



Kowanyama Aboriginal Shire Council

# December Council Meeting Minutes

16 December 2025, 10:15AM – 12:41PM

Cairns Boardroom

# Table of Contents

1.	Opening/Welcome.....	3
2.	Conflicts of Interest.....	3
3.	Previous Minutes / Action Items .....	4
4.	Reports.....	4
4.1.	Mayor, Deputy, and Councillor Updates.....	4
4.2.	Chief Executive Officer .....	5
4.3.	Executive Manager Corporate and Financial Services .....	6
4.4.	Executive Manager Roads, Infrastructure and Essential Services .....	7
4.5.	Executive Manager Community Services and Cultural Heritage .....	7
5.	Other Business.....	8
6.	Closed Business.....	8

## Present

### Cairns Boardroom

Cr. Territa Dick (Mayor)  
Cr. Teddy Bernard (Deputy Mayor)  
Cr. Charmaine Lawrence  
Cr. Coralie Lawrence  
Mark Crawley – Interim Chief Executive Officer  
Joe Cristaldi – Executive Manager Corporate and Financial Services  
Chris McClaughlin – Acting Manager Governance  
Bella Jacob – Executive Assistant

### Remote (via teams)

Cr. Richard Stafford  
Dan Dixon – Executive Manager Roads, Infrastructure and Essential Services  
Paula Auld – Acting Executive Manager Community Services

## 1. Opening/Welcome

Meeting commenced at 10:15AM.

Mayor welcomed the Councillors and Executive Team to the December Council Meeting, paid respects to Traditional Owners and Elders (past and present).

Cr Coralie Lawrence opened with a prayer.

## 2. Conflicts of Interest

Councillors advise that there is no Conflict of Interest to be declared.

### Apologies

None.

### 3. Previous Minutes / Action Items

#### a. Previous Minutes

**RESOLUTION: Minutes (November 2025 Ordinary Meeting)**

Minutes from the Ordinary Council Meeting 25 November 2025 to be adopted as true and accurate.

Moved: Cr. Territa Dick  
Seconded: Cr. Coralie Lawrence

**CARRIED**

**RESOLUTION: Minutes (November 2025 Special Council Meeting)**

Minutes from the Special Council Meeting 17<sup>th</sup> November 2025 to be adopted as true and accurate.

Moved: Cr. Teddy Bernard  
Seconded: Cr. Charmaine Lawrence

**CARRIED**

#### b. Action Items

Action Items register was noted and tabled.

### 4. Reports

#### 4.1. Mayor, Deputy, and Councillor Updates

Mayor provided summary on activities heading into the festive season noting:

- Mayor attended virtual meetings with Judith Meiklejohn of Orange Sky.
- Mayor and CEO held further meetings with OIC Damien Carrol and Wendy Wust of the Justice Group in relation to key community safety issues.
- Deputy Mayor attended the State Emergency Services Graduation.
- Cr Lawrence is in discussions with Church representatives in relation to the old laundromat.

**Action: Dan Dixon to have further discussions with Cr Stafford in relation to yard clean-up of vulnerable individuals.**

**Action: CEO to coordinate evacuation plan for palliative care patients. CEO to coordinate with Police and Clinic in regards to a vulnerable persons register.**

**Action: CEO to liaise with Asset Manager to determine if Cr Charmaine Lawrence's request for a Council supplied vehicle can be granted to enable her to perform her housing portfolio role.**

## 4.2. Chief Executive Officer

### 4.2.1. Information Report

Mark Crawley (Interim Chief Executive Officer) presented the CEO report to Council. Information report was noted by Council.

**Action: Peak Services Reporting on Grants Management to be included in OGM Reports quarterly.**

### 4.2.2. Agenda Reports

#### a. Closing the Gap funding priorities

RESOLUTION: That Council resolve to prioritise the following two (2) projects in Closing the Gap funding:

1. Kowanyama Enterprise Accommodation Project
2. Women's Shelter Upgrades Project

Moved: Cr. Coralie Lawrence  
Seconded: Cr. Teddy Bernard

**CARRIED**

**Action: Funding to be sourced for Men's Shed upgrades**

#### b. Ordinary General Meeting Date – February 2026

RESOLUTION: That Council amends the meeting date for the February meeting from 24th February to 17th February 2026 and advertise the change as required under the Local Government Regulation.

Moved: Cr. Teddy Bernard  
Seconded: Cr. Charmaine Lawrence

**CARRIED**

#### c. Attendance at Forum – February 2026

RESOLUTION: That Council authorise the attendance of the Mayor and Deputy Mayor to the Savanna Fire Forum and National Indigenous Carbon Forum on 24<sup>th</sup> February 2026.

Moved: Cr. Charmaine Lawrence  
Seconded: Cr. Coralie Lawrence

**CARRIED**

**Cr. Territa Dick left the meeting at 10:47am. Cr. Territa Dick returned to the meeting at 10:49am**

d. Memorandum of Understanding – Rise Ventures

**RESOLUTION:** That Council authorise the Chief Executive Officer to sign the Memorandum of Understanding with RISE Ventures, subject to legal services first reviewing and providing comment, and inclusion of performance KPI reporting for Rise.

Moved: Cr. Charmaine Lawrence  
Seconded: Cr. Teddy Bernard

CARRIED

Cr Stafford against

Action: CEO to clarify Rise contract performance reporting in the Memorandum of Understanding.

4.3. Executive Manager Corporate and Financial Services

4.3.1. Information Report

a. Governance Update

Dr Chris McLaughlin (Acting Manager of Governance) presented the Governance report to Council. Information report was noted by Council.

b. Finance Information Report

Joe Cristaldi (Executive Manager Corporate and Financial Services) presented the November 2025 Finance report to Council. Information report was noted by Council.

c. Human Resources Information Report

Joe Cristaldi (Executive Manager Corporate and Financial Services) presented the HR report to Council. Information report was noted by Council.

4.3.2. Agenda Reports

a. Policy and Procedures

i. Vehicle Hire Policy September 2019

**RESOLUTION:** The Council resolves to repeal KASC-ADMIN-016: Vehicle Hire Policy.

Moved: Cr. Teddy Bernard  
Seconded: Cr Charmaine Lawrence

CARRIED

Mark Crawley left the meeting at 11:16am. Mark Crawley returned to the meeting at 11:21am

## ii. Vehicle Usage Policy

**RESOLUTION:** The Council resolves to adopt Vehicle Usage Policy KASC-ADMIN-032.

Moved: Cr. Teddy Bernard  
Seconded: Cr Territa Dick

CARRIED

Dr Chris McLaughlin left the meeting at 11:25am to manage a potential conflict of interest as an Approved Contractor. Dr Chris McLaughlin returned to the meeting at 11:34am.

## iii. Procurement Policy

**RESOLUTION:** The Council resolves to adopt minor amendments to existing Procurement Policy KASC-STRAT-009.

Moved: Cr. Charmaine Lawrence  
Seconded: Cr Teddy Bernard

CARRIED

## 4.4. Executive Manager Roads, Infrastructure and Essential Services

### 4.4.1. Information Report

Dan Dixon, (EMRIES) presented EMRIES Information report to Council. Information report was noted by Council.

Action: Dan Dixon to provide Veterinary Report at January 2026 Ordinary General Meeting.

Action: CEO to advise how to contact Skytrans to arrange local fare scheme fares

## 4.5. Executive Manager Community Services and Cultural Heritage

### 4.5.1. Information Report

Paula Auld, (Acting Executive Manager Community Services) presented EMCSCH Information report to Council. Information report was noted by Council.

Action: CEO and Paula to take steps to gain back accreditation for the women's shelter.

Action: Contractor to be engaged to assist Paula with reporting for aged care.

Action: Find a resolution for IT issues in regards to Centrelink

Mayor provided final remarks to thank everyone for their efforts for 2025, wished everyone a safe and relaxing Christmas, and was looking forward to seeing everyone in 2026.

## 5. Other Business

- Nil

## 6. Closed Business

**RESOLUTION:** Pursuant to section 254J(3)(e) of the *Local Government Regulation 2012* (Qld), Council resolved to close the meeting to discuss legal advice.

Moved: Cr Teddy Bernard  
Seconded: Cr Charmaine Lawrence

CARRIED

No resolution required.

Ordinary Meeting closed: 12:41pm