



Western Australia

Minutes for the Bridge Opening Committee Meeting  
held in the Council Chambers  
on Tuesday 7<sup>th</sup> June 2016, commencing at 8:34 am

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## 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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## 2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

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President Mark Halleen  
Frances Jones  
Jo Squires  
Dianne Daniels – Chief Executive Officer  
Linda Gray – D/Chief Executive Officer (Minute taker)

Apologies: Councillor Broad, Emma Foulkes-Taylor

## 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

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## 4. PUBLIC QUESTION TIME

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## 5. STANDING ORDERS

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**Committee Decision:**

**Moved:** Frances Jones

**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: 3      Against: Nil**

## 6. CONFIRMATION OF MINUTES

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### 6.1 Bridge Opening Committee Meeting 11 May 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 11 May 2016 be confirmed as an accurate record of proceedings

**Voting Requirements:**

Simple majority

**Committee Decision:**

**Moved:** Jo Squires

**Seconded:** Frances Jones

That the Minutes of the Bridge Opening Committee meeting held on the 11 May 2016 be confirmed as an accurate record of proceedings.

**Carried**

**For: 3      Against: Nil**

## 7. DISCLOSURE OF INTERESTS

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Nil

## 8. PRESENTATIONS

Nil

## 9. BRIDGE OPENING COMMITTEE BUSINESS

### 9.1 Interpretation of the Historic Span

*The CEO advised that she had notified Palassis, and Brian had taken photos. She has not received the revised plans yet but the matter was underway.*

### 9.2 Signage

*Similarly, the changes have gone to Palassis but the revised plans have not yet been received.*

#### Action Items:

Sketch SK-4 need minimum number of strands on railing. 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"	CEO/CP	Underway – revised plans to come.
Sketch SK-5 – adjust steps hand rails to have the same railing as original span, if possible. Sketch of handrails removed and brochure provided. Instruct Palassis that design to be "Black uprights and galvanised rails (3) similar to the old bridge".	CEO/CP	Underway – revised plans to come.
<b>The Highlight of the Year for Murchison Residents Signage</b>		
Add "the" to "across Murchison River"	CEO	Underway – revised plans to come.
Take out "Particularly during flood season" and replace with "During floods"	CEO	Underway – revised plans to come.
The Committee requested an actual cost to replace "more than \$3 million" - this will be done when the final cost is calculated.	CEO	Underway – revised plans to come.
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	Underway – revised plans to come.
Replace "new dual-carriage structure" with "single lane structure"	CEO	Underway – revised plans to come.
Ensure that Ballinyoo Bridge is consistent across all signage	CEO	Underway – revised plans to come.
<b>The Construction of the original Ballinyoo Bridge</b>		
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	Underway – revised plans to come.
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	Underway – revised plans to come.
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	CEO	Underway – revised plans to come.

problems in the area due to flooding”.		
<b>The Construction of the Original Ballinyoo Bridge (1929-1930)</b>		
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	Underway – revised plans to come.
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	Underway – revised plans to come.
<b>Western Australia’s Second Oldest Concrete Bridge</b>		
“The Main Roads Engineer Ernest W C Godfrey” needed to be consistent with the previous editorial change”.	CEO	Underway – revised plans to come.

*The Meeting discussed the best way forward in regard to the next step, and it was decided that a motion be proposed that:*

<b>Committee Decision:</b>		
<b>Moved:</b> Frances Jones	<b>Seconded:</b> Jo Squires	
Conditional upon the revised plans showing all changes as agreed at the last meeting, the Committee instructs the CEO to order the signs, railings and steps.		
<b>Carried</b>	<b>For:</b> 3	<b>Against:</b> Nil

**Action Item:**

Action Item	Responsible Person	Status
Once the revised plans are received and confirmed as correct by the CEO, the CEO is to order the signs, railings and steps as per the Committee’s instructions	CEO	

**9.2a Delegation**

- Update from CEO regarding the issue of delegated authority to authorise payment for the catering and the approval sought from Council.

*The CEO reported the outcome of the resolution, that the Council had approved the delegated authority to authorise payment for the catering. It is \$25,000 as per the Council’s approved budget.*

**9.2b Catering**

- Update from Councillor E Foulkes-Taylor in regard to the update on the catering and the role of ICPA. (Attachment: 9.3 Catering List).

*The President tabled Councillor E Foulkes-Taylor’s report on the catering list (see Attachment 9.3 Catering List). Unfortunately, Councillor E Foulkes-Taylor was unable to attend the meeting due to road closures; however, both she and the CEO had discussed the plan previously.*

*There were further discussions about the hiring of the marquees, and the importance of the marquee size due to having to fit on the Bridge. Some information was tabled that had come from Reeces Event Hire’s website that illustrated the use of smaller marquees that could be joined together to make enough room for the Long Table Lunch.*

The CEO left the room to photocopy the photos of the Reeces’ marquees at 9.52 am, returned at 9.54 am.

*Further information was discussed in regard to setting up the marquees on the Bridge, and the use of tie downs or ballast. There was support for the use of ballast, as this would mean that there would be no need to tie the marquees to the railings. Another relevant suggestion was to locate the marquees to one side to provide a clearly defined walkway for pedestrian use only.*

The photos from the Reeces Event Hire's website were further discussed at the meeting, and the importance of getting other quotes from other marquee hiring businesses; one suggestion being Marquee Men. A scope of the work will need to be defined and then quotations will need to be obtained before a decision could be made and brought back to the next meeting.

**Action Item:**

Action Item	Responsible Person	Status
A scope of work needed to be defined in consultation with Councillor E Foulkes-Taylor as to the quantities that were needed about catering equipment hire.	DCEO	
Quotations to be obtained, preferably from Reeces Event Hire, and a combination quotation from Marquee Men and Geraldton Party Hire.	DCEO	

The Meeting then considered the best way forward in regard to locking in a booking, and it was decided that:

<b>Committee Decision:</b>		
<b>Moved: Jo Squires</b>	<b>Seconded: Frances Jones</b>	
The Committee delegates the decision on which type of marquee and type/quantity of catering equipment hire to the CEO.		
<b>Carried</b>	<b>For: 3</b>	<b>Against: Nil</b>

**9.2c Other**

The catering on Friday evening, 9 September 2016, was discussed and it was agreed that the Committee would be paying for the food for the caterers, and that Councillor E Foulkes-Taylor was happy to organise and cook it. Jo Squires would be assisting Councillor E Foulkes-Taylor between the two preparation areas; the Murchison Settlement and the Ballinyoo Bridge.

Concerning the need for cakes, slices etc., a request needed to be made to the local ladies' groups for these to be made for the event.

**Action Item:**

Action Item	Responsible Person	Status
Request to local ladies' groups for cakes, slices etc for the Bridge Opening morning tea and lunch.	EFT	

The size and number of the marquees for the catering crew was discussed, as well as the need for one to host the Morning Tea venue. It was decided that the best solution was four of the smaller marquees considered for the Bridge, 3 metres x 3 metres.

Further matters were discussed concerning catering and the following was decided:

- Further information is required from the event hire organisations in regard to hiring a coolroom.
- The decoration of each table was also considered; table cloths were a necessity, but actual table decorations would be discussed at the next meeting.
- Only six people would be seated at each table.
- The preparation of fruit platters were too time consuming.

**Action Item:**

Action Item	Responsible Person	Status
Information collected as to the availability of portable coolroom to set up at the Ballinyoo Bridge site.	DCEO	

Identify any suggestions in regard to table decoration.	DCEO	
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Paul Lukitsch entered the room at 9:28 and requested permission to attend as an interested community member. The President agreed.

*Discussion followed on Mr Vince Catania's arrival by air, and that the pilot needed to be invited. A check needed to be made of the number accompanying Mr Catania.*

**Action Item:**

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. Advice received that Mr Vince Catania will be opening the event.	CEO	Check on the details of Mr Vince Catania's arrival, and numbers accompanying him.

*Discussion regarding payment of the ICPA, and whether Reece's will pick up the extras that ICPA could not do. Councillor E Foulkes-Taylor had advised that the cost had been adjusted to \$4,500, this was not tabled at the Meeting so she may expand on it at the next Opening Bridge meeting.*

*The meeting decided that the use of Midwest ICPA was the preferred option.*

*The ladies would be clearing the tables as well, but not actually serving drinks as the wine would be left on the tables. The alcohol to be placed in eskies close by and supply would be limited. It will be important that the eskies did not block the walkways. There would be a split between wine and beer, with the majority of beer being light beer.*

*It was suggested that the Shire of Murchison transfer vehicle be taken to the Bridge Opening site as well as the debrillator. Also that a designated First Aider be appointed.*

*The CEO would organise someone from the Shire to take a caravan down to the site the night before for security purposes.*

**Action Item:**

Action Item	Responsible Person	Status
The Shire of Murchison transfer vehicle to be taken to the Bridge Opening site, and debrillator. Investigate the possibility of having a designated First Aider onsite.	DCEO	
A PA and a rostrum needs to be available and part of the quote from the event hire organisations.	DCEO	
A Shire of Murchison caravan and a staff member to be on site Friday 9 September 2016 for security purposes.	CEO	

**9.2h Platters**

**Action Items:**

Action Item	Responsible Person	Status
The Chair to approach the Saw Doctor about making the platters for the Opening Ceremony. The timber is at the Saw Doctor. He thinks he will get approx.. 18 platters with the timber he has for a cost of \$500. He may get more platters if he can glue some pieces together.	Chair	Completed numbers to be advised.

The timber went down to the Saw Doctor last Tuesday, and he has advised that he will not get as many platters as needed, and that we may need to buy some. He has advised that he should get 20 out of the wood supplied. The Shire will need to buy the ones from Mitchell and Brown that Councillor E Foulkes-Taylor brought to the meeting in May. Frances Jones to ask David Pollock if there are any timber available at Wooleen.

It was agreed that advice as to definite numbers would be brought back to the next meeting.

### **9.2d Branding**

#### **Action Items:**

<b>Action Item</b>	<b>Responsible Person</b>	<b>Status</b>
Research is required to find out who can make the brand. There are two types of branding, traditionally with the firebrand or with the soldering type brand. Costs are \$690.00 for 65mls x 75mls, 300W soldering iron. Traditional branding iron (100mls x 100mls) would be \$720.00.	FJ	Frances to set up a costing comparison and to bring back to the next meeting.

Frances Jones spoke about the branding – traditionally with the fire brand, or with the soldering type branding. She had spoken with a graphic designer who could make up the Bridge logo. The Meeting decided to further consider the choices, and to bring back to the next meeting information concerning the time needed to make either brand.

The Meeting closed at 9:52 am., for Morning Tea.  
Meeting recommenced at: 10:12 am.

### **9.2e Photograph – Line up of Motor Cars**

#### **Action Items:**

<b>Action Item</b>	<b>Responsible Person</b>	<b>Status</b>
Requirement to book a professional photographer to take the “line up of motor cars with low number plates” and for the Opening Ceremony. Some names recommended to the CEO by the Committee.	CEO	To follow up.

Suzi's MU 6 will be there. MU 10 was a question mark but advice had been received that they will be able to get the number plate there.

There had been a couple of names suggested in regard to the photography. Brainsick Productions, Nick Covelli, was one of them and another name had been submitted to the CEO.

### **9.2f Program:**

#### **Action Item:**

<b>Action Item</b>	<b>Responsible Person</b>	<b>Status</b>
The Shire of Murchison to research the need for “special” scissors for the event. A pair of dressmaking scissors to be used and mounted for the Museum afterwards.	CEO	To be obtained.

It was agreed that the scissors would be mounted afterwards and possibly placed in the Shire of Murchison's Museum. The suggestion was a dressmaker scissors as these are often larger and more ornate. It was also agreed that ribbon would be used for the Opening Ceremony.



### **9.2g Welcome to Country**

#### **Action Items:**

<b>Action Item</b>	<b>Responsible Person</b>	<b>Status</b>
A cost to be requested for the "Welcome to Country" opening by Alan Egan	Chair	No cost as yet.
Confirmation to be obtained in regard to Fred Ryan's availability at the Opening Ceremony	SB	No cost as yet.

### **9.2i Invitations**

*Congratulations to Frances for getting this organised. The President asked the CEO what happened next concerning invitations going out. Discussion followed on sending them out and it was accepted that it would be the end of June. The addresses have been forwarded to the CEO with the exception of a couple of families which need to be followed up.*

*Frances said she had ordered 150 gold envelopes – the CEO asked in which colour ink would the addresses be written, the Meeting agreed it would be black with the RSVP date being 20 July.*

### **9.3 Further Business:**

#### **Media:**

*The Meeting decided it would be best to communicate with the ABC reporter based in Geraldton. It was also suggested that the Shire pay someone to write a Press Release. One of the recommendations being Samille Mitchell, who charges 50 cents a word. There was a general discussion and it was decided that contact would be made by the President with the ABC based in Geraldton, Sarah Taylor.*

*Any further information will be tabled at the next meeting.*

#### **Picnic Area:**

*The President mentioned that GNC Concrete and Precast in Geraldton had a concrete picnic table to fit six people plus a seat (\$850) that would fit a wheelchair, and also had very good seconds in these items.*

*The CEO replied that the picnic area is in the stock route so they decided not to do anything with it at this stage. Discussion followed about having just one at the interpretative site, and this is to be discussed at the next meeting.*

*The CEO suggested that at the next meeting the members should go down there and assess the site. In August the Shire has some spare time so if the markers are in place the crew could start work.*

*It was agreed that the next meeting would be held at Twin Peaks, and prior to it starting the members would attend at the Ballinyoo Bridge.*

*The President asked if there is any other business – nil response.*

## **10. NEXT MEETING**

*The next meeting will be Tuesday 28 June 2016 or Tuesday 5 July 2016, dependent upon Councillors Broad or E Foulkes-Taylor. The meeting date will be changed to Tuesday 5 July 2016 only if the Tuesday 28 June date is not convenient to those Committee members. The meeting will commence at 8.30 a.m. at the Ballinyoo Bridge itself, followed by the formal meeting at Twin Peaks afterwards.*

## **11. MEETING CLOSURE**

*The meeting closed at 10.46 a.m.*

#### **Complete Action Items as listed above:**

<b>Action Item</b>	<b>Responsible</b>	<b>Status</b>
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	Person	
<b>The Highlight of the Year for Murchison Residents Signage</b>		
Add "the" to "across Murchison River"	CEO	Underway – revised plans to come.
Take out "Particularly during flood season" and replace with "During floods"	CEO	Underway – revised plans to come.
The Committee requested an actual cost to replace "more than \$3 million" - this will be done when the final cost is calculated.	CEO	Underway – revised plans to come.
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	Underway – revised plans to come.
Replace "new dual-carriage structure" with "single lane structure"	CEO	Underway – revised plans to come.
Ensure that Ballinyoo Bridge is consistent across all signage	CEO	Underway – revised plans to come.
<b>The Construction of the original Ballinyoo Bridge</b>		
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	Underway – revised plans to come.
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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	Underway – revised plans to come.
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	Underway – revised plans to come.
<b>Western Australia's Second Oldest Concrete Bridge</b>		
"The Main Roads Engineer Ernest W C Godfrey" needed to be consistent with the previous editorial change".	CEO	Underway – revised plans to come.
Once the revised plans are received and confirmed as correct by the CEO, the CEO is to order the signs, railings and steps as per the Committee's instructions	CEO	
A scope of work needed to be defined in consultation with Councillor E Foulkes-Taylor as to the quantities that were needed about catering equipment hire.	DCEO	
Quotations to be obtained, preferably from Reeces Event Hire, and a combination quotation from Marquee Men and Geraldton Party Hire.	DCEO	
Request to local ladies' groups for cakes, slices etc for the Bridge Opening morning tea and lunch.	EFT	
Further approaches are to be made to the Minister's Office in regard to his attendance at the Opening	CEO	Check on the details of Mr Vince Catania's arrival, and numbers

Ceremony. Advice received that Mr Vince Catania will be opening the event.		accompanying him.
The Shire of Murchison transfer vehicle to be taken to the Bridge Opening site, and debrillator. Investigate the possibility of having a designated First Aider onsite.	DCEO	
A PA and a rostrum needs to be available and part of the quote from the event hire organisations.	DCEO	
A Shire of Murchison caravan and a staff member to be on site Friday 9 September 2016 for security purposes.	CEO	
The Chair to approach the Saw Doctor about making the platters for the Opening Ceremony. The timber is at the Saw Doctor. He thinks he will get approx.. 18 platters with the timber he has for a cost of \$500. He may get more platters if he can glue some pieces together.	Chair	Completed numbers to be advised.
Research is required to find out who can make the brand. There are two types of branding, traditionally with the firebrand or with the soldering type brand. Costs are \$690.00 for 65mls x 75mls, 300W soldering iron. Traditional branding iron (100mls x 100mls) would be \$720.00.	FJ	Frances to set up a costing comparison and to bring back to the next meeting.
Requirement to book a professional photographer to take the "line up of motor cars with low number plates" and for the Opening Ceremony. Some names recommended to the CEO by the Committee.	CEO	To follow up.
The Shire of Murchison to research the need for "special" scissors for the event. A pair of dressmaking scissors to be used and mounted for the Museum afterwards.	CEO	To be obtained.
A cost to be requested for the "Welcome to Country" opening by Alan Egan	Chair	No cost as yet.
Confirmation to be obtained in regard to Fred Ryan's availability at the Opening Ceremony	SB	No cost as yet.