



*SHIRE*

*Of*

*MEEKATHARRA*

*MINUTES*

*of*

*HEALTH, BUILDING & TOWN PLANNING MEETING*

*Held*

*AT THE COUNCIL CHAMBERS, MEEKATHARRA*

*on*

*SATURDAY 22 APRIL 2023*

*COMMENCING AT 8.30AM*



## 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

### Members

Cr HJ Nichols	Chairperson
Cr MJ Smith	Deputy Chairperson
Cr MR Hall	
Cr BM Day	
Cr J Holden	

### Staff

Peter Dittrich	Acting Chief Executive Officer
Svenja Clare	Community Development & Services Manager
Felicity Anderson	Executive Assistant
Donna Christie	Library/CSO

### Apologies

Cr M Anderson	
Kelvin Matthews	Chief Executive Officer

### Approved Leave of Absence

Nil

**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 18 March 2023 be confirmed.**

**CARRIED 5/0**

**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 BUILDING, PLANNING AND ENVIRONMENTAL HEALTH OFFICER'S REPORT MARCH 2023**

**Prepared by Shire of East Pilbara**

**On Date 6 April 2023**

In accordance with the shared services agreement, this report provides a summary of building, planning and environmental health matters for March 2023. 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 Building Permit Applications have been received however verbal advice on whether or not the removal of a Fuel tank required a Demolition Permit was provided to Shire of Meekatharra staff.

Demolition Permit and convent application placed on hold no further progress.

**Planning**

On 9 March 2023, planning input was provided regarding the proposed 'Project Horizon' fibre optic network installation from Geraldton to Port Hedland. Part of the proposal will pass through the Shire and planning comment was provided.

On 24 March 2023, planning advice was provided to the Shire regarding a possible unauthorised business operating from Lot 74 (13) Main Street, Meekatharra. A proforma letter was prepared in order to assist the Shire in resolving the matter.

### **Environmental Health**

The EHO attended the Shire of Meekatharra on the 23<sup>rd</sup>/24<sup>th</sup> March. During this visit the EHO conducted inspections at three food businesses in Meekatharra and conducted a site visit in relation to a concern raised regarding a property at the Yugunga-Nya Village.

While at Yugunga-Nya Village a drainage problem was observed at the same property which was relayed to the Administration Service for the Village to be investigated and remedied by a plumber. A site visit at 19 McCleary St was also conducted with respect to proposed works to be undertaken to the onsite wastewater disposal system. Subsequent advice was provided on the size of the waste water disposal system required.

A trading application on Council land was reviewed and input provided for the approval to be issued.

Further advice was provided for effluent disposal at the MTM Project south of Meekatharra.

The wastewater disposal application for the mobile construction camp at Kumarina Roadhouse was assessed by the Shire of Meekatharra and has since been approved by the Department of Health WA.

Queries in progress are –

Effluent disposal query at Plutonic mine;

Effluent disposal at Lot 41 and 43 McCleary St Meekatharra;

Use of the common building at the Yugunga-Nya Village;

Food business registration for the Coles/Shell service station.

### **Discussion**

There has been no further progress on the demolition of the convent.

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

**Moved: Cr BM Day**

**Seconded: Cr MR Hall**

**That the Building, Planning and Environmental Health Officer's report be accepted.**

**CARRIED 5/0**

## 7.1.2 COMMUNITY DEVELOPMENT & SERVICES MANAGERS REPORT MARCH 2023

### • BUDGETED PROJECTS & BUSINESS FROM PREVIOUS MEETING

#### 1. Entry Statements

Purchase order for Entry Statements has been issued. Target completion date for fabrication of sign is 18<sup>th</sup> May.

Main Roads have approved the design and proposed locations.

Timeline and logistics for wall and installation yet to be set.

Wall waiting for KM – Shearzone may not be available.

#### 2. Local Planning Scheme & Strategy

Department assessing documents.

#### 3. Lions Park

Design/Tender: Presented to April Ordinary Council Meeting to resolve to go to tender.

Funding: Lotterywest considering increasing their grant funding to meet the expected increase in cost halfway (from \$175k to \$240k funding), providing Council find or allocate funding for the remaining gap. Grant application for \$15k for Arts U15k grant in progress pending quotes from artists.

#### 4. Swimming Pool Basin + Toddler Pool Works

Tender awarded as per March Ordinary Council Meeting. Works scheduled to start in June, earlier than originally planned, as approved by DLGSCI (funding body), to allow sufficient time for completion prior to pool season start.

#### 5. Median Strip

Funding: Reporting and liaison with RAC ongoing to ensure satisfaction of funding agreement.

Pedestrian Safety: Main Roads confirmed that zebra crossings or speed reduction are not an option. Suggested grab rails and reviewing parking arrangements for increased visibility.

Main Roads confirmed to RAC no Zebra crossing.

Concrete: Currently underway, will be complete by this meeting.

Surface Treatment: Application of spray on pavers and mural artwork scheduled for 7-13 May 2023.

Concrete paint – how long does it take to dry – SC to follow up.

Dirt and walk trails – Shire employees should not have to clean up after contractors, future works to be completed by contractors.

Interpretive Signage: Revising quote for getting sign wall mounted instead of post mounted. Using signage supplier who did other trail signage in Meeka.

Street Furniture: Ordering bike/scooter racks as per Works Group discussing.

Dog water fountain to be considered.

#### 6. Lloyd's Signage

Great Northern Highway signage design being amended in accordance with Main Roads suggestions.

Outdoor Gallery – Wall between Pharmacy and Lloyds looking at various ideas –  
Cement AO frames.  
RAC lights  
YF Mural – design to be presented to Council.

## **7. Pool BBQ**

Electric BBQ has arrived.  
Concrete pad needs levelling. Project Officer has been liaising with concreter  
(concreter currently engaged with other projects).

## **OTHER MATTERS**

### **1. Events Update**

Events held since last council meeting:  
6<sup>th</sup> – 10<sup>th</sup> April 2023 – Easter Egg Hunt at Oval and 4 day mystery Easter egg hunt  
through town

Planning undertaken for upcoming events:  
19-21<sup>st</sup> April 2023 – Murdoch Vet Sterilisation Program  
20<sup>th</sup> April 2023 – Solar Eclipse event

### **2. Tourism Update**

Visage Production offering a “Our Town” series of the GeoRegion towns – seeking  
proposal at this stage

**Svenja Clare**  
**Community Development & Services Manager**  
**13/04/2023**

### **Discussion**

1. Entry Statements - Shearzone may not be available for build the wall. Waiting on CEO to return from annual leave.
5. Median Strip - Main Roads have confirmed to RAC that no zebra crossing is allowed. Council suggested that in future the contractor should clean up as part of the works, rather than the Shire having to sweep the road.

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

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

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

**CARRIED 5/0**

**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 declared the meeting closed at 8.48am.

**11. CERTIFICATION BY PRESIDENT**

I certify these minutes to be those that were confirmed.

**Date: 20 May 2023**

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**Cr HJ Nichols**