



Western Australia

Minutes of the Bridge Opening Committee Meeting
held in the Council Chambers
On 11th March 2016, commencing at 8:00am

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The CEO declared the meeting open at 8:03 am.

Christopher Paterson of Palassis Architects will be giving a presentation on the Ballinyoo Bridge Historical Interpretation.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Committee Members

President Mark Halleen
Councillor Simon Broad
Councillor Emma Foulkes-Taylor
Frances Jones
Jo Squires
Dianne Daniels – CEO

Presenter

Christopher Paterson – Palassis Architects

3. ELECTION OF PRESIDING MEMBER

File:	4.1
Author:	Dianne Daniels – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	8 TH March 2016
Attachments:	N/A

Matter for Consideration:

A Presiding Member is to be elected from within the Committee for a two year term of office expiring in October 2017, or sooner if the Committee is disbanded.

Background:

The Local Government Act prescribes that a Committee is to elect a Presiding member as the first matter dealt with at the first meeting of Council after an ordinary elections day.

Comment:

Nominations are to be lodged in writing to the CEO, indicating consent of the nominee, prior to or at the Meeting (Nomination form attached).

Councillors will cast their vote by secret ballot, votes will be counted and the CEO will declare the results. If there is equality of votes between 2 or more candidates, then the meeting is to be adjourned for not more than seven days. Nominations may be withdrawn or further nominations may be made before or when the meeting resumes. If the second round of voting results in a tie, then the CEO is to draw lots in accordance with regulations to determine which candidate is elected.

Statutory Environment:

LGA s. 5.11. Committee membership, tenure of

(1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —

- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
- (b) the person resigns from membership of the committee; or
- (c) the committee is disbanded; or
- (d) the next ordinary elections day, whichever happens first.

LGA s. 5.12. Presiding members and deputies, election of

(1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —

- (a) to “office” were references to “office of presiding member”; and
- (b) to “council” were references to “committee”; and
- (c) to “councillors” were references to “committee members”.

(2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —

- (a) to “office” were references to “office of deputy presiding member”; and
- (b) to “council” were references to “committee”; and
- (c) to “councillors” were references to “committee members”; and
- (d) to “mayor or president” were references to “presiding member”.

LGA Schedule 2.3 Division 1

1. Terms used In this Division

— *office* means the office of councillor mayor or president.

2. When council elects mayor or president

(1) The office is to be filled as the first matter dealt with —

(a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and

3. CEO to preside

The CEO is to preside at the meeting until the office is filled.

4. How mayor or president is elected

(1) The council is to elect a councillor to fill the office.

(2) The election is to be conducted by the CEO in accordance with the procedure prescribed.

(3) Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.

(3a) Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.

(4) If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.

(5) The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.

(6) Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.

(7) As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

5. Votes may be cast a second time

(1) If when the votes cast under clause 4(5) are counted there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days.

(2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.

(3) When the meeting resumes the councillors are to vote again on the matter by secret ballot as if they were electors voting at an election.

(4) The votes cast under subclause (3) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.

Schedule 4.1 — How to count votes and ascertain the result of an election [s. 4.74]

1. The number of votes given for each candidate is to be ascertained.

2. If the election is to fill the office of mayor or president, the candidate who receives the greater or greatest number of votes is elected.

3. If the election is to fill one office of councillor, the candidate who receives the greater or greatest number of votes is elected.

4. If the election is to fill 2 or more offices of councillor, the candidates elected are —

- (a) the candidate who receives the greatest number of votes; and
- (b) the candidate who receives the next highest number of votes; and
- (c) the candidate who receives the next highest number of votes, and so on up to the number of offices to be filled.

5. If 2 or more candidates receive the same number of votes so that clause 2, 3 or 4 cannot be applied, the returning officer is to draw lots in accordance with regulations to determine which candidate is elected.

Nominations Received:

President Halleen

Result of Election:

President Halleen elected unopposed.

4. ELECTION OF DEPUTY PRESIDING MEMBER

File:	4.1
Author:	Dianne Daniels – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	8 TH March 2016
Attachments:	N/A

Matter for Consideration:

The Committee is to consider whether it wants to elect a Deputy Presiding Member and if so, undertake the election according to LGA Schedule 2.3, Division 2

Background:

The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with LGA Schedule 2.3, Division 2

Comment:

Nominations are to be lodged in writing to the CEO, indicating consent of the nominee, prior to or at the Meeting (Nomination form attached).

Councillors will cast their vote by secret ballot, votes will be counted and the CEO will declare the results. If there is equality of votes between 2 or more candidates, then the meeting is to be adjourned for not more than seven days. Nominations may be withdrawn or further nominations may be made before or when the meeting resumes. If the second round of voting results in a tie, then the CEO is to draw lots in accordance with regulations to determine which candidate is elected.

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- (c) the committee is disbanded; or
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- (a) to "office" were references to "office of presiding member"; and
- (b) to "council" were references to "committee"; and
- (c) to "councillors" were references to "committee members".

(2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —

- (a) to "office" were references to "office of deputy presiding member"; and
- (b) to "council" were references to "committee"; and
- (c) to "councillors" were references to "committee members"; and
- (d) to "mayor or president" were references to "presiding member".

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4. If the election is to fill 2 or more offices of councillor, the candidates elected are —

(a) the candidate who receives the greatest number of votes; and

(b) the candidate who receives the next highest number of votes; and

(c) the candidate who receives the next highest number of votes, and

so on up to the number of offices to be filled.

5. If 2 or more candidates receive the same number of votes so that clause 2, 3 or 4 cannot be applied, the returning officer is to draw lots in accordance with regulations to determine which candidate is elected.

Nominations Received:

Nil

Result of Election:

No Deputy elected

5. STANDING ORDERS

Committee Decision:

Moved: Councillor Broad

Seconded: Frances Jones

That the following Local Law-Standing Orders 2001 be stood down:

8.2 Limitation on the number of speeches

8.3 Duration of speeches

Carried

For: 6

Against: 0

6. CONFIRMATION OF MINUTES

N/A

7. DISCLOSURE OF INTERESTS

Nil

8. PRESENTATIONS

Chris Paterson worked through his presentation on the historical interpretation of the span of the old bridge, showing a Power Point presentation of the Palassis proposal for the interpretation.

Signs had been designed that reflected the structure of the bridge, including piles; designed to give good vision to people in wheel chairs; suggested that one sign be erected on the north east bank of the river, facing the new bridge and a second sign be erected close to the span; suggested text for the signs was included in the presentation.

The Committee discussed the general layout of the site and it was agreed that:

Two interpretive signs would be erected as described above;

Interpretive signs would be erected on the span;

Pre-fab galv steps would to be erected on the eastern side of the span;

A discrete stainless steel wire guard would be fitted to the western side of the bridge to ensure that visitors did not fall over the edge;

Parking close to the bridge would be limited to a few cars – physical granite barriers to be put in place;

Caravans and larger vehicles to be directed to the established parking bay on the north eastern side of the river;

A walk way would be constructed linking the caravan parking bay to the river and the span. The walk way would be constructed along similar lines to the botanical walk in the Settlement;

The Committee also discussed setting up a picnic spot at the river with shelters, to encourage visitors to stay and enjoy the interpretive site.

Action Items:

Action Item	Responsible Person	Status
<i>Revised Sketch</i>	<i>CP</i>	
<i>Budget</i>	<i>CP/DD</i>	
<i>Send old photos to CP</i>	<i>EF-T</i>	<i>Complete</i>
<i>Take photos of site with drone</i>	<i>RF-T</i>	<i>Complete</i>
<i>Look through station diaries for original opening date</i>	<i>EF-T</i>	<i>Complete</i>

Cr E Foulkes-Taylor thanked Chris for the design – she thinks he has done a great job.

9. BRIDGE OPENING COMMITTEE BUSINESS

Catering

The Committee discussed numbers and thought that we would need to cater for 150-200 people, numbers to be confirmed closer to the date.

Committee agreed to:

A long table lunch as suggested by Jo Squires – ploughman style main course with mixed tartlets/cakes for desert; platters to be delivered to each table;

External caterers;

Alcohol (beer & wine) to be available in big ice-chests behind each table. Caterers to have RSA;

VIP/Council name tags on tables – reserve the middle tables for VIPs/Council and then everyone else can arrange themselves;

Marquees to be hired and set up in case of inclement or hot weather;

Tables/chairs/ice chests etc to be hired;
 Bridge to be closed and traffic diverted over low level crossing;

Photos

Professional photographer;
 Cr Broad suggested that all vehicles with MU plates line up in sequence under the bridge for photos – there was general agreement to this proposal;

Invitations

Present and past residents;
 Neighbouring Shires – President & CEO;
 MWDC – Chair, CEO and Steve Douglas;
 Ex CEO's;
 A representative from Bocol and Main Roads;
 Brian & Mary Wake;

Need strict RSVP numbers

Other

The Committee discussed hiring of Portaloos, security (is it needed?), bar licence, rubbish control.

The Committee also discussed delaying the opening as there was concern that there was too much to organise in too short a time

Committee Decision:		
Moved: Councillor Emma Foulkes-Taylor	Seconded: Jo Squires	
That the date for the Opening of the Ballinyoo Bridge be moved from May to September 10 2016.		
Carried	For: 6	Against: 0

Action Items:

Action Item	Responsible Person	Status
Research catering companies	EF-T	
All members to send invite lists to DD prior to next meeting	All	
Take changed opening date to Council in April	DD	
Security/liquor licence		

10. NEXT MEETINGS

1 April 2016 8 am

11. MEETING CLOSURE

The Chair declared the meeting closed at 10:32 am.

These minutes were confirmed at the committee meeting held on 1st April 2016.

Signed..... Presiding Officer