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WEIPA
TOWN AUTHORITY

WTA Members General Meeting

MINUTES

Held at the Council Chambers, WTA Office
On Wednesday 16 September 2026
at 9:00 am

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GENERAL MEETING
Minutes

Wednesday 16 September 2026

ATTENDANCE

Present and History

- **Members**

Tim Ryan

Nick Preece

Malcolm Slack

Jaime Gane

Tacita de Tournouer

Trent Gordon – via Teams

- **History**

	July		August		September	
	W	M	W	M	W	M
	22	22	13	26	10	16
Jaime Gane	P	P	P	P	P	
Trent Gordon	P	P	P	P	P	
Tacita de Tournouer	P	P	P	P	P	
Malcolm Slack	P	P	P	P	P	
Jackie Malacoola	A	A	P	A	A	
Tim Ryan	P	P	P	P	P	
Nick Preece	AA	AA	AA	P	A	

- **Guests**

NIL

- **WTA Staff**

Tobias Rissman – Superintendent Weipa Township

Renee Williams – Supervisor Communities

Nicky Perriman – Supervisor Corporate Services

Not Present

- **Absent**

Jackie Malacoola

- **Apology**

NIL

- **Approved absence**

NIL

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OPEN MEETING

The General Meeting opened at 9:02 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 26 August 2026 at 8:58 am.

The minutes were attached as Appendix 1.

Moved:	Jaime Gane
Seconded:	Tacita de Tournouer

Resolution 2609-1

Affirmative: 5 Negative: 0

The WTA Members adopt the minutes of the General Meeting on 26 August 2026 as a true and accurate record.

CARRIED

The Member carried the motion with no comment.

~ Trent Gordon dialled in at 9:03 am ~

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 passings were noted.

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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 interests were noted.

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).

No absence requests were received.

2.5. Community Engagement

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

i) Planning – Citizenship Ceremony – 7 October 2026

WTA is intending to host a citizenship ceremony on 7 October 2026 at 1:30 pm. WTA Members are expected to attend this event.

Action: Jaime Gane, Tim Ryan and Nick Preece are to attend the ceremony.

ii) Reflection – WTA Sunset Markets – 5 September 2026

WTA hosted the Sunset Markets on 5 September 2026. WTA Members attended this event.

The Members noted the markets were well attended.

Docusign Envelope ID: 100B50AB-F501-8B99-82A2-CCEE6A41F779

3. CORRESPONDENCES

3.1. Correspondence

i) IN – LGAQ - Policy Executive Weipa Visit – READ

A letter from LGAQ regarding their visit to Weipa for policy executive meetings was attached as Appendix 2.1.

The Members noted the letter with no comment.

ii) IN – WTA Resident – Regulation of Hunting Dogs – READ

A letter from a young resident regarding regulation of hunting dogs was attached as Appendix 2.2.

The Members noted the letter with some discussion.

Action: Jaime Gane to contact the resident to discuss animal management activities.

4. WTA REPORTS

4.1. Chair

Jaime Gane presented the Chair's report.

4.2. Superintendent

Tobias Rissman presented the Superintendent's Report.

5. NOTICE OF MOTIONS

5.1. 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:	Malcolm Slack

Tobias Rissman presented the August WTA Financial Report.

Docusign Envelope ID: 100B50AB-F501-8B99-82A2-CCEE6A41F779

Resolution 2609-3	
Affirmative: 6	Negative: 0
The WTA Members accept the monthly financial report for August 2026.	
CARRIED	

The Member carried the motion with minimal comments.

ii) Annual Financial Audit Plan 2025/26

Each year WTA complete an independent financial audit. The 2025/26 financial audit is being completed by BDO. BDO prepared an audit report.

The plan was attached as Appendix 4.

Moved:	Nick Preece
Seconded:	Jaime Gane

Nicky Perriman presented the report.

Resolution 2609-4	
Affirmative: 6	Negative: 0
The WTA Members note the annual audit plan drafted by BDO for the 2025/26 financial audit.	
CARRIED	

The Member carried the motion with no comments.

5.2. Planning and Works

i) POL-018 Procurement Policy

Rio Tinto has amended their Group Procurement Standard. As WTA follows this standard regarding procurement, WTA has reviewed POL-018 Procurement Policy. Additionally, under the Local Government Regulation 2012 (Qld), procurement policies must now be reviewed annually. Moving forward, this policy will be reviewed annually as part of the budget process each year.

The policy is attached as Appendix 5.

Moved:	Nick Preece
Seconded:	Tacita de Tournouer

Tobias Rissman presented the revised policy.

Docusign Envelope ID: 100B50AB-F501-8B99-82A2-CCEE6A41F779

Resolution 2609-5	
Affirmative: 6	Negative: 0
The WTA Members adopt POL-018 Procurement Policy, effect 21 September 2026.	
CARRIED	

The Member carried the motion with no comments.

ii) POL-038 Tree Management Policy

WTA developed a Tree Management Policy to manage the safety and amenity of public areas by managing trees located within the areas. This policy formalised WTA's existing tree management process.

This policy was attached as Appendix 6.

Moved:	Trent Gordon
Seconded:	Jaime Gane

Tobias Rissman presented the policy draft.

Resolution 2609-6	
Affirmative: 6	Negative: 0
The WTA Members adopt POL-038 Tree Management Policy, effect 1 October 2026.	
CARRIED	

The Member carried the motion with minimal comments.

iii) Playground Inspection Report

WTA completed a compliance audit for all playgrounds against current playground standards. WTA is currently completing maintenance on playgrounds due to recommendations from this report

The report was attached as Appendix 7.

Moved:	Tim Ryan
Seconded:	Malcolm Slack

Tobias Rissman presented the report.

Docusign Envelope ID: 100B50AB-F501-8B99-82A2-CCEE6A41F779

Resolution 2609-7	
Affirmative: 6	Negative: 0
The WTA Members note the 2026 Playground Inspection Report.	
CARRIED	

The Member carried the motion with no comment.

5.3. Community Services

i) POL-039 Events Approval Policy

WTA developed a policy for the effective management of applications and approvals of community events at WTA venues. The policy is reflective of the Local Laws and WTA's existing event approval process.

This policy was attached as Appendix 8.

Moved:	Jaime Gane
Seconded:	Tim Ryan

Tobias Rissman presented the policy draft.

Resolution 2609-8	
Affirmative: 6	Negative: 0
The WTA Members adopt POL-039 Events Approval Policy, effect 1 October 2026.	
CARRIED	

The Member carried the motion with minimal comments.

5.4. Sports and Recreation

NIL

5.5. Other

NIL

6. URGENT MATTERS

6.1. Motions

NIL

Docusign Envelope ID: 100B50AB-F501-8B99-82A2-CCEE6A41F779

6.2. Notices

NIL

7. MEETING SCHEDULE AND TRAINING

7.1. Training and Conferences

- Joint Standing Committee on Northern Australia inquiry on Emerging Industries in Northern Australia – September 2026
- Local Government Association of Queensland (LGAQ) Annual Conference – 19-21 October 2026

7.2. Workshops

- 14 October 2026 – 10:30 am
- 11 November 2026 – 10:30 am
- 9 December 2026 – After General Meeting

7.3. General Meetings

- 28 October 2026 – 9:00 am
- 25 November 2026 – 9:00 am
- 9 December 2026 – 10:30 am

7.4. Date Claimer

- 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 10:11 am.

ENDORSEMENT

These Minutes were confirmed on the 28th day of October 2026.

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

Jaime Gore

Weipa Town Authority Chairperson

Renee Williams

Superintendent Weipa Township