



WEIPA
TOWN AUTHORITY

WTA Members General Meeting

AGENDA

Held at the Council Chambers, WTA Office
On Wednesday 25 February 2026
at 9:00 am

AGENDA CONTENTS

AGENDA Contents	i
Appendix Contents.....	ii
Attendance.....	1
Present and History	1
Not Present.....	1
Open Meeting	2
1. Minutes	2
1.1. General Meeting – January	2
2. Items for consideration.....	2
2.1. Bereavement and Condolences.....	2
2.2. Conflict of interest	3
2.3. Travel Applications.....	3
2.4. Acknowledgement of Absence - Applications	3
2.5. Community Engagement.....	3
3. Correspondences.....	3
3.1. Correspondence.....	3
4. Chair Report	3
5. WTA Reports	3
5.1. Superintendent.....	3
5.2. Other	3
6. Notice of Motions	4
6.1. Corporate Services	4
6.2. Planning and Works	5
6.3. Community Services	6
6.4. Sports and Recreation	6
6.5. Other	6
7. Urgent Matters	7
7.1. Motions.....	7
7.2. Notices	7
8. Meeting Schedule and Training.....	8
8.1. Training and Conferences.....	8
8.2. Workshops	8
8.3. General Meetings.....	8
8.4. Date Claimer	8
Meeting Close.....	9
Endorsement	9

APPENDIX CONTENTS

Appendix 1 – General Meeting Minutes – January

Appendix 2 – Correspondence

2.1 – WTA Member Gane – Letter of Support

Appendix 3 – Monthly Financial Report – January 2026

Appendix 4 – POL-020 Delegation of Financial Authority

Appendix 5 – Capital Expenditure Approval (CEA) – Kumrumja Park Irrigation Upgrade

GENERAL MEETING Agenda

Wednesday 25 February 2026

ATTENDANCE

Present and History

- Members

...

- History

	July		August			September		October		November		December		January		February	
	W	M	W	*	M	W	M	W	M	W	M	W	M	W	M	W	M
	16	30	13	19	27		17	08	29	26	26		10		28	11	25
Jaime Gane	P	AA	AA	P	P	X	P	P	P	P	P	X	P	X	P	P	
Trent Gordon	P	P	P	P	P	X	P	P	P	P	A	X	P	X	P	P	
Tacita De Tourmouer				P	P	X	P	P	P	P	P	X	P	X	P	P	
Malcolm Slack						X						X		X	P	P	
Jackie Malacoola	A	A	P	A	A	X	P	P	A	A	A	X	A	X	Ap	Ap	
Tim Ryan	Ap	P	Ap	P	Ap	X	P	P	Ap	P	P	X	P	X	Ap	P	
Nick Preece	P	P	P	P	Ap	X	Ap	A	Ap	Ap	Ap	X	P	X	P	Ap	

- Guests

NIL

- WTA Staff

...

Not Present

- Absent

...

- Apology

...

- Approved absence

...

OPEN MEETING

The General Meeting opened at <time> am/pm.

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 – January

The January WTA Members General Meeting took place on 28th of January 2026 at 9:03am. The minutes are attached as Appendix 1.

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

Moved:
Seconded:

Recommendation

It is recommended the WTA Members adopt the minutes of the General Meeting on 28 January 2026 as a true and accurate record.

Resolution 2602-1

Affirmative:

Negative:

CARRIED / DENIED / DEFERRED / INVALID

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.

TBD

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.

TBD

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.

NIL

3. CORRESPONDENCES

3.1. Correspondence

i) OUT – WTA Member Gane – Letter of Support – READ

A letter from WTA Member Gane regarding a letter of support for a mobile community laundry service in Weipa and the Western Cape is attached as Appendix 2.

4. CHAIR REPORT

Jaime Gane to present the Chair's report.

5. WTA REPORTS

5.1. Superintendent

i) Superintendent's Report

Tobias Rissman to present the Superintendent's Report.

5.2. Other

NIL

6. NOTICE OF MOTIONS

6.1. Corporate Services

i) Monthly Financial Report – January

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

This report is attached as Appendix 3.

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

Moved:
Seconded:

Tobias Rissman to present the January WTA Financial Report.

Recommendation

It is recommended the WTA Members accept the monthly financial report for January 2026.

Resolution 2602-2

Affirmative:

Negative:

CARRIED / DENIED / DEFERRED / INVALID

ii) Operational Plan 2025/26 – Quarter 2 Report

WTA has completed a Quarter 2 review of the Operational Plan.

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

Moved:
Seconded:

Tobias Rissman to present the Quarter 2 report for the Operational Plan 2025/26.

Recommendation

It is recommended the WTA Members accept the WTA Operational Plan 2025/26 Quarter 2 Report.

Resolution 2602-3

Affirmative:

Negative:

CARRIED / DENIED / DEFERRED / INVALID

iii) POL-020 Delegation of Financial Authority – Review

Rio Tinto has amended their Delegation of Authority. WTA directly follows this authority regarding financial delegations, resulting in the review of POL-020 Delegation of Financial Authority.

The policy is attached as Appendix 4.

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

Moved:

Seconded:

Tobias Rissman to present POL-020 Delegation of Financial Authority.

Recommendation

It is recommended the WTA Members adopt the revised POL-020 Delegation of Financial Authority, effective 1 March 2026.

Resolution 2602-4

Affirmative:

Negative:

CARRIED / DENIED / DEFERRED / INVALID

6.2. Planning and Works

i) Capital Expenditure Approval (CEA) – Kumrumja Park Irrigation Upgrade

WTA Members approved the Kumrumja Park Irrigation Renewal Project as part of the 2025/26 capital budget. This project was approved at an amount of \$150,000. However, the current cost of this project estimates to \$150,000, leaving no amount as a contingency. This CEA proposes a 10% contingency of \$15,000 be added to the project, if required.

The CEA is attached as Appendix 5.

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

Moved:

Seconded:

Matt Turnbull to present the CEA.

Recommendation

It is recommended the WTA Members approve the CEA of \$164,998 for the renewal of the irrigation network in Kumrumja Park to be funded from WTA funds. This cost will be addressed in the next budget review.

Resolution 2602-5

Affirmative:

Negative:

CARRIED / DENIED / DEFERRED / INVALID

6.3. Community Services

NIL

6.4. Sports and Recreation

NIL

6.5. Other

i) General Meeting Date Movement – June

The June General Meeting is scheduled for the 24th of June 2026. This clashes with travel back from RDA meetings, which Jaime Gane is attending. The date of the General Meeting is intended to be changed.

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

Moved:
Seconded:

The proposed new date of the October General Meeting is one week after the current date – being the 17th of June 2026.

Recommendation

It is recommended the WTA Members approve the change of date of the June General Meeting from 24 June to 17 June 2026.

Resolution 2602-6

Affirmative:

Negative:

CARRIED / DENIED / DEFERRED / INVALID

ii) General Meeting Date Movement – November

The November General Meeting is scheduled for the 25th of November 2026. This clashes with travel back from RDA meetings, which Jaime Gane is attending. The date of the General Meeting is intended to be changed.

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

Moved:

Seconded:

The proposed new date of the November General Meeting is one week prior to the current date – being the 18th of November 2026.

Recommendation

It is recommended the WTA Members approve the change of date of the November General Meeting from 25 November to 18 November 2026.

Resolution 2602-7

Affirmative:

Negative:

CARRIED / DENIED / DEFERRED / INVALID

7. URGENT MATTERS

7.1. Motions

NIL

7.2. Notices

NIL

8. MEETING SCHEDULE AND TRAINING

8.1. Training and Conferences

- Ex Austral Shield - Headquarters of Joint Operations Command and Headquarters 2nd (Australian) Division – update on information – Early March 2026
- Joint Standing Committee on Northern Australia inquiry on Emerging Industries in Northern Australia – Sometime in May to June
- Developing Northern Australia (DNA) Conference – 17-19 August 2026
- Local government Association of Queensland (LGAQ) Annual Conference – 19-21 October 2026

8.2. Workshops

- 11 March 2026 – 10:30 am
- 1 April 2026 – 9:00 am
- 13 May 2026 – 9:00 am
- 10 June 2026 – 9:00 am
- 15 July 2026 – 9:00 am
- 12 August 2026 – 9:00 am
- 9 September 2026 – 9:00 am
- 14 October 2026 – 10:30 am
- 11 November 2026 – 10:30 am
- 9 December 2026 – After General Meeting

8.3. General Meetings

- 25 March 2026 – 9:00 am
- 22 April 2026 – 9:00 am
- 27 May 2026 – 9:00 am
- 24 June 2026 – 9:00 am - pending
- 22 July 2026 – 9:00 am
- 26 August 2026 – 9:00 am
- 16 September 2026 – 9:00 am
- 28 October 2026 – 9:00 am
- 25 November 2026 – 9:00 am - pending
- 9 December 2026 – 10:30 am

8.4. Date Claimer

- Weipa Clean Up Australia Day – 8 May 2026 – 3:30-6:00 pm
- WTA Easter Markets and Community Showcase – 28 March 2026
- WTA Sunset Markets – 2 May 2026
- Weipa Fishing Classic – 5-7 June 2026
- WTA Sunset Markets – 1 August 2026
- Weipa Rodeo – August 2026
- WTA Sunset Markets – 5 September 2026
- WTA Disaster EXPO – 10 October 2026
- WTA Christmas Markets – 19 November 2026
- WTA Christmas Tree Lighting – 1 December 2026

MEETING CLOSE

The General Meeting closed at <time am/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



WEIPA
TOWN AUTHORITY

WTA Members General Meeting

DRAFT MINUTES

Held at the Council Chambers, WTA Office
On Wednesday 28 January 2026
at 9:00 am

AGENDA CONTENTS

AGENDA Contents	i
Appendix Contents.....	ii
Attendance.....	1
Present and History	1
Not Present.....	1
Open Meeting	1
1. Declaration of Office	1
2. Minutes	1
2.1. General Meeting – December.....	1
3. Items for consideration.....	1
3.1. Bereavement and condolences.....	1
3.2. Conflict of interest	2
3.3. Travel Applications	2
3.4. Acknowledgement of Absence - Applications	2
3.5. Community Engagement.....	2
4. Correspondences.....	2
4.1. Correspondence.....	2
4.2. Petitions and joint letters	3
4.3. Deputations and delegations.....	3
5. Chair Report	3
6. WTA Reports	3
6.1. Superintendent's Report	3
6.2. Other	3
7. Notice of Motions	3
7.1. Corporate Services	3
7.2. Planning and Works	4
7.3. Community Services	4
7.4. Sports and Recreation	5
7.5. Other	5
8. Urgent Matters	6
8.1. Motions.....	6
8.2. Notices	6
9. Meeting Schedule and Training.....	6
9.1. Training and Conferences.....	6
9.2. Workshops	6
9.3. General Meetings.....	7
9.4. Date Claimer	7
Meeting Close.....	7
Endorsement	7

APPENDIX CONTENTS

Appendix 1 – General Meeting Minutes – December 2025

Appendix 2 – Correspondence

2.1 – Member for Traeger – Cattle Numbers in Cape York

2.2 – Member for Traeger – Weeds and Biosecurity

Appendix 3 – Monthly Financial Report – December 2025

Appendix 4 – Audit Documents

4.1 – End of Year Financial Statements 2024/25

4.2 – Audit Completion Report

Appendix 5 – Walking Network Plan Presentation

GENERAL MEETING

Draft Minutes

Wednesday 28 January 2026

ATTENDANCE

Present and History

- Members**

Jaime Gane

Malcolm Slack

Trent Gordon

Tacita De Tournouer

Nick Preece

- History**

	July		August			September		October		November		December	
	W	M	W	*	M	W	M	W	M	W	M	W	M
	16	30	13	19	27		17	08	29	26	26		10
Jaime Gane	P	AA	AA	P	P	X	P	P	P	P	P	X	P
Geoffrey Robins	P	P	P	P	P	X	P	A	P	P	P	X	P
Trent Gordon	P	P	P	P	P	X	P	P	P	P	A	X	P
Tacita De Tournouer				P	P	X	P	P	P	P	P	X	P
Jackie Malacoola	A	A	P	A	A	X	P	P	A	A	A	X	A
Tim Ryan	Ap	P	Ap	P	Ap	X	P	P	Ap	P	P	X	P
Nick Preece	P	P	P	P	Ap	X	Ap	A	Ap	Ap	Ap	X	P

- Guests**

Jerryn and Xanthia – Zwart Transport Planning – Via Teams

- WTA Staff**

Tobias Rissman – Superintendent Weipa Township

Matt Turnbull – Supervisor Public Works

Nicky Perriman – Supervisor Corporate Services

Renee Williams – Supervisor Community Services

Kai-ishya Thompson – Governance Officer

Not Present

- Absent**

NIL

- Apology**

Jackie Malacoola

Tim Ryan

- Approved absence**

NIL

OPEN MEETING

The General Meeting opened at 9:03 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. DECLARATION OF OFFICE

All elected Members must undertake a Declaration of office when they commence their positions.

Malcolm Slack to take his Declaration of Office.

I, Malcolm Slack, having been elected as a Member of Weipa Town Authority, declare I will faithfully and impartially fulfil the duties of the office, in accordance with the Local Government Principles (Local government Act 2009) and Code of Conduct to the best of my judgment and ability.

2. MINUTES

2.1. General Meeting – December

The December Members General Meeting took place on Wednesday 10 December 2025 at 10:30 am. The minutes were attached as Appendix 1.

Moved:	Tacita de Tournouer
Seconded:	Trent Gordon

Resolution 2601-1

Affirmative: 5

Negative: 0

The WTA Members adopt the minutes of the General Meeting on 10 December 2025 as a true and accurate record.

CARRIED

3. ITEMS FOR CONSIDERATION

3.1. 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 for the passing of members of the community and for the Bondi terror attack.

3.2. 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.

3.3. 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.

3.4. Acknowledgement of Absence - Applications

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

No absence noticed were received.

3.5. Community Engagement

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

i) Reflection – Australia Day Awards Dinner – 21 January 2026

WTA hosted the Australia Day Awards Dinner on 21 January 2026. WTA Members attended this event.

Jaime Gane attended the Australia Day Awards Dinner. Jaime noted the smaller numbers of attendees created a nice, inclusive and welcoming atmosphere matching the intention of the awards dinner.

4. CORRESPONDENCES

4.1. Correspondence

i) IN – Member for Traeger – Cattle Numbers in Cape York – READ

A letter from Member for Traeger regarding the questions and responses on the number of cattle in Cape York during an Estimates Hearing was attached as Appendix 2.1.

The Members noted the letter with no comments.

ii) IN – Member for Traeger – Weeds and Biosecurity in Cape York – READ

A letter from Member for Traeger regarding the questions and responses on weeds and biosecurity in Cape York during an Estimates Hearing was attached as Appendix 2.1.

The Members noted the letter with no comments.

4.2. Petitions and joint letters

NIL

4.3. Deputations and delegations

NIL

5. CHAIR REPORT

Jaime Gane presented the Chair's report.

The Members noted the report with no comments.

6. WTA REPORTS

6.1. Superintendent's Report

Tobias Rissman presented the Superintendent's Report.

The Members noted the report with minimal comments.

6.2. Other

NIL

7. NOTICE OF MOTIONS

7.1. Corporate Services

i) Monthly Financial Report – December

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

Moved:	Nick Preece
Seconded:	Malcolm Slack

Tobias Rissman presented the December WTA Financial Report.

Resolution 2601-2

Affirmative: 5

Negative: 0

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

CARRIED

The Members carried the motion with minimal comments.

ii) End of Financial Year Statements 2024/25 and Audit's Opinion Report

Each year WTA completes an independent financial audit. The 2024/25 financial audit was completed by BDO. BDO has prepared an audit completion report.

The End of Financial Year Statements 2024/25, and Audit Completion Report were attached as Appendix 4.

Moved:	Nick Preece
Seconded:	Trent Gordon

Nicky Perriman presented the End of Financial Year Statements for 2024/25 and the Auditor's Completion Report for year ending 30 June 2025.

Resolution 2601-3

Affirmative: 5

Negative: 0

The WTA Members accept the End of Financial Year Statements 2024/25, and the Audit Findings outlined in the Auditor's Annual Completion Report as of 30 June 2025.

CARRIED

The Members carried the motion with minimal comments.

7.2. Planning and Works

i) Walking Network Plan

In October, Zwart Transport Planning attended the WTA Members Workshop to run an information gathering session to assist in the development and direction the Walking Network Plan. Zwart Transport Planning have developed a Walking Network Plan for Weipa.

Moved:	Tacita de Tournoer
Seconded:	Nick Preece

Jerryn and Xanthia presented the Walking Network Plan. The presentation is attached as Appendix 5.

Resolution 2601-4

Affirmative: 5

Negative: 0

The WTA Members endorse the Walking Network Plan as presented.

CARRIED

The Members carried the motion with minimal discussion.

7.3. Community Services

NIL

7.4. Sports and Recreation

NIL

7.5. Other

i) Move of the April General Meeting

Currently, the April General Meeting is scheduled for the 22nd of April 2026. This clashes with the QPS Doctrine and Guidelines Workshop, involving the Superintendent, Chairperson and Deputy Chairperson. Therefore, the date of the General Meeting must be changed.

Moved:	Trent Gordon
Seconded:	Tacita de Tournouer

The proposed new date of the April General Meeting is one week after the current date – being the 29th of April 2026. This is not impacted by the April Queensland school holidays.

Resolution 2601-5

Affirmative: 5

Negative: 0

The WTA Members approve the change of date of the April General Meeting from 22 April to 29 April 2026.

CARRIED

The Members carried the motion with minimal discussion.

ii) Deputy Chairperson Appointment

The WTA Members must appoint a Deputy Chairperson of Weipa Town Authority.

Moved:	Nick Preece
Seconded:	Tacita de Tournouer

Resolution 2601-6

Affirmative: 5

Negative: 0

The WTA Members appoint Trent Gordon as the WTA Deputy Chairperson.

CARRIED

The Members carried the motion after some discussion.

iii) Weipa Local Disaster Management Group Chair and Deputy Chair Appointment

The WTA Members must declare the Chair or Deputy Chairperson to be the Chair of the Weipa Local Disaster Management Group.

Moved:	Tacita de Tournouer
Seconded:	Trent Gordon

Resolution 2601-7

Affirmative: 5

Negative: 0

The WTA Members appoint Jaime Gane to remain as the Chair of the Weipa Local Disaster Management Group and appoint Trent Gordon as the Deputy Chair of the Weipa Local Disaster Management Group.

CARRIED

The Members carried the motion with minimal discussion.

8. URGENT MATTERS

8.1. Motions

NIL

8.2. Notices

NIL

9. MEETING SCHEDULE AND TRAINING

9.1. Training and Conferences

- Headquarters Joint Operations Command and Headquarters 2nd (Australian) Division – 3 February 2026 10:30 am (Weipa)
- Joint Standing Committee on Northern Australia inquiry on Emerging Industries in Northern Australia – Sometime in May to June (Weipa)
- Developing Northern Australia (DNA) Conference – 17-19 August 2026 (Alice Springs)
- Local Government Association of Queensland (LGAQ) Annual Conference – 19-21 October 2026 (Cairns)

9.2. Workshops

- 11 February 2026 – 10:30 am
- 11 March 2026 – 10:30 am
- 1 April 2026 – 9:00 am
- 13 May 2026 – 9:00 am
- 10 June 2026 – 9:00 am

- 15 July 2026 – 9:00 am
- 12 August 2026 – 9:00 am
- 9 September 2026 – 9:00 am
- 14 October 2026 – 10:30 am
- 11 November 2026 – 10:30 am
- 9 December 2026 – After General Meeting

9.3. General Meetings

- 25 February 2026 – 9:00 am
- 25 March 2026 – 9:00 am
- 29 April 2026 – 9:00 am
- 27 May 2026 – 9:00 am
- 24 June 2026 – 9:00 am
- 22 July 2026 – 9:00 am
- 26 August 2026 – 9:00 am
- 16 September 2026 – 9:00 am
- 28 October 2026 – 9:00 am
- 25 November 2026 – 9:00 am
- 9 December 2026 – 10:30 am

9.4. Date Claimer

- WTA Easter Markets and Community Showcase – 28 March 2026
- WTA Sunset Markets – 2 May 2026
- Weipa Fishing Classic – 5-7 June 2026
- WTA Sunset Markets – 1 August 2026
- Weipa Rodeo – August 2026
- WTA Sunset Markets – 5 September 2026
- WTA Disaster EXPO – 10 October 2026
- WTA Christmas Markets – 19 November 2026
- WTA Christmas Tree Lighting – 1 December 2026

MEETING CLOSE

The General Meeting closed at 10:47 am.

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

National Indigenous Australians Agency (NIAA)
Remote Community Laundries Assessment Panel

RE: Support for Mobile Laundry in the Western Cape

To the Panel,

I support the proposed delivery of a mobile community laundry service in Weipa and the Western Cape by Community Owned Enterprises (COE) and Kuku'nathi Services.

The Weipa Town Authority recognises the value of accessible community services that enhance health, wellbeing and liveability in the Western Cape region. Reliable access to laundry facilities plays an important role in supporting hygiene standards, household wellbeing and dignity.

The Weipa Town Authority supports opportunities for practical, community-focused services that respond to local needs and complement existing infrastructure.

Subject to operational requirements, Weipa Town Authority is happy to work with COE and Kuku'nathi Services to develop a plan for service delivery, and ensure any conditions of operation are met.

We welcome the opportunity to collaborate, and support projects that deliver positive outcomes to all people living in Western Cape communities.

Kind Regards,



Jaime Gane

Chair

Weipa Town Authority

Jaime.gane@weipatownauthority.com.au

Delegation of Financial Authority

POL-020

VERSION:
3.1

EFFECTIVE FROM:
1 March 2026

REVIEWABLE FROM:
January 2027

INTENTION:

Weipa Town Authority (WTA) adopts the current Rio Tinto Group Delegation of Authority, relevant to Weipa. This policy sets out the financial delegation limits that apply to WTA. This policy aims to ensure staff are provided with a level of financial authority and autonomy necessary to discharge their responsibilities.

SCOPE

This policy applies to WTA Members and staff (including contractors and volunteers) and relevant Rio Tinto (RT) staff.

DEFINITIONS

Capital Budget: allocation of money for the acquisition or maintenance of fixed assets

Delegation: transfer of responsibility or control of a task or decision

Operational Budget: allocation of money for the general operational of the entity

POLICY

1. Delegation of Financial Authority

- a. The delegation of financial authority relating to WTA are listed below:

Position	Operating Expenditure	Capital Expenditure (total project cost)
RTAW General Manager WTA Chairperson	<\$2,750,000	<\$4 million – in plan (Requires Joint approval of both RTAW General manager and WTA Chairperson)
RTAW Manager Strategy and Town Services	<\$150,000	<\$150,000 – in plan
Superintendent Weipa Township	<\$70,000	NIL
Supervisor Corporate Services Supervisor Community Services Supervisor Public Works Supervisor Sports and Recreation	<\$7,000	NIL

Delegation of Financial Authority

2. Operating expenditure

2.1. WTA Members will approve an 'Operating Expenditure Budget' for each financial year, in accordance with *POL-019 WTA Budget Policy*. Any expenditure outside of the approved budget exceeding \$70,000 must be approved by WTA Members prior to commitment of the expenditure.

3. Capital Expenditure

3.1. WTA Members will approve a 'Capital Expenditure Budget' for each financial year, in accordance with *POL-019 WTA Budget Policy*. Approval of this budget does not commit WTA to any expenditure. Any expenditure requires an authorised Capital Expenditure Approval (CEA) to be completed prior to the commitment of the expenditure.

3.1.1. CEAs must be approved for the total project cost. Transaction splitting is not permitted.

3.2. CEAs in excess of \$150,000 must be approved by the WTA Members and jointly signed by the WTA Chairperson and RTAW General Manager.

3.3. Capital expenditure over \$4 million must be escalated to higher RTA delegations in accordance with the Rio Tinto Group Delegation of Financial Authority.

4. Grants and Donations

4.1. WTA supplied grants and donations are assessed and approved under *POL-005 Community Grants and Donations Policy*.

5. Acting Arrangements

5.1. Financial Delegations are allocated to positions, not persons. Accordingly, the above financial delegations apply to all properly authorised acting arrangements.

6. Adherence to Requirements

6.1. Staff must observe all Rio Tinto and WTA policies when exercising a financial delegation, including, but not limited to, procurement, travel, corporate credit card and business integrity standards.

Document Title	Endorsed by	Date released	Page
Delegation of Financial Authority	Superintendent; WTA Members	March 2026	2 of 3

Delegation of Financial Authority

LEGISLATION AND COMPLIANCE

- Rio Tinto GOV-B-001 Group Standard - Business Integrity Standard
- Rio Tinto GOV-C-002 Group Procedure - Business Integrity Procedure
- Rio Tinto Group Delegation of Authority – v1.9
- Rio Tinto RTP-B-002 Group Procurement Standard

RELATED DOCUMENTS

- Corporate Plan
- Operational Plan
- Operational Expenditure Budget
- Capital Expenditure Budget
- POL-018 Procurement Policy

FURTHER INFORMATION

For more information, please consult with the Superintendent.

DOCUMENT HISTORY

Version	Endorsed by	Date released	Description of Amendment
1	Superintendent	October 2014	Creation of a policy to align with the current Rio Tinto Alcan Bauxite & Alumina Financial Delegation of Authority. Group Delegation of Authority.
2	Superintendent	27 June 2018	Review of the policy to align with the current Rio Tinto Pacific operations Financial Delegation of Authority. Reformat of the policy.
2.5	Superintendent	28 October 2020	Review of the policy to align with the current Rio Tinto Aluminium Financial Delegation of Authority. Reformat of the policy.
3	Superintendent; WTA Members	26 July 2023	Review of the policy to align with the current Rio Tinto Group Delegation of Authority.
4	Superintendent; WTA Members	1 March 2026	Review of the policy to align with the current Rio Tinto Group Delegation of Authority. Reformat of the policy and minor grammatical changes. Minor policy name change.

Document Title	Endorsed by	Date released	Page
Delegation of Financial Authority	Superintendent; WTA Members	March 2026	3 of 3

1 Background

The Weipa Town Authority is responsible for the maintenance of recreational and community facilities throughout the residential and commercial areas of the town of Weipa. Over the years, the harsh tropical environment combined with the active outdoor lifestyle of the town takes a heavy toll on these facilities. Irrigation in particular, which plays such an important role in our overall amenity, suffers from day-to-day wear and tear.



Kumrumja Park is the primary location for community events and is subject to high usage through its popularity.

The amenity of the park is largely dependent on the care for the grass cover during the dry season. The potential for dust generation and deterioration into a rough surface, works against a good area for picnics and holding community events.

The existing irrigation system has been assessed as sub-optimal in its performance. Under this proposal, the new irrigation network is to address the grassed areas labelled as F and E in the adjacent sketch.

Also shown is Area A where the plant and equipment of the irrigation system is to be located.

2 Proposal

It is intended to undertake the renewal of the irrigation network in Kumrumja Park for a total capital cost of \$150,000.

3 Costs

The cost of this proposal is shown in the table below.

Description		Cost
Direct Costs	Supervision	\$1,119.20
	Trades	\$72,833.40
	Equipment	\$11,750.00
	Material	\$64,296.40
Sub-total		\$149,999
Contingency & Escalation	(10%)	\$14,999
TOTAL		\$164998

4 Benefits

- Continued community satisfaction with town amenity and the Authority
- Reduction of threat from an incident associated with dust and rough ground
- Enhanced compliance in public health and safety and the environment

5 Options

Approach	Risk Management
Base Case – Status Quo	Do nothing.
Proposal – Renewal	Design irrigation to cover different areas appropriately. Renew the park irrigation with appropriate materials and components. Reduces the threat of an incident and community complaint.
Alternative – Defer 1 Year	Defer replacement for twelve months. Does not address the problem and continues the hazard.

6 Finance

	Capital	NPV	Variance from Base Case NPV
Base Case	\$ -	\$ -	
Proposed Option	\$150,000	(\$116,792)	(\$116,792)
Alternative	\$150,000	(\$108,961)	(\$108,961)

7 Resources

Stakeholder	Role
Weipa Town Authority	Project Manager

8 Timing

Milestone	Time from CEA Approval
Purchase Order issue	One week
Implementation commencement	One month
Practical completion	One month
Project closed out	Two month
Total	Four months

9 Asset Disposals

Nil.

10 Performance Measures

Post-performance metrics must be specific for this project (not generic) and listed below:

- Project completed without incident
- Project completed on schedule
- Project completed within budget

11 Was the project included in this Financial Year Capital Plan?

This project is included in the capital budget for 2025/26.

YES

NO

Comments:

12 Appendices

Appendix I. Short Form Project Risk Assessment

Appendix II. Contractor Quote

CEA APPROVAL

Title	Name	Signature	Date
Public Works Supervisor	Matthew Turnbull		
Corporate Services Supervisor	Nicky Perriman		
Superintendent WTA	Tobias Rissman		
Manager Strategy and Town Services	Tim Ryan		
WTA Chairperson	Jaime Gane		
General Manager	Steve Dunstone		

Appendix I – Short Form Project Risk Assessment

1	Engineering	YES	NO	If RED, state CEA section reference
1a	Is this a straight purchase of equipment that is currently used on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1b	Is this a proven repeatable technique or design?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1c	Does it require site engineering and/or management change approvals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Project Complexity			
2a	Does it require a multi-disciplinary team with external contractors/consultants?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2b	Can the project be easily reversible with minimum disruption to plant's operation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2c	Does it require multiple plant shutdowns across multiple departments and/or areas?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2d	Are there other alternatives than what is proposed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Operational Impact & Readiness			
3a	Will the proposed project impact site operating costs, process performance, materials handling, utilities? E.g. <i>water, power</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3b	Will the project impact site training, manning, procedures, site specifications, require commissioning support?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Maintenance Impact			
4a	Will the proposed project impact maintainability, safety, maintenance costs, and accessibility to existing or new equipment? e.g. new suppliers, vendor support, spares, SAP master data, etc	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4b	Will the proposed project need to provide special tools, jigs, manual handling equipment, accessibility platforms, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Health and Safety for Personnel			
5a	Is residual exposure for personnel at a high risk, i.e. Class III or IV?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5b	Does the project require a project safety and environmental checklist?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5c	Does the person who will physically manage the change or operate the equipment need to be involved? If yes, who is that person?	<input checked="" type="checkbox"/>		<i>Leighton Taske</i>
6	Environment, Community and Reputation			
6a	Is any environmental release potential controlled and contained as planned?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6b	Is there a low to moderate risk of hazardous materials or intractable waste that required disposal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6c	Is there a potential that the project will result in stakeholders opposition and loss of trust across the community?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6d	Are any external permits or approvals required?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Short Form Risk Assessment Approval/Certification				
Name Matthew Turnbull, Public Works Supervisor		Signature		Date

Appendix II – Contractor Quote



Quote

Kumrumja park.

Ribshire Pty Ltd Trading as Goodline (ACN 085 847 892)
 Level 2, 2 Innovation Parkway
 Kawana Waters QLD 4575
 (07) 5413 5400
 Email: eservice@goodline.com.au

GL-FM-ADM-0147 v 1.0

Client Weipa Town Authority
Attention Matt Turnbull
Email matthew.turnbull@weipatownauthority.com.au

Date 29-Jan-26
Client Reference Turnbull
Quote Number P26-003E

Scope of Works / Inclusions

Kumrumja park 2026 revision.
 Installation of zones A,E & F only.

Clarifications / Exclusions

- 1 Availability and lead-times to be confirmed on receipt of purchase order
- 2 No allowance has been made for changes to works other than those specified in the scope of works
- 3 Client to provide all on-site permits necessary to complete the works
- 4 Goodline have not made allowance for delays caused by other contractors in the work area; Goodline assumes clear access to the work front will be maintained for the duration of the works;
- 5 Goodline have not made allowance for delays or re-work caused by inclement weather;
- 6 This work has been priced to be performed in business hours (6am-6pm, Mon-Fri). Work performed outside of these hours may incur variation for overtime rate.
- 7 Goodline have made allowance for full time supervision;
- 8 Due to no Geotech report no allowance has been made for poor ground conditions. (Eg. Rocks, roots & unforeseen services.)
- 9 No allowance has been made for delays acquiring required permits (Eg. Vac & Excavation permits, Clearance certs ect.)
- 10 Freight has been based off road transport only.

Pricing Schedule

Supervision, Safety, Administration								
Prelim	Qty	Position	Shift	Unit	Unit Cost	Units	Total	
	1	Town - Supervisor - NT	NT	Hr	\$ 139.90	8	\$ 1,119.20	
Prelim	Sub-Total (ex GST)						8	\$ 1,119.20
Dir. Labour Plumbing (Irrigation)								
Dir. Labour	Qty	Trade	Shift	Unit	Unit Cost	Units	Total	
	2	Town - Plumber - NT	NT	Hr	\$ 123.30	162	\$ 39,949.20	
	1	Town - Operator - NT	NT	Hr	\$ 123.30	162	\$ 19,974.60	
	-	-	-	-	\$ -	0	\$ -	
Dir. Labour	Sub-Total (ex GST)						324	\$ 59,923.80
Dir. Labour Carpentry (Slab & Fence)								
Dir. Labour	Qty	Trade	Shift	Unit	Unit Cost	Units	Total	
	2	Town - Concreter - NT	NT	Hr	\$ 123.30	40	\$ 9,864.00	
	-	-	-	-	\$ -	0	\$ -	
Dir. Labour	Sub-Total (ex GST)						40	\$ 9,864.00
Dir. Labour Electrical (Pump install)								
Dir. Labour	Qty	Trade	Shift	Unit	Unit Cost	Units	Total	
	2	Town - Electrician - NT	NT	Hr	\$ 126.90	12	\$ 3,045.60	
Dir. Labour	Sub-Total (ex GST)						12	\$ 3,045.60
Equipment								
Equipment	Qty	Equipment	Type	Unit	Unit Cost	Units	Total	
	1	Excavator 14T - Hour	Dry	Hour	\$ 85.00	70	\$ 5,950.00	
	1	Bobcat - Hour	Dry	Hour	\$ 50.00	40	\$ 2,000.00	
	1	Vacuum Excavator - 100hp - Hour	Dry	Hour	\$ 125.00	20	\$ 2,500.00	
	1	Excavator 2T Trailer - Hour	Dry	Hour	\$ 30.00	10	\$ 300.00	
	1	Truck - Tipper 6CUM - Hour	Dry	Hour	\$ 35.00	10	\$ 350.00	
	1	Truck - Flat Bed Hino - Hour	Dry	Hour	\$ 55.00	10	\$ 550.00	
	1	Crane - Franna 14T - Hour	Dry	Hour	\$ 50.00	2	\$ 100.00	
Equipment	Sub-Total (ex GST)						162	\$ 11,750.00
Materials								
Materials	Qty	Description	Unit	Unit Cost	Mark-up	Total		
	1	Thinik water cairns (Irrigation materials as per supplied quote)		\$ 38,531.27	10%	\$ 42,384.40		
	1	Mixed plumbing materials (GL stock)		\$ 1,500.00	10%	\$ 1,650.00		
	10	Fill sand		\$ 60.00	10%	\$ 660.00		
	5	Concrete (tank and pump slab only)		\$ 650.00	10%	\$ 3,575.00		
	1	Slab Reinforcing materials (GL stock)		\$ 1,100.00	10%	\$ 1,210.00		
	1	Electrical materials		\$ 2,320.00	10%	\$ 2,552.00		
	1	Fencing materials		\$ 7,650.00	10%	\$ 8,415.00		
	1	Road Freight		\$ 3,500.00	10%	\$ 3,850.00		
Materials	Sub-Total (ex GST)						\$ 64,296.40	
TOTAL (ex GST)							\$ 149,999.00	

Kind Regards,
Dean Phillips
 Plumbing Supervisor
 0419 751 335
Dean.Phillips2@goodline.com.au

Quotation Valid for Thirty (30) Days Subject to Variations in Material Pricing.

Thank you for the opportunity to quote on the above works. Please contact me should you wish to discuss any of the above pricing.

Level 2, 2 Innovation Parkway, Kawana Waters QLD 4575 PO Box 1541 Buddina QLD 4575

30 Iraci Ave, Weipa QLD 4874
 PO Box 215, Weipa 4874

6 Murrena St, Wedgefield WA 6721
 PO Box 2632, Sth Hedland 6722

9 Traeger Ct, Nhulunbuy NT 0881
 PO Box 1541, Buddina QLD 4575

Plumbing Licence No QLD: 1047104
 Electrical Licence No QLD: 60058
 Building Licence No QLD: 736148

Plumbing Licence No WA: PL8084
 Electrical Licence No WA: EC007808
 Building Licence No WA: 14107

Plumbing Licence No NT: 56987PU
 Electrical Licence No NT: C2427
 Building Licence No NT: 56987CU