



***SHIRE***

***Of***

***MEEKATHARRA***

MINUTES

Of

HEALTH, BUILDING & TOWN PLANNING MEETING

Held

AT THE COUNCIL CHAMBERS, MEEKATHARRA

On

WEDNESDAY OCTOBER 5, 2011

COMMENCING AT 5:00 PM



## ***MINUTES***

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

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

**The Shire President, Cr TR Hutchinson, declared the meeting open at 5:00 pm.**

#### ***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*

**Cr TR Hutchinson read the disclaimer aloud.**

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

#### **Members**

**Cr TR Hutchinson - Shire President**

**Cr AG Burrows**

**Cr JE Burgemeister**

**Cr PS Clancy**

#### **Staff**

**Bill Atyeo - Principal Environmental Health Officer/Building Surveyor**

#### **Apologies**

**Cr NL Trenfield - Committee Chairman**

**Krys East - Corporate & Development Services Manager**

#### **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 SEPTEMBER 7, 2011.**

**Committee Resolution:**

**Moved: Cr JE Burgemeister**

**Seconded: Cr PS Clancy**

**That the minutes from the Health, Building and Town Planning Committee held  
Wednesday September 7, 2011 be confirmed.**

**CARRIED 4/0**

**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 HEALTH OFFICER / BUILDING SURVEYOR'S REPORT**

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

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

**W.V. Atyeo**  
**September 2011**

I was in attendance at the Shire from the 5<sup>th</sup> to the 9<sup>th</sup> September 2011.

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

There were Four (4) Building Licenses processed and issued during this time.

**BL10/11** – was issued to Apartment 60 Pty Ltd, T/A Outback Travel Centres, GPO Box 2023, Subiaco WA 6904 for the construction of Accommodation, diesel canopy forecourt, and Homestead to Tavern Conversion on Lot 10 Great Northern Highway via Meekatharra (Capricorn Roadhouse/Tavern). This is a \$4,000,000 investment and the layout plans etc are available for viewing at the office. Much time was spent assessing these plans for compliance with the BCA especially in regard to fire fighting facilities required to be provided. FESA was contacted on many occasions trying to reach an agreement on what was practical and relevant that complies with the BCA and FESA recommendations.

#### **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:**

##### **INSPECTION MEEKA CAFE – Lot 22 part 1 Main Street**

I was commissioned to inspect the Meeka Cafe on Main Street for compliance with the Food Act and for structural soundness and for occupation. I carried out the inspection and submitted the following report.

*On the 7<sup>th</sup> September 2011 I inspected the building at the above address which has a Unfit for Human Habitation Notice issued pursuant to the Health Act on it. Below is a list of defects or*

*upgrades that are required to be complied with before this Notice is lifted. Until the Notice is lifted the building is not to be occupied.*

*The building is of timber framing with corrugated iron external cladding and a mixture of tin and plasterboard internal cladding. The majority of flooring is timber with vinyl floor coverings, and in the back area of the building in particular the floors are uneven and sloping to some degree.*

*This would indicate that the stumps and or bearers to the floor are defective, and would need to be investigated further. The unevenness also makes the application of vinyl covering difficult and prevents the correct sealing of the floors to moisture, as well as aids in the lifting of the coverings and uneven wear of the surfaces.*

*The Building is not fitted out to be occupied, however, this can be achieved after some works have been undertaken, with the utilisation of the shop kitchen facilities for cooking and the storage of food. The food for the occupiers is to be stored or kept completely separate to that which is to be used for sale to customers.*

#### **THE REAR OF THE PREMISES:**

*If the rear area it is to be occupied for accommodation, then:*

*✚The floor in the main room (large) is required to be made solid and flat which will require the subfloor area to be inspected and all defective stumps and bearers replaced and floor re-laid.*

*✚A shower and laundry facility will need to be provided for the use of the occupants which is not to be located in the living area of building. This will include a laundry trough and all the fixtures and fittings including required drainage and taps.*

*✚The toilet to the rear of the premises is to be thoroughly cleaned and checked to ensure that it is operating as required. This toilet is able to be utilized as staff toilets as well as for private, providing a hand basin is incorporated within.*

*✚A solid door is required to be installed between the larger room to the rear and the kitchen. This door will also be required to be sealed and shut at all times that food is being prepared and cooked.*

*✚The ceiling to the area is to be made secure and fixed where required.*

#### **THE KITCHEN:**

*The kitchen has had some work done on it in the past to attempt to bring it to the required standards of a food preparation establishment. However, in order to have the premises fully compliant and to the required standards the following will have to be undertaken:*

*✚All floors and walls are to be made impervious to moisture and be able to be thoroughly cleaned at all times. On inspection it is noted that the walls and floors do not comply:*

*✚The walls throughout the two sections of the kitchen are to be tiled to a minimum height of 1800 mm, and where there is equipment such as the mechanical exhaust system, then the tiles are to extend a minimum of 300 mm above. All exposed walls are to be painted with a moisture proof paint that is easily cleaned, and extend to the ceiling.*

*✚The floor coverings are to be replaced with a heavy duty vinyl or like material, which is professionally laid and sealed so that there are no cracks or lifting of the flooring, and coved as required.*

- ✚ *All penetrations and defects in the walls are to be fixed, and all electrical outlets are to be re-positioned so that they are well away from the heating elements of all equipment.*
- ✚ *The ceiling is to be made sound and free from defects and painted with a moisture proof paint which is easily cleaned.*
- ✚ *Thoroughly clean and maintain the stainless steel benches, and refurbish the racks below these.*
- ✚ *The mechanical exhaust system is to be replaced with one that is compliant. Under this is to be placed all cooking equipment in line with the standards.*
- ✚ *The side entrance door to the kitchen is to be fitted with emergency panic bolts and be designated as an emergency exit door with illuminated exit signs.*
- ✚ *Seal and paint the side entrance door to the kitchen.*
- ✚ *A new grease trap is to be installed which complies fully with the required standards.*
- ✚ *The septic tanks, leach drains and all plumbing fixtures are to be checked to ensure that they are operating correctly and are sufficient to the needs.*
- ✚ *The window sills within the kitchen area are to be removed so that there are no ledges present that will provide a build-up of dust, matter and other items.*
- ✚ *All electrical fittings and cables are to be checked and certified as compliant and safe, which includes at least 2 RCDs.*
- ✚ *Provide the kitchen with a compliant fire blanket in close proximity to the cooking equipment, and two dry chemical fire extinguishers fixed in accordance with the regulations.*

#### **THE DINING ROOM AND SERVING AREA:**

*The most defective area is indeed the ceiling of this area. It appears that there has been inundation by water which has adversely affected the structural soundness of the ceiling as well as the fabric. The water has either come from the leaking evaporative conditioner or from defective roof sheeting. This matter needs to be further investigated by any person renovating the building, and all leaks attended to.*

- ✚ *I would suggest that the ceiling be replaced with sound and new materials.*
- ✚ *The evaporative air conditioner should be removed to stop any damage from defective equipment.*
- ✚ *The floor coverings behind the serving counter and where food preparation is to occur is to be replaced with heavy duty material and sealed as required with no cracks or openings.*
- ✚ *The front entrance is to be made compliant for access by people with disabilities.*
- ✚ *I would recommend that the toilet for customers be converted to a Unisex facility and be fitted out for people with disabilities.*

#### **THE OUTSIDE AREA:**

*It is noted that the outside of the building requires a lot of repairs and maintenance. The main concerns are the loose and defective cladding, possibly the roof cladding, and the windows and architraves to them.*

*It is required that all loose and defective external cladding be secured and replaced where necessary and a new coat of paint applied. The window architraves of wood need either replacing with new materials or repaired so that they are water proof and sealed to dust and insects.*

MINUTES OF THE HEALTH, BUILDING AND TOWN PLANNING COMMITTEE HELD  
WEDNESDAY OCTOBER 5, 2011

Page 6

*The other anti-room to the dining room area can be utilised for other uses providing the doorway between this room and the dining room is locked at all times with no direct access to the dining room by customers.*

*I trust that this report outlines the actions required by you, should you determine to purchase or lease the building and wish to re-commence a food business within the premises, or any other enterprise you may determine.*

*I wish you well in your venture and would be happy to assist with further advice should you require this from me.*

*If you have any questions or require further clarification on this matter, please contact the Environmental Health Officer for the Shire on 040 998 1144 or the Shire Office on (08) 9981 1002.*

This was an extensive report and designed to address all the possibilities to upgrade and use these facilities in the future. The issues are extensive and must be addressed before occupation is permitted and the lifting of the Unfit for Human Habitation on the premises.

#### **MEEKATHARRA CARAVAN PARK**

I again inspected the caravan park and it appears that the owners have addressed the concerns that were raised. New pumps have been installed and appear to be working as they are required to do so.

#### **ROYAL MAIL HOTEL**

I again inspected the Royal Mail Hotel and will be having discussions directly with the owners when next in Meekatharra.

#### **LICENSE TO REMOVE EFFLUENT**

Phil Rehill has applied and has been granted a license to collect, remove and dispose of liquid waste within the Shire of Meekatharra. Trading as Midwest Septics the company is licensed under the Controlled Waste Legislation and the vehicles and operator are also licensed as required.

The follow-up paperwork will be completed when I am in Meekatharra, and it will give me the opportunity to speak with the owner on a number of issues, which will include disposing of waste sourced from outside of the town limits.

#### **ANNUAL SURVEY WASTE AND RECYCLING**

Each year all Local Governments are required to fill out and submit to the Department of Environment and Conservation a large survey (required by legislation) in regard to our waste and recycling activities, including the costs associated with these, and our charges to the consumers.

This survey has been completed with the help and assistance of Maureen, and has been submitted to the DEC.



MINUTES OF THE HEALTH, BUILDING AND TOWN PLANNING COMMITTEE HELD  
WEDNESDAY OCTOBER 5, 2011

Page 7



Principal Environmental Health Officer  
Building Surveyor

**Committee Resolution:**

**Moved: Cr AG Burrows**

**Seconded: Cr PS Clancy**

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

**CARRIED 4/0**

**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<br><br>Quote accepted.<br><br>Draft design presented to Councillors at Ordinary Council meeting held 19.08.11 for comments/suggestions/alterations | 20.06.11<br><br><br><br>19.08.11 |

**Committee Resolution:**

**Moved: Cr JE Burgemeister**

**Seconded: Cr AG Burrows**

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

**CARRIED 4/0**

MINUTES OF THE HEALTH, BUILDING AND TOWN PLANNING COMMITTEE HELD  
WEDNESDAY OCTOBER 5, 2011

Page 9

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**  
Cr TR Hutchinson declared the meeting closed at 5:22 pm.