

# **PALM ISLAND**

Aboriginal Shire Council

## **AGENDA ORDINARY COUNCIL MEETING**

**WEDNESDAY, 27<sup>TH</sup> AUGUST 2025**

**COUNCIL CHAMBERS**

**1 MAIN STREET, PALM ISLAND 4816**



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## ORDER OF BUSINESS

### 1. Opening Meeting

#### 1.1 Welcome and Acknowledgements of Traditional Owners

Palm Island Aboriginal Shire Council respectfully acknowledges the Traditional Owners of the land on which we meet, the Manbarra and Bwgcolman Peoples. We pay our respects to Elders past and present and acknowledge the continuing connection of Aboriginal and Torres Strait Islander peoples to land, sea, culture, and community.

We extend this respect to all Aboriginal and Torres Strait Islander peoples attending today's meeting and reaffirm our commitment to working in partnership to support self-determination, cultural heritage, and community wellbeing.

#### 1.2 Attendance and Apologies

Mayor Alf Lacey	Emma Bradbury, Interim CEO
Deputy Mayor Mersane Oui	Martine Care, Preston Law
Councillor Telstan Sibley	Rani Sam-Johnson, Executive Assistant
Councillor Ebanese Oui	Jessie-Mae Laczik, Governance Officer
Councillor Germaine Bulsey	

#### 1.3 Leave of Absence Requests

#### 1.4 Confirmation of Quorum (per s259 LGR 2012)

The Chairperson confirms that a quorum is present in accordance with section 259 of the Local Government Regulation 2012.

#### 1.5 Condolences

Palm Island Aboriginal Shire Council extends its heartfelt condolences to the families and loved ones of the following community members who have recently passed:

- Oriel Johnson and families
- Owen Mathieson and families
- Emily Prior / Stewart and families
- Doreen Morton and families
- Baby Prior / Bligh and families
- Randall Parker / Hero and families
- James Lewis Cannon and families

Council acknowledges the deep loss felt by the Palm Island community and stands in solidarity with all families during this time of grief. May their spirits rest peacefully, and may their families find comfort and strength in the support of community.

## 2. Declarations

2.1 Conflict of Interest (s150EQ-s150ES LGA 2009)

2.2 Prescribed and Declarable Conflicts

## 3. Confirmation of Previous Minutes

3.1 Adoption of Ordinary Council Meeting Minutes of 30<sup>th</sup> July 2025

# PALM ISLAND

Aboriginal Shire Council



### PALM ISLAND ABORIGINAL SHIRE COUNCIL ORDINARY COUNCIL MEETING MINUTES

**Council Name:** Ordinary Council Meeting

**Meeting Date:** 30<sup>th</sup> July 2025

**Meeting Time:** 11:11am

**Location:** Palm Island

**Chairperson:** Mayor Alfred Lacey

**Minute Taker:** Jessie-Mae Laczik

Record of Attendance			
Present	Name	Title	Attendance
COUNCILLORS	Cr Alf Lacey	Mayor	<i>In-person</i>
	Cr Mersane Oui	Deputy Mayor	<i>In-person</i>
	Cr Telstan Sibley	Councillor	<i>In-person</i>
	Cr Ebanese Oui	Councillor	<i>In-person</i>
	Cr Germaine Bulsey	Councillor	<i>In-person</i>
OFFICERS	Stephen Martin	Acting Chief Executive Officer	<i>In-person</i>
	Rebecca Baguley	Chief Finance Officer	<i>In-person</i>

	Rani Sam-Johnson	Executive Assistant	<i>In-person</i>
	Jessie-Mae Laczik	Governance Officer	<i>Via Teams</i>
<b>GUESTS</b>	Martine Care	Preston Law	<i>Via Teams</i>
	Kim Driver	Local Government Association of QLD (LGAQ)	<i>Via Teams</i>
<b>OBSERVERS</b>	<i>None</i>		

### 1. Opening of Meeting

Cr. Lacey declared the meeting open at 11:11am

### 2. Acknowledgments

Nil.

### 3. Apologies

Nil.

### 4. Condolences

- Walter Starlight and their extended families
- Doreen Morton and their extended families
- Gordon Henry and their extended families
- Jennifer Geia and their extended families

### 5. Declaration of Interests

The chairperson invited Councillors present to disclose prescribed conflicts of interest ("**PCOI**") or declarable conflicts of interest ("**DCOI**") in respect of any items in the agenda, in accordance with the *Local Government Act 2009*.

Councillor	PCOI/DCOI	Meeting Items	Particulars
		<i>[Action taken by Councillor/Council pursuant to Chapter 58 of Local Government Act 2009]</i>	
Cr Lacey			
Cr M Oui			
Cr Sibley	DCOI	10.4 Water and Sewer Report	Family member
Cr E Oui			

Cr Bulsey	DCOI	10.6 Sports and Community Events Report	Family member
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Moved: Cr. M. Oui

Second: Cr. T. Sibley

*Carried*

## **6. Confirmation of Previous Minutes**

### **Item 6.1 Ordinary Council Meeting**

#### Resolution 2025.465

That the minutes from the Ordinary Council Meeting held on 19th June 2025 were confirmed.

Moved: Cr. T. Sibley

Seconded: Cr. G. Bulsey

*Carried*

### **Item 6.2 Special Meeting**

#### Resolution 2025.466

That the minutes of Special Meeting presented by Martine Care held on 25<sup>th</sup> July were confirmed.

Moved: Cr. T. Sibley

Seconded: Cr. M. Oui

*Carried*

## **7. Matters Arising from Previous Minutes**

#### Resolution 2025.450

Council received an update on the action item relating to the Indigenous Art and Cultural Installation. The Chief Executive Officer (CEO) presented the proposed concept drawings to Councillors for consideration. Council approved the presentation under resolution 2025.470 as recorded in Item 9.5 of this meeting.

## **8. Business arising from Previous Meeting Resolution**

## **9. For Decision by Council**

*Meeting paused at 11:30am*

*Meeting resumed at 12:59pm*

### **Item 9.1 Insurance Premiums 2025/2026**

#### Resolution 2025.468

Resolved that Council notes the Insurance Premiums 2025/2026 from JLT are \$827,000, with half to be paid from the Land Trust budget and half from Council Operations budget.

Moved: Cr. M. Oui

Seconded: Cr. T. Sibley

Carried

### **Item 9.4 Community Grant Program**

#### Resolution 2025.469

That Council approves:

- a. The Community Grant Program Policy and application forms; and
- b. an increase in the community grant amounts up to \$150,000, being made up of \$30,000 for funerals and \$120,000 for sports

Moved: Cr. G. Bulsey

Seconded: Cr. M. Oui

Carried

### **Item 9.5 Indigenous Art Cultural Walk Design**

#### Resolution 2025.470

That Council:

- a. Accepts the Indigenous Art Cultural Walk report.
- b. Approves \$1.5M budget to complete the first stage of the design.

Action Item:

CEO to seek additional funding to enable the completion of the remaining project.



Moved: Cr. T. Sibley

Seconded: Cr. G. Bulsey

Carried

## **Item 9.6          Adoption of Revised Budget 2025/2026**

### Resolution 2025.471

1. That Council resolves to:

Adopt the revised budget for the 2025/2026 financial year, in accordance with section 169 of the *Local Government Regulation 2012*, comprising the following documents:

- a. The Statement of Estimated Financial Position for 2024/2025, as incorporated in the Palm Island Aboriginal Shire Council Annual Budget 2025/2026, prepared in accordance with section 205 of the *Local Government Regulation 2012*;
- b. The Palm Island Aboriginal Shire Council Annual Budget 2025/2026, including:
  - i. The Debt Policy 2025/2026, prepared in accordance with section 192;
  - ii. The Investment Policy 2025/2026, prepared in accordance with section 191;
  - iii. The Revenue Policy 2025/2026, prepared in accordance with section 193;
  - iv. The Revenue Statement 2025/2026, prepared in accordance with section 172;
  - v. The Statement of Income and Expenditure 2026–2036, prepared in accordance with section 169;
  - vi. The Statement of Cash Flows 2025/2026, prepared in accordance with section 169;
  - vii. The Statement of Changes in Equity 2025/2026, prepared in accordance with sections 169 and 171;
  - viii. The Statement of Financial Position 2025–2036, prepared in accordance with sections 169 and 171;
  - ix. The Long-Term Financial Forecast, prepared in accordance with sections 169 and 171;
  - x. The Ten-Year Financial Sustainability Ratios Forecast, prepared in accordance with section 169.

c. Note that all documents referenced above are incorporated in the agenda papers dated 30 July 2025 and form part of the Palm Island Aboriginal Shire Council Annual Budget 2025/2026.

Moved: Cr. T. Sibley

Seconded: Cr. E. Oui

Carried

**Item 9.7          Centre of Excellence Precinct Planning Funding**

Resolution 2025.472

Council notes the Centre of Excellence Precinct Plan.  
Matter will be deferred to future Ordinary Council Meeting.

Moved: Cr. M. Oui  
Seconded: Cr. T. Sibley  
Carried

**Item 9.8          Organisational Chart**

Resolution 2025.473

Council noted the report regarding the organisational chart. Further discussions are to be held during the upcoming Strategic Visioning Workshop.  
The matter is deferred to the November Ordinary Council Meeting.

Action Item:  
Council members are to participate in a Strategic Visioning Workshop following the arrival of the newly appointed Chief Executive Officer (CEO).

Moved: Cr. E. Oui  
Seconded: Cr. G. Bulsey  
Carried

**Item 9.9          Delegations Register**

Council resolved to defer the matter to the next Ordinary Council Meeting to allow for further consideration.

Action Item:  
Council members are to attend a workshop to gain a clearer understanding of the legislative framework underpinning the Delegations Register prior to making a formal decision.

Moved: Cr. M. Oui  
Seconded: Cr. G. Bulsey  
Carried

**Item 9.10        Angel Paws Proposal**

#### Resolution 2025.474

Council resolved to accept the proposal submitted by Angel Paws and to proceed with Solution 3, at a total annual cost of \$71,760.

##### Solution 3 Overview:

Provision of veterinary services on Palm Island through monthly two-day clinics, utilising existing surgical infrastructure.

##### Key Components:

- Engagement of an Angel Paws veterinarian and veterinary nurse for monthly two-day clinics on Palm Island.
- Annual service cost: \$71,760.
- Services to include desexing, worming, and vaccinations.

Moved: Cr. G. Bulsey

Seconded: Cr. E. Oui

Carried

#### **Item 9.11      Park & Shelter Signs**

#### Resolution 2025.475

Council resolved to accept the recommendations outlined in the report on Place Names, with the following amendment:

Rather than naming the shade shelter in Sapper Park after Billy Coolburra, Council agreed that the entire park be renamed Billy Coolburra Park.

Moved: Cr. G. Bulsey

Seconded: Cr. T. Sibley

Carried

#### **Item 9.12      CEQ Retail Planning**

#### Resolution 2025.476

Council accepts proposal from CEQ for a Community Home hardware Store.

Moved: Cr. G. Bulsey

Seconded: Cr. M. Oui

Carried

**Item 9.13      Mary McKillop Child Care Centre**

Resolution 2025.477

Report is noted by Council.

Moved: Cr. T. Sibley  
Seconded: Cr. E. Oui  
Carried

**Item 9.14      Governance Policies**

Resolution 2025.478

Council resolved to defer the matter concerning the adoption of policies and guidelines.

Action Item:

Council members are to attend a dedicated workshop aimed at providing insight into the Governance Framework and the legislative requirements associated with policy development and adoption. This will be included in the strategic visioning workshop after newly appointed CEO arrives.

Moved: Cr. T. Sibley  
Seconded: Cr. E. Oui  
Carried

**Item 9.15      Amendment to Resolution: Durack Civil**

Resolution 2025.479

Council resolves to:

- a. Note that there was an administrative error in resolution number 2025.396 (2) in the figure reported.
- b. Amend resolution number 2025.396 (2) by revoking the figure \$764,928.67 (ex GST) and replacing the figure with \$741,867.52 (ex GST).

Moved: Cr. T. Sibley  
Seconded: Cr. G. Bulsey  
Carried

## **10. Reports**

### **Item 10.1      CEO Report**

#### Resolution 2025.480

Council accepts CEO report.

Moved: Cr. T. Sibley

Seconded: Cr. E. Oui

Carried

### **Item 10.2      Finance, Governance and Administration Report**

#### Resolution 2025.481

Council accepts Finance, Governance and Administration report.

Action Item:

Council to develop standard booking system process for the Palm Island Motel.

Moved: Cr. T. Sibley

Seconded: Cr. E. Oui

Carried

### **Item 10.3      Finance Report**

#### Resolution 2025.482

Council accepts Finance report.

Moved: Cr. T. Sibley

Seconded: Cr. E. Oui

Carried

### **Item 10.4      Water and Sewer Report**

#### Resolution 2025.483

Council accepts Water and Sewer report.

Moved: Cr. G. Bulsey

Seconded: Cr. E. Oui

Carried

#### **Item 10.5 Sports and Events Report**

##### Resolution 2025.484

Council accepts Sport and Events report.

Action Item 1: Defer Spring festival to 26<sup>th</sup> / 27<sup>th</sup> September 2025

Action Item 2: CEO to engage an Events Organiser to assist with organisation of the Spring Festival

Moved: Cr. M. Oui

Seconded: Cr. T. Sibley

Carried

#### **11. Correspondence Received**

From Hon Ann Leahy, Minister for Local Government and Water and Minister for Fire, Disaster Recovery and Volunteers – re: Indigenous Councils Funding Program allocation.

#### **12. Other Business**

Application for Aboriginality – Cruize Ashley Derek Sansbury – Approved.

#### **13. Next Meeting**

The next Ordinary Council Meeting will be held 27<sup>th</sup> August 2025.

#### **14. Closure**

There being no further business, the Chairperson declared the meeting closed at 2:55pm

#### **3.2 Business Arising from Previous Minutes 30<sup>th</sup> July 2025**

## 4. Reports

### 4.1 CEO Report

ITEM NO:	4.1
REPORT NAME:	CEO Report
MEETING:	Ordinary Council Meeting
DIRECTORATE:	Office of the CEO
AUTHOR:	Emma Bradbury, <i>Interim</i> CEO
DOC ID:	PIASC-2025-OCM-4.1
APPROVER	<i>Interim</i> CEO

#### EXECUTIVE SUMMARY

This report outlines key activities and strategic focus areas undertaken by the Interim CEO during August 2025. Particular attention has been given to ensuring compliance with procurement protocols and regulatory requirements, as well as supporting workforce stability. I would particularly like to acknowledge the professionalism and commitment of Council staff during this period of transition.

#### OFFICER'S RECOMMENDATION

That Council:

- receive and note the (Interim) CEO report for August 2025.

## 1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATIONS

This is the first monthly CEO briefing since the commencement of the Interim CEO role in August 2025.

## 2. REPORT

### 1. Strategic and Operational Engagements

- Introductory meetings held with key stakeholders including Mayor and Councillors, Community Elders, PCYC and Sgt Darren Tamblyn, CEO and leadership group PICC, key Government Department partners, and Atturra representatives.
- Received a Welcome to Country, Smoking Ceremony, and Story Tree gathering from Richard Cassady (Manbarra), Manbarra Elders Counsel, and Mingga Mingga Rangers.
- Accompanied Mayor Lacey in (online) meeting with **Minister for Housing and Public Works and Minister for Youth in Queensland is Samuel (Sam) O'Connor MP** and his team regarding amendments to the Rent-to Buy scheme.

- Reinstated Technical Working Group with agency partners; next session scheduled late August.

## **2. Governance and Council Business**

- Governance and policy review project with Liza Perrett – LGMA
- Compliance with procurement protocols and regulatory requirements has been a priority, with several process reviews initiated.
- Flags are now flown daily at the Council building in line with Queensland Government protocols and Council's Flag Flying Policy.
- Signage has been reinstated on the Council building in accordance with Council's signage guidelines.

## **3. Infrastructure and Asset Management**

- Chook City Development: offloading and placement of the 10 x single dwellings.
- Retrospective Building Inspections scheduled for 27 August (2B extensions, Chook City, Retail Centre, Bistro/Pub).
- Social Housing Coordination meeting with Housing on 25 August; to assist in communications with community on process.

## **4. Community and Cultural Initiatives**

- Palm Island Spring Festival 2025 planning underway: funding discussions, logistics, and transport coordination.
- Sport and Recreation Program Grant: internal responsibilities to be developed further.

## **5. Internal Operations and Administration**

- Managers and team meetings held to support alignment across the departments.
- Financial controls reviewed. Meeting with Finance team and internal auditors.
- Engaged Peak Services to recruit a

## **3. IMPLICATIONS/RISK**

- Continued coordination with staff, legal and compliance teams is essential for meeting readiness.
- Infrastructure and housing priorities require sustained inter-agency collaboration.

### **a. BUDGET IMPLICATIONS**

All operational activities, planned festival and grant activities are aligned with the adopted budget, and continue to support effective allocation of resources.



## b. POLICY IMPLICATIONS

Compliance with the Councils regulatory framework and obligations has been a key focus.

## 4. LINKS TO CORPORATE/OPERATIONAL PLAN

Community and Environment, Infrastructure, Governance, Internal Operations

## 5. CONSULTATION

**Internal:** Managers, Admin Team, Legal, Finance

**External:** Elders, CEOPICC, PCYC/Police, Housing, Event Society, Atturra, TWG, Minister Sam O'Connor.

## 6. CONCLUSION

The activities outlined reflect a busy start, with emphasis on stability, stakeholder engagement, governance readiness, infrastructure coordination, and supportive leadership.

I would especially like to commend and thank all staff, particularly for leadership team for their support, commitment, willingness, and professionalism during this time of change.

## ATTACHMENTS

- None at this stage

### 4.2 Finance Report

<b>ITEM NO:</b>	4.2
<b>REPORT NAME:</b>	Finance Report
<b>MEETING:</b>	Ordinary Council Meeting
<b>DIRECTORATE:</b>	Finance
<b>AUTHOR:</b>	Chris Bianchi, <i>Acting</i> CFO
<b>DOC ID:</b>	PIASC-2025-OCM-4.2
<b>APPROVER</b>	<i>Interim</i> CEO

## EXECUTIVE SUMMARY

This report provides Council with a summary of the financial performance as at July in the 2025–26 financial year. It outlines actual revenue and expenditure against the adopted budget,

highlights key variances, and identifies financial risks and opportunities. The report is presented for Council's information only.

#### **OFFICER'S RECOMMENDATION**

That Council

- Receive the Financial Reports detailing financial activities for July 2025.
- Receive and note the proposed amendments to the 2025/2026 budget.
  - Increase Spring Festival Expense to \$250K
  - Increase NAIDOC Expense to \$150K
  - Increase Animal Control Expense to \$75K (Angel Paws)
  - Increase Revenue for Local Roads by \$291K

### **1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATIONS**

Council adopted the 2025–26 Budget at its Ordinary Council Meeting on 30 July 2025. In accordance with the *Local Government Regulation 2012*, monthly financial updates are provided to Council to support transparency, accountability, and informed oversight of Council's financial position.

#### **2. REPORT**

**As at 31 July 2025:**

- **Operating Revenue:** \$10.6 million (31.5% of annual budget)
- **Operating Expenditure:** \$1.7 million (5% of annual budget)
- **Capital Expenditure:** \$2.89 million (7% of capital works budget)

#### **Key Observations:**

- Revenue from Assets and Projects is high due to concrete sales of \$1.7M for Butler Bay Road.
- Revenue (\$261K) and Expenses (\$288K) for Building, Construction and Maintenance are down due to QBuild invoicing delays and capital works projects not commencing.
- A detailed breakdown of financial performance by centre can be requested.

### **3. IMPLICATIONS/RISK**

The financial position remains stable, with no material risks to Council's operating result. Council's current assets sit at \$20.3M, indicating a strong position for solvency.

#### **a. BUDGET IMPLICATIONS**

Proposed amendments to the 2025–26 Budget:

- Increase Spring Festival Expense to \$250K
- Increase NAIDOC Expense to \$150K
- Increase Animal Control Expense to \$75K (Angel Paws)
- Increase Revenue for Local Roads by \$291K

These variances will be adjusted in the upcoming budget review process.

#### **b. POLICY IMPLICATIONS**

Supports compliance with the *Local Government Regulation 2012*, Part 3 – Financial Planning and Accountability and aligns with Council's Financial Management Policy.

### **4. LINKS TO CORPORATE/OPERATIONAL PLAN**

**Key Response Areas:**

- Governance and Leadership
- Financial Sustainability

- Infrastructure and Services

## **5. CONSULTATION**

### **Internal:**

- Chief Financial Officer
- Project Director

### **External:**

- Queensland Audit Office (QAO) – for audit alignment

## **6. CONCLUSION**

Council's financial performance for the 2025–26 financial year is tracking close to budget, with strong revenue collection and controlled expenditure. Continued monitoring and interdepartmental coordination will support timely delivery of capital projects and ensure financial sustainability.

## **7. CONSIDERATIONS**

### **Summary of changes to June's Finance Reports:**

- Revenue increase for the water supply project to be invoiced: \$402K–\$793K
- Revenue decrease of \$109K due to 2025 income invoiced in 2026
- Expense decrease of \$280K due to 2025 expenses invoiced in 2026

## **ATTACHMENTS**

- **Attachment A** – Operating Budget July 2025
- **Attachment B** – Capital Budget July 2025
- **Attachment C** – Profit & Loss July 2025

***Attachment A – Operating Budget July 2025***

## Attachment A

**PALM ISLAND ABORIGINAL SHIRE COUNCIL - 2025-2026 APPROVED BUDGET**

INCOME BY DEPARTMENT	NOTE	APPROVED FY26 BUDGET	APPROVED FY26 BUDGET - JULY	FY26 ACTUAL - JULY	Variance	NOTES
ADMIN. GOVERNANCE & FINANCE		19,438,036	7,359,416	7,162,106	(197,310)	\$2.6M for FY26 FAG paid in June 25
ASSETS & PROJECTS		4,036,950	579,513	1,555,253	975,741	Concrete sales for Project CC 0189 (\$1.7M) were recognised in FY26
BUILDING, CONSTRUCTION AND MAINTENANCE		4,102,600	341,883	80,416	(261,467)	No revenue has been recorded yet for other QBuild projects.
CIVIL, OPEN SPACES, TRAINING & ENTERPRISE		483,284	7,083	10	(7,073)	
MECHANICS AND FLEET		1,334,250	111,187	42,134	(69,054)	Internal and project plant hire costs have not been captured yet.
WATER AND SEWERAGE		2,042,050	1,112,092	1,024,142	(87,950)	No commercial rates revenue recorded for July.
LAND TRUST		1,919,200	640,450	723,547	83,097	More commercial lease revenue
<b>TOTAL - INCOME</b>		<b>33,356,370</b>	<b>10,151,624</b>	<b>10,587,609</b>		
EXPENDITURE BY DEPARTMENT	NOTE	APPROVED FY26 BUDGET	APPROVED FY26 BUDGET - JULY	FY26 ACTUAL - JULY	Variance	NOTES
ADMIN. GOVERNANCE & FINANCE		13,158,313	1,147,784	1,022,277	125,507	
ASSETS & PROJECTS		3,709,770	309,147	288,326	20,822	
BUILDING, CONSTRUCTION AND MAINTENANCE		4,377,820	364,818	76,043	288,775	No expenses have been recorded for other QBuild projects.
CIVIL, OPEN SPACES, TRAINING & ENTERPRISE		1,775,130	147,928	105,964	41,963	
MECHANICS AND FLEET		1,192,680	99,390	58,753	40,637	
WATER AND SEWERAGE		1,724,760	143,730	113,146	30,584	
LAND TRUST		1,566,320	130,527	55,351	75,176	
CAPITAL EXPENSE CONTRIBUTION *		3,763,627	313,636	-	313,636	Overspent capital project figures have not been updated
<b>TOTAL - EXPENDITURE</b>		<b>31,268,420</b>	<b>2,656,960</b>	<b>1,719,860</b>	<b>(937,100)</b>	
<b>SURPLUS/DEFICIT BEFORE DEPRECIATION</b>		<b>2,087,950</b>	<b>7,494,664</b>	<b>8,867,749</b>	<b>1,373,085</b>	
<b>DEPRECIATION</b>		<b>10,354,595</b>	<b>862,883</b>	<b>862,883</b>	<b>-</b>	
<b>SURPLUS/DEFICIT</b>		<b>(8,266,645)</b>	<b>6,631,782</b>	<b>8,004,866</b>	<b>1,373,085</b>	

**Attachment B – Capital Budget July 2025**

# Attachment B

Cost Code	Grant	APPROVED FUNDING	Progress (%)	Up to June 25	Up to June 25	FY26 RECEIVED	FY26 EXPENSE	GRANT TO BE RECEIVED	GRANT BALANCE	COMMITMENT AS AT 06/08/25	OVERSPENT AT 30/06/25	POTENTIAL OVERSPENT AT 31/07/25
				YTD RECEIVED	YTD EXPENSE							
0026	Roads to Recovery Program	181,841.00		181,841.00	191,484.47	-	-	-	-	-	9,643.47	
0057	Palm Island Retail and Business Precinct - Stage 2	999,241.00		1,011,683.00	1,730,297.41	-	-	-	-	-	731,056.41	
0071	REPA PIASC.0021.2021E.REC - DRFA Category B	3,927,700.63		4,152,183.97	4,014,065.61	-	-	-	-	-	86,364.98	
0073	REPA PIASC.0025.2122J.REC - 2022 Monsoon Event	751,093.78	Glen TBA	225,328.13	232,916.47	-	-	525,765.65	518,177.31	39,236.63	-	-
0079	Construction of Sea Wall-Small Bay- Concreting jobs repurposed funding	1,621,922.40		1,621,922.40	1,850,862.46	-	-	-	-	-	228,940.06	
0080	W4Q 19-21 - Peter Gumbellah Prior Jetty Terminal	1,220,000.00		1,220,000.00	1,340,705.49	-	-	-	-	-	120,705.49	
0081	AS-CF- PJ Jetty Pylon Upgrade	-	80%	-	-	-	-	-	-	573,229.00	-	573,229.00
0082	W4Q 19-21 - Motel & Manager's Residence Maintenance	80,000.00		80,000.00	80,000.00	-	-	-	-	-	-	-
0083	W4Q COVID - 53 Beach Rd - Staff Accommodation	650,000.00		650,000.00	729,842.98	-	-	-	-	-	79,842.98	
0084	W4Q 19-21 - 12 Unit Compound - Staff Accommodation Upgrades	500,000.00		500,000.00	499,823.38	-	-	-	176.62	-	-	-
0088	W4Q 19-21 - Beachfront Cultural Precinct (Repurpose for Main Street Upgrade)	1,000,000.00		1,000,000.00	1,415,551.48	-	-	-	-	-	415,551.48	
0090	W4Q COVID - Pathways Palm Island (\$390K) & W4Q 21-24 - Pathways PI (\$260K)	650,000.00		624,000.00	689,235.46	-	-	26,000.00	-	-	39,235.46	
0091	W4Q COVID - Mission Centre Parking Area	1,010,000.00		1,010,000.00	1,060,874.24	-	-	-	-	-	50,874.24	
0093	W4Q COVID - Mango Street Staff Duplex Upgrade	120,000.00		120,000.00	95,066.45	-	-	-	24,933.55	-	-	-
0109	Interim Remote Capital Program	2,139,036.37	95%	1,925,133.64	1,969,829.28	-	28,178.00	213,902.73	141,029.99	11,815.00	-	-
0115	Putting Up a Strong Front	30,000.00		30,000.00	29,927.31	-	-	-	72.69	-	-	-
0125	Remote Airport Upgrades Prog - Round 8	278,800.00		278,800.00	313,725.62	-	-	-	-	-	34,925.62	
0129	W4Q 21-24 - Stormwater Project	500,000.00		458,000.00	523,797.73	-	-	50,000.00	-	-	23,797.73	
0130	W4Q 21-24 - Airport Upgrade	500,000.00	80%	458,000.00	323,755.12	-	184,825.76	50,000.00	-	339,505.29	-	348,086.17
0131	W4Q 21-24 - Sports Field Lights	520,000.00		468,000.00	439,122.27	-	-	52,000.00	80,877.73	-	-	-
0132	W4Q 21-24 - Upgrades to Council Assets	500,000.00		458,000.00	487,874.05	-	-	50,000.00	12,125.95	-	-	-
0133	W4Q 21-24 - Improving Security at Works Depot	150,000.00		135,000.00	174,631.32	-	-	15,000.00	-	-	24,631.32	
0134	W4Q 21-24 - Parks Upgrades	500,000.00		450,000.00	803,926.77	-	-	50,000.00	-	-	303,926.77	
0138	Waste Transfer Station - Container for Change	105,477.46		95,477.46	163,573.66	-	18.18	10,000.00	-	-	58,114.38	
0142	0142 - AS-CF-TIDS - Clump Point Road & Butler Bay/Thaiday Road - Construct Concrete Pavement	361,406.00	80%	-	-	361,406.00	-	-	361,406.00	-	-	-
0143	Concrete Recovery Project	334,901.20		304,901.20	452,521.33	-	-	30,000.00	-	-	117,620.13	
0145	LGGSP - WTP Back-up Generators	427,462.00		427,462.00	587,460.29	-	-	-	-	-	159,998.29	
0146	LGGSP - Sewer Inlet Works	1,700,000.00	95%	1,493,124.00	1,458,049.71	-	-	206,876.00	241,950.29	-	-	-
0157	BOR6 - Solomon Reservoirs	1,200,000.00		999,776.83	1,767,224.26	-	-	200,223.17	-	-	567,224.26	
0158	BOR6 - Dam Aeration	1,000,000.00		1,000,000.00	1,025,588.02	-	-	-	-	-	25,588.02	
0159	BOR6 - Sewer Rehabilitation	2,000,000.00		2,000,000.00	2,047,041.95	-	-	-	-	-	47,041.95	
0160	BOR6 - STP Inlet Works	2,000,000.00	95%	1,027,000.00	2,267,151.93	-	141,151.39	973,000.00	-	98,299.19	-	506,602.51
0162	QRA PIASC.0026.2223F.RFI - QLD Resilience and Risk Reduction	180,000.00	Glen TBA	96,524.81	99,583.00	-	-	81,475.19	80,417.00	-	-	-
0163	Forward Remote Housing Capital	10,012,665.45	5%	5,065,160.00	1,067,522.17	-	-	4,947,505.45	8,945,143.28	402,865.00	-	-
0164	Canteen Equipment	30,000.00		30,000.00	52,008.47	-	-	-	-	-	22,008.47	
0165	Community Night Patrol	20,000.00		20,000.00	-	-	-	-	20,000.00	-	-	-
0166	ATSI - ID 2675709 - Esplanade Car Park Upgrade Works	441,856.00		441,496.00	642,340.00	-	-	450.00	-	-	200,484.00	

Cost Code	Grant	APPROVED FUNDING	Progress (%)	YTD RECEIVED	YTD EXPENSE	FY26 RECEIVED	FY26 EXPENSE	GRANT TO BE RECEIVED	GRANT BALANCE	COMMITMENT AS AT 06/08/25	OVERSPENT AT 30/06/25	POTENTIAL OVERSPENT AT 31/07/25
0168	REPA PIASC.0024.2122J.REC - 2022 Betterment	3,218,723.80	Glen TBA	2,281,360.78	2,760,310.13	-	-	935,363.02	456,413.67	8,970.00	-	-
0169	REPA PIASC.0021.2021E.REC - Betterment Project	1,329,915.01		1,075,515.56	1,333,503.34	-	-	254,399.45	-	-	3,588.33	
0172	Electric Mower	95,000.00		95,000.00	88,208.81	-	-	-	6,791.19	-	-	-
0173	MEHA Disaster Resilience	378,000.00	Glen TBA	200,000.00	369,454.00	-	17,797.15	178,000.00	748.85	29,647.73	-	28,898.88
0174	Waste & Recycling Facility	3,000,000.00	5%	700,000.00	309,136.73	-	-	2,300,000.00	2,690,863.27	47,075.00	-	-
0179	NQRRIG - North QLD Regional Roads Transport Alliance Funding	290,000.00		-	315,630.00	-	-	290,000.00	-	-	25,630.00	
0182	174 Clump Point Road - Qbuild 84127	917,003.24	70%	290,249.63	740,806.91	-	46,729.26	626,753.61	129,465.07	159,903.67	-	30,438.60
0183	200 Dee Street - Qbuild 84126	856,611.87	60%	270,454.37	745,927.05	-	38,933.39	586,157.50	71,751.43	161,071.98	-	89,320.55
0185	REPA PIASC.0030.2223G.REC - General Roads	1,585,721.39	Glen TBA	907,707.18	926,751.35	-	-	678,014.21	658,970.04	37,450.00	-	-
0189	REPA PIASC.0031.2223G.REC - Butler Bay Betterment	4,012,021.54	80%	1,658,711.42	1,129,440.62	-	1,759,905.05	2,353,310.12	1,122,675.87	1,347,515.90	-	224,840.03
0190	W4Q 24-27 Beachfront Cultural Precinct Installation	2,000,000.00	5%	1,000,000.00	525,638.81	-	-	1,000,000.00	1,474,361.19	-	-	-
0191	W4Q 24-27 Sports Precinct Upgrade	1,000,000.00	85%	500,000.00	1,484,283.50	-	364,410.00	500,000.00	-	26,230.00	-	874,923.50
0194	W4Q 24-27 Cemetery Upgrades	1,000,000.00	85%	500,000.00	98,659.28	-	53,799.20	500,000.00	847,541.52	151,797.29	-	-
0195	REPA - 2024 General Roads - PIASC.0035.2024U.REC	2,088,978.46	15%	-	204,513.44	-	73,520.00	2,088,978.46	1,810,945.02	921,242.52	-	-
0196	W4Q 24-27 Council Asset Upgrades	400,000.00	80%	280,000.00	275,007.47	-	79,185.56	200,000.00	45,806.97	241,210.45	-	195,403.48
0199	GEN Sandy Bay Site Redevelopment	1,341,000.00	5%	402,300.00	565,749.09	-	-	938,700.00	775,250.91	19,790.00	-	-
0200	10x 1 Bed Housing Project (Chook City)	7,116,227.80	75%	2,134,968.00	4,180,753.59	-	62,304.32	4,981,359.80	2,868,169.89	974,967.46	-	-
0203	Community Jobs & Business Fund (CIBF) - Capital Budget	280,000.00	50%	150,187.50	85,007.55	-	401.13	129,812.50	194,591.32	-	-	-
0205	Clean Water Reservoir Upgrade	950,000.00	80%	285,000.00	-	-	13,873.22	665,000.00	936,126.78	742.96	-	-
0206	Walking Trails - South-West Track	500,000.00	5%	150,000.00	-	-	30,072.00	350,000.00	469,928.00	126,288.00	-	-
0209	Manbarra Rd & Assoc. Infracs Upgrade	3,000,000.00	5%	-	-	900,000.00	-	2,100,000.00	3,000,000.00	196,275.00	-	-
		73,000,606.40		42,838,978.88	46,761,163.81	1,261,406.00	2,896,103.61	29,138,046.86	27,986,710.50	5,909,158.07	3,378,793.82	2,871,742.72

# Attachment C – Profit & Loss July 2025

## Attachment C



### PALM ISLAND ABORIGINAL COUNCIL 2025/2026 PROFIT & LOSS

	2025-2026		2024-2025	
	YTD Actual	YTD Budget	PY YTD Actual	PY YTD Budget
<b>INCOME</b>				
<b>RECURRENT REVENUE</b>				
Fees & Charges	1,325,785	222,325	18,301	265,721
Rental Income	723,547	152,992	200,547	157,565
Interest Received	2,337	2,688	1,905	1,231
Sales Revenue	1,740,458	1,016,758	191,289	576,184
Other Income	90,529	295,768	35,031	110,088
Grants, Subsidies & Donations	6,689,902	1,014,114	4,637,564	4,008,336
<b>TOTAL RECURRENT REVENUE</b>	<b>10,572,558</b>	<b>2,704,645</b>	<b>5,084,637</b>	<b>5,119,126</b>
<b>CAPITAL REVENUE</b>				
Grants, Subsidies & Donations	2,121,483	-	2,058,646	2,135,166
<b>TOTAL CAPITAL REVENUE</b>	<b>2,121,483</b>	<b>-</b>	<b>2,058,646</b>	<b>2,135,166</b>
<b>TOTAL INCOME</b>	<b>12,694,041</b>	<b>2,704,645</b>	<b>7,143,283</b>	<b>7,254,292</b>
<b>EXPENSES</b>				
<b>RECURRENT EXPENSES</b>				
Employee Benefits	681,280	902,302	604,597	613,489
Materials & Services	3,899,191	1,322,508	1,772,409	3,215,331
Finance Costs	2,008	1,150	661	802
Depreciation & Amortisation				
Property Plant & Equipment	862,883	862,883	581,851	581,851
Intangible Assets	-	-	-	-
Internal Charges	-	8,928	-	13,803
<b>TOTAL RECURRENT EXPENSES</b>	<b>5,445,363</b>	<b>3,079,915</b>	<b>2,959,518</b>	<b>4,397,671</b>
<b>TOTAL CAPITAL EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>5,445,363</b>	<b>3,079,915</b>	<b>2,959,518</b>	<b>4,397,671</b>
<b>NET RESULT</b>	<b>7,248,678</b>	<b>375,270</b>	<b>4,183,766</b>	<b>2,856,621</b>
<b>OTHER COMPREHENSIVE INCOME</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>	<b>7,248,678</b>	<b>375,270</b>	<b>4,183,766</b>	<b>2,856,621</b>

## 4.3 Governance, Finance and Administration Report

<b>ITEM NO:</b>	4.3
<b>REPORT NAME:</b>	Governance, Finance, and Administration Report
<b>MEETING:</b>	Ordinary Council Meeting
<b>DIRECTORATE:</b>	Finance, Governance and Administration
<b>AUTHOR:</b>	Eva Haines, Deputy CEO

<b>DOC ID:</b>	PIASC-2025-OCM-4.3
<b>APPROVER</b>	<i>Interim CEO</i>

## EXECUTIVE SUMMARY

This report outlines key operational and strategic updates across the Finance, Governance and Administration Directorate. Highlights include governance workshops, the Asset Naming Project, infrastructure upgrades at the IKC building, insurance repairs, HR updates, commercial performance at the Servo and Motel, legal support, and funeral coordination. Community engagement continues through media and digital platforms.

## OFFICER'S RECOMMENDATION

That Council

- receives the Governance, Finance and Administration Report for information and notes the contents.

## 1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATIONS

Council has previously supported initiatives to improve governance, infrastructure, and community engagement. The Asset Naming Project and IKC upgrades align with strategic goals. HR reviews and commercial operations reflect ongoing efforts to enhance service delivery and financial sustainability.

## 2. REPORT

### Governance

- Strategic Visioning and Delegations Register workshops are scheduled to strengthen legislative understanding and decision-making capacity.

### Asset Naming Project

- Designs approved; signage orders placed with Gracie Signs. Unveiling planned during Spring Fair.

### Administration Section

- IKC upstairs area now accommodates back-office staff. Furniture installed for eight staff plus hot desks. Air conditioning units being replaced.

### Insurance Claims

- McKillop Child Care Centre repairs nearing completion.
- IKC roof repairs underway following January rain event.

### Human Resources

- HR department is currently reviewing existing Position Descriptions to ensure they accurately reflect current roles, responsibilities, and organisational needs. This process supports compliance, performance management, recruitment, and workforce planning.

### Servo

- Sales data tracked since September 2024 to establish 12-month trends.
- July sales normalized after June dip in cigarette sales.
- Plateau in sales attributed to seasonal factors and lack of new products.
- Supplier collaboration underway for fresh sandwich delivery.
- Ice machine broken; parts ordered.

### Motel and Accommodation

- Weather and flight disruptions have led to booking cancellations.
- NSW and VIC school visits continue.



- Motel presentation praised by Heart of Australia medical team.

#### **IKC / Funerals**

- Eight funerals pending; coordination ongoing with families.
- Civil and Open Spaces crews essential to service delivery.
- State Library workshops received positively.

### **3. IMPLICATIONS/RISK**

#### **Operational Risks:**

- Weather-related disruptions affecting accommodation and funeral services.
- Equipment failures (e.g., ice machine) impacting commercial operations.

#### **a. BUDGET IMPLICATIONS**

Potential costs related to funeral services, equipment repairs, and HR updates. Budget allocations to be confirmed.

#### **b. POLICY IMPLICATIONS**

Supports Council's governance, infrastructure, and community engagement objectives. Aligns with Local Government Act 2009.

### **4. LINKS TO CORPORATE/OPERATIONAL PLAN**

#### **KEY RESPONSE AREAS:**

- Governance and Leadership
- Infrastructure and Services
- Community and Environment
- Economic Development
- Safety and Wellbeing

### **5. CONSULTATION**

#### **Internal:**

- Governance Officer
- HR Department
- Administration Team
- Civil and Open Spaces Crew

#### **External:**

- Gracie Signs
- Cigarette Supplier (Sandwich Express Garbutt)
- State Library of Queensland

### **6. CONCLUSION**

The Directorate continues to deliver across governance, administration, HR, and commercial services. Council's support for strategic workshops, infrastructure upgrades, and community engagement will ensure continued progress and improved service delivery.

### **ATTACHMENTS**

None at this stage.

#### **4.4 Engineering and Assets Report**

<b>ITEM NO:</b>	4.4
<b>REPORT NAME:</b>	Engineering and Assets Report
<b>MEETING:</b>	Ordinary Council Meeting 27/08/2025
<b>DIRECTORATE:</b>	Engineering and Assets



<b>AUTHOR:</b>	Stephen Martin
<b>DOC ID:</b>	PIASC-2025-OCM-4.4
<b>APPROVER</b>	<i>Interim</i> CEO

## EXECUTIVE SUMMARY

This report provides an update on infrastructure projects and operational matters managed by the Engineering and Assets Directorate. It includes updates on the Batch Plant, Airport, Waste Transfer Station, Solomon Tanks, Sewer Treatment Plant, Clear Water Storage, roads, jetty works, walking trails, stormwater channel, and the Medical Centre lease transfer.

## OFFICER'S RECOMMENDATION

That Council

- Receive and note the Engineering and Assets Manager's report for August 2025.

## 1. REPORT

### Batch Plant:

We are still experiencing problems at the Batch Plant that are impacting on our ability to produce consistent concrete (both quality and quantity) for our capital works programs and external customers.

The new hopper and bag unloader are working to specification, but it appears that the recipes that were loaded into the control system (even though these are identical to the recipes in the old control system) are not producing a concrete mix of the required consistency. We are attempting to engage an "Concrete Batching Expert" to come to site and help us fine tune the plant but have been unable to get anyone to commit to that as yet.

Part of the problem is also the skill level of the operators at the plant. The lead operator, Thaddaeus Sam, has been away on leave for the past few weeks and the rest of the team is not as proficient as Thaddaeus. We are working with them to try to bring them up to speed and will continue to provide as much support as possible. We are also looking to increase the numbers of people at that plant, especially during this busy period.

The operators have been very busy over the past month providing concrete for:

- Butler Bay Road project,
- The sporting fields upgrade,
- Bwgcolmen State School,
- Chook City development,
- Other customers.

### Airport:

The new garages for the airport are nearing completion. The building strip out has been completed and the internal fitting work has commenced. RJG are still on time for a November completion of this project.

We have had a few issues with the runway lights over the past month. Firstly we lost over a third of the runway lights for a period of about 1 week. This was repaired when we replaced all of the old equipment in the control panel. We have also lost a few lights at the ends of the runways due to pilots "landing short". We have purchased some spare lights to replace these.

We have also been without our AVDATA control box for a number of weeks. We have now purchased a new box and it will be working again soon.

**Waste Transfer Station and Men's Shed:**

We have delayed starting construction of the new plant until we gain approval for the contract to be issued. We are hoping to start construction in mid-September.

**Solomon Tanks:**

The new reservoirs are in operation and the pump station is working well. WE are now making some changes to the reticulation pipes to ensure that we get better service to the Farm area and Rodeo Grounds. Northern Pipelines Contractors (NCP) are here now to work on a number of projects, and they will be laying a new main down Wallaby Point Road (about 100m), as well as removing two old air valves on the reticulation line down Farm Road.

**Sewer Treatment Plant Inlet Works:**

We are putting the finishing touches on the new inlet works this week. All electrical connections have been completed and all motor tests done. The electricians are back this week to finish off the cable trays.

Micah and NCP are finishing off the pipework this week. We then need to install 2 pumps and some associated pipework, plus connect water to the new screens and we will be good to go. We are anticipating starting the commissioning work in the first week in September. That work should take two weeks to complete.

**Clear Water Storage at the WTP:**

The site is cleared and ready for construction. The tank has been ordered. Earthworks will start on the 25<sup>th</sup> of this month.

**Roads:**

Butler Bay road has experienced a few delays due to concrete deliveries and having to divert/relay services under the road. Koppens have returned to the island this week and are hoping to complete the road pavement over the next 3 weeks. Clean up, driveways and footpaths to be completed by the end of September.

Patch sealing that was completed by Durack Civil last month has failed prematurely. The contractor has been notified and asked to return to the island to rectify the defects. Council still needs to complete a lot of pot holes and patch repairs that are related to the weather event from early 2025.

**Manbarra Road:**

Survey work has been completed. Materials for the new watermain have been ordered. Trexis are currently completing the detailed design for this project.

**Ferry and Barge Jetty:**

Still waiting for PMG to mobilise to Palm Island to start the work on replacing the Fender Piles. Hoping to start that work in early September.

**Walking Trails:**

The contractor, TRC Tourism, recently spent a week on the island mapping out the trail route to Pencil Bay and training the Rangers in trail preparation. A detailed design will be prepared and submitted to Council for approval by the end of August.

**Stormwater Channel:**

Koppens have returned to the island this week to continue construction. Pipelaying has been delayed because of issues with the design. Trexis are now reviewing all levels and will issue new plans this week. This project is still on track.

### **Medical Centre Lease Transfer:**

Council will take over ownership of the Medical Centre building from Townsville Health and Hospital Services (THHS) on the 15<sup>th</sup> September. PICC will hold a new lease for the building with Council. We are currently working with THHS and PICC to develop a new lease and transfer all the building functions over to Council. All costs for the transfer will be covered by THHS.

### **3. IMPLICATIONS/RISK**

A review of Batch Plant operations is needed to ensure that we can maintain a reliable supply of quality concrete for our projects and other customers. Council's reputation will be impacted if we can't get on top of the issues at the plant.

The funding agreement for the new Waste Transfer Station and Men's Shed will expire at the end of December 2025. Council will need to seek an extension to that Agreement.

#### **a. BUDGET IMPLICATIONS**

The Solomon Tanks Project has exceeded the original Budget of \$1.2mil by about \$500,000.

The drivers of the cost blow out were:

1. Wet weather delays;
2. The amount of rock encountered when laying pipe up to the tanks site;
3. Pipework changes required to improve water distribution;
4. Difficulties in getting power and SCADA up to the tank site.

The Batch Plant is forecast to make a profit of \$1.75mil this financial year. We will need to fix the issues at the plant if we are to achieve that mark.

#### **b. POLICY IMPLICATIONS**

*Nil identified.*

### **4. LINKS TO CORPORATE/OPERATIONAL PLAN**

#### **KEY OUTCOME AREAS:**

- Deliver housing, complimentary amenity and infrastructure;
- Delivery of trunk infrastructure to enable more housing;
- Delivering improved health care and participation;
- Implement the Caring for Country program to increase recycling and reduce waste to landfill;
- Integrate existing and new tourism infrastructure to compliment and amplify nature and culture assets;
- Develop capacity and capability of infrastructure via external funding opportunities.

### **5. CONSULTATION**

#### **Internal:**

The Assets team interacts with all other Directorates of Council

#### **External:**

The main contractors used by the Assets Team are:

- Trexis (QRA works, road and civil designs, road upgrades);

- Northern Pipeline Contracting (Pipe laying works);
- Ftec (Electrical construction works);
- Welcon (SCADA maintenance and additions);
- MLK (IT and Security Systems installation and maintenance).

## 6. CONCLUSION

The Manager, Engineering and Assets is responsible for a large number of projects and operational areas.

## ATTACHMENTS

None at this stage.

### 4.5 Fleet and Workshop Report

<b>ITEM NO:</b>	4.5
<b>REPORT NAME:</b>	Fleet and Workshop Report
<b>MEETING:</b>	Ordinary Council Meeting
<b>DIRECTORATE:</b>	Infrastructure Services
<b>AUTHOR:</b>	Marc Simmons, Fleet and Workshop Manager
<b>DOC ID:</b>	PIASC-2025-OCM-4.5
<b>APPROVER</b>	<i>Interim</i> CEO

## EXECUTIVE SUMMARY

This report provides an update on fleet operations, workshop activity, fuel inventory, and income for August 2025. It highlights ongoing support for major infrastructure projects, including Butler Bay Road, and outlines preparations for cyclone season. The report is for Council information only.

## OFFICER'S RECOMMENDATION

That Council

- Receive and note the Fleet and Workshop Report for August notes the contents.

## 1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATIONS

Fleet and workshop services support Council's infrastructure delivery and operational continuity. This monthly update informs Council of key activities, risks, and financial performance.

## 2. REPORT

### Batching Plant Operations

- Operators Shannan Creed and John Burns have prepared concrete trucks for Butler Bay Road works.
- Approximately 350 cubic meters of concrete delivered to date.

### Fuel Inventory

- Service Station: 10,300L Diesel, 13,700L Petrol
- Workshop: 14,700L Diesel

### Income Summary

- Fleet internal income: \$139,690.00

- Fleet external income: \$48,853.75
- Workshop income: \$313.50

#### **Workshop Activity**

- Servicing and repairs on light vehicles, concrete trucks, skid steer loader, and service truck.
- Includes panel repairs, brake adjustments, hydraulic hose replacements, and battery servicing.

#### **Risks**

- Ongoing travel of plant and equipment around the Bay area.
- Laydown yard requires clean-up ahead of cyclone season.

#### **Good News**

- Delivery and placement of 10-unit subdivision buildings completed using a 140-ton crane.

### **3. IMPLICATIONS/RISK**

- Risk of operational delays if cyclone preparation is not completed.
- Continued wear on fleet assets due to high usage.

#### **a. BUDGET IMPLICATIONS**

- Income generated supports operational costs and asset maintenance.
- No additional budget required at this stage.

#### **b. POLICY IMPLICATIONS**

- Supports Council's Asset Management and Infrastructure Delivery objectives.

### **4. LINKS TO CORPORATE/OPERATIONAL PLAN**

#### **KEY RESPONSE AREAS:**

- Infrastructure and Services
- Community and Environment
- Operational Efficiency

### **5. CONSULTATION**

#### **Internal:**

- Infrastructure Services
- Finance Team
- Workshop Staff

#### **External:**

- Contractors supporting Butler Bay Road project

### **6. CONCLUSION**

Fleet and workshop operations continue to support Council's infrastructure delivery and community services. Preparations for cyclone season and strong income performance reflect effective management and operational readiness.

#### **ATTACHMENTS**

None at this stage.

#### 4.6 Civil and Open Space Report

ITEM NO:	4.6
REPORT NAME:	Civil and Open Space Report
MEETING:	Ordinary Council Meeting
DIRECTORATE:	Infrastructure Services
AUTHOR:	Vaughn Charles, Civil and Open Space Supervisor
DOC ID:	PIASC-2025-OCM-4.6
APPROVER	Interim CEO

#### EXECUTIVE SUMMARY

This report provides an update on operational activities and key priorities within the Civil and Open Spaces section. It includes progress on civil works, open space maintenance, funeral services, firebreak management, safety training, and waste management. The section continues to support community safety, infrastructure maintenance, and environmental management.

#### OFFICER'S RECOMMENDATION

That Council

- Receive and note the Civil and Open Space Report for August 2025.

#### 1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATIONS

The Civil and Open Spaces section is responsible for the delivery of essential services including civil infrastructure maintenance, open space management, and community support services. This report provides a summary of activities for August 2025.

#### 2. REPORT

##### Civil Works

- Foreshore drains cleared of sand, rubbish, and debris to prevent flooding (Fred Clay Park).
- Large patch repair completed on Chook City Road to address recurring surface issues.
- Site preparation and support provided for installation of 10 beds at Chook City, including fencing, toilets, and carport pads.
- Temporary patching of melon holes on Maytown Road near Chook City pending funding for concrete works.

##### Containers for Change

- 45 bags of recyclables collected in July.
- Increased home collection services due to community awareness and demand.

##### Open Space Maintenance

- Parks, gardens, and sports fields maintained to Council standards.
- Football field and other areas maintained at 50mm cut height.

### **Funeral Services**

- Four funerals completed in early August; 11 additional funerals scheduled by month-end.
- Ongoing coordination with families regarding gravesites and site access.
- Total of 15 funerals expected in August, averaging one every two days.

### **Firebreaks**

- Firebreaks prepared in multiple locations including behind the plumber's shed, carpenter's depot, power station, Chook City, Kalkadoon Road, and Kitchener Bligh.
- Backburning conducted to mitigate fire risk ahead of the dry season.

## **3. IMPLICATIONS/RISK**

### **Operational Risks**

- Funeral scheduling and site access remain sensitive and resource intensive.
- Fire risk management requires ongoing attention and resourcing.
- Civil works require additional funding for permanent road repairs.

#### **a. Budget Implications**

- Funding required for permanent concrete works on Chook City Road.
- Continued investment in firebreak maintenance and funeral support services.

#### **b. Policy Implications**

- Activities align with Council's responsibilities for public safety, infrastructure maintenance, and community service delivery.

## **4. LINKS TO CORPORATE/OPERATIONAL PLAN**

### **Key Response Areas:**

- Infrastructure and Services
- Community and Environment
- Safety and Wellbeing

## **5. CONSULTATION**

### **Internal:**

- Civil and Open Spaces Team

- Line Management
- LDMG

**External:**

- RJG
- QRA
- Koppen's

## 6. CONCLUSION

The Civil and Open Spaces section continues to deliver essential services across civil infrastructure, open space maintenance, and community support. Council's continued support is required to maintain service levels and address emerging priorities.

## ATTACHMENTS

None at this stage.

### 4.7 Growth and Economic Development Report

<b>ITEM NO:</b>	4.7
<b>REPORT NAME:</b>	Growth and Economic Development Report
<b>MEETING:</b>	Ordinary Council Meeting
<b>DIRECTORATE:</b>	Growth & Economic Development
<b>AUTHOR:</b>	Andrew Jackson, Manager
<b>DOC ID:</b>	PIASC-2025-OCM-4.7
<b>APPROVER</b>	<i>Interim</i> CEO

## EXECUTIVE SUMMARY

This report outlines key activities and strategic initiatives undertaken by the Growth & Economic Development Directorate in July 2025. It includes updates on employment programs, funding applications, business engagement, infrastructure development, and operational risks. The Directorate continues to collaborate with stakeholders to strengthen Palm Island's economic identity and employment outcomes.

## OFFICER'S RECOMMENDATION

That Council

- Receive and note the Growth & Economic Development Report for August 2025.

## 1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATIONS

Council has previously endorsed initiatives aimed at improving employment outcomes, supporting local business development, and enhancing economic infrastructure. This report provides a summary of current activities and funding outcomes.

## 2. REPORT

### The Foundation

- Field visit to Camooweal with RGL team and NIAA CEO.



- RAES grant application submitted to assume CDP delivery from Rainbow Gateway.
- Positive feedback received from Palm Island residents employed on the RGL–Glencore Project.

#### **On Common Country Meeting – 25 July 2025**

- Engagement with Civil Safety team in Townsville.
- Review of ISEP activity and future funding.
- 22 Council employees accredited in White Cards, First Aid, and Fire Safety.
- Grant application submitted for pilot Teacher's Aide program.

#### **RJED Funding Applications**

- Four additional positions approved in July:
  - 2 x Waste & Recycling Facility
  - 2 x Palm Island Home Ownership Scheme
- Total RJED-funded positions: 27

#### **RJED Summary Table**

<b>RJED Application Name</b>	<b>#</b>	<b>Comments</b>	<b>Update</b>	<b>Total Value (inc. Capital)</b>
Community Night Patrol Program	20	Part-Time (20 hrs/week)	Positions Filled	\$2,965,794
Community Workshop – Supervisor	1	Full-Time	Positions Filled	—
Community Workshop – Apprentices	2	Apprentice Mechanics	Positions not filled; capital purchases commenced	\$581,228
Home Ownership Scheme	2	2 Full-Time, 1 Part-Time (0.66 FTE)	Positions not filled	\$587,686
Waste & Recycling Facility Upgrade (incl. Men's Shed)	2	Full-Time Labourers	Recruitment stage	\$615,842

#### **Palm Island Learning Centre (Above Knowledge Centre)**

- Repairs completed; space operational.
- Council office relocated.
- Awaiting IT delivery (ISEP-funded).
- Exploring use as a dedicated learning centre for Council staff.

#### **PIASC Pre-Qualified Supplier Tender**

- Tender released in May; deadline extended to support local participation.
- 120+ applications received; 57 progressed to Stage 3.
- All Palm Island-based businesses eligible for pre-qualification.
- Final recommendation report in draft.

#### **Palm Island Service Station**

- July sales rebounded after June dip.
- Three of the past four months recorded average daily sales above \$11,500.

### **3. IMPLICATIONS/RISK**

### **Operational Risks**

- Delays in ORIC processes affecting RAES application progression.
- Legal engagement underway to resolve issues.
- Board meeting rescheduled to 21 August 2025.

### **a. BUDGET IMPLICATIONS**

- RJED funding supports employment and infrastructure development.
- Additional funding may be required for program delivery and staffing.

### **b. POLICY IMPLICATIONS**

- Activities align with Council's strategic objectives for economic development, employment, and community infrastructure.

## **4. LINKS TO CORPORATE/OPERATIONAL PLAN**

### **Key Response Areas:**

- Economic Development
- Infrastructure and Services
- Community and Environment
- Governance and Leadership

## **5. CONSULTATION**

### **Internal:**

- Growth & Economic Development Team
- Council Administration

### **External:**

- RGL
- NIAA
- Civil Safety
- Preston Law
- Local Palm Island businesses

## **6. CONCLUSION**

The Directorate continues to deliver strategic initiatives that support employment, business development, and infrastructure growth. Council's support is essential to maintain momentum and deliver outcomes aligned with community priorities.

### **ATTACHMENTS**

None at this stage.

### **4.8 Project Director Report**

<b>ITEM NO:</b>	4.8
<b>REPORT NAME:</b>	Project Director Report
<b>MEETING:</b>	Ordinary Council Meeting
<b>DIRECTORATE:</b>	Projects Director
<b>AUTHOR:</b>	Marcio Fialho

<b>DOC ID:</b>	PIASC-2025-OCM-4.8
<b>APPROVER</b>	<i>Interim CEO</i>

## EXECUTIVE SUMMARY

The purpose of this report is to provide a brief update to the Elected Council on the status of capital projects and actions being taken to ensure Council objectives are achieved.

## OFFICER'S RECOMMENDATION

That Council:

- i. Receive and note the Project Director report for the month of August.
- ii. and
  - **Option 1:** endorse the sliding gate decorative design for the 10 x 1B new residential complex (Chook City)
  - or
  - **Option 2:** does not endorse the sliding gate decorative design for the 10 x 1B new residential complex (Chook City)

## 1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATIONS

- Marcio Fialho has joined the Council as the new Projects Director on 22 July 2025
- In previous meetings, the Elected Council determined as high priority the completion of projects currently under construction by end of 2025, including:
  - 5 x 2B extensions in multiple locations
  - 10 x 1B new residential complex (Chook City)
  - 2 new homes in Clump Point Rd and Dee Street
  - Airport Upgrade
  - Sports Precinct Upgrade
- In previous meetings, the Elected Council approved the initiation of the following projects: Cultural Walk, Council Chambers Upgrade, Paradise Crescent/Rodeo Ground (Housing), Sailor Street/Luma Lum (Housing), Stanley Street (Housing), Puttaburra Crescent (Housing), Butler Bay (Housing), Men's Shed

## 2. REPORT

The status of active projects can be found below:

<b>Project</b>	<b>Stage</b>	<b>Progress</b>	<b>Completion</b>
5 x 2B Extensions in multiple locations	Const.	95%	Sep-25
Sports Precinct Upgrade	Const.	85%	Oct-25
10 x 1B New Homes (Chook City)	Const.	75%	Nov-25
Airport Upgrade	Const.	60%	Nov-25
2 New Homes in Clump Pt Rd and Dee St	Const.	60%	Dec-25
Cultural Walk	Design	10%	TBD
Council Chambers Upgrade	Design	10%	TBD
Paradise Cres/Rodeo Ground Housing	Design	5%	TBD
Sailor Street/Luma Lum Housing	Design	5%	TBD
Stanley Street Housing	Design	5%	TBD

Putaburra Housing	Design	5%	TBD
Buttler Bay Housing	Design	5%	TBD
Men's Shed	Design	5%	TBD

### **3. IMPLICATIONS/RISK**

- The completion of the 5 x 2B, 10 x 1B, and 2 New Homes projects will relief housing shortage and restore community's confidence in Council's ability to deliver key projects. There are risks associated with identified deficiencies that will be addressed as per building certifier's recommendations that will result from the inspections scheduled for 27 August
- The completion of the Airport Upgrade by November will increase the level of service to the community, especially for the high season starting in December. There are no major construction risks with the furniture is scheduled to arrive on the Island in November.
- The completion of the Sports Precinct Upgrade will provide additional recreational and wellness space to the community in line with Council's strategic goals.
- Further details on projects at planning/design stage will be provided for the next reporting period.

#### **a. BUDGET IMPLICATIONS**

A comprehensive assessment is being undertaken on project financials. Further details will be provided for the next reporting period.

#### **b. POLICY IMPLICATIONS**

A comprehensive assessment is being undertaken on policy implications associated with the capital works program. Further details will be provided for the next reporting period.

### **4. LINKS TO CORPORATE/OPERATIONAL PLAN**

See item 3 – Implications/Risks.

### **5. CONSULTATION**

The following stakeholders were consulted:

#### **Internal:**

- Operations Team
- Chief Executive Officer
- Chief Financial Officer

#### **External:**

- RILIPO
- Consultants / Building Certifiers
- Contractors / Subcontractors

### **6. CONCLUSION**

This directorate will continue to conduct comprehensive assessments and take necessary actions to mitigate risks and explore opportunities associated with the Capital Works Program with the objective of achieving Council's strategic goals in a transparent and effective manner.

## ATTACHMENTS

*Attachment A – Sliding gate Quote*



Queensland Signage Solutions  
Unit Trust  
ABN: 29 954 056 571  
42 Punari Street  
CURRAJONG  
QLD 4812  
Australia  
Ph: 0747257228  
Email: info@qldsigns.com

**Palm Island Aboriginal Shire Council**

1 Main Street  
Palm Island QLD 4816

**Quote**

Quote # Q16444  
Quote date Wed, 25 Jun 25  
Quoted by Walter Robinson

**Description:** Decorative sliding gate - Indigenous Themmed Art - Alum Powder Coated

**Site address:** 1 Main Street, Palm Island, QLD

Description	Quantity	Unit price (exc tax)	Total (exc tax)
Create Custom Themed Artwork as per clients Theme - Approx price	1.000	\$1,200.00	\$1,200.00
Freight to Palm Island at cost	1.000	\$0.00	\$0.00
Palm Island Decorative sliding gate Screens - to suit area 6000x2000mm - Indigenous Themed Art (using existing designs) - Aluminium Powder Coated Panels - supply only	1.000	\$6,795.00	\$6,795.00
<b>Total (exc tax):</b>			\$7,995.00
<b>Plus tax:</b>			\$799.50
<b>Total (inc tax):</b>			\$8,794.50

## Terms & Conditions

### QUOTATIONS

All quotations are valid for 30 days from the date of the quotation. Acceptance after this period is subject to pricing confirmation and may be subject to change.

**Quotation Variations:** Product details will be displayed on your quotation. Your signed acceptance of the quotation is based on the understanding that changes to the quantities, product specifications and/or finalised drawings will incur additional costs.

Townsville CNC also reserves the right to change the Price in the event of a variation to quotation. Any variation from the specifications (including, but not limited to, any variation due to unforeseen circumstances, such as a result of increases to Townsville CNC in the cost of materials, freight and labour) will be charged for on the basis of Townsville CNC's quotation and will be shown as variations on the invoice. Townsville CNC will consult with the client prior to final invoice to advise if this is applicable. Payment for all variations must be made in full at their time of completion.

**TO PROCEED WITH QUOTATION:** Please accept online or forward a signed copy to the office.

### DRAWINGS

All jobs have a minimum setup fee. Drawings need to be supplied in an acceptable cut format. (for example: dwg, dxf, ai, eps, pdf, or vector file. If your file type is not listed, please contact the office to discuss.) Our experienced design department is happy to assist you with the setup and/or design of your product. Fees for this service are charged at a fixed or hourly rate depending on the project. This information will be specified on your quote.

It is the responsibility of the client to obtain all necessary rights and licences required to reproduce designs and drawings not created by Townsville CNC.

All drawings provided to us must be a copy of your original. We accept no responsibility for the loss of original drawing files provided to us.

When proofing drawings electronically colours seen onscreen should not be considered a 100% accurate representation of the final product. Colour references are to be provided with the design brief. It is also the responsibility of the client to double check that all information and details displayed in the drawings are correct to avoid the cost of reproduction. **Drawing proofs must be signed before manufacture will begin.**

**Variations.** Your signed acceptance of the quotation is based on the understanding that variations to the finalised drawings will incur additional costs. These costs will be based upon the quantity and complexity of the changes.

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### PRODUCTION TIME

Production times do vary depending on the individual job/product/order specifications. Although every effort is made to meet the agreed deadline, we cannot take responsibility for factors outside our control. Lead times are best advised after the drawing has been approved.

## PAYMENT TERMS

**Payment Methods.** The following payment options are available:

- Cash
- Credit Card (MasterCard or Visa only)
- Debit Card/EFTPOS
- Direct Debit - Queensland Signage Solutions Unit Trust **BSB: 064-823 Account: 10774102**

Unless approved by management a 50% deposit is required on placement of order. For orders with a value less than \$500, full payment is required on placement. Balance is due on completion/before freight or delivery, unless indicated otherwise on your tax invoice. Accounts are based on the understanding that the full amount be paid on or before the due date. If a client defaults without communication to the Accounts Department or Directors, all costs associated with recovering overdue amounts will be charged to the client.

Should the job be cancelled after a deposit has been paid, a partial refund may be applicable.

## OWNERSHIP OF PROPERTY

All goods will remain the property of Townsville CNC until such time that all associated costs are paid in full. Customers retain ownership of their property, including any drawings or designs provided to us for production. Townsville retains ownership of any intellectual property related to our services.

## ENGINEERING

Townsville CNC does not provide engineering services or certification; this is the responsibility of the customer. We will not be held responsible for any errors or inaccuracies in the engineering drawings provided by customers.

## REFUNDS AND RETURNS

Returns will only be accepted if goods are not supplied as per order or at an unreasonable quality. Returns must be reported in writing within 7 days of pickup/delivery. No returns will be accepted without a return authority which can be obtained from us. Townsville CNC aim to provide our customers with the highest quality service combined with the ideal product to suit your specific needs. If you do have a returns enquiry, please call us to discuss your options.

**Terms and Conditions are correct at time of publication (03/03/2023).**

**Terms and Conditions are subject to change.**



## Attachment B – Mockup of Sliding Gate

### Basic Gate Screen Mockup Pink Line shows Support frames fgor sheets



## 4.9 Workforce Update Report

ITEM NO:	4.9
REPORT NAME:	Workforce Update Report
MEETING:	Ordinary Council Meeting
DIRECTORATE:	HR/People and Culture
AUTHOR:	Bede Harding, HR Manager
DOC ID:	PIASC-2025-OCM-4.9
APPROVER	Interim CEO

### EXECUTIVE SUMMARY

This report outlines key human resources initiatives and priorities, with a central focus on the development of a Recruitment and Selection Policy that supports transparent, merit-based practices aligned with the Local Government Act 2009 (Qld). It also presents a snapshot of workforce data, including headcount, vacancies, and gender balance.

Council is focused on building a workforce that is not only compliant and capable, but also sustainable and locally grounded. By investing in local talent, optimizing existing capacity, and aligning workforce development with the Council Plan, we are laying the foundation for long-term success and community empowerment.

### OFFICER'S RECOMMENDATION

That Council

- Receive and note Workforce Update report for August 2025.

### 1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATIONS

Council has previously acknowledged the importance of strengthening recruitment practices to support local employment outcomes while maintaining legislative compliance. The Local

Government Act 2009 requires appointments to be made on merit, and this principle underpins our commitment to building a fit-for-purpose workforce that reflects and serves our community.

## **2. REPORT**

### **Recruitment and Selection Policy Development**

Drafting is underway for a Recruitment and Selection Policy that will:

- Establish a clear, merit-based recruitment framework.
- Ensure compliance with the Local Government Act 2009.
- Promote fairness, equity, and transparency.
- Support Council's strategic goal of developing a capable, diverse, and locally employed workforce.

Benchmarking against other Queensland councils is informing the draft, with consultation planned across the Executive, Managers, and staff. The policy will be supported by practical tools to ensure consistent application.

### **Workforce Profile and Data Snapshot**

- **Headcount:** 118 staff
- **Vacancy Rate:** 12.6% (17 of 135 positions). This includes hard-to-fill technical roles and planned recruitment rounds. While above the ideal 3–5% range, it reflects common challenges in regional and remote councils.
- **Gender Balance:** 65% male, 35% female. Female representation is strongest in administration and community services; male representation dominates civil works and trades.

### **Emerging Opportunities**

Council is well-positioned to build on its strong foundation of local employment. Key opportunities include:

- Establishing regular workforce reporting to track trends and inform decisions.
- Enhancing performance management to align with strategic priorities.
- Developing a workforce strategy that aligns with the Council Plan and supports leadership development, succession planning, and the growth of our own talent.

These initiatives will help Council attract and retain skilled staff, optimize existing capacity, and build a resilient workforce for the future.

## **3. IMPLICATIONS/RISK**

- **Operational:** Vacancies affect service delivery and increase reliance on temporary staffing.
- **Workforce Sustainability:** Without continued investment in training, reporting, and succession planning, workforce pressures may escalate.
- **Compliance:** The new policy ensures alignment with the Local Government Act 2009.
- **Reputational:** Transparent recruitment enhances community trust and positions Council as an employer of choice.
- **Benefit:** Strengthening the People and Capability function will improve service delivery and long-term workforce stability.

### **a. BUDGET IMPLICATIONS**

- Recruitment costs are within budget.

- Future efficiencies expected through reduced turnover and consistent HR practices.
- Training initiatives will be costed through annual budget planning.

#### **b. POLICY IMPLICATIONS**

- Aligns with merit-based appointment requirements.
- Supports development of HR procedures and compliance frameworks.
- Reinforces workforce planning and Code of Conduct adherence.

#### **4. LINKS TO CORPORATE/OPERATIONAL PLAN**

##### **Recruitment & Selection Policy**

- Corporate Plan: Empowering Our Team – develop and maintain an organisational structure that delivers outcomes.
- Operational Plan: Manage staff recruitment; advertise vacancies within required timeframes.

##### **Workforce Data**

- Corporate Plan: Empowering Our Team – support a productive workplace culture.
- Operational Plan: Implement HR policies.

##### **Workforce Development Strategy**

- Corporate Plan: Empowering Our Team – develop the skills of local people to aspire to senior roles.
- Operational Plan: Increase staff attendance; develop training plans.

#### **5. CONSULTATION**

- **Internal:** CEO, Managers, Governance Officer
- **External:** Queensland Local Government HR networks

#### **6. CONCLUSION**

Council is taking meaningful steps to build a sustainable, locally employed, and capable workforce. The Recruitment and Selection Policy will embed consistent, merit-based practices and enhance transparency. The workforce snapshot highlights both strengths and areas for growth, particularly in vacancy management and training.

By aligning workforce development with the Council Plan and investing in our people, we are not only meeting our obligations—we are building a future-ready organisation. The talent within our team is commendable, and with the right support, we will continue to grow our own leaders and strengthen our community.

#### **ATTACHMENTS**

None at this stage.

#### **4.10 Governance Improvement Plan**

<b>ITEM NO:</b>	4.10
<b>REPORT NAME:</b>	Governance Improvement Plan
<b>MEETING:</b>	Ordinary Council Meeting
<b>DIRECTORATE:</b>	Office of the CEO
<b>AUTHOR:</b>	Liza Perrett, Governance Advisor LGMA

<b>DOC ID:</b>	PIASC-2025-OCM-4.10
<b>APPROVER</b>	Interim CEO

## **EXECUTIVE SUMMARY**

The purpose of this report is to provide Council with an update on a recent governance review, undertaken with the assistance of the LGMA Governance Advisory Service. The purpose of this engagement was to conduct a review of Council's governance compliance and develop an action plan to meet legislative requirements, best practice governance, respond to gaps and manage identified risks.

## **OFFICER'S RECOMMENDATION**

That Council:

1. Receive and note the update on the Governance Improvement Project.

## **1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATIONS**

The LGMA Governance Advisor was engaged to assist Council identify opportunities to improve and enhance its governance compliance and provide advice and support to reviewing, developing and implementing core governance policies, approaches and practices.

The scope of engagement included:

- Review key policies/procedures etc. as identified in the Governance Advisory Service Compliance Matrix and Department Checklist
- Review and develop Policies, procedures, documents and protocols as determined (including recommendations)
- Consider appropriate Corporate Frameworks and Governance awareness programs/induction updates
- Provide Governance advice and local government practices (Council meetings, internal audit)
- Develop an action plan to meet legislative requirements, best practice governance, respond to gaps and manage identified risks.

To progress the review and identify gaps and opportunities relating to governance policies and practices, the following actions were undertaken, but not limited to:

- Audit/Assessments using the Department Checklist and a Governance Advisory Policy Compliance Matrix.
- Assessment against the Non-Financial KPI measures (re: Department's Sustainability Framework).
- Meetings with Key personnel.

- Review, enquire on and interrogate council meetings, council agenda and minutes, records management system, audit committee and intranet and other governance related processes such as onboarding.

## **2. REPORT**

As a result of the engagement, a comprehensive Governance Improvement Action Plan was developed. There are approximately 50 actions, with actions ranging from low (short term) to high (long term) priority. The prioritisation appreciated access to resources, business as usual priorities, and the dependencies and/or level of risk of other actions.

Many of the actions will require Council involvement and adoption. The plan is to ensure that Council have awareness and oversight of the Action Plan, noting that going forward, regular policy updates and governance-related frameworks will be presented to Council for consideration as a standing item of business.

Actions range from council meeting administration, corporate plan reviews to the development and adoption of best practice policies and governance practices. Governance matters cover issues such as delegations of authority, development of appropriate (mandatory) registers, implementing mandatory policies and identifying any changes to processes that can be streamlined or more contemporary.

By example of the achievements already evident include the pending adoptions of the mandatory policies relating to the Standing Orders and Meeting Procedures and the Complaints about a CEO. The presentation of these to council represent a proactive approach to progressing the variety of actions identified for this improvement project.

It is important to note that this is a long-term project, and many actions will require workshopping with Council and/or engaging with stakeholders and knowledge experts to ensure effective outcomes.

The focus will be to implement these governance frameworks and compliance issues as business as usual and support governance practices and awareness as an embedded culture within the organisation.

## **3. IMPLICATIONS/RISK**

Support legislative requirements and best practice and subsequently ensure council is meeting is compliance obligations and managing its risk

Supports staff awareness and ownership of their responsibilities within the organisation

### **a. BUDGET IMPLICATIONS**

There is no immediate impact on the budget. Any costs incurred beyond adopted budget allocations will be presented to Council for consideration as required. It is anticipated that strengthening governance procedures will have a favorable impact on the budget over the long term.

### **b. POLICY IMPLICATIONS**

Support legislative requirements and transparent and effective decision making.

## **4. LINKS TO CORPORATE/OPERATIONAL PLAN**

### **KEY RESPONSE AREAS:**

- Leadership and Governance

- Community and Environment
- Workforce Development

## 5. CONSULTATION

### Internal:

- Interim CEO
- Governance Officer

### External:

- LGMA Governance Advisor
- Department of Local Government, Water and Volunteers

## 6. CONCLUSION

In summary, the proposed initiative aligns strongly with our corporate priorities and demonstrates a commitment to transparent governance and community engagement. Extensive consultation with both internal and external stakeholders has ensured that the project is informed by a diversity of perspectives and expertise. The recommended actions will contribute to the strategic advancement of our community, infrastructure, and wellbeing objectives. Council is now invited to consider the information presented and proceed with the next steps as outlined.

## ATTACHMENTS

None at this stage.

### 4.11 Salary Sacrificing Arrangements for Councillors

**Title of Report:** Salary Sacrificing Arrangements for Councillors

**Agenda Item:**

**Classification:** For Noting

**Author:** CEO

**Attachments:** Nil

### Recommendation:

That the Council resolves to note the update.

## PURPOSE OF REPORT:

The purpose of this Report is to provide Council with advice as to whether the Councillors may enter into salary sacrifice arrangements.

## IDENTIFICATION OF PROPERTY:

Not Applicable.

## BACKGROUND AND CONTEXT

At the June Ordinary Meeting Preston Law was requested to provide advice to Council. In order to protect legal privilege, we have attached a copy of our advice dated 28 July 2025 to this report.

A summary of the advice is as follows:

- Salary sacrifice arrangements ('SSA') for superannuation are expressly permitted under the *Local Government Act 2009* (QLD) ('Local Government Act'); however, the Act does not explicitly authorise such arrangements for any other benefits.
- Common salary packaging options available to Council employees – such as novated leases or laptops – are not accessible to councillors.
- If councillors wish to enter into a SSA for superannuation, a unanimous Council resolution is required, explicitly stating that councillors are to be treated as PAYG (Pay As You Go) employees.
- Entering into SSA may have personal tax implications, and it is recommended that councillors seek independent financial or taxation advice before proceeding with any such arrangements.

## CRITICAL DATES

Nil

## OTHER OPTIONS CONSIDERED

Nil

## LEGAL AND LEGISLATION CONSIDERATIONS

Council received advice from Preston Law on 28 July 2025.

## POLICY CONSIDERATIONS

Nil

## CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Nil

## FINANCIAL AND RESOURCE CONSIDERATIONS

Nil.

## CONSULTATION

The recommendation is consistent with Council's legal advice.



Our Ref: Martine Care:252118  
Direct line: 07 4052 0730  
Direct email: mcare@prestonlaw.com.au  
Partner Responsible: Martine Care



28 July 2025

**Palm Island Aboriginal Shire Council**  
Attn: Chief Executive Officer

**By Email: ceo@palmcouncil.qld.gov.au**

Dear Steve

**Salary Sacrificing Arrangements - Palm Island Aboriginal Shire Council**

Reference is made to the June Ordinary Meeting whereby we were requested to provide advice to Council as to whether the Councillors of the Palm Island Aboriginal Shire Council (**the 'Council'**) may enter into salary sacrifice arrangements. For clarity, we have addressed superannuation and non-superannuation arrangements separately.

**Summary of advice**

- **Salary sacrifice arrangements ('SSA')** for superannuation are expressly permitted under the *Local Government Act 2009 (QLD)* ('**Local Government Act**'); however, the Act does not explicitly authorise such arrangements for any other benefits.
- Common salary packaging options available to Council employees – such as novated leases or laptops – are not accessible to councillors.
- If councillors wish to enter into a SSA for superannuation, a unanimous Council resolution is required, explicitly stating that councillors are to be treated as PAYG (Pay As You Go) employees.
- Entering into SSA may have personal tax implications, and it is recommended that councillors seek independent financial or taxation advice before proceeding with any such arrangements.

**Superannuation**

Queensland councils may offer SSA for superannuation to councillors under section 226 of the LGA. This provision enables councillors to voluntarily direct a portion of their remuneration, either as a fixed amount or a percentage, into the councillor's nominated superannuation fund on a pre-tax basis, provided the council has passed the necessary resolution in accordance with the *Taxation Administration Act 1953 (Cth)* ('**TAA**').

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### **Other Benefits**

With respect to SSA for benefits other than superannuation, such as novated leases, electronic equipment, or other non-cash benefits, councillors fall outside the standard SSA frameworks available to council employees. There are three key reasons for this:

1. **No express legislative authority.** Unlike section 226 of the Local Government Act, which expressly permits councillors to salary sacrifice superannuation contributions, the Act does not authorise salary sacrifice for any other benefits. Applying the principles of statutory interpretation, the express authorisation of superannuation salary sacrifice implies that broader arrangements under not permitted unless explicitly provided for.
2. **Councillors are not employees.** The Local Government Act clearly distinguishes between councillors and employees. Councillors are elected representatives and receive remuneration determined by the Local Government Remuneration Commission under section 177 of the Act. Their remuneration reflects their role as elected officials and is not governed by an employment contract. In contrast, council employees are appointed under employment contracts and receive salary or wages subject to industrial instruments and employment law, which support access to salary packaging arrangements.
3. **Fringe Benefits Tax ('FBT') does not apply.** Under the *Fringe Benefits Tax Assessment Act 1986* (Cth), salary packaging arrangements are based on the existence of an employer-employee relationship. Section 136(1) defines a 'fringe benefit' as a benefit provided by an employer (or their associate) to an employee (or their associate) in respect of the employee's employment at any time during the tax year. As councillors are not considered 'employees' for the purposes of the FBT regime, councils cannot provide fringe benefits to councillors through salary sacrifice arrangements without risking non-compliance or unintended tax consequences.

Accordingly, aside from superannuation arrangements permitted under section 226 of the Local Government Act, councillors are not eligible to participate in broader SSA available to employees.

### **Required Steps for a Superannuation SSA**

Should Palm Island Aboriginal Shire Council wish to treat councillor remuneration in the same manner as employee salary, specifically for the purposes of PAYG withholding, a formal and unanimous Council resolution is required. This process is governed by section 446-5 of Schedule 1 to the TAA, which permits councillor payments to be treated as salary or wages for tax purposes where the following conditions are met:

1. The resolution is unanimous;
2. The resolution clearly states that the council intends for section 12-45 of the TAA to apply to councillor remuneration for prospective earnings;
3. The resolution specifies the date on which the resolution is to take effect; and
4. A copy of the resolution is provided to the Australian Taxation Office ('ATO') Commissioner within seven days of the resolution being passed.

Where these statutory requirements are satisfied, councillor remuneration may be processed through the Council's payroll system as PAYG income. This then allows councillors to access SSA for superannuation contributions consistent with section 226 of the Local Government Act.

#### Taxation and Financial Implications

Should the Council seek to enter into superannuation SSA for councillors, it is recommended that they obtain independent tax advice to ensure compliance with the TAA. It is also recommended that Council encourages councillors to seek their own independent financial or tax advice.

#### Conclusion

Councillors of the Palm Island Aboriginal Shire Council are not entitled to general SSA available to employees due to their non-employee status under the Local Government Act. However, the Council may facilitate salary sacrifice for superannuation contributions, provided a unanimous resolution is passed in accordance with section 446-5 of Schedule 1 of the TAA, and the ATO is advised in the required timeframe.

I trust the above advice satisfies your requirements. Please do not hesitate to reach out to our office should you have any further questions.

Yours faithfully



**Martine Care**  
Partner  
for PRESTON LAW

## 5. Matters for Decision

### 5.1 Response to NIAA – Low Aromatic Fuel Designation Exemption

<b>ITEM NO:</b>	5.1
<b>REPORT NAME:</b>	Response to NIAA Proposal – Low Aromatic Fuel Designation Exemption
<b>MEETING:</b>	Ordinary Council Meeting
<b>DIRECTORATE:</b>	Office of the CEO
<b>AUTHOR:</b>	Emma Bradbury, Interim CEO
<b>DOC ID:</b>	PIASC-2025-OCM-5.1
<b>APPROVER</b>	Interim CEO

#### **EXECUTIVE SUMMARY**

The National Indigenous Australians Agency (NIAA) has written to Council seeking feedback on a proposal to seek an exemption from the sunset of legislative instruments under the Low Aromatic Fuel Act 2013. This would allow the current designation of Palm Island as a low aromatic fuel area to remain in effect indefinitely. Council is invited to provide feedback by 28 August 2025.

#### **OFFICER'S RECOMMENDATION**

That Council considers the following options and resolves to adopt one of the following positions in response to the NIAA:

#### **Option 1 – Support the exemption:**

- That Council supports the NIAA's proposal to seek an exemption from the sunseting of the legislative instrument designating Palm Island as a low aromatic fuel area, in recognition of the demonstrated benefits to community safety and wellbeing.

**Option 2 – Oppose the exemption:**

- That Council does not support the exemption and instead requests that the designation be subject to renewed consultation and review prior to continuation.

**Option 3 – Propose an alternative approach:**

- That Council supports the continuation of the designation but recommends a modified approach, such as a time-limited extension with a scheduled local review and community engagement process.

## **1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATIONS**

Palm Island is one of four areas in Australia designated under the Low Aromatic Fuel Act 2013, making it illegal to sell regular unleaded petrol in the community. This designation has been in place for nearly a decade and has contributed to a significant reduction in volatile substance use.

The NIAA is proposing to seek an exemption from the standard 10-year sunseting of this legislative instrument. This would allow the designation to remain in place indefinitely, while still requiring statutory reviews every five years.

## **2. REPORT**

The NIAA's correspondence outlines the rationale for the exemption, including:

- Evidence of up to 95% reduction in petrol sniffing in communities using low aromatic fuel
- Avoiding the risk of reintroducing harmful behaviours through renewed public consultation
- Maintaining oversight through five-yearly statutory reviews

Council's feedback will inform the NIAA's internal decision-making and will not be made public without consultation.

## **3. IMPLICATIONS/RISK**

- **Supporting the exemption** may help maintain community safety and avoid unintended consequences of renewed consultation.
- **Opposing the exemption** may support transparency and community voice but could risk reintroducing harmful behaviours.
- **Proposing an alternative** allows Council to balance continuity with local engagement and oversight.

### **a. BUDGET IMPLICATIONS**

There are no direct financial implications for Council in responding to this request.

### **b. POLICY IMPLICATIONS**

This matter relates to Council's responsibilities in supporting community health, safety, and wellbeing.

## **4. LINKS TO CORPORATE/OPERATIONAL PLAN**

**Key Response Areas:** Community and Environment, Health and Wellbeing, Governance

## **5. CONSULTATION**

**Internal:** Mayor and Councillors, Executive Leadership Team

**External:** National Indigenous Australians Agency

## 6. CONCLUSION

The NIAA’s proposal presents an opportunity for Council to reaffirm its position on the use of low aromatic fuel on Palm Island. Council’s response will contribute to the ongoing national strategy to reduce volatile substance use in Indigenous communities.

## ATTACHMENTS

- Correspondence from NIAA – 15 August 2025

### 5.2 Recording of Council Meetings for Minute-Taking

ITEM NO:	5.2
REPORT NAME:	Recording of Council Meetings for Minute-Taking
MEETING:	Ordinary Council Meeting
DIRECTORATE:	Governance
AUTHOR:	Jessie-Mae Laczik, Governance Officer
DOC ID:	PIASC-2025-OCM-5.2
APPROVER	Interim CEO

## EXECUTIVE SUMMARY

This report seeks Council approval to record Ordinary Council meetings using Microsoft Teams and to use Otter.ai to assist the minute taker in preparing accurate and timely minutes. The current handwritten method presents challenges in terms of accuracy, efficiency, and compliance with recordkeeping obligations. The proposed approach supports improved governance, transparency, and compliance with the *Public Records Act 2002* and the *Queensland State Archives Local Government Sector Retention and Disposal Schedule (QDAN480 v.4)*.

The Governance Officer will oversee the management, retention, and disposal of recordings and transcripts in accordance with Council’s recordkeeping procedures and legislative requirements.

## OFFICER’S RECOMMENDATION

That Council:

- Approves the use of Microsoft Teams to record all Ordinary Council meetings for the purpose of supporting accurate minute-taking.
- Endorses the use of Otter.ai to assist the minute taker in transcribing meeting discussions and preparing official minutes.
- Confirms that recordings and transcripts are supplementary to the official minutes and will be managed as public records under the *Public Records Act 2002*, s7.
- Delegates responsibility for recordkeeping and disposal of transitory records to the Governance Officer, in accordance with QDAN480 v.4.

## 1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATIONS

Palm Island Aboriginal Shire Council currently relies on handwritten notes for minute-taking. This method limits accuracy and efficiency and does not align with modern recordkeeping practices. The proposed solution leverages secure, cloud-based tools already supported within Council’s Microsoft 365 environment.

## 2. REPORT

Microsoft Teams offers encrypted cloud-based storage, role-based access controls, and seamless integration with Council's existing systems. Otter.ai provides searchable, time-stamped transcripts to assist the minute taker.

Recordings and transcripts will be treated as transitory records under QDAN480 v.4 and securely disposed of once official minutes are confirmed. Disposal will be documented and conducted in a way that protects privacy and confidentiality. The Governance Officer will maintain a disposal log and ensure compliance with authorised procedures.

## 3. IMPLICATIONS/RISK

- Risk of continued inefficiencies and inaccuracies in minute-taking if current practices persist.
- Opportunity to enhance governance, transparency, and compliance with legislative requirements.

### a. BUDGET IMPLICATIONS

No additional costs are anticipated. Microsoft Teams is already licensed, and Otter.ai is available under existing subscriptions or low-cost plans.

### b. POLICY IMPLICATIONS

Supports compliance with the *Public Records Act 2002* and QDAN480 v.4. Aligns with Council's commitment to transparent and accountable governance.

## 4. LINKS TO CORPORATE/OPERATIONAL PLAN

### Key Response Areas:

- Governance

## 5. CONSULTATION

### Internal:

- CEO
- Deputy CEO
- Executive Assistant

### External:

- Queensland State Archives (guidance on transitory records)

## 6. CONCLUSION

This proposal offers a practical and compliant solution to improve minute-taking accuracy and efficiency. It aligns with Council's governance priorities and legislative obligations. The Governance Officer will ensure that all records are managed appropriately and disposed of securely once meeting minutes have been confirmed by council resolution.

## ATTACHMENTS

None at the stage

### 5.3 Renewal of Restricted Area Permit – Reverend Hong Manh Le

ITEM NO:	5.3
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<b>REPORT NAME:</b>	Renewal of Restricted Area Permit – Reverend Hong Manh Le
<b>MEETING:</b>	Ordinary Council Meeting
<b>DIRECTORATE:</b>	Office of Liquor and Gaming Regulation
<b>AUTHOR:</b>	Kirsty Taylor, Licencing Officer OLGR
<b>DOC ID:</b>	PIASC-2025-OCM-5.3
<b>APPROVER</b>	<i>Interim</i> CEO

## EXECUTIVE SUMMARY

This report seeks Council's position on the renewal of the Restricted Area Permit issued to Reverend Hong Manh Le, allowing the transport of sacramental wine for religious services within the restricted area of Palm Island. The Office of Liquor and Gaming Regulation (OLGR) has requested Council's comment by 18 September 2025. If no response is provided, OLGR will assume Council has no objections and will proceed with the application.

## OFFICER'S RECOMMENDATION

That Council:

- **Option 1:** Advises the Office of Liquor and Gaming Regulation that it **has no objections** to the renewal of the Restricted Area Permit for Reverend Hong Manh Le for the 2025–2026 period, subject to continued compliance with all permit conditions.
- **Option 2:** Advises the Office of Liquor and Gaming Regulation that it **does have objections** to the renewal of the Restricted Area Permit for Reverend Hong Manh Le for the 2025–2026 period, subject to continued compliance with all permit conditions

## 1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATIONS

OLGR has previously issued permits to clergy to transport sacramental wine for religious services in the restricted area of Palm Island. The current permit for Reverend Hong Manh Le expires on 18 October 2025. The renewal would cover the 2025–2026 period.

Permit conditions include:

- Transport of 750ml of alcoholic sacramental wine only
- No other liquor permitted
- Only Reverend Hong Manh Le may transport the wine
- Transport restricted to SeaLink Ferry or plane
- Wine must be stored securely and concealed from public view during transport

## 2. REPORT

The permit is consistent with previous approvals granted to clergy for religious purposes. Conditions imposed by OLGR are strict and limit the quantity, method of transport, and handling of the wine. There is no indication of misuse or community concern in previous years.

Council may wish to consider:

- The importance of supporting religious practices within the community
- The minimal risk posed by the controlled transport of sacramental wine
- The precedent set by previous approvals

## 3. IMPLICATIONS/RISK

- No known risks associated with the renewal of the permit under current conditions
- Risk of non-compliance is mitigated by strict permit conditions and OLGR oversight

#### **a. BUDGET IMPLICATIONS**

Nil

#### **b. POLICY IMPLICATIONS**

Supports compliance with the *Liquor Act 1992* and the conditions of the Restricted Area Permit as administered by OLGR.

### **4. LINKS TO CORPORATE/OPERATIONAL PLAN**

#### **Key Response Areas:**

- Governance
- Community and Environment

### **5. CONSULTATION**

#### **Internal:**

- CEO

#### **External:**

- Office of Liquor and Gaming Regulation

### **6. CONCLUSION**

The renewal of the Restricted Area Permit for Reverend Hong Manh Le is consistent with previous approvals and supports religious practices within the community. The conditions imposed by OLGR ensure minimal risk and compliance with legislative requirements.

### **ATTACHMENTS**

- Restricted Area Permit – Fr Hong Manh Le (Palm Island) – Request for Comment (Council)

***Attachments – Restricted Area Permit – Fr Hong Manh Le (Palm Island) Request for Comment (Council)***





Department of Justice  
Office of Liquor and Gaming Regulation

Contact officer: Kirsty Taylor  
Contact telephone: 1300 072 322

63 George Street Brisbane QLD 4000  
Locked Bag 180 City East QLD 4002  
Telephone +61 7 1300 072 322  
Email [OLGRlicensing@justice.qld.gov.au](mailto:OLGRlicensing@justice.qld.gov.au)  
[www.business.qld.gov.au/liquor-gaming](http://www.business.qld.gov.au/liquor-gaming)

ABN 13 846 673 994

Palm Island Aboriginal Shire Council  
1 Main St  
PALM ISLAND QLD 4816

Email: [ceo@palmcouncil.qld.gov.au](mailto:ceo@palmcouncil.qld.gov.au)

Dear Sir/Madam

I am writing to advise that the Restricted Area Permits (permits) issued to the clergy member performing religious ceremonies in the community of Palm Island is due to expire on **18 October 2025** and to seek your comment on the renewal of this permit for the 2025 to 2026 period.

The Office of Liquor and Gaming Regulation (OLGR) has previously issued permits to clergy to conduct religious services in the restricted area of Palm Island using alcoholic sacramental wine. Conditions of the permits for clergy require the wine to be stored securely and concealed from public view when being transported within the restricted area of Palm Island,

Fr. Hong Manh Le has advised they would like to renew their permits for another 12 months. If the permit is approved, it would allow the permit holder:

- To transport alcoholic sacramental wine within the restricted area of Palm Island for the purpose of the conduct of religious services.
  - Wine: 750ML of alcoholic sacramental wine
  - Other Liquor: Nil
- Only the resident priest, Reverend Hong Manh Le is allowed to transport the 750ml sacramental wine to Palm Island.
- The method of transport for the 750ml sacramental wine can ONLY be by the SeaLink Ferry or via plane.

Please advise the OLGR as soon as possible (by **18 September 2025**) if you have any comments on, or objections to, the renewal of permit. You can do so by writing email to me (cc: [OLGRlicensing@justice.qld.gov.au](mailto:OLGRlicensing@justice.qld.gov.au)), or by telephoning me on 1300 072 322.

Office of Liquor and Gaming Regulation  
63 George Street  
BRISBANE QLD 4000  
Locked Bag 180  
CITY EAST QLD 4002

Telephone +61 1300 072 322  
Facsimile +61 7 3738 8531  
Email [OLGRlicensing@justice.qld.gov.au](mailto:OLGRlicensing@justice.qld.gov.au)  
Website [www.business.qld.gov.au/liquor-gaming](http://www.business.qld.gov.au/liquor-gaming)  
ABN 13 846 673 994





Department of Justice  
Office of Liquor and Gaming Regulation

Please note, if the OLGR does not receive feedback from you by the abovementioned date, it will be assumed that you have no objections and the applications will progress to the next stage of the application process.

If you have any enquiries in relation to permits or any other liquor related matter, please do not hesitate to contact me.

Yours sincerely  
Kirsty Taylor  
Licensing Officer  
20 / 08 / 2025

#### 5.4 Adoption of Complaints about the CEO Policy

ITEM NO:	5.4
REPORT NAME:	Complaints About the Chief Executive Officer Policy
MEETING:	Ordinary Council Meeting
DIRECTORATE:	Governance
AUTHOR:	Jessie-Mae Laczik, Governance Officer
DOC ID:	PIASC-2025-OCM-5.4
APPROVER	Interim CEO

#### EXECUTIVE SUMMARY

This report seeks Council's endorsement of the Complaints About the Chief Executive Officer Policy. The policy outlines the process for managing complaints involving suspected corrupt conduct by the Chief Executive Officer, in accordance with section 48A of the *Crime and Corruption Act 2001 (Qld)*. It establishes the role of the nominated person and ensures compliance with statutory obligations.

#### OFFICER'S RECOMMENDATION

That Council:

1. Adopts the Complaints About the Chief Executive Officer Policy as presented.
2. Endorses the nomination of the Manager of Human Resources as the nominated person under section 48A(2) of the *Crime and Corruption Act 2001 (Qld)*.
3. Authorises the Chief Executive Officer to notify the Crime and Corruption Commission of the nominated person's details.

#### 1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATIONS

Section 48A of the *Crime and Corruption Act 2001 (Qld)* requires that a public official, in consultation with the Crime and Corruption Commission (CCC), prepare a policy about how the unit of public administration will deal with complaints involving or potentially involving corrupt conduct by the public official (CEO). Palm Island Aboriginal Shire Council has not previously adopted a formal policy for this purpose.

## **2. REPORT**

The policy complies with the requirements of the *Crime and Corruption Act 2001 (Qld)* and outlines the roles of the CEO and the nominated person in managing complaints. It includes provisions for notification to the CCC, recordkeeping under section 40A, resourcing under section 46, and consultation with the CCC. The policy promotes integrity, transparency, and public confidence in Council's governance processes.

## **3. IMPLICATIONS/RISK**

### **Benefits:**

- Ensures compliance with CCC requirements.
- Promotes ethical governance and accountability.

### **Risks:**

- Reputational risk if complaints are not managed appropriately.
- Legal risk if CCC obligations are not met.

### **a. BUDGET IMPLICATIONS**

Nil. Implementation will be managed within existing governance and HR resources.

### **b. POLICY IMPLICATIONS**

Supports Council's Code of Conduct and aligns with the *Crime and Corruption Act 2001 (Qld)*, *Public Interest Disclosure Act 2010 (Qld)*, and Council's internal complaints management framework.

## **4. LINKS TO CORPORATE/OPERATIONAL PLAN**

### **KEY RESPONSE AREAS:**

- Governance and Leadership
- Safety and Wellbeing
- Community Confidence

## **5. CONSULTATION**

### **Internal:**

- Chief Executive Officer
- LGMA Governance Advisor

### **External:**

- Crime and Corruption Commission (CCC)

## **6. CONCLUSION**

The adoption of this policy will ensure Council meets its statutory obligations and maintains high standards of integrity and transparency. Council's endorsement is recommended.

## **ATTACHMENTS**

- Complaints About the Chief Executive Officer Policy

**Attachment: Complaints about the Chief Executive Officer Policy**

## **Complaints about a Chief Executive Officer Policy**

<b>Policy Identifier:</b>	G1.7
<b>Version</b>	2
<b>Date Adopted</b>	27 <sup>th</sup> August 2025
<b>Next Review Date</b>	27 <sup>th</sup> August 2028
<b>Responsible Officer</b>	Chief Executive Officer

## 1. PURPOSE

The Chief Executive Officer (CEO) is the public official of the Palm Island Aboriginal Shire Council within the meaning of the Crime and Corruption Act 2001 ("CC Act").

This policy sets out how the Council will deal with a complaint that involves, or may involve, corrupt conduct of the Chief Executive Officer, as defined in the Crime and Corruption Act 2001.

The objectives of this policy are to:

- ensure compliance with section 48A of the Crime and Corruption Act 2001.
- promote public confidence in the way suspected corrupt conduct of Council's public official is dealt with; and
- promote accountability, integrity, and transparency in the way the Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of its Chief Executive Officer.

## 2. SCOPE

This policy applies:

- if there are grounds to suspect that a complaint may involve corrupt conduct of the Council's Chief Executive Officer.
- to all persons who hold an appointment in or are employees or contractors of the Council.

For the purpose of this policy, a complaint includes information or matter involving corrupt conduct.

## 3. DEFINITIONS

Term	Definition
<b>Crime and Corruption Commission (CCC)</b>	the Commission continued in existence under the CC Act
<b>CC Act</b>	<a href="#">Crime and Corruption Act 2001</a>
<b>Complaint</b>	includes information or matter: see the definition in s. 48A(4) of the CC Act
<b>Contact details for Nominated person</b>	<p><b>Mayor</b>  Telephone: <a href="tel:0747700200">07 4770 0200</a>  Email: <a href="mailto:alf.lacey@palmcouncil.qld.gov.au">alf.lacey@palmcouncil.qld.gov.au</a>  Postal Address: 1 Main Street, Palm Island 4816</p> <p><b>HR Manager</b>  Email: <a href="mailto:bede@hardinghr.com.au">bede@hardinghr.com.au</a></p>

	<b>CEO</b> Telephone: <a href="tel:0747700200">07 4770 0200</a> Email: <a href="mailto:emma.bradbury@palmcouncil.qld.gov.au">emma.bradbury@palmcouncil.qld.gov.au</a> Postal Address: 1 Main Street, Palm Island 4816
<b>Corrupt conduct</b>	see s. 15 of the CC Act
<b>Corruption in Focus</b>	<a href="http://www.ccc.qld.gov.au/publications/corruption-focus">www.ccc.qld.gov.au/publications/corruption-focus</a> ; see chapter 2, page 26
<b>Deal with</b>	see Schedule 2 (Dictionary) of the CC Act
<b>Nominated person</b>	see item 5 of this policy
<b>Public official</b>	see s. 48A & Schedule 2 (Dictionary) of the CC Act
<b>Unit of public administration (UPA)</b>	see s. 20 of the CC Act

#### 4. NOMINATED PERSON

Having regard to s48A (2) and (3) of the CC Act, this policy nominates the Mayor and the Manager of HR as the nominated persons to notify the Crime and Corruption Commission (CCC) of the complaint and to deal with the complaint under the CC Act.

The provisions of the CC Act that regulate how the CEO as the public official of Council is to notify or deal with a complaint also apply to the nominated person.

##### *Where there is more than one nominated person*

- The nominated persons will decide who will be the nominated person for a particular complaint, and
- Where a nominated person decides to notify the CCC about a complaint, the nominated person will inform the CCC that they are the nominated person for that complaint.

#### 5. COMPLAINTS ABOUT THE CHIEF EXECUTIVE OFFICER

Where a complaint may involve an allegation of corrupt conduct of the CEO, the complaint may be reported to:

- a. the nominated person; or
- b. the CCC directly, via this form on the CCC's website; or
- c. a person to whom there is an obligation to report to the CCC under an Act (this does not include an obligation imposed by s37, 38 and 39(1) of the CC Act).

If there is uncertainty about whether or not a complaint should be reported, it is best to report it to the nominated person.

#### 6. COMPLAINTS RECEIVED BY THE NOMINATED PERSON

If the nominated person reasonably suspects the complaint may involve corrupt conduct of the CEO, the nominated person will:

- notify the CCC of the complaint, and
- deal with the complaint, subject to the CCC's monitoring role, when —

- directions issued under s40 apply to the complaint, if any, or
- pursuant to s46, the CCC refers the complaint to the nominated person to deal with.

## **7. COMPLAINTS RECEIVED BY THE CEO**

If the CEO reasonably receives a complaint that may involve corrupt conduct on their part, the CEO must:

- a. report the complaint to the nominated person as soon as practicable and may also notify the CCC; and
- b. take no further action to deal with the complaint unless requested to do so by the nominated person.

## **8. RECORDKEEPING REQUIREMENTS**

Should the nominated person decide that a complaint, or information or matter, about alleged corrupt conduct of the CEO is not required to be notified to the CCC under s.38 of the CC Act, the nominated person must make a record of the decision that complies with s. 40A of the CC Act.

## **9. RESOURCING THE NOMINATED PERSON**

If pursuant to s40 or 46, the nominated person has responsibility to deal with the complaint:

- a. the Council will ensure that sufficient resources are available to the nominated person to deal with the complaint appropriately, and
- b. The nominated person is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:
  - authorisation under a law of the Commonwealth or the State, or
  - the consent of the nominated person responsible.
- c. The nominated person must, at all times, use their best endeavors to act independently, impartially, and fairly having regard to the:
  - purposes of the CC Act.
  - the importance of promoting public confidence in the way suspected corrupt conduct in the Council is dealt with, and
  - the Council's statutory, policy and procedural framework.

If the nominated person has responsibility to deal with the complaint, they are delegated the same authority, functions and powers as the CEO to direct and control staff of the Council as if the nominated person is the CEO of the Council for the purpose of dealing with the complaint only.

## **10. LIAISING WITH THE CCC**

The CEO is to keep the CCC, and the nominated person informed of:

- the contact details for CEO and the nominated person; and
- any proposed changes to this policy.

## **11. CONSULTATION WITH THE CCC**

The CEO will consult with the CCC when preparing any policy about how the Council will deal with a complaint that involves or may involve corrupt conduct of the CEO.

## 12. LEGISLATIVE FRAMEWORK

This policy is guided by relevant Queensland legislation, including but not limited to:

- *Crime and Corruption Act 2001 (Qld)*
- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- *Public Interest Disclosure Act 2010 (Qld)*
- *Public Records Act 2002 (Qld)*
- *Information Privacy Act 2009 (Qld)*

Supporting internal documents:

- *PIASC Disciplinary Action*
- *PIASC Code of Conduct for Employees and Contractors*

## 13. REVIEW AND COMPLIANCE

This policy will be formally reviewed every three (3) years, or earlier if required due to legislative amendments, internal audit recommendations, or operational changes that affect its application.

### 5.5 Allocation of Beach Road Dwelling for Incoming CEO

ITEM NO:	5.5
REPORT NAME:	Allocation of Beach Road Dwelling for Incoming CEO
MEETING:	Ordinary Council Meeting
DIRECTORATE:	Office of the CEO
AUTHOR:	Emma Bradbury, <i>Interim</i> CEO
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APPROVER	<i>Interim</i> CEO

### EXECUTIVE SUMMARY

This report seeks Council's decision to allocate one of the Beach Road dwellings for use as the residence of the incoming Chief Executive Officer (CEO). The specific property will be selected based on availability and alignment with organisational needs and objectives. The intent is to support recruitment, retention, and onboarding of the new CEO by providing a fit-for-purpose accommodation that fosters a sense of presence and connection to Palm Island.

### OFFICER'S RECOMMENDATION

That Council:

- Endorses the allocation of a Beach Road dwelling for the incoming CEO, with the specific property to be determined based on availability and suitability.

- Notes that the relocation from single quarters to a freestanding dwelling will release two staff/contractor beds and occupy three beds, with no major impact on operational accommodation capacity.
- Supports the operational preparation of the dwelling (cleaning, furnishing) within existing budget parameters.
- Recognises the strategic importance of providing a grounded and welcoming onboarding experience for the incoming CEO.

## **1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATIONS**

The previous CEO opted to reside in single quarters, which may have contributed to a perception of the CEO as a temporary visitor rather than a grounded leader. Council is currently recruiting for a permanent CEO, and accommodation is a key factor in attracting and retaining the right candidate.

## **2. REPORT**

The proposed relocation to a freestanding Beach Road dwelling will:

- Provide a more suitable and welcoming residence for the incoming CEO.
- Support the CEO's integration into the community and organisation.
- Release two contractor beds from the current CEO unit.
- Occupy three beds and one camp from the pool, with minimal impact on staff and contractor accommodation.
- Allow, at the CEO's discretion, occasional use of spare rooms for visiting executives or agency partners (not Council staff or contractors).

## **3. IMPLICATIONS/RISK**

- **Recruitment Risk:** Lack of suitable housing may deter strong candidates or contribute to leadership turnover.
- **Cultural Sensitivity:** Risk of perceived privilege for non-local executive staff. Mitigated by the fact that Beach Road dwellings already house Council staff and contractors.
- **Operational Impact:** Minor adjustment to accommodation pool, manageable within current capacity.

### **a. BUDGET IMPLICATIONS**

Operational costs for cleaning, furnishing, and preparing the property will be absorbed within existing budget allocations.

### **b. POLICY IMPLICATIONS**

Supports Council's strategic goals for leadership stability, community engagement, and workforce wellbeing.

## **4. LINKS TO CORPORATE/OPERATIONAL PLAN**

- Leadership and Governance
- Community and Environment
- Workforce Development

## **5. CONSULTATION**

**Internal:** Mayor, Interim CEO, Business Development Manager

**External:** Peak Service - Recruitment agent

## **6. CONCLUSION**

Allocating a Beach Road dwelling for the incoming CEO is a strategic decision that supports recruitment, retention, and cultural integration. It reflects Council's commitment to leadership stability and community connection.

## **ATTACHMENTS**

Nil

### **6. Confidential Matters**

#### **6.1 Closed Session: Legal and Contractual Matters**

Council will resolve to enter a closed session pursuant to section 254J(3)(e) and (f) of the *Local Government Regulation 2012 (Qld)* to consider:

- Confidential legal advice relating to legal proceedings involving Council; and
- Proposed contractual arrangements requiring deliberation in accordance with sound contracting principles.

The closed session will be convened to ensure compliance with statutory obligations and to protect the confidentiality of sensitive legal and commercial information.

### **7. Notices of Motion**

#### **6.2 Return to Open Session**

### **7. Notices of Motion**

#### **7.1 Notices of Motion**

#### **7.2 Questions on Notice**

#### **7.3 Community Correspondence**

### **8. Next Meeting**

8.1 The next Ordinary Council Meeting is scheduled for 24th September 2025

### **9. Closure**