

<b>MINUTES 7/09/2021</b>	<b>GENERAL MEETING, BALINGUP PROGRESS ASSOCIATION INC</b>
Meeting opened	9am
Present	Jodie Hornum, Wendy Trow, Jackie Massey, Noelene King, Anish Shah, Geoff McMullen, Ros Benson, Mike King, Joe Taylor, Beth Chia, Tina Ridley, Katherine Thøgersen, Bhavni Hindocha, Madeleine Mitchell, Matty Moon.
Apologies	Sharon Smith, Helen Christensen, Pat Ridley, Helen van der Waal, Deb Vanallen, Janine Milton
New business	<p><b>1. Balingup Storytime (B.Chia)</b> Balingup Library presents Human Books – monthly storytelling sessions will begin soon at the Balingup Public Library and continue until June next year. The sessions will include local residents sharing their stories with children and young adults in a variety of ways, to bring community together.</p> <p><b>2. Shire Budget (J. Massey)</b> Balingup allocation in the 2021/2022 Shire Budget were outlined; Balingup Recreation Centre \$107,710 (some held over). Including exterior timberwork, ceiling panels and repairs, resit western windows, repair internal, electrical upgrades, replace foyer flooring, additional storage. GVTP accessibility \$80,000 Townscape request granted in full \$11,500 Footpaths for Balingup \$88,500 (priority to be determined with input of Townscape). Footpath Forest to Brockman \$40,000 (in addition to the above) New trailer for Balingup Depot to help with watering trees \$10,000 New satellite phone for emergencies - Balingup/Kirup/Donnybrook (one in each locality) \$7,500 Tourist information bay update (by bus stop) \$4,316 Avenue of Honour pruning \$5,000</p> <p><b>3. Chat to a Councillor (J. Massey)</b> Jackie will be available to chat most Thursday mornings at 10.15 in the Mushroom Cafe. Residents are invited to go along to have a chat about any matter related to Council. If this time is not convenient for you, please call Jackie on 0407 382 527.</p> <p><b>4. Balingup Art &amp; Craft Affair 2022 (B. Hindocha)</b> The event will not be going ahead per normal next year but will instead be focussing on a Fashion Parade at the Balingup Town Hall.</p> <p><b>5. Telehealth demonstration (W.Trow)</b> Donnybrook Hospital can provide a Telehealth service for emergency patients. W.Trow will liaise with Donnybrook Hospital to organise a demonstration of the Telehealth facility. This will be advertised to community members.</p> <p><b>6. Water Corporation Works (W.Trow)</b> Just one more section of pipeline to Kirup (under brook) to be completed and opening is planned for November. Balingup will stay on existing pipeline but Water Corporation have capacity to switch us over if needed (eg during a fire). They are also installing a standpipe where people can purchase water.</p>

Water Corporation has marked a number of footpaths - indicating location of underground services. Any works would impact on prioritising footpath repairs/upgrades. They advised a number of ageing smaller reticulation water pipes identified may need work in future years to reduce the chance of leaks and breaks. There is no planned work in Balingup in the coming months, in fact for at least the next financial year. Balingup Progress Association will be one of the first stakeholders to be consulted if and when we plan to undertake further capital work/upgrades.

#### **7. Community Response in an Emergency (W.Trow)**

The Shire has released a Local Recovery Plan which details its plan to return affected communities to a normal level of functioning after a disaster, and three BPA members (D.Vanallen, N.King and W.Trow) attended a briefing / 'desk top' exercise in August to discuss ways that local community groups could be involved in the recovery process.

With the predicted increase in extreme weather conditions, it is important that communities are prepared for disaster and do not rely entirely on outside agencies. It was agreed that Balingup Progress Association works with the Shire to further develop local plans. It was agreed that the following initial steps will be taken:

1. Email all Balingup community groups to define what services/skills they could contribute. For example:
  - a. Provide temporary safe places for people, pets and stock.
  - b. Supply food – central point and home delivery.
  - c. Provide assistance to complete paperwork/application forms.
  - d. Wildlife rescue.
  - e. Provide entertainment to improve morale.
2. Hold a meeting (2 representatives of each group invited to attend) to list what resources are available and identify gaps.
3. This will be followed up by another meeting, facilitated by James Jarvis, to conduct a scenario based exercise.

#### **8. Shire events application package (W.Trow)**

The review of the package will be completed in September (with suggestions made by Wendy to the Shire officers) and hopefully will be easier to use and more efficient. Kathryn at the Balingup Library will also be trained in order to be a contact person for event package enquiries.

#### **9. Insurance (W.Trow)**

We will start the insurance review. W.Trow will get second quote from Willis & Tenby.

#### **10. Blackwood Basin Group (H.Christensen)**

Blackwood Basin Group has asked BPA to confirm that BPA agrees Per Christensen should continue to represent BPA on the Committee. At the moment he is the Chairman and he would like to nominate for a further two years. This was agreed at the meeting. H.Christensen to confirm.

#### **11. BPA AGM (W.Trow/ J.Hornum)**

The BPA AGM will be held on Wednesday 6<sup>th</sup> October at 7pm. It was agreed that the AGM should be an opportunity to celebrate the work of BPA and umbrella groups therefore:

- No general meeting will be held after the AGM.
- Members to be invited to bring drinks and nibbles to share.

	<p><b>Updates</b>  Updates were provided on the following. Refer to Annex A (Action List) for details:  1. BalingUpcycle (J. Massey)  2. SFFD and Health &amp; Wellbeing Group collaboration (from Janine Milton)  3. SFFD/BMC shared coordinator discussions (from Janine Milton)  4. Bunbury Regional Prison Workforce application (W. Trow)  5. Use of BADSA building in emergencies – Shire funding application for Sky Muster</p>	
Report on action items	<p>Ongoing (tabled)  Complete (tabled)  Refer to Annex A</p>	<p>Chair  Chair</p>
Correspondence list	<p>Incoming/Outgoing (tabled)  Refer to Annex B</p>	<p>Secretary</p>
Confirmation of minutes from previous meeting	<p>Amendments N  <b>Moved</b> J.Massey  <b>Seconded</b> B.Hindocha</p>	<p>Carried Y</p>
Treasurer's report and accounts for payment	<p>(tabled)  Bank account statement presented to meeting  Operating account      \$15,822.59*  TD1                              \$ 0.00  TD2                              \$35, 294.18*  *Operating Account includes monies held for Men in Sheds (\$400.00) and Avenue of Honour (\$162.04), Balingup Upcycle \$39.18, Memorial Grant (\$260.17).  *TD2 \$27,000 of this is reserved as 'rainy day' account for SFFD &amp; BMC.  Donations: None  Membership payments: \$1 Mike King  Accounts for payment:  <ul style="list-style-type: none"> <li>• \$130.02 Water Corporation</li> <li>• \$81.50 Department of Transport</li> </ul> It was moved that the accounts be paid.  <b>Moved</b> J.Massey  <b>Seconded</b> Roz Benson   <b>Cheque Signatories</b>   It was moved that the following be added as approved bank signatories of the Balingup Progress Association:  Patrick Ridley  Wendy Trow  H.Van der Waal and J.Hornum to approve/sign at Bendigo Bank.   This will be reviewed at the AGM.   <b>Moved</b> J.Massey  <b>Seconded</b> Roz Benson</p>	<p>Treasurer</p> <p>Carried Y</p>

	<p>The meeting extended their best wishes to Helen and Dick Van der Waal as they head off for new adventures.</p> <p><b>BalingUpcycle</b>  Due to bank delays in opening a new account, BalingUpcycle used a square reader to put \$39.18 into the BPA account at the Carnivale (3 times on 27 and 28 Aug). It was moved that this amount is be transferred to the new BalingUpcycle bank account.</p> <p><b>Moved</b> W.Trow  <b>Seconded</b> Roz Benson</p>	Carried Y
Treasurer's report accepted and accounts approved for payment	<p>Amendments N  <b>Moved</b> W.Trow  <b>Seconded</b> R.Benson</p>	Carried Y
Business arising from previous minutes	None	
Reminders	<p><b>BalingUpcycle Spring Fashion Sundowner - Saturday 16 October</b> at 5pm in the Balingup Recreation Centre.</p> <p>Once again the <b>Family Dance</b> is on in Balingup - bring the family for a great evening: Music by "Retrosomic" great music, quizzes and lucky spots.  Proceeds will go to a local community group who support the evening.  Balingup Town Hall  <b>Saturday 9th of October</b>  7.15 pm to 10.30pm  Please ring Helen 0429 161 826 to book a table for friends and family.  BYO drinks and Nibbles, Tea and Coffee available.  \$15 p/p and \$30 for a family.  Learn to dance, enjoy the music and meet new people while getting some exercise.  This is a great opportunity to make use of our town hall.</p>	
Meeting closed	10.15am	
Next meeting date/time	<p><b>AGM will be held on Wednesday 6<sup>th</sup> October at 7pm</b>  Next General Meeting will be held Tuesday 2<sup>nd</sup> November 9am</p>	

7/9/21	ACTION LIST, BALINGUP PROGRESS ASSOCIATION INC	
ITEM MEETING DATE (FROM) PERSON RESPONSIBLE	ACTION	STATUS
<b>SFFD/BMC shared coordinator</b> Aug 21 Janine Milton	Conversations continue between the groups and it is hoped that we will be ready to advertise the position across the SW in September in the hope to attract a highly efficient event coordinator to start in October.	<b>ONGOING</b>
<b>Scarecrows in Balingup</b> Aug 21 D.Vanallen	At the August meeting, BADTA requested BPA's support for this project involving 6 to 9 permanent scarecrows through the town. For discussion at November meeting.	<b>ONGOING November</b>
<b>Town Hall decoration</b> Aug 21 Wendy Trow	A quote has been received from Sean and Sandy Mitchell for the cost of ceiling decorations (similar to those used at the SFFD dinner) to be installed in the Town Hall for year round use. More details are being sought before submitting to the Shire.	<b>ONGOING</b>
<b>Balingup Primary School Breakfast Club</b> Aug 21 Wendy Trow	A request was received from BPS Chaplain Mary Taylor for funding from BPA to run the breakfast club (\$800) and EdConnect (\$400). \$400 was provided in August 2021 and BPA will review again in January.	<b>ONGOING (January)</b>
<b>Volunteers Day</b> July 21 W.Trow	Application has been submitted to Department of Communities to hold a volunteers celebration at Recreation Centre. A grant of \$1000 has been requested. \$100 contribution from BPA will be required if grant is successful. Department of Communities have confirmed we hold on Sunday 6 <sup>th</sup> February 2022.	<b>ONGOING</b>
<b>Community Op Shop</b> July 21 W.Trow/J.Massey	Jackie Massey advised the group plans to open BalingUpcycle in November 2021 and are currently negotiating the lease. The President has written to our insurers (AON) to advise that the group will be operating under BPA umbrella and this is work in progress.	<b>ONGOING</b>
<b>SFFD/Health &amp; Wellbeing</b> July 21 J.Milton	J.Milton has advised that the BSFFD committee has finalised liaison with the Balingup Health and Wellbeing Committee and decided: <ul style="list-style-type: none"> <li>We have a common vision for the future of the field day to include a greater focus on personal and community health and wellbeing</li> <li>Several members of the H&amp;W committee have volunteered to support this through adding their efforts to the committee</li> <li>They would like to continue with their separate event as they value the smaller size and more intimate setting of the Village Green</li> </ul> This is a positive outcome for the community and the collaboration between the groups has fostered a greater depth of understanding of both vision and organisational structures. The BSFFD now has a viable committee (see Annex A-1) to ensure an event can be managed in 2022. The role of chair is vital and will be critical to work in collaboration with new paid coordinator. Anyone interested in this position is asked to contact Janine on 0411259411.	<b>ONGOING</b>

<b>Bunbury Regional Prison Workforce application</b> March 2021 Wendy Trow	Application for ongoing/general approval for BPA and Umbrella Group's to make use of Prison Workforce. A response has been received – see Annex A-2. Discuss when umbrella groups attend - at AGM.	<b>ONGOING</b>
<b>Community Insurance</b> May 2021 Wendy Trow	Letter sent to Labor representative, Jane Kelsbie 21 May, with a request that insurance companies provide "Community Group Insurance Packs"). Chased in July. Ms Kelsbie confirms her staff are investigating. W.Trow met with Shire President and discussed insurance issues. Have emailed him a copy of the insurance details and he has advised he will try to take this up with the Warren Blackwood Alliance of Councils and/or SWALGA.	<b>ONGOING</b>
<b>BPA Lease Agreement</b> 2021 Wendy Trow	W.Trow has followed up with Shire but there does not appear to be any urgency. BPA lease agreement with the Shire expired 30 June 21 – continue to operate under that.	<b>ONGOING</b>
<b>Use of BADSA building in emergencies</b> 2021 Wendy Trow	Use of BADSA building by community during extended power outages/emergencies. BADSA and CWA have confirmed all OK. W.Trow followed up response from Jess at Shire office and will continue to progress. <ul style="list-style-type: none"> <li>• Purchase of 3 satellite phones has been approved in Shire budget. One will be in Balingup (probably at Fire Shed but it is for community use).</li> <li>• Shire has applied for Sky Muster (pop-up internet) to be installed at Balingup Recreation Centre. Awaiting response.</li> </ul>	<b>ONGOING</b>
<b>Australia Day 2021</b> W.Trow	Place of announcements. President wrote to the Shire and requested that they reconsider their decision that all winners be announced in Donnybrook. Awaiting response.	<b>ONGOING</b>
<b>Update of town map in bus shelter</b> June 2021 H. Christensen	Costs to be negotiated with Sandy Mitchell and presented to BPA meeting for approval.	<b>ONGOING</b>
<b>Use of Town Hall by Community Groups</b> June 2021 W. Trow	BPA President has discussed use of the Town Hall by community groups with the Shire President and requested that community groups not be charge set up/take down hourly rate. It is important that any changes do not have an adverse impact on the Recreation Centre.	<b>ONGOING</b>
<b>General Signage 2021</b> (Helen C./ Deb Vanallen)	Make a list of all redundant signs in town (BADSA and Townscape). Send list to Shire and ask that they liaise with the landowner to arrange removal (Townscape)	<b>ONGOING</b>
<b>BSFFD/BMC Insurance contribution</b> (Treasurer)	To be annually reviewed and be formally communicated via correspondence to the umbrella groups by the Treasurer. (BMC's contribution details are included in their recent Partnership Agreement document). Action annually in November.	<b>ONGOING November</b>

**SFFD committee members 2022:**

Chair	???
Treasurer	Russell Price with Andrew Scott understudy for 2022
Gates	Dave Franks
Music	Gary Hodge & Bethany Chia
Talks/ demos	Judy Allen, Katherine Thorgensen, Elizabeth Verheyen
Media/ Promotion	Julia Smith, Karen Connor
Parking	Andrew Scott
Waste Management	Bhavni Hindocha + ??
Kids Grow Zone/ Activities	??
Electrical	Andrew Sinagra
Oval Set Up	Stuart Walls

If anyone would like to join into a team with any of the committee positions, it is always great to have backup and not leave it to any one person. Please contact Janine.

**Bunbury Prison Team – Approved August 2021**

Group requested	Approved	Further action required?
Balingup Art & Craft Affair (BACA)	Balingup Town Hall Jayes Road, Balingup (Telling Tales in Balingup, Balingup Art and Craft Affair)	
Telling Tales in Balingup		
Balingup Medieval Carnivale (BMC)	Balingup Community Grounds and Community Centre, Brockman Street, Balingup (Balingup Medieval Carnivale, Balingup Mens Shed, Balingup Rail Group, Birdwood Park Avenue of Honour Group)	
Balingup Men in Sheds		
Balingup Rail Group (BRG)		
Birdwood Park Avenue of Honour Group		
Balingup Small Farm Field Day (BSSFD)	Walter Road, Balingup – Small Farm Field Day	
Balingup Community Forest Garden (BCFG)	No	
Balingup Heritage Exhibition	No	
Balingup Patches and Craft	No	
Balingup Townscape Committee	No	
Mullalyup Improvement Group	No	

**September 2021****Correspondence In:**

INCOMING	INFO	ONGOING	ACTION
BADTA re Scarecrow Project (6/8/21)		x	
Balingup Primary School re Tax invoice for donation (10/8/21)	x		
Mary Taylor of Balingup Primary School re School Breakfast Program	x		
BADTA re UPDATE - Balingup & surrounds - featured in Caravan and Camping Show - GWN7 (10/8/21)	x		
Balingup Primary School re including School newsletter with BPA minutes (12/8/21)			x
BalingUpcycle re BalingUpcycle stall - request for help (15/8/21)	x		
Jen Woollard of Water Corporation re Balingup Pipeline Query - Wendy Trow (17/8/21)	x		
Bunbury Regional Prison re Bunbury Pre Release Unit (19/8, 23/8 2021)		x	
Felicity Wood of Water Corporation re Balingup Pipeline Query (20/8/21)	x		
Department of Communities, Grants Officer re Volunteers Day (24/8/21)	x		
Donnybrook CRC re AGM (26/8/21)	x		
Kathryn Hancock re Painted scarecrows (24/8/21)		x	
Blackwood Basin Group re BBG Membership			x
BADTA re Regional Economic Development Grants - Now Open (2/9/21)	x		
Regional Arts WA re Community Presenter Professional Development Funding (2/9/21)	x		
BADTA re BADTA September Meeting (2/9/21)	x		
Stephanie Balzan of AON re Balingup Insurance (BalingUpcycle) (17/8, 30/8, 3/9 2021)		x	

**Correspondence Out:**

OUTGOING	INFO	ONGOING	ACTION
To Department of Communities re Volunteers Day Grant Application - Balingup (7/8/21)		x	
To BPA Members re Reminders and Upcoming Dates to Remember (9/8/21)	x		
To Mary Taylor of Balingup Primary School re School Breakfast Program (10/8/21)	x		
To Stephanie Balzan of AON re Balingup Insurance (BalingUpcycle) (16/8/21)			
To Jen Woollard re Balingup Pipeline Query (18/8/21)	x		
To BPA Members re Sunday 22 <sup>nd</sup> August (20/8/21)	x		
To Bunbury Regional Prison re Bunbury Pre Release Unit (23/8/21)		x	
To BPA members re Shire notice Balingup information forum on 7/9/21 at 10.30am (2/9/21)	x		
To BPA members re Chat with a Councillor Thurs 10.15 Mushroom (2/9/21)	x		