

MINUTES

Weipa Town Authority Meeting

18th May 2006

Commenced at 7:00am

In the Town Authority Meeting Room

Chairperson's Report – 7:00am

Attendance: Michael Rowland, Trevor Snodgrass, Patsy Hudson, Joy Campos, John Graham, Ian Pressley, Scott North, Rebecca Bechly – Minute Taker

Apologies: Peter McCulkin and Carrie Gay

Confirmation of Previous Minutes

Moved	Seconded	Carried	Any amendments to be made
Trevor Snodgrass	Joy Camposs	Carried	No

Business Arising from Previous Minutes 16th March 2006

Item	Information	Action/Recommendation	Required By
CHALCO	CHALCO are making arrangements to come and meet with WTA some time this month.	Date to be advised.	
Code of Conduct	Code of Conduct for Council.	Dean is away therefore will put on hold till he arrives back.	
Cemetery	Michael Rowland, Trevor Snodgrass and Dean Kneebone met on Monday 20 th Feb and again on 14 th March to discuss various issues in relation to the proposed Weipa Cemetery.		
Disaster Management	Debrief for Cyclone Monica will be held on Friday 19 th May at the Army Barracks at Evans Landing.		
Strategic Plan	Michael briefly went through each section of the Strategic Plan.	Dean Kneebone and CEO to update the plan at the next budget.	Dean Kneebone and CEO

Business

Item	Information	Action/Recommendation	Required By
ROCCY	The next ROCCY meeting will be held on 24 th May 2006	Trevor Snodgrass and Ian Pressley to attend. Rebecca to book flights and accommodation for this trip.	Rebecca Bechly
CYPDA	Change of Date – April Quarterly Meeting	Noted by members.	
WCRCG			
WCCCA			

Item	Information	Action/Recommendation	Required By
WTTOG			
WCC Management Board	The next WCC Management Board meeting will be on the 16 th June 2006	Noted by members.	
Communication Strategy			
Self Determination			

General Business

Item	Information	Action/Recommendation	Required By
Department of Education and the Arts	Bound for Success education Strategy This was held on the 27-28 April 2006. Dean Kneebone attended.	Noted by members	
Local Government	Integrated Planning & Other Legislation Amendment Act 2006.	Noted by members	
Comalco	Community Forum 15 th February 2006. Minutes attached in WTA agenda	Noted by members	
Emergency Services Ball	Emergency Services Ball Fundraiser will be on 26 th August at the Army Depot.	Noted by members	
Chamber of Commerce	Michael met with the CEO of Cairns Chamber of Commerce and a number of businessmen/women and discussed the need for a Chamber of Commerce in Weipa and steps which could be taken.		Michael Rowland

Swimming Pool See attached report for recommendations and advice	Review of Operations of Weipa Swimming Pool. Legal advice was received from Apels Solicitors and Comalco Solicitors advising of the need to immediately suspend after hours key access for the Weipa Swimming Pool.	Spotless to receive a copy of the guidelines to run the Weipa Swimming Pool.	Scott North
10:20am Aleesha Brown & Lisa Van Meirlo joined the meeting.	Bronze Medallion Courses will begin in June 2006. As of the 1 st July 2006 anyone wanting to use the Weipa Swimming Pool for any group activity must have a current Bronze Medallion Certificate and public liability Insurance.	Scott to draft and information sheet for next weeks bulletin. Scott to run by Lisa Howard first. Scott to contact a qualified Instructor and arrange flights/accommodation and a date for him/her to come to Weipa and undertake Bronze Medallion courses.	Scott North
	Reimbursement of Key holder's money.	Scott to review all leases and documents for hiring of facilities. Get legal advice on all documents which will be signed by facility users.	Scott North
	Scott presented the survey results for the Swimming pool usage. Michael advised of the guidelines for using the swimming pool out of the set times for aerobics/L2S/Swim club etc.	Recommendation: Write a letter to all key holders advising of all decisions and changes, also decide whether they want a full refund of there money and pay as they go, or have a gate pass to access the pool within the times allocated.	Scott North & Maria Wehlow
		Scott to prepare a sheet with issues and costing to run the pool.	Scott North

Administration and Finance Meeting – 9:00am

Attendance: Michael Rowland, Trevor Snodgrass, John Graham, Patsy Hudson, Scott North, Rebecca Bechly – Minute Taker, Peter Miller – WC Bulletin

Apologies: Ian Pressley, Carrie Gay, Peter McCulkin

Confirmation of Previous Minutes

Moved	Seconded	Carried	Any amendments to be made
Trevor Snodgrass	Michael Rowland	Carried	No

Business Arising from Previous Minutes 16th March 2006

Item	Information	Action/Recommendation	Required By

Business

Item	Information	Action/Recommendation	Required By
Deputy CEO Report	No Report as Dean is away		
Rev & Exp Report	\$74918 of outstanding rates area owing. Follow up letters will be sent out to all outstanding rates owing by private owners. More Explanation of variances needs to be given at the meeting. Scott presented the Revenue and Expenditure Report to the committee.	Maria/Rebecca to send letter out ASAP. Scott to have a look at the Rev and Exp as there are inconsistencies in the report.	Rebecca/Maria Scott North
Budget	Dean will be back 13 th June 2006 – WTA will start the budget meetings.		
Accounting			
Policies			
Meetings			
Legal Matters			
Audits			

General Business

Item	Information	Action/Recommendation	Required By
National Water Commission	Water Smart Australia Program Grant. This is open for any organisation to submit.	Jeff to get feedback on Grey Water usage for Weipa. We can use this as the project for the Water Smart Australia Programme Grant.	Jeff Lewis and CEO

Community and Social Meeting – 12:46

Attendance: Carrie Gay, Trevor Snodgrass, Patsy Hudson, Michael Rowland, Ian Pressley, Scott North, Jeff Lewis Rebecca Bechly,

Apologies: Peter McCulkin and John Graham, Joy Campos

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Trevor Snodgrass	Michael Rowland	Carried	No

Business Arising from Previous Minutes 16th March 2006

Item	Information	Action/Recommendation	Required By
Holiday Activities	Library/School Holiday Activities	CEO to talk to Trish Bassett. Invite Jo Clarke and Trish to talk about possible school holiday programs.	CEO and Trish Bassett

Business

Item	Information	Action/Recommendation	Required By
Reconciliation			
Hospital			
Combined Community Library			
Heritage & Environment			
Events			
Sport and Rec			
Animal Control	Letter from Jos DeWaard regarding horses in town. Letter from Kevin Beven regarding dog fine Animal Control Report for March 2006 Animal Control Report – Rebecca to make sure that the report be made sure it's in the excel format for next month	A letter to be sent to Jos advising that his horses need to be removed by A letter to be sent advising Kevin that the Infringement notice will be cancelled. Noted by members.	Rebecca Bechly Rebecca Bechly

General Business

Item	Information	Action/Recommendation	Required By
Rebel FM	Important changes to Rebel FM service from 2007	A letter to be sent advising that we are happy with the current service from Rebel FM	Deputy CEO
Under 8's week	See attached letter	Carrie to talk with Tanya to see if there is anything other than hats we can help out with. A letter be sent to Under Eight's Committee Advising that we approve \$2000 to the Celebration.	Carrie Gay
Car parking in Tarquin	Parents and Teachers are parking in Tarquin court.	A letter to be sent to Ian Mackay advising that there will be no parking in any courts around the school and advise that the WTA wants to be advised as to what they are going to do to resolve the issue. Also copy in Ken Smith.	CEO

Works and Engineering Meeting – 9:30am

Attendance: Michael Rowland, Trevor Snodgrass, Carrie Gay, Joy Campos, John Graham, Patsy Hudson, Scott North, Rebecca Bechly – Minute Taker, Peter Miller – Western Cape Bulletin.

Apologies: Peter McCulkin

Confirmation of Previous Minutes

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Michael Rowland	Joy Campos	Carried	No

Business Arising from Previous Minutes 16th March 2006

Item	Information	Action/Recommendation	Required By
Car parking at Goodline	Jeff awaiting on Plans from John Kennedy to supply off street car parking.		
Alternative Signage		Jeff to get advice on alternatives to road signage for streets and other styles of signage.	Jeff Lewis
Staffing Levels for Town Authority	At the moment Tammy Palmer of Comalco Accounts will be starting at Town next week. She will be doing 2 days per week. We are looking at getting a full time Health/Environmental type of person to work for town.	Michael to talk with Rob Atkinson about this issue.	Michael Rowland

Business

Item	Information	Action/Recommendation	Required By
Asset Supervisor Report	Damage to infrastructure again this month. The concrete walkway from the private Doctors surgery to Wenlock court was removed. The new pump will be installed this week at the new disinfection plant. The were pump station at the Camping Grounds overflowed last Saturday due to a contractor not turning the power back on after works done.		

Item	Information	Action/Recommendation	Required By
	<p>Underground pipes have been installed at the intersection of Northern/Andoom Road to improve drainage problems at this section.</p> <p>Peter Graham is requesting permission to erect a sign at his expense for this accommodation in Tonkin Drive.</p> <p>2 Drain heads were broken at Hibiscus Ave – Cleanaway will be charged for the replacement. Jeff is organising for all the drain heads to be painted white with reflective glass and lines which direct traffic to go around out and around the corners of the drainheads.</p> <p>Jeff to talk to contractors about not leaving cut grass in drains and ditches.</p> <p>The dump boundary is being extended to keep the proposed Recycling Station within the dump boundary.</p> <p>Michael spoke with Sandy Nelson earlier this week. Sandy has someone looking at the plants and trees which are being planted around town. A report with suggestions as to what plants need to be removed and what plants need to be planted will be done.</p> <p>Town Planning: Wayne Forrest – Radio Tower – Awaiting on Advice from Planning Far North (Bruce Hedley)</p> <p>Cape York Motor Cycle Accessories <i>The Committee agree to approve the Development Application subject to the conditions outlined by Town Authority.</i></p> <p>Weipa Camping Grounds – Function Facility at existing fishing lodge. <i>The Committee agree to approve the Development Application subject to the conditions outlined by Planning Far North.</i></p>	<p>Jeff to organize the sign and then backcharge Peter Graham for the costs.</p>	<p>Jeff Lewis</p>

Item	Information	Action/Recommendation	Required By
	<p>Assembly Hall Maintenance</p> <p>Unless Town Authority is satisfied with the standards of finished works – money will be with held until we are satisfied with the work done and that it is left back as it was.</p> <p>Naming of the Nanum Park <i>The Committee agree to approve the Name of the Park to be 'The Joy Rollins Park'</i></p> <p>18 notices have been sent out to the members of the community for unsightly/overgrown lawns.</p> <p>Jeff has had work done at Nanum 2 – this work will be back charged to Comalco as this subdivision has not yet been handed back over.</p>	<p>A letter to be sent to the group which approached the issues of the maintenance at the Assembly Hall. The group agreed to do their bit for some work.</p> <p>Jeff to go ahead with the sign for the park.</p>	

General Business

Item	Information	Action/Recommendation	Required By
Road Openings	See attached letter	Noted by members	
Ericsson	Notification of Proposed Telecommunications Facility.	Noted by members	
Local Law Policy No. 6 Changes	Moved Michael Rowland, Seconded Trevor Snodgrass that the committee agree to accept the changes to the Local Law Policy No. 6	Jeff to proceed with the changes to King and Co.	Jeff Lewis

Planning and Development Meeting – 1:35pm

Attendance: Michael Rowland, Trevor Snodgrass, Patsy Hudson, Ian Pressley, Scott North, Rebecca Bechly – Minute Taker

Apologies: Peter McCulkin, Joy Campos, Carrie Gay and John Graham

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Business Arising from Previous Minutes 16th March 2006

Item	Information	Action/Recommendation	Required By
Maps	Colour map of Weipa	CEO to look at costings for a new tourist information map. CEO to talk to Lorisa Morgan and Richard Mackintosh	
Proposed Boad walk Evans Landing area	Clean up, shelter and BBQ at Gongbung and proposed board walk from Western side of the boat ramp to Mangroves.	Peter McCulkin to liaise with Scott North and Justin Shiner to draw up a design.	

Business

Item	Information	Action/Recommendation	Required By
Boat Ramps			
Aquatic Centre Sports Complex	Decision will be announced in June as to if we have received the funding.	If funding is not granted CEO and Michael to travel to Brisbane to discuss.	
Cemetery			
Tourism			
Youth			

General Business

Item	Information	Action/Recommendation	Required By
Media Release	Media Release – Illegal Fishing	Noted by members	
Jason O'Brien	Recreational Fisheries Grants Program		

Russell Cane – Customs 10:45am	Update on 10 boats 91 crew members came through Weipa. As of December 1 2006 They will be processing illegal fisherman through Weipa. Steps that need to be taken when they arrive: Identification & Hospital checks before they fly.		
Cook Electorate Office	Cyclone Monica Update on Peninsula Development Road	Noted by members	
CYWafa	Communication Plan	Ian to provide feedback if necessary	CEO
Meeting with Rob Atkinson	Issues to be discussed: Lions club Issues around town Replacement for Joy on the WTA.	Rebecca to book a meeting between Rob Atkinson, Trevor Snodgrass and Michael Rowland for late afternoon on 25 th or 26 th May 06.	Rebecca Bechly

2:00pm

Michael Rowland, Trevor Snodgrass, Patsy Hudson, and Carrie Gay met with Shane Hunter and Shane Hume of Spotless – 2:12pm: Michael introduced them both and they gave a brief background on themselves. Michael welcomed any concerns, ideas and plans for the parks and gardens around Weipa. Spotless have contracted Jack Jones to upgrade the watering systems around town.

3:00pm

Michael Rowland, Trevor Snodgrass, Patsy Hudson, Carrie Gay and Peter McCulkin met with Jonathan Fultcher to discuss protocols between WTA and Comalco.

4:45pm

Michael Rowland, Trevor Snodgrass, Patsy Hudson and Ian Pressley met with Ron Carrick to discuss the SES Weipa Budget. Ron Carrick – Local Controller for State Emergency Services Weipa presented their application for \$31,911 budget per year. See attached Information. This will be discussed at the Budget meeting.

Meeting Closed at 5:10pm

Ian Pressley OAM
Chief Executive Officer
Weipa Town Authority