



SHIRE

Of

MEEKATHARRA

MINUTES

of

HEALTH, BUILDING & TOWN PLANNING MEETING

Held

AT THE COUNCIL CHAMBERS, MEEKATHARRA

on

FRIDAY 16 DECEMBER 2022

COMMENCING AT 1.00PM

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

1.1 DECLARATION OF OPENING

The Chairperson Cr HJ Nichols opened the meeting at 1.01pm.

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

Members

Cr HJ Nichols	Chairperson
Cr JC Holden	
Cr M Anderson	
Cr MJ Smith	
Cr MR Hall	
Cr BM Day	

Staff

Kelvin Matthews	Chief Executive Officer
Peter Dittrich	Deputy Chief Executive Officer
Svenja Clare	Community Development & Services Manager
Felicity Anderson	Executive Assistant
Bill Atyeo	Principal Environmental Health Officer/Building Surveyor

Observers

Mr Robin Burnage	Landscape Architect for Lions Park via electronic means
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3. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Committee Resolution:

Moved: Cr MJ Smith

Seconded: Cr MR Hall

That the minutes from the Health, Building & Town Planning Meeting held on 19 November 2022 be confirmed.

CARRIED 6/0

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 PRINCIPAL ENVIRONMENTAL OFFICER / BUILDING SURVEYOR'S REPORT NOVEMBER 2022

Prepared by W. V. Atyeo
On Date 2nd December 2022

I attended Meekatharra Shire from the 28 November to the 2 December 2022.

BUILDING PERMITS:

There was One (1) Building Permit issued during November 2022.

- BP22-004 is ready to be issued to Mr Robert Hunt of the Commercial Hotel when fees are paid. It is for another Accommodation Unit with three rooms to add to the available Commercial Hotel accommodation. It will be constructed alongside an existing (new) unit located on Lot 28 Main Street.

DEMOLITION PERMITS:

There were Nil (0) Demolition Permit issued during the above dates.

BUILDING PERMITS STATISTICS:

The issuing of Building Permits was reported to the Water Corporation as required by legislation, even if there were Nil permits recorded.

OTHER MATTERS:

- **ROYAL MAIL HOTEL:**

I inspected the kitchen at the Royal Mail 28th November 2022 and was disappointed in the standard of cleanliness and the fact that required repairs following the fire in the kitchen in 2020 have not been carried out as promised. Also, the standard of workmanship of the renovations is extremely inadequate and needs to be addressed.

I wrote a report which I emailed to the owners of the Hotel, and I also forwarded this to the prospective new owners (through their lawyers who are handling the settlement).

I have received a positive response from the current owners of the Royal Mail Hotel, which I have attached to this agenda item. I have also attached the report I issued to the owners and lawyers.

As stated, I am very disappointed in the standard of cleanliness and this needs to be addressed as a matter of urgency.

- **MEEKATHARRA HOTEL:**

On the 28th November 2022 I also inspected the kitchen at the Meekatharra Hotel and found the conditions totally unacceptable. I spoke at length with the Manager onsite and sent an email to the owners and managers expressing my concerns and the non-compliance issues.

This report is attached, and we have not had any response back from the owners to this point in time.

Both these Hotels and the Caravan Park will need to be more closely monitored.

This will be the responsibility of the new EHO as I am trying to prepare for leaving this wonderful town and its people. Over the years, the Shire, the staff, and people of Meekatharra have given me so much. In my darkest hours this town and the Shires within the Region supported me (and made allowances for me) and my family. This will never be forgotten, and Meeka will always remain in a special place in my life and my journey and heart.

Thank you Meekatharra for 24 years. I will miss you and your people.



**Principal Environmental Health Officer
Building Surveyor**

Discussion

Mr Atyeo advised Council that the Caravan Park has improved and had done a good job of cleaning the food premises.

Officers Recommendation / Committee Resolution:

Moved: Cr BM Day
Seconded: Cr MJ Smith

That the Principal Environmental Health Officers report be accepted.

CARRIED 6/0

Attachment 1

Pictures Taken by WV Atyeo (EHO Shire of Meekatharra) – 28th November 2022
Royal Mail Hotel – Meekatharra – FB10-Meeka



Ceiling above where the fire was in 2020.

Needs to be properly repaired and made safe. A poor attempt to address the situation has been made but it is inadequate and not complete.



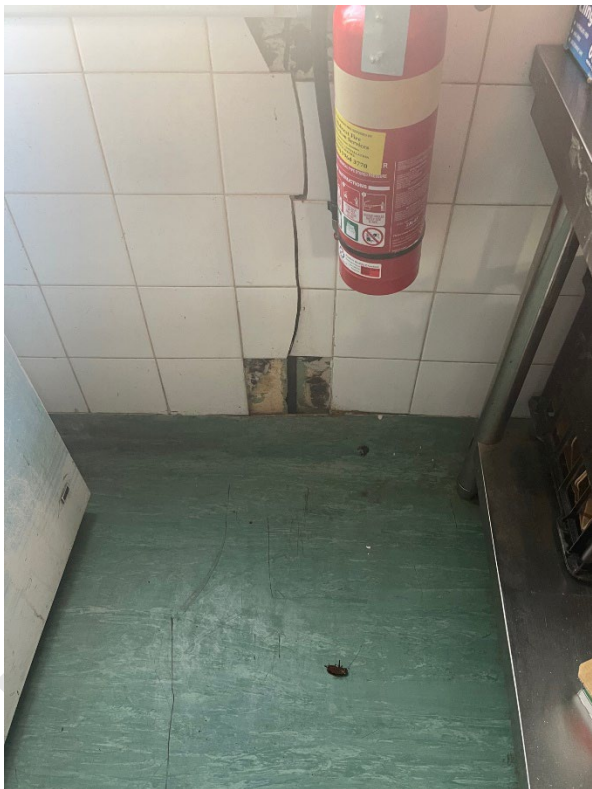
This aircon was damaged during the fire of 2020 and has not been replaced.

It is not clean and shows a build-up of dust and particulate matter.



The floor beneath this freezer was significantly affected by the fire of 2020 and this freezer has obviously been placed over the affected area.

The freezer needs to be removed and the floor covering replaced with hermetically sealed material.



Crack from floor to well up the wall.
Tiles need replacing and new grouting applied.



Shows lack of adequate cleaning between equipment as well as the floors.



Again, as above. demonstrates a lack of proper cleaning.



Equipment requires thorough cleaning as well as the tiles behind the equipment.



Very poor example of cleaning method.

The chipper itself is “tacky” with grease, and the exhaust from the chipper indicates a complete lack of proper cleaning.

This is extended to the tiles behind the equipment.



The wall and exhaust are in need of a proper and thorough cleaning.
The equipment also could do with the same.



Crack between adjoining walls is quite large and would be a perfect place for dirt and insects to harbor during the day.

Needs attention and grouting.



Milk Crates??

Machine fell off the wall
and was placed on the
crates as an interim
measure.

Crates need cleaning



I think this is self-
explanatory.



Again, more attention to proper cleaning is required, plus a supervisor to check each day that the proper processes are actioned.



Again



Needs sorting out and cleaning.



In the store room it is obvious that staff are not completing tasks properly.

Poor cleaning methods and standards.



Door from dining room to store room to Kitchen needs a very good clean, and a new coat of paint would enhance the look of things, leading to the kitchen.

Empty water bottle containers should be removed to avoid clutter.

These are some of the issues I found while inspecting the kitchen on the 28th November 2022. These issues need to be addressed and or completed as a matter of urgency. I have prepared this small report and it will be forwarded to the settlement lawyer as part of their inquiry, given the Shire registers food businesses within the Shire of Meekatharra.

The prospective owner should have commissioned their own investigations or inspected the property before purchasing the Hotel. The new owners need to be aware of what they are or will be responsible for, and what to expect from the Shire.

Yours sincerely

WV Atyeo
Environmental Health Officer/Building Surveyor
SHIRE OF MEEKATHARRA

Dated: 29th November 2022

Response by Owners of Royal Mail:
30th November 2022

Observations	Response	Completion date
Ceiling above where the fire was in 2020. Needs to be properly repaired and made safe. A poor attempt to address the situation has been made but it is inadequate and not complete.	Repair work will be completed	31 st December 2022
This aircon was damaged during the fire of 2020 and has not been replaced. It is not clean and shows a build up of dust and particulate matter.	This airconditioner is not in use since fire 2020. We replaced the main air conditioning unit in the kitchen with a new very powerful unit supplied and installed by S & K Electricial in October 2020. This not in use item will be removed.	5 th December 2022
The floor beneath this freezer was significantly affected by the fire of 2020 and this freezer has obviously been placed over the affected area. The freezer needs to be removed and the floor covering replaced with hermetically sealed material.	We have had several inspections by external fire assessors and external inspectors, and this is the first time this issue is raised. There was a fridge (source of the fire in 2020) in this area and a new freezer was put in its place. Matter will be addressed.	Before 25 th December 2022
Crack from floor to well up the wall. Tiles need replacing and new grouting applied	This will be replaced.	Before 25 th December 2022
Crack between adjoining walls is quite large and would be a perfect place for dirt and insects to harbor during the day. Needs attention and grouting	Repair and grouting will be done.	Completed before 14 th December 2022
Machine fell off the wall and was placed on the crates as an interim measure. Crates need cleaning.	The kitchen printer (size of a small ice cream container) was recently replaced and needs to be re attached. Handy man was not available. Will be re attached	Completed before 14 th December 2022
Door from dining room to store room to Kitchen needs a very good clean, and a new coat of paint would enhance the look of things, leading to the kitchen. Empty water bottle containers should be removed to avoid clutter.	We will allocate a new storage area for empty water bottle containers. Door will be part of cleaning.	
All issues related to cleaning	All issues regarding cleaning will be addressed in the next 7 days.	completed before December 7 th 2022

Meekatharra Hotel – Photos Taken by WV Atyeo – 28th November 2022

This report is issued by WV Atyeo – Environmental Health Officer
Meekatharra Hotel Kitchen:



Unclean, cluttered and obviously left out in the elements with no cleaning being done. All surfaces were greasy and sticky to the touch, with a residue of fat and food material.



Closer photo of the above, showing unacceptable standards of cleaning (nil cleaning).



Chipper has not been cleaned, nor have the splash back surfaces which also felt sticky and greasy to touch.

Stainless steel bench top was also dirty and uncleaned.

It also does not have the required canopy (exhaust hood) over it as required for greasy effluvia.



Shows how unclean the premises are, with al-foil placed to try and catch the grease.

It does, but it also has not been regularly changed, so the grease on the foil captures the dust, dirt and other matter that lands on it.

The floor is a disgrace and needs professional cleaning to remove all the fat and other matter from the tiles and under the frontage of the equipment.



This chipper is not required or is not used and should be removed completely from the kitchen area as all it does is collect grease and dust and other matter to form a very formidable contamination agent.

Get rid of it, or do it up, clean it up, and start using it.



Another example of poor hygiene standards etc.



Very unclean and needs thorough cleaning – Equipment and all tiles etc.



Do I need to say anything here?
Again, very poor cleaning program and execution of food safe principals.

Staff need to partake in a course of food hygiene. Provided free and online by the Shire and the EHA



Dirty floors. Require professional cleaning, as does the exhaust fan and hood.



More thorough cleaning required.

The standard is such that, unless the premises are thoroughly cleaned and all clutter removed from the kitchen and preparation area, I will issue a notice under the Food Act to close the kitchen, meaning meals for the public will not be permitted to be prepared from the kitchen until such time as conditions comply with the Food Act.

All staff will be required to undergo Food Hygiene training, which the Shire and EHA provide free of charge online. The resultant certificate issued by Food Safe will need to be forwarded to the Shire for their records. The procedures to do the Course are attached. All staff are to complete this within one month.

I will re-inspect within the fortnight, and if the cleaning and removal of all clutter is not complete, a Notice will be issued.

If there are any questions or require further information, please contact me.

Yours sincerely



WV Atyeo
Environmental Health Officer/Building Surveyor
SHIRE OF MEEKATHARRA

Dated: 1st December 2022



MEEKATHARRA DETAIL for FOODSAFE TRAINING

The Shire of Meekatharra has organised for people to participate in this program for free with the sponsorship of the Environmental Health Australia (EHA) of WA. FoodSafe was developed by EHA (WA) Inc and it was the EHA (WA) Board who have agreed to offer this free to small regional councils such as ours.

REDEMPTION CODE : *FSMEEKA332* **DO NOT ADVERTISE THIS ON WEBSITE**

WEBSITE FOR TRAINING FOODSAFE

<https://www.ehawa.org.au/products/foodsafety-products/foodsafety-online>

PROMOTIONAL VIDEO LINK

[https://youtu.be/0-\['e/NyfaUxexKNE](https://youtu.be/0-['e/NyfaUxexKNE)

People wishing to complete the FoodSafe Training Course for free are required to go to the Website link as shown (or click). They will be directed to the online page to start.

1. Please ring the Shire for your **Redemption code** which is specific for the Shire of Meekatharra. **This is stated above.... No need to ring the Shire for it.**
2. Go to <https://www.ehawa.org.au/products/foodsafety-products/foodsafety-online>
3. Click: “[Click here](#) to register for FoodSafe online”
4. Click: “[FoodSafe Online](#)”
5. Click: “Submit” if registering yourself. or click “Register another person” if doing so..
6. Click: Add to Cart
7. Click “Complete Order”
8. Fill out the form with all your complete details.
9. Click “I am not a robot”
10. Click “Next – Shipping Method”
11. Place the “redemption code you received from the Shire in the box provided on this screen
12. Click “Next – Payment details”
13. Click “Submit Order”
14. It will say Order Complete
15. A Download screen will pop-up
16. Click on “Welcome to FoodSafe online”
17. Another window will pop-up to create an account for you. Complete this and login.
Record “username and password for your account” You may need it later if you need to re-visit the site.
18. Next window click on “Enter Course”

19. Click on “FoodSafe Food Handler Training”
20. Click enter and start.

If you need to leave the online program, then logout.

When you want to return to finish or do some more – click on

<https://eha.learnbook.com.au/login/learnbooklogin.php>

1. Enter your username and password as you created
2. You will see available courses.
3. Click “Enter Course” under the FoodSafe banner
4. Click “FoodSafe Food Handler Training Program”
5. Next screen click “enter”
6. A small screen will pop-up and ask do you want to resume where you left off?
7. Click “yes” and start where you finished.

You can re-enter as many times as you need.

If you have any problems, please contact me and I will try and assist you.

Regards

WV Atyeo (Bill)
Environmental Health Officer
Building Surveyor
SHIRE OF MEEKATHARRA

Phone: 0409981144

Email: eho@meekashire.wa.gov.au

Business one: aehsa@gmail.com This is the one I monitor daily when away from Meekatharra

7.1.2 COMMUNITY DEVELOPMENT & SERVICES MANAGERS REPORT NOVEMBER 2022

• BUDGETED PROJECTS & BUSINESS FROM PREVIOUS MEETING

1. Entry Statements

Design: MDHS students working on aboriginal artwork part of it

Wall: Purchase order issued to Shear Zone Services as per October 2022 minutes

2. Local Planning Scheme & Strategy

Presented to November 2022 Council. Documents submitted to Department of Planning, Lands and Heritage. Workshop held 8/12/2022 with Planning Consultant Paul Bashall and Councillors to bring everyone on the same page and explore best way forward (finalise as is if the Department is in agreeance, then do omnibus amendment and adopt Local Planning Policy once LPS4 is live).

3. Lions Park

Draft design concept was presented at the November 2022 HBTP committee meeting where the Committee requested changes be made to the bottom portion of the park. The Landscape Architect implemented these changes and will present revised/final concept at December HBTP meeting for formal adoption by Council at OCM.

Grant applications and procurement process to start in January 2023 with park development happening over 2023 cooler months.

4. Swimming Pool Basin + Toddler Pool Works

Item presented to Council for the issuing of the Request for Tender.

Tender to close in February 2023, Council to decide on tender outcome in March, contract to be signed in April with works due to commence in July 2023.

5. Median Strip

Mural Design: Community co-design survey concluded 5 December – results attached. Three artists have expressed their interest to design the murals and have until 5 January 2023 to create draft designs. They'll be presented to the grant funding body as well as to Council in January to choose the favourite.

Traffic Management: Traffic Management Plan lodged with Main Roads along with application to undertake works on road reserve.

Concrete: Two quotes were received earlier this year from the concrete panel (current at the time) for rebuilding the strips and traffic islands (including demolition, concrete surfacing, kerbing and traffic management):

- Tkrete \$278,034.10 + GST. This quote exceeds the budget substantially.
- Bulldog \$135,000.00 + GST. This quote is within budget.

Since traffic management is done by a separate company now, Bulldog confirmed the quote excluding traffic management is \$100,000 + GST.

6. Lloyd's Signage

Signage has arrived pending installation. Main Roads application for highway signage has been lodged.

7. Pool BBQ

Inspected north eastern corner of Pool where Council decided the BBQ should go. Shade is fine, power accessible, bike racks easily movable, shade sufficient but concrete pad will need levelling.

• OTHER MATTERS

1. Events Update

Events held since last council meeting:

- 12 November 2022 – Community Pool Party celebrating Youth Team's award win
- 25 November 2022 – Quiz Night, well received

Planning undertaken for upcoming events:

- 9 December 2022 – Town Christmas Party
- 14 December 2022 – Christmas Movie Night
- 16 December 2022 – Shire Christmas Party
- 26 January 2023 – Australia Day Community Awards

2. Tourism Update

- Murchison Georegion
 - Website development almost complete and due to go live soon
 - Special Working Group meeting held in November, discussing governance structure. Recommendation and decision made at Murchison Executive Group Meeting to go for Incorporated Association model.
 - Presentation to Councils to be made in due course
- Visitor Centre
 - Discussions held with Community Resource Centre about layout in Lloyds building and getting the Visitor Centre up and running before next tourist season

Svenja Clare

Community Development & Services Manager

9/12/2022

Discussion

Lions Park

Council discussed lighting and requested that staff investigate the option of solar lights. Disabled access was discussed and Council were advised that disabled access was planned for Savage St. Council requested handrails to be added to all stairs. Council also requested that staff research available grants.

Swimming Pool

Council asked if the pool toys would remain the same? The CDSM advised that she was looking into a mushroom centre piece would be installed and she was also investigating the possibility of adding fixed water guns.

Lloyds Signage

Council suggested that staff contact Coates hire for use of scissor lift to install sign.

Officers Recommendation / Committee Resolution:

Moved: Cr BM Day

Seconded: Cr JC Holden

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

CARRIED 6/0

Mr Robin Burnage left the meeting at 1.30pm.

Attachment 1: Median Strip Murals Community Co-Design Feedback





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

The Shire President, Cr HJ Nichols thanked Bill Atyeo for his 24 years of service, commended him on his work ethic and attitude over the years and wished him well for the future.

The CEO, Kelvin Matthews also thanked Bill Atyeo for his service over the past 24 years and commented that he was a rare gem that always acted with a professional attitude.

10. CLOSURE OF MEETING

The Chairperson Cr HJ Nichols declared the meeting closed at 1.51pm.

11. CERTIFICATION BY PRESIDENT

I certify these minutes to be those that were confirmed.

Cr HJ Nichols

Date: 21 January 2023