



Roebourne Advisory Group MEETING

Minutes

**The Roebourne Advisory Group Meeting held
at the Roebourne Hospital Boardroom, Roebourne on
Tuesday, 15 October 2013 at 5pm**

**Garry Bailey
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.

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 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.

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Minutes

1 OFFICIAL OPENING

The Roebourne Advisory Group Meeting was held in the Roebourne Hospital Boardroom, Roebourne on Tuesday 15 October 2013 and was declared open at 5pm.

2 RECORD OF ATTENDANCES AND APOLOGIES

Committee Members:

Mr Paul Costanzo
Cr Garry Bailey (Chairman)
Ms Ruth Ellis
Cr Fiona White-Hartig

Staff:

Ms Vanessa Subramoney Community Development Coordinator

Apologies:

Cr Michael Saylor
Mr Jack Shaw

3 DECLARATION OF INTEREST

Nil

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The Minutes of the Roebourne Advisory Group Meeting held on Monday 12 August 2013 were confirmed as a true and correct record of proceedings.

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

CARRIED

5 ISSUES ARISING FROM PREVIOUS MINUTES

5.1 Resolution Register

5.1.1 Installation of War Memorial Sculpture

The project concepts and engagement of Archipelago Arts to administer the war memorial public art project are being presented to Council at the November Ordinary Council meeting for endorsement. The projects has been costed at \$87,000 and will be funded through ACADS and ex-gratia. The estimated project completion date is April 2015.

5.1.2 Concrete Pathway to Toilet Works have been completed in August.

5.1.3 Sullage Dump Facility

Shire Regulatory officers investigated the request received from the RAC to install a chemical toilet dump point for travellers somewhere in or around Roebourne.

The Water Corporation have confirmed that they will not permit the chemical toilet waste to be discharged to sewer so this rules out most of Roebourne itself.

The information bay in Roebourne by the oval is too small to allow for the larger caravans to get past each other leading to stacking issues, so this cannot be considered. Investigating officers have suggested putting one at the Wickham transfer station; however this may be too far off the road for some travellers, and is not close to or within Roebourne.

Officers have been in contact Peter Ellis at Main Roads. He advised that they would be supportive of the provision of a dump point however have strict guidelines and concerns as to location. He suggested that an application for the dump point to be installed in the information bay opposite the race course/airport turn offs could be considered favourably, on the Port Headland side of Roebourne. As several of the parking bays along NWC Hwy are not formally defined in some cases, he advised that any other sites would be subject to further scrutiny and in all likelihood may not be approved.

5.1.4 Centenary Park Naming

Officers are to investigate the actual name of the Centenary Park as the group is proposing to officially recognise the park by installing a name sign.

6 ITEMS FOR DISCUSSION

6.1 Pilbara Community Legal Services funding request

A community funding request has been received from Pilbara Community Legal Services requesting \$10,000 to host an anti-violence community march and celebration in Roebourne on 25 November 2013, in honour of White Ribbon Day. The group has agreed to support the request for funding to the total amount of \$2,500 ex gst. specifically funding the engagement of local musicians and venue hire.

6.2 Updated Funding table

	Funds Acquitted	Funds Committed	Funds Remaining (exc. Committed Funds)	Timeline for Expenditure
<ul style="list-style-type: none"> 2010/2011 ACADS \$100,000 (exGST) 	\$72,827 \$27,173 (Update of current Roebourne War Memorial)		\$0	30 June 2013
<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 <i>Sculpture at the Roebourne war memorial site (subject to Council Endorsement)</i> \$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)		\$15,299.99	30 June 2014

	\$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			
<ul style="list-style-type: none"> • 2012/2013 • ACADS • \$100,000 (ex GST) 	\$15,000 for Community Events <i>for Luke Adams</i> <i>Foundation; Roebourne Girls</i> <i>FX program.</i> \$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 <i>War Memorial</i> <i>Sculpture</i> \$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 (30/06/14)	\$0	30 June 2016
<ul style="list-style-type: none"> • 2013/2014 • Birra Birra ex-gratia • \$125,000 		\$100, 000 Skate Park Development Funds \$25, 000 Contingency Funds (30/06/14)	\$0	30 June 2016

7 GENERAL BUSINESS

7.1 Roebourne Advisory Group nominations

All positions of the Roebourne Advisory Group will be declared open in the month of November. Call for nominations will be advertised in the papers and at the Roebourne Post Office. The Councillors will be nominated to the group at the October Council meeting.

7.2 Centenary Park

The group request that the parking at the Centenary Park to be investigated. A meeting is to be set up with group members and the Infrastructure team prior to the next meeting.

8 CLOSURE & DATE OF NEXT MEETING

The Meeting closed at 5.50 pm and the date of the next meeting will be Monday the 2 December at 5.00pm at the Roebourne Hospital.

Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
October 2013	Funding request received from Pilbara Community Legal Services to host an anti-violence march in Roebourne on 25 November 2013	Group supported funding to the amount of \$2,500 specifically for engaging local musicians and venue hire.	Vanessa Subramoney	Letter to be drafted acknowledging the support of \$2,500 to PCLS.	Complete
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 being presented at the November OCM to endorse engaging Archipelago Arts to administer the project.	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 2012	12/13 ACADS funding available for Community Events \$12,302 still to available for distribution	\$20K allocated to support local community events in 12/13	Rebecca Smalpage	2012/2013 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	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	Vanessa Subramoney	Response received from Manager Regulatory Services	Closed

		covered by the Shire. The letter will advise the facility will benefit tourists to all towns of the Shire.			
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
March 2013	Concrete pathway to toilet: current design of pathway will not resolve the issue of people walking through the lawn	The direction of the concrete pathway to be changed to go directly across the lawn to the toilet	Vanessa Subramoney	Works undertaken 15th and 16th of August	closed
May 2013	The Roebourne Visitor Centre has requested funding from RAC to the value of \$3,000 to launch the Roebourne Visitor Centre web page and a 'Tourism Season Open' evening event as an opportunity for local business and operators to get	Roebourne Advisory Group approves the application received from the Roebourne Visitor Centre and agree to support the 'Tourism Season Open' evening event.	Vanessa Subramoney	A successful letter to be drafted for Cr. Bailey to sign.	Closed

	together to meet and greet.				
March 2013	Relocation of boulder being investigated by Executive Manager Infrastructure	A further update will be provided to the committee at the next scheduled meeting once the Infrastructure team are able to advise on how best to proceed	Vanessa Subramoney	Quote from M Joyce Crane Hire accepted.	Closed
March 2013	Purchase order raised for treatment of war memorial.	Roebourne Advisory Group approved the quote from Decor8 to the value of \$2,860	Vanessa Subramoney	Decor8 have been given the go ahead to commence the works on the war memorial	Closed
October 2012	The green cages that have been placed around the trees on the main street that have become dislodged.	A request to straighten the cages is to be sent to the Parks and Garden department.	Vanessa Subramoney	Parks and Gardens have advised they will remove the cages as they are not suitable for their intent. Park has been tidied although this will be ongoing. Sprinklers have been installed.	Closed
April 2012	Litter (inc. Mt Welcome)	That discussion is undertaken with Ngarluma about the ongoing maintenance of Mt Welcome.	Committee/Rebecca Smalpage	Committee is of the belief that Ngarluma have recently received funding that may be able to assist ongoing litter management. Due to the start time of the RAC meeting, a representative is unable to attend. NAC provided feedback on Rock Wall text. Representative invited to November meeting but no response. Group has decided not to pursue this project due to the difficulty in securing the presence of a	Closed

				Nglarma representative at RAC meeting	
April 2013	Directional signage also required at the park entrance for increased visibility.	Obtain quotes for a directional toilet sign at the park entrance for increased visibility.	Vanessa Subramoney	Quote is being obtained for the installation of a two way sign	Closed
September 2012	Projects to be identified for 2012/2013 Birra Birra and ACADS funding.	Officers to investigate options for vandal proof seating at Roebourne Basketball Courts.	Rebecca Smalpage	Investigate aluminum seating options instead of the concrete. Group decided not to pursue this project	Closed
April 2013	Signage for the Toilet in Centenary Park. Signage on the toilet to reflect male, female and disability access logos.	That the quote for public toilet symbol signage be received and accepted.	Vanessa Subramoney	Symbol signage has been installed at the public toilet building by Shire Maintenance Officer.	Closed
March 2013	Kerbing for Roe Street car park. Quote discussed at meeting.	Quote received from Downer be received and accepted by the Roebourne Advisory Group and action raising the purchase order for works to commence.	Vanessa Subramoney	Works completed.	Closed
March 2013	The application received from the Big hArt requesting a total of \$1,000ex GST to host a	Roebourne Advisory Group not approve the application received from the Big hArt	Vanessa Subramoney	Letter of unsuccessful funding to be signed by Cr Garry Bailey	Closed

	community launch of the NEOMAD episode 2 program.				
March 2013	The application received from the Roebourne Volunteers Fire and Rescue Services to hold the 2013 ANZAC Day service in the Roebourne community	Roebourne Advisory Group approve the application received from the Roebourne Volunteers Fire and Rescue Services and agree to support the 2013 ANZAC Day.	Vanessa Subramoney	Letter of successful funding to be signed by Cr Garry Bailey	Closed
March 2013	The application requested for the advertising the 2013 ANZAC Day service in the Pilbara News being held in Roebourne	Roebourne Advisory Group approve the application from The Roebourne Visitors Centre and agree to support the advertising of the 2013 ANZAC Day Service	Vanessa Subramoney	Letter of successful funding to be signed by Cr Garry Bailey	Closed
March 2013		The feedback of the Roebourne Advisory Group regarding future retail, commercial and industrial needs is presented to the study associate for the Shire of Roebourne.	Vanessa Subramoney	The report is currently in draft form. Provided feedback through the councilor at February OCM.	Closed
February 2013		Approve the application from The Luke Adam's Foundation and agree to support the Roebourne Girls FX program	Vanessa Subramoney	Letter was signed by Cr Garry Bailey and sent	Closed
February 2013		Letter of thanks to be sent to Steven Standish.	Vanessa Subramoney	Letter signed by Cr Garry Bailey and sent	Closed

9 ATTACHMENT

