

MINUTES 7/12/22	GENERAL MEETING, BALINGUP PROGRESS ASSOCIATION INC	
Meeting opened	6.05pm	
Present	Wendy Trow, Rick Thomas, Roz Benson, Jodie Hornum, Katrin Menard, Gary Hodge, Damien Cameron, Janine Milton, Helen Christensen, Andy Wilson, Yvonne Cavill	
Apologies	Jackie Massey, Peta Knapton, Reyer Knopper, Geoff McMullen, Wendy Ayers	
New Business		
Information Bay.	H.Christensen advised that she cannot find the keys to the panels in the information bay. Anyone knowing their whereabouts to contact her. The design of the panels was discussed and it was agreed that we obtain a quote from Balingup Glass to redesign them as horizontal sliding panels instead of vertical.	H.Christensen
Balingup Music Experience	G.Hodge advised that Beth Chia has been appointed as Chair of BME and Chrissy Maddison Vice Chair. Gary will be Secretary/Treasurer. There are a number of younger people actively involved now and they plan to run events including youth drama, wellbeing and film. They plan to showcase plans for the future at the end of April.	Information
Carols by Candlelight	K.Menard advised the event will be held at the Peace Pergola on Thursday 15th December at 7.30pm. BYO mug. It was moved that \$50 be paid to Katrin to support this event. Moved W.Trow. Seconded R.Thomas. Carried.	J.Hornum/ K.Menard
Cabinet Breakfast.	W.Trow advised she had attended the State Cabinet breakfast in November. She spoke to several Ministers about cluster developments and community group insurance. It provided a good networking opportunity.	Information
Works & Services Update.	D.Morgan has provided an update on a number of streetscape projects, including signage, GVTP walk trail and Alan Rothery walk. Email available on request (hard copy tabled).	Townscape
Townscape Open Space.	H.Christensen advised that a successful Open Space was held in November, facilitated by James Jarvis. W.Trow advised that at the event, H.Christensen talked about Townscape projects - past, present and future (including hanging baskets, bike racks). Community members raised ideas and one (Liz Slater- providing a truck/trailer on their block for community displays) was well received. We also discussed pathways for new people to get involved and agreed the Open Space was a good start. W.Trow is writing a history of community led projects and plans to display it in the information/bus bay. The meeting agreed to pay up to \$50 for printing costs. It was also agreed a copy should be put at the Library. Moved W.Trow Seconded K.Menard. Carried	W.Trow

Phone Tree.	W.Trow advised she has found people to take on the role as neighbourhood phone tree volunteers but some streets/ areas remain uncovered. She is organising a meeting of volunteers to explain the role. The contact list has been displayed at the Post Office.	W.Trow
Local Emergency Management Committee.	<p>W.Trow attended the LEMC meeting. Key points include:</p> <ul style="list-style-type: none"> • Susie Dellaporte has been appointed as the new Shire Community Development / Local Recovery Officer. • Large air tankers will be available from 1 Dec 22. • Chris Widmer has been appointed to review the local emergency management arrangements. He wants to hold a 2 hour meeting in Balingup in mid January to find out what locals see as the highest risks to the community. W.Trow to organize a meeting on either 10th or 11th January. Late afternoon. 	W.Trow
Generator.	<p>The Shire has provided a procedure to obtain a generator at the Recreation Centre when the power goes off. The concern is that one will not be available to hire. National Australia Bank is offering grants to community groups for up to \$10,000 to improve community resilience. It was agreed that BPA should apply for this grant (subject to further investigation by W.Trow and the BPA Executive). If the cost exceeds \$10,000, expenditure of up to \$5000 of BPA funds can be approved by the BPA Executive.</p> <p>Moved W.Trow Seconded J.Hornum. Carried.</p>	W.Trow
CHC Transport.	<p>A response has been received from CHC explaining the increase in fees to transport clients (see Annex B). They advise:</p> <ul style="list-style-type: none"> • CHC transport service was designed to support local transport service, not inter town travel. Government guidelines, for a single trip up to 20km, was \$1.00 per kilometre (ie, maximum of \$20). There were no guidelines for greater than 20km so this was calculated on a case by case basis. • The new government 'Support at Home' model has caused CHC to develop a new travel calculator that is based on: <ul style="list-style-type: none"> ○ actual cost less government subsidy, and ○ individual client circumstances. • There is no set fee and fees for clients in Balingup will vary. • BPA should encourage clients to negotiate direct with the local CHC manager, Jess Rudolph, to ascertain what their new individual fee will be. <p>Ron Taylor (CHC volunteer) is not satisfied with this response and requests more action be taken. W.Trow has suggested he:</p> <ol style="list-style-type: none"> 1. Get individuals to contact Jess at CHC to find out what she quotes them for a return trip to Bunbury. 2. Collate that information and develop some ideas to alleviate the situation 3. Bring it to BPA, and if needed, BPA will write to State & Federal representatives. <p>The meeting agreed this course of action and also that BPA should write to CHC, suggesting that they hold a meeting with their clients in Balingup to discuss CHC services in the town.</p>	W.Trow

BPA Trust Fund	<p>W.Trow went through the minutes of the BPA Trust Fund meeting held on 17 November. The following was submitted for BPA approval:</p> <ul style="list-style-type: none"> • That the minutes of the meeting held to discuss the BPA Trust Fund, held on 17 November 22 be accepted. • \$15,000 to be allocated to BPA in 2023 to pay for operating expenses and insurance (to be reviewed annually). • That the draft procedure (see Annex C) be distributed to the event coordinators and BPA members for comment (note: procedure to be modified – requiring that the amount held in the Futures Fund be reviewed by Community Trust Fund committee and BPA annually). • That, subject to responses received by 15th January 2023, the following new bank accounts be opened to facilitate implementation of this program: <ul style="list-style-type: none"> ○ “Balingup Progress Association Trust Fund” operating account, and ○ “Balingup Futures” term deposit account <p>Moved W.Trow Seconded H.Christensen. Carried.</p>	W.Trow/ J. Hornum
Australia Day 2023	<p>Balingup BFB has requested another group cook next year. W.Trow has emailed community groups and individuals, requesting volunteers, but received no response. She added that feedback from some people was that they are uncomfortable with the historical significance of the date. W.Trow moved that BPA not organise Australia Day in 2023. If another group wants to run it, they should feel free to do so and can contact H.Christensen for a comprehensive “to do” list. W.Trow to advise community of decision.</p> <p>Moved: W.Trow Seconded: R.Thomas Carried.</p>	
Report on action items Annex A	<p>Ongoing (tabled)</p> <p>Complete (tabled)</p>	Chair Chair
Correspondence list	<p>Incoming/Outgoing (tabled) Annex D</p> <p>Note: A letter from G.McMullen, requesting that BPA meetings revert to a 7pm start was discussed and a vote taken. It was decided to retain the 6pm start in 2023.</p>	Secretary
Correspondence list accepted and received	<p>Moved W.Trow</p> <p>Seconded R.Thomas</p>	Carried Y
Other meetings/groups		Secretary
Confirmation of minutes from previous meeting	<p>Amendments N</p> <p>Moved D.Cameron</p> <p>Seconded G.Hodge</p>	Carried Y

Treasurer's report Accounts for payment	<div>(tabled)</div> <div>BPA Operating account balance - \$22850.07 (see tables below)</div> <div>Term Deposit - \$35417.87</div> <div>Event Coord - \$0.06</div> <div>Record of funds held on behalf of BPA sub committees 31ST November 2022 (included in operating account balance above)</div> <table><tr><th>Name</th><th>Balance (Start of Month)</th><th>Balance (End of Month)</th><th>Comments</th></tr><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></table> <div>Record of funds held in BPA Trust Fund 31ST November 2022 (included in operating account balance above)</div> <table><tr><td>Donated by</td><td>Balance at start of month</td><td>Balance end of month</td></tr><tr><td>BalingUpcycle</td><td>5000.00</td><td>5000.00</td></tr></table> <div>Accounts submitted for payment:</div> <div>.....</div>	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	Treasurer
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																														
Treasurer's report accepted and accounts approved for payment	<div>Amendments N</div> <div>Moved J.Hornum</div> <div>Seconded R.Benson</div>	Carried Y																														
Business arising from previous minutes	<div>W.Trow provided an update on the following ongoing items (see New Business for details):</div> <div><ul style="list-style-type: none">CISCO/ emergency response.Cluster developmentsAustralia DayCHC transportation costsCommunity Trust Fund (proposed)</div>																															
Reminders	<div>10 December 4.30pm -7pm – Volunteers & New Residents event, Recreation Centre</div> <div>15 December 7.30pm – Carols by Candlelight, Peace Pergola.</div>																															
Meeting closed	7.00pm																															
Next meeting date/time	Wednesday 1 st February at 6pm																															

as of 28/11/22	ACTION LIST, BALINGUP PROGRESS ASSOCIATION INC	
ITEM MEETING DATE PERSON RESPONSIBLE	ACTION	STATUS
Townscape Open Space Nov 22 W.Trow	See update New Business. It is now up to individuals to liaise with Townscape/follow up as required.	COMPLETED
Town Team Nov 22 W.Trow	Balingup is now a member of the Town Teams movement. W.Trow will progress.	COMPLETED
Volunteers Day Nov 22 W.Trow	Event on 10 Dec at the Recreation Centre starting at 4.30pm. Posters have been issued. Bring a plate.	COMPLETED
CHC Transport Costs Nov 22 W.Trow	At the November meeting, W.Trow advised that Community Home Care (CHC) increased the fee to transport clients from Balingup to Bunbury. See update in New Business.	ONGOING
Technical Advice Nov 22 S.Payne	S.Payne would like to set up a 'technical advice' group and will follow this up with Balingup Mens Shed. Anyone interested should contact Simone.	COMPLETED
Australia Day Nov 22 W.Trow	Balingup BFB has requested another group cook next year. See update New Business.	ONGOING
BPA Executive Nov 22 W.Trow	Damien Cameron has been appointed to the BPA Executive.	COMPLETED
BPA Community Trust Fund. Sept 22 W.Trow	A meeting was held 17 November. See update New Business.	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. Community Centre and Workspace. The existing lease agreement, signed in 2018, will remain in force until a new lease is proposed by the Shire. Balingup Town Hall. BME will liaise with the Shire.	ONGOING
Emergency Services	Water Corporation has made it clear that the town should not rely on scheme water during a bushfire. A notice (re water, electricity and phones) was included in the BPA Mail out in November.	COMPLETED
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. Two proposals have been sent to Department of Land Use Planning for assessment. After that, DLUP will liaise direct with proponents.	COMPLETED
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 and submitted to AON.	ONGOING
Community Response in an Emergency Nov 21 (W.Trow) • CISCO • Generator	Community Information & Social Centre (CISCO) project is being progressed. W.Trow has finalized a detailed instruction package to detail the process to open and run the Centre. Generator. BPA is finalising details of the procedure to get a generator at short notice. See update New Business. Phone Tree. See update in New Business. Meeting to be held with confirmed street coordinators on 13 Dec.	ONGOING

<ul style="list-style-type: none"> Phone Tree 	<p>Supplies. The following have been purchased and stored at the Fire Shed - 20 litre fuel can, lock for trailer, large plastic storage box. The generator cable is in the Rec Centre storeroom.</p> <p>Mail Out. Post Office mail out has been completed</p>	
<p>Resilience Sub committee Nov 22 W.Trow</p>	<p>W.Trow to form Resilience sub committee 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 In progress.</p>	ONGOING
<p>Update of map in bus shelter June 2021 H. Christensen</p>	<p>H.Christensen has met with Sandy Mitchell and the budget will be presented to BPA meeting for approval. See New Business for update.</p>	ONGOING