



WEIPA
TOWN AUTHORITY

WTA Members General Meeting

MINUTES

Held at the Council Chambers, WTA Office
On Wednesday 26 March 2025
at 9 am



GENERAL MEETING Minutes

Wednesday 26 March 2025

ATTENDANCE

Present and History

• Members

Lisa Scharf

Geoff Robins

Trent Gordon

Jaime Gane

Nick Preece

Tim Ryan

• History

	January		February		March		April		May		June	
	15	29	19	26	12	26		23	14	28	11	25
	W	M	W	M	W	M	W	M	W	M	W	M
Jaime Gane	P	P	P	Ap	P		x					
Geoff Robins	P	P	P	P	P		x					
Trent Gordon	P	P	P	A	P		x					
Lisa Scharf	P	P	P	P	P		x					
Jacqueline Malacoola	P	A	A	P	A		x					
Tim Ryan	P	P	Ap	P	P		x					
Nick Preece	P	P	P	P	Ap		x					

• Guests

NIL

• WTA Staff

Tobias Rissman – Superintendent Weipa Township

Nicky Perriman – Supervisor Corporate Services

Renee Williams – Supervisor Communities

Kai-ishya Thompson – Governance Officer

Not Present

• Absent

Jackie Malacoola

• Apology

NIL

• Approved absence

NIL

OPEN MEETING

The General Meeting opened at 9:03 am.

Traditional Owners Acknowledgment

We begin today by acknowledging the Alingith 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 – February

Moved:	Geoff Robins
Seconded:	Lisa Scharf

The minutes from the General Meeting on 26 February 2025 was attached as Appendix 1.

Resolution 2503-1	
Affirmative: 6	Negative: 0
<p>The WTA Members adopt the minutes of the General Meeting on 26 February 2025 as a true and accurate record.</p>	
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.

No bereavements were noted.

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.

i) Declarable Conflict of Interest – Jaime Gane

Jaime Gane has a declarable conflict of interest regarding item 7.1.ii, due to her involvement with the Western Cape Chamber of Commerce and role in the Future Symposium Event. Jaime Gane will leave the room before this item is discussed.

As Jaime Gane is chairing the meeting, Geoff Robins will chair the meeting for item 7.1.ii.

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) Upcoming - Easter Markets

WTA is holding the Easter Market Community Showcase Event on the 29th of March 2025. The Members will have a stall at the markets and discuss the annual report and any general rates enquiries.

Action: Members to attend the Easter Markets Community Showcase Event to engage with the community at a stall. Jaime Gane, Geoff Robins, Trent Gordon, Lisa Scharf and Tim Ryan to attend.

The Members noted their attendance, points of discussion and commencement time.

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) NIL

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

NIL

7. NOTICE OF MOTIONS

7.1. Corporate Services

i) Monthly Financial Report – February

Moved:	Trent Gordon
Seconded:	Geoff Robins

Tobias Rissman presented the February WTA Financial Report. The Financial Report was attached as Appendix 2.

Resolution 2503-2

Affirmative: 6

Negative: 0

The WTA Members accept the monthly financial report for February 2025.

CARRIED

The Members carried the resolution with minimal comments.

Jaime Gane left the room at 9:48 am

ii) Facility Hire Discount Application – Western Cape Future Symposium

Moved:	Trent Gordon
Seconded:	Lisa Scharf

WTA offers community groups a 50% discount on facility hires under the Waiver and Discounts of Fees and Charges policy. WTA has received a facility hire discount application from Western Cape Chamber of Commerce for the hire of the Storm Surge Shelter and Kumrumja amounting to \$4,650 (\$2,325 after discount). The Facility Hire Discount Application form was attached as Appendix 3.

Resolution 2503-4

Affirmative: 5

Negative: 0

The WTA Members approve the 50% discount on fees and charges for the facility hire to Western Cape Chamber of Commerce for the Future Symposium Event in accordance with the policy (POL-003).

CARRIED

The Members carried the resolution after some discussion. The Members considered the potential to receive an Event Sponsorship application for the Future Symposium event when considering the facility hire discount.

Jaime Gane returned to the room at 9:58 am

7.2. Planning and Works

NIL

7.3. Community Services

iii) POL-007 Water Policy

Moved:	Geoff Robins
Seconded:	Tim Ryan

POL-007 Water Policy was reviewed as a part of the regular policy review process and to realign the policy with current practices and legislation. POL-007 Water Policy was attached as Appendix 4.

Resolution 2503-4	
Affirmative: 6	Negative: 0
The WTA Members adopt the revised POL-007 Water Policy, effective 1 April 2025.	
CARRIED	

The Members carried the resolution with minimal comments.

7.4. Sports and Recreation

NIL

7.5. Other

NIL

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

- Western Cape Futures Symposium (Weipa) – 7-8 May 2025
- Torres Cape Indigenous Council Alliance (TCICA) Meeting – 7 May 2025
- Torres Cape Indigenous Council Alliance (TCICA) Meeting – 9 July 2025
- Developing Northern Australia Conference (DNA) (Cairns) – 22-23 July 2025
- Torres Cape Indigenous Council Alliance (TCICA) Meeting – 10 September 2025
- LGAQ Conference (Gold Coast) – 20-22 October 2025
- Torres Cape Indigenous Council Alliance (TCICA) AGM Meeting – 12 November 2025

1.1. Workshops

- 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

11.2. General Meetings

- 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

11.3. Date Claimer

- Easter Market Community Showcase Event – 29th March 2025
- Rio Tinto Community Forum – 3 April 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 10:04 am.

ENDORSEMENT

These Minutes were confirmed this 23 day of April 2025.

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

Jaime Gene

Chair

[Signature]

Superintendent Weipa Township