style="list-style-type: none">• Places of interest• Walk trails• Anything else identified as important to the community.	All members to consider what information could be presented using these maps as a template. Discuss at next meeting.	All				
LEMC Update. The President advised that she had attended a Shire LEMC meeting and a short summary is at Annex B.	Information only.	None				
Shire Major Community Grants 2021 -2022 Opens 1 May 21. Close 25 June 21. These grants are for up to \$2000. Grant information has been distributed to BPA groups and they are encouraged to apply.	After quotes obtained for Events Sign, consider applying for Shire to contribute to the cost. For information about grants, email: communitydevelopment@donnybrook.wa.gov.au	W.Trow				
Volunteers Day 5 June. W.Trow suggested: <ul style="list-style-type: none">• a large community group photo, and• using the Acorn Club badges to recognize past service to the community. N.King suggested that the event also be used for a New Residents ‘get together’.	Liaise with Shire re running a Volunteers/New Residents event. H.Christensen suggested: <ul style="list-style-type: none">• hold at Balingup Recreation Centre• buy side of beef from Donnybrook butcher (pre-cooked)• volunteers to prepare vegetables. Develop a concept note for Acorn badges.	W.Trow/ H.Christensen W.Trow				
Anzac Day. No program has been provided for the day and we are not sure if plans are being made.	Follow up with Anzac Day event coordinator.	N.King				
Phone numbers. Noelene King is concerned that people are disconnecting landlines but failing to give their mobile phone number to Donnybrook Chamber of Commerce (they will update their directory for free in next edition). This could cause problems during an emergency.	Encourage the community to update the Donnybrook Chamber of Commerce book with their mobile phone number.	W.Trow				
General signage. It was discussed that there are a lot of redundant signs in town and we should take action to have them removed. H.Christensen outlined the process for doing this. D.Vanallen advised that BADTA has a summary of active/inactive signs on the SW Highway and Brockman St intersection. She will provide to Townscape.	<table><tr><td>Make a list of all redundant signs in town</td><td>Townscape BADTA</td></tr><tr><td>Send list to Shire and ask that they liaise with the landowner to arrange removal.</td><td>Townscape</td></tr></table>	Make a list of all redundant signs in town	Townscape BADTA	Send list to Shire and ask that they liaise with the landowner to arrange removal.	Townscape	H.Christensen D. Vanallen
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Send list to Shire and ask that they liaise with the landowner to arrange removal.	Townscape					
The following items of general information were discussed: <ul style="list-style-type: none">• Alan Rothery walk. Townscape has engaged Corrective Services team to assist with weed control.• As a result of the Bushfire Ready meeting, a proposal to carry out bushfire mitigation along the brook adjacent to Jayes Rd (town to Jalbrook) is being progressed.	Information only	None				

<ul style="list-style-type: none"> A sign is being erected to raise awareness of the significance of cobble stones on Old Padbury Rd. 		
Balingup is a finalist in the Top Tourism Town Awards.	This is an amazing achievement for a small town and Balingup Progress Association wishes to acknowledge the excellent work carried out by Brian Vanallen and the BADTA team.	D.Vanallen.
Balingup Health & Wellbeing event was a great success and well organised by Beth Chia and her team.	Balingup Progress Association wishes to acknowledge the excellent work carried out by the organisers of the Balingup Health & Wellbeing event	W. Trow

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.

ANZAC Day. March: assemble 10.30 - 45 near Fire shed, Service 11am

Meeting closed: 8.50pm

Next Meeting: Wednesday 5/05/21 at 7pm

Extract Summary of Meeting with Water Corporation 11 March 2021

Background

The new pipeline will come from North Greenbushes and use water from Millstream Dam – this 6 inch pipeline will provide a back up supply for Balingup to be used in case of breaks in existing main and during fire.

- Valmec has been contracted to carry out the installation of the new water pipes and has advised:
 - Jayes Rd through to Bridgetown Rd will be 12th -27th April 21
 - Works along Bridgetown Rd -12th March 21 to 29th March 21.
 Water Corporation to confirm the dates. *(Note: As at 31 March, approval still not provided by Main Roads and therefore work is unable to commence or be scheduled).*
- The plan is to open trench – this is a Main Roads request and will be a much faster process than drilling.
- All streets will remain open to traffic and will have traffic controllers in place:
 - Brockman Street – half road closure (expect 1 day to carry out work)
 - Main Street (Water Corp is checking Traffic management Plan and will advise if the highway will be reduced to single lane). Only the western side of the highway will be affected.
- Valmec are required to have a maximum of 20 metres of open trench at any one time and must close up at the end of the day.
- All residents will receive a minimum of 24 hours notice if the trenching will affect their entry/exit.
- All businesses will receive a minimum of 3 days notice.
- Main street parking bays (western side) will be affected but “Alternative parking” signs will be erected to direct traffic to park on Forrest St.
- Restoration will be with gravel in the short term. Water Corp can only use MRD approved asphalt companies and they are very hard to get at the moment. There may therefore be a delay in restoring the bitumen. Parking bays will be fully rebitumenised (not just the width of the trench).
- At no point will any other services be affected (phone, electricity etc).
- There will be no disruption to the existing water supply.
- There is no plan to remove any trees. They are working a minimum of 2 metres away from the trunks at a depth of 1.5 metres. If a tree dies within a year, Water Corp will replace it.
- Water Corp will consult with bus companies.
- Water Corporation will do an advertising campaign – telling people about what work is to be carried out and telling people the shops will be open. They will also erect “businesses still open” signs during the works.
- Water Corporation can be reached by calling Jen Woollard, Community Engagement Advisor, on 9420 2651 or jen.woollard@watercorporation.com.au. Alternatively visit www.watercorporation.com.au/GTKLink to see the most recent updates

Community

The community members present:

- Stressed that the job should be done as quickly as possible, with minimum disruption to parking.
- Reminded Water Corp that work should not impact the following key community events:
 - Small Farm Field Day 9th – 11th April.
 - Anzac Day 26th April
 - Art & Craft Fair 8th May
- Water Corporation confirmed they were aware of the Anzac Day commemorations and march and will ensure the area is suitable for the event if work has commenced.

LEMC Update.

- A standpipe is being installed near Balingup fire station. This will allow people to use a credit card to buy water.
- The police have 3 drones in the South West. One with infra red capacity and one with a loudspeaker that will enable them to speak to people on the ground.
- The Local LEMC has asked the DEMC to investigate the use of Defence Force during emergency. There is currently no process in place to activate the Defence Force in the event of an emergency.
- The bore at the Shire Depot will be used to water Balingup oval and croquet greens in the future.
- The Shire will:
 - Apply to NBN for Skymuster in Balingup
 - Purchase 3 satellite phones (one of which will be positioned permanently in Balingup). *Note - this is subject to budget approval.*
- Donnybrook Hospital is now a regional hospital taking overflow from Bunbury. There are no plans to close it.
- Covid vaccines have been given to hospital staff in Donnybrook and to Tuia Lodge residents.

Balingup Community Plan

	Action	Core Topic Areas	Topics	Promotion
Survey	Identify topics with community.	Economy and Tourism	<ol style="list-style-type: none"> 1. Jobs, employment, training. 2. Tourism, events, trails. 3. Industry Mix: Art, Regenerative Agriculture, Health Care 4. Business Support and Development 5. Adult Learning 	List to be discussed at BPA meeting. Notice to Facebook and Post Office.
		Lifespan and Living	<ol style="list-style-type: none"> 1. Ageing in place 2. Young people and children 3. Aboriginal Mental health 	
		Environment	<ol style="list-style-type: none"> 1. Town development/ beautification 2. Protecting our environment. 3. Recycling, Upcycling 4. Sustainability Action 	
		Community	<ol style="list-style-type: none"> 1. Community Participation and Resilience 2. Volunteerism 3. Community Centre/Library 4. Mapping Asset Use and mobilisation 5. Diversity and Inclusion 	
		Leadership/ governance	<ol style="list-style-type: none"> 1. Community Leadership 2. Evaluating Social Return on Investment 	
Champions	Identify leaders and champions interested in each topic.			Notice to Facebook and Post Office.
Promote	<ul style="list-style-type: none"> • Agree a program of meetings. • Promote/advertise in the community. 			Promotion will be carried out by BPA and champions.
Conversation Cafe	<ul style="list-style-type: none"> • Hold community conversations. • James Jarvis to facilitate. • Vote to identify priority issues. 		One conversation per topic.	
Modified Open Space	<ul style="list-style-type: none"> • Each champion to present summary of findings. • 5 minutes per presentation. • Give each person present, 5 dots (for voting) 		People can vote at any time during the day.	BPA will promote. One day event/ community planning day. Invite all Shire Councillors

	<ul style="list-style-type: none"> • Break into open spaces to discuss each topic. 		<ul style="list-style-type: none"> • Time taken will depend on the number of people attending – we could run 3 – 4 sessions of 30 minutes to 1 hour each. • A number of consecutive open space sessions will be held. • Opportunity will be provided for people to raise other conversations (ie topics not on program). 	.
Book of proceedings	James Jarvis will collate a book of proceedings.		<p>One copy to BPA</p> <p>One copy to inform Shire (Strategic Plan/ Corporate Business Plan) in which BPA will highlight its key strategic focus areas.</p>	BPA will provide feedback to Balingup community.

Project list	Discussion	Action	Responsible Officer	Commentary
Potential projects	<p>We discussed the list of potential projects supplied to the Shire.</p> <p>Apart from Balingup Recreation Centre, it is unlikely any other projects will be secured through election commitments.</p>	<p>BPA to prioritise the list of projects and give to Shire. Shire will try to secure funds if a suitable grant comes up in the future.</p> <p>Shire will also try to work these projects into the Long Term Asset and Finance plans.</p>	<p>NA</p> <p>Shawn</p>	
Townscape	We discussed 1000 ltr water trailer for use by Balingup Shire staff and Townscape. It was agreed that this would save time for both parties.	Ben will consider in 2021/22 budget	Damien	For budget consideration.
Main Street Footpaths	Letter to Shire re main street footpath (sent 15 Jan).	Ben will determine current status and provide response.	Damien	Subject to completion of the proposed Water Corporation town site works in 20/21, the path renewal of the section from the Packing Shed Driveway to the village green path entrance will be considered for funding in the 21/22 budget. Crack sealing and trip hazard repair will be considered for Brockman Street to The Packing Shed and Village Green Path entrance to Forrest Street.
Alan Rothery walk	BPA has provided a letter of support for funding application.	Ben will discuss with Damien, determine current status and advise BPA.	Damien	The project has been included as part of the WA State Government application submitted to Emergency Management and Coordination Team - National Flood Mitigation Infrastructure Program within the Department of Home Affairs. Successful projects are expected to be announced soon.
Paths and trails	<p>Wendy showed samples of:</p> <ul style="list-style-type: none"> ○ Footpath & trails audit ○ Status footpaths & trails.doc 	<p>We agreed that these would assist the Shire to develop its long term asset management plan. There is no guarantee that funding will be secured, but it would help to identify community priorities.</p> <p>The Shire may have its own audit template. Ben will check and advise.</p>	Damien	Note potential for volunteer collaboration. Requires further deliberation.

Town Hall fee	The application form to waive fees for community groups currently runs to 10 pages.	Ben agreed to look at streamlining the process for waiving fees for use of the Town Hall by community groups.	James	I have had an informal chat with Wendy about the town hall hire and how we could work with BPA to minimise paperwork and costs...but I have just referred the application document to Bron to see if there are ways we can streamline the actual document itself for the benefit of all applicants.
BPA Lease with Shire	Draft lease agreement issued 2018.	Ben will advise the date the lease expires.	Loren	Lease was extended till 30 June 2021. Waiting for Lease and Licence management Policy to go to Council. Will use the new standard Community Group Lease
Shire Community Strategic Plan	Ben explained that the Community Strategic Plan is the overarching document with a 15 year focus. The next step is to develop a Corporate Business Plan which details activities for the next 4 years.	Wendy to liaise with James Jarvis re community input to the Corporate Business Plan.	Completed	
BADSA – use during emergency	We discussed the need for a generator to be taken to BADSA during long term power outages. We need to arrange for a test run (of generator) to be carried out and repair building wiring if necessary.	Ben will investigate status of the generator and advise.	Completed	
BADSA operating costs	BADSA relies on SFFD profits (up to \$6,000 per annum) but future funding is uncertain due to Covid.	BADSA to submit request for Community Grant to Shire to assist with operating costs.	James	Regarding BADSA shortfall in funding due to BSFFD reduction in revenue disbursements, I have advised Wendy when the next Community Grants Funding Round is due to be advertised – 1 May 2021.
BADSA building maintenance	BADSA has been carrying out minor building maintenance using SFFD funds. This will no longer be possible.	Ben will arrange for his staff to meet with BADSA and agree maintenance to be carried out during the next financial year. It will then be considered in 2021/22 budget.	Shawn	Scheduled maintenance guided by AS standards and Compliance guidelines will be identified as the key priority works. This will then be followed by Structural Asset maintenance to ensure whole of life. This all to be captured in future scheduled maintenance plan aligning to LTFP.
BADSA upgrade (grant)	Ben advised the upgrade of Balingup Recreation Centre \$67,000 is underway and must be acquitted by end of 2021.		Shawn	The grant funded works are being evaluated currently, noting the following: - Full power audit has been done with work scope identified. - Full painting review has been done with estimates being finalized. - Vinyl replacement quotes currently being sought. - Storage container pricing estimates being sought. This all aligns to priority list issued by BADSA. Once this data is finalised this will be presented to BADSA for review then award and scheduling will follow, this due April 2021.

