



ROEBOURNE ADVISORY GROUP

MINUTES

**The Roebourne Advisory Group Meeting held
at the Gurlu Gurlu Maya, Roebourne
on Tuesday, 5 May 2015**

**RUTH ELLIS
VICE CHAIRPERSON**



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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: _____
Ruth Ellis – Vice 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.

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MINUTES

1 OFFICIAL OPENING

The Roebourne Advisory Group Meeting was held at the Gurlu Gurlu Maya, Roebourne on Monday 4 May 2015 and was declared open at 5.15pm.

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:

Ruth Ellis
Susan Smith
Elizabeth Smith
Paul Costanzo

Staff:

Vanessa Subramoney (A/Manager Community & Engagement)

Community Members:

Nil

Apologies:

Cr Fiona White-Hartig
Cr Michael Saylor

3 DECLARATIONS OF INTEREST

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

That the Minutes of the Roebourne Advisory Group Meeting held on Monday, 4 May 2015, be confirmed as a true and correct record of proceedings.

Moved: Ruth Ellis

Seconded: Susan Smith

CARRIED

5 RESIGNATIONS

The Roebourne Advisory Group acknowledge Cr. Garry Bailey's resignation from the Roebourne Advisory Group effective 20 April 2015.

Officer provided possible options in regards to the replacement for Cr. Bailey's position. These included:

- Roebourne Advisory Group dissolving.
- Amend the Term of Reference and advertise for a new committee member.
- Assist the Roebourne Community Association establish as a group.

A general discussion took place and the group were undecided on what direction they should take and are therefore seeking direction from Council about their future as a committee.

Resolution:

That Roebourne Advisory Group seek guidance from Council regarding a replacement for Cr. Garry Bailey's vacant position and the future direction of the Roebourne Advisory Group.

Moved: Ruth Ellis**Second:** Elizabeth Smith**CARRIED**

6 BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 Resolution Register

- Update on the progress of the War Memorial Project. The new war memorial has been installed and was officially unveiled at the 2015 Roebourne ANZAC Day centenary celebrations on Saturday, 25 April 2015. Further works are required such as the install of the concrete block to accommodate the plaque and the install of the fuse box for the lighting required.
- Update on community consultation regarding playground/fitness equipment. Elizabeth Smith on behalf of the Roebourne Advisory Group has commenced community consultation with the Roebourne community. To date 36 community members have been consulted about the fitness equipment, with a majority in favour of the fitness equipment project. The consultation included representatives from organisations such as Act Belong Commit and Heart Foundation.

Locations of the fitness equipment was discussed with three options being provided. The locations included the Jubilee Park, Andover Park and in the vicinity of the Roebourne skate park.

Actions:

- Cr. White-Hartig to circulate the pictures of the playground equipment to the Roebourne Advisory Group to commence consultation with the Roebourne community.
- Elizabeth Smith to investigate possible funding options to support the fitness equipment project with Marwarra Health Services, Act Belong Commit and the Heart Foundation.
- Ruth Ellis to establish contact with Wickham Tidy Towns to gather information about the proposed Wickham Tidy Towns fitness equipment project in particular about the types of fitness equipment.
- Officers to provide information at the June Roebourne Advisory Group meeting regarding fitness equipment located in Karratha particularly around maintenance and public liability.
- 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. A response has been received from the City of Karratha which reported that there are three driveways with 2 at 7 metres wide and 1 at 6 metres wide. This is well over the standard crossover widths required with the kerbsides being made larger in rest areas. The issue is that the caravans are not coming out of the rest area squarer to crossover rather they are just driving out parallel to the main road. This then has part of tourist

caravans going over and hitting the kerb. The City of Karratha will not be making the kerbside wider.

- Update on the Roebourne Community Association. A formal response was received from Ngarliyarndu Bindirri Aboriginal Corporation (NBAC) CEO, Susan Shirtliff, on behalf of the Roebourne Community Association Working Group. Summary points from the letter include:
 - Roebourne Community Association Working Group was established in mid-2014 with 15 members.
 - The Rule of Association has been workshopped with the community to ensure alignment to the community's aspirations for the association.
 - Membership is by application (nominal fee is applicable) and is open to all residents of Roebourne of more than 12 months, former residents of Roebourne that attended Roebourne District High School for more than four 4 years, with ex officio being invited from the City of Karratha, NBAC, NYFL, Marwarnkarra Health Services and NAC.
 - The draft constitution has been developed.
 - Application forms are currently being developed to call for Roebourne Community Association members.
 - To date the RCA working group expenditure has been minimal (approx. \$600) due support being provided through in-kind contributions. It is anticipated that funding will be required for the community meetings schedule for May and June 2015 and for the development of a community newsletter.

7 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"> • 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 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) 	<p>\$40, 000 Roebourne Skatescape</p> <p>\$4,825 allocated to Roebourne VFRS for ANZAC Day Gunfire Breakfast 2014</p> <p>\$7,320 allocated to V Swans Roebourne Basketball Competition</p>	<p>\$40K total allocation for Community Events: \$2,000 allocated to IF Foundation Ambassador Program \$5,000 allocated to Mingullathardu Association) \$1,000 allocated to Ngarluma Yindjibarndi Foundation Limited (NYFL) Additional Needs Parent Support Group. \$45,000 Additional Anzac Day Centenary celebrations (\$19,855 available from the 13/14 Community)</p> <p>\$12,319.49 Roebourne Redevelopment Project (playground and fitness equipment)</p> <p>\$7,680.51 \$5,145 Anzac Day 2015 Centenary celebrations \$1,035.51 War memorial concrete plaque \$1,500 fuse box expenses</p>	<p>\$0</p>	<p>30 June 2016</p>
<ul style="list-style-type: none"> • 2013/2014 • Birra Birra ex-gratia • \$125,000 (ex GST) 	<p>\$100, 000 Roebourne Skatescape</p> <p>\$25, 000 BB court Art project (scheduled completion 14/15 FY)</p>		<p>\$0</p>	<p>30 June 2016</p>
<ul style="list-style-type: none"> • 2014/2015 • ACADS • \$100,000 (ex GST) 	<p>\$2,500 NAIDOC contribution</p>	<p>\$20,000 Light's On</p> <p>\$28,500 Roebourne Redevelopment project (playground and fitness equipment)</p> <p>\$12,000 ANZAC Day and Aboriginal Veterans</p> <p>Up to \$17,000</p> <ul style="list-style-type: none"> • Consultation/Investigation & Establishing a Community Association for Roebourne • Contingency for programs <p>\$20,000 Contingency allocated to the additional Anzac Day celebrations.</p>	<p>\$0</p>	<p>30 June 2015 (unless extension granted)</p> <p>30 June 2015</p>
<ul style="list-style-type: none"> • 2014/2015 • Birra Birra ex-gratia • \$101,500 (ex GST) 		<p>\$101,500 Roebourne Redevelopment project (playground and fitness equipment)</p>	<p>\$0</p>	<p>30 June 2015 (unless extension granted)</p>

*Bold denotes changes to funding allocations

- b) The additional \$45,000 allocated to the Anzac Day celebrations for Roebourne is not adequately covered from the 2013/14 community funding available. The 2013/14 community funding has \$19,855 available for distribution and \$20,000 from the 2014/15 contingency funds. There is a shortfall of \$5,145.

- c) The Roebourne War Memorial have additional expenses such the concrete plaque installation (\$1,035.51 ex GST) and the fuse box installation (approx. \$1,500).

Resolution:

Reallocate a total \$7,680.51 (total project costs highlighted in points b and c) from the \$20,000 (2014/15 ACADS) funds initially allocated to the Roebourne Redevelopment project (playground and fitness equipment). The remaining \$12,319.49 will remain as the Roebourne Redevelopment project (playground and fitness equipment).

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

Resolution:

The \$7,680.51 to be allocated to the proposed ACADS 2015/16 contingency funds for the Roebourne Redevelopment project (playground and fitness equipment).

Moved: Elizabeth Smith **Second:** Ruth Ellis **CARRIED**

d) Community Events Funding Applications

Application received from Bornor Gundi Gurrama Aboriginal Corporation requesting \$10,706.50. It should be noted that there are no further funds available for community events and festivals. No quorum was reached to make a decision on this application as Roebourne Advisory Group member, Susan Smith declared an interest in the application as the applicant for the funding. Item laid on the table for the June 2015 Roebourne Advisory Group 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 for presentation at the June meeting.

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

Roebourne Advisory Group members provided some details regarding Anzac Day Commemorations in Roebourne. Approximately 2000 people attended the centenary celebrations. A debrief meeting will be scheduled by the Anzac Day Committee.

7. GENERAL BUSINESS

a) Community Funding Applications

The Roebourne Advisory Group requested that Officers action the following with an update to be provided at the June meeting:

- Update the Community Funding Application forms to Ruth Ellis as being the contact for the applications.
- Updated application forms and guidelines to be distributed to the Roebourne Advisory Group.
- Provide an update on the status of the outstanding successful Community Funding applications.

B) CLOSURE & DATE OF NEXT MEETING

The Meeting closed at 6.30pm and the date of the next meeting will be Tuesday 2 June 2015 at 5.00pm at Gurlu Gurlu Maya in Roebourne due to the public holiday on Monday 1 June 2015.

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 June 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	Letter submitted as an invite to Susan Shirliff, CEO (NBAC) to attend May Roebourne Advisory Group meeting.	Complete
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 contacted Main Roads via email to discuss concerns and suitable signage including wording and location.	Update to be provided at June 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. Consultation commenced with community regarding the fitness equipment and possible locations	Update to be provided at April Advisory Group meeting. Ongoing
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.	Response provided by the Infrastructure team. Complete
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"> 1. School 2. Roebourne Art Group

				<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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