



SHIRE  
Of  
MEEKATHARRA

MINUTES  
Of  
HEALTH, BUILDING & TOWN PLANNING MEETING  
Held  
AT THE COUNCIL CHAMBERS, MEEKATHARRA  
On  
SATURDAY 15 February 2014  
COMMENCED AT 08.31AM



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

**1.1 DECLARATION OF OPENING**

**The Chairperson, Cr NL Trenfield, declared the meeting opened at 08.31am.**

**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 NL Trenfield, read the disclaimer out loud.**

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

**Members**

<b>Cr NL Trenfield</b>	<b>Chairperson</b>
<b>Cr AG Burrows</b>	
<b>Cr HJ Nichols</b>	
<b>Cr AJ Binsair</b>	

**Staff**

<b>Bill Atyeo</b>	<b>Principal Environment and Health Officer/Building Surveyor</b>
<b>Geoff Carberry</b>	<b>Community Development Services Manager</b>

**Apologies**

**Nil**

**Approved Leave of Absence**

**Cr PS Clancy**

**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**

As no meeting was recorded for January Minutes of December meeting were confirmed.

**Committee Resolution:**

Moved: Cr AG Burrows

Seconded: Cr HJ Nichols

That the minutes from the Health, Building and Town Planning Committee held Saturday 20 December, 2013 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 OFFICER/BUILDING SURVEYOR'S  
REPORT FEBRUARY 2014**

I was in attendance at the Shire from the 3<sup>rd</sup> to the 7<sup>th</sup> February 2014.

**BUILDING PERMITS:**

There were Nil (0) Building Permit issued during January and February 2014.

**Building Permit 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 required.

The Shire received an email from Worksafe that we were not reporting to them on a monthly basis as required, in particular to an officer based in Geraldton. It insinuated that we were in breach of the Act. I replied to this and pointed out that we were in fact reporting to Worksafe every month on a form we submit to the ABS. I also suggested that the officer consult closely with his own Department and see if they can devise a system within them to ensure the required information we send to them is duly sent to specific officers within their own Department.

**DEMOLITION PERMITS:**

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

**OTHER MATTERS:**

- **KUMARINA ROADHOUSE/TAVERN – DISCHARGING EFFLUENT TO CREEK:**

I received a couple of phone calls that the owner of the premises (not the person leasing and running the business) was discharging effluent directly into the adjacent creek. When I arrived I could find no evidence of the pumping out, and so a stern warning was issued directly to the owner, who denied that this had occurred.

While there I carried out an inspection of the premises and discussed many issues directly with the owner, and followed-up with discussions with the lessee. The owner had not installed a facility for people with disabilities and also includes toilets for people with disabilities which are available to the general public.

My main area of concern is the public toilets adjacent to the tavern and shop. The owner has stated that he will renovate these, and then will replace them within 12 months as finances allow.

- **CAR SPRAYING BOOTH – CAPRICORN OUTBACK TRAVEL CENTRE:**

I have received notification that DNS Contracting are establishing a Car Spraying Booth at the Capricorn Outback Travel Centre (Capricorn Roadhouse/Tavern). DNS are licensed Panel and Paint business that is looking to operate out of Lot 10 Great Northern Hwy Newman and their Repairer license is MRB 5457.

They will be operating on the property under an existing cyclone rated undercover area with a laydown area of approx. 250 square meters. Their work hours are strictly 8 am to 5 pm and they comply with health and safety and will keep and dispose of their waste through a licensed waste disposal company (required by DEC). The booth is a CARCOON WORKSTATION which is a completely sealed unit as required.

- **MEEKATHARRA HOTEL – FOLLOWUP INSPECTION:**

Following my inspection of the Meeka Hotel in December and my report to them and the Office of Racing Gaming and Liquor (RGL), a number of matters needed to be addressed as a matter of urgency:

- All Floor surfaces in food preparation areas are required to be thoroughly clean, free from clutter, made of a product easily cleaned and non-absorbent.
- Chemicals need to be stored well away from food and not be able to contaminate the food at any time.
- The lighting needs to be adequate which means white and bright light in all food preparation areas.
- The walls and ceilings within your premises must be insulated and made of material that is easily cleaned and non-absorbent, free from all cracks and crevices.
- All stored food must be in sealed containers with close fitting lids.
- All food is to be stored so that it is a minimum of 150 mm off the floor.
- All food preparation areas and store rooms are to be free of vermin and pests with a vermin and pest control program in place to deal with the seasonal nature of these.
- All employees must attend a food handler's course which some are now available over the internet and these comply with this requirement.
- At all times food must be handled in the appropriate manner with good food handling principles used at all times.

These issues were supported by RGL and a Notice was sent to the owners and to the managers of the hotel siting these issues.

I am pleased to report that all the standards issues have been addressed and complied with except for the staff training, which will be completed over a little more time. I have written to the new owners and also sent a copy to RGL.

Couple of Photos: Meekatharra Hotel 6<sup>th</sup> February 2014

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- **MATTERS RAISED THAT NEEDED ATTENTION:**  
**Bush Camp – Queens Road:**

The people occupying the camp at the southern end of Queens Road have left the area and there was a number of old beds etc left behind, and there was evidence of people using this area for the consumption of alcohol. I discussed the matter with the CEO who has issued a works request to have our staff clean up and remove all rubbish to the Meekatharra tip.

- **Sewerage Leak in line leading from Pensioners Village:**

It has taken an extremely long time for this issue to be resolved and it appears that it was as a result of poor communication. When I discussed the matter with the plumber I assumed (wrongly) that he would inform Department of Housing and they would issue the works order to have the leak fixed.

I thought it was handled, the plumber thought I was going to handle it with Department of Housing – didn't happen. FINALLY, after the last meeting there were some terse words uttered by all parties, but at least it was discovered where the communications fell down.

I then contacted Department of Housing directly (email) and after some time, the plumber was requested to fix it, and I believe now that it has been done. I have learnt the lesson and will adjust my protocol to suit the circumstances encountered.

- **NOTIFICATIONS:**

**Deighton Pty Ltd** applied for a Development Permit to install a mobile Phone base Station behind the Kumarina Roadhouse. It is a regional Mobile Communications project and will be funded by the State Government's Royalties for Regions Program, and Telstra has been contracted to undertake the construction using the existing 60m tower and installing solar equipment etc to power the equipment.

I informed them that there was no requirement for them to make application as it was outside of the Meekatharra Town Planning Scheme area and that no Building Permits were required also.

- **WA Planning Commission – Application for Sub-Division – Lot 100 GNH.**

The Planning Commission has invited comments/objections from Council in regards to an application by owners of Lot 100 to subdivide an area off of the northern end of Lot 100 into its own Lot in order to provide access to Lot 40 which is east of and abuts Lot 100 but has no legal access.

The intention is to eventually amalgamate this newly created allotment with Lot 40. It is noted that there is development over parts of Lot 40 which will eventually require the owners to amalgamate Lot 40, Lot 100 and this new allotment.



I can see no objections to this, and given it is outside of the area of the Meekatharra Town Planning Scheme, there would be no further comments to be made to the WA Planning Commission.

Attached: A) Proposed Subdivision B) Current Layout

- **LOT 112 DARLOT STREET – PLANNING ISSUE – KIDS AFTER DARK:**

Some time ago Council was made aware that the house (residential zone) on Lot 112 Darlot Street was being used to accommodate the activities of the Kids After Dark Inc. (KAD) This use of the land has not been sanctioned by Council through the Town Planning processes.

The lawyers acting on behalf of KAD have claimed that the land is owned by the State (Health Department) and therefore Planning Permit is not required. My response to this is stated here:

*Thank you for your letter in regard to the above matter and the inquiry in relation to the Crown being bound. My only comment at this stage is to inform you that while Landgate records the State as owner, the development of the land (use by KAD Inc.) has not been carried out by the State. KAD is not an instrument of the Crown and therefore I feel that it is outside of the legislation you refer to, which means that they are not exempt.*

*In April 2011 I received an Email from the Manager of KAD, Debranne Geeves, requesting an appointment with me as she required advice and direction regarding a block of land that KAD owned in Meekatharra. I am now assuming that this is the block of land that they owned or land that was leased to them.*

I will keep the Committee informed of progress on this matter.



**Principal Environmental Health Officer  
Building Surveyor**

**Attachment A. Proposed Subdivision**

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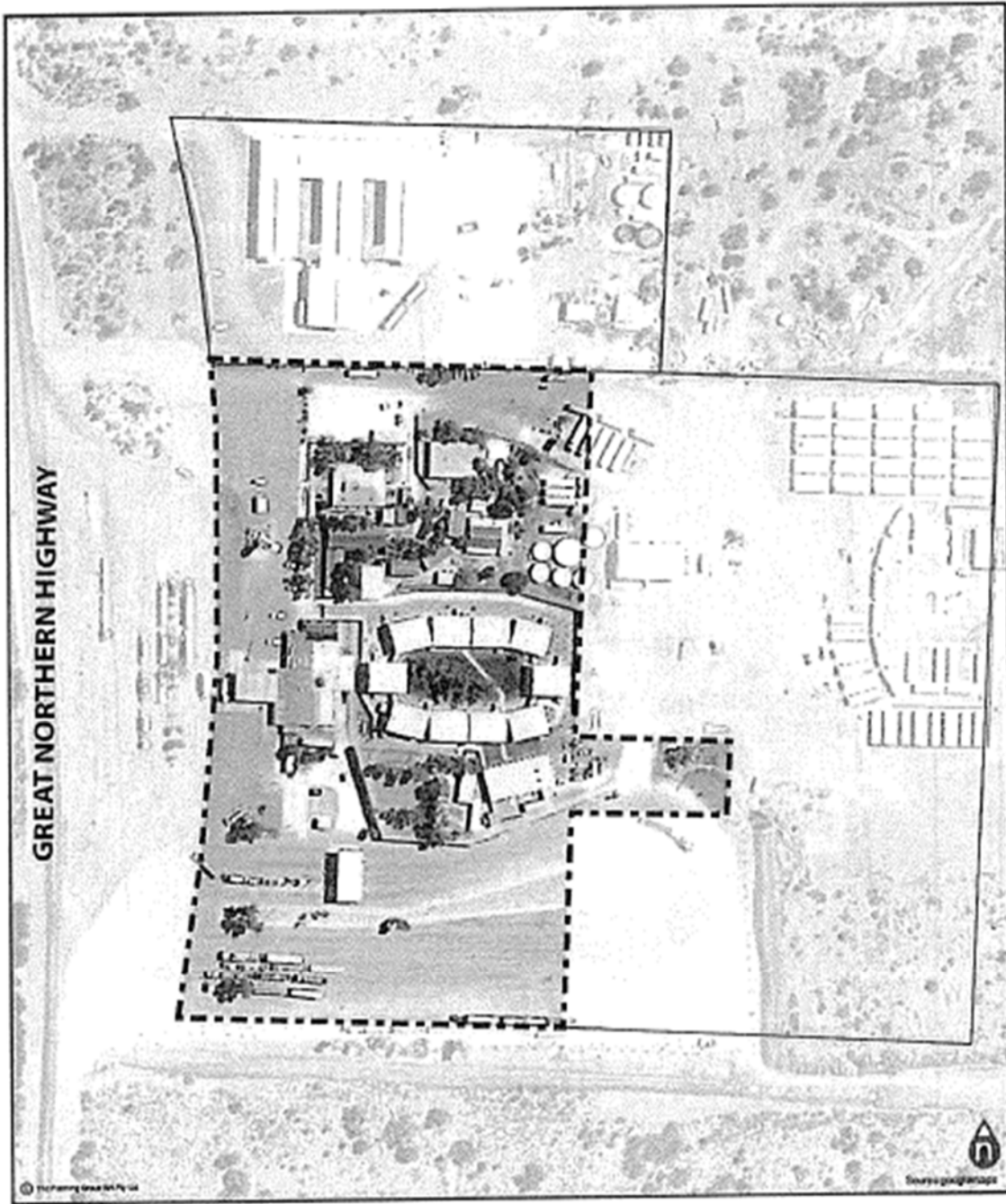


FIGURE 3 - AERIAL PHOTOGRAPH

**Officer Recommendation/Committee Resolution:**

**Moved:** Cr HR Nichols  
**Seconded:** Cr AJ Binsair

**That the Principal Environmental Officer / Building Surveyor's Report be received.**  
**CARRIED 4/0**

**10 NEW BUSINESS OF AN URGENT NATURE – INTRODUCED BY RESOLUTION  
OF THE MEETING.**

Nil

**11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN  
GIVEN**

Nil

**12. CLOSURE OF MEETING**

**The Chairperson, Cr NL Trenfield, declared the meeting closed at 9.00am.**