



Kowanyama Aboriginal Shire Council

October Council Meeting Minutes

28 October 2025, 10:10AM – 12:04PM

Kowanyama Chambers and Cairns Boardroom

Table of Contents

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

Present

Kowanyama Chambers	Cr. Territa Dick (Mayor) Cr. Teddy Bernard (Deputy Mayor) Cr. Charmaine Lawrence Cr. Coralie Lawrence Kevin Bell – Chief Executive Officer Dan Dixon – Executive Manager Roads, Infrastructure and Essential Services
Cairns Boardroom	Joe Cristaldi – Executive Manager Corporate and Financial Services
Remote (via teams)	Danae Maltby – Governance Officer

1. Opening/Welcome

Meeting commenced at 10:10AM.

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

2. Conflicts of Interest

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

Apologies

RESOLUTION: That Council accepts the apologies of Cr. Richard Stafford

Moved: Cr. Charmaine Lawrence

Seconded: Cr. Coralie Lawrence

CARRIED
3 x in Favour
1 x Against

3. Previous Minutes / Action Items

a. Previous Minutes

RESOLUTION: Minutes (September 2025 Ordinary Council Meeting)

Minutes from the Ordinary Council Meeting 23rd September 2025 to be adopted as true and accurate.

Moved: Cr. Territa Dick
Seconded: Cr. Teddy Bernard

CARRIED

b. Action Items

Action Items register was noted and tabled.

Cr. Coralie Lawrence performed welcome prayer.

4. Reports

4.1. Mayor, Deputy, and Councillor Updates

Mayor provided summary on activities undertaken in September and October noting:

- Mayor attended the Palm Island Spring Festival – meeting with Senator Malarndirri McCarthy
- Women's Camp, Pormpuraaw
- Mayor and CEO attended the LGAQ Annual Conference in Gold Coast
- Mayor, Cr. Charmaine Lawrence and CEO attended the Mayor's Police Summit in Cairns

Action: CEO to draft letter to QLD Health to outline community issues around airlifting patients promptly.

Action: CEO to arrange a meeting with the Justice Group and Local Police to discuss key community safety issues.

Action: Community Health and Yard Maintenance Communication – CEO to draft and distribute a letter to residents regarding yard tidy and health issues to support Councillor Charmaine's community engagement efforts.

4.2. Chief Executive Officer

4.2.1. Information Report

Kevin Bell (Chief Executive Officer) presented the CEO report to Council. Information report was noted by Council.

Kevin Bell tenders his official resignation as CEO. Kevin Bell confirms his last day as CEO will be the 28th November 2025.

Concerns raised by Councillors on community members requesting use of Council vehicles for personal use. Noting this is a Council Policy change that will be required not CEO delegation. Councillors agree to review proposed amendments to the Policy in November Ordinary Meeting of Council and additionally ensure Community members are aware of upcoming policy changes to be effective 1st December 2025.

Action: GO to review and amend current Vehicle Usage Policy regarding personal use of council vehicles and present to Council in November OM for comment and endorsement

4.2.2. Agenda Reports

- NIL

4.3. Executive Manager Corporate and Financial Services

4.3.1. Information Report

a. Governance Update

Danae Maltby (Governance Officer) presented the Governance report to Council. Information report was noted by Council.

Cr. Territa Dick left the meeting at 10:54am. Cr. Territa Dick returned to the meeting at 11:01am.

b. Finance Information Report

Joe Cristaldi (Executive Manager Corporate and Financial Services) presented the 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. Delegations Register (Council to CEO)

RESOLUTION: Pursuant to section 257 of the Local Government Act 2009 (QLD), Council resolves to adopt Delegations Register – Council to CEO as presented.

Moved: Cr. Teddy Bernard
Seconded: Cr Coralie Lawrence

CARRIED

Cr. Coralie Lawrence left the meeting at 11:20am. Cr. Coralie Lawrence returned to the meeting at 11:23am.

b. KASC Annual Report 2024–2025.

RESOLUTION: Pursuant to section 182 (2) of the Local Government Act 2009 (QLD), Council resolves to adopt its Annual Report 2024–2025.

Moved: Cr. Teddy Bernard

Seconded: Cr. Charmaine Lawrence

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.

b. Procurement Report

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

4.4.2. Agenda Reports**a. EOI Airport Café – Licence Agreement**

RESOLUTION: That Council resolve to award EOI KASC-2025-034 (Kowanyama Airport Café / Kiosk) to Tandy Treats (ABN 645 993 915) for a period of one (1) years, with an additional year possible at Council's discretion, and enter into a license agreement with the successful applicant of the Kowanyama Airport Cafe (being Lot 51 on SP272070), and delegate power and authority to the Chief Executive Officer to do all things necessary to bring effect to these arrangements and to pay invoices thereunder.

Moved: Cr. Teddy Bernard

Seconded: Cr. Coralie Lawrence

CARRIED

b. RFQ-KASC-2025-042 Building Services Fitout

RESOLUTION: That Council resolve to award RFQ KASC-2025-042 Building Services Fitout to Cameron Herbert Constructions (ABN 351 415 66047) for the contract value of \$283,600.00 (ex GST) and delegate power and authority to the Chief Executive Officer to do all things necessary to bring effect to these arrangements and to pay invoices thereunder.

Moved: Cr. Teddy Bernard

Seconded: Cr. Charmaine Lawrence

CARRIED

c. RFQ-KASC-2025-038 Kowanyama Office Refurbishment

RESOLUTION: That Council resolve to award RFT KASC-2025-038 Kowanyama Office Refurbishment to Bartos Constructions (ABN 90 611 569 674) for the contract value of \$1,539,509.20 (ex GST) and delegate power and authority to the Chief Executive Officer to do all things necessary to bring effect to these arrangements and to pay invoices thereunder.

Moved: Cr. Charmaine Lawrence

Seconded: Cr. Coralie Lawrence

CARRIED

4.5. Executive Manager Community Services and Cultural Heritage

4.5.1. Information Report

Kevin Bell, (Chief Executive Officer) presented EMCSCH Information report to Council. Information report was noted by Council.

4.5.2. Agenda Reports

a. Community Safety Plan

Katherine Wiggins – Culturev8 joined the Council meeting at 11:45am to present the Community Safety Plan report.

RESOLUTION: That subject to minor graphic design edits, Council resolve to endorse the draft Kowanyama Community Safety Plan Review 2025 (CSP).

Moved: Cr. Charmaine Lawrence

Seconded: Cr. Teddy Bernard

CARRIED

5. Closed Business

- Nil

Ordinary Meeting closed: 12:04pm

6. Trustee Meeting

Council resolves to open the Trustee meeting at 12:05pm.

Moved: Cr. Charmaine Lawrence

Seconded: Cr. Teddy Bernard

CARRIED

a. Trustee report

RESOLUTION: That the Trustee resolve:

1. To approve capital improvements on lots 94,95 and 245 on SP272069 as presented to give effect to the Magnificent Creek Stabilisation Works for the construction, operation, use, maintenance and repair of a drainage facility, levee or other device for management of water flows.
2. That subject to the lessee first obtaining Native Title approval under the Native Title Act 1993 (Cth) (as applicable), the Trustee resolve to offer a 99 -year lease (homeownership) to applicant Elsa Josia over land described as lot 5 on SP272069 and delegation authority to the chief executive officer to do all things necessary to give effect to the Lease
3. Ms Gladys Brumby be approved as replacement Member for the Late Member Maxanne Brumby.

Moved: Cr. Coralie Lawrence

Seconded: Cr. Charmaine Lawrence

CARRIED

Trustee Meeting closed: 12:14pm