



# MINUTES

*HEALTH BUILDING & TOWN PLANNING COMMITTEE  
MEETING*

*HELD IN THE COUNCIL CHAMBERS, MEEKATHARRA*

*ON*

*SATURDAY 17 FEBRUARY 2024*

*COMMENCED AT 8.30 AM*



## **1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

### **1.1 DECLARATION OF OPENING**

The Chairperson, Cr HJ Nichols declared the meeting open at 8.30am.

### **1.2 DISCLAIMER READING**

*No responsibility whatsoever is implied or accepted by the Shire of Meekatharra for any act, omission or statement or intimation occurring during this Meeting.*

*It is strongly advised that persons do not act on what is heard at this Meeting and should only rely on written confirmation of Council's decision, which will be provided within fourteen (14) days of this Meeting.*

The Chairperson read the disclaimer out loud.

## **2. RECORD OF ATTENDANCE/ APOLOGIES/ APPROVED LEAVE OF ABSENCE**

### **Member**

Cr HJ Nichols	Chairperson
Cr MJ Smith	Deputy Chairperson
Cr BM Day	
Cr MR Hall	
Cr JC Holden	
Cr WJ Ward	

### **Staff**

Kelvin Matthews	Chief Executive Officer
Darren Friend	Acting Deputy Chief Executive Officer
David Schulz	Community Development & Services Manager
Felicity Anderson	Executive Assistant

### **Observers**

Nil

### **Apologies**

Cr DK Hodder

### **Approved Leave of Absence**

Nil

### 3. APPLICATIONS FOR LEAVE OF ABSENCE

#### **Committee Resolution:**

**Moved:** Cr MJ Smith  
**Seconded:** Cr MR Hall

**That Cr Holden be granted Leave of Absence for the 16 March 2024 Health Building & Town Planning Meeting.**

**CARRIED 6/0**

**For:** Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr JC Holden,  
Cr WJ Ward  
**Against:** Nil

### 4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

#### **Committee Resolution:**

**Moved:** Cr MR Hall  
**Seconded:** Cr MJ Smith

**That the minutes from the Health, Building & Town Planning Meeting held on 20 January 2024 be confirmed.**

**CARRIED 6/0**

**For:** Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr JC Holden,  
Cr WJ Ward  
**Against:** Nil

### 5. PETITION/ DEPUTATIONS/ PRESENTATION/ SUBMISSIONS

Nil

### 6. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Attended Ms Svenja Clare's previous CDSM farewell.

## **7. REPORTS OF COMMITTEES AND OFFICERS**

### **7.1 OFFICERS MONTHLY REPORTS**

#### **7.1.1 BUILDING, PLANNING AND ENVIRONMENTAL HEALTH OFFICER'S REPORT JANUARY 2024**

**Prepared by:** Shire of East Pilbara  
**On Date:** 8 February 2024

In accordance with the shared services agreement, this report provides a summary of building, planning and environmental health matters for January 2024. This includes all activities, the progress of ongoing situations and concerns related to the required services raised by the Shire of East Pilbara.

#### **Building**

We have received one (1) Demolition Permit Application which is currently being assessed. We have had a several telephone enquiries and emails requiring information in regard to the Building Act 2011 and the Building Regulations 2012, Building Services Levy as well as the usual building applications including providing advice for swimming pool safety barrier requirements and inspections.

#### **Planning**

Planning information and advice was provided to the Shire of Meekatharra during January. This included providing the Shire of Meekatharra with suggested planning conditions for a proposed subdivision on Oliver Street.

Advice was provided to a customer regarding a proposed mobile workers accommodation camp, approximately 25kms from the Meekatharra townsite. A development application for a proposed shed at 22 McCleary Street has recently been received and is currently under assessment.

#### **Environmental Health**

The EHO attended the Shire of Meekatharra for a two night visit between Monday 15 and Wednesday 17<sup>th</sup> January 2024. During this visit –

- A number of follow-up inspections were conducted at food businesses in Meekatharra.
- The town creek was inspected for the presence of mosquito larvae. None were observed.
- Conducted a follow up on the wastewater treatment system at 1/88 Hill St Meekatharra. The wastewater treatment unit has been getting pumped out on a regular basis to prevent the treated wastewater being disposed of via the damaged irrigation network. The tenants advised they would be relocating to another dwelling in Meekatharra in the weeks following the site visit.
- The wastewater component of the development application for Shire housing at 135 Darlot St was assessed in terms of the requirements of the Government Sewerage Policy.
- The Meekatharra Caravan Park was provided with a list of items to display on the site plan of the caravan park to demonstrate compliance with the *Caravan Park and Camping Grounds Regulations 1997*.
- An inspection was conducted at Bluebird Mine Village for the purposes of a section 39 application to extend the outdoor licensed area adjacent the wet mess.

Remote assistance was provided on other Health matters during January –

- Query on food business requirements for commercial egg production at Karalundi College farm.
- Further investigated the requirements under Health and Building standards for the provision of toilets at the BP Truck stop, Connaughton St, Meekatharra.
- Ongoing assessment of wastewater disposal proposal for 135 Darlot St Meekatharra.
- A complaint was received about the condition of a dwelling in Consols Rd Meekatharra.
- Reviewed quarterly maintenance reports for wastewater treatment units at Department of Housing properties in Meekatharra and Yugunga-Nya Peoples Trust.
- Complaint received and advice provided regarding burning of rubbish in a backyard on Oliver St Meekatharra.
- Wastewater application received for Road Construction Camp approx. 25kms north of Meekatharra.
- Query received about starting a food business at Meekatharra Airport.
- Wastewater query received for 19 McCleary St Meekatharra.

**Officers Recommendation / Committee Resolution:**

**Moved: Cr MJ Smith**

**Seconded: Cr BM Day**

**That the Environmental Health / Building Officer's report be accepted.**

**CARRIED 6/0**

**For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr JC Holden,  
Cr WJ Ward**

**Against: Nil**

## **7.1.2 COMMUNITY DEVELOPMENT & SERVICES MANAGERS REPORT JANUARY 2024**

### **• BUDGETED PROJECTS & BUSINESS FROM PREVIOUS MEETING**

#### **1. Entry Statements**

The plaque for the time capsule has been installed on a big rock to mark the spot of the Entry Statement.

Design work for the Visitor Centre wall panel, explaining the Entry Statement artwork, is in progress.

#### **2. Local Planning Scheme & Strategy**

Final version of the Local Planning Scheme and Strategy has been sent to the Department for consideration and for referral to the minister.

#### **3. Lions Park**

The shade structures have arrived. Project handover to new CDSM and to Project Officer took place early February.

#### **4. Median Strip – ‘Meekatharra’s Streetscape Art Project’**

Repair works for the damaged middle section yet to be completed – now to be handled by the Works & Services Manager.

#### **5. Lloyd’s Signage**

Awaiting Main Roads comments on the latest sign proposal. This will now be handled by the Project Officer.

### **• OTHER MATTERS**

#### **1. Events Update**

Events held since last report:

- 26<sup>th</sup> January 2024 – Meeka Community Awards – approx. 40-50 people attended. Event was moved to the Shire Hall due to the cool, stormy weather. Pool entry was free for the day but attendance not huge due to weather.

Planning undertaken for upcoming events:

- 14th February 2024 – Deadly Thinking workshop for youth
- 22nd February 2024 – ‘Artists in Black’ Arts Law workshop for local artists
- 23rd February 2024 – Brighter Day Party in conjunction with other agencies
- 28th March 2024 – Easter Festivities
- April 2024 – Murdoch Vet Program (dates TBC)
- 5-14th April 2024 – Youth Week

#### **2. Tourism Update**

- The Murchison GeoRegion episode in the ‘Our Town’ series will air on the Seven Network in February (date TBC)

### 3. Staff Update

- New CDSM David Schulz has been appointed and commenced 5th February 2024

Svenja Clare

Community Development & Services Manager

8<sup>th</sup> February 2024

#### **Officers Recommendation / Committee Resolution:**

**Moved:** Cr WJ Ward

**Seconded:** Cr MR Hall

**That the Community Development & Services Manager's report be accepted.**

**CARRIED 6/0**

**For:** Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr JC Holden,  
Cr WJ Ward

**Against:** Nil

#### **8. NEW BUSINESS OF AN URGENT NATURE – INTRODUCED BY RESOLUTION OF THE MEETING**

Nil

#### **9. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

#### **10. CLOSURE OF MEETING**

The Shire President, Cr HJ Nichols closed the meeting at 8.43am.

#### **11. CERTIFICATION BY PRESIDENT**

I certify these minutes to be those that were confirmed.

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**Cr HJ Nichols**

**Date: 16 March 2024**