

PORMPURAAW



ABORIGINAL
SHIRE COUNCIL



PORMPURAAW

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Ordinary Council Meeting MINUTES

Wednesday 28 January 2026

Pormpuraaw Aboriginal Shire Council
Boardroom

24 Thinraathin Street, Pormpuraaw

1 OPENING OF MEETING

The Mayor declared the meeting open at 9:56 am.

2 ATTENDANCE AND CERTIFICATE OF ATTENDANCE

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

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

3 APOLOGIES

Cr Lucy Foote sent their apologies.

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.

Nil

5 RELATED PARTY DECLARATION FORM

Nil

6 RECEIVING AND CONFIRMATION OF MINUTES*

RESOLUTION NO: 2026/1

That the Council resolve to receive and adopt the Minutes of the Ordinary Meeting of Pormpuraaw Aboriginal Shire Council held on 17 December 2025.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Romena Edwards

CARRIED 4/0

7 ITEMS ARISING FROM PREVIOUS MEETINGS

REPORT ATTACHED

Attachments: Nil

8 DELEGATIONS / GUESTS

Nil

9 CORRESPONDENCE

Nil

10 OPERATIONAL STATUS REPORTS

10.1 CORPORATE SERVICES REPORT TO COUNCIL TO 16 JANUARY 2026

EXECUTIVE SUMMARY

To provide Council with an operational update of the Corporate Services function as of 22 January 2026.

RESOLUTION NO: 2026/2

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

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

10.2 COMMUNITY SERVICES REPORT TO 16TH JANUARY 2026

EXECUTIVE SUMMARY

Executive Manager Community Services Report Dec- 16th January 2026

RESOLUTION NO: 2026/3

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 OPERATIONAL REPORT TO 16 JANUARY 2026

EXECUTIVE SUMMARY

Monthly Operational Report for Council

RESOLUTION NO: 2026/4

That the council resolve to receive and note the report.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Romena Edwards

CARRIED 4/0

10.4 BUSINESS DEVELOPMENT REPORT TO 16 JANUARY 2026

EXECUTIVE SUMMARY

To provide Council is a monthly operational update

RESOLUTION NO: 2026/5

That the council resolve to receive and note the report.

Moved: Cr Romena Edwards

Seconded: Cr Keith Barney

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: 2026/6

That the council resolve to

1. receive and note the report;
2. approve CEO leave in April and October/November 2026; and
3. approve CEO travel to Cairns for TCICA meetings, LGMA CEO forums, LMGA Conference, LGAQ ILF, LGAQ Conference, ALGA Conference and regular Cairns Office visits during 2026.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Romena Edwards

CARRIED 4/0

11.2 DEPARTMENT OF HOUSING FUNDING REQUEST

EXECUTIVE SUMMARY

For Council to support the funding request for 35 residential dwellings for the two new Subdivisions at the Southern and Northern sides of town.

RESOLUTION NO: 2026/7

That Council:

1. Endorse the development of a comprehensive funding proposal to be submitted to the Queensland Department of Housing seeking financial support for the following priority projects:
 - Northern and Southern Subdivision – Housing Construction
 - Construction of 40 x residential dwellings on 35 new residential lots.
2. Authorise the Chief Executive Officer (or delegate) to prepare and finalise all necessary documentation and submissions to progress the funding request.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 4/0

11.3 2025/26 OPERATIONAL PLAN UPDATE AT DECEMBER 2025

EXECUTIVE SUMMARY

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

RESOLUTION NO: 2026/8

That Council adopt the December 2025 operational update of the 2025/26 Operational Plan

Moved: Cr Romena Edwards

Seconded: Cr Keith Barney

CARRIED 4/0

11.4 COUNCILLOR REMUNERATION 2026/27

EXECUTIVE SUMMARY

Council to consider the Local Government Remuneration Commission (Commission) report dated 28 November 2025.

Deputy Mayor Tim Koo-Aga left the meeting at 11:37 am.

RESOLUTION NO: 2026/9

That the Council resolve to endorse the recommendation of the Local Government Remuneration Commission to apply from 1 July 2026 as follows :-

Mayor - \$128,509

Deputy Mayor - \$74,139

Councillor - \$64,253

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Keith Barney

CARRIED 3/0

11.5 DELEGATIONS REVIEW - CHANGES SINCE FEBRUARY 2025

EXECUTIVE SUMMARY

For council to consider and adopt the New, changes and deletions to the Council to Chief Executive Officer Delegations.

RESOLUTION NO: 2026/10

That Council resolve to

1. Adopt the Council to “new, changes and deletions” Chief Executive Officer delegations as listed in the Delegations Register.
2. Note that the Chief Executive Officer may sub-delegation to other Council officers designed to improve administrative efficiencies; and
3. Further note that Council can modify the delegations, and at all times, exercise any of the delegated matters in its own right

Moved: Cr Romena Edwards

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 3/0

11.6 ACKNOWLEDGEMENT OF RESIGNATION OF CR LUCY FOOTE

EXECUTIVE SUMMARY

For Council to acknowledge the Resignation of Cr Lucy Fotte

Deputy Mayor Tim Koo-Aga returned to the meeting at 11:45 am.

RESOLUTION NO: 2026/11

That Council resolve to acknowledge the resignation of Cr Lucy Foote. Council wishes to thank Cr Foote for her service to the Pormpuraaw Community and the time served as a Councillor. Council wishes Cr Foote all the best for the future.

Moved: Cr Keith Barney

Seconded: Cr Romena Edwards

CARRIED 4/0

12 EXECUTIVE MANAGER OF CORPORATE SERVICES REPORTS

12.1 CORPORATE SERVICES REPORT FINANCIAL STATEMENTS FOR PERIOD ENDED 31.12.2025

EXECUTIVE SUMMARY

To provide Council with the financial statements for the period ended 31 December 2025.

RESOLUTION NO: 2026/12

The Council resolves to accept the financial report for December 2025.

Mayor Ralph Kendall (Jnr)

Moved:

Seconded: Cr Romena Edwards

CARRIED 4/0

12.2 STRATEGIC INTERNAL AUDIT PLAN 2026-28 AND DETAILED INTERNAL AUDIT PLAN 2025-26 SPECIAL REPORT

EXECUTIVE SUMMARY

To provide Council with the Strategic Three-Year Internal Audit Plan for 2026-2028 and the Detailed Internal Audit Plan for the 2025/26 financial year.

RESOLUTION NO: 2026/13

That Council resolves to receive, endorse and adopt the Strategic Three-Year Internal Audit Plan for 2026-2028 and the Detailed Internal Audit Plan for the 2025/26 financial year, noting the three (3) key project focus areas for the current financial year as attached and tabled.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 4/0

13 EXECUTIVE MANAGER OF OPERATIONS REPORTS

Nil

14 EXECUTIVE MANAGER OF COMMUNITY SERVICES REPORTS

14.1 DONATION FOR 2026 FISHING COMPETITION

EXECUTIVE SUMMARY

For Council to consider a donation for the 2026 Fishing Competition

Cr Keith Barney left the meeting at 11:56 am.

RESOLUTION NO: 2026/14

That Council resolve to contribute \$20,000 to the Community Fishing Competition.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 3/0

14.2 AGED CARE WHEEL CHAIR BUS

EXECUTIVE SUMMARY

For Council to consider bringing forward a Budget for 2026/27 for an Aged Care Wheel Chair Bus

Cr Keith Barney returned to the meeting at 12:00 noon.

RESOLUTION NO: 2026/15

That Council resolve to

1. To include a budget of approximately \$105,000.00 for a HiAce Bus SLWB 2.8 L Turbo Diesel in the 3year capital budget for 2026/07.
2. Allow the purchase order for no more than \$105,000 to be brought forward and issued in January or February 2026 to allow for the 6-9 month lead time for the new bus for delivery in 2025/26..

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

14.3 ELIGIBILITY GUIDELINE FOR LEASE AGREEMENTS - INDEPENDENT LIVING FACILITY

EXECUTIVE SUMMARY

For Council to give guidance on the criteria to be eligible to move into the Independent Living Facility on a Lease Agreement

RESOLUTION NO: 2026/16

That the Council resolve to adopt the following eligibility criteria to move into the Independent Living Facility and an application form to be developed as recommended in the report to also including NDIS Clients.

Moved: Cr Romena Edwards

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

15 TENDERS & QUOTATIONS

15.1 SOLE SUPPLIER - HARBROW MENTORING

EXECUTIVE SUMMARY

For Council to consider Harbrow Mentoring as a sole supplier for the purposes of expending the 2026 Health and Wellbeing Grant of \$18,000.

RESOLUTION NO: 2026/17

That Council resolve to

1. accept the quote from Harbrow Mentoring are the sole supplier for the 2026 Health and Wellbeing Grant for the purpose of expending the grant which will include KPI's.
2. The Council is reasonably satisfied there is only one supplier who is reasonably available to undertake the job as the grant application for the 2026 Health and well being was based around this quote.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

15.2 SOLE SUPPLIER AND PRE-QUALIFIED SUPPLIER ARRANGEMENT

EXECUTIVE SUMMARY

To request Council to approve Sole Supplier Status for MBH Constructions

RESOLUTION NO: 2026/18

That the Council resolve to

1. Accept the quotes from MBH Constructions as a sole supplier on this occasion, due to the being the same fencer that our Pre-Qualified supplier will engage and include a mark u amounting to :-
2.
 - a. \$89,900 ex GST for Fencing to Staff Housing
 - b. \$37,800 ex GST for Fencing around the batching plant
3. Go out to tender for our Pre-Qualified supplier arrangement in January 2026 and invite the above supplier to apply.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

16 LATE ITEMS

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

MOVE INTO CLOSED SESSION

RESOLUTION NO: 2026/19

That the Council move into closed session at {time}.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

MOVE OUT OF CLOSED SESSION

RESOLUTION NO: 2026/20

That the Council move out of closed session at {time}.

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.

17.1 PERMISSION TO RESIDE

RESOLUTION NO: 2026/21

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

18 NOTICE OF MOTION

19 NEXT MEETING

In accordance with the public notice of meetings published by the Council, the next Ordinary Meeting will be held on Wednesday, 25 February, 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 12:15 pm.

UNCONFIRMED