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Ordinary Council Meeting MINUTES

Wednesday 30 July 2025

Pormpuraaw Aboriginal Shire Council
Boardroom

24 Thinraathin Street, Pormpuraaw

1 OPENING OF MEETING

The Mayor declared the meeting open at 10:25 am.

2 ATTENDANCE AND CERTIFICATE OF ATTENDANCE

3 APOLOGIES

Cr Lucy Foote sends her apology as she is still in hospital. She has provided a Doctor's Certificate.

4 DECLARATION OF INTEREST

Nil

5 RELATED PARTY DECLARATION FORM

Nil

6 RECEIVING AND CONFIRMATION OF MINUTES*

RESOLUTION NO: 2025/83

That the Council resolve to receive and adopt the Minutes of the Special Meeting of Pormpuraaw Aboriginal Shire Council Held on 6 June 2025.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 4/0

RESOLUTION NO: 2025/84

That the Council resolve to receive and adopt the Minutes of the Special Budget Meeting of Pormpuraaw Aboriginal Shire Council on 25 July 2025.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Romena Edwards

CARRIED 4/0

RESOLUTION NO: 2025/85

That the Council resolve to receive and adopt the Minutes of the Ordinary Council Meeting of Pormpuraaw Aboriginal Shire Council on 25 July 2025.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Romena Edwards

CARRIED 4/0

7 ITEMS ARISING FROM PREVIOUS MEETINGS

Nil

8 DELEGATIONS / GUESTS

Nil

9 CORRESPONDENCE

Nil

10 OPERATIONAL STATUS REPORTS

10.1 CORPORATE SERVICES REPORT TO COUNCIL - JULY 2025

EXECUTIVE SUMMARY

To provide Council with an update of the Corporate Services function as of 25 July 2025.

RESOLUTION NO: 2025/86

That Council resolve to receive and note the Corporate Services report as tabled.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

10.2 COMMUNITY SERVICES REPORT TO COUNCIL JUNE 2025

EXECUTIVE SUMMARY

To provide council with the Executive Manager Community Services Report June 2025

RECOMMENDATION

That the council resolve to receive and note the report.

RESOLUTION NO: 2025/87

That the council resolve to receive and note the report.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 4/0

11 CHIEF EXECUTIVE REPORTS

11.1 2024/25 OPERATIONAL PLAN UPDATE AT 30 JUNE 2025

EXECUTIVE SUMMARY

To provide Council with an Operational Plan Update at 30 June 2025.

RESOLUTION NO: 2025/88

That Council adopt the June 2025 operational update of the 2024/25 Operational Plan

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Romena Edwards

CARRIED 4/0

11.2 WORK HEALTH AND SAFETY POLICY

EXECUTIVE SUMMARY

That the Council consider the Work Health and Safety Policy

RESOLUTION NO: 2025/89

That Council adopt the Work Health and Safety Policy.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

11.3 COMMUNITY SAFETY PLAN - 2025

EXECUTIVE SUMMARY

That the Council consider the 2025 Community Safety Plan

RESOLUTION NO: 2025/90

That the council resolve to receive and adopt the report.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Keith Barney

CARRIED 4/0

11.4 PAY INCREASE AND LONG SERVICE LEAVE ENTITLEMENTS

EXECUTIVE SUMMARY

That the Council consider the Pay Increase Business Case that was submitted and approved with the Council 2025/26 Budget.

RESOLUTION NO: 2025/91

That Council approve the Business Case for the proposed pay increases and changes to long service leave provision that were introduced with the 2025/26 and implemented on the first pay period beginning on 2 July 2025.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

11.5 2025/26 INSURANCE PREMIUMS**RESOLUTION NO: 2025/92**

That council resolve to approve and ensure the payment for Council Property Insurance of \$806,363.82 including GST to LGM Assets.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

11.6 INTERNAL AUDIT REPORT ON ORGANISATIONAL STRUCTURE**EXECUTIVE SUMMARY**

To provide Council with the 2025 Internal Audit Report on Organisational Structure

RESOLUTION NO: 2025/93

That Council resolves to receive and note the 2025 Internal Audit Report on Organisational Structure provided by Altius Advisors & Chartered Accountants as attached.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

11.7 LOSS OF CASH**EXECUTIVE SUMMARY**

To advise Council of the loss of Cash

RESOLUTION NO: 2025/94

That the council resolve to receive and note the report.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

11.8 CEO STATUS REPORT

EXECUTIVE SUMMARY

To provide a status report for Council to 25 July 2025

RESOLUTION NO: 2025/95

That the council resolve to receive and note the report.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Keith Barney

CARRIED 4/0

12 EXECUTIVE MANAGER OF CORPORATE SERVICES REPORTS

12.1 CORPORATE SERVICES REPORT FINANCIAL STATEMENTS FOR PERIOD ENDED 30.06.2025

EXECUTIVE SUMMARY

To provide Council with the financial statements for the period ended 30 June 2025.

RESOLUTION NO: 2025/96

That Council resolves to receive and note the financial statements for the period ended 30 June 2025.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

13 EXECUTIVE MANAGER OF OPERATIONS REPORTS

Nil

14 EXECUTIVE MANAGER OF COMMUNITY SERVICES REPORTS

Nil

15 CONFIDENTIAL ITEMS*

Nil

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2012:

NO. 15.1 PERMISSION TO RESIDE

(f) matters that may directly affect the health and safety of an individual or group of Individuals

NO. 15.2 PERMISSION TO SUPPORT FOR RAES APPLICATION

(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

NO. 15.3 END OF CEO PROBATIONERY

(a) the appointment, discipline or dismissal of the chief executive officer.

MOVE INTO CLOSED SESSION

RESOLUTION NO: 2025/97

That the Council move into closed session at 12:30 pm.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 4/0

Janelle Menzies left the meeting at 12:40 pm

Janelle Menzies returned to the meeting at 12:50 pm

MOVE OUT OF CLOSED SESSION

RESOLUTION NO: 2025/98

That the Council move out of closed session at 1:05 pm.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

A summary of items discussed in closed session is presented below.

15.1 PERMISSION TO RESIDE

RESOLUTION NO: 2025/99

That Council to approve the Applications to Reside in Pormpuraaw as received.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

15.2 END OF CEO PROBATIONERY

CONFIDENTIAL REASONS

As required under Section 254J(3) of the *Local Government Act 2009*, this item is considered confidential due to the following reason(s):

(a) the appointment, discipline or dismissal of the chief executive officer.

EXECUTIVE SUMMARY

Council to review the CEO's performance and decide whether CEO's probationary period is successful or not.

RESOLUTION NO: 2025/100

That the Council resolve to approve the Chief Executive Officer's probationary Period and to develop a 12month performance plan.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

15.3 SUPPORT FOR RAES APPLICATION

CONFIDENTIAL REASONS

As required under Section 254J(3) of the *Local Government Act 2009*, this item is considered confidential due to the following reason(s):

(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

EXECUTIVE SUMMARY

To provide support for RAES application to National Indigenous Australians Agency.

RESOLUTION NO: 2025/101

That Council provide support for RAES application to National Indigenous Australians Agency. Council request we approach NIAA to see if Council can be on the Assessment Panel..

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Romena Edwards

CARRIED 4/0

16 LATE ITEMS

16.2 RCG RECRUITMENT DECISION

EXECUTIVE SUMMARY

Seeking approval to approve RCG (Robinsons) requisition that exceeds local approval levels.

RESOLUTION NO: 2025/102

That Council resolve to approve the requisitions for \$242,400.00 ex GST and \$69,540.00 ex GST for Robinson Civil Group.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Romena Edwards

CARRIED 4/0

16.3 HAYES RECRUITMENT DECISION**EXECUTIVE SUMMARY**

Seeking approval to approve Hayes Requisition requisition that exceeds local approval levels.

RESOLUTION NO: 2025/103

That Council resolve to approve the requisition for \$100,966.80 ex GST for Hays Recruitment.

Moved: Cr Romena Edwards

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

16.4 APPROVAL FOR CEO TRAVEL AND ANNUAL LEAVE**EXECUTIVE SUMMARY**

For the Council to consider the CEO's Travel and Annual Leave and consider appointing an acting CEO during the CEO's leave.

RESOLUTION NO: 2025/104

That Council resolve to approve the CEO's travel to the LGMA Conference in September 2025, LGAQ Conference and annual leave October 2025. Executive Team to share responsibilities during the CEO Leave period.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 4/0

16.5 AUDIT COMMITTEE REPORT TO COUNCIL

EXECUTIVE SUMMARY

The purpose of this report is for the Chief Executive Officer to present the unconfirmed minutes of the Audit Committee Meeting held on Friday 25 July 2025, to serve audit committee report to Council in accordance with section 211(4) of the *Local Government Regulation 2012*.

RESOLUTION NO: 2025/105

That the Council receive and note the Audit Committee Report by the Chief Executive Officer.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

16.6 2025 CHRISTMAS SHUTDOWN

EXECUTIVE SUMMARY

For Council to consider the annual shutdown period for the Council workforce over the Christmas and New Year Period.

RESOLUTION NO: 2025/106

That Council adopt the Council Annual shut down period for the Christmas and New Year Period as of close of business on Friday 19 December 2025 with normal operations to recommence on Monday 5 January 2026.

Moved: Cr Romena Edwards

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

17 TENDERS & QUOTATIONS

Nil

18 NOTICE OF MOTION

Nil

19 NEXT MEETING

The next meeting is scheduled for Wednesday 27 August 2025 at 10.00am.

20 CLOSE OF MEETING

There being no further business the Mayor declared the meeting closed at 1:05 pm.

These minutes were confirmed at the Ordinary Meeting of Council on 30 July 2025 – Resolution Number 2025/85.

Ralph Kendall
Mayor

Janelle Menzies
Chief Executive Officer