



**WEIPA**  
TOWN AUTHORITY

# WTA Members General Meeting

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## **MINUTES**

Held at the Council Chambers, WTA Office  
On Wednesday 23 April 2025  
at 9 am



# GENERAL MEETING Minutes

Wednesday 23 April 2025

## ATTENDANCE

### Present and History

#### • Members

Geoff Robins

Nicky Preece

Trent Gordon

Tim Ryan

Jaime Gane

#### • 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	P	x					
Geoff Robins	P	P	P	P	P	P	x					
Trent Gordon	P	P	P	A	P	P	x					
Lisa Scharf	P	P	P	P	P	P	x					
Jacqueline Malacoola	P	A	A	P	A	A	x					
Tim Ryan	P	P	Ap	P	P	P	x					
Nick Preece	P	P	P	P	Ap	P	x					

#### • Guests

NIL

#### • WTA Staff

Tobias Rissman – Superintendent Weipa Township

Nicky Perriman – Supervisor Corporate Services

Kai-ishya Thompson – Governance Officer

### Not Present

#### • Absent

Jackie Malacoola

#### • Apology

NIL

#### • Approved absence

Lisa Scharf

# OPEN MEETING

The General Meeting opened at 10:56 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 – March

The March WTA Members General Meeting took place on Wednesday 26<sup>th</sup> of March at 9am. The minutes of this meeting was uploaded onto the WTA website within 10 days of the meeting. They were also attached as Appendix 1.

To discuss this motion, can we have a mover and a seconder.

<b>Moved:</b>	Geoff Robins
<b>Seconded:</b>	Tim Ryan

<b>Resolution 2504-1</b>	
Affirmative: 5	Negative: 0
The WTA Members adopt the minutes of the General Meeting on 26 March 2025 as a true and accurate record.	
<b>CARRIED</b>	

*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) Item 7.1.ii – Geoff Robins

Geoff Robins had a declarable conflict of interest regarding item 7.1.ii, due to his role in the Weipa Fishing Classic committee. Geoff Robins left the room before this item was discussed.

ii) Item 7.1.iii – Jaime Gane

Jaime Gane had a declarable conflict of interest regarding item 7.1.iii, due to her involvement with the Western Cape Chamber of Commerce and role in the Future Symposium Event. Jaime Gane left the room before this item was discussed.

As Jaime Gane was chairing the meeting, Geoff Robins chaired the meeting for item 7.1.iii.

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).

i) Developing Northern Australia (DNA) Conference – Cairns

Developing Northern Australia Conference (DNAC) will be held in Cairns on 22-23 July 2025. This conference brings together North Australian businesses, industry and government to discuss issues facing everyone. Jaime Gane has indicated Members should attend this conference.

To discuss this motion, can we have a mover and a seconder.

Moved:	Trent Gordon
Seconded:	Geoff Robins

Members discussed who would attend the conference and considered the available funds in the travel budget.

Resolution 2504-2	
Affirmative: 5	Negative: 0
The WTA Members approve the travel expenses for Jaime Gane and Lisa Scharf to attend the Development Northern Australia Conference in Cairns from the 22 <sup>nd</sup> to 23 <sup>rd</sup> of July. The 2024/25 travel budget will be used due to the timing of the conference.	
CARRIED	

The WTA Members carried the resolution with minimal comments.

## 2.4. Acknowledgement of Absence - Applications

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

**i) Lisa Scharf**

An emergency absence request was submitted by Lisa Scharf on 16 April 2025.

To discuss this motion, can we have a mover and a seconder.

<b>Moved:</b>	Nick Preece
<b>Seconded:</b>	Geoff Robins

An absence request was requested by Lisa Scharf a short period. She missed 1 meeting – 23 April (GM) – for emergency circumstances. Absence was submitted in the prescribed form.

### Resolution 2504-3

Affirmative: 5

Negative: 0

The WTA Members approve Lisa Scharf's absence from 19 April to 2 May 2025 due to emergency circumstances.

**CARRIED**

*The WTA Members carried the resolution with minimal comments.*

**ii) Jaime Gane**

An absence request was submitted by Jaime Gane on 11 April 2025.

To discuss this motion, can we have a mover and a seconder.

<b>Moved:</b>	Nick Preece
<b>Seconded:</b>	Trent Gordon

An absence request was requested by Jaime Gane for a short period. She will miss 2 meetings – 30 July (GM) and 13 August (Wkp) – for a personal holiday. Absence was submitted in the prescribed form.

## Resolution 2504-4

Affirmative: 5

Negative: 0

The WTA Members approve for Jaime Gane to be absent from 26 July to 17 August 2025 due to a personal holiday. Geoff Robins will act as Chairperson during this period.

**CARRIED**

*The WTA Members carried the resolution with minimal comments.*

## 2.5. Community Engagement

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

### i) Reflection – Easter Markets Community Showcase Event – 29 March 2025

The Easter Markets Community Showcase event was held on the 29<sup>th</sup> of March 2025 as a WTA event celebrating Easter and showcasing the community groups within Weipa. WTA Members attended this event.

*The Members noted the event attendees was in smaller numbers than previous years. There were also less stakeholders noted in attendance. The Members spoke of the benefit of the event to the community. The Members noted some ideas on how to drive community members to engage with the WTA Members stall.*

### ii) Reflection – Rio Tinto Community Forum – 3 April 2025

The Rio Tinto Community Forum was held on the 3<sup>rd</sup> of April 2025 for the purposes of updating the community on Rio Tinto Weipa business. WTA Members attended this event.

*The Members noted no real comments were made to WTA. The Members noted Steve Dunstone (RTAW General Manager) answered any questions some common questions received by WTA that relate to Rio (i.e. the dump is free).*

### iii) Planning – Western Cape Future Symposium – 7-8 May 2025

The Western Cape Futures Symposium will be held on the 7<sup>th</sup> and 8<sup>th</sup> of May 2025. WTA Members could attend this event.

**Action:** *Members to attend the Western Cape Futures Symposium. Jaime Gane, Trent Gordon, Lisa Scharf and Tobias Rissman (Superintendent) to attend. Goeff Robins may be available to also attend. Tim Ryan and Nick Preece will be attending through their Rio Tinto roles.*

### iv) Planning – WTA Sunset Markets – 10th May 2025

The first WTA Sunset Markets will occur on the 10<sup>th</sup> of May 2025. This event is to engage the community and allow local businesses an opportunity to showcase their wares. WTA Members are to attend this event.

**Action:** *Members to attend the WTA Sunset Markets to engage with the community at a stall. Jaime Gane and Tim Ryan to attend. The other Members are to consider whether they are available to attend.*

*The Members discussed what topics could be good for community discussion and tactics to draw people into conversation.*

### 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 – Premier for Queensland – ‘All the Best for Queensland’ Campaign - READ**

Please see Appendix 2.1 for the letter from Premier and Minister for Veterans regarding the ‘All the Best of Queensland’ campaign which intends to engage and promote Queensland communities to showcase the best of the State of Queensland.

*The WTA Members noted with no comments.*

ii) **IN – Queensland Fire Department – Introduction of Deputy Chief Officer - READ**

Please see Appendix 2.2 for the letter from Office of Deputy Chief Officer of the Rural Fire Service Queensland for the Northern Region regarding the introduction of the new Deputy Chief Officer – Tryon McMahon.

*The WTA Members noted with no comments.*

iii) **OUT - WTA Chairperson – Napranum Farm Letter of Support - READ**

Please see Appendix 2.3 for the letter from WTA Chairperson regarding the support for the Napranum Aboriginal Shire Council’s grant application to NIAA Remote Jobs and Economic Development for the reestablishment of the Napranum farm as an aquaponics/hydroponics farm.

*The WTA Members noted with no comments.*

*Geoff Robins noted Napranum Shire Council have submitted a requires for funding to assist in a Community Night Patrol initiative.*

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.

*The WTA Members noted with no comments.*

*Due to the time, some items were brought forward on the agenda to ensure quorum could be maintained.*

6. BROUGHT FORWARD – NOTICE OF MOTIONS

6.1. Corporate Services

*Geoff Robins left the room at 11:35.*

i) Event Sponsorship – Weipa Fishing Classic

WTA offers Event Sponsorships to community groups holding events that foster economic growth and positively contribute to the quality of life of residents. Weipa Fishing Classic has made an Event Sponsorship application.

To discuss this motion, can we have a mover and a seconder.

Moved:	Trent Gordon
Seconded:	Nick Preece

Event Sponsorship has been approved by the Superintendent and is up to approval by the Members.

Resolution 2504-6	
Affirmative: 4	Negative: 0
The WTA Members approve the Event Sponsorship for the Weipa Fishing Classic.	
CARRIED	

*The WTA Members carried the resolution with minimal comments.*



*Geoff Robins entered the room at 11:38. Jaime Gane left the room at 11:38. Geoff Robins commenced chairing the meeting.*

**ii) Event Sponsorship – Future Symposium**

WTA offers Event Sponsorships to community groups holding events that foster economic growth and positively contribute to the quality of life of residents. Western Cape Futures Symposium has made an Event Sponsorship application.

To discuss this motion, can we have a mover and a seconder.

<b>Moved:</b>	Trent Gordon
<b>Seconded:</b>	Nick Preece

Event Sponsorship has been approved by the Superintendent and is up to approval by the Members.

<b>Resolution 2504-7</b>	
Affirmative: 4	Negative: 0
The WTA Members approve the Event Sponsorship for the Western Cape Future Symposium.	
<b>CARRIED</b>	

*The WTA Members carried the resolution with minimal comments.*

*Jaime Gane entered the room at 10:40. Jaime Gane commenced chairing the meeting.*

**7. WTA REPORTS**

**7.1. Superintendent**

**i) Superintendent’s Report**

Tobias Rissman presented the Superintendent’s Report.

*The WTA Members noted with no comments.*

*Tim Ryan left the meeting at 11:42 during the report.*

**7.2. Other**

NIL

8. NOTICE OF MOTIONS - REGULAR

8.1. Corporate Services

i) Monthly Financial Report – March

A Financial Report was prepared capturing the financial performance of WTA for the month of March. This report was attached as Appendix 3.

To discuss this motion, can we have a mover and a seconder.

<b>Moved:</b>	Trent Gordon
<b>Seconded:</b>	Geoff Robins

Tobias Rissman presented the March WTA Financial Report.

<b>Resolution 2504-5</b>	
Affirmative: 4	Negative: 0
The WTA Members accept the monthly financial report for March 2025.	
<b>CARRIED</b>	

The WTA Members carried the resolution with minimal comments.

8.2. Planning and Works

i) Risk Register

To discuss this motion, can we have a mover and a seconder.

<b>Moved:</b>	Trent Gordon
<b>Seconded:</b>	Geoff Robins

Tobias Rissman presented the risk register and highlight key changes in the most recent review.

<b>Resolution 2504-8</b>	
Affirmative: 4	Negative: 0
The WTA Members note the risk register review.	
<b>CARRIED</b>	

The WTA Members carried the resolution after some discussion. The Members showed interest in whether all risks are being captured and how WTA’s risks compare with other council risks. Superintendent advised the register is a ‘live’ document highlighting high level ‘council’ wide risks and is edited when new risks arise. Operational risks are captured by different mechanisms depending on the risk type.

### 8.3. Community Services

NIL

### 8.4. Sports and Recreation

NIL

### 8.5. Other

NIL

## 9. URGENT MATTERS

### 9.1. Motions

i) NIL

### 9.2. Notices

i) NIL

## 10. CONTINUATION OF ITEMS

### 10.1. Adjourned items

i) NIL

### 10.2. Debates

i) NIL

## 11. CONFIDENTIAL MATTERS

i) NIL

## 12. MEETING SCHEDULE AND TRAINING

### 12.1. Training and Conferences

- Western Cape Futures Symposium (Weipa) – 7-8 May 2025
- Torres Cape Indigenous Council Alliance (TCICA) Meeting – 7 May 2025  
Due to a clash with the Futures Symposium, this meeting will be changed.
- LGAQ Disaster Conference (Brisbane) – 27-29 May 2025
- Torres Cape Indigenous Council Alliance (TCICA) Meeting – 9 July 2025
- Developing Northern Australia Conference (DNAC) (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

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- 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

### 12.2. General Meetings

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- 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

### 12.3. Date Claimer

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- ANZAC Day – 25<sup>th</sup> April 2025
- Sunset Markets – 10<sup>th</sup> May 2025
- Western Cape College Careers Expo Event – 5<sup>th</sup> June 2025
- Sunset Markets – 2<sup>nd</sup> August 2025
- Sunset Markets – 6<sup>th</sup> September 2025
- Western Cape GET READY Disaster Expo – 11<sup>th</sup> October 2025
- WTA Community Christmas Markets – 29<sup>th</sup> November 2025
- WTA Community Christmas Tree Lighting – 1<sup>st</sup> December 2025
- WTA Christmas Lights Competition – TBC

## MEETING CLOSE

The General Meeting closed at 11:57 am.

## ENDORSEMENT

These Minutes were confirmed this 28 day of May 2025.

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

  
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Chair

  
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Superintendent Weipa Township