






PORMPURAAW

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Ordinary Council Meeting MINUTES

Wednesday 15 October 2025

Pormpuraaw Aboriginal Shire Council
Boardroom

24 Thinraathin Street, Pormpuraaw

1 OPENING OF MEETING

The Mayor declared the meeting open at 8:45 am.

2 ATTENDANCE AND CERTIFICATE OF ATTENDANCE

Mayor Ralph Kendall (Jnr), Deputy Mayor Tim Koo-Aga, Cr Keith Barney, Cr Lucy Foote and Cr Romena Edwards

In Attendance: Ms Janelle Menzies (Chief Executive Officer and Minute Taker).

3 APOLOGIES

Cr Lucy Foote sent her apology and submitted a Doctors Certificate.

4 DECLARATION OF INTEREST

Nil

5 RELATED PARTY DECLARATION FORM

Nil

6 RECEIVING AND CONFIRMATION OF MINUTES

RESOLUTION NO: 2025/148

That the Council resolve to receive and adopt the Minutes of the Ordinary Meeting of Pormpuraaw Aboriginal Shire Council Held on 24 September 2025.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

7 ITEMS ARISING FROM PREVIOUS MEETINGS

RESOLUTION NO: 2025/149

That Council resolve to note the resolution register.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

8 DELEGATIONS / GUESTS

11.00 am Jessie Geary - Principal Project Officer, Transition Support Program

Department of Education

9 CORRESPONDENCE

Nil

10 OPERATIONAL STATUS REPORTS

10.1 CORPORATE SERVICES OPERATIONAL REPORT TO COUNCIL - OCTOBER 2025

EXECUTIVE SUMMARY

To provide Council with an operational update of the Corporate Services function as of 11 October 2025.

RESOLUTION NO: 2025/150

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

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Keith Barney

CARRIED 4/0

10.2 COMMUNITY SERVICES OPERATIONAL REPORT TO COUNCIL FOR SEPTEMBER 2025

EXECUTIVE SUMMARY

To provide council will an operational update to 30 September 2025.

RESOLUTION NO: 2025/151

That the council resolve to receive and note the report.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Romena Edwards

CARRIED 4/0

10.3 OPERATIONAL SERVICES REPORT TO COUNCIL FOR SEPTEMBER 2025

EXECUTIVE SUMMARY

Overall, a productive month, with few delays or upsets to the scheduled works programs.

RESOLUTION NO: 2025/152

That the council resolve to receive and note the report.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

11 CHIEF EXECUTIVE REPORTS

11.1 CEO MEETINGS AND STATUS REPORT

EXECUTIVE SUMMARY

To provide a status report for Council to 10 October 2025

RESOLUTION NO: 2025/153

That the council resolve to receive and note the report.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

11.2 PUBSC DONATION FOR COMMUNITY CHRISTMAS PARTY

EXECUTIVE SUMMARY

To consider a donation to the PUBSC for the Community Christmas Party.

RESOLUTION NO: 2025/154

That the Council resolve to provide a donation of \$10,000 to the Pommpuraaw United Brother Sports Club for the Community Christmas Party.

Moved: Cr Romena Edwards

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 4/0

11.3 SPORTS PRECINCT MASTERPLAN

EXECUTIVE SUMMARY

For Council to accept the designs for the Sports Precinct Masterplan

RESOLUTION NO: 2025/155

That Council to adopt and accept the Sports Precinct Masterplan.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Keith Barney

CARRIED 4/0

11.4 PRE-QUALIFIED SUPPLIER ARRANGEMENT

EXECUTIVE SUMMARY

For council to consider adding Element Time and Amart to the prequalified supplier arrangement.

RESOLUTION NO: 2025/156

That Council resolve to that Adriot Australia (Element Time) and Amart Furniture to the Council' prequalified supplier arrangements.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 4/0

11.5 POLICY REVIEW

To provide Council with Policies that have been reviewed for approval.

RESOLUTION NO: 2025/157

That Council resolve to adopt the Appointment of Acting Chief Executive Officer Policy and endorse the appointment of Robert Morris as Acting CEO for the period 27 October 2025 to 21 November 2025 while the current CEO Janelle Menzies takes annual leave.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 4/0

11.6 2025/26 OPERATIONAL PLAN UPDATE AT 30 SEPTEMBER 2025

EXECUTIVE SUMMARY

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

RESOLUTION NO: 2025/158

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

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

12 EXECUTIVE MANAGER OF CORPORATE SERVICES REPORTS

12.1 CORPORATE SERVICES REPORT FINANCIAL STATEMENTS FOR PERIOD ENDED 30.09.2025

EXECUTIVE SUMMARY

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

RESOLUTION NO: 2025/159

That the Council resolve to adopt the financial report for September 2025.

Moved: Cr Romena Edwards

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

13 EXECUTIVE MANAGER OF OPERATIONS REPORTS

Nil

14 EXECUTIVE MANAGER OF COMMUNITY SERVICES REPORTS

Nil

11.00 am Jessie Geary, Transition Officer, Department of Education joined the meeting

11.40 am Jessie Geary left the meeting.

15 TENDERS & QUOTATIONS

15.1 DESIGNS FOR 6 EXTENSIONS AND 4 SELF CONTAINED UNITS

EXECUTIVE SUMMARY

For Council to consider the tender for the Design and documentation of housing extensions and self-contained units in Pormpuraaw, including all associated architectural, structural, civil, electrical, hydraulic, and certification services for 6 extensions and 4 self-contained units.

RESOLUTION NO: 2025/160

That Council resolve to

1. accept the tender form Erscon amounting to \$245,000 ex GST.
2. Delegates authority to the CEO to negotiate, finalise, and execute the contract.
3. Add Erscon to the council prequalified supplier arrangements use on similar projects.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

16 LATE ITEMS

Nil

17 CONFIDENTIAL ITEMS

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. TITLE

17.1 Negotiation of Outstanding Debt

Reason for Confidentiality .

(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

NO. TITLE

17.2 Contract Negotiation

(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

MOVE INTO CLOSED SESSION

RESOLUTION NO: 2025/161

That the Council move into closed session at 11.45 am.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 4/0

MOVE OUT OF CLOSED SESSION

RESOLUTION NO: 2025/162

That the Council move out of closed session at 11.50 am.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

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

17.1 NEGOTIATION OF OUTSTANDING DEBT

RESOLUTION NO: 2025/163

That the Council resolve to write off the balance to leave a settlement amount of \$23,508.58 for the outstanding amount owed by AB Kiosk.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

17.2 CONTRACT NEGOTIATION

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):

(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

EXECUTIVE SUMMARY

To advise Council of the progress of the Negotiations with Corporate Carbon regarding the contract with Council.

RECOMMENDATION

RESOLUTION NO: 2025/164

That Council resolve to note the progress of the negotiations with the Corporate Carbon Contract.

Moved:	Mayor Ralph Kendall (Jnr)
Seconded:	Deputy Mayor Tim Koo-Aga
CARRIED 4/0	

18 NOTICE OF MOTION

Nil

19 NEXT MEETING

In accordance with the public notice of meetings published by the Council, the next Ordinary Meeting will be held on Wednesday, 26 November 2025, in the Pormpuraaw Aboriginal Shire Council Boardroom, 24 Thinraathin Street, Pormpuraaw.

20 CLOSE OF MEETING

There being no further business the Mayor declared the meeting closed at 11.56 am.

These minutes were confirmed at the Ordinary Meeting of Council on 26 November 2025 – Resolution Number 2025/173.

Ralph Kendall
Mayor

Janelle Menzies
Chief Executive Officer