



# MINUTES

*HEALTH BUILDING & TOWN PLANNING COMMITTEE  
MEETING*

*HELD IN THE COUNCIL CHAMBERS, MEEKATHARRA*

*ON*

*SATURDAY 16 NOVEMBER 2024*

*COMMENCED AT 8.30 AM*



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

### **1.1 DECLARATION OF OPENING**

The Chairperson Cr HJ Nichols opened the meeting 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 Cr HJ Nichols 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 DK Hodder  |                    |
| Cr WJ Ward    |                    |
| Cr BM Day     |                    |
| Cr MR Hall    |                    |

### **Staff**

|                   |                                       |
|-------------------|---------------------------------------|
| Nathan Cain       | Deputy Chief Executive Officer        |
| Darren Friend     | Acting Deputy Chief Executive Officer |
| Pema Chhuzom      | Community Services Manager            |
| Felicity Anderson | Executive Assistant                   |

### **Apologies**

|                    |                            |
|--------------------|----------------------------|
| Kelvin Matthews    | Chief Executive Officer    |
| Alistair Finlayson | Works and Services Manager |

### **Approved Leave of Absence**

Cr JC Holden

**3. APPLICATIONS FOR LEAVE OF ABSENCE**

**Committee Resolution:**

**Moved:** Cr BM Day  
**Seconded:** Cr DK Hodder

**That Cr Ward be granted Leave of Absence for the 13 December 2024 Health Building & Town Planning Meeting.**

**CARRIED 6/0**

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

**4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**Committee Resolution:**

**Moved:** Cr MR Hall  
**Seconded:** Cr BM Day

**That the minutes from the Health, Building & Town Planning Meeting held on 19 October 2024 be confirmed.**

**CARRIED 6/0**

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

**5. PETITION/ DEPUTATIONS/ PRESENTATION/ SUBMISSIONS**

Nil

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

Nil

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

### **7.1 OFFICERS MONTHLY REPORTS**

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

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

In accordance with the shared services agreement, this report provides a summary of building, planning and environmental health matters for September 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**

No new Building Permit applications have been received for the month of October however we were able to finally approve a Building Permit for a Shed at 83 Hill Street, Meekatharra. No other queries from Meekatharra staff this month.

##### **Planning**

One planning query was received during October. Advice was provided to the Shire regarding fencing requirements for a residential property at 86 Oliver Street, Meekatharra.

##### **Environmental Health**

Health staff provided remote assistance during September:

- Review of fire damaged Pensioners Units in Hill St Meekatharra in conjunction with Building Services;
- Assisted with food van trading queries in relation to Outback Festival Meekatharra;
- Cancellation of food business registration for Plutonic Village held by previous catering company;
- Requested further information from installer for wastewater system at 1/32 Hill St Meekatharra;
- Forwarded local government report and wastewater application to Department of Health for Andy Wells mine site.

Ongoing matters -

- RFDS Meekatharra water supply;
- Kumarina Station – conduct site inspection at next site visit regarding camping.

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

**Moved:** Cr BM Day  
**Seconded:** Cr DK Hodder

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

**CARRIED 6/0**

**For: Cr HJ Nichols, Cr MJ Smith, Cr DK Hodder, Cr BM Day, Cr MR Hall,  
Cr WJ Ward**

**Against: Nil**

**7.1.2 COMMUNITY SERVICES MANAGERS REPORT SEPTEMBER 2024**

Included in Council agenda.

**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 Chairperson Cr HJ Nichols closed the meeting at 8.37am.

**11. CERTIFICATION**

I certify these minutes to be those that were confirmed.

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Cr HJ Nichols

Date: 13 December 2024