WEIPA
TOWN AUTHORITY

WTA Members General Meeting

DRAFT MINUTES

Held at the Council Chambers, WTA Office
On Wednesday 11 November 2026
at 9:00 am

GENERAL MEETING
Draft Minutes

Wednesday 11 November 2026

ATTENDANCE

Present and History

- **Members**

Jaime Gane

Tacita de Tournouer

Malcolm Slack

Nick Preece

Trent Gordon

Tim Ryan

- **History**

	July		August		September		October		November		December	
	W	M	W	M	W	M	W	M	W	M	W	M
	22	22	13	26	10	16	14	28	11	11	09	09
Jaime Gane	P	P	P	P	P	P	P	P				
Trent Gordon	P	P	P	P	P	P	A	P				
Tacita de Tournouer	P	P	P	P	P	P	P	P				
Malcolm Slack	P	P	P	P	P	P	P	P				
Jackie Malacoola	A	A	P	A	A	A	A	P				
Tim Ryan	P	P	P	P	P	P	P	P				
Nick Preece	Ap	Ap	Ap	P	Ap	P	P	P				

- **Guests**

NIL

- **WTA Staff**

Renee Williams – Acting Superintendent Weipa Township

Nicky Perriman – Supervisor Corporate Services

Matthew Turnbull – Supervisor Public Works

Lauren Hughes – Supervisor Sports and Recreation

Emily McGrath – Disaster Management and Projects Officer

Kai-ishya Thompson – Governance and Grants 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. URGENT MATTERS

1.1. Motions

i) Development Application – Material Change of Use - 3 Northern Avenue

A Development Application was received for a Development Permit Material Change of Use located at 3 Northern Avenue, Rocky Point for an office within the former Jehovah's Witness building. The development will retain the existing access driveway and onsite parking for 14 vehicles. No external building work is proposed.

The application triggers assessable development under the Weipa Town Planning Scheme 2019, requiring an Impact assessable development application. During the public notification period, no submissions were received.

The proposed office use while conflicting with the purpose of the community facility zone is considered an appropriate adaptive reuse of the former place of worship facility and will not undermine the role and function of the existing centre zoned land in Nanum and Rocky Point.

Moved:	Jaime Gane
Seconded:	Tacita de Tournouer

Resolution 2611-1

Affirmative: 5 Negative: 0

The WTA Members approve the:

1. development application for a Development Permit for Material Change of Use – Office located on land at 3 Northern Avenue, Rocky Point, formally described as Lot 358 MP37743, subject to the condition listed in the decision report, and
2. issue of an Infrastructure Charges Notice for the amount of $9,629.84 in relation to the development application for a Development Permit for Material Change of Use – Office at 3 Northern Avenue, Rocky Point, formally described as Lot 358 MP37743.

CARRIED

The Members carried the motion with no comments. Tim Ryan was absent during this resolution.

~ The meeting closed at 9:04 am due to the arrival of Mr Matt Smith MP. ~

~ The meeting re-opened at 10:46 am. ~

1. MINUTES

1.2. General Meeting – October

The October WTA Members General Meeting took place on 28 October 2026 at 9 am.

The minutes were attached as Appendix 1.

Moved:	Jaime Gane
Seconded:	Malcolm Slack

Resolution 2611-2

Affirmative: 6 Negative: 0

The WTA Members adopt the minutes of the General Meeting on 28 October 2026 as a true and accurate record.

CARRIED

The Members carried the motion 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 minute of silence was held at 11 am for Remembrance Day Observation.

A minute of silence was also held for the passing of a member of the surrounding community.

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.

No conflicts of interest were noted.

~ Nick Preece left the room at 10:47 am. ~

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).

No travel requests were received.

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) Jaime Gane – 1-9 December 2026

An absence request was submitted by Jaime Gane on 27 October 2026.

Moved:	Jaime Gane
Seconded:	Tim Ryan

Jaime Gane will miss 0 meetings during this period for personal holiday. The request was submitted in the prescribed form. Jaime Gane will not be contactable during this period. The absence will be during disaster season.

Resolution 2611-2

Affirmative: 5 Negative: 0

The WTA Members approve for Jaime Gane to be absent from 1 December to 9 December 2026 (8 am) due to a personal holiday.

Trent Gordon will act as Chairperson, where required, during this period.

A clear escalation process and requirements for all Members will be put in place to manage this absence in the event a disaster occurs during this period.

CARRIED

The Members carried the motion with no comments.

~ Nick Preece returned to the room at 10:51 am.

ii) Jaime Gane – 2-21 January 2027

An absence request was submitted by Jaime Gane on 27 October 2026.

Moved:	Jaime Gane
Seconded:	Trent Gordon

Jaime Gane will miss 0 meetings during this period for a personal holiday. Absence was submitted in the prescribed form. Jaime Gane will not be contactable during this period. The absence will be during disaster season.

Resolution 2611-3	
Affirmative: 6	Negative: 0
The WTA Members approve for Jaime Gane to be absent from 2 January to 24 January 2027 due to a personal holiday. Trent Gordon will act as Chairperson from 7 January 2027, where required, during this period. A clear escalation process and requirements for all Members will be put in place to manage this absence in the event a disaster occurs during this period.	
CARRIED	

The Members carried the motion with no comments.

iii) Nick Preece – 19 December 2026 - 1 January 2027

An absence request was made by Nick Preece on 28 October 2026.

Moved:	Nick Preece
Seconded:	Jaime Gane

Nick Preece will miss 0 meetings during this period.

Resolution 2611-4	
Affirmative: 6	Negative: 0
The WTA Members approve for Nick Preece to be absent from 19 December 2026 to 1 January 2027 due to personal reasons.	
CARRIED	

The Members carried the motion with no comments.

iv) Trent Gordon – 17 December 2026 – 6 January 2027

An absence request was submitted by Trent Gordon on 28 October 2027.

Moved:	Trent Gordon
Seconded:	Jaime Gane

Trent Gordon will miss 0 meetings during this period.

Resolution 2611-4	
Affirmative: 6	Negative: 0
The WTA Members approve for Trent Gordon to be absent from 17 December 2026 to 6 January 2027 due to personal reasons.	
CARRIED	

The Members carried the motion with no comments.

2.5. Community Engagement

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

i) Planning – Disaster Expo and Christmas Markets – 21 November 2026

WTA is intending to host the 2026 Disaster Expo and Christmas Markets on 21 November 2026 at the Weipa Storm Surge Shelter. WTA Members are expected to attend this event and be present at the WTA stall.

Action: Jaime Gane, Trent Gordon, Tacita de Tournouer to attend. Members will discuss the Rocky Point Community Precinct Master Plan and disaster management arrangements.

ii) Planning – Christmas Tree Lighting Event – 1 December 2026

WTA is intending to host the 2026 Christmas Tree Lighting event on 1 December 2026 at 6:30 pm. WTA Members are expected to attend this event.

Action: Jaime Gane, Tacita de Tournouer and Nick Preece to attend.

i) Planning – Christmas Lights Competition – 10-11 December 2026

WTA is intending to host the 2026 Christmas Lights Competition on the nights of 10 and 11 December 2026. WTA Members are expected to vote in this competition.

Action: Members to vote.

3. WTA REPORTS

3.1. Chairperson

Jaime Gane presented the Chair's report.

The Members noted the report with no comments.

3.2. Superintendent

Renee Williams presented the Superintendent's Report.

The Members noted the report with no comments.

4. NOTICE OF MOTIONS

4.1. Corporate Services

i) Monthly Financial Report – October

A financial report was prepared capturing the financial performance of WTA for the month of October.

This report was attached as Appendix 2.

Moved:	Jaime Gane
Seconded:	Trent Gordon

Renee Williams presented the October WTA Financial Report.

Resolution 2611-5

Affirmative: 6 Negative: 0

The WTA Members accept the monthly financial report for October 2026.

CARRIED

The Members carried the motion with some comments. The Members raised the issue of the parks' threshold within the Town Planning Scheme and the utilisation of the WASP. The Members showed an interest in rate debtors and the worthiness of new and existing programs.

ii) Operational Plan 2026/27 – Quarter 1 Report

The Operational Plan 2026/27 captures the key tasks for the financial year through general operations, with some carrying over 2 years. These tasks are aligned to the fundamental pillars specified in the Corporate Plan 2026-30

Each quarter WTA reports on the progress made through the Operational Plan for the year. The Operational Plan has been reviewed to develop the Quarter 1 report. The Quarter 1 report encompasses actions from 1 July 2026 to 30 September 2026

Moved:	Nick Preece
Seconded:	Jaime Gane

Renee Williams presented the Quarter 1 report.

Resolution 2611-6	
Affirmative: 6	Negative: 0
The WTA Members accept the WTA Operational Plan 2026/27 Quarter 1 Report as presented.	
CARRIED	

The Members carried the motion with no comments.

4.2. Other

i) 2027 Member Meeting Dates

Prior to the commencement of each year, the dates for all General Meetings and Workshops are decided and relevant dates published to the WTA website. In recent years, WTA Member meetings have occurred in the mornings on the 2nd and 4th Wednesday of each month.

Two different calendars were attached as Appendix 3.

Moved:	Jaime Gane
Seconded:	Malcolm Slack

Previously, Queensland school holidays were taken into account when determining relevant WTA Member meeting dates, with the preference of no meetings occurring during school holidays.

Resolution 2611-8	
Affirmative: 6	Negative: 0
<u>Workshop:</u> *20 January 2027* *10 February 2027* *10 March 2027* *14 April 2027* *12 May 2027* *09 June 2027* *14 July 2027* *18 August 2027* *01 September 2027* *13 October 2027* *10 November 2027*	*<u>General Meeting:</u>* *27 January 2027* *24 February 2027* *24 March 2027* *28 April 2027* *26 May 2027* *23 June 2027* *28 July 2027* *25 August 2027* *15 September 2027* *27 October 2027* *24 November 2027* *01 December 2027*
CARRIED	

The Members carried the motion with after some discussion of meeting dates.

5. MEETING SCHEDULE AND TRAINING

5.1. Training and Conferences

NIL

5.2. Workshops

- 9 December 2026 – After General Meeting

5.3. General Meetings

- 9 December 2026 – 10:30 am

5.4. Other Dates

- WTA Disaster EXPO and Christmas Markets – 21 November 2026
- WTA Christmas Tree Lighting – 1 December 2026
- WTA Christmas Lights Competition Voting – 10-11 December 2026

MEETING CLOSE

The General Meeting closed at 12:05 pm.

ENDORSEMENT

These Minutes were confirmed on the <dd> day of <mmmm, yyyy>.

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

_____ _____

Weipa Town Authority Chairperson Superintendent Weipa Township