



Ordinary Council Meeting MINUTES

Wednesday 17 December 2025

Pormpuraaw Aboriginal Shire Council
Boardroom

24 Thinraathin Street, Pormpuraaw

1 OPENING OF MEETING

The Mayor declared the meeting open at 8:56 am.

2 ATTENDANCE AND CERTIFICATE OF ATTENDANCE

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

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

3 APOLOGIES

Cr Lucy Foote sent their apologies. (Doctors Certificate supplied).

4 DECLARATION OF INTEREST

Chapter 5B of the Local Government Act 2009 (the Act) requires Councillors to declare a Prescribed or Declarable Conflict of Interest. The Declaration is to be made in writing to the Chief Executive Officer, before the Ordinary Meeting of Council.

Cr Keith Barney declared they had a declarable conflict of interest (as defined by sections 150EG, 150EH ad 150EI of the Local Government Act 2009) in matters regarding Items 17.1 & 17.2.

5 RELATED PARTY DECLARATION FORM

Nil

6 RECEIVING AND CONFIRMATION OF MINUTES*

RESOLUTION NO: 2025/189

That the Council resolve to receive and adopt the Minutes of the Ordinary Meeting of Pormpuraaw Aboriginal Shire Council held on 26 November 2025.

Moved: Cr Romena Edwards

Seconded: Cr Keith Barney

CARRIED 4/0

7 ITEMS ARISING FROM PREVIOUS MEETINGS

RESOLUTION NO: 2025/190

That Council resolve to accept the Items arising from previous meetings.

Moved: Cr Romena Edwards

Seconded: Cr Keith Barney

CARRIED 4/0

8 DELEGATIONS / GUESTS

Nil

9 CORRESPONDENCE

Nil

10 OPERATIONAL STATUS REPORTS

10.1 CORPORATE SERVICES REPORT TO COUNCIL TO 12 DECEMBER 2025

RESOLUTION NO: 2025/191

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

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

10.2 OPERATIONAL SERVICES REPORT TO COUNCIL TO 12 DECEMBER 2025

RESOLUTION NO: 2025/192

That the council resolve to receive and note the report.

Moved: Cr Romena Edwards

Seconded: Cr Keith Barney

CARRIED 4/0

10.3 COMMUNITY SERVICES REPORT TO COUNCIL TO 12 DECEMBER 2025

RESOLUTION NO: 2025/193

That the council resolve to receive and note the report.

Moved: Cr Keith Barney

Seconded: Cr Romena Edwards

CARRIED 4/0

11 CHIEF EXECUTIVE REPORTS

11.1 CEO MEETINGS AND STATUS REPORT

EXECUTIVE SUMMARY

To provide a status report for Council to 12 December 2025

RESOLUTION NO: 2025/194

That the council resolve to receive and note the report.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Keith Barney

CARRIED 4/0

11.2 UPDATE TO PROCUREMENT POLICY AND FINANCIAL DELEGATIONS

EXECUTIVE SUMMARY

For Council to consider the changes to the Procurement Policy, Financial Delegations and credit card limits.

RESOLUTION NO: 2025/195

That Council adopt the Procurement Policy; Financial Delegations Register and authorise the increase of issued credit cards to \$40,000.

Moved: Cr Romena Edwards

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 4/0

11.3 ADDITION TO COUNCIL FEES & CHARGES

EXECUTIVE SUMMARY

For Council to consider the weekly rental amount for the Independent Living Facility

RESOLUTION NO: 2025/196

That Council resolve to adopt the recommended Independent Living Facility weekly rental for community elder at \$150 per week including electricity.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

11.4 UPDATE TO COMMUNITY GRANTS AND DONATIONS POLICY

EXECUTIVE SUMMARY

To consider changes to the Community Grants and Donations Policy.

RESOLUTION NO: 2025/197

That council resolve to adopt the changes to the Community Grants and Donations Policy.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Keith Barney

CARRIED 4/0

11.5 EXEMPTION FINISH FLOOR LEVELS

EXECUTIVE SUMMARY

For Council to consider an exemption for Finish Floor Levels

RESOLUTION NO: 2025/198

That Council resolve to provide an exemption to the Finish Floor Levels for the extension so that they are level with the existing dwelling.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 4/0

12 EXECUTIVE MANAGER OF CORPORATE SERVICES REPORTS

12.2 CORPORATE SERVICES REPORT FINANCIAL STATEMENTS FOR PERIOD ENDED 30.11.2025

EXECUTIVE SUMMARY

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

RESOLUTION NO: 2025/199

That Council resolve to adopt the financial statements for the period ended 30 November 2025.

Moved: Cr Romena Edwards

Seconded: Cr Keith Barney

CARRIED 4/0

13 EXECUTIVE MANAGER OF OPERATIONS REPORTS

Nil

14 EXECUTIVE MANAGER OF COMMUNITY SERVICES REPORTS

14.1 JUSTICE GROUP - CULTURAL WELLBEING & BEHAVIOUR CHANGE

EXECUTIVE SUMMARY

To consider the Community Justice Group Behavioural Change Program

RESOLUTION NO: 2025/201

That the Council resolve to:-

1. Approve the proposal for the community Justice Group Behavioural Change Program by Grounded Pathways Consulting
2. Add Ground Pathways Consulting as a Sole Supplier and include as a Council Pre-qualified Supplier.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

15 TENDERS & QUOTATIONS

15.1 APPROVAL REQUEST FOR HEAVY TIPPER TO REPLACE P5

EXECUTIVE SUMMARY

Seeking council approval for the purchase of Medium Tipper Truck to replace P6.

RESOLUTION NO: 2025/202

That Council resolve to approve the purchase new Isuzu FVR 170-300 with a Tilt Slide Body to replace amount to \$282,288.50 ex GST or \$310,311.85 inc GST.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

16 LATE ITEMS

16.2 SOLE SUPPLIER AND PRE-QUALIFIED SUPPLIER ARRANGEMENT

EXECUTIVE SUMMARY

To request Council to approve Sole Supplier Status for a number of suppliers.

RESOLUTION NO: 2025/200

That the Council resolve to

1. accept the quote from Bellarine Painting as the sole supplier on this occasion, due to being the same painter used by our Pre-Qualified Supplier who has not provided a quote and being available immediately as the wet season is quickly approaching.
2. Accept Brad Pinches & Associates, Pumping Irrigation Machinery Services (PIMS) and Welcon Technologies - SAFE Group Automation (for SCADA - IT Services) also as sole suppliers due to currently working on projects and not reasonably practicable to find another supplier.
3. go out to tender for our Pre-Qualified arrangements in January 2026 and invite the above suppliers to apply.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Romena Edwards

CARRIED 4/0

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 Lease

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

NO. TITLE

17.2 Permission to Reside

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

NO. TITLE

17.3 Lease Review

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

MOVE INTO CLOSED SESSION

RESOLUTION NO: 2025/203

That the Council move into closed session at 10:15 am.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Romena Edwards

CARRIED 4/0

I, Keith Barney, inform the meeting that I have a declarable conflict of interest at item 17.1 due to being an employee of the Lessee.

I, Keith Barney, inform the meeting that I have a declarable conflict of interest at item 17.2 due to one of the applications being a nephew.

As a result of these declarable conflicts of interest I will now leave the meeting room.

Cr Keith Barney left the meeting at 10.16 am during the discussion and returned to the meeting at 10.25 am.

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

17.1 LEASE

EXECUTIVE SUMMARY

For Council to countersigning the lease to Pormpur Ngamplin Pam Mongthak Aboriginal Corporation.

17.2 PERMISSION TO RESIDE

EXECUTIVE SUMMARY

That Council to consider approving Applications to Reside in Pormpuraaw as received.

17.3 LEASE REVIEW

EXECUTIVE SUMMARY

To consider the legal advice for Lease

17.4 YEARS OF SERVICE AWARDS

EXECUTIVE SUMMARY

To consider payment of years of service award.

MOVE OUT OF CLOSED SESSION

RESOLUTION NO: 2025/204

That the Council move out of closed session at 10:45 am.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 4/0

17.1 LEASE

Due to a conflict of interest in items 17.1 and 17.2 Cr Keith Barney left the meeting at 10.46 am.

RESOLUTION NO: 2025/205

That council resolve to countersigning the lease to Pormpur Ngamplin Pam Mongthak Aboriginal Corporation and delegate to the CEO powers to execute the lease.

Moved: Cr Romena Edwards

Seconded: Cr Keith Barney

CARRIED 3/0

17.2 PERMISSION TO RESIDE

RESOLUTION NO: 2025/206

That Council to approve the 3 Applications to Reside in Pormpuraaw as received.

Moved: Cr Romena Edwards

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 3/0

Cr Keith Barney returned to the meeting at 10.48 am

17.3 LEASE REVIEW

EXECUTIVE SUMMARY

To consider the legal advice for Lease

RESOLUTION NO: 2025/207

That council resolve to accept the legal advice and consider the matter at a later date.

Moved: Cr Romena Edwards

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 4/0

17.4 YEARS OF SERVICE AWARDS

EXECUTIVE SUMMARY

To consider payment of years of service award.

RESOLUTION NO: 2025/208

That council resolve to approve the payment of end of year service awards as bonus payments through payroll as follows: -

10 years of service	\$1,000
15 years of services	\$1,500
20 years of service	\$2,000
25 years of service	\$2,500
30 years of services	\$3,000
35 years of services	\$3,500

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Keith Barney

CARRIED 4/0

18 NOTICE OF MOTION

Nil

19 NEXT MEETING

In accordance with the public notice meeting published by the Council, the next ordinary meeting will be held on Wednesday 28 January 2026, 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 11.00 am.

These minutes were confirmed at the Council Meeting on 28 January 2026 Resolution No 2026/01

Ralph Kendall
Mayor

Janelle Menzies
Chief Executive Officer