



Western Australia

Minutes for the Bridge Opening Committee Meeting
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 8:10 am.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

President Mark Halleen
Councillor Broad
Councillor Emma Foulkes-Taylor
Frances Jones
Jo Squires
Dianne Daniels – Chief Executive Officer
Linda Gray – D/Chief Executive Officer (Minute taker)

3. STANDING ORDERS

Committee Decision:

Moved: Councillor Broad

Seconded: Jo Squires

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: 5 Against: 0

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

Committee Decision:

Moved: Councillor Foulkes-Taylor

Seconded: Frances Jones

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

Carried

For: 5 Against: 0

5. DISCLOSURE OF INTERESTS

Councillor Foulkes-Taylor had previously been asked by the Committee to supervise the Opening Ceremony's catering, and to approach community groups to see if they were interested in providing catering support. As Midwest ICPA has signalled its interest, Councillor Foulkes-Taylor raised the issue of whether there was a conflict of interest with regard to her current position as President of the Midwest ICPA.

Advice was sought from the CEO, and it was proposed that:

Committee Decision:		
Moved: Councillor Broad	Seconded: Jo Squires	
That Emma Foulkes-Taylor would be allowed to stay in the meeting as it was a pecuniary interest only.		
Carried	For: 4	Against: 0

6. PRESENTATIONS

7. BRIDGE OPENING COMMITTEE BUSINESS

7.1 Interpretation of the Historic Span

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

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

The original actions listed above in reference to Sketch SK-4 and Sketch SK-5 were discussed. The issue of whether the design change was acceptable in terms of safety was raised. The meeting agreed that the wire was acceptable, the issue was the spacing.

8.20 The CEO left the meeting to collect the original design.

8.21 The CEO returned with the relevant documentation.

The Chair emphasised to the meeting that the desire was for the railing design to resemble the old bridge. The CEO advised that this may result in having to have something manufactured specifically, and the increased cost was discussed. The meeting supported that the overall railings should be uniform, either solid bars or wiring.

The Chair identified the individual members' opinions concerning the look of the rails. The CEO supported the use of the wire, but questions were asked as to why there were so many strands, and that if wire was used it needed to be balanced with a more solid structure at each end. The Chair explained the limitations of wire, and the lack of knowledge at this stage of the wire to be used.

After further discussion, a motion was proposed that:

Committee Decision:		
Moved: Councillor Broad	Seconded: Frances Jones	
That the structure be all steel as Chris Paterson identified – mild steel, Locker group hand rail system.		
Carried	For: 4	Against: 1

A further query was received as to the colour of the steel

8:43 The CEO left the room to collect a photograph.

8.44 Councillor Broad left the room.

Discussion followed on the look of the old bridge, and the preference from three rails.

Council Decision:		
Moved: Frances Jones	Seconded: Councillor Foulkes-Taylor	

That black uprights and galvanised rails (3) is the preferred design similar to the old bridge.		
Carried	For: 5	Against: 0

8.45 Councillor Broad returned to the room.

8.46 The CEO returned to the room with the photograph.

Action Items:

Action Item	Responsible Person	Status
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) Instruct Palassis to amend railing on steps and rails to be "mild steel, Locker group hand rail system"
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. Instruct Palassis that design to be "Black uprights and galvanised rails (3) similar to the old bridge".

7.2 Signage

The Committee then reviewed the signage for the new and old bridges, and various editorial changes were requested.

The Committee also discussed whether there should be an acknowledgement of funding from Royalties for Regions in the signage. The Meeting agreed that the funding sources needed to be identified along the lines of be "state funding from Royalties for Regions' Mid West Investment Plan and Federal Government funding for Roads to Recovery". The final description to be completed by the CEO and forwarded to the Committee for approval.

The Chair also queried whether the actual cost should be included. The CEO advised that the final cost still had not been resolved, but could be slotted in when the final total was identified.

Action Items:

Action Item	Responsible Person	Status
The Highlight of the Year for Murchison Residents Signage		
Add "the" to "across Murchison River"	CEO	
Take out "Particularly during flood season" and replace with "During floods"	CEO	
The Committee requested an actual cost to replace "more than \$3 million" - this will be done when the final cost is calculated.	CEO	
Funding needed to be further identified, for example, "state funding for Royalties for Regions' Mid West Investment Plan and the Australian Government's Roads to Recovery program". CEO to complete final description and forward to Committee for approval.	CEO	
Replace "new dual-carriage structure" with "single lane structure"	CEO	
Ensure that Ballinyoo Bridge is consistent across all signage	CEO	
The Construction of the original Ballinyoo Bridge		
Replace "The bridge was designed by the Main Roads Engineer at the time, Ernest WC Godfrey, and built by H Martin & Co, in partnership with Robert Bunning." With "The bridge was designed by Ernest W C Godfrey, Main Roads Engineer, at the time, and built by H Martin & Co, in partnership with	CEO	

Robert Bunning”.		
Replace “The bridge was constructed from imported concrete and steel from England and was supported on steel cylinders filled with concrete and reinforced with steel rods, which were driven into the river bed.” With “The bridge was constructed from imported concrete and steel from England and was supported on steel cylinders filled with concrete reinforced with steel rods and driven into the river bed”.	CEO	
Replace “The original bridge was 240ft. long and 14ft. wide and was built to ease access problems in the area due to flooding.” With “The original bridge was 240ft. long., 14ft. wide and was built to ease access problems in the area due to flooding”.	CEO	

The Committee decided on the following changes: (Photographs number 1 to 6 – left to right)

9:18 Councillor Broad left the room.

9:21 Councillor Broad returned to the meeting.

Action Items:

Action Item	Responsible Person	Status
The Construction of the Original Ballinyoo Bridge (1929-1930)		
Take out “The first northern truss in place with filling from the river bank up to it. Replace with “The first northern truss in place with filling from the river bank.	CEO	
Take out “Note the barrels of imported cement from England to the left centre of the image: and replace with “Note the barrels of imported cement from England to the centre left”.	CEO	

It was proposed to change the “SE Bank” in Photograph 1 to identify the direction the photograph was taken, but after discussion it was decided not to make any amendment.

“Western Australia’s Second Oldest Concrete Bridge”.

The meeting read the writing and identified that “the Main Roads Engineer Ernest WC Godfrey” needed to be consistent with the previous editorial change. Otherwise, it was agreed that the wording was improved and acceptable.

The Chair asked the meeting whether there was a need for a motion to make the changes. It was agreed that the present process was as a discussion only, and the decisions could be ratified once the changes are made.

Action Items:

Action Item	Responsible Person	Status
Western Australia’s Second Oldest Concrete Bridge		
“The Main Roads Engineer Ernest W C Godfrey” needed to be consistent with the previous editorial change”.	CEO	

10:18 Frances Jones left the room.

10:20 Frances Jones returned to the room.

10:30 Morning Tea

10:53 Meeting reconvened.

7.3 Catering

Councillor Broad raised the issue of delegated authority to authorise payment for the catering. It was agreed that the CEO would take the request for approval for the delegation to the next Council Meeting to be held on 20 May 2016. Some discussion followed on the ability to draw funds for the catering from this year's budget, and this possibility will be reviewed by the CEO.

Action Items:

Action Item	Responsible Person	Status
The request for approval for the delegated authority to authorise payment for the catering is to be taken to the next Council Meeting to be held on 20 May 2016.	CEO	

The Chair asked Councillor Foulkes-Taylor to address the meeting in order to give an update on the catering. She advised that Midwest ICPA has expressed interest in supplying the platters for a cost of \$4,000, being labour costs only. Approximately ten members would attend, and they would stay at the Sports Club and bring swags. Councillor Foulkes-Taylor would organise breakfast and dinner for them, with transport to the venue to be organised. She also presented to the meeting an example of a platter at a cost of \$35. It was not made out of local wood but was a good example otherwise. The purchase is obviously dependent upon the Committee's decision to proceed with the idea of using local wood from Boolardy Station. Councillor Foulkes-Taylor would organise the food, with one ICPA group of five people preparing the platters and the other ICPA group being responsible for laying out the tables. However, this would not include the labour of setting them up.

In addition, as mentioned previously, local women would make cakes for dessert, and these would be served with tea and coffee.

Discussion followed on the practical aspect of the catering; the washing up facilities, choice of crockery, availability of water.

Frances Jones mentioned that Wooleen was interested in setting up a mobile kitchen, and she was happy to follow up on this in case it may be available for the event.

The CEO stressed that the event was an important one for the Shire of Murchison and her preference was for a total catering service that covered all the aspects of the day in regard to catering for such a large number of people. This also recognised the original policy to support local groups and to pass on any fund raising opportunities.

It was decided that research needed to be done in regard to the professional catering businesses operating that may be interested in catering for the event, and also in regard to returning crockery without the necessity of a meticulous wash. Frances said she would investigate this policy in regard to returning crockery.

Some of the Committee were supportive of Midwest ICPA doing the work identified but further information needed to be provided on what additional work could be done, which meant that their original quote would need to be reviewed and upgraded.

The necessity of hiring tables was discussed, and the need to book portaloos as soon as possible. In addition, the Committee felt that there was a clear need to set up marquees in case there was winter rain, and that umbrellas were not suitable for that reason.

The Committee then discussed the need to set up the program so that costs could be defined. It was agreed that Councillor Foulkes-Taylor would do that and bring the program back to the next meeting.

Action Items:

Action Item	Responsible Person	Status
Further information to be provided on the possibility of Wooleen having a mobile kitchen available for the Opening	FJ	
Information as to the return policy in regard to dirty	FJ	

crockery		
Program in regard to the catering for the Opening, including the hiring of tables, setting up and decorating of tables.	EFT	
Information on the hiring of marquees	CEO	

7.4 Other

As there will not be any alcohol sold at the event, it is not necessary for the Shire to apply for an Occasional Licence.

The Shire have some portaloos but these will be utilised by the maintenance crews. The CEO felt that we should obtain them from Geraldton, and the Shire will book them early because of other events at that time.

Action Items:

Action Item	Responsible Person	Status
The Shire of Murchison to decide how many portaloos were required, and to ensure that these are booked for the Opening Ceremony	CEO	

7.5 Branding

Councillor Foulkes-Taylor asked what the Committee's decision was in regard to purchasing the platters. Do we want to go to the trouble of using local wood or purchase the platters? The question was asked as in relation to the number of boards needed, suggested 35 per 200 people. In regard to the gifts, it was felt that local wood was more appropriate. The rest would be sold (keeping the gift ones unused). Discussion followed on relevant recipients, and the suggestion was to give them to the Minister, the Midwest Development Commission's staff (3), Councillors that have worked towards the process, possibility the Local Member (up to 20 will be needed).

Discussion followed on the logistics of branding the platters, and actually making the brand. The meeting then decided what they actually wanted the brand to be:

It was proposed that it should read:

Ballinyoo Bridge Opening
Shire of Murchison
10 September 2016

Accompanied by a picture of the bridge.

Action Items:

Action Item	Responsible Person	Status
Research is required to find out who can make the brand.	FJ	

7.6 Photograph – Line up of Motor Cars

This has been organised with the exception of one vehicle where the owner may not be in a position to travel. The cost and booking of a professional photographer is still not confirmed.

Action Items:

Action Item	Responsible Person	Status
Requirement to book a professional photographer to take the "line up of motor cars with low number plates" and for the Opening Ceremony.	CEO	To follow up.

7.7 Program:

The meeting discussed the design of the invitations, the Committee supported the idea of the bridge photograph being part of the invitation, with white space and attractive script.

Start would be 10.30 am for 11.00 am start or 11.30 am start was discussed. The Morning Tea needed to be included –that smoko would be available from 10.00 am with an 11.30 am start.

It was agreed that:

10.00 Smoko commences, with 11.30 start for the Welcome.

A suggestion would be “Smoko available from 10.00 for a 11.30 am start”.

Lunch is set for 12.45.

A question was asked in regard to setting up for the Opening Ceremony on the bridge, and the involvement of the low level crossing. The logistics were discussed in regard to photographs, and the acoustics of the Opening Ceremony. It will be located at the Northern end.A

A comment was made in regard to special scissors for the Ceremony which will be held at the Northern end of the bridge. The CEO to follow up regarding the scissors.

Action Item:

Action Item	Responsible Person	Status
The Shire of Murchison to research the need for “special” scissors for the event.	CEO	

7.8 Welcome to Country

The meeting was advised by Councillor Simon Broad that Fred Ryan was very keen to attend the Opening Ceremony and there were two options in regard to this:

1. Fred Ryan and a full band - we would supply power, accommodation and meals for a cost of \$5,000 to \$7,000.
2. Fred Ryan and two other band members – we would supply power, accommodation and meals for a cost of \$1,500 to \$2,000.

In addition, Fred asked if he could have his CDs out on display for sale. The meeting agreed to this. It was decided that a full band was not needed and that the agreement would be for Fred Ryan and two other band members.

The Chair suggested Alan Egan to do the Welcome to Country and this was supported by the Committee. A cost to be requested.

Discussion followed on the booking of the rooms at the Roadhouse, and the effect that the Shire’s bookings will have on the availability of rooms for people attending the events. It was decided that the rooms would be booked out by the Shire for Saturday night, and offered to people (pay their own) attending the event.

Action Items:

Action Item	Responsible Person	Status
A cost to be requested for the “Welcome to Country” opening by Alan Egan	Chair	
Confirmation to be obtained in regard to Fred Ryan’s availability at the Opening Ceremony	SB	
The Shire of Murchison to book all rooms available for the Friday and Saturday nights (9 & 10 September 2016). These would then be available to people attending the Opening Ceremony with the requirement that they have the responsibility for the accommodation costs.	CEO	

7.9 Platters

Action Items:

Action Item	Responsible Person	Status
The Chair to approach the Saw Doctor in regard to making the platters for the Opening Ceremony.	Chair	

7.10 Anything Other Business.

The CEO raised the matter of the lunch being on the bridge, and the danger of children falling off the bridge. Discussion followed on the role of children at the event, for example, the providing of a crèche. The decision was the possibility of banning children off the bridge. Further discussion followed on whether children would attend, whether an age limit should be set, or even if children would be invited at all. The decision needs to be placed on the invitation.

11:31 Councillor Foulkes-Taylor left the room.

11:33 Councillor Foulkes-Taylor returned to the Meeting.

The discussion focused on the identification of who is attending and their response, and the prevention of uninvited guests.

11:36 Councillor Broad left the room.

11:37 Councillor came back in the room.

11:40 The CEO left the room

11:45 The CEO came back in the room.

7.11 Invitations

EFT read the list out to the meeting, and a consensus was reached as to whom should be invited, based on their involvement with the community both current and in the past. Also consideration was given to whether the expectation was that invitees could bring their children even though the invitation will not include their names. However, it was felt that there is some prospective invitees who will have their children included as they are very much part of the current community.

The CEO advised that she had still not received a response from the Minister's Office in regard to attending, and this will be followed up.

Action Items:

Action Item	Responsible Person	Status
Further approaches are to be made to the Minister's Office in regard to his attendance at the Opening Ceremony	CEO	

12:11 Jo Squires left the room.

12:13 Jo Squires came back in the room.

The CEO raised the matter of the addresses needed for the invitees, and the meeting was asked to notify the CEO of any information in regard to forwarding invitations. It was requested that this be done by end of May. The RSVP date will be the end of June.

Council Decision:

Moved: Frances Jones

Seconded: Councillor Foulkes-Taylor

"The Committee gives Frances Jones permission to draw up a draft invitation to be disseminated to members for approval via email".

Carried

For: 5

Against: 0

Action Items:

Action Item	Responsible Person	Status
Frances Jones to draw up a draft invitation to be disseminated to members for approval via email.	FJ	
The Committee to advise the Shire of Murchison of any addresses linked to the prospective invitees by the end of May.	Committee	

The Chair asked the meeting if there were any other issues to be raised. There was a negative response.

8. NEXT MEETING

The meeting date was discussed and it was resolved that the meeting would be held on Tuesday 7 June 2016 commencing at 8.00 am.

9. MEETING CLOSURE

The Meeting closed at 12.37 am.

Total Responsibility Matrix		
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. Complete.
Does landscape design around span fit into road reserve?	CEO	Yes. Complete.
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. Complete.
Check scale on drawing SK-3 – it appears to be incorrect	CEO/CP	Changed from 100m to 50m. Scale corrected. Complete.
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) Instruct Palassis to amend railing on steps and rails to be "mild steel, Locker group hand rail system"
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. Instruct Palassis that design to be "Black uprights and galvanised rails (3) similar to the old bridge".
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. Complete
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);	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.

Total Responsibility Matrix		
Action Item	Responsible Person	Status
Move photo of 'man on bridge' from SK-6 to SK-5.		Photo of 'man on bridge' moved from SK-6 to SK-5. Complete.
Provide sign wording in word format to committee	CEO/CP	Provided. Complete
The Highlight of the Year for Murchison Residents Signage		
Add "the" to "across Murchison River"	CEO	
Take out "Particularly during flood season" and replace with "During floods"	CEO	
The Committee requested an actual cost to replace "more than \$3 million" - this will be done when the final cost is calculated.	CEO	
Funding needed to be further identified, for example, "state funding for Royalties for Regions' Mid West Investment Plan and the Australian Government's Roads to Recovery program". CEO to complete final description and forward to Committee for approval.	CEO	
Replace "new dual-carriage structure" with "single lane structure"	CEO	
Ensure that Ballinyoo Bridge is consistent across all signage	CEO	
The Construction of the original Ballinyoo Bridge		
Replace "The bridge was designed by the Main Roads Engineer at the time, Ernest WC Godfrey, and built by H Martin & Co, in partnership with Robert Bunning." With "The bridge was designed by Ernest W C Godfrey, Main Roads Engineer, at the time, and built by H Martin & Co, in partnership with Robert Bunning".	CEO	
Replace "The bridge was constructed from imported concrete and steel from England and was supported on steel cylinders filled with concrete and reinforced with steel rods, which were driven into the river bed." With "The bridge was constructed from imported concrete and steel from England and was supported on steel cylinders filled with concrete reinforced with steel rods and driven into the river bed".	CEO	
Replace "The original bridge was 240ft. long and 14ft. wide and was built to ease access problems in the area due to flooding." With "The original bridge was 240ft. long., 14ft. wide and was built to ease access problems in the area due to flooding".	CEO	
The Construction of the Original Ballinyoo Bridge (1929-1930)		
Take out "The first northern truss in place with filling from the river bank up to it. Replace with "The first northern truss in place with filling from the river bank.	CEO	
Take out "Note the barrels of imported cement from England to the left centre of the image: and replace with "Note the barrels of imported cement from England to the centre left".	CEO	
Western Australia's Second Oldest Concrete Bridge		
"The Main Roads Engineer Ernest W C Godfrey" needed to be consistent with the previous editorial change".	CEO	
The request for approval for the delegated authority to authorise payment for the catering is to be taken to the next Council Meeting to be held on 20 May 2016.		
The request for approval for the delegated authority to authorise payment for the catering is to be taken to the next Council Meeting to be held on 20 May 2016.	CEO	
Further information to be provided on the possibility of Wooleen having a mobile kitchen available for the Opening	FJ	
Information as to the return policy in regard to dirty	FJ	

Total Responsibility Matrix		
Action Item	Responsible Person	Status
crockery		
Availability of marquees for the Opening – research including cost	CEO	
Information as to the return policy in regard to dirty crockery	FJ	
Program in regard to the catering for the Opening, including the hiring of tables, setting up and decorating of tables.	EFT	
The Shire of Murchison to decide how many portaloos were required, and to ensure that these are booked for the Opening Ceremony	CEO	
Research is required to find out who can make the brand.	FJ	
Requirement to book a professional photographer to take the line up of motor cars with low Number Plates and also for the Opening Ceremony.	CEO	To follow up.
The Shire of Murchison to research the need for “special” scissors for the event.	CEO	
Confirmation to be obtained in regard to Fred Ryan’s availability at the Opening Ceremony	SB	
A cost to be requested for the “Welcome to Country” opening by Alan Egan		
The Shire of Murchison to book all rooms available for the Friday and Saturday nights (9 & 10 September 2016). These would then be offered to people attending the Opening Ceremony with the requirement that they have the responsibility for the accommodation costs.	CEO	
The Chair to approach the Saw Doctor in regard to making the platters for the Opening Ceremony.	Chair	
Further approaches are to be made to the Minister’s Office in regard to his attendance at the Opening Ceremony	CEO	
Frances Jones to draw up a draft invitation to be disseminated to members for approval via email.	FJ	
The Committee to advise the Shire of Murchison of any addresses linked to the prospective invitees by the end of May.	Committee	