



Western Australia

Agenda for the Bridge Opening Committee Meeting
to be held in the Council Chambers
on Wednesday 11th May 2016, commencing at 8:00 am

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

3. STANDING ORDERS

Committee Decision:

Moved:

Seconded:

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/lost

For:

Against:

4. CONFIRMATION OF MINUTES

4.1 Bridge Opening Committee Meeting 1 April 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 1st April 2016 be confirmed as an accurate record of proceedings

Voting Requirements:

Simple majority

Council Decision:

Moved: Councillor

Seconded:

That the Minutes of the Bridge Opening Committee meeting held on the 1st April 2016 be confirmed as an accurate record of proceedings.

Carried/Lost

For:

Against:

5. DISCLOSURE OF INTERESTS

6. PRESENTATIONS

7. BRIDGE OPENING COMMITTEE BUSINESS

Interpretation of the Historic Span

Notes 1/04/2016

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.

Notes 11/05/2016

Chris Paterson has forwarded the Revision 3 sketches by email – attached to Agenda

Chris has also forwarded prices for the two interpretive signs and two railing mounted signs

Company	Supply Only (ex GST)	Supply & Install (ex GST)
Signs & Lines	\$12,132.00	\$23,494.08
Kingman Visual	\$6,019.40	\$16,011.27
The Factory	\$12,396.00	\$21,804.00

An action Item update appears in red below:

Action Items:

Action Item	Responsible Person	Status
Revised Sketch	CP	V2 by email 30/03/2016 V3 by email 10/05/2016
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
Check if footpath from campground to span is in stock route or road reserve.	CEO	Design has been revised so that footpath is within the 100 metre road reserve
Does landscape design around span fit into road reserve?	CEO	Yes
Sketch SK-2 a few bigger well placed boulders would be more suitable than many small rocks as shown on the design;	CEO/CP	Requested not amended
Check scale on drawing SK-3 – it appears to be incorrect	CEO/CP	Changed from 100m to 50m
Sketch SK-4 need minimum number of strands on railing.	CEO/CP	Stainless steel option replaced with free-standing, mild steel handrail system (not requested)
Sketch SK-5 – adjust steps hand rails to have the same railing as original span, if possible	CEO/CP	Sketch of handrails removed and brochure provided
Sketch SK-5 – include opening date of original bridge on opening photo – 1 May 1930	CEO/CP	Opening photo removed from SK-5 and 'man on bridge' inserted instead as requested, so no date inserted
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.	CEO/CP	New options provided for wording on SK-6 signs. Photo of 'people at original opening' removed from SK-5, but SK-6 already had that photo. Photo of 'man on bridge' moved from SK-6 to SK-5.
Provide sign wording in word format to committee	CEO/CP	Provided

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.

Notes 11/05/2016

Refer Action Item Update

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.

Notes 11/05/2016

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.

Notes 11/05/2016

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

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 Foulkes-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.

Notes 11/05/2016

An action Item update appears in red below:

Action Items:

Action Item	Responsible Person	Status
<i>Research catering companies</i>	<i>EF-T</i>	<i>Cr E Foulkes-Taylor received an expression of interest from ICPA Midwest Branch for prep and serving smoko and lunch – they would bring swags and camp at the sports club. Committee to organise breakfast and lunch for them. The price quoted is \$4,000 for prep & service, (committee to provide food). EOI from ICPA Midwest Branch attached.</i>
<i>All members to send invite lists to DD prior to next meeting</i>	<i>All</i>	<i>Ongoing - EF-T has sent spreadsheet with suggested invitees.</i>
<i>Take changed opening date to Council in April</i>	<i>DD</i>	<i>New opening date of 10 September endorsed at April OCM.</i>
<i>Cr Broad to ask Fred Ryan if he would sing at Opening</i>	<i>Cr Broad</i>	
<i>Liquor licence/alcohol – ask Sports Club</i>	<i>President Halleen</i>	<i>A liquor licence is not required to consume alcohol if you are not selling drinks. Depending on the size of the event, it may be appropriate to notify the WA Police. The Sports Club is happy to provide drinks.</i>
<i>Request quotes from photographers. Cr EF-T and FJ to email details of their contacts through to CEO</i>	<i>CEO/EF-T/FJ</i>	
<i>Speak to Lenny Merry re 'Welcome to Country</i>	<i>President Halleen</i>	<i>President Halleen spoke to Len Merry who recommended Alan Egan as he grew up on Billabalong. Len also thought that Fred Ryan's song was a great idea.</i>
<i>Follow up with Minister Redman</i>	<i>DD</i>	<i>Unfortunately, I haven't been able to get a response from the Ministers Office – even his Office have trouble getting in touch with him because he is a 'Regional Minister'.</i>
<i>Check Oregon at Top Shed for platters</i>	<i>President Halleen</i>	
<i>Approach Katie Jeffries re parking on south west of bridge on freehold land.</i>	<i>CEO</i>	
<i>Book all rooms at Roadhouse</i>	<i>DD</i>	<i>Done for Friday 9th September</i>
<i>Programming</i>	<i>CEO/President Halleen</i>	<i>See attached Draft Program</i>

8. NEXT MEETING

9. MEETING CLOSURE
