



MINUTES

*HEALTH BUILDING & TOWN PLANNING COMMITTEE
MEETING*

HELD IN THE COUNCIL CHAMBERS, MEEKATHARRA

ON

SATURDAY 18 NOVEMBER 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 8.30am.

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	
Cr DK Hodder	

Staff

Kelvin Matthews	Chief Executive Officer
Peter Dittrich	Deputy Chief Executive Officer
Svenja Clare	Community Development & Services Manager
Felicity Anderson	Executive Assistant

Apologies

Nil

Approved Leave of Absence

Nil

3. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Committee Resolution:

Moved: Cr BM Day

Seconded: Cr MR Hall

That the minutes from the Health, Building & Town Planning Meeting held on 14 October 2023 be confirmed.

CARRIED 7/0

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

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 OCTOBER 2023

Prepared by Shire of East Pilbara

On Date 8 November 2023

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

The Building Department have received one Building Permit Application this month. A request for further information has been sent to the applicant so the application can progress further. We have had telephone and email enquiries in regard to Building requirements, all of which were dealt with in a timely manner.

Planning

Planning information and advice was provided to the Shire of Meekatharra during October. This included advice to the Shire regarding development approvals for the Lions Park project as well as customer advice regarding a possible redevelopment of 67 and 69 Main Street, Meekatharra.

Environmental Health

Health staff provided remote assistance during October -

- Discussion of blue green algae treatments with a product manufacturer.
- Adoption of a new template for the food business registration certificate. The food business registration certificates were emailed to all food businesses with the new certificate that does not have an expiry date in accordance with the *Food Act 2008*. This will reduce the administrative burden of having to send an annual registration certificate to food businesses.
- Assist Department of Health (DOH) with assessment of the wastewater application for 32 Hill St Meekatharra. Also assisted Builder with a query on setbacks for the installation of the flat beds.
- Review of Aerobic Treatment Unit (ATU) system service and maintenance reports for Yugunga-Nya Peoples Trust.
- Spoke with a complainant regarding a potentially defective ATU in Meekatharra. Emailed Department of Communities regarding the repair of the ATU system. Ongoing.
- Provided Town Planning & Health advice in response to an Invitation to Comment for an Application to clear native vegetation within the Great Northern Highway Road Reserve.
- Horizon Power sent a letter advising the Shire of Meekatharra that it is intended to apply to Department of Water and Environmental Regulation (DWER) for reclassification of a contaminated site at the former Meekatharra Power Station. Ongoing.

Officers Recommendation / Committee Resolution:

Moved: Cr JC Holden

Seconded: Cr BM Day

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

CARRIED 7/0

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

Against: Nil

7.1.2 COMMUNITY DEVELOPMENT & SERVICES MANAGERS REPORT OCTOBER 2023

- **BUDGETED PROJECTS & BUSINESS FROM PREVIOUS MEETING**

- 1. Entry Statements**

Rock wall cladding commenced 30th October. The banded iron formation rocks were supplied by Sinosteel Midwest in conjunction with Bulldog Contracting. The north wall was completed, the south wall is due to be finished in November. The quality of work by Stonecraft Masonry Solutions is excellent. **See Appendix 1** for photo.

Now planning a time capsule to be placed together with the Meekatharra District High School students who designed the artwork in order to commemorate this moment.

- 2. Local Planning Scheme & Strategy**

In progress in conjunction with planning consultant Paul Bashall.

- 3. Lions Park**

Earth works underway. Handrails were manufactured in-house and have been installed. Shelters have been ordered. Trenches for power & laying cables in progress. Liaison with community about local plants has begun.

Lotterywest have approved project timeline with completion by November 2024.

- 4. Swimming Pool Basin + Toddler Pool Works**

Acquittal for CSRFF grant was accepted by the Department and final grant monies have been paid.

We had reports of injuries (cut feet) at the pool. Upon investigation we found specks of grout that had dried into sharp bits. The contractor attended the pool promptly and removed all hazards. No further injuries have been reported since.

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

This project is a finalist in the WA ‘Tidy Towns’ competition in the ‘General Appearance’ category. The outcome will be known on 24th November.

Acquittal for RAC grant has been lodged and is being assessed.

The middle section of the median strip next to the new crossover point buckled somewhat and has been damaged. The contractor is planning repair works in November.

- 6. Lloyd’s Signage**

Great Northern Highway signage design was again amended based on Main Roads feedback but required further changes. Liaison between designer and Main Roads continuing.

- **OTHER MATTERS**

- 1. Events Update**

Events held since last report:

- 15th October - Walk for Suicide Awareness – very well attended with approx. 120 people (even slightly more than last year which was a great success). Collaboration between agencies again worked very well.
- 27th October – Local Emergency Management Exercise at Plutonic Gold Mine

Planning undertaken for upcoming events:

- 8th December – Town Christmas Party
- 15th December – Shire Christmas function
- 26th January – Meeka Community Awards

2. Tourism Update

- Conversations underway with Meekatharra Community Resource & Visitor Centre regarding the design of the space at the art gallery section of Lloyds on incorporating art exhibitions as well as Murchison Georegion and general tourism, also paying consideration to the early stages of Lloyds Stage 2 development and the potential in that space.
- Tesla EV Roadshow organised by WALGA: Tesla EV travelled up the Great Northern Highway for participants to gain knowledge of EV charging, travel distance, suitability for operational purposes and to inform development of future charging infrastructure. Shire staff and stakeholders had the opportunity to drive the EV for three days.

3. Staff Update

- Youth Officer on 3 months leave
- Hired additional casual staff
- Collaborating with Youth Focus and Meekatharra District High School in providing employment and education pathways for young people
- 25th November – planning First Aid Course to upskill staff
- 28-29th November – planning Lifeguard training to upskill staff

Svenja Clare

Community Development & Services Manager

8th November 2023

Officers Recommendation / Committee Resolution:

Moved: Cr BM Day
Seconded: Cr MJ Smith

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

CARRIED 7/0

For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr JC Holden,
 Cr WJ Ward, Cr DK Hodder
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 Chairperson Cr HJ Nichols declared the meeting closed at 8.45am.

11. CERTIFICATION BY PRESIDENT

I certify these minutes to be those that were confirmed.

Cr HJ Nichols

Date: 15 December 2023