



Western Australia

Minutes of the Bridge Opening Committee Meeting
held in the Council Chambers
On 1st April 2016, commencing at 8:15am

CONTENTS

1.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	3
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE	3
3.	STANDING ORDERS	3
4.	CONFIRMATION OF MINUTES.....	3
4.1	Bridge Opening Committee Meeting 11 March 2016.....	3
5.	DISCLOSURE OF INTERESTS	3
6.	PRESENTATIONS.....	4
7.	BRIDGE OPENING COMMITTEE BUSINESS.....	4
8.	NEXT MEETINGS.....	7
9.	MEETING CLOSURE	7

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 8:15 am.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

President Halleen
Councillor Broad
Councillor E Foulkes-Taylor
CEO Dianne Daniels
Frances Jones

Apologies

Jo Squires

3. STANDING ORDERS

Committee Decision:

Moved: Frances Jones

Seconded: Councillor Broad

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: 4

Against: 0

4. CONFIRMATION OF MINUTES

4.1 Bridge Opening Committee Meeting 11 March 2016

Background:

Minutes of the meeting of the Bridge Opening Committee have previously been circulated to all Committee Members.

Recommendation:

That the minutes of the Bridge Opening Committee meeting held on 11th March 2016 be confirmed as an accurate record of proceedings

Voting Requirements:

Simple majority

Council Decision:

Moved: Councillor E Foulkes-Taylor

Seconded: Frances Jones

That the Minutes of the Bridge Opening Committee meeting held on the 11th March 2016 be confirmed *with the following amendment:*

at Item 9. Bridge Opening Committee Business – Photos

amend: 'all vehicles with MU plates line up in sequence under the bridge for photos'
to: 'vehicles with MU number plates 0-10 line up in sequence under the bridge for photos'

Carried/Lost

For: 4

Against: 0

5. DISCLOSURE OF INTERESTS

Nil

6. PRESENTATIONS

Chris Paterson has forwarded the revised sketches by email – attached to Agenda

Action Items:

The revised sketches of the interpretive span were perused by the Committee Members and the new items were added to the Action List:

Action Item	Responsible Person	Status
Revised Sketch	CP	V2 by email 30/03/2016
Budget	CP/DD	Ongoing
Send old photos to CP	EF-T	Complete
Take photos of site with drone	RF-T	Complete
Look through station diaries for original opening date	EF-T	Complete - 1 May 1930
<i>Check if footpath from camp ground to span is in stock route or road reserve.</i>	CEO	
<i>Does landscape design around span fit into road reserve?</i>	CEO	
<i>Sketch SK-2 a few bigger well placed boulders would be more suitable than many small rocks as shown on the design;</i>	CEO/CP	
<i>Check scale on drawing SK-3 – it appears to be incorrect</i>	CEO/CP	
<i>Sketch SK-4 need minimum number of strands on railing.</i>	CEO/CP	
<i>Sketch SK-5 – adjust steps hand rails to have the same railing as original span, if possible</i>	CEO/CP	
<i>Sketch SK-5 – include opening date of original bridge on opening photo – 1 May 1930</i>	CEO/CP	
<i>Sketch SK-6 – wording on signs too repetitive; New bridge sign – save for information on opening of new bridge; Remove photo of 'people at the original opening' from SK-5 and move to SK-6 (span); Move photo of 'man on bridge' from SK-6 to SK-5.</i>	CEO/CP	
<i>Provide sign wording in word format to committee</i>	CEO/CP	

Once the interpretive site is in the construction phase, we need a directional sign north of the interpretive span (north of the bend), another as we take the turn left onto the bypass road directing traffic back to the span and another directing long vehicles to the existing parking;

President Halleen queried the cost; CP is obtaining costs from potential suppliers.

7. BRIDGE OPENING COMMITTEE BUSINESS

Catering

Notes 11/03/2016

150-200 people

Long table lunch – 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;

Notes 1/04/2016

Cr E Foulkes-Taylor is prepared to supervise the catering. A preliminary budget for the catering is:

Gtn Party Hire (chairs/tables etc) \$1,100

Food \$2,000

Caterers \$4,000

Still need to investigate shelter – a whole series of marquee tops, no walls;

Need generator on site – Shire can provide;

Local women to bake cakes for sweets;

Hire marquee for caterers;

Prepare food at settlement and transport to bridge;

Committee happy for Cr E Foulkes-Taylor to follow up with different community groups to see if they are willing to cater and how much they would ask for the service;

Cr Broad suggested that provision of alcohol might be as simple as us organising and delivering to site; Cr E Foulkes-Taylor suggested offering the opportunity to the Sports Club – they could organise the licence and order and deliver the alcohol; President Halleen to follow up with the Sports Club.

Photos

Notes 11/03/2016

Professional photographer;

Line up vehicles with MU plates in sequence under the bridge for photos

Notes 1/04/2016

CEO to follow up with photographers. Cr E Foulkes-Taylor to email the contact details for her niece and Frances to email contact details for a professional photographer/videographer with whom she has had dealings.

Invitations

Notes 11/03/2016

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

Notes 1/04/2016

Cr E Foulkes-Taylor has prepared a list – sitting at just under 200 people and growing.

Have invitations printed in Geraldton and include the program on the invitation.

Other

Notes 11/03/2016

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	EF-T has sent spreadsheet with suggested invitees
Take changed opening date to Council in April	DD	April meeting
Security/liquor licence		

Notes 1/04/2016

The Committee discussed having a 'Welcome to Country' and asking Fred Ryan to sing Murchison River. President Halleen to ask chairman of PIA to do Welcome to Country.

Require a PA system.

Cr E Foukes-Taylor suggested having timber platters made out of local timber, branded with the Ballinyoo Bridge, for sale; Committee thought it a good idea, but give away as a memento rather than selling. President Halleen to check the oregon at the top shed to see if it is suitable.

Discussed parking and the requirement for a marshalling steward. Approach Katie Jeffries to request permission to park on south west of bridge on freehold land.

Book all rooms at the roadhouse.

President Halleen and CEO to work on Program – the program to be on the invitation and on a big board at the smoko table.

Action Items:

Action Item	Responsible Person	Status
Research catering companies	EF-T	Ongoing
All members to send invite lists to DD prior to next meeting	All	Ongoing - EF-T has sent spreadsheet with suggested invitees.
Take changed opening date to Council in April	DD	April meeting
Cr Broad to ask Fred Ryan if he would sing at Opening	Cr Broad	
Liquor licence/alcohol – ask Sports Club	President Halleen	
Request quotes from photographers. Cr EF-T and FJ to email details of their contacts through to CEO	CEO/EF-T/FJ	
Speak to Lenny Merry re 'Welcome to Country'	President Halleen	
Follow up with Minister Redman	DD	
Check Oregon at Top Shed for platters	President Halleen	
Approach Katie Jeffries re parking on south west of bridge on freehold land.	CEO	
Book all rooms at Roadhouse	DD	
Programming	CEO/President Halleen	

8. NEXT MEETING

11 May 2016

9. MEETING CLOSURE

The meeting closed at 10:55 am.