

PALM ISLAND ABORIGINAL SHIRE COUNCIL
ORDINARY COUNCIL MEETING MINUTES

Meeting Name: Ordinary Council Meeting

Meeting Date: 27 August 2025

Meeting Time: 11:00am

Location: Council Chambers, 1 Main Street, Palm Island Qld 4816

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	Emma Bradbury	Acting Chief Executive Officer	<i>In-person</i>
	Rani Sam-Johnson	Executive Assistant	<i>In-person</i>
	Jessie-Mae Laczik	Governance Officer	<i>Via Teams</i>
GUESTS	Martine Care	Preston Law	<i>Via Teams</i>
	Kim Driver	Local Government Association of QLD (LGAQ)	<i>Via Teams</i>

1. Opening of Meeting

1.1 Welcome and Acknowledgements of Traditional Owners

Mayor Lacey opened the meeting at 11:13am and acknowledged the Traditional Owners, the Manbarra and Bwgcolman Peoples.

1.2 Attendance and Apologies

All Councillors and Officers were present. No apologies were noted.

1.3 Leave of Absence Requests

Nil.

1.4 Confirmation of Quorum (per s259 LGR 2012)

Quorum confirmed.

1.5 Condolences

Council respectfully acknowledges the recent passing of the following community members and extends heartfelt condolences to their families and loved ones:

- 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
- Muriel Bramwell / Wilson and families

Council recognises the deep sorrow felt across the Palm Island community and stands in solidarity with all families during this time of mourning.

A minute of silence was observed in honour of the families and their grief.

2. 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*.

No declarations were made.

Moved: E. Oui

Seconded: T. Sibley

Carried

3. Confirmation of Previous Minutes

Resolution 2025.487

Item 3.1 Ordinary Council Meeting

That Council:

Confirms the minutes from the Ordinary Council Meeting held on 30th July 2025 as a true and accurate record.

Moved: Cr. M. Oui
Seconded: Cr. E. Oui
Carried

3.2 Business Arising from Previous Minutes

Councillor T. Sibley left room 11:50am and returned 11:59am.

Council noted the following matters arising from resolutions passed at the Ordinary Council Meeting held on 30 July 2025:

Resolution 2025.469: The Indigenous Art Cultural Walk project has progressed with Stage 1 approved and funding being sought for future stages.

Resolution 2025.472: Planning is underway for the Strategic Visioning Workshop, with dates to be confirmed prior to the appointment of the new Chief Executive Officer. Council noted the report regarding the organisational chart and acknowledged the importance of progress coordination.

Resolution 2025.473: A Delegation Workshop is being coordinated to support informed decision-making on governance matters. Council acknowledged the relevance of the Organisational Chart in clarifying roles associated with delegated authority.

Resolution 2025.476: CEO has not yet commenced negotiations with CEQ regarding the Community Home Hardware Store.

Resolution 2025.481: Development of a standardised booking system for the Palm Island Motel is underway.

Resolution 2025.485: The Spring Festival has been deferred to 26–27 September 2025, and an Events Society has been engaged to support delivery.

4. Reports

Resolution 2025.488

Item 4.1 Chief Executive Officer Report

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.

That Council resolves to:

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

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

Resolution 2025.489

Item 4.2 Chief Financial Officer Report

This report provides Council with a summary of the financial performance as at July in the 2025/2026 financial year. It outlines actual revenue and expenditure against the adopted budget, highlights key variances and identifies financial risks and opportunities.

The Council resolves to:

- a. Receive the Financial Reports detailing financial activities for July 2025.
- b. 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

Moved: Cr. E. Oui

Seconded: Cr. G. Bulsey

Carried

Resolution 2025.490

Item 4.3 Governance, Finance and Administration Report

This report provides operational and strategic updates across the Directorate, including governance workshops, asset naming, IKC infrastructure upgrades, insurance repairs, HR matters, commercial performance, legal support, funeral coordination, and community engagement.

The Council resolves to:

- Receive the Governance, Finance and Administration Report for information and note its contents.

Moved: Cr. G. Bulsey

Seconded: Cr. E. Oui

Carried

Action: That a report be prepared addressing funeral services capacity.

Action: That a report be prepared addressing the condition of the cemetery.

Action: That a proposal be developed outlining improvements to the presentation of the town square area in front of the Council office.

Resolution 2025.491

Item 4.4 Engineering and Assets Report

This report provides updates on infrastructure projects and operational matters, including 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.

The Council resolves to:

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

Moved: Cr. T. Sibley

Seconded: Cr. E. Oui

Carried

Resolution 2025.492

Item 4.5 Fleet and Workshop Report

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

The Council resolves to:

- Receive and note the Fleet and Workshop Report for August 2025.

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

Resolution 2025.493

Item 4.6 Civil and Open Space Report

This report outlines operational activities and priorities, including civil works, open space maintenance, funeral services, firebreaks, safety training, and waste management. The section continues to support infrastructure, community safety, and environmental management.

The Council resolves to:

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

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

Resolution 2025.494

Item 4.7 Growth and Economic Development Report

This report outlines key activities and initiatives, including 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.

The Council resolves to:

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

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

Resolution 2025.495

Item 4.8 Project Director Report

This report provides a brief update to the Elected Council on the status of capital projects and actions being taken to ensure Council objectives are achieved.

That Council resolves to:

- Receive and note the Project Director Report for August 2025.
- Endorse the sliding gate decorative design for the 10 x 1B new residential complex (Chook City).

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

Action: Request the Chief Executive Officer to initiate a public notification process inviting community suggestions for the official naming of the 10 x 1B new residential complex.

Resolution 2025.496

Item 4.9 Workforce Update Report

This report outlines key HR initiatives, including development of a Recruitment and Selection Policy aligned with the Local Government Act 2009 (Qld), and provides workforce data on headcount, vacancies, and gender balance. The focus is on building a compliant, capable, and locally grounded workforce.

The Council resolves to:

- Receive and note the Workforce Update Report for August 2025.

Moved: Cr. M. Oui

Seconded: Cr. T. Sibley

Carried

Resolution 2025.497

Item 4.10 Governance Improvement Report

This report provides an update on the Governance Improvement Project undertaken with the assistance of the LGMA Governance Advisory Service. The engagement focused on reviewing Council's governance compliance and developing an action plan to meet legislative requirements, address gaps, and manage identified risks.

The Council resolves to:

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

Moved: Cr. G. Bulsey

Seconded: Cr. M. Oui

Carried

Resolution 2025.498

Item 4.11 Salary Sacrificing Arrangements for Councillors

This report provides advice on the eligibility of Councillors to enter into salary sacrifice arrangements, in accordance with relevant legislative and taxation requirements.

The Council resolves to:

- Receive and note the update.

Moved: Cr. M. Oui

Seconded: Cr. T. Sibley

Carried

Break for lunch 2:20pm-2:35pm

5. Matters for Decision

Resolution 2025.499

Item 5.1 Response to NIAA proposal – Low Aromatic Fuel Designation Exemption

In response to correspondence from NIAA seeking a position on low aromatic fuel designation exemption

(OPAL fuel), Council considered the dual impacts of the low aromatic fuel designation. Council considered a range of complex issues in developing a response, including:

- i. Acknowledging the public health benefits of low aromatic fuel in reducing volatile substance misuse.
- ii. Noting the hardship caused by the lack of marine-compatible fuel on-island, impacting safety and access.
- iii. Considered that the current consultation framework does not reflect the complexity of the issue or support meaningful community input.

Council resolved:

- a. not to support the extension of the low aromatic fuel designation exemption, and
- b. Write to the National Indigenous Australians Agency (NIAA) requesting that:
 - The consultation period be extended;
 - A co-designed engagement process be developed with Council and community stakeholders;
 - Hybrid solutions be explored to retain health benefits while addressing marine safety and community-lead decision making.

Moved: Cr M. Oui

Seconded: Cr T. Sibley

Carried

Resolution 2025.500

Item 5.2 Recording of Council Meetings for Minute-Taking

Council noted the proposal to record Ordinary Council meetings using the use of artificial intelligence-enabled transcription tools to record Ordinary Council meetings for the purpose of supporting accurate, timely, and consistent minute-taking.

Council resolves:

- a. Approve the use of AI systems to record Ordinary Council meetings to improve the accuracy, efficiency, and compliance of minute-taking practices in line with the *Public Records Act 2002* and *QDAN480 v.4*.
- b. Manage recordings and transcripts as transitory records under Council's recordkeeping procedures.
- c. Reflect the adoption of digital transcription methods in the Governance Framework and operational procedures, subject to ongoing review.

Moved: Cr M. Oui

Seconded: Cr T. Sibley

Carried

Resolution 2025.501

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

Council considered the request from the Office of Liquor and Gaming Regulation regarding renewal of the Restricted Area Permit for Reverend Hong Manh Le to transport sacramental wine for religious services.

The Council resolves to:

- Advise 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.

Moved: Cr M. Oui

Seconded: Cr T. Sibley
Carried

Resolution 2025.502

Item 5.4 Adoption of Complaints about the Chief Executive (CEO) Policy

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)*.

That Council:

- a. Adopts the Complaints About the Chief Executive Officer Policy as presented.
- b. Endorses the Mayor as the nominated person under section 48A(2) of the *Crime and Corruption Act 2001 (Qld)*.
- c. Authorises the Chief Executive Officer to notify the Crime and Corruption Commission of the nominated person's details.

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

Resolution 2025.503

Item 5.5 Allocation of Beach Road Dwelling for Incoming CEO

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).

Council resolved to:

- a. Endorse the allocation of 94 Beach Road dwelling for the incoming CEO.
- b. Support operational preparation of the dwelling (cleaning, furnishing) within existing budget.
- c. Recognise the strategic importance of providing appropriate accommodation to attract and retain high calibre candidates.

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

6. Confidential Matters

Resolution 2025.504

Item 6.1 Closed Session

Council resolved 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 and proposed contractual arrangements. The matters under discussion involved legal proceedings to which Council is a party, as well as procurement issues requiring deliberation in accordance with sound contracting principles. The closed session was convened to ensure compliance with statutory obligations and to preserve the confidentiality of sensitive legal and commercial information.

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

Item 6.2 Return to Open Session

Resolution 2025.505

That Council resumed in open session in accordance with section 254J(6) of the *Local Government Regulation 2012 (Qld)* and resolved the following matter during the closed session.

Moved: Cr. E. Oui

Seconded: Cr. G. Bulsey

Carried

Item 6.3 Waste Transfer Facility Contract Award

Resolution 2025.526

That Council:

1. To note the process undertaken by Council Officers in May 2025 regarding the procurement of the contract for the Waste Transfer Facility.
2. Notwithstanding Item 1 above, award the contract for the Waste Transfer Facility to Formset Pty Ltd ABN 29 009 802 073 in the amount of \$1,341,350 conditional upon an agreed scope of works and the parties entering into a Design and Construct Contract.
3. Instruct the Chief Executive Officer to arrange training for responsible officers to understand legislative procurement requirements.
4. Delegate to the Chief Executive Officer, pursuant to section (257 (1) (b) of the Local Government Act 2009, the power to negotiate and finalise the contract on behalf of Council including by signing the Contract.

Moved: Cr. G. Bulsey

Seconded: Cr. E. Oui

Carried

7. Notices of Motion

Nil.

8. Next Meeting

The next Ordinary Council Meeting is scheduled to be held on Wednesday, 24th September 2025.

9. Closure of Meeting

There being no further business, Mayor declared the meeting closed at 3:42pm.

Certification

At its Ordinary Council Meeting held on 24 September 2025, Council resolved that the minutes of the meeting held on 27 August 2025 be confirmed as a true and correct record of the proceedings.

Name: Mayor Alf Lacey

Title: Mayor/Chairperson

Date of Confirmation: 26 November 2025

Signed:



Name: Emma Bradbury

Title: Chief Executive Officer

Date of Confirmation: 26 November 2025

Signed:

