



## **ROEBOURNE ADVISORY GROUP**

# **MINUTES**

**The Roebourne Advisory Group Meeting held  
at the Gurlu Gurlu Maya, Roebourne  
on Wednesday, 8 April 2015**

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**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 .....	4
6	ITEMS FOR DISCUSSION .....	4
7	GENERAL BUSINESS .....	Error! Bookmark not defined.
8	CLOSURE & DATE OF NEXT MEETING .....	Error! Bookmark not defined.

# MINUTES

## 1 OFFICIAL OPENING

The Roebourne Advisory Group Meeting was held at the Gurlu Gurlu Maya, Roebourne on Wednesday 8 April 2015 and was declared open at 5.03 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  
Ruth Ellis  
Susan Smith

### Staff:

Vanessa Subramoney, A/Manager Community and Engagement  
Kimberly Sykes, A/ Community Development Coordinator

### Community

**Members:** Nil

**Apologies:** Cr Michael Saylor  
Elizabeth Smith  
Paul Costanzo

## 3 DECLARATIONS OF INTEREST

Nil

## 4 CONFIRMATION OF PREVIOUS MEETING MINUTES

That the Minutes of the Roebourne Advisory Group Meeting held on Tuesday, 17 March 2015, be confirmed as a true and correct record of proceedings.

**Moved:** Fiona White-Hartig      **Seconded:** Susan Smith      **CARRIED**

## 5 BUSINESS ARISING FROM PREVIOUS MINUTES

### 5.1 Resolution Register

- Update on the progress of the War Memorial Project. The installation of the new war memorial took place the week commencing Monday 23 March 2015, the lighting for the war memorial requires a fuse box and connection to underground power. Horizon Power provided Roebourne Advisory Group with a proposed location for the fuse box for consideration. This is located behind the war memorial approximately three metres from the site.

#### Resolution:

The Roebourne Advisory Group endorsed the proposed location for the lighting fuse box provided by Horizon Power.

**Moved:** Fiona White-Hartig

**Second:** Ruth Ellis

**CARRIED**

- Update on community consultation regarding playground equipment. Roebourne Advisory Group members to commence community consultation and report back at the May Roebourne Advisory Group meeting.
- Investigation regarding possibility to install slow down signage at three locations along Main Street, Roebourne. City of Karratha Officer emailed Main Roads to explore possible signage options, a response has not been received at this stage.
- Update on the kerbside at Jubilee Park Rest Area. Roebourne Advisory Group reported the width of the kerb at the Jubilee Park Rest area does not accommodate caravans and trailers. It has been the City of Karratha is responsible for this rest area and investigations regarding the width of kerbside are currently underway.
- Update on Roebourne Redevelopment Projects including playground and fitness equipment. Roebourne Advisory Group discussed the need for a children's playground equipment to be in close proximity to the basketball courts and skatescape. City of Karratha Officer to continue exploring approval processes for the playground to be installed on the Roebourne School Oval. Roebourne Advisory Group to conduct further community consultation regarding the need for fitness equipment and appropriate location.

## 6 ITEMS FOR DISCUSSION

### a) Funding Allocations

The following table indicates the current status of Roebourne Advisory Group funding available, expended and committed.

	Funds Acquired	Funds Committed	Funds Remaining (exc. Committed Funds)	Timeline for Expenditure
<ul style="list-style-type: none"> <li>2012/2013</li> <li>ACADS</li> <li>\$100,000 (ex GST)</li> </ul>	\$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	\$11,251 Jubilee Park signage project.	\$0	30 June 2015

	\$1,051 Boulder relocation			
<ul style="list-style-type: none"> <li>• <b>2012/2013</b></li> <li>• <b>Birra Birra ex-gratia</b></li> <li>• <b>\$125,000 (ex GST)</b></li> </ul>	\$74,000 Roebourne Skatescape	\$51,000 for Roebourne War Memorial Sculpture	\$0	30 June 2015
<ul style="list-style-type: none"> <li>• <b>2013/2014</b></li> <li>• <b>ACADS</b></li> <li>• <b>\$100,000 (ex GST)</b></li> </ul>	\$40, 000 Roebourne Skatescape  \$4,825 allocated to Roebourne VFRS for ANZAC Day Gunfire Breakfast 2014  \$7,320 allocated to V Swans Roebourne Basketball Competition	\$19,855 for Community Events & Project Funding (Community projects/events supported below have been deducted from original \$40K total allocation): \$2,000 allocated to IF Foundation Ambassador Program \$5,000 allocated to Mingullathardu Association) \$1,000 allocated to Ngarluma Yindjibarndi Foundation Limited (NYFL) for Parent Support Group.  \$20, 000 Roebourne Redevelopment Project (playground and fitness equipment)	\$0	30 June 2016
<ul style="list-style-type: none"> <li>• <b>2013/2014</b></li> <li>• <b>Birra Birra ex-gratia</b></li> <li>• <b>\$125,000 (ex GST)</b></li> </ul>	\$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"> <li>• <b>2014/2015</b></li> <li>• <b>ACADS</b></li> <li>• <b>\$100,000 (ex GST)</b></li> </ul>	\$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"> <li>• Consultation/Investigation &amp; Establishing a Community Association for Roebourne</li> <li>• Contingency for programs</li> </ul>	\$0	30 June 2015 (unless extension granted)
		<b>\$20,000 Contingency</b>		<b>30 June 2015</b>
<ul style="list-style-type: none"> <li>• <b>2014/2015</b></li> <li>• <b>Birra Birra ex-gratia</b></li> <li>• <b>\$101,500 (ex GST)</b></li> </ul>		\$101,500 Roebourne Redevelopment project (playground and fitness equipment)	\$0	30 June 2015 (unless extension granted)

**b) 2015/16 Annual Community Association Development Scheme and Ex Gratia Funding – identified projects and allocation of advisory group member to complete the application forms.**

Roebourne Advisory Group members expressed an interest in establishing contact with aboriginal corporations to promote projects completed to date, provide an outline of funds committed to future projects and seek input to identify future projects.

**Action:**

City of Karratha Officer to draft a letter to Aboriginal Corporations for consideration at the May Roebourne Advisory Group meeting.

Roebourne Advisory Group members considered the ideas put forth via email from members who were unable to attend the meeting and explored other potential projects. The Roebourne Advisory Group proposed the following projects for the



2015/16 Annual Community Association Development Scheme and Ex Gratia Funding:

<b>Funding Scheme</b>	<b>Proposed Project</b>	<b>Funding Amount Allocated</b>
ACADS	Lights on Project	\$20,000
	Community Events Funding	\$60,000
	Contingency	\$20,000
Ex Gratia	Seating at Basketball Courts	\$25,000
	Tables and Shade Structure at Roebourne School Oval and Jubilee Park	\$26,250
<b>Total</b>		<b>\$151,250</b>

**Resolution:**

The Roebourne Advisory Group endorsed the above mentioned projects to be included in the 2015/16 Annual Community Association Development Scheme and Ex Gratia Funding application.

**Moved:** Fiona White-Hartig

**Second:** Susan Smith

**CARRIED**

**c) Guidelines and application forms for Roebourne Advisory Group Community Events.**

City of Karratha Officer prepared draft guidelines and a formal application form for consideration by Roebourne Advisory Group members (please see attached guidelines and application form).

**Resolution**

Roebourne Advisory Group endorsed the draft guidelines and formal application form for the Community Event Funding.

**Moved:** Fiona White-Hartig

**Second:** Susan Smith

**CARRIED**

**d) Roebourne Advisory Group Community Event Funding**

City of Karratha Officers advised the Roebourne Advisory Group Community Events Funding Applications received at the April meeting will be considered by Council at the April Ordinary Council meeting.

No Community Event Funding applications received at April meeting.

**e) Jubilee Park Signage Project**

City of Karratha Officer established contact with Roebourne District School who have expressed a strong interest in developing designs for the signage with local artists and school students. City of Karratha Officer will commence project planning and work collaboratively with Roebourne District School to develop designs for the signage.

**f) Anzac Day Commemorations including Whim Creek, Roebourne and Dampier**

Roebourne Advisory Group members provided details regarding Anzac Day Commemorations across the City of Karratha

## **7. GENERAL BUSINESS**

### **Bus Shelter**

Roebourne Advisory Group members discussed the need for bus shelters in Roebourne for school and community bus stops. Councillors on the Roebourne Advisory Group advised they would put forth a Councillor request for consideration of the Bus Shelter Project in the 2015/16 City of Karratha annual budget process.

### **Community Association update**

Roebourne Advisory Group members requested an update from NBAC regarding the progress of the investigation and establishment of a Community Association in Roebourne. City of Karratha Officer to prepare a draft letter inviting Susan Shirtliff, CEO NBAC to attend the May Roebourne Advisory Group meeting.

## **8. CLOSURE & DATE OF NEXT MEETING**

The Meeting closed at 6.55pm and the date of the next meeting will be Monday 4 May 2015 at 5.00pm Roebourne Children and Family Centre.

Date Raised	Issues/Items Raised	Recommendation	Action Officer	Comments/Updates	Status
April 2015	Promote engage/consultation with aboriginal corporations	Establish contact with aboriginal corporations to provide an update on completed projects, committed funds and consultation regarding future projects	Kim Sykes	Prepare a draft letter to aboriginal corporations.	Draft letter to be considered by RAG members at May RAG meeting.
April 2015	Community Association Project Update	Invite Susan Shirliff, CEO NBAC to provide an update on investigations and establishment of Community Association in Roebourne	Kim Sykes	Prepare a draft letter inviting Susan Shirliff, CEO NBAC to attend May Roebourne Advisory Group meeting.	
March 2015	Speeding motorists through the Main Street of Roebourne.	Investigate the possibility of installing signage at 3 locations along the Main Street.	Kim Sykes	Officer to contact Main Roads and discuss concerns and suitable signage including wording and location.	Update to be provided at April Advisory Group meeting.
March 2015	Roebourne Redevelopment Project - Children's playground and fitness equipment	Investigate potential site and approvals for a playground on Roebourne School Oval.  Consult with Roebourne community regarding appropriate equipment and investigate potential suppliers	Kim Sykes  Roebourne Advisory Group	Officer to commence discussions with Leisure Services regarding appropriate location for toddlers playground.	Update to be provided at April Advisory Group meeting.
January 2015	Blackboard to display community activities and events	Investigate the cost of purchasing and installing a blackboard at Roebourne basketball courts.	Kim Sykes	Officer to obtain quotes for a blackboard, explore a suitable location and cost of installation.	Ongoing.
January 2015	Community Bus	Investigation into the number of services meeting passenger demands during the school holidays.	Kim Sykes	Officer to obtain statistics for December/January school holidays.	Passenger statistics to be provided post April school holidays.

January 2015	Kerbside at Jubilee Park Rest Area – kerb is not sufficient for caravans and longer vehicles.	City of Karratha amend the kerbside angle to meet the requirements of a caravan or long vehicle.	Kim Sykes	Officer to request City of Karratha consider amending the kerbside angle at the Jubilee Rest Area to allow sufficient room for caravans to enter and exit the site.	Update to be provided at May Advisory Group Meeting.
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 Roebourne calendar for dissemination to community.  Draft letter requesting additional lights and strength of lights in Roebourne be addressed was not sent as maintenance was being undertaken.	Completed  Installation expected for early 2015.

				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.	
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>New fencing installed at Roebourne Town Cemetery November 2014</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>	Timelines for installation to be communicated so as not to be delayed by Main Street Lighting Project.

				<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>	
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</p>	<p>3 successional signs to be designed and installed indicative of what the park means to the community (fishing, swimming, historical importance etc)</p> <p>Designs to be requested from the following groups (one sign each):</p> <ol style="list-style-type: none"> <li>1. School</li> <li>2. Roebourne Art Group</li> </ol>

				<p>time as War Memorial consult. Most commonly used name was determined to be Jubilee Park.</p>	<p>3. Yinjaa-Barni Art Group</p> <p>Letter approved by Advisory Group Members and will be sent to the above mentioned groups by Friday 9 January 2015.</p> <p>Follow up with Roebourne School regarding participation in project.</p>
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