



ROEBOURNE ADVISORY GROUP

MINUTES

**The Roebourne Advisory Group Meeting held
at the Roebourne Family Centre, Roebourne
on Monday, 3 November 2014**

**GARRY BAILEY
CHAIRPERSON**



No responsibility whatsoever is implied or accepted by the City of Karratha for any act, omission or statement or intimation occurring during Council or Committee Meetings. The City of Karratha disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee Meeting does so at that persons or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or intimation of approval made by any member or Officer of the City of Karratha during the course of any meeting is not intended to be and is not taken as notice of approval from the City of Karratha.

The City of Karratha warns that anyone who has any application lodged with the City of Karratha must obtain and should only rely on

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	4
6	ITEMS FOR DISCUSSION	4
7	GENERAL BUSINESS	7
8	CLOSURE & DATE OF NEXT MEETING	8

MINUTES

1 OFFICIAL OPENING

The Roebourne Advisory Group Meeting was held at the Roebourne Family Centre, Roebourne on Monday 3 November and was declared open at 5.30 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
Cr Fiona White-Hartig
Cr Michael Saylor
Ruth Ellis
Elizabeth Smith
Paul Costanzo

Staff: Rebecca Steinki (Manager Community and Engagement)

Guests: Andrew Kay

**Community
Members:** Nil

3 DECLARATIONS OF INTEREST

Beth Smith declared an interest in the Funding Application to be discussed under General Business (Mingullatharndo Association Incorporated).

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

That the Minutes of the Roebourne Advisory Group Meeting held on Monday, 1 September 2014, be confirmed as a true and correct record of proceedings.

Moved: Beth Smith

Seconded: Garry Bailey

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

- Advisory Group vacancy has been advertised; no respondents. Position to be readvertised and call for nominations circulated by Advisory Group members and Resource Centre. Application period to be extended to 3 weeks rather than 2.
- All Main Road signage has been installed as per list supplied by RAG except for 'approaching' signs to Cossack and Cleaverville (confirmed as in production). Request for:
 - Tent to be removed from Cossack sign as camping is not permitted.
 - "North West Coastal Highway" installed across the top of the green arrow sign.
 - No through road sign installed at Highway 1 intersection entering Roebourne.
- Relocation of light pole at War Memorial will occur as part of Main Street Lighting Upgrade project. There is a hold up with the outreach brackets which has led to a 12 week delivery time frame. HP are still waiting for the original order for cyclone damaged lights. Installation expected for early 2015. Members requested clarification on whether the Crawford Way intersection and extension of lights form part of the Main Street Lighting Project or if this will occur separately.
- RAG emphasised that installation of Memorial Art Work can not be delayed due to the lighting project. Officer's to communicate this back to Project Manager's.
- Ruth Ellis met with Department of Lands regarding the old historical buildings that have not been repaired since last cyclone and was informed a report was being developed. This report would only be available via Freedom of Information request and no commitments have been made around repairs or otherwise.

6 ITEMS FOR DISCUSSION

6.1 War Memorial Concept Design Consultation

Andrew Kay attended community consultation at 50c hall on Sunday 2 November. No community members attended, however he also visited various groups and local sites during the day (Monday 1 November). Feedback indicated people were aware of project, but no specific comments or suggestions were forthcoming. Via the initial consult undertaken by RAG members however, comments indicated the interactive element is what was most popular with the design.

All RAG members met Andrew onsite at the War Memorial prior to the meeting. Group agreed on angle and position of the artwork which Andrew will draw up and send through in order to progress approvals.

Group expect that the boulder (which was relocated earlier in the year to this location) will be able to remain where it is. Suggestion to install a plaque on this boulder with the ANZAC creed.

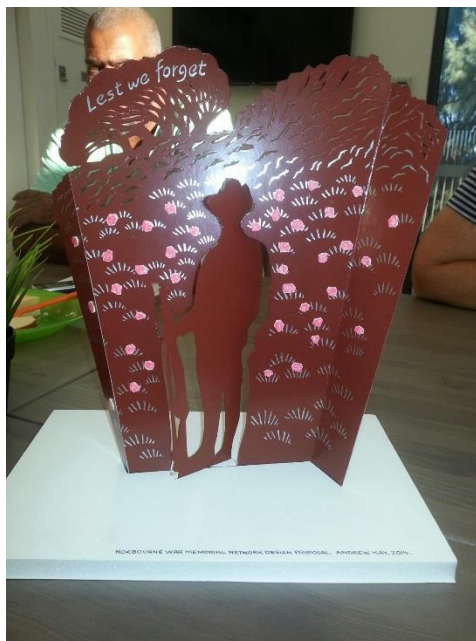
Items clarified on the design included:

- Rusted steel to be used for soldier silhouette. Not bronze or stainless steel as was also put forward for consideration.

- Recommendation from artist not to use a vandal proof coating as this tends to discolour the artwork over time. Material will be durable enough without it.
- “Lest we forget” text confirmed as appropriate for top of sculpture. This will not be cut out however, in preference for stainless steel lettering on both sides so it can be read from all directions.
- The silhouette is intended to be generic so that it can represent any serviceman.
- The two lights will be as vandal resistant as possible, embedded at ground level (flush).

Items requiring further clarification:

- Footings and installation dates to align with Main Street Lighting Project. Installation of artwork can not be delayed due to ANZAC Day service.
- Will lights be connected to the street lights?



6.2 Jubilee Park Signage

Whilst members of the local Art Groups were invited to attend, there were no representatives present. Members agreed that 3 successional signs (similar to Catteral Park) was preferred design, to run alongside the concrete path.

The three signs are to be indicative of what the park means to the community (fishing, swimming, historical importance etc) with designs to be requested from the following groups (one sign each):

1. School
2. Roebourne Art Group
3. Yinjaa-Barni Art Group

Indicative costs to be investigated by Officer's (in line with the Advisory Group's funding allocation). Any amount not expected to be spent on fabrication and installation is to be allocated to artists for design.

Once further costs are known, an additional allocation to the project may be required.

Resolution: That the Roebourne Advisory Group allocate \$11,251 from the 2012/2013 ACADS funding for the purposes of designing and installing signage at Jubilee Park.

Moved: Fiona White-Hartig **Seconded:** Ruth Ellis **CARRIED**

6.3 Finance

Current status of acquitted, committed and unallocated funds for Roebourne Advisory Group as follows:

	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 for Roebourne Girls FX program. \$1, 698 Business After Hours Roebourne Visitors Centre \$65,000 Roebourne Skatescape \$6,000 Community Kitchen/Skatescape \$1,051 Boulder relocation	\$11,251 (Proposed for Jubilee Park signage project).	\$0	30 June 2015
<ul style="list-style-type: none"> 2012/2013 Birra Birra ex-gratia \$125,000 (ex GST) 	\$74,000 Roebourne Skatescape	\$51,000 for Roebourne War Memorial Sculpture	\$0	30 June 2015
<ul style="list-style-type: none"> 2013/2014 ACADS \$100,000 (ex GST) 	\$40, 000 Roebourne Skatescape	\$20,855 for Community Events & Project Funding (Community projects/events supported: \$4,825 allocated to Roebourne VFRS for ANZAC Day Gunfire Breakfast 2014 \$2,000 allocated to IF Foundation Ambassador Program \$7,320 allocated to V Swans Roebourne Basketball Competition \$5,000 proposed to be allocated to Mingullatharndu Association) \$20, 000 Roebourne Redevelopment Project (playground and fitness equipment)	\$0	30 June 2016
<ul style="list-style-type: none"> 2013/2014 Birra Birra ex-gratia \$125,000 (ex GST) 	\$100, 000 Roebourne Skatescape \$25, 000 BB court Art project (scheduled completion 14/15 FY)		\$0	30 June 2016

<ul style="list-style-type: none"> • 2014/2015 • ACADS • \$100,000 (ex GST) 	\$2,500 NAIDOC contribution	\$20,000 Light's On \$28,500 Roebourne Redevelopment project (playground and fitness equipment) \$12,000 ANZAC Day and Aboriginal Veterans Up to \$17,000 <ul style="list-style-type: none"> • Consultation/Investigation & Establishing a Community Association for Roebourne • Contingency for programs 	\$0	30 June 2015 (unless extension granted)
		\$20,000 Contingency		30 June 2015
<ul style="list-style-type: none"> • 2014/2015 • Birra Birra ex-gratia • \$101,500 (ex GST) 		\$101,500 Roebourne Redevelopment project (playground and fitness equipment)	\$0	30 June 2015 (unless extension granted)

7 GENERAL BUSINESS

7.1 Funding Application – Mingullatharndo Association Incorporated

Beth Smith left room at 6.18pm

A funding application was received from Mingullatharndo Association Incorporated for a Father's and Son's Bike Shed. The original application was received from Department Corrective Services at the October 2014 meeting. The application could not be supported at that time as a Government Agency.

The application received from Mingullatharndo outlined bike repair workshops that would be hosted by the Corrective Service Community Work Supervisor after the youth have spent time on cyclone clean ups etc in town. The youth will fix up bikes for other children as well as working on their own bikes. When they have completed their hours and they have engaged in road safety sessions, they will be given their bike and helmet. The project is also supported by WA Police.

Total amount requested was \$5,000. The Advisory Group had questions regarding:

- Total project amount \$10,000. Where additional support from?
- Roebourne Police had indicated they were unaware of project.
- Could the sea container be located more centrally? (ie: Behind 50c hall).
- Can it contribute to Community Service hours?

Group requested Beth Smith to return to answer queries.

Beth Smith re-entered at 6.25pm

- Additional \$5,000 is in-kind support offered by Mingullatharndo via use of facilities for workshop (including power, water and public liability) as indicated on application.

- Karratha Police are supplying bikes, not the local police station.
- Sea container could be located centrally however more challenging to coordinate attendance and utilise work spaces. Corrective Service Community Work Supervisor has requested for it to be held at Mingullatharndo where the youth can not easily leave site as they can when in town. Easier for supervisory purposes. Beth can also ensure that the program runs regularly if at Mingullatharndo.
- Work can contribute to community service hours as they also assist in working on other people's bikes. Youth engage in project in conjunction with other community service commitments (such as town clean-ups).

Beth Smith left room at 6.30pm

Resolution: That the Roebourne Advisory Group accept the application from Mingullatharndo Association Incorporated and agree to support the Father's and Son's Bike Shed project to the value of \$5,000 ex GST out of the allocated 2013/2014 ACADS budget subject to the following conditions:

- Should the project cease to run, the Roebourne Advisory Group is to be advised immediately.
- In the case of the program discontinuing, the sea container is to remain the property of the City of Karratha.
- Updates to be provided to the Roebourne Advisory Group every three months.
- Obtaining the relevant City of Karratha Planning/Building approvals for sea container.

Moved: Michael Saylor

Seconded: Fiona White-Hartig

CARRIED

Beth Smith re-entered room at 6.35pm

7.2 Bins at Village Park

Request made by Roebourne Advisory Group that City of Karratha place wheelie bins made of steel (as per those in Wickham) at the Village Park. There are well coordinated and well attended community gatherings that occur here. If bins were there, rubbish collection may prevent some of the loose debris.

7.3 Advertising funding and Roebourne Advisory Group Meetings

Group requested that a flyer be developed for display outlining funding available and the Roebourne Advisory Group meetings.

8 CLOSURE & DATE OF NEXT MEETING

The meeting closed at 6.45pm.

The next meeting is to be held on Monday, 1 December 2014 at 5pm at the Roebourne Family Centre.

Date Raised	Issues/Items Raised	Recommendation	Action Officer	Comments/Updates	Status
November 2014	Advertising funding available and RAG meetings.	Flyer to be developed	Rebecca Steinki	New item	New item
November 2014	Rubbish at Village Park	City of Karratha to fund steel wheelie bins for placement and regular collection at Village Park.	Rebecca Steinki	New item	New item
September 2014	Speeding traffic	Temporary traffic sign be placed on main road	Ruth Ellis/Stephanie Sparks	Discussed at October RAG meeting.	Ruth to discuss with Stephanie Sparks regarding the variable sign being located in Roebourne.
June 2014	Long term parking at Centenary Park Carpark	Investigate what options available to Rangers to prevent all day parking.	Martin Waddington (Infrastructure)	Map marked up with sign locations and a letter to the CEO sent on behalf of RAG 19 August 2014.	Location of signage currently being investigated by Infrastructure team.
February 2014	NW Coastal Highway and Roebourne-Point Samson Rd intersection. Crawford Rd and NW Coastal Hwy.	Response requested from Main Roads as to what actions can be taken to improve safety at these two intersections.	Strategic Projects and Infrastructure	Summary of issues provided to Director Strategic Projects and Infrastructure for MRWA discussions. Follow up being undertaken. Strategic Projects and Infrastructure also investigating cross over barrier at Crawford Rd intersection.	Ongoing. Update to be supplied.
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	Project current.

				<p>Roebourne calendar for dissemination to community.</p> <p>Draft letter requesting additional lights and strength of lights in Roebourne be addressed was 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>	<p>Relocation of light pole at War Memorial will occur as part of project.</p> <p>There is a hold up with the outreach brackets which has led to a 12 week delivery time frame. HP are still waiting for the original order for cyclone damaged lights.</p> <p>Installation expected for early 2015.</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>	<p>Ongoing.</p> <p>Fencing to be improved shortly at Roebourne town and installation of bins.</p> <p>Consideration being given to art project for broken headstones.</p>

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> <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> <p>Community consult occurred at 50c hall 2 November and Andrew attended November RAG meeting.</p>	Timelines for installation to be communicated so as not to be delayed by Main Street Lighting Project.
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	Options available for signage were presented at June RAG meeting. Recommendation from group to make it a competition for youth.	3 successional signs to be designed and installed indicative of what the park means to the community (fishing,

				<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>	<p>swimming, historical importance etc)</p> <p>Designs to be requested from the following groups (one sign each):</p> <ol style="list-style-type: none"> 1. School 2. Roebourne Art Group 3. Yinjaa-Barni Art Group
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 by 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	<p>Project to be presented to Council via ordinary budget process.</p> <p>Budget approved to complete in 14/15 FY.</p>	Manager Regulatory Services has sent out Request for Quote.
September 2014	Letter of resignation	Letter of thanks sent to previous member. Vacancy to be advertised.	Rebecca Steinki/Chairman	Letter sent 11/09/14	Closed
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	Letter sent 11/09/14	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
June 2014	Banner images for main street.	Further information to be provided on design development	Rebecca Steinki	Final banner designs presented at October RAG meeting. These have incorporated all feedback and consultation undertaken.	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