



PORMPURAAW

 24 Thinraathin Street, Pormpuraaw QLD 4892
 07 4060 4600  admin@pormpuraaw.qld.gov.au

CAIRNS

 28 Scott Street, Parramatta Park QLD 4870
 07 4032 8221  admin@pormpuraaw.qld.gov.au
 www.pormpuraaw.qld.gov.au

Ordinary Council Meeting MINUTES

Wednesday 16 April 2025

Pormpuraaw Aboriginal Shire Council
Boardroom

24 Thinraathin Street, Pormpuraaw

1 OPENING OF MEETING

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 her apologise (Doctors certificate supplied).

4 DECLARATION OF INTEREST

5 RELATED PARTY DECLARATION FORM

6 RECEIVING AND CONFIRMATION OF MINUTES

RESOLUTION NO: 2025/14

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

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 5/0

7 ITEMS ARISING FROM PREVIOUS MEETINGS

7.1 RESOLUTION REGISTER

EXECUTIVE SUMMARY

To provide council with an update of the council resolution progress.

RESOLUTION NO: 2025/15

The Council resolve to adopt the Resolution Register.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

8 DELEGATIONS / GUESTS

Nil

9 CORRESPONDENCE
9.1 TCHHS - ANIMAL CARE

EXECUTIVE SUMMARY

To provide council with an update of the correspondence received.

Correspondence Noted.

10 OPERATIONAL STATUS REPORTS

10.1 COMMUNITY SERVICES MARCH 2025 REPORT

EXECUTIVE SUMMARY

Executive Manager Community Services Report March 2025

RECOMMENDATION

That the council resolve to receive and note the report.

RESOLUTION NO: 2025/16

That the council resolve to receive and note the report.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

10.2 OPERATIONAL SERVICES MARCH 2025 REPORT

EXECUTIVE SUMMARY

To update Council on the Operational Services activities

RESOLUTION NO: 2025/17

1. That the council resolve to receive and note the report.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

11 CHIEF EXECUTIVE REPORTS

11.1 CEO STATUS REPORT

EXECUTIVE SUMMARY

To provide a status report for Council to 17 March 2025

RESOLUTION NO: {resolution-number}

That the council resolve to receive and note the report.

Moved: Cr Romena Edwards

Seconded: Cr Keith Barney

CARRIED 4/0

11.2 POLICY REVIEW

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

RESOLUTION NO: 2025/19

That Council resolve to adopt the following policies:-

1. PID1 – Public Interest Disclosure Policy and Procedure
2. I-001 – Investigation of Complaints against Councillors Policy
3. R-001- Risk Management Framework

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Romena Edwards

CARRIED 4/0

Janelle Menzies left the meeting at 11.36am.

Janelle Menzies returned to the meeting at 11.38am.

11.3 2024/25 OPERATIONAL PLAN MARCH 2025 QUARTERLY UPDATE

EXECUTIVE SUMMARY

To provide Council with a Quarterly Update on the 2024/25 Operational Plan

RESOLUTION NO: {resolution-number}

That Council resolve to adopt the March 2025 Quarterly Update of the 2024/25 Operational Plan.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 4/0

11.4 PORMPUR PAANTHU HOUSING REQUEST

EXECUTIVE SUMMARY

To provide Council with information regarding a proposal from Pormpu Paanthu for additional staff housing

RESOLUTION NO: 2025/21

That Council resolves to adjourn the matter until further information and advice is received.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 4/0

11.5 PURCHASE OF A 2ND HAND CEMENT TRAILER

EXECUTIVE SUMMARY

For Council to endorse the purchase of Second-Hand Cement Powder trailer

RESOLUTION NO: 2025/22

That Council resolve to endorse the purchase of a second-hand cement powder trailer.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Romena Edwards

CARRIED 4/0

12 EXECUTIVE MANAGER OF CORPORATE SERVICES REPORTS

Nil

13 EXECUTIVE MANAGER OF OPERATIONS REPORTS

Nil

14 EXECUTIVE MANAGER OF COMMUNITY SERVICES REPORTS

Nil

15 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. 15.1 Permission to Reside in Pormpuraaw

Reason for confidentiality

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

MOVE INTO CLOSED SESSION

RESOLUTION NO: 2025/23

That the Council move into closed session at 11.55am.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

MOVE OUT OF CLOSED SESSION

RESOLUTION NO: 2025/24

That the Council move out of closed session at 11.58am.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

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

15.1 PERMISSION TO RESIDE**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):

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

EXECUTIVE SUMMARY

Council to consider approving Applications to Reside in Pormpuraaw.

RECOMMENDATION

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

RESOLUTION NO: 2025/25

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

Moved: Cr Romena Edwards

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 4/0

16 LATE ITEMS

16.2 CORPORATE SERVICES FINANCE REPORT TO COUNCIL - APRIL 2025

EXECUTIVE SUMMARY

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

RESOLUTION NO: 2025/26

1. For Council to adopt the financial statements as provided for the period ended 31 March 2025.

Moved: Cr Romena Edwards

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

16.3 CORPORATE SERVICES REPORT TO COUNCIL - APRIL 2025

EXECUTIVE SUMMARY

To provide Council with an update of the Corporate Services function as of 13 April 2025.

RESOLUTION NO: 2025/27

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

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 4/0

16.4 CREDIT CARDS

EXECUTIVE SUMMARY

To increase the number of Credit Cards issued to staff

RESOLUTION NO: 2025/28

That the council increase the value to credit cards issued to \$20,000 and issue credit cards and limits be set as the follows:

Position	Current Encumbant	Amount
Executive Manager Corporate Services	Tracey Graham	\$5,000
Chief Executive Officer	Janelle Menzies	\$5,000
Administration Office - Corporate Services *	Nemalah Yesberg	\$4,000
Executive Manager Community Services	Shelina Bartlett	\$2,000
Executive Manager Operational Services	Grant Dennis	\$2,000
Mayor	Ralph Kendall	\$1,000
Office Team Leader	Grace Millinda	\$1,000

The allocation of the card to the Accounts Payable Officer will now be issued to the Administration Officer - Corporate Services to allow for Separation of Duties for booking and payment of travel bookings.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

17 TENDERS & QUOTATIONS

Nil

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, 28 May 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 12.20 pm.

These minutes were confirmed at the Ordinary Meeting of Council on 28 May 2025 – Resolution Number: 2025/34.