



shire of  
**meekatharra**  
*a golden prospect*

# MINUTES

***HEALTH BUILDING & TOWN PLANNING COMMITTEE  
MEETING***

***HELD IN THE COUNCIL CHAMBERS, MEEKATHARRA***

***ON***

***FRIDAY 15 DECEMBER 2023***

***COMMENCED AT 1.00 PM***



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

### **1.1 DECLARATION OF OPENING**

The Chairperson Cr HJ Nichols declared the meeting open at 1.00pm

### **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
Svenja Clare	Community Development & Services Manager
Felicity Anderson	Executive Assistant

### **Apologies**

Peter Dittrich	Deputy Chief Executive Officer
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### **Approved Leave of Absence**

Nil

## **3. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

#### 4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

##### **Committee Resolution:**

**Moved:** Cr JC Holden  
**Seconded:** Cr MR Smith

**That the minutes from the Health, Building & Town Planning Meeting held on 18 November 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 NOVEMBER 2023

**Prepared by:** Shire of East Pilbara  
**On Date:** 7 December 2023

In accordance with the shared services agreement, this report provides a summary of building, planning and environmental health matters for November 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 a few telephone enquiries, enquiry in regard to Building requirements, an enquiry about Building Services Levy acquittal and advice on a Records room to be constructed at the Yulga Jinna Community.

##### **Planning**

Planning information and advice was provided to the Shire of Meekatharra during November. This included advice to both the Shire and a customer regarding the planning process for development within the Yulga Jinna Aboriginal Settlement. Advice was

provided regarding a proposed sea container at Jidi Jidi, a low impact telecommunications facility at Blue Bird Mine as well as DWER clearing permit application 10327/1. Planning has also provided advice to the Shire and a customer regarding a proposal to erect several Yugunga-Nya 'Welcome to Country' signs at key points throughout the Shire.

### **Environmental Health**

The EHO attended the Shire of Meekatharra for a two-night visit between Tuesday 28<sup>th</sup> and Thursday 30<sup>th</sup> November. During this visit –

- The EHO called in to Kumarina Roadhouse on the trip from Newman to Meekatharra to confirm that the pump failures in the wastewater treatment plant had been rectified. Two pumps were replaced and the Roadhouse has spare pump(s) onsite for future use and to reduce repair wait time.
- Routine food inspections were conducted at four food businesses and three follow-up food inspections were conducted at food businesses in Meekatharra.
- An inspection was conducted of the waste water treatment system at 1/88 Hill St Meekatharra. The state of the waste water treatment system will be followed up with the Department of Communities as the landlord. An email was also received from WAPOL Mid West Gascoyne District Inspector regarding the living situation of the tenants at the property.
- An inspection of the waste water system installation was also conducted at 41 and 43 McCleary St Meekatharra. The leach drains have been installed and a Permit to Use will need to be issued following receipt of photographic evidence and any certifications for the installation.
- The commercial kitchens at the Meekatharra Town Hall and Sporting Complex were also inspected and appeared to be in good condition.
- While in Meekatharra, an overflow was observed from a waste water treatment system within the Yugunya-Nya People's Trust property on Oliver St. This problem had previously occurred in August and the cause was the same on both instances. Fiduciary Administration Services have engaged an electrician to provide options to prevent future occurrences due to this cause.
- The town creek was inspected for the presence of mosquito larvae. None were observed.
- Approval for the new waste water treatment system at 32 Hill St has been issued by Department of Health. Works had not commenced at the time of the visit.
- Discussed potential expansion of the number of accommodation units provided in association with the Commercial Hotel. Owners have emailed a suggested concept for the Shire to consider initially on an informal basis.
- One of the unoccupied accommodation dongas at the Meekatharra Caravan Park has been removed since the last EHO visit. Standing power poles have continued to be replaced and upgraded. The Park Manager is working on an accurate park site plan to allow for further assessment of the park against the legislative requirements.

Remote assistance was provided on other Health matters during November –

- Revised certificates of food business registrations were finalised and emailed to food businesses.
- Food businesses were also advised of the new National Food Safety Standard that is being enforced Australia-wide from the 8th December 2023.
- A new template was developed for approval of an apparatus for the treatment of sewage for waste water approvals issued by the Shire.

- Responded to a letter from Horizon Power regarding their intention to apply to Department of Water and Environmental Regulation for reclassification as a contaminated site regarding the former Horizon Power Station.

**Officers Recommendation / Committee Resolution:**

**Moved:** Cr MJ Smith  
**Seconded:** Cr DK Hodder

**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  
 NOVEMBER 2023**

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

**1. Entry Statements**

The rock wall cladding has been completed to a high standard. The erection of the actual Entry Statements is therefore now complete.

A time capsule was placed behind the northern Entry Statement in collaboration with the Meekatharra District High School on 5<sup>th</sup> December 2023, commemorating the design and creation process of the Entry Statements and capturing this moment in time. The capsule is to be opened in 20 years' time. See **Appendix 1**.

A plaque has been ordered to be installed on a big rock to mark the spot of the Entry Statement.

At the Community Resource & Visitor Centre it is envisaged to display an interpretive wall panel surrounding the original painting that inspired the design, tying in the Entry Statement to the painting and thereby allowing visitors to learn about the people and landscape of Meekatharra. Design work for this panel is in progress.

**2. Local Planning Scheme & Strategy**

Nil progress from last month.

**3. Lions Park**

Local plant selection underway including community liaison. A builder has been appointed to erect the shade structures in the new year.

#### **4. Median Strip – ‘Meekatharra’s Streetscape Art Project’**

This project was a finalist in the WA ‘Tidy Towns’ competition in the ‘General Appearance’ category but the prize for this category was taken out by Paraburdoo. Shire staff attended the ceremony on 24<sup>th</sup> November.

Acquittal for RAC grant has been assessed and accepted by RAC. The funding partnership is now complete.

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 December. Main Roads have extended their approval to undertake works on the road reserve and traffic management will be brought up again for the day or two of the works.

#### **5. Lloyd’s Signage**

A new proposed sign, not using any symbols and ensuring sufficient letter height has been completed and has been sent to Main Roads for comment. See **Appendix 2**.

### **• OTHER MATTERS**

#### **1. Events Update**

Events held since last report:

- 29<sup>th</sup> November – Community Development team function

Planning undertaken for upcoming events:

- 8th December – Town Christmas Party
- 15th December – Shire Christmas function
- 26th January 2024 – Meeka Community Awards
- 20-23rd September 2024 – Meeka Outback Festival

#### **2. Tourism Update**

- Nil

#### **3. Staff Update**

- Will commence advertising for Youth Officer in December following recent resignation
- Hired additional casual staff
- CDO Larra Juab now confirmed as permanent staff member following confirmation from previous CDO who will not return to Meekatharra following her maternity leave.

**Svenja Clare**

**Community Development & Services Manager**

**7<sup>th</sup> December 2023**

**Officers Recommendation / Committee Resolution:**

**Moved: Cr BM Day**  
**Seconded: Cr JC Holden**

**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**



**Appendix 1: Town Entry Statement Time Capsule Event**



## Appendix 2: Lloyd's Highway Signage – New Proposed Design

1200 mm

1800 mm

140 mm

1200 mm

1800 mm

x 1 of each  
100mm crop  
1.6mm aluminium  
non reflective  
lamine  
struts to rear

Client: Shire Meekatharra
Date: 1/12/23
Order No.: 291269 V4
Drawn By: NM
Proof Reader: NB
Sales: LT

1 McDowell St Welshpool WA 6106  
Telephone: (08) 9458 7033  
Facsimile: (08) 9458 8552  
Email: jsm.online@jasonsigns.com.au

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**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 1.18pm

**11. CERTIFICATION BY PRESIDENT**

I certify these minutes to be those that were confirmed.

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**Cr HJ Nichols**

**Date: 20 January 2024**