



ROEBOURNE ADVISORY GROUP

MINUTES

**The Roebourne Advisory Group Meeting held
at the Roebourne Family Centre, Roebourne
on Monday, 6 October 2014**

**GARRY BAILEY
CHAIRPERSON**



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WRITTEN CONFIRMATION

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

Signed: _____

Garry Bailey - Chairperson

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

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

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

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

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

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

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

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

INTERESTS AFFECTING IMPARTIALITY

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

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

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

IMPACT OF AN IMPARTIALITY CLOSURE

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

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

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MINUTES

1 OFFICIAL OPENING

The Roebourne Advisory Group Meeting was held at the Roebourne Family Centre, Roebourne on Monday 6 October and was declared open at 5.07 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 Michael Saylor
Ruth Ellis
Elizabeth Smith

Staff:

Rebecca Smalpage (Manager Community and Engagement)

**Community
Members:**

Nil

Apologies:

Cr Fiona White-Hartig
Paul Costanzo

3 DECLARATIONS OF INTEREST

Impartiality interests regarding the funding application were declared by:

- Garry Bailey
- Beth Smith
- Ruth Ellis

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:** Ruth Ellis **CARRIED**

5 BUSINESS ARISING FROM PREVIOUS MINUTES

- Signage:
 - MRWA have confirmed dimensions of signage that will be installed at turn-offs to Cossack and Cleaverville (both directions). No timeline for installation yet provided.
 - Beth to send through images of 5-mile signage required, as feedback has indicated parties are unclear on what signage is required.
 - Any other street, creek and river signage that needs replacing will be sent by RAG members to City Officer's to ascertain/confirm that these are currently on the list for replacement or add them where required. Hilux Creek was raised as currently being missing.
 - Whilst the Cossack Museum sign has been replaced at the Cossack turnoff, RAG members requested that signage clarifying this is also the turnoff for Cossack town site would be beneficial. Also an accommodation logo indicating there is tourist accommodation available at Cossack (backpackers).
 - 'North West Coastal Highway (Highway 1)' sign and arrow after the Harding River Bridge (when approaching from Hedland) still to be replaced.
- Letter of response from the Attorney General to City of Karratha regarding courthouse closure was circulated. Timeline for completion of works and reopening of courthouse confirmed for early November.
- Advertisement for vacant RAG position will be in this week's paper. Nominations will be open for 2 weeks.
- Design and commission agreement for Andrew Kay regarding the War Memorial Sculpture has been sent. Consultation dates with the community confirmed for 2 and 3 November. Andrew will be in attendance at next RAG meeting.
- Update on cross over barrier at Crawford Way, Horizon Power main street lighting upgrade and status of traffic audit requested to be provided at November RAG meeting.

6 ITEMS FOR DISCUSSION

6.1 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; Roebourne Girls FX program. \$1, 698 Business After Hours Roebourne Visitors Centre \$65,000 Roebourne Skatescape \$6,000		\$11,251	30 June 2015

6.2 Jubilee Park

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(Officer's to confirm dimensions) most likely near the gate, inside the fence on a slight angle.

Whilst a children's design competition was well supported, members would like to invite representatives from both art groups to the next RAG meeting to also discuss ideas on what should go on the sign. Suggestions included: fishing, swimming and historical importance. Art group representatives may also have design ideas that could be incorporated.

6.3 Slow-down Traffic Sign

In order for RAG to access the community 'slow-down' variable message signage, there are a few considerations that need to be determined:

- Risk management re: vandalism etc of the sign. Should the sign be loaned to RAG, someone would be responsible for transporting the sign each morning and night from/to a secure location to ensure it is not damaged overnight.
- Depending on location, Main Roads WA approval may be required for placement of the sign

Ruth Ellis to liaise with relevant City of Karratha Officer's to discuss logistics of having sign in Roebourne.

7 GENERAL BUSINESS

7.1 Funding Application from Department of Corrective Services

A funding application was received by Department of Corrective Services for bike workshop activities. The application was for bike parts and accessories, a sea container, DVD and helmets.

Whilst RAG members were supportive of the program and intent of the funding application, the Department of Corrective Services is ineligible for the funding. Members also raised concerns over the capital purchase of a sea container if the program was not able to continue past the 6 months indicated, therefore the application was not supported at this time.

Members requested that Officer's speak with the applicant to discuss opportunities for a partnering organisation (eligible for the funding) to submit the request instead. Beth Smith indicated she was also happy to work with the applicant in order to strengthen the submission. Other questions to be addressed included:

- How does the applicant see the program growing and how many participants will it engage as a total?
- What is the target cohort/age of the participants?
- What other financial or in-kind support is being offered?
- Is the program sustainable in the long term?

7.2 'Eastern Corridor' references

Ruth Ellis raised frustration at Roebourne, Wickham and Point Samson being referred to as the "Eastern Corridor." No actions were identified as required to address these concerns.

7.3 “Love Where you Live” Community BBQ - Roebourne

Officer's advised RAG members of a new initiative known as the “Love Where you Live” Community BBQ's – to be held in each town. It was an idea borne from newcomers not knowing where to go to find out what services are available and also longer term residents not always knowing what new services/businesses may have come to town. The initiative aims to engage community members and these services in the one forum to exchange information.

Members supportive of the initiative and all were provided with a draft event plan for further consideration. Tentative dates around late May were confirmed as a good time to host the day. The relevant City of Karratha Officer will attend the December RAG meeting to hear further thoughts on how to make the day a success.

7.4 Banners

Final banner designs based on community consultation and feedback were circulated. The following changes were made to previous designs:

- Banner of the young person with no helmet was removed
- More images with non-indigenous people
- Ranger images moved onto one banner
- Explored the option to include wording however it did not suit the theme and took away from the background landscape images

Historical buildings were not included in this round as incorporating country, people and connection to land was fed back as most important with new images such as buildings to be considered when banners need replacing.

Majority of feedback from community indicated:

- Love the concept of incorporating local people
- Generational photos are very significant
- Incorporating country and connection to the land promotes culture
- Each design has a different story
- Easy to identify images

8 CLOSURE & DATE OF NEXT MEETING

The meeting closed at 6.10pm.

The next meeting is to be held on Monday, 3 November 2014 at 5pm at the Roebourne Family Centre.

Date Raised	Issues/Items Raised	Recommendation	Action Officer	Comments/Updates	Status
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.
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.	Project current. Costs to relocate light pole being investigated. Update to be provided at November RAG meeting.

				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>	Ongoing.
October 2013	Coordination and installation of war memorial sculpture	Request from the committee to source a maximum of five different artist proposals for the sculpture	Rebecca Steinki/RAG	<p>Council report presented at the November OCM to endorse engaging Archipelago Arts to administer the project.</p> <p>Presentation of concept designs occurred at June RAG meeting.</p> <p>Final images presented at July RAG meeting.</p>	Design and Commissioning agreement sent to Andrew Kay. Visit for community consult confirmed for 2 and 3 November. Andrew will attend November RAG meeting.

				Community consult occurred post August RAG meeting with these results incorporated into preferred artist selection.	
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. 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. 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.	Art group representatives to be invited to November RAG meeting to discuss ideas for signage at the park.

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	Project to be presented to Council via ordinary budget process. Budget approved to complete in 14/15 FY.	Manager Regulatory Services has sent out Request for Quote.
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	Closed

				have incorporated all feedback and consultation undertaken.	
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