



ROEBOURNE ADVISORY GROUP

MINUTES

**The Roebourne Advisory Group Meeting held
at the Roebourne Family Centre, Roebourne
on Monday, 1 September 2014**

**GARRY BAILEY
CHAIRPERSON**



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WRITTEN CONFIRMATION

of the outcome of the application, and any conditions attaching to the decision made by the City of Karratha in respect of the application.

Signed: _____

Garry Bailey - Chairperson

DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE) (updated 13 March 2000)

A member who has a **Financial Interest** in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest:

- (a) In a written notice given to the Chief Executive Officer before the Meeting or;
- (b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- (c) Preside at the part of the Meeting, relating to the matter or;
- (d) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have a **Financial Interest** in a matter. I intend to include these notes in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the *Local Government Act 1995* but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
 - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the *Local Government Act*; or
 - 6.2 Where the Minister allows the Councillor to participate under s5.69 (3) of the *Local Government Act*, with or without conditions.

INTERESTS AFFECTING IMPARTIALITY

DEFINITION: *An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'.*

A member who has an **Interest Affecting Impartiality** in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

- (a) in a written notice given to the Chief Executive Officer before the Meeting; or
- (b) at the Meeting, immediately before the matter is discussed.

IMPACT OF AN IMPARTIALITY CLOSURE

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote.

With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OFFICIAL OPENING	3
2	RECORD OF ATTENDANCE / APOLOGIES	3
3	DECLARATIONS OF INTEREST	3
4	CONFIRMATION OF PREVIOUS MEETING MINUTES	3
5	BUSINESS ARISING FROM PREVIOUS MINUTES	3
6	ITEMS FOR DISCUSSION	4
7	GENERAL BUSINESS	6
8	CLOSURE & DATE OF NEXT MEETING	7

MINUTES

1 OFFICIAL OPENING

The Roebourne Advisory Group Meeting was held at the Roebourne Family Centre, Roebourne on Monday 1 September and was declared open at 5.13 pm.

Welcome – we would like to acknowledge the traditional owners of the land on which we are gathered, and pay our respects to their elders past and present.

2 RECORD OF ATTENDANCE / APOLOGIES

**Advisory Group
Members:**

Cr Garry Bailey
Ruth Ellis
Elizabeth Smith
Paul Costanzo

Staff:

Rebecca Smalpage (Manager Community and Engagement)

**Community
Members:**

Nil

Apologies:

Cr Michael Saylor
Cr Fiona White-Hartig

3 DECLARATIONS OF INTEREST

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

That the Minutes of the Roebourne Advisory Group Meeting held on Tuesday, 12 August 2014, be confirmed as a true and correct record of proceedings.

Moved: Beth Smith **Seconded:** Ruth Ellis **CARRIED**

5 BUSINESS ARISING FROM PREVIOUS MINUTES

- Strategic Projects and Infrastructure updates:
 - Relocation of light pole has not progressed. More cost effective options (to that originally proposed) to be explored.
 - Horizon Power street lighting program: Approval sent off last week based on Council endorsement for \$206,000 main street upgrade between median strip and BP. Other works are being progressed as per last update – no further advice at this stage.

- MRWA update (signs, concrete nibs, traffic audits etc): Have confirmed that this responsibility falls within City of Karratha as it has been determined Council originally installed these. Any design issues will be City of Karratha responsibility to rectify, this is going to take some time and will not be a quick turnaround.
 - Cross over barrier at Crawford Way intersection: being investigated.
- RAG members indicated there may be a few more signs that can be added to below list. Ruth Ellis to send these through when identified. Exact standing of each item below to be determined (ie: awaiting receipt; installation; approval):
 - Notice of 'Cossack turnoff' when approaching from both Wickham and Roebourne.
 - Replace signage at Cossack turn off (damaged in cyclone).
 - Notice of 'Cleaverville turnoff' when approaching from both Karratha and Roebourne.
 - Larger Cleaverville sign at intersection.
 - Signs to bridges and creeks that have been taken to be replaced.
 - 'North West Coastal Highway (Highway 1)' sign and arrow after the Harding River Bridge (when approaching from Hedland).
- Clarified that there are 2x Five Mile signs required to be replaced post cyclone. 1 x (400m approaching) sign and 1 x Mingullatharndo sign at intersection.
- All letters/correspondence as required to be sent from last meeting have been actioned. No need to send letter to Police as this traffic monitoring appears to already be happening.
- Update provided on Community Association consults - these will be occurring alongside other community events in the short term.

6 ITEMS FOR DISCUSSION

6.1 Finance

Invoice totalling \$1,051.05 to relocate boulder has not been allocated against any of the funding budgets.

Resolution: That the boulder relocation invoice be deducted from the 12/13 ACADS funding, which will leave \$11,251 still unallocated.

Moved: Garry Bailey

Seconded: Paul Costanzo

CARRIED

	Funds Acquired	Funds Committed	Funds Remaining (exc. Committed Funds)	Timeline for Expenditure
<ul style="list-style-type: none"> • 2012/2013 • ACADS • \$100,000 (ex GST) 	\$15,000 for Community Events for Luke Adams Foundation; Roebourne Girls FX program. \$1, 698 Business After Hours Roebourne Visitors Centre \$65,000 Roebourne Skatescape \$6,000 Community Kitchen/Skatescape		\$11,251	30 June 2015

6.2 War Memorial Concept Design Finalisation

Andrew Kay (laser cut soldier): 53 community votes.
Smith Sculptors (Sun dial): 32 community votes.

These results support the initial selection of the Advisory Group, as such the appointment of the preferred artist will proceed as originally determined.

There were no comments or feedback to be provided to the artist regarding the artwork itself. The concept designs appeared to be well received. Original feedback documentation (as provided by Group) will be registered at City of Karratha.

6.3 Naming of River Park

Community consultation to determine the most recognised name for the park alongside Harding River (opposite war memorial) was conducted at same time as War Memorial Project consultation. Formerly always referred to as “Centenary Park” by the Advisory Group, the community results were:

Centenary Park: 11 community votes.
Jubilee Park: 34 community votes
Other: (Ngunin Park) 16 community votes
(Town Park) 1 community vote
(Maree Point Town Park) 1 community vote
(Elders Park) 1 community vote
(Railway Park) 1 community vote

Based on this information, Officer’s will investigate any background history that may exist regarding “Jubilee Park” (instead of “Centenary Park”). The Advisory Group will then proceed with coordinating sign competition for ‘Jubilee Park’.

Original feedback documentation (as provided by Group) will be registered at City of Karratha.

6.4 Letter of Resignation

A letter of resignation was received from Erica Prosser and has been acknowledged by the Advisory Group. A letter of thanks to be sent for her time and effort to the Group during her tenure.

The Advisory Group support advertising the vacancy.

7 GENERAL BUSINESS

7.1 Correspondence from the Attorney General; Minister for Commerce

Cr Garry Bailey advised that communication had been received by Brett Greensill (Member for Pilbara) from Department Liaison Officer to the Attorney General; Minister for Commerce regarding the Courthouse. This communication had been forwarded to some members of the Advisory Group.

The communication indicated that the contract to repair/restore the Courthouse building and upgrade the electrical switchboard was let on 7 August 2014. The contractor will commence works on the site on 8 September and the completion date is 31 October 2014.

As a letter has also been sent from the City of Karratha requesting an update, it is envisaged further advice and updates will be forthcoming.

7.2 Correspondence from Ngarliyarndu Bindirri Aboriginal Corporation (NBAC)

Following the last Elder's Yarn and minuted at August RAG meeting, communication was received from NBAC regarding the War Memorial Project. The Advisory Group requested a letter of response be sent outlining:

- Intent of the War Memorial Project – specifically that it is to recognise all wars past, present and future as well as all insignias (land, air and sea servicemen).
- History of the project (ie: started many years ago) – at that time there was a diverse range of community members on the Group including both Aboriginal (Jack Shaw) and TSI (Mick Saylor) representatives. The initiative has continued to be supported by newer members to the Group.
- It is not intended that the memorial depict any specific individual (ie: Lockyer Brothers) as this would go against the intent of the project.
- Any proposal to support a similar initiative for the Lockyer Brothers in Whim Creek/other location would be considered by the Advisory Group if submitted.
- Money allocated and spent via the Advisory Group is intended to be reflective of a wide range of community projects and initiatives. The ANZAC Day spirit has always been strong in Roebourne as the predominant town for the region during war times and emphasised by the original cenotaph being located in the main street of Roebourne town. The Advisory Group consider the retention of such history and spirit to Roebourne as crucial – otherwise community events and projects such as these will be lost to Karratha. The Advisory Group will continue to support initiatives that positively reflect the spirit and heritage of our town.

7.3 Traffic Awareness Sign

Officer's to investigate the possibility of a traffic awareness sign to be located in the main street for a period of time, encouraging traffic to slow down.

8 CLOSURE & DATE OF NEXT MEETING

The meeting closed at 6.00pm.

The next meeting is to be held on Monday, 6 October 2014 at 5pm. Location to be confirmed.

Date Raised	Issues/Items Raised	Recommendation	Action Officer	Comments/Updates	Status
September 2014	Letter of resignation	Letter of thanks sent to previous member. Vacancy to be advertised.	Rebecca Steinki/Chairman	New Item	New Item
September 2014	Elders Yarn communication regarding War Memorial project.	Letter of response to be sent from RAG regarding history, intent and current outcomes of War Memorial Project.	Rebecca Steinki/Chairman	New Item	New Item
September 2014	Speeding traffic	Temporary traffic sign be placed on main road	Rebecca Steinki	New Item	New Item
June 2014	Banner images for main street.	Further information to be provided on design development	Rebecca Steinki	Currently undergoing informal community consultation.	Ongoing
June 2014	Long term parking at Centenary Park Carpark	Investigate what options available to Rangers to prevent all day parking.	Rebecca Steinki/Rangers	Map marked up with sign locations and a letter to the CEO sent on behalf of RAG 19 August 2014.	Awaiting response.
February 2014	NW Coastal Highway and Roebourne-Point Samson Rd intersection	Response requested from Main Roads as to what actions can be taken to improve safety at the intersection.	Rebecca Steinki/Strategic Projects and Infrastructure	Summary of issues provided to Director Strategic Projects and Infrastructure for MRWA discussions. Follow up being undertaken.	Ongoing
February 2014	Poor street lighting around Roebourne.	A letter to be drafted to Horizon Power outlining concerns.	Rebecca Steinki/Strategic Projects and Infrastructure	Horizon Power has supplied a flyer for residents to report lighting issues. Flyer emailed to Roebourne calendar for dissemination to community. Draft letter requesting additional lights and strength of lights in Roebourne be addressed was	Project current. Costs to relocate light pole being investigated.

				<p>not sent as maintenance was being undertaken.</p> <p>The Horizon Power crew intend to replace the old streetlight heads with the new LED as fault calls come through, costs and stock permitting. They won't be replacing the broken streetlights until they receive the order of new LED lights to replace them.</p>	
February 2014	Presentation of Roebourne cemeteries.	Request from committee to get update on actions planned to be undertaken at the Roebourne cemeteries.	Rebecca Steinki/Martin Waddington.	<p>Cemetery day at 2 mile conducted 21 May.</p> <p>Roebourne/Wickham conducted 24 June.</p> <p>Roebourne Town conducted 8 July.</p> <p>Feedback being collated for presentation to Council Officer's.</p> <p>Example images for alternate use of broken headstones presented at August meeting.</p>	Ongoing.
October 2013	Coordination and installation of war memorial sculpture	Request from the committee to source a maximum of five different artist proposals for the sculpture	Rebecca Steinki/RAG	<p>Council report presented at the November OCM to endorse engaging Archipelago Arts to administer the project.</p> <p>Presentation of concept designs occurred at June RAG meeting.</p>	Preferred artist (including community consult feedback) determined to be Andrew Kay at September RAG meeting.

				<p>Final images presented at July RAG meeting.</p> <p>Community consult occurred post August RAG meeting with these results incorporated into preferred artist selection.</p>	
July 2013	13/14 ACADS funding available for Community Events \$40,000	\$40K allocated to support local community events in 13/14	Rebecca Steinki	2013/2014 Event Application form has been updated. Copies provided to all RAG members and are available for Community Organisations from the Post Office or by request.	Ongoing
July 2013	Centenary Park should have a sign	RAG approved a sign stating 'Centenary Park' should be erected.	Rebecca Steinki/RAG	<p>Options available for signage were presented at June RAG meeting. Recommendation from group to make it a competition for youth.</p> <p>Officer's have confirmed it is possible to turn the sign design into a competition, however RAG has indicated the name of the Park should be confirmed first from community feedback so far.</p> <p>Consultation on the name of the park was undertaken at same time as War Memorial consult. Most commonly used name was determined to be Jubilee Park.</p>	Officers to ascertain if any records exist indicating Jubilee Park. RAG to then proceed with sign design competition based on community feedback.

July 2013	No sullage dump facility is available in the Roebourne town	The group agreed to draft a letter to council to suggest that the before mentioned tank system be installed at the Wickham Transfer Station and costs be covered by the Shire. The letter will advise the facility will benefit tourists to all towns of the Shire.	Rebecca Steinki	Project to be presented to Council via ordinary budget process. Budget approved to complete in 14/15 FY.	Manager Regulatory Services has sent out Request for Quote.
August 2014	Rubbish around village park and BB courts	Request more bins be placed at those locations.	Rebecca Steinki	Bins installed	Closed
August 2014	Correspondence regarding establishment of Community Association in Roebourne	Letter of response provided indicating items RAG able to support.	Rebecca Steinki	Letter sent 14 August 2014	Closed
August 2014	Availability of community member/group to insert tokens for Light's On Project	Roebourne Police Officer's have indicated they may be able to assist. Follow up required.	Rebecca Steinki	Officer Les Andrews has agreed to insert tokens for the project.	Closed
July 2013	Roebourne Volunteer Fire and Rescue Services needs to acquit the approved ANZAC Day funds.	The group requested that an email be sent to the Roebourne Volunteer Fire and Rescue Services as a friendly reminder to acquit the approved ANZAC Day funds.	Vanessa Subramoney	All acquittal documents have been received and fully paid	Closed

May 2014	Communicating work of RAG to community members.	Develop a flyer on history and role of RAG for dissemination to community members.	Rebecca Steinki	Flyer developed and circulated. Will be updated as required.	Closed.
February 2014	ANZAC/memorial funding availability.	Officer's to investigate funding available and present to Advisory Group.	Rebecca Steinki	Two grant schemes were considered and Group decided not to pursue these further.	Closed.
March 2014	Investigate sinking road near Police Station. Possible sewerage leak.	Query status of road with internal Officer's and Water Corporation	Rebecca Steinki	Officer's advised that this has been rectified	Closed.
March 2014	Courthouse office closed.	Letter to Attorney General drafted requesting office to be re-opened.	Rebecca Steinki	Letter was sent and response received 20 May 2014	Closed.
March 2014	Consultation to occur regarding community suggestions for 2014/15 ACADS and ex-gratia funding.	Quote to be received from Roebourne Consulting Service (Jolleen Hicks) to coordinate consult.	Rebecca Steinki	Quote emailed to all RAG members. Consensus was that consultation would be undertaken by the group members.	Closed.
March 2014	How much funding is provided by Shire of Roebourne to Youth Service Providers in Roebourne.	Request for an outline of funding provided by Shire of Roebourne to Roebourne Youth Service Providers.	Rebecca Steinki	Summary provided to all RAG members at May meeting.	Closed.
February 2014	Light's On project.	Project Funding	Rebecca Steinki/RAG	Program funded via 2014/2015 RAG ACADS funds	Closed

Erica Prosser
23 Coolibah Way
Wickham 6720

12 August 2014

The Chairperson
Cr Garry Bailey
Roebourne Advisory Group
City of Karratha

RE: Resignation from Roebourne Advisory Group

I tender my resignation from the City of Karratha's Roebourne Advisory Group. The resignation is effective immediately.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Erica Prosser', with a stylized, cursive script.

Erica Prosser