



WEIPA
TOWN AUTHORITY

WTA Members General Meeting

DRAFT MINUTES

Held at the Council Chambers, WTA Office
On Wednesday 17 September 2025
at 9 am

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APPENDIX

Appendix 1 – General Meeting Minutes – August 2025

Appendix 2 – Correspondence

2.1 – WTA Chairperson – Key Local Stakeholders Corporate Plan Engagement

2.1.1 – Invitation

2.1.2 – Agenda

2.1.3 – Data Collection Form

2.2 – State Planner – Cape York Regional Plan Review

Appendix 3 – Monthly Financial Report – August 2025

Appendix 4 – Development Application

4.1 – Decision Report

4.2 – Attachment A – Proposed Plans

4.3 – Attachment B – Infrastructure Charges

GENERAL MEETING

Draft Minutes

Wednesday 17 September 2025

ATTENDANCE

Present and History

• Members

Jaime Gane	Tacita De Tournouer
Geoff Robins	Jackie Malacoola – via Teams
Trent Gordon	
Tim Ryan	

• 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	22	12	26		10
Jaime Gane	P	L	L	P	P	X						X	
Geoffrey Robins	P	P	P	P	P	X						X	
Trent Gordon	P	P	P	P	P	X						X	
Tacita De Tournouer				P	P	X						X	
Jackie Malacoola	A	A	P	A	A	X						X	
Tim Ryan	Ap	P	Ap	P	Ap	X						X	
Nick Preece	P	P	P	P	Ap	X						X	

• Guests

NIL

• WTA Staff

Tobias Rissman – Superintendent Weipa Township – dialed in via Teams

Renee Williams – Acting Superintendent Weipa Township

Nicky Perriman – Supervisor Corporate Services

Matthew Turnbull – Supervisor Public Works

Kate Fletcher – Acting Supervisor Community Services

Kai-ishya Thompson – Governance Officer

Not Present

• Absent

NIL

• Apology

Nick Preece

• 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. MINUTES

1.1. General Meeting – August

The August WTA Members General Meeting took place on Wednesday 30th of July at 9:08 am. The minutes were attached as Appendix 1.

Moved:	Trent Gordon
Seconded:	Tacita De Tournouer

Resolution 2509-1

Affirmative: 6

Negative: 0

The WTA Members adopt the minutes of the General Meeting on 30 July 2025 as a true and accurate record.

CARRIED

The 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.

A moment of silence was held for the passing of a member of the 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.

Tim Ryan noted he had a conflict of interest regarding item 7.2.i as the Development Application falls within his department. Tim would step out of the room during the discussion of this motion and abstain from voting.

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 applications were made.

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

An absence request was submitted by Jaime Gane on 9 September 2025.

Moved:	Geoff Robins
Seconded:	Trent Gordon

An approved absence was requested by Jaime Gane for a short period. She will miss 0 meetings on for a personal holiday. Absence was submitted in the prescribed form.

Resolution 2509-2

Affirmative: 6

Negative: 0

The WTA Members approve for Jaime Gane to be absent from 9 to 13 October 2025 due to a personal holiday. Geoff Robins will act as Chairperson during this period.

CARRIED

The Members carried the resolution with no comments.

2.5. Community Engagement

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

i) Reflection – Sunset markets

WTA held the September Sunset Markets on the 6th of September. WTA Members attended this event.

Jaime Gane, Trent Gordon and Tacita De Tournouer attended the markets. The Members noted it was quite windy which may have impacted the turnout at the markets as there were less attendees than previous markets. The Members noted the markets were run well, with last minute accommodations made to deal with the wind.

ii) Planning – Citizenship Ceremony

WTA is anticipating hosting a citizenship ceremony on the 20th of October. WTA Members are expected to attend this event.

Action: Geoff Robins will attend.

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) OUT – WTA Chairperson – Key Local Stakeholders Corporate Plan Engagement Meeting – Read

A letter from the WTA Chairperson regarding an engagement meeting with the key local stakeholders within Weipa to discuss a high-level strategic overview of the Corporate Plan 2026-30 was attached as Appendix 2.1.

The Members noted the letter with minimal comments.

i) IN – State Planner – Cape York Regional Plan Review Scope Engagement – Read

A letter from the State Planner regarding engagement for scoping the Cape York Regional Plan review was attached as Appendix 2.2.

The Members noted the letter with minimal comments.

4.2. Petitions and joint letters

i) NIL

4.3. Deputations and delegations

i) NIL

5. MOVE TO EARLIER - NOTICE OF MOTIONS

To accommodate Teresa Schmidt, who dialled in for the meeting, the following item was brought forward on the agenda..

Tim Ryan left the room at 9:15 am due to a conflict of interest.

5.1. Planning and Works

i) Development Application – Material Change of Use – Multiple Dwellings (6 units)

A Development Application has been received for a Development Permit for six (6) three-bedroom dwelling units, single storey in height on the corner of Fairway Avenue and McLeod Drive in the established Golf Links residential estate in Rocky Point. The development comprises of two detached units with separate access driveways fronting Fairway Avenue, and four (two attached duplex) units accessed via a common driveway. The Decision Report and accompanying attachments are attached as Appendix 4.

Moved:	Jaime Gane
Seconded:	Trent Gordon

Teresa Schmidt provided an overview of the Development Application and fielded all questions.

Resolution 2509-4

Affirmative: 5

Negative: 0

The WTA Members approve the development application for a Develop Permit for Material Change of Use – Multiple Dwellings to be located on land at 29 Fairway Avenue, Rocky Point, formally described as Lot 144 MP 39843, subject to the conditions stated in the Decision Report.

CARRIED

The Members carried the resolution with some discussion. The Members discussed options moving forward on how to combat issues with parking and safety around blind corners.

Tim Ryan re-entered the room at 9:26 am.

6. CHAIR REPORT

Jaime Gane presented the Chair's report.

7. WTA REPORTS

7.1. Superintendent

i) Superintendent's Report

Renee Williams and relevant Supervisors presented the Superintendent's Report.

7.2. Other

NIL

8. NOTICE OF MOTIONS

8.1. Corporate Services

i) Monthly Financial Report – August

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

Moved:	Jaime Gane
Seconded:	Geoff Robins

Renee Williams presented the August WTA Financial Report.

Resolution 2509-3

Affirmative: 6

Negative: 0

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

CARRIED

The Members carried the resolution with minimal comments.

8.2. Community Services

NIL

8.3. Sports and Recreation

NIL

8.4. Other

i) October General Meeting Date Change

The October General Meeting is scheduled for the 22nd of October 2025. This clashes with the LGAQ Annual Conference, which WTA Members are expected to attend. The date of the General Meeting is intended to be changed.

Moved:	Geoff Robins
Seconded:	Tacita De Tournouer

The proposed new date of the October General Meeting is one week after the current date – being the 29th of October 2025.

Resolution 2509-5

Affirmative: 6

Negative: 0

The WTA Members approve the change of date of the October General Meeting from 22 October to 29 October 2025.

CARRIED

The Members carried the resolution with no comments.

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

- LGAQ Conference (Gold Coast) – 20-22 October 2025

1.1. Workshops

- 8 October 2025 – 9:00 am
- 12 November 2025 – 10:30 am
- 10 December 2025 – After General Meeting

12.2. General Meetings

- 29 October 2025 – 9:00 am
- 26 November 2025 – 9:00 am
- 10 December 2025 – 10:30 am

12.3. Date Claimer

- Western Cape GET READY Disaster Expo – 11 October 2025
- WTA Community Christmas Markets – 29 November 2025
- WTA Community Christmas Tree Lighting – 1 December 2025
- WTA Christmas Lights Competition – TBC

MEETING CLOSE

The General Meeting closed at 10:15 am.

ENDORSEMENT

These Minutes were confirmed this ...day no... day of ...month... ..year....

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

Chair

Superintendent Weipa Township