



Roebourne Advisory Group MEETING

Minutes

**The Roebourne Advisory Group Meeting held
at the Roebourne School Staff Room, Roebourne on
Monday, 5 May 2014 at 5pm**

**Michael Saylor
A/CHAIRPERSON**



Powerhouse of the Pilbara

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The Shire of Roebourne warns that anyone who has any application lodged with the Shire of Roebourne 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 Shire of Roebourne in respect of the application.

**Michael Saylor
A/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 s.5.69(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 ATTENDANCES AND APOLOGIES	3
3	DECLARATION OF INTEREST.....	3
4	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	3
5	ISSUES ARISING FROM PREVIOUS MINUTES.....	3
6	ITEMS FOR DISCUSSION.....	4
7	GENERAL BUSINESS	9
8	CLOSURE & DATE OF NEXT MEETING.....	9

Minutes

1 OFFICIAL OPENING

The Roebourne Advisory Group Meeting was held in the Roebourne School Staff Room, Roebourne on Monday, 5 May 2014 and was declared open at 5.10pm.

2 RECORD OF ATTENDANCES AND APOLOGIES

Committee

Members:

Cr Michael Saylor
Elizabeth Smith
Erica Prosser
Paul Costanzo
Ruth Ellis

Staff:

Rebecca Smalpage (Manager Community and Engagement)
Vanessa Subramoney (Community Development Coordinator)

Apologies:

Cr Garry Bailey
Cr Fiona White-Hartig

3 DECLARATION OF INTEREST

None

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The Minutes of the Roebourne Advisory Group Meeting held on Tuesday 4 March 2014 were confirmed as a true and correct record of proceedings.

Moved: Elizabeth Smith **Seconded:** Paul Costanzo **CARRIED**

5 ISSUES ARISING FROM PREVIOUS MINUTES

- Main Roads update – Shire Officers and Cr Baily met representatives on 19 March 2014. Main Roads has funding available for a certain number of street poles to increase the lighting in 'hotspots'. The funding is to be spent in the 13/14 FY and has used recommendations from RAG to prioritise locations for improved lighting. An email has been sent re: signs requested and an update will be provided at next meeting.
- Horizon Power update - Each complaint for light outage will be given a reported number. Streets requiring lights to be fixed are Lockyer, Burrup, Harding Street and Sherlock (which have been reported) so follow up required. Horizon Power have advised a number of lights have been replaced/repared over the last few weeks.
- Community event funding received from The Leisure Services team to be utilised for the Cemetery Day, as an information gathering session about the people buried at each site and general tidy up. Funds will be expended on catering, flowers, advertising and other requirements.
- Sullage facility has been included as a new initiative for 14/15 budget for Council consideration. Should the initiative not be supported by Council for budget inclusion, RAG would have to seek alternative funding sources.

- Summary of Shire of Roebourne funding provided to the youth sector in Roebourne was disseminated to members.
- Centenary Park signage item deferred to the June RAG meeting.
- RAG teardrop sign and Light's On Project to be discussed under Item 7.
- Courthouse - Elizabeth Smith to circulate contacts for Department of Attorney General's office (provided by Dion Story) for community members to raise concerns directly to the Department. Ruth Ellis to draft a petition that would be left at the Post Office and other local establishments for the community to sign.

6 ITEMS FOR DISCUSSION

a) RAG teardrop sign

Quotes were presented however the matter was deferred to the next RAG meeting being held in June.

b) Light's On Project

Proposed costing for 14/15 Light's On Project (including recommended days and times) presented to Advisory Group. Group supportive of the proposal for Light's On Oval (Monday, Wednesday, Friday and Saturday) and Courts (Tuesday, Thursday, Friday, Saturday, Sunday) with a review if required. Queries raised over the Lux available on the oval and whether this could accommodate small ball sports. Cr Saylor to follow up with relevant Shire Officer with specific request.

c) Village Park

The old Village Park is currently isolated with considerable litter evident. The Shire are proposing to remove the fencing and decommission some infrastructure which was general supported by the Advisory Group. Request not to incorporate the shade structure into the cemetery and Rubbish bins to be allocated as the space is well used by some community members and bins would help to keep it tidy.

d) Terms of Reference

The Terms of Reference are silent in relation to whether the Roebourne Advisory Group meetings are open to the public. Historically RAG invite relevant attendees as required. Officers to draft an information flyer about the history of RAG, for distribution to the Roebourne community.

Recommendation

The Roebourne Advisory Group monthly meeting will be open for members of the public to attend. Residents are encouraged to register their interest in attending prior to the monthly meeting, to assist in venue coordination.

Moved: Erica Prosser

Seconded: Paul Costanzo **CARRIED**

e) Annual Community Association Grant Schemes Policy CS19

Policy CS19 is being presented to Council at the May OCM with recommended changes to the policy. These changes are effective in the 2015/16 financial year. Officers will consult with each Community Association and the RAG regarding the proposed changes.

f) Funding

The following table indicates the proposed allocation of 2014/15 funding for ACADS and ex-gratia application:

14/15 ACADS (\$100,000 ex GST total)		
Project	Proposed allocation	Comments
Light's On	\$20,000	Proposed to provide 'Light's On' at the Roebourne Oval and Courts on allocated days/times of the week. The project proposes 2hrs on 4 days/week for oval and 5days/week for courts. If additional days are required in the future, a request to vary funding allocation and utilise contingency funds as outlined below would be required.
Roebourne Redevelopment projects – Playground and Fitness equipment.	\$28,500	As identified through community consult, there were requests for playground equipment and fitness equipment. Leisure Services have confirmed that this can be incorporated into the staged redevelopment project if RAG wish to allocate money for the items. RAG would be consulted/involved in selecting equipment at the appropriate time. Estimated costs at least approx. \$150K. See additional allocation requested below.
ANZAC Day and Aboriginal Veterans	\$12,000	As ANZAC Day is annually supported by RAG, a suggested up-front allocation has been proposed – particularly in light of the 100 year anniversary in 2015. The same process for acquittal will be required. Further to the ANZAC Day allocation, support towards Aboriginal Veterans (Lockyer Brothers) has been suggested by community and this allocation would be used to identify a project that would allow RAG to do this.
NAIDOC contribution	\$2,500	This year, other Community Associations have selected to support NAIDOC week activities occurring in their respective towns. As this is a significant occasion well supported by community in Roebourne, an allocation to Roebourne activities has been proposed.
*Consultation/Investigation & Establishing a Community Association for Roebourne	Up to \$17,000	<p>A request to investigate and potentially establish a 'Roebourne Community Association' has been received and thus supported by RAG in principle via ACADS funds. Start up and investigative costs may be necessary, however exact costs are still unknown. Up to \$17,000 has been recommended for this project and as a contingency allocation for community programs. Any expenditure on this project would need to be agreed by RAG prior to the expense occurring.</p> <p>This will allow the Roebourne community to establish a community association that aims to:</p> <ul style="list-style-type: none"> • promote community engagement, programs and wellbeing; • include all members of the Roebourne Community (Aboriginal and Non-Aboriginal); • provide strong representation of the Elders in the Roebourne community • ensure that the community (and Elders) are fully informed about matters they are asked to make decisions about.
Contingency	\$20,000	This will allow RAG to identify suitable projects/ideas after the June 2014 deadline, or to increase support to

		identified projects should an increase in service be required by the community.
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Ex- Gratia

14/15 Ex-Gratia (\$101,500 ex GST total)		
Project	Proposed allocation	Comments
Roebourne Redevelopment projects – Playground and Fitness equipment.	\$101,500	As identified through community consult, there were requests for playground equipment and fitness equipment. See comments above for 13/14 ACADS. Total request \$150,000: 14/15 ACADS - \$28,500 14/15 ex gratia - \$101,500 13/14 ACADS contingency (as below) - \$20,000

Recommendation

All projects allocated to the 2014/15 ACADS and Ex-Gratia funds are supported in principle for Council consideration.

Moved: Ruth Ellis **Seconded:** Paul Costanzo **CARRIED**

**Consultation/Investigation & Establishing a Community Association in Roebourne (up to \$17,000)*

Community Development Officers received feedback relating to engaging the Roebourne community in establishing a “community association” in the town. This was discussed at great length with the committee.

The Roebourne Advisory Group was established by Council in December 2009 to provide Council strategic direction on matters pertaining to the Roebourne ward in the absence of a Roebourne Community Association. In the more recent years the Roebourne community has shown an appetite to commence the process of establishing a community association independent of the Shire. It is being proposed that the Roebourne Advisory Group support this opportunity through financial support as part of the ACADS submission of up to \$17,000. In the absence of a quote the committee agreed support the funding allocation on the proviso that quotes are submitted prior to expending to the committee for approval.

Recommendation

The Roebourne Advisory Group support the idea to establish a community association the Roebourne ward and have provided in principle support to assist financially in the establishment of the community association and as a program contingency allocation for community programs up to the value of \$17,000.

Moved: Ruth Ellis **Seconded:** Paul Costanzo **CARRIED**

Unallocated funds \$55,475

Funds unallocated from the 2011/12 ACADS (\$10,475), 2013/14 ex-gratia contingency funds (\$25,000) and 13/14 ACADS contingency funds (\$20,000) are required to be spent or allocated by 30 June 2014. These funds were recommended to be allocated to the

Roebourne Community Art Project at the basketball courts and the Roebourne Redevelopment project as outlined above. See table below:

	Project	Project Description	Proposed total RAG allocation
11/12 ACADS – \$10,475	Roebourne Community Art Project at BB courts.	This Project intends to modify existing graffiti, vandalism and antisocial behaviours through encouraging users to be a part of this Project from commencement. This Project involves the creation of artwork by local young people to be displayed on the 36 steel H beam pillars which support the shade structure covering Roebourne Basketball Courts.	\$35,475
13/14 ex-gratia contingency - \$25,000			
13/14 ACADS Contingency - \$20,000	Roebourne Redevelopment projects – Playground and Fitness equipment.	As per 14/15 ex-gratia comments above, estimated costs for playground and fitness equipment is at least \$150K. This \$20K allocation would see RAG contribution meet these estimates.	\$20,000 (plus \$101,500 14/15 ex gratia and \$28,500 14/15 ACADS above = \$150,000)

\$40, 000 that was been allocated to community events and project funding in 13/14 has been requested to be carried forward for the same purpose to 14/15 FY.

Recommendation:

All projects proposed to reallocate ACADS and Ex-Gratia funds from previous years are supported in principle for Council consideration.

Moved: Ruth Ellis **Seconded:** Paul Costanzo **CARRIED**

	Funds Acquitted	Funds Committed	Funds Remaining (exc. Committed Funds)	Timeline for Expenditure
<ul style="list-style-type: none"> 2011/2012 Birra Birra ex gratia \$97,500 (exGST) 	\$10,000 Project Officer \$47,500 (Car park near Centenary Park on Roe Road) \$6,529.33 Bollards and chain for car park Rock Wall signage \$4,470 (Inc. installation)	\$29,000.67 for Sculpture at the Roebourne war memorial site \$2,500 - Pilbara Community Legal Services (Domestic Violence march being hosted on 25/11 in Roebourne)	\$0	30 June 2014
<ul style="list-style-type: none"> 2011/2012 ACADS \$100,000 (ex GST) 	\$10,000 Lights On Project \$14,063.64 Community Events (YothD10, Luke Adams Foundation, Roebourne Visitors Centre and Roebourne VFRS) \$46,609.10 Centenary Park Public Toilet \$600 Visitor Centre to promote ANZAC day 2013. \$8,577.27 Community Events (Roebourne Volunteer Fire and Rescue Service ANZAC day/ Gun Fire Breakfast) \$4,850 Pathway to toilet		\$15,299.99 (\$10, 475 proposed for BB court Art project)	30 June 2014
<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. \$1698 approved for the Business After Hours Roebourne Visitors Centre	\$6,000 approved for Luke Adam's Foundation; 30x30 events. \$65,000 Remaining funds allocated to the Skate Park in the 13/14 budget	\$12,302.00	30 June 2015
<ul style="list-style-type: none"> 2012/2013 Birra Birra ex-gratia \$125,000 (exGST) 	-	\$51,000 for Roebourne War Memorial Sculpture \$74,000 Remaining funds allocated to the Skate Park in the 13/14 budget	\$0	30 June 2015
<ul style="list-style-type: none"> 2013/2014 ACADS \$100,000 		\$40,000 for Community Events & Project Funding \$40, 000 for Skate park Development \$20, 000 Contingency funds	(\$40K proposed carry forward for same purpose 14/15FY) (\$20K proposed for Roebourne Redevelopment Project to make total contribution from RAG \$150K)	30 June 2016 30 June 2014

<ul style="list-style-type: none"> • 2013/2014 • Birra Birra ex-gratia • \$125,000 	\$100, 000 Skate Park Development Funds	\$0	30 June 2016
	\$25, 000 Contingency Funds	(\$25K proposed for BB court Art project)	30 June 2014
<ul style="list-style-type: none"> • 2014/2015 • ACADS • \$100,000 	Light's On	\$20,000	30 June 2017
	Roebourne Redevelopment projects – Playground and Fitness equipment	\$28,500	
	ANZAC Day and Aboriginal Veterans	\$12,000	
	NAIDOC contribution	\$2,500	
	Consultation/Investigation & Establishing a Community Association for Roebourne	\$17,000	30 June 2014
	Contingency	\$20,000	
<ul style="list-style-type: none"> • 2014/2015 • Birra Birra ex-gratia • \$101,500 	Roebourne Redevelopment projects – Playground and Fitness equipment	\$101,500	30 June 2017

7 GENERAL BUSINESS

7.1 Signage

Provide an update at the next meeting regarding the signage replacement timeframe that has been damaged by the cyclone. Officers has confirmed that the contractors have been engaged and are working to schedule.

7.2 Centenary ANZAC Projects

Possible project ideas to celebrate ANZAC centenary in 2015 to be explored further in coming months.

8 CLOSURE & DATE OF NEXT MEETING

The Meeting closed at 6:45 pm and the date of the next meeting will be week of Monday 2 June 2014 (Public Holiday) at the Roebourne School Staff room.

Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
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 Smalpage	Quote to be emailed to all RAG members when received. Response to be received from all members so consultation can be complete by next meeting.	New item
March 2014	Courthouse office closed.	Letter to Attorney General drafted requesting office to be re-opened.	Rebecca Smalpage	New Item	New Item
March 2014	Investigate sinking road near Police Station. Possible sewerage leak.	Query status of road with internal Officer's and Water Corporation	Rebecca Smalpage	New Item	New Item
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 Smalpage/Beth Smith	No response received from email to Peter Ellis.	Follow up required and signage to be included. Beth to email photos to Rebecca Smalpage.
February 2014	Light's On project.	Project Funding	Rebecca Smalpage	Funding required to continue program.	Costing for Light's On project to be presented at April meeting.
February 2014	Poor street lighting around Roebourne.	A letter to be drafted to Horizon Power outlining concerns.	Rebecca Smalpage	Horizon Power has supplied a flyer for residents to report lighting issues.	Draft letter requesting additional lights and strength of lights in Roebourne be addressed. Flyer to be emailed to Roebourne calendar.

February 2014	Presentation of Roebourne cemeteries.	Request from committee to get update on actions planned to be undertaken at the Roebourne cemeteries.	Rebecca Smalpage/Martin Waddington.	Meeting scheduled for 7 March 2014 between relevant Shire Officer's and Beth Smith to hear concerns.	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	Vanessa Subramoney	Council report presented at the November OCM to endorse engaging Archipelago Arts to administer the project.	Project Brief presented to RAG at February meeting. Ongoing
July 2013	13/14 ACADS funding available for Community Events \$40,000	\$40K allocated to support local community events in 13/14	Vanessa Subramoney	2013/2014 Event Application form has been updated. Copies provided to all RAC members and are available for Community Organisations from the Post Office.	Ongoing
July 2013	Centenary Park should have a sign	The RAG approved a sign stating 'Centenary Park' should be erected	Vanessa Subramoney	Officers are to investigate the official name of the park and the process to officially name the park.	Ongoing
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 Smalpage	Response received from Manager Regulatory Services. If Shire of Roebourne to fund project it will need to be considered as part of ordinary budget process. Alternatively, RAG can fund this project through ACADS or ex-gratia funding.	Project to be presented to Council via ordinary budget process and outcome fed back to RAG. Ongoing

July 2012	12/13 ACADS funding available for Community Events	\$20K allocated to support local community events in 12/13	Rebecca Smalpage	Event Application form has been updated. Copies provided to all RAC members and are available for Community Organisations from the Post Office.	\$10,474 still available for distribution Ongoing
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
February 2014	ANZAC/memorial funding availability.	Officer's to investigate funding available and present to Advisory Group.	Rebecca Smalpage	Two grant schemes were considered and Group decided not to pursue these further.	Closed