



***SHIRE***

***Of***

***MEEKATHARRA***

MINUTES

Of

HEALTH, BUILDING & TOWN PLANNING MEETING

Held

AT THE COUNCIL CHAMBERS, MEEKATHARRA

On

WEDNESDAY NOVEMBER 9, 2011

COMMENCING AT 5:02 PM



## ***MINUTES***

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

#### **1.1 DECLARATION OF OPENING**

The Committee Deputy Chairperson, Cr TR Hutchinson, declared the meeting open at 5.02pm.

#### **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 Committee Deputy Chairperson, Cr TR Hutchinson, read the disclaimer aloud.

### **2. RECORD OF ATTENDANCE/ APOLOGIES/ APPROVED LEAVE OF ABSENCE**

#### **Members**

Cr TR Hutchinson - Deputy Chairperson

Cr JE Burgemeister

Cr PS Clancy

#### **Staff**

Bill Atyeo - Principal Environmental Health Officer/Building Surveyor

Krys East - Corporate & Development Services Manager

#### **Apologies**

Cr NL Trenfield - Chairperson

Cr AG Burrows

#### **Approved Leave of Absence**

Nil

#### **Observers**

Nil

### **3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

### **4. PUBLIC QUESTION TIME**

Nil

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

Nil

**6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**6.1 HEALTH, BUILDING AND TOWN PLANNING COMMITTEE MEETING  
HELD OCTOBER 5, 2011.**

**Committee Resolution:**

**Moved: Cr JE Burgemeister**

**Seconded: Cr PS Clancy**

**That the minutes from the Health, Building and Town Planning Committee held  
Wednesday October 5, 2011 be confirmed.**

**CARRIED 3/0**

**7. PETITION/ DEPUTATIONS/ PRESENTATION/ SUBMISSIONS**

**Nil**

**8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT  
DISCUSSION**

**Nil**

## **9. REPORTS OF COMMITTEES AND OFFICERS**

### **9.1 OFFICERS MONTHLY REPORTS**

#### **9.1.1 PRINCIPAL ENVIRONMENTAL OFFICER/BUILDING SURVEYOR'S REPORT**

##### **Principal Environmental Health Officer/Building Surveyor's Report**

##### **Meekatharra Health, Building, Town Planning Committee**

**W.V. Atyeo**

**October 2011**

I was in attendance at the Shire from the 3<sup>rd</sup> to 7<sup>th</sup> October 2011.

#### **BUILDING LICENSES ISSUED:**

There were nil (0) Building Licenses processed and issued during this time.

- There was more time and consultation spent on the proposals for the Capricorn Roadhouse Tavern and Coobina mine site constructions.

#### **Building License Statistics:**

- The statistics as required by the ABS and WorkSafe, and others were dispatched accordingly within the required framework as laid down by WorkSafe. Monthly reporting is now required.

#### **DEMOLITION LICENSES ISSUED:**

There were Nil (0) Demolition Licenses issued during this time.

#### **OTHER MATTERS:**

##### **•REPORT TO DEPARTMENT OF HEALTH – SECTION 121 NEW FOOD ACT 2008**

Under the Food Act 2008 Shires are required to submit a report to the Department of Health (DOH) in regard to Food Business Activity within the Shire. This report has been completed and was submitted to the CEO for his endorsement and also dispatch to the DOH as required.

##### **•ROYAL MAIL HOTEL**

I again inspected the Royal Mail Hotel and although the standard has improved, there appears to a complete lack of ownership to the fact that someone has to be responsible for cleanliness and hygiene at the Hotel. To this end I have called a meeting and joint inspection of the premises with the Supervisor, the manager, and the owner for when I am in Meekatharra.

All have indicated that they will attend, as it seems that there are no clear lines of responsibility. The employment of a new chef/cook has improved the food side of things, but there are many other issues I will be discussing with them.

•**LICENSE TO REMOVE EFFLUENT**

I have spoken to the owner of the business and have informed him of the conditions that form part of his license to handle effluent, including the parking of the truck. We will have discussions around this when I am next in Meekatharra and resolve the issues that were raised at the HBTP Committee meeting. Below are the conditions placed on his license.

**CONDITIONS**

*This Licence is subject to the following conditions:*

**1.SCOPE OF LICENCE**

*The work under this licence includes the emptying, removal and disposal of the contents of apparatus for the bacteriolytic treatment of sewage, liquid waste disposal systems, grease traps and petrol and oil waste traps from every dwelling house, place of business, hotel, inn, restaurant, boarding or lodging house, store garage, service station, shop, office, hospital, school, church, public building, public lavine and every place where such an aforesaid system is provided and required to be emptied by the owner or tenant and when so ordered by the Council or an Environmental Health Officer within the aforesaid area. The disposal of the aforesaid contents at the approved effluent disposal site, and the cleansing, disinfecting, repair and maintenance of the plant used in the aforesaid emptying, removals and disposals.*

**2.FREQUENCY OF REMOVALS**

*As requested by an owner or tenant or when required by Council or Environmental Health Officer.*

**3.HOURS OF REMOVAL**

*The Licensee shall not empty, remove the contents or dispose of the contents of such systems, except between the hours of 6:00am and 6:00pm Monday to Friday unless permission to do so be given by the Council or the Environmental Health Officer and any such permission may be varied or cancelled at the discretion of the Council or Environmental Health Officer.*

**4.MODE OF OPERATION BY THE LICENCEE**

*Where considered necessary such systems shall be inspected by the Environmental Health Officer before and after being emptied and washed down.*

*The Licensee shall open up all systems in a manner to cause the least possible inconvenience to any person, or damage to the system and the surroundings.*

*The Licensee shall remove the contents of any system by pumping or suction to the tanker without spilling or creating a nuisance on the premises. After emptying a system contents, the system shall be thoroughly washed down and the washing removed with the contents. After the completion of emptying,*

*washing down and any inspection the Licensee shall, where necessary, seal down the system and back fill and leave the premises in a tidy condition. He shall transport the contents to the disposal site without spilling or nuisance and discharge the same in an approved manner.*

*Should any system or part of a system be inaccessible by being covered by any building, granolithic paving, brickwork, concrete slabs or similar material, the Licensee immediately the situation is known to him submit a request in writing to the owner of the property or his agent to cover the additional cost of exposing the system and re-instating the surface covering, or alternatively in such a case the owner or his agent may undertake by mutual agreement with the Licensee to expose the system and after any completion of removal of the contents by the Licensee, re-instate covering to original condition.*

*Should the Licensee cause damage to the premises he shall make good any damage and reinstate the damaged property to the condition prior to the damage.*

#### **5.DISINFECTANTS AND CHEMICALS**

*All disinfectants required to keep the Licensee's vehicles and plant in a satisfactory state in accordance with local laws and free from odours, must be supplied by the Licensee at his own expense and sufficient supply of these must always be on hand.*

#### **6.PARKING OF VEHICLE**

*The vehicle at all times when not in use is to be parked in the designated area of the Lot as specified in the License, and at all times the operator will ensure that the vehicle does not cause a nuisance to the adjacent allotments and their occupants by the emission of foul odours, dust, or noise, or adversely affect the amenity of the area.*

*The vehicle must be empty of all waste at all times when parked at this location.*

#### **7.COMPLIANCE WITH ORDERS**

*The Licensee shall at all times immediately comply with the reasonable demands of Council or the Environmental Health Officer.*

*The Licensee shall at all times adhere to all the relevant legislation in regard to the submission of Controlled Waste Tracking forms, submitting them to the appropriate authority as required.*

#### **8.CANCELLATION**

*The Council reserves the right to cancel this licence for breach of any clause of these conditions.*

**9.LIABILITY**

*The Licensee, for the due fulfilment of this Licence, shall ensure that the Council is held harmless from any action, suit or other proceedings at law or in equity arising from anything done or omitted to be done by the Licensee or any person employed by him.*

**•NEW BUILDING ACT**

The new Building Act will now come into force on January 2012. This will mean that the schedule of fees will change for applications under the new Act, and there will be the need for new delegations under the Act to ensure smooth administration in regard to the processing and issuing of Building Licenses for the Shire. I have started on these and will present an agenda item/s in November or December's Ordinary Meeting of Council for consideration and action.

There are a lot of changes incorporating the INCREASED paperwork required such as forms and accountability and there are substantial increases in fees charged.

**•CARAVAN PARK LICENSE**

Karalundi Aboriginal Education Community Inc has applied for and has been licensed as Caravan Park and Camping Grounds facility.



Principal Environmental Health Officer  
Building Surveyor

**Committee Resolution:**

**Moved: Cr JE Burgemeister**

**Seconded: Cr PS Clancy**

**That the Principal Environmental Officer/Buildings Surveyor's Report for October 2011 be received.**

**CARRIED 3/0**



**10. STATUS REPORT**

DATE	SUBJECT	PROPERTY	ACTION REQUIRED	RESPONSIBLE PERSON	STATUS	ACTION TAKEN	DATE
June 2011	Staff Housing	Lot 208 Hill St	Council at Ordinary Council Meeting resolved to engage designer to draw up plans and specifications for renovations to Lot 208 Hill St for conversion of existing dwelling into two self contained 1 bedroom units	CDSM	Ongoing	Contacted Architect re quote for design  Quote accepted.  Draft design presented to Councillors at Ordinary Council meeting held 19.08.11 for comments/suggestions/alterations  Architect commenced preparation of tender documents on agreed draft plan.	20.06.11  19.08.11  07.10.11

**Committee Resolution:**

**Moved: Cr PS Clancy**  
**Seconded: Cr JE Burgemeister**

**That the Status Report for October 2011 be received.**

**CARRIED 3/0**

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11. **NEW BUSINESS OF AN URGENT NATURE – INTRODUCED BY RESOLUTION OF THE MEETING**  
Nil
12. **ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**  
Nil
13. **CLOSURE OF MEETING**  
**The Deputy Chairperson, Cr TR Hutchinson, declared the meeting closed at 5.35pm.**