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# Ordinary Council Meeting MINUTES

Wednesday 24 September 2025

Pormpuraaw Aboriginal Shire Council  
Boardroom

24 Thinraathin Street, Pormpuraaw

## **1 OPENING OF MEETING**

The Mayor declared the meeting open at 9:37 am.

## **2 ATTENDANCE AND CERTIFICATE OF ATTENDANCE**

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

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

## **3 APOLOGIES**

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

## **4 DECLARATION OF INTEREST**

Nil

## **5 RELATED PARTY DECLARATION FORM**

Nil

## **6 RECEIVING AND CONFIRMATION OF MINUTES**

### **RESOLUTION NO: 2025/126**

That the Council resolve to receive and adopt the Minutes of the Ordinary Meeting of Pormpuraaw Aboriginal Shire Council Held on 27 August 2025.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Cr Romena Edwards

**CARRIED 4/0**

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## **7 ITEMS ARISING FROM PREVIOUS MEETINGS**

### **RESOLUTION NO: 2025/127**

That Council resolves to note the resolution register.

**Moved:** Cr Romena Edwards

**Seconded:** Mayor Ralph Kendall (Jnr)

**CARRIED 4/0**

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## **8 DELEGATIONS / GUESTS**

Minister Fiona Simpson and David Kempton MP joined the meeting at 10:16 am.

Minister Fiona Simpson and David Kempton MP left the meeting at 11:45 am.

## **9 CORRESPONDENCE**

Nil

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## **10 OPERATIONAL STATUS REPORTS**

### **10.1 CORPORATE SERVICES REPORT TO COUNCIL - SEPTEMBER 2025**

#### **EXECUTIVE SUMMARY**

To provide Council with an operational update of the Corporate Services function as of 17 September 2025.

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#### **RESOLUTION NO: 2025/128**

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

**Moved:** Cr Romena Edwards

**Seconded:** Mayor Ralph Kendall (Jnr)

**CARRIED 4/0**

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### **10.2 OPERATIONS REPORT AUGUST 2025**

#### **EXECUTIVE SUMMARY**

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

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#### **RESOLUTION NO: 2025/129**

That the council resolve to receive and note the report.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Cr Romena Edwards

**CARRIED 4/0**

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## **10.3 COMMUNITY SERVICES AUGUST 2025**

### **EXECUTIVE SUMMARY**

Executive Manager Community Services Report August 2025

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#### **RESOLUTION NO: 2025/130**

That the council resolve to receive and note the report.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Cr Keith Barney

**CARRIED 4/0**

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## **11 CHIEF EXECUTIVE REPORTS**

### **11.1 CEO MEETINGS AND STATUS REPORT**

#### **EXECUTIVE SUMMARY**

To provide a status report for Council to 19 September 2025

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#### **RESOLUTION NO: 2025/131**

That the council resolve to receive and note the report.

**Moved:** Cr Romena Edwards

**Seconded:** Cr Keith Barney

**CARRIED 4/0**

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**11.2 TEMPORARY CHANGE TO PUBSC TRADING HOURS ON 5 OCTOBER 2025  
EXECUTIVE SUMMARY**

For Council to endorse the temporary change to PUBSC trading hours for NRL Grand Final on Sunday 25 October 2025

**RESOLUTION NO: 2025/132**

That Council resolve to endorse the temporary change to the PUBSC trading hours for the NRL Grand Final on Sunday 5 October 2025 from 6.30pm to 9.00pm. CEO's delegate to sign after satisfied that the correct parties have signed the form.

**Moved:** Deputy Mayor Tim Koo-Aga

**Seconded:** Mayor Ralph Kendall (Jnr)

**CARRIED 4/0**

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**12 EXECUTIVE MANAGER OF CORPORATE SERVICES REPORTS****12.1 CORPORATE SERVICES REPORT FINANCIAL STATEMENTS FOR PERIOD ENDED  
31.08.2025****EXECUTIVE SUMMARY**

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

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**RESOLUTION NO: 2025/133**

That the Council receive and note the financial report for the period ending 31 August 2025.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Cr Keith Barney

**CARRIED 4/0**

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## **12.2 AUDITED FINANCIAL STATEMENTS FOR 2024/25 FINANCIAL YEAR SPECIAL REPORT**

### **EXECUTIVE SUMMARY**

To provide Council with the Audited Financial Statements for the 2024/25 Financial Year

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#### **RESOLUTION NO: 2025/134**

That Council resolves to receive and note the Audited Financial Statements for the 2024/25 financial year and to adopt the financial statements as attached.

**Moved:** Deputy Mayor Tim Koo-Aga

**Seconded:** Cr Romena Edwards

**CARRIED 4/0**

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## **12.3 QAO EXTERNAL AUDIT CLOSING REPORT FOR 2024/25 FINANCIAL YEAR**

### **EXECUTIVE SUMMARY**

To provide Council with the QAO External Audit Closing Report for the 2024/25 Financial Year

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#### **RESOLUTION NO: 2025/135**

That Council resolves to receive and note the QAO External Audit Closing Report for the 2024/25 financial year and to adopt the report as attached.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Deputy Mayor Tim Koo-Aga

**CARRIED 4/0**

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## **13 EXECUTIVE MANAGER OF OPERATIONS REPORTS**

Nil

## **14 EXECUTIVE MANAGER OF COMMUNITY SERVICES REPORTS**

Nil

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## **15 TENDERS & QUOTATIONS**

### **15.1 DURACK CIVIL TENDER VARIATION**

#### **EXECUTIVE SUMMARY**

To advise Council of Contract Variations for the Durack Civil Pty Ltd Contract for the Pompokuraaw Airstrip Upgrade.

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#### **RESOLUTION NO: 2025/136**

That Council resolve to:-

1. Accept the variations No 1, 2, 3 & 4 to the Durack Civil Pty Ltd and the new contract value of \$13,508,179 ex GST.
2. Delegate to the Chief executive office any further values up to 10% of the new contact value.

**Moved:** Cr Romena Edwards

**Seconded:** Cr Keith Barney

**CARRIED 4/0**

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## **15.2 DESIGN SERVICES FOR 15 LOTS (STAGE 1-3) PART OF LOT 511 ON SP270888 (NORTH PORMPURA AW)**

### **EXECUTIVE SUMMARY**

For Council consider awarding a contract for design services for Stages 1 – 3 Pormpuraaw Northern subdivision.

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### **RESOLUTION NO: 2025/137**

That Council resolve to :

(a) Note Langtree's scope covers both:

- works required to bring **Stages 1–3 (15 lots)** to construction readiness; and
- subdivision-wide master planning (30 lots)

(b) Approves engagement of Langtree Consulting Pty Ltd under Local Buy LB279 for **\$230,000 + GST**, subject to the pre-award conditions in section 7.

(c) Delegates authority to the CEO to negotiate, finalise, and execute the contract upon funding confirmation and insurance verification.

(d) Additionally, request allocation of \$15,300 + GST to cover project management and contract administration of the Langtree Consulting design contract, based on an estimated 85 consultant hours at \$180/hr. This equates to approximately 6.7% of the design-phase fee, consistent with industry benchmarks for design-stage governance.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Cr Romena Edwards

**CARRIED 4/0**

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### **15.3 DESIGN SERVICES FOR 20 LOTS (STAGES 1-4) PART OF LOT 512 SUBDIVISION - (SOUTH PORMPURA AW)**

#### **EXECUTIVE SUMMARY**

For Council consider awarding a contract for design services for Stages 1 – 4 Pormpuraaw Southern subdivision.

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#### **RESOLUTION NO: 2025/138**

That Council resolve to :

(a) Notes the Langtree Consulting scope is ineligible for RAF-C funding and must be funded from another confirmed source prior to contract execution.

(b) Approves the engagement of Langtree Consulting Pty Ltd under the Local Buy Project Management Services prequalified supplier arrangement for \$220,000 + GST, subject to the pre-award compliance conditions listed in section 7.

(c) Delegates authority to the Chief Executive Officer to negotiate, finalise, and enter into the Local Buy contract with Langtree Consulting Pty Ltd once alternative funding is confirmed and insurances are verified.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Cr Romena Edwards

**CARRIED 4/0**

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## **16 LATE ITEMS**

### **16.1 ADOPTION OF THE ANNUAL REPORT 2024-25**

#### **EXECUTIVE SUMMARY**

The purpose of this report is to present Council with the draft 2024/25 Annual Report for consideration and adoption.

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#### **RESOLUTION NO: 2025/139**

That Council adopt the 2024/25 Annual Report, with approval for any minor edits prior to publication (e.g. Mayor's message, grammar, spelling review and additional photos) and publish the Annual Report on the Council's website within 2 weeks.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Cr Romena Edwards

**CARRIED 4/0**

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### **16.2 POLICY REVIEW**

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

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#### **RESOLUTION NO: 2025/140**

That Council resolve to adopt Recruitment and Selection Policy.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Deputy Mayor Tim Koo-Aga

**CARRIED 4/0**

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### **16.3 AGED CARE FEES**

#### **EXECUTIVE SUMMARY**

For Council to decide on the new Aged Care Fees

#### **RESOLUTION NO: 2025/141**

That Council resolve to set the Aged Care Fees as recommended PASC Finance Manager.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Cr Keith Barney

**CARRIED 4/0**

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### **16.4 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 2 September 2025, to serve audit committee report to Council in accordance with section 211(4) of the *Local Government Regulation 2012*.

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#### **RESOLUTION NO: 2025/142**

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**

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**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 CULTURAL APPROVALS FOR SOCIAL HOUSING APPLICATIONS**

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

**NO. TITLE**

**17.2 PERMISSION TO RESIDE / CULTURAL APPROVAL**

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

**17.3 RENTAL INCREASES**

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

**MOVE INTO CLOSED SESSION**

**RESOLUTION NO: 2025/143**

That the Council move into closed session at 12.35 pm.

**Moved:** Deputy Mayor Tim Koo-Aga

**Seconded:** Mayor Ralph Kendall (Jnr)

**CARRIED 4/0**

**MOVE OUT OF CLOSED SESSION**

**RESOLUTION NO: 2025/144**

That the Council move out of closed session at 12.55 pm.

**Moved:** Deputy Mayor Tim Koo-Aga

**Seconded:** Mayor Ralph Kendall (Jnr)

**CARRIED 4/0**

**17.1 CULTURAL APPROVALS FOR SOCIAL HOUSING ALLOCATIONS****EXECUTIVE SUMMARY**

Council to consider Cultural approvals for social housing allocations.

**RESOLUTION NO: 2025/145**

That Council recommend that the tenant considered for Thinraathin Street, be allocated to Rirranth. The Tenant previously recommended to Rirranth is a perfect candidate for the Independent Living Facility.

**Moved:** Deputy Mayor Tim Koo-Aga

**Seconded:** Mayor Ralph Kendall (Jnr)

**CARRIED 4/0**

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**17.2 PERMISSION TO RESIDE / CULTURAL APPROVAL****EXECUTIVE SUMMARY**

Council to consider approving Applications to Reside in Pormpuraaw.

**RESOLUTION NO: 2025/146**

That the Council resolve to approve the Applications to Reside in Pormpuraaw and be places on the waiting list.

**Moved:** Deputy Mayor Tim Koo-Aga

**Seconded:** Mayor Ralph Kendall (Jnr)

**CARRIED 4/0**

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## **17.3 RENTAL INCREASES**

### **EXECUTIVE SUMMARY**

For council to consider rental increase to properties identified for demolition.

### **RESOLUTION NO: 2025/147**

That Council to resolve reduce the rents for older properties identified for demolition as follows:-

2 Bedroom - \$240 per week

3 Bedroom - \$320 per week

**Moved:** Cr Romena Edwards

**Seconded:** Cr Keith Barney

**CARRIED 4/0**

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## **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, 15 October 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 1.21pm.

These minutes were confirmed at the Ordinary Meeting of Council on 15 October 2025 – Resolution Number 2025/148.

Ralph Kendall  
Mayor

Janelle Menzies  
Chief Executive Office