



WEIPA
TOWN AUTHORITY

WTA Members General Meeting

MINUTES

Held at the Council Chambers, WTA Office
On Wednesday 26 November 2025
at 9 am

AGENDA

AGENDA.....	i
Appendix.....	ii
Attendance.....	1
Present and History.....	1
Not Present.....	1
Open Meeting	2
1. Minutes	2
1.1. General Meeting – November.....	2
2. Items for consideration.....	2
2.1. Bereavement and condolences	2
2.2. Conflict of interest.....	2
2.3. Travel Applications	3
2.4. Acknowledgement of Absence - Applications.....	3
2.5. Community Engagement	3
3. Questions.....	3
3.1. Public attendance.....	3
3.2. Member questions.....	4
3.3. Answers to previous questions	4
4. Correspondences.....	4
4.1. Correspondence.....	4
4.2. Petitions and joint letters	5
4.3. Deputations and delegations	5
5. Chair Report	5
6. WTA Reports	5
6.1. Superintendent.....	5
6.2. Other.....	5
7. Notice of Motions	5
7.1. Corporate Services.....	5
7.2. Planning and Works	7
7.3. Community Services	7
7.4. Sports and Recreation.....	7
7.5. Other.....	7
8. Urgent Matters	7
8.1. Motions	7
8.2. Notices.....	8
9. Continuation of items	8
9.1. Adjourned items	8
9.2. Debates	8
10. Confidential Matters	8
11. Meeting Schedule and Training	8
11.1. Training and Conferences	8
1.1. Workshops.....	8
11.2. General Meetings.....	8
11.3. Date Claimer	9

Meeting Close 9

Endorsement 9

APPENDIX

Appendix 1 – General Meeting Minutes – October 2025

Appendix 2 – Correspondence

- 2.1 – Torres and Cape Hospital and Health Services – Occupational Violence
- 2.2 – Department of Premier and Cabinet – Public Service Medal Nominations
- 2.3 – WTA Member – Letter of Support – TNQ Drought Hub
- 2.4 – WTA Member – Letter of Resignation
- 2.5 – WTA Member – Letter of Support - Weipa Campgrounds
- 2.6 – Principal Cycle Network
 - 2.6.1 – Letter Requesting Endorsement
 - 2.6.2 – Amended Principal Cycle Network

Appendix 3 – Monthly Financial Report – October 2025

Appendix 4 – 2026 Meeting Dates

- 4.1 – 2026 Calendar with Proposed Meeting Dates
- 4.2 – WTA Members Commitments Calendar 2026



GENERAL MEETING Minutes

Wednesday 26 November 2025

ATTENDANCE

Present and History

• Members

Geoff Robins

Tacita De Tournouer

Jaime Gane

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	29		26		10
Jaime Gane	P	AA	AA	P	P	X	P	P	P	X		X	
Geoffrey Robins	P	P	P	P	P	X	P	A	P	X		X	
Trent Gordon	P	P	P	P	P	X	P	P	P	X		X	
Tacita De Tournouer				P	P	X	P	P	P	X		X	
Jackie Malacoola	A	A	P	A	A	X	P	P	A	X		X	
Tim Ryan	Ap	P	Ap	P	Ap	X	P	P	Ap	X		X	
Nick Preece	P	P	P	P	Ap	X	Ap	A	Ap	X		X	

• Guests

NIL

• WTA Staff

Tobias Rissman – Superintendent Weipa Township

Nicky Perriman – Supervisor Corporate Services

Renee Williams – Supervisor Communities

Kai-ishya Thompson – Governance Officer

Not Present

• Absent

Jackie Malacoola

• Apology

Nick Preece

• Approved absence

NIL

OPEN MEETING

The General Meeting opened at 9:19 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 – October

The October WTA Members General Meeting took place on Wednesday 5th of November 2025 at 8:04 am. The minutes were attached as Appendix 1.

Moved:	Geoff Robins
Seconded:	Tacita De Tournouer

Resolution 2511-1	
Affirmative: 4	Negative: 0
The WTA Members adopt the minutes of the General Meeting on 5 November 2025 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 moment of silence was held for the passing of a member of 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.

NIL

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).

See Urgent Motions – Item 8

2.5. Community Engagement

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

i) Planning – Christmas Markets - 29 November 2025

WTA is intending to host Christmas Markets on Saturday the 29th of November. WTA Members are expected to attend this event.

Action: Jaime Gane and Geoff Robins to attend.

ii) Planning – Christmas Lights Competition - 9-10 December 2025

WTA is intending to host a Christmas Lights Competition commencing on the 8th of December. WTA Members are expected to vote for the properties with the best Festive display and 'Santas Summer Adventure' display. WTA Members are expected to vote.

Voting will be ongoing on the 9th and 10th of December.

Action: All Member to vote for the best houses in the respective categories.

iii) Planning – Christmas Tree Lighting - 1 December 2025

WTA is intending to host the Community Christmas Tree Lighting event on Monday the 1st of December at Eat Street. WTA Members are expected to attend this event.

Action: Jaime Gane to 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) **IN – Torres and Cape Hospital and Health Service - Occupational Violence – READ**

Appendix 2.1 is a letter from Chair and Acting Health Service Chief Executive, Torres and Cape Hospital and Health Service regarding occupational violence occurring in their facilities.

The Members noted the letter with minimal comments.

ii) **IN – Department of Premier and Cabinet - Public Service Medal – READ**

Appendix 2.2 is a letter from Director General, Department of Premier and Cabinet regarding nominations for the Public Service Medal.

The Members noted the letter with no comments.

iii) **OUT – WTA Member - Letter of Support – READ**

Appendix 2.3 is a letter from WTA Chairperson regarding support to the Tropical North Queensland Drought Hub for the continued maintenance of two distinct drought hubs in Queensland.

The Members noted the letter with no comments.

iv) **IN – WTA Member – Resignation Letter – READ**

Appendix 2.4 is a letter from WTA Deputy Chairperson regarding his resignation as a WTA Member.

The Members noted the letter with minimal comments.

v) **OUT – WTA Member – Letter of Support - READ**

Appendix 2.1 is a letter from WTA Chairperson regarding support to Weipa Camping Grounds for a project submitted under the Regional Tourism Infrastructure Fund.

The Members noted the letter with no comments.

vi) IN – Department of Transport and Main Roads – Principal Cycle Network Amendment - READ

Appendix 2.6.1 is a letter from Director-General of Department of Transport and Main Roads regarding endorsement of the updated Principal Cycle Network. Appendix 2.6.2 shows the amended cycle network.

WTA is engaging with the department to clarify the endorsement of a network outside the Weipa Town Boundary. The decision to endorse the network will occur in the coming months.

The Members noted the letter with minimal comments.

4.2. Petitions and joint letters

i) NIL

4.3. Deputations and delegations

i) NIL

5. CHAIR REPORT

Jaime Gane presented the Chair's report.

6. WTA REPORTS

6.1. Superintendent

i) **Superintendent's Report**

Tobias Rissman presented the Superintendent's Report.

6.2. Other

NIL

7. NOTICE OF MOTIONS

7.1. 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 3.

Moved:	Tim Ryan
Seconded:	Geoff Robins

Tobias Rissman presented the October WTA Financial Report.

Resolution 2510-2	
Affirmative: 4	Negative: 0
The WTA Members accept the monthly financial report for October 2025.	
CARRIED	

The Members carried the motion with minimal comments.

ii) 2026 Member Meeting Dates

The dates for all General Meetings and Workshops are decided and relevant dates published, before the year commences. 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 4.

Moved:	Tacita De Tournouer
Seconded:	Geoff Robins

Previously, Queensland school holidays were taken into account when determine the relevant WTA Member meeting dates, with the preference of no meetings occurring during school holidays. Two options for Member meeting dates have been supplied.

Resolution 2511-3	
Affirmative: 4	Negative: 0
The WTA Members approve the Workshop and General Meeting dates for 2026 as follows:	
Workshop:	General Meeting:
11 February 2026	28 January 2026
11 March 2026	25 February 2026
01 April 2026	25 March 2026
13 May 2026	22 April 2026
10 June 2026	27 May 2026
15 July 2026	24 June 2026
12 August 2026	22 July 2026
09 September 2026	26 August 2026
14 October 2026	16 September 2026
11 November 2026	28 October 2026
	25 November 2026
	09 December 2026
CARRIED	

The Members carried the motion after some discussion.

7.2. Planning and Works

NIL

7.3. Community Services

NIL

7.4. Sports and Recreation

NIL

7.5. Other

NIL

8. URGENT MATTERS

8.1. Motions

i) Acknowledgement of Absence – Jaime Gane

An absence request was submitted by Jaime Gane on 25 November 2025.

Moved:	Geoff Robins
Seconded:	Tacita de Tournouer

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. The absence will be during disaster season.

Resolution 2510-4	
Affirmative: 4	Negative: 0
The WTA Members approve for Jaime Gane to be absent from 11 to 16 December 2025 due to a personal holiday. Geoff Robins will act as Chairperson during this period.	
CARRIED	

The Members carried the motion with minimal comments.

Member Robins noted he would be out of range in morning of the 11th of December but would be available for the rest of the period.

ii) Acknowledgement of Absence – Jaime Gane

An absence request was submitted by Jaime Gane on 25 November 2025.

Moved:	Tacita De Tournouer
Seconded:	Geoff Robins

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. The absence will be during disaster season.

Resolution 2510-5	
Affirmative: 4	Negative: 0
The WTA Members approve for Jaime Gane to be absent from 23 to 30 December 2025 due to a personal holiday, on the provision the Peninsular Development Road (PDR) is open and drivable. A clear escalation process and requirements for all Members will be put in place to manage the absence in the event a disaster occurs during this period.	
CARRIED	

The Members carried the motion after some discussion.

8.2. Notices

- i) NIL

9. CONTINUATION OF ITEMS

9.1. Adjourned items

- i) NIL

9.2. Debates

- i) NIL

10. CONFIDENTIAL MATTERS

- i) NIL

11. MEETING SCHEDULE AND TRAINING

11.1. Training and Conferences

NIL

1.1. Workshops

- 10 December 2025 – After General Meeting

11.2. General Meetings

- 10 December 2025 – 10:30 am

11.3. Date Claimer

- WTA Community Christmas Markets – 29 November 2025
- WTA Community Christmas Tree Lighting – 1 December 2025
- WTA Christmas Lights Competition – 9-10 December 2025


MEETING CLOSE

The General Meeting closed at 10:24 am.

ENDORSEMENT

These Minutes were confirmed this 10th day of December 2025.

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



Chair



Superintendent Weipa Township