

Kowanyama Aboriginal Shire Council

Council Meeting Agenda

Monday, 12 October 2026, 10:00 AM – 11:00 AM

Kowanyama Council Chambers and Cairns Boardroom



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1. Welcome
 2. Apologies / Conflict of Interest
 3. Minutes from the Previous Special Meeting (31 August 2026)
 4. Reports
 - 4.1. Chief Executive Officer
 - 4.2. EMRIES
 5. Other Business



Kowanyama Aboriginal Shire Council

August Special Council Meeting Minutes

31 August 2026, 12:06 PM – 12:48 PM

Kowanyama Council Chambers

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Present

Kowanyama Chambers

Cr. Territa Dick (Mayor)
Cr. Teddy Bernard (Deputy Mayor)
Cr. Charmaine Lawrence
Cr. Coralie Lawrence
Cr. Richard Stafford

1. Opening/Welcome

Meeting commenced at 12:06pm.

Mayor Territa Dick welcomed the Councillors to the Augus Special Council Meeting and paid respects to Traditional Owners and Elders (past and present).

2. Conflicts of Interest

Cr Territa Dick left the meeting at 12:09pm.. A conflict of interest was declared due to a close, personal relationship to the CEO. Cr. Teddy Bernard assumes the Chair at 12:09pm.

Apologies

No apologies received.

3. Employment Matter

RESOLUTION: That Council resolves, pursuant to clause 4.3 and 4.4 of the Contract of Employment, to terminate the employment of the Chief Executive Officer effective immediately. Council authorises the Deputy Mayor to:

- Notify the Chief Executive Officer of Council's decision in writing;
- Issue any notice required under the Contract of Employment;
- Execute any documents necessary to give effect to this resolution; and
- Finalise all separation arrangements in accordance with the contract and applicable legislation.

In accordance with Section 195 of the Local Government Act 2009, Appoint Gina Rainbird as the Acting Chief Executive Officer until further notice.

Moved: Cr. Coralie Lawrence
Seconded: Cr. Richard Stafford

CARRIED

Meeting closed: 12:48 pm

4.1 – Officer's Report

Title:	Council Staff and Commercial Housing
Author:	Interim Chief Executive Officer
Meeting Date:	12 October 2026

Executive Summary

Housing availability continues to cause concern for commercial operators and recruitment for positions within Council for staff based in Kowanyama.

Background

Council has 24 Units of accommodation, 6 of these are leased to others under commercial arrangement in accordance with Fees and Charges and General Tenancy Agreements, while the remaining residences are utilised for staff housing.

Council has renovated most of its accommodation through funding from Works 4 Queensland.

Of the 18 houses currently allocated to Council Staff Positions three (3) are vacant/not allocated, but there are five (5), possibly six (6) units of accommodation required to fill recruitment requirements. Those positions are identified below.

Positions that are coming up for recruitment include the following: -

- Manager Essential Services
- Manager Sport and Recreation, and Events
- Ranger Coordinator
- Environmental Health (following recent resignation)
- Possible Post Office Assistant Manager

We also have a request from current staff member for housing if available

- Request for Housing for Manager Administration

Council has also received three separate requests for Council Housing from commercial operators.

One request is from the KSRA to transfer the lease from 50 Chapman Road to 29 Kowanyama Street (Chapman Road) on a permanent basis.

- CEO has approved the temporary relocation of the tenants from 50 Chapman Road to 29 Kowanyama Street (Chapman Road) whilst the building upgrades are carried out at the residence at 50 Chapman Road under the Works 4 Queensland funding. It is anticipated that all renovations will be completed prior to Christmas. The intent is for the tenants to return to 50 Chapman Road and the property at 29 Kowanyama Street (Chapman Road) be utilised for staff housing.

A separate request has been received from Rise Investments to take on the lease of the property vacated by the Co-Op when the Baker leaves the premises. This property is located at 524 Kowanyama Street located beside the Parks and Gardens Shed, this might a good property to return for staff housing.

A third request has been received from Golden Fern Services (Emma Waretini) who facilitates the NDIS Services for clients in Kowanyama, these services are provided under a Fly-In, Fly-Out service due to the unavailability of housing in the community.

We also have an agreement that a second house is to be allocated to One Tree for the Director under the terms for One Tree to provide the Child Care Services in the community.

Future Housing Construction

Council has allocated \$750,000 in the current capital budget for new staff housing, and we are progressing the possibility of acquiring Tiny Home style accommodation to erect on the lot beside the triplex at 45 Chapman Road.

Council also has a Project Plan for the Kowanyama Enterprise Accommodation Precinct which includes contractor accommodation and staff housing mix. Under the proposed project plan the development would provide 10 Staff Quarters, 10 Contractors Camp Accommodation Modules and 15 Self-Contained Modules providing an additional 115 beds.

Consideration/Direction:

While the allocation of Housing has been done under delegation to CEO to manage the operations of council and staffing, the Interim Chief Executive Officer is seeking direction from the elected members in relation to the future acceptance of commercial tenancies for Council Housing or keeping properties for the business needs of the Council, i.e. allocation for staff engaged in employment residing full time in Kowanyama.

Also, as tenancy from the Commercial arrangements cease is it the direction of Council to not offer these and return the housing for the use of recruitment to positions.

Notation:

A matter for council consideration.

4.2 – Agenda Report

Title:	Unsealed Roads Reconstruction Contract No. KASC-2026-054
Author:	Executive Manager – Roads, infrastructure and Essential Services
Meeting Date:	12 Oct 2026

RECOMMENDATION: That Council resolves to award Durack Civil as the preferred contractor for Separable Portion A and Separable Portion B for Tender KASC-2026-054 Unsealed Roads Reconstruction Tender and to delegate authority to the Chief Executive Officer (CEO)/Executive Manager Infrastructure and Essential Services (EMRIES) to do all things necessary to enter into the contract (including contract negotiations prior to award), approve variations, and pay invoices under the contract as and when due.

Summary:

The Kowanyama Aboriginal Shire Council (Council) is seeking a suitably qualified and experienced Contractors to deliver the construction unsealed roads in Kowanyama.

Please see attached Evaluation and Recommendation report for further details.

Tender Information:

Council published a Request for Tender (RFT) via Vendor Panel, seeking suitably qualified and experienced contractors to design, supply and deliver, the Unsealed Roads Contract in Kowanyama.

Principal:	Kowanyama Aboriginal Shire Council	
Project Name:	Construction of Unsealed Roads, Kowanyama	
Scope:	Construction of Unsealed Roads to QRA Treatment Guidelines	
Site:	Various sites within Kowanyama Shire:	
	Separable Portion A	Northern Shire Unsealed Roads
	Separable Portion B	Southern Shire Unsealed Roads

Proposed timetable:	Action	Proposed Date
	Issue of Tender Documents	11 August 2026
	Tender Close Date	7 September 2026
	Tender Assessment Completed	14 September 2026
	Approved by Council	23 September 2026

Evaluation criteria:	Criteria	Weighting (%)
	Delivery methodology – statement of approach, Ability to Meet Contract Timeframes	25
	Technical expertise and previous experience in DRFA projects and road construction	20
	Key Personnel of Tenderer	10

	Social Inclusivity (Local business and Indigenous participation outcomes)	20
	Price (Including reasonableness of rise and fall consumption %)	25

Mandatory Criteria	- Local Buy Accreditation LB313 – Road and General Civil Construction - Insurances - Social Inclusivity: Indigenous Employment and Local Content
	Local Buy Prequalification Requirement (LB313) This contract is being procured under Local Buy Arrangement LB313 – Road and General Civil Construction. Tenderers must be pre-qualified under LB313 at the time of tender submission. Compliance with Local Buy's contract management requirements is mandatory, including: - Monthly reporting of sales via Local Buy's Monthly Sales Return (MSR) system. - Incorporation of the Local Buy Contract Management Fee (1%) into tendered rates. - Adherence to Local Buy's General Conditions of Contract (GCC), which apply to all purchases under this arrangement. - Compliance with subcontractor and insurance requirements as per the LB313 framework.

Tender Assessment:

The Tender Evaluation Panel comprised:

- Malcolm France – Executive Manager Roads, Infrastructure and Essential Services
- Lee Perkins – Lackon Project Management
- Aidan Cronin – Lackon Project Management
- Fabian Collinao – Lackon Project Management

At the close of the tender period, Council received six (6) submissions via Vendor Panel:

- Durack Civil
- Gulf Regional Services
- Scott's Freight Northern
- V&J Beasley
- MC Group/Hudson Hire
- Allstate Linemarking

The first phase of the tender evaluation was completed on the 2nd of October 2026 with submissions assessed against the criteria set out in the Request for Tender (RFT) documentation.

Two (2) submissions were deemed non-conforming and was not accepted for assessment. Scott's Freight Northern and Allstate Linemarking did not provide the mandatory information required for the Panel to undertake an evaluation.

Clarifications were issued to the top 3 ranked tenderers. The panel further met on 8/10/2026 to evaluate the clarifications received.

The Tender Evaluation Panel cumulative average scores were as follows:

Rank	Tenderer	SPA - Final Score (out of 100)
1	Durack Civil	86.70

Rank	Tenderer	SPA - Final Score (out of 100)
2	Gulf Regional Services	84.90
3	MC Group	65.50

Rank	Tenderer	SPB- Final Score (out of 100)
1	Durack Civil	83.20
2	Gulf Regional Services	81.30
3	V&J Beasley Civil	78.60

The attached report is a summary of the tender assessment against the abovementioned evaluation criteria.

RESOLUTION: That Council resolves to award Durack Civil ABN: 35 633 665 380 as the preferred contractor for Separable Portion A and Separable Portion B for Tender KASC-2026-054 Unsealed Roads Reconstruction and to delegate authority to the Chief Executive Officer (CEO)/Executive Manager Infrastructure and Essential Services (EMRIES) to do all things necessary to enter into the contract (including contract negotiations prior to award), approve variations, and pay invoices under the contract as and when due.