



WEIPA
TOWN AUTHORITY

WTA Members General Meeting

DRAFT MINUTES

Held at the Council Chambers, WTA Office
On Wednesday 29 January 2025
at 9 am

GENERAL MEETING

Draft Minutes

Wednesday 29 January 2025

ATTENDANCE

Present and History

- Members**

Geoff Robins	Lisa Scharf – dialled in via teams
Trent Gordon	Tim Ryan
Jaime Gane	Nick Preece

- History**

Attendance 2024	March		April		May		June		July		August		September			October			November		December	
	27th	17th	24th	8th	22nd	12th	19th	10th	24th	14th	21st	11th	9th	23rd	27th	11th	W	M	W	M	W	M
	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M
Jaime Gane	X	P	P	P	P	P	P	P	P	P	P	X	P	P	P	X	P	P	X	P	X	P
Geoff Robins	X	P	P	P	P	P	P	P	P	P	P	X	L	P	P	X	P	X	X	Ap	X	Ap
Trent Gordon	X	P	P	A	P	P	P	P	P	P	P	X	P	P	P	X	P	X	X	P	X	P
Lisa Scharf	X	P	P	P	P	P	P	P	P	L	P	X	P	P	P	X	P	X	X	P	X	P
Jacqueline Malacoola	X	P	P	P	A	P	A	P	A	A	P	X	A	A	A	X	P	X	X	P	X	A
Tim Ryan	X	P	P	P	P	P	P	P	P	P	A	X	P	P	Ap	X	Ap	X	X	P	X	P
Aaron Schleich	X	P	P	P	P	P	P	P	P	P	P	X	P	P	Ap							
Nick Preece																						A

- Guests**

Teresa Schmidt – Reel Planning – Town Planning Consultants

- WTA Staff**

Tobias Rissman – Superintendent Weipa Township	Nicky Perriman – Supervisor Corporate Services
Renee Williams – Supervisor Communities	Rose Robins – Acting Supervisor Sports and Recreation
Matthew Turnbull – Supervisor Public Works	Amanda O’Day – Accountant
	Kai-ishya Thompson – Governance Officer

Not Present

- Absent**

Jackie Malacoola

- Apology**

NIL

- Approved absence**

NIL

OPEN MEETING

The General Meeting opened at 9:01 am.

Traditional Owners Acknowledgment

We begin today by acknowledging the Alngith people, Traditional Custodians of the land on which we meet today and pay our respects to Elders both past and present. We thank the First Australians for generations of careful custodianship of the land on which we live, work and play.

1. MINUTES

1.1. General Meeting – December

Moved:	Trent Gordon
Seconded:	Geoff Robins

The minutes from the General Meeting on 11 December 2024 were attached as Appendix 1.

Resolution 2501-1

Affirmative: 6

Negative: 0

The WTA Members adopt the minutes of the General Meeting on 11 December 2024 as a true and accurate record.

CARRIED

The WTA Members carried the resolution with no comments.

2. ITEMS FOR CONSIDERATION

2.1. Bereavement and condolences

A minute of silence may be observed out of respect for community members who have recently passed away.

A moment of silence was held the passing of 2 members of surrounding communities.

2.2. Conflict of interest

WTA Members are asked to consider any Material Personal Interest (MPI) or Conflict of Interest (COI) issues that may arise due to items listed on the agenda.

Nick Preece noted a potential conflict of interest regarding resolution 7.5.i. 'Appointment of Rio Tinto Representative WTA Member – Nick Preece'. Nick indicated he would abstain from voting for this resolution.

2.3. Travel Applications

WTA Members are asked to consider any travel plans so that all travel and reimbursements can be pre-approved by WTA (POL-014 Member Expenses Reimbursement Policy).

NIL

2.4. Acknowledgement of Absence Applications

WTA Members are required to have all absences pre-approved by WTA resolution (POL-010 Member Remuneration Policy).

NIL

2.5. Community Engagement

WTA Members are asked to consider what community engagement activities are needed or what has occurred.

i) Completed – Reflection

Australia Day Awards Dinner:

The Members claimed the Australia Day Awards Dinner was a success and enjoyable night. The Members expressed their appreciation to WTA staff for arranging a successful event. Congratulations were given to the awards winners and all the nominees.

ii) Upcoming – Planning

The Members briefly noted their upcoming Board Induction.

Action – Members are to be present in person at the Board Induction on the 27th of February 2025.

3. QUESTIONS

3.1. Public attendance

i) NIL

3.2. Member questions

i) NIL

3.3. Answers to previous questions

i) NIL

4. CORRESPONDENCES

4.1. Correspondence

i) IN – Queensland Greats Awards - READ

A letter from the Queensland Premier regarding the announcement of the Queensland Greats Awards nominations is attached as Appendix 2.

The Members noted this correspondence.

4.2. Petitions and joint letters

i) NIL

4.3. Deputations and delegations

i) NIL

5. CHAIR REPORT

Jaime Gane presented the Chair's Report.

6. WTA REPORTS

6.1. Superintendent

i) Superintendent's Report

Tobias Rissman presented the Superintendent's Report.

6.2. Other

i) Town Improvement Projects – Community Tree Planting update

Mathew Turnbull presented Evolution's Report on community planting project. WTA partnered with Evolution Mining and Civil, the town grounds maintenance provider, on town improvement projects – one of which is a community tree planting. A tree planting strategy forms part of the Operational Plan 2024/25.

7. NOTICE OF MOTIONS

7.1. Corporate Services

i) Monthly Financial Report – December

Moved:	Geoff Robins
Seconded:	Trent Gordon

Tobias Rissman presented the December WTA Financial Report. This was attached as Appendix 3.

Resolution 2501-2

Affirmative: 6

Negative: 0

The WTA Members accept the monthly financial report for December 2024.

CARRIED

The Members carried the resolution with minimal comments.

ii) Operational Plan 2024/25 – Quarter 2 Report**Moved:** Trent Gordon**Seconded:** Lisa Scharf

Tobias Rissman presented the Quarter 2 update for the Operational Plan 2024/25. This was attached as Appendix 4.

Resolution 2501-3

Affirmative: 6

Negative: 0

The WTA Members accept the WTA Operational Plan 2024-25 Quarter 2 Report.

CARRIED

The Members carried the resolution with minimal comments.

iii) End of Financial Year Statements 2023/24 and Auditor's Opinion**Moved:** Geoff Robins**Seconded:** Nick Preece

Amanda O'Day and Nicky Perriman presented the End of Financial Year Statements for 2023/24 and the External Auditor's Opinion Report for year ending 30 June 2024. These reports were attached as Appendix 5.

Resolution 2501-4

Affirmative: 6

Negative: 0

The WTA Members accept the End of Financial Year Statements 2023/24, and the Audit Findings outlined in the Auditor's Annual Completion Report as of 30 June 2024.

CARRIED

The Members carried the resolution with minimal comments.

iv) Facility Hire Discount Application – Cape York Aquatics

Moved:	Geoff Robins
Seconded:	Tim Ryan

WTA offers community groups a 50% discount on facility hires under the Waiver and Discounts of Fees and Charges policy.

In December, the WTA Members considered the application by Cape York Aquatics but were of the belief there was insufficient information to demonstrate the entity does not make a profit and a facility hire discount would cause lesson costs to reduce. More information has been received. The application was attached as Appendix 6.

Resolution 2501-5

Affirmative: 6

Negative: 0

The WTA Members approve the 50% discount on fees and charges for the facility hire to Cape York Aquatics in accordance with the policy (POL-003).

CARRIED

The Members carried the resolution with minimal comments.

7.2. Planning and Works

i) Development Application – Material Change of Use for Service Industry

Moved:	Trent Gordon
Seconded:	Nick Preece

A Development Application was received for a Material Change of Use for Service Industry at 7 Toots Holzheimer Road for a new building to accommodate the storage and maintenance of environmental monitoring equipment, associated offices and training rooms on a vacant industrial zoned lot. Reel Planning developed a decision report, which was attached as Appendix 7.

Teresa Schmidt dialled into the meeting to provide technical advice on the Development Application.

Resolution 2501-6

Affirmative: 6

Negative: 0

The WTA Members approve:

1. the development application for a Development Permit for a Material Change of Use for a Service Industry to be located on land at 7 Toots Holzheimer Road, Evans Landing, formally described as Lot 663 on MP37848, subject to the conditions described in the decision report; and
2. for an Infrastructure Charges Notice for the amount of \$40,404.00 in relation to the development application for a Development Permit for Material Change of Use for Service Industry on land located at 7 Toots Holzheimer Road, Evans Landing, formally described as Lot 663 on MP37848 be issued.

CARRIED

The Members carried the resolution with minimal comments.

7.3. Community Services

ii) Cape York Collection

Moved: Trent Gordon**Seconded:** Geoff Robins

In November 2024, Goeff Warton – Historian and curator of the Cape York Collection – presented to the WTA Members about the Cape York Collection, indicating the history, current capacity and future of the collection.

Resolution 2501-7

Affirmative: 6

Negative: 0

The WTA Members note the current status and forward strategy of the Cape York Collection, as presented on the 27th of November 2024. The WTA Members support the ongoing curatorial and digitisation work for the Cape York Collection.

DEFERRED

Due to unclear elements of the forward strategy, this resolution is deferred until a future meeting. The Members deferred the resolution with minimal comments.

7.4. Sports and Recreation

NIL

7.5. Other

i) Appointment of Rio Tinto Representative WTA Member – Nick Preece

Moved:	Tim Ryan
Seconded:	Lisa Scharf

Rio Tinto appointed Nicholas Preece, Manager - Communities and Social Performance, as the Appointed Rio Tinto Representative WTA Member, effective from 1 December 2024. Nick Preece is taking the position formerly held by Aaron Schleich – who is on 13 months leave with Rio Tinto. The letter appointing Nick was attached as Appendix 8.

Resolution 2501-8

Affirmative: 5

Negative: 0

The WTA Members note the appointment of Nick Preece as an Appointed Rio Tinto Representative WTA Member.

CARRIED

The Members carried the resolution with minimal comments. Nick Preece abstained from voting for this resolution.

ii) Member meeting date change – February workshop

Moved:	Geoff Robins
Seconded:	Trent Gordon

There is a clash with the February Workshop dates with another event. The February Workshop was suggested to be moved to the 19th of January to accommodate this clash of events.

There is a clash with the February General Meeting on the 26th of February with the RDA meetings. Do the Members have appetite to move the General Meeting to the 19th of February.

Resolution 2501-9

Affirmative: 6

Negative: 0

The WTA Members support the movement of the February Workshop from the 12th of February to the 19th of February 2025.

CARRIED

The Members carried the resolution after some discussion. The Members resolved for the General Meeting to remain on the 26th of February. Jaime Gane – Chair – noted she would be absent for this meeting due to attendance at the RDA meeting.

8. URGENT MATTERS

8.1. Motions

i) NIL

8.2. Notices

i) NIL

9. CONTINUATION OF ITEMS

9.1. Adjourned items

i) NIL

9.2. Debates

i) NIL

10. CONFIDENTIAL MATTERS

i) NIL

11. MEETING SCHEDULE AND TRAINING

11.1. Training and Conferences

- Historical Signage Photos – 29 January 2025 - 12:30 pm (after General Meeting)
- Board Induction – 27 February 2025
- Torris Cape Indigenous Council Alliance – 25 February 2025
- Regional Development Australia (RDA) – 26 February 2025

11.2. Workshops

- 19 February 2025 – 9:00 am
- 12 March 2025 – 10:30 am
- 23 April 2025 – After General Meeting
- 14 May 2025 – 9:00 am
- 11 June 2025 – 9:00 am
- 16 July 2025 – 9:00 am
- 13 August 2025 – 9:00 am
- 17 September 2025 – After General Meeting
- 8 October 2025 – 9:00 am
- 12 November 2025 – 10:30 am
- 10 December 2025 – After General Meeting

11.3. General Meetings

- 26 February 2025 – 9:00 am
- 26 March 2025 – 9:00 am
- 23 April 2025 – 9:00 am
- 28 May 2025 – 9:00 am
- 25 June 2025 – 9:00 am
- 30 July 2025 – 9:00 am
- 27 August 2025 – 9:00 am
- 17 September 2025 – 9:00 am
- 22 October 2025 – 9:00 am
- 26 November 2025 – 9:00 am
- 10 December 2025 – 10:30 am

11.4. Date Claimer

- Easter Market Community Showcase Event – 29th March 2025
- Western Cape Futures Symposium – 7-8 May 2025
- Sunset Markets – 10th May 2025
- Western Cape College Careers Expo Event – 5th June 2025
- Sunset Markets – 2nd August 2025
- Sunset Markets – 6th September 2025
- Western Cape GET READY Disaster Expo – 11th October 2025
- WTA Community Christmas Markets – 29th November 2025
- WTA Community Christmas Tree Lighting – 1st December 2025
- WTA Christmas Lights Competition – TBC

MEETING CLOSE

The General Meeting closed at 10:24 am.

ENDORSEMENT

These Minutes were confirmed this ...day no... day of ...month... ...year....

The Members listed as present in these Minutes are considered eligible for the Meeting Fee.

Chair

Superintendent Weipa Township