



MINUTES

HEALTH BUILDING & TOWN PLANNING COMMITTEE MEETING

HELD IN THE COUNCIL CHAMBERS, MEEKATHARRA

ON

SATURDAY 14 OCTOBER 2023

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 8.31am.

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

Cr MJ Smith

Cr BM Day

Cr MR Hall

Staff

Kelvin Matthews Chief Executive Officer

Peter Dittrich Deputy Chief Executive Officer

Svenja Clare Community Development & Services Manager

Felicity Anderson Executive Assistant

Apologies

Cr JC Holden

Approved Leave of Absence

Cr M Anderson

3. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Committee Resolution:

Moved: Cr MJ Smith
Seconded: Cr BM Day

That the minutes from the Health, Building & Town Planning Meeting held on 16 September 2023 be confirmed.

CARRIED 4/0

For: Cr HJ Nichols, Cr MJ Smith, Cr MR Hall, Cr BM Day
Against: Nil

5. PETITION/ DEPUTATIONS/ PRESENTATION/ SUBMISSIONS

6. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

7. REPORTS OF COMMITTEES AND OFFICERS

7.1 OFFICERS MONTHLY REPORTS

7.1.1 BUILDING, PLANNING AND ENVIRONMENTAL HEALTH OFFICER'S REPORT SEPTEMBER 2023

Prepared by Shire of East Pilbara
On Date 6 October 2023

In accordance with the shared services agreement, this report provides a summary of building, planning and environmental health matters for August 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 this month. We have had several telephone & email enquiries including extension of time for an already approved Building Permit, installation and approval of Electric Fences and land enquiries all of which were dealt with in a timely manner.

Planning

Planning information and advice was provided to the Shire of Meekatharra during September. This included advice to the Shire regarding planning approvals for the Lions Park development as well as advice to a customer regarding a proposed mobile telecommunications tower near Capricorn. Advice was also provided to the Shire regarding a potential refuelling facility at Meekatharra Airport.

Environmental Health

Health staff provided remote assistance during September –

- Food business renewal of registration – assistance with development of a new template for the food business registration certificate which will align the certificates with the *Food Act 2008* and *Food Regulations 2009*.
- Assistance with assessment of Caravan Park renewal of registration.
- Review of ATU quarterly maintenance service reports. Some systems to be followed up.
- Review of satisfactory water sample analysis results for reopening of the Meekatharra Pool.
- Compilation of noise data and online submission of the Department of Water and Environmental Regulation (DWER) Noise survey (2022/23) for Shire of Meekatharra.

Ongoing tasks include –

- Liaison with DWER on former Meekatharra Power Station as a contaminated site.
- Meekatharra Caravan Park compliance with *the Caravan Park and Camping Grounds Act 1995* and *Caravan Park and Camping Grounds Regulations 1997*.

Officers Recommendation / Committee Resolution:

Moved: Cr MR Hall

Seconded: Cr MJ Smith

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

CARRIED 4/0

For: Cr HJ Nichols, Cr MJ Smith, Cr MR Hall, Cr BM Day

Against: Nil

7.1.2 COMMUNITY DEVELOPMENT & SERVICES MANAGERS REPORT SEPTEMBER 2023

• BUDGETED PROJECTS & BUSINESS FROM PREVIOUS MEETING

1. Entry Statements

Rock wall cladding will commence 30th October.

2. Local Planning Scheme & Strategy

In progress in conjunction with planning consultant Paul Bashall.

3. Lions Park

Earth works have commenced.

4. Swimming Pool Basin + Toddler Pool Works

Works were completed on time and on budget. The stainless-steel rails were polished but water staining is persistent therefore Council may wish to consider replacements in next year's budget.

Pool is up and running. Pool re-opening event on 2 October 2023 was well attended. Acquittal for CSRFF grant to be completed, then this project is complete.

5. Median Strip – ‘Meekatharra’s Streetscape Art Project’

Launch event as part of Meekatharra Outback Festival was hugely successful with 80-100 people attending at the Lloyds Art Gallery, featuring prints of the median murals. Acquittal for RAC grant to be completed, then this project is complete.

6. Lloyd’s Signage

No further progress. Great Northern Highway signage design was again amended based on Main Roads feedback but required further changes. Liaison between designer and Main Roads continuing.

Lloyds Plaza building signage lost one panel which fell down and was damaged. Shire staff are attempting repair and re-installation with improved methods. If damaged beyond repair then replacement/alternative signage may be needed.

7. Pool BBQ

Installed & completed.

• OTHER MATTERS

1. Events Update

Events held since last report:

- 9th September – Cemeteries Headstone Cleaning Workshop – not well attended
- 9th September - Yarn Bombing space activation at Lloyds – well attended, positive feedback from community
- 9th September – Artists Professional Development and prep for Festival Art Exhibition – well attended, community appetite for more
- 11th September – Cemeteries Community Engagement – not well attended

- 22-24th September – Meeka Outback Festival – approx. 600 attendees throughout weekend. Successful event. Art Exhibition was hugely successful, Fun Fair was popular (stretched out over two days to fill the gap left by the races), Ball only 50-60 attendees. A survey is currently open obtaining feedback from the community, staff, volunteers and suppliers to inform planning for future events.
- 2nd October – Pool Re-opening Event – well attended and successful

Planning undertaken for upcoming events:

- 15th October - Walk for Suicide Awareness

2. Tourism Update

- Nil

Svenja Clare

Community Development & Services Manager

5/10/23

Officers Recommendation / Committee Resolution:

Moved: Cr BM Day

Seconded: Cr MJ Smith

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

CARRIED 4/0

For: Cr HJ Nichols, Cr MJ Smith, Cr MR Hall, Cr BM Day

Against: Nil

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

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

10. CLOSURE OF MEETING

The Chairperson Cr HJ Nichols declared the meeting closed at 8.57am.

11. CERTIFICATION BY PRESIDENT

I certify these minutes to be those that were confirmed.

Shire President

Date: 18 November 2023