



# MINUTES

## *HEALTH BUILDING & TOWN PLANNING COMMITTEE MEETING*

*HELD IN THE COUNCIL CHAMBERS, MEEKATHARRA*

*ON*

*SATURDAY 21 SEPTEMBER 2024*

*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 8:36 am.

### **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**

### **Member**

|               |                    |
|---------------|--------------------|
| Cr HJ Nichols | Chairperson        |
| Cr MJ Smith   | Deputy Chairperson |
| Cr DK Hodder  |                    |
| Cr WJ Ward    |                    |
| Cr BM Day     |                    |
| Cr JC Holden  |                    |

### **Staff**

|                       |                                       |
|-----------------------|---------------------------------------|
| Darren Friend         | Acting Deputy Chief Executive Officer |
| Alistair Finlayson    | Works and Services Manager            |
| Pema Chhonzom         | Community Services Manager            |
| Felicity Anderson     | Executive Assistant                   |
| Leeshelle Cuthbertson | Records Administrator                 |

### **Apologies**

|                 |                                |
|-----------------|--------------------------------|
| Kelvin Matthews | Chief Executive Officer        |
| Nathan Cain     | Deputy Chief Executive Officer |

### **Approved Leave of Absence**

Cr MR Hall

### **Observers**

Sonja Shaw

**3. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**Committee Resolution:**

**Moved:** Cr BM Day

**Seconded:** Cr WJ Ward

**That the minutes from the Health, Building & Town Planning Meeting held on 17 August 2024 be confirmed.**

**CARRIED 6/0**

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

**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 JUNE 2024**

**Prepared by:** Shire of East Pilbara

**On Date:** 9 September 2024

In accordance with the shared services agreement, this report provides a summary of building, planning and environmental health matters for August 2024. This includes all activities, the progress of ongoing situations and concerns related to the required services raised by the Shire of East Pilbara.

**Building**

We have had only one (1) Building Permit Application for the Shire of Meekatharra for the month of August. The application is required a further information request to the applicant, once that information is received and if compliant the Building Permit will be issued promptly. We have had no other building enquiries this month.

### **Planning**

Planning input and advice was provided to the Shire in relation to a proposed built strata subdivision at Lots 1011 – 1013 Oliver Street, Meekatharra.

### **Environmental Health**

Health staff provided remote assistance during August –

- Food business registration issued for Plutonic Gold Mine;
- Discussed water quality issues with RFDS regarding water supply at Meekatharra Airport;
- Received septic application from Westgold for Peak Hill Drilling Camp and septic approval was issued.
- Assisted with compilation of Department of Health Report for the Food Act 2008 and Public Health Act 2016 to be submitted online by 31 August 2024;
- 1/32 Hill St Meekatharra – assessment of Permit to Use for wastewater disposal system;
- Assisted with query from Horizon Power on conducting further groundwater sampling at or adjacent the Meekatharra Swimming Pool;
- Received complaint regarding state of public amenities at Capricorn Roadhouse.
- Assessment of septic application for Meeka Metals.
- Odour complaint received allegedly regarding septic system at corner of Oliver/ Railway Street Meekatharra.
- Photos were taken of the fire damaged dwellings at 32 Hill St Meekatharra (pensioner units) and of the waste water disposal system while passing through Meekatharra in early September.

Ongoing matters –

- Kumarina Station – conduct site inspection at next visit regarding camping.

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

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

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

**CARRIED 6/0**

**For:** Cr HJ Nichols, Cr MJ Smith, Cr DK Hodder, Cr WJ Ward, Cr BM Day, Cr JC Holden  
**Against:** Nil

### **7.1.2 COMMUNITY SERVICES MANAGERS REPORT AUGUST 2024**

Included in Council agenda.

**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 closed the meeting at 8:39am.

**11. CERTIFICATION**

I certify these minutes to be those that were confirmed.

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Cr HJ Nichols

Date: 19 October 2024