

## **PALM ISLAND ABORIGINAL SHIRE COUNCIL**

# **ORDINARY COUNCIL MEETING MINUTES**

**Meeting Name:** Ordinary Council Meeting

**Meeting Date:** 29<sup>th</sup> October 2025

**Meeting Time:** 10:30am

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

### **1. Opening of Meeting**

### 1.1 Welcome and Acknowledgements of Traditional Owners

Mayor Lacey opened the meeting at 10:38am and acknowledged the Traditional Owners, the Manbarra and Bwgcolman Peoples.

### 1.2 Attendance and Apologies

Record of Attendance			
Present	Name	Title	Attendance
COUNCILLORS	Mayor Alf Lacey	Mayor	<i>In-person</i>
	Deputy Mayor Mersane Oui	Deputy Mayor	<i>Apology</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	Chief Executive Officer	<i>In-person</i>
	Jessie-Mae Laczik	Governance Officer	<i>In-person</i>
GUESTS	Martine Care	Preston Law	<i>Via Teams</i>
	Kim Driver	Local Government Association of QLD (LGAQ)	<i>Via Teams</i>

### 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:

- Joan Maloney and families
- Steven Grannigan and families
- Assan Sam Jnr 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.

## 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*.

<i>Councillor</i>	<i>PCOI/DCOI</i>	<i>Meeting Items</i>	<i>Action taken by Council pursuant to Chapter 5B of Local Government Act 2009</i>

Mayor, Alf Lacey			
Deputy Mayor, Mersane Oui			
Councillor Telstan Sibley	<i>DCOI</i>	<i>4.9 Water and Sewer Report</i>	In accordance with s150EW of the Local Government Act 2009, Councillor Sibley remained in the meeting but did not participate in discussion or vote on the matter, as resolved by the other councillors.
Councillor Ebanese Oui			
Councillor Germaine Bulsey	<i>DCOI</i>	<i>4.12 Sports &amp; Events Report</i>	In accordance with s150EW of the Local Government Act 2009, Councillor Bulsey remained in the meeting but did not participate in discussion or vote on the matter, as resolved by the other councillors.

### **Resolution 2025.527**

That Council notes the declarations of interest and endorses the actions taken by Councillors in accordance with Chapter 5B of the *Local Government Act 2009*.

**Moved:** Mayor Alf Lacey

**Seconded:** E. Oui

**Carried**

### **3. Confirmation of Previous Minutes**

#### **Item 3.1 Ordinary Council Meeting – 24 September 2025**

### **Resolution 2025.528**

That Council:

Confirms the minutes from the Ordinary Council Meeting held on 24<sup>th</sup> of September 2025 as a true and accurate record.

**Moved:** Cr G. Bulsey

**Seconded:** Cr T. Sibley

**Carried**

#### **Item 3.2 Business Arising from Previous Minutes**

The following actions from previous resolutions were reviewed and noted:

<b>Resolution 2025.517</b>	Back Farm Housing	Action completed
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<b>Resolution 2025.519</b>	PCYC Healthy Eating	Application submitted; update due December
<b>Resolution 2025.520</b>	Probity Framework	In progress
<b>Resolution 2025.521</b>	Centre of Excellence	Letter sent; awaiting Finance confirmation

#### 4. Reports

##### **Item 4.1 Chief Executive Officer Report**

###### **Resolution 2025.529**

The Chief Executive Officer provided an overview of strategic priorities, executive correspondence, stakeholder engagement, and governance oversight activities.

The Council resolves to:

1. Receive and note the Chief Executive Officer Report.

**Moved:** Cr E. Oui

**Seconded:** Cr T. Sibley

**Carried**

##### **Item 4.2 Chief Financial Officer Report**

###### **Resolution 2025.530**

The Chief Financial Officer presented financial performance data, budget tracking, grant funding updates, procurement activity, and compliance matters for the reporting period.

The Council resolves to:

1. Receive and note the Chief Financial Officer Report.

**Moved:** Cr T. Sibley

**Seconded:** Cr G. Bulsey

**Carried**

##### **Item 4.3 Administration Manager (Deputy CEO) Report**

###### **Resolution 2025.531**

The Deputy CEO reported on operational matters across library services, administration, payroll, funeral coordination, and contractor accommodation, with emphasis on compliance and workforce support.

The Council resolves to:

1. Receive and note the Administration Manager (Deputy CEO) Report.

**Moved:** Cr T Sibley

**Seconded:** Cr E. Oui

**Carried**

**Item 4.4        Engineering and Assets Report**

**Resolution 2025.532**

The Engineering and Assets Manager outlined progress on infrastructure projects including the Batch Plant, Airport, Wallaby Point washouts, and Jetty upgrades.

The Council resolves to:

1. Receive and note the Engineering and Assets Manager's Report.

**Moved:** Cr G. Bulsey

**Seconded:** Cr E. Oui

**Carried**

**Item 4.5        Fleet and Workshop Report**

**Resolution 2025.533**

The Fleet and Workshop section provided updates on fleet maintenance, workshop operations, fuel inventory, with preparations underway for the cyclone season.

The Council resolves to:

1. Receive and note the Fleet and Workshop Report.

**Moved:** Cr T. Sibley

**Seconded:** Cr. G. Bulsey

**Carried**

**Item 4.6        Civil and Open Space Report**

**Resolution 2025.534**

The Civil and Open Space team reported on maintenance activities, funeral services, firebreaks, safety training, and waste management, supporting community safety and environmental outcomes.

The Council resolves to:

1. Receive and note the Civil and Open Spaces Report.

**Moved:** Cr E. Oui

**Seconded:** Cr G. Bulsey

**Carried**

**Item 4.7        Growth and Economic Development Report**

**Resolution 2025.535**

The Directorate presented initiatives in employment programs, funding applications, business engagement, and infrastructure development, aimed at enhancing local economic resilience.

The Council resolves to:

1. Receive and note the Growth & Economic Development Report.

**Moved:** Cr T. Sibley

**Seconded:** Cr E. Oui

**Carried**

#### **Item 4.8      Project Director Report**

##### **Resolution 2025.536**

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:

1. Receive and note the Project Director Report.
2. Endorse the proposed concept design for the "Palm Island Airport" signage, subject to updated totems (spider shell, troch shell, and possum).
3. Endorse Option 4 as the preferred concept design for the Men's Shed.
4. Endorse the undertaking of community consultation for the naming of the airport building at the John Watson Memorial Airport.
5. Request the Chief Executive Officer to prepare a report outlining the costs and scope of required civil works at the airport and sport precinct.
6. Directs the Chief Executive Officer to seek expressions of interest from the community for the operation of the airport café.

**Moved:** Cr T. Sibley

**Seconded:** Cr G. Bulsey

**Carried**

#### **Item 4.9      Water and Sewerage Report**

##### **Resolution 2025.537**

This report provides updates on water treatment and sewerage operations, including maintenance of Solomon Tanks, sewer treatment plant performance, and compliance with drinking water quality standards. It highlights recent repairs, planned upgrades, and risk mitigation for cyclone season.

The Council resolves to:

1. Receive and note the Water & Sewerage Report.

**Moved:** Cr G. Bulsey

**Seconded:** Cr. E. Oui

**Carried**

*Cr T. Sibley left the room 2:18pm*

#### **Item 4.10      Building & Maintenance Report**

*Cr T. Sibley returned 2:22pm*

### **Resolution 2025.538**

This report provides updates on building maintenance activities, contractor works, and asset condition assessments. It includes progress on scheduled repairs, responsive maintenance, and infrastructure support for Council facilities and housing.

The Council resolves to:

1. Receive and note the update on the Building & Maintenance Report.

Moved: Cr E. Oui

Seconded: Cr G. Bulsey

Carried

*Cr T. Sibley left the room 2:43pm*

*Cr T. Sibley returned 2:44pm*

### **Item 4.11 Human Resources Report**

### **Resolution 2025.539**

This report presents workforce data and HR initiatives, including recruitment, onboarding, training, and policy development. It focuses on compliance with employment legislation and building a skilled, locally grounded workforce.

The Council resolves to:

1. Receive and note the Human Resources Report.

Moved: Cr T. Sibley

Seconded: Cr E. Oui

Carried

*Cr T. Sibley left the room 2:47pm*

### **Item 4.12 Sports & Events Report**

### **Resolution 2025.540**

This report outlines recent and upcoming community sports and events, including coordination efforts, funding applications, and stakeholder engagement. It highlights Council's role in promoting active lifestyles and cultural participation.

The Council resolves to:

1. Receive and note the Sports & Events Report.

Moved: Cr E. Oui

Seconded: Mayor Lacey

Carried

*Returned 3:04pm*

## 5. Matters for Decision

Mayor Lacey left 3:20pm

Returned 3:28pm

### Item 5.1 Engagement of PEAK Services for Procurement Contract Development

#### **Resolution 2025.541**

This report presents the outcomes of a Procurement Maturity Review undertaken by Peak Services. The report recommends engaging Peak Services to develop formal procurement contracts and systems to improve compliance and operational efficiency.

That Council resolves to:

1. Receive and endorse the Procurement Maturity Review Report prepared by Peak Services.
2. Support the development and implementation of a tailored Procurement Management Plan, including updated policies, procedures, and staff capability initiatives.
3. Endorses the engagement of Peak Services to develop and implement procurement contracts in accordance with the sound contracting principles outlined in section 104(3) of the Local Government Act 2009 (Qld) and the procurement thresholds and procedures prescribed under Chapter 6, Part 3 of the Local Government Regulation 2012 (Qld).
4. Resolves, pursuant to section 257 of the Local Government Act 2009 (Qld), to delegate to the Chief Executive Officer the power to negotiate, finalise, and execute a contract with PEAK services for the delivery of procurement contract development services.
5. Resolves, pursuant to section 257 of the Local Government Act 2009 (Qld), to delegate to the Chief Executive Officer the power to negotiate, finalise, and execute all procurement contracts developed by Peak Services, subject to any limitations imposed by Council or legislation.
6. Notes that the proposed engagement and delegation are consistent with Council's obligations to ensure value for money, open and effective competition, and ethical behaviour in contracting.
7. Authorises the CEO to report back on implementation progress at the February 2026 Council Meeting.

**Moved:** Cr E. Oui

**Seconded:** Cr T. Sibley

**Carried**

### Item 5.2 Local Disaster Management Plan

#### **Resolution 2025.542**

The updated Local Disaster Management Plan was submitted for Council's consideration ahead of the wet season.

The Council resolves to:

1. Receive and note the Local Disaster Management Plan
2. Instruct the Chief Executive Officer to present the Plan to the Local Disaster Management Group for information and operational coordination.

**Moved:** Cr T. Sibley

**Seconded:** Cr G. Bulsey

**Carried**

### **Item 5.3      Sole Supplier List**

#### **Resolution 2025.543**

This report presents an updated Sole Supplier List for Council's consideration, identifying suppliers that provide specialised goods or services not reasonably available through competitive processes. The list has been reviewed to ensure compliance with section 235(a) of the *Local Government Regulation 2012 (Qld)*, which permits Council to enter into contracts without inviting tenders or quotes where a sole supplier arrangement is justified. The report supports improved procurement efficiency and risk management by formalising these arrangements and ensuring transparency in Council's purchasing practices.

The Council resolves to:

1. Approve the list of Sole Suppliers in this report to be effective from the date of resolution until 30/06/2026.

<b>Company</b>	<b>Reasons</b>
Palm Island Barge Company Halifax, QLD A.B.N.: 36 149 809 012	PIBC are the only regular barge service supplying Palm Island from it's base in Lucinda. PIBC also have a Townsville depot where our goods can be delivered before being transferred to Lucinda on a daily basis. Numerous attempts have been made to find an alternative barge company to supply the island, but at this stage PIBC are the only alternative for the bulk of our transit needs.
Gofton Enterprises ABN: 99 797 495 350	Gofton are the only company that are willing to supply fuel to Palm Island. All other fuel companies do not have the pods required to transport fuel to the island. Gofton are also one of the only companies that can supply Low Aromatic Fuel for the island.
Pacific Marine Group Townsville, QLD. ABN: 38 066 261 112	PMG operate large barges out of Townsville Port. They are the only operator in this area with a 500T and (sometimes) a 1,000T Barge. We have tried to engage with Seaswift and Carpentaria to provide these services, but both

	the alternate companies have declined to quote to carry out this work.
Trility Pty Ltd ABN: 48 053 122 562	Trility supplied the Chlorine Plant at our WTP and they service/ maintain the plant annually. They are also available for emergency repairs if required and are based in Townsville for fast response. If the Chlorine Plant does fail we have less than 2 days to have it repaired before we start to run out of drinking water on the island. It is imperative that we can call on Trility if and when required.
Xylem Water Solutions Australia Ltd. Townsville, QLD ABN: 28 000 832 922	Xylem are the manufacturer and supplier of the bulk of our water and sewer pumps. They are the sole distributors of their products throughout Australia, so there is no second or third supplier that we can go to for a quote for their products.
Ftec Electrical Townsville, QLD ABN: 32 162 089 009	Ftec are an Electrical contractor who specialise in pump and motor control systems. Their technicians are "dual ticketed" electricians who can work on high voltage power systems as well as SCADA control systems. If we have an electrical failure at a plant or pump station, it is impossible to ascertain whether the problem is with a pump, the motor drive, the control panel or the SCADA system. We need a specialist like Ftec to attend to these breakdowns so that they can carry out the proper analysis. Please note that we are only asking for the exemption for breakdown or emergency situations. Project or planned works would still require the mandatory 3 quotes.
IXOM Operations Pty Ltd ABN: 51 600 546 512	IXOM are the sole supplier of chlorine gas cylinders for all of Queensland. The cylinders that hold our chlorine gas are hired from IXOM and we pay the volume of gas used on the island. There is no other supplier of chlorine gas in Queensland.
Cleveland Bay Chemicals Company Pty Ltd Townsville, QLD ABN: 55 609 071 418	Cleveland Bay Chemicals make up a special batch of coagulant that is used in the Water Treatment Plant to assist with the removal of solids from the raw water. The coagulant that we use is specific for the chemical make up of the raw water on this island and was developed after a rigorous sampling and

	testing program. We do not want to change this coagulant because it has been producing a consistently good quality of water over a long period of time. Cleveland Bay are a local supplier that has been producing this chemical for our WTP of a long period. Note the exemption would only be applied to the supply of the coagulant. All other chemicals would be subject to the normal procurement processes.
Townsville Laboratory Services Part of TCC, not a registered Company.	TLS carry out all of our water and sewer testing. They are NATA accredited and a business unit of Townsville City Council. They specialise in Water and Sewer Testing and they are the only laboratory in Northern QLD who can carry out PFAS, PFOA, etc testing, as well as some other specialist water testing.
Glen Mellor ( <i>sole trader</i> ) ABN: 17 295 373 913 Trading as - Trexis	Glen Mellor (trading as Trexis) has been providing expert advice and services to assist with our QRA Submission and funding proposals for REPA and other road funding submissions. Glen Mellor has a lot of knowledge and experience with Palm Island roads and other infrastructure and has proven to be an excellence resource for this island. This exemption would only apply to QRA, REPA or road infrastructure services.  Council is required to cover the 'worker classification risk' which comes into play regarding using sole traders.

**Moved:** Cr E. Oui

**Seconded:** Cr G. Bulsey

**Carried**

#### Item 5.4 Engagement of Welcon

##### Resolution 2025.544

Council considered the engagement of Welcon to upgrade SCADA software and hardware for Palm Island's water and sewer systems.

The Council resolves to:

1. Approve the engagement of Welcon for the proposed upgrade of SCADA.

**Moved:** Cr T. Sibley

**Seconded:** Cr G. Bulsey

**Carried**

## **Item 5.5      Engagement of Pacific Marine Group**

### **Resolution 2025.545**

Council considered the urgent engagement of Pacific Marine Group (PMG) to deliver 2,000 tonnes of aggregate (1,000T 10mm and 1,000T 20mm) to support concrete production at the Palm Island batch plant.

That Council resolves to:

1. Approve the engagement PMG to supply 1000T of 10mm aggregate mix and 1000T of 20mm aggregate mix for total the sum of \$331,400.

**Moved:** Cr T. Sibley

**Seconded:** Cr. E. Oui

**Carried**

## **Item 5.6      Queensland Electoral Boundary Review**

### **Resolution 2025.546**

Council considered the potential impact of the 2026 Queensland Redistribution Commission review, which may propose transferring Palm Island from the Townsville electorate to Hinchinbrook due to population shifts. Council noted strong social, cultural, and service ties to Townsville and resolved to lodge a formal objection if a transfer is proposed.

That Council resolves to:

1. Notes the upcoming Queensland Electoral Boundary Review to be conducted by the Queensland Redistribution Commission in early 2026.
2. Acknowledges that it is not yet known whether the redistribution will propose transferring Palm Island from the Townsville electorate to the Hinchinbrook electorate.
3. Resolves that, in the event such a transfer is proposed, Council supports lodging a submission during the objection period to ensure Palm Island's social, cultural, and service connections with Townsville are fully recognised.
4. Resolves to delegate to the Chief Executive Officer the authority to engage Preston Law to prepare and lodge the objection submission on behalf of Council.

**Moved:** Cr G. Bulsey

**Seconded:** Cr E. Oui

**Carried**

## **Item 5.7      PIASC TWG Terms of Reference Update**

### **Resolution 2025.547**

Council considered amendments to the Technical Working Group (TWG) Terms of Reference to strengthen its representation and strategic oversight.

That Council resolves to:

1. Recommend that the PIASC TWG Terms of Reference, Membership section be amended to specify Mayor and CEO as representatives.
2. Request that the amended Terms of Reference be presented to the TWG for formal adoption.
3. Express Council's strong support for the TWG and encourage continued Departmental support and funding for its ongoing coordination and infrastructure engagement role.

**Moved:** Cr G. Bulsey

**Seconded:** Cr T. Sibley

**Carried**

#### **Item 5.8        PIASC Indigenous Economic Opportunity Plan**

Council reviewed the Indigenous Economic Opportunity Plan (IEOP) submitted for the Bwgcolman Community School project. Council did not resolve to accept the report – it was simply noted.

#### **5.9 Sharing of Cyclone Shelter Plan**

This item has been withdrawn from the agenda and will be considered at a later date.

#### **Item 5.10       Adoption of Elected Member Vehicle Use Policy**

##### **Resolution 2025.548**

Council adopted the revised Elected Member Vehicle Use Policy, establishing clear provisions for Mayoral vehicle allocation, discretionary access for the Deputy Mayor, and pool vehicle use by Councillors.

That Council resolves to:

1. Adopts the Elected Member Vehicle Use Policy (A1.9) as tabled.
2. Notes that the policy will be reviewed at the commencement of each new Council term or earlier if required.
3. Resolves that private vehicle use by elected members shall be subject to recordkeeping, audit, and oversight by the Chief Executive Officer or their delegate.

**Moved:** Cr T. Sibley

**Seconded:** Cr. E. Oui

**Carried**

#### **Item 5.11       Spring Festival Outcomes, Expenditures & Strategic Learnings**

##### **Resolution 2025.549**

The 2025 Spring Festival attracted approximately 3,500 attendees and delivered strong cultural, economic, and community outcomes.

That Council resolves to:

1. Note the final cost of the 2025 Spring Festival as \$408,852, against an approved budget of \$372,000.
2. Approve the allocation of \$36,824 from the operational surplus to cover the overspend.
3. Endorse the economic and strategic value of the Festival, including its contribution to cultural visibility, community pride, economic stimulus, and stakeholder engagement.
4. Support the development of a Principal Contractor model and formal procurement framework for future events to ensure budget compliance, governance clarity, and risk mitigation.
5. Acknowledge the successful delivery of the Festival under compressed timeframes and evolving governance conditions, and thanks all contributors for their role in its success.
6. Undertake community consultation to hold the Spring Festival every two years.

**Moved:** Cr T. Sibley

**Seconded:** Cr. E. Oui

**Carried**

## **Item 5.12      Risk Maturity Assessment**

### **Resolution 2025.550**

Council received its first formal Risk Maturity Assessment, conducted by LGMS in consultation with Council officers.

That Council resolves to:

1. Note the findings of the Palm Island Aboriginal Shire Council Risk Maturity Assessment dated 8 October 2025.
2. Adopt the revised Risk Management Policy (SEDR1.6), Version 2, dated 29 October 2025.
3. Endorse the development of a Strategic Risk Register, Operational Risk Register, and Risk Management Framework aligned with ISO 31000:2018.
4. Authorise the CEO to implement the recommendations outlined in the Risk Maturity Assessment, including staff training, development of templates, and establishment of risk appetite statements.

**Moved:** Cr G. Bulsey

**Seconded:** Cr T. Sibley

**Carried**

## 6. Confidential Matters

### Item 6.1 Closed Session

#### **Resolution 2025.551**

*That Council resolves that the meeting is closed to the public pursuant to section 254J(1) of the Local Government Regulation 2012 ("**the Regulation**") to discuss an Employee Matter in accordance with section 254J(3)(b).*

**Moved:** Cr T. Sibley

**Seconded:** Cr E. Oui

**Carried**

### Item 6.2 Return to Open Session

#### **Resolution 2025.552**

*That Council resolves to re-open the Meeting to the public.*

**Moved:** Cr T. Sibley

**Seconded:** Cr E. Oui

**Carried**

#### **Resolution 2025.553**

That the Council resolves to:

1. Take the steps agreed during the closed session in consideration of the Employee Matter in accordance with the advice received from Peak Services and Preston Law.
2. Delegate authority to the Chief Executive Officer pursuant to Section 257 (1) (b) of the *Local Government Act 2009*, the power to sign all necessary documents to implement Council decision in item 1 above.

**Moved:** Cr T. Sibley

**Seconded:** Cr G. Bulsey

**Carried**

## 7. Notices of Motion

Nil.

## 8. Next Meeting

The next Ordinary Council Meeting is scheduled to be held on Wednesday, 26<sup>th</sup> of November 2025.

## 9. Closure of Meeting

There being no further business, the Mayor declared the meeting closed at 5:17pm.

## Certification

At its Ordinary Council Meeting held on 26 November 2025, Council resolved that the minutes of the meeting held on 29 October 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:**



