



DOUGLAS SHIRE COUNCIL

# ORDINARY COUNCIL MEETING

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## MINUTES

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Tuesday 25 March 2025

ENSURING EXCELLENCE IN GOVERNANCE  
ACCOUNTABLE AND TRANSPARENT DECISION-MAKING  
INCLUSIVE ENGAGEMENT, PLANNING AND PARTNERSHIPS  
CELEBRATING OUR COMMUNITIES



**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE DOUGLAS SHIRE  
COUNCIL HELD ON TUESDAY 25 MARCH 2025 COMMENCING AT 10:00A.M.**

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Mayor Cr Scmazzone opened the meeting at 10:00am by welcoming everyone to the Ordinary Meeting of the Douglas Shire Council being held on 25 March 2025 at the Mossman Council Chambers.

This Ordinary Meeting of Council is being Live Streamed on Council's Website and will also be available for others to watch at a later time.

Cr Scmazzone acknowledged the Kuku Yalanji people who are the Traditional Custodians of the Land on which this meeting is being held and paid respect to their Elders past, present and emerging, and extended that respect to other Indigenous Australians who may be listening or watching this morning.

**DOUGLAS SHIRE COUNCIL  
ORDINARY MEETING  
TUESDAY 25 MARCH 2025  
10:00 AM  
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## **1. ATTENDANCE & APOLOGIES**

### **1.1. PRESENT**

Cr Lisa Scomazzon (Mayor), Cr Roy Zammataro (Deputy Mayor), Cr Damian Meadows, Cr Abigail Noli, Cr Michael Rees

### **1.2. APOLOGIES**

There were no apologies.

### **1.3. OFFICERS IN ATTENDANCE**

S Osman (Chief Executive Officer), M Eastham (General Manager TC Jasper Corporate and Communities), D Langman (Chief Engineer TC Jasper Infrastructure and Recovery), S Roberts (Manager Community Services), T Killeen (Chief Financial Officer), N Beck (Acting Manager Environment and Planning), P Hoyer (Manager Disaster Management Unit), R Higgins (Acting Manager Governance), W Kristalyn (Acting Manager Project Office), P Kleinhans (Manager Infrastructure), N Crimmins (Senior Records Management Officer), K Williams (Executive Officer), M Nash (Administration Officer), M Wilson (Senior Media and Communications Officer), T Woodhams (Digital Communications Officer)

## **2. CONFLICT OF INTEREST/MATERIAL PERSONAL INTEREST**

Nil

## **3. DEPUTATIONS**

Nil

## **4. MAYORAL MINUTES**

Nil

## **5. CONFIRMATION OF MINUTES OF COUNCIL MEETING**

### **5.1. CONFIRM MINUTES - ORDINARY MEETING HELD 18 FEBRUARY 2025**

**Moved** Cr Meadows

**Seconded** Cr Rees

*That the Minutes of the Ordinary Meeting held Tuesday 18 February 2025 be confirmed.*

**Carried** Unanimously

## **6. OFFICERS REPORTS**

### **6.1. MAYOR'S DIARY FOR FEBRUARY 2025**

**Moved** Cr Rees

**Seconded** Cr Noli

*That Council notes the Mayor's external appointments for the month of February 2025.*

**Carried** Unanimously

### **6.2. CHIEF EXECUTIVE OFFICER'S DIARY FOR FEBRUARY 2025**

**Moved** Cr Noli

**Seconded** Cr Zammataro

*That Council notes the Chief Executive Officer's external calendar appointments for the month of February 2025.*

**Carried** Unanimously

### **6.3. FEBRUARY 2025 FINANCIAL REPORTS**

**Moved** Cr Rees

**Seconded** Cr Meadows

*That Council notes the Statement of Financial Position and Statement of Comprehensive Income for February 2025.*

**Carried** Unanimously

### **6.4. INVESTMENT GENERAL POLICY**

**Moved** Cr Noli

**Seconded** Cr Meadows

*That Council adopt the Investment General Policy.*

**Carried** Unanimously

### **6.5. REVENUE GENERAL POLICY 2025-2026**

**Moved** Cr Noli

**Seconded** Cr Meadows

*That Council adopts the Revenue General Policy 2025-2026.*

**Carried** Unanimously

### **6.6. RESERVES GENERAL POLICY**

**Moved** Cr Noli

**Seconded** Cr Rees

*That Council adopts the Reserves General Policy.*

**Carried** Unanimously

#### **6.7. RATES REBATE FOR PERMITS TO OCCUPY LAND ON THE DAINTREE RIVER POLICY**

**Moved** Cr Meadows

**Seconded** Cr Zammataro

*That Council adopts the Rates Rebate for Permits to Occupy Land on Daintree River Policy.*

**Carried** Unanimously

#### **6.8. CORPORATE CREDIT CARD POLICY**

**Moved** Cr Rees

**Seconded** Cr Meadows

*That Council adopt the Corporate Credit Card Policy.*

**Carried** Unanimously

#### **6.9. PRINCIPAL PLACE OF RESIDENCE POLICY**

**Moved** Cr Noli

**Seconded** Cr Meadows

*That Council adopts the Principal Place of Residence Policy.*

**Carried** Unanimously

#### **6.10. RELATED PARTY GENERAL POLICY**

**Moved** Cr Rees

**Seconded** Cr Zammataro

*That Council adopts the Related Party General Policy.*

**Carried** Unanimously

#### **6.11. DAINTREE FERRY REVENUE GENERAL POLICY**

**Moved** Cr Rees

**Seconded** Cr Noli

*Council adopts the Daintree Ferry Revenue General Policy.*

**Carried** Unanimously



## **6.12. EX-GRATIA (SPECIAL) PAYMENTS POLICY**

**Moved** Cr Noli

**Seconded** Cr Rees

*That Council adopt the new Ex-Gratia (Special) Payments Policy.*

**Discussion resulted in an amended motion.**

**Moved** Cr Noli

**Seconded** Cr Meadows

*That Item 6.12 Ex-gratia (Special) Payments Policy be deferred to the next Ordinary Council Meeting.*

**Carried** Unanimously

## **6.13. GIFTS, BENEFITS AND PRIZES POLICY**

**Moved** Cr Meadows

**Seconded** Cr Zammataro

*That Council:*

1. *Adopts the Gifts Benefits and Prizes Policy, and*
2. *Delegates authority under section 257(1)(b) of the Local Government Act 2009 to the Chief Executive Officer to finalise any administrative matters in relation to publishing this policy.*

**Carried** Unanimously

## **6.14. TENURE MATTER - FREEHOLD LEASE - PORT DOUGLAS COMMUNITY SERVICE NETWORK INC (NEIGHBOURHOOD CENTRE)**

**Moved** Cr Rees

**Seconded** Cr Meadows

*That Council:*

1. *Apply an exception to the disposal of a valuable non-current asset under Section 236(1)(b)(ii) of the Local Government Regulation 2012, as the disposal is to a community organisation.*
2. *Offer a freehold lease to Port Douglas Community Service Network Incorporated over the whole of the land described as Lot 62 SP165885, commonly known as 6-8 Mowbray Street Port Douglas:*
  - a. *For a twenty (20) year term, commencing 24 February 2025 and ending 23 February 2045.*
  - b. *At \$550 (including GST) rent for the first year of the term with rent for each subsequent year of the term being subject to annual adjustments, measured against the Brisbane All Groups Consumer Price Index (CPI).*
  - c. *In accordance with Council's Standard Terms for a lease over freehold land, registered under dealing number 717940168, amended as necessary.*
  - d. *With all reasonable costs associated with the preparation and registration of the lease to be borne by the lessee.*

3. *Delegates authority under Section 257(1)(b) of the Local Government Act 2009 to the Chief Executive Officer to negotiate, finalise and execute any and all matters associated with the freehold lease.*

**Carried** Unanimously

#### **6.15. PROPOSAL FOR AMALGAMATION OF COUNCIL PROPERTIES 9 AND 11 MILL STREET MOSSMAN**

**Moved** Cr Zammataro

**Seconded** Cr Meadows

*That Council:*

1. *As the owner of freehold land described as Lot 13 and Lot 14 RP707231 being 9-11 Mill Street, Mossman, consents to Douglas Arts Studio Gallery Inc (also known as Douglas Arts Base or DAB) undertaking action to amalgamate Lots 13 and 14 into one lot to allow for the construction of a new shed in proximity to the southern boundary of the amalgamated lot, subject to:*
  - (a) *The process of amalgamation and all associated costs relevant thereto being borne by Douglas Arts Base.*
  - (b) *Douglas Arts Base lodging necessary documentation, for approval by Council, relevant to the design and construction of the new shed.*
  - (c) *Douglas Arts Base accepting all costs associated with the supply and construction and connection of services, if required, for the new shed.*
  - (d) *A new freehold lease being negotiated between Council and Douglas Arts Base with a defined lease area based on that of the current lease (Dealing 713474228) with the inclusion of that additional area required to accommodate the new shed; and*
2. *Delegates authority under Section 257(1)(b) of the Local Government Act 2009 to the Chief Executive Officer to negotiate, finalise and execute any and all matters associated with the matter.*

**Carried** Unanimously

#### **6.16. GRANT FUNDING PROPOSAL - REGIONAL ARTS FUND (RAF) FOR ERGON ENERGY PLACEMAKING PROJECT**

**Moved** Cr Noli

**Seconded** Cr Meadows

*That Council resolves to support an application to the Regional Arts Fund (RAF) for up to \$30,000 to develop and implement the Creative Spark Ergon Energy Public Art Project, inclusive of a Council-led framework for public art installations on Ergon Energy assets.*

**Carried** Unanimously

#### **6.17. FLOOD WARNING INFRASTRUCTURE NETWORK ASSET HANDOVER**

**Moved** Cr Meadows

**Seconded** Cr Rees

*That Council:*

1. *Approves the transfer of ownership of rain gauge assets at stations 531147 and 531149 (Mossman Treatment Plant and Rex Creek Intake), to the Commonwealth of Australia.*
2. *Enters into a Flood Warning Infrastructure Handover Agreement with the Commonwealth of Australia for the rain gauge assets.*
3. *Delegates authority to the Chief Executive Officer to approve any future handover of Flood Warning Infrastructure assets to the Commonwealth of Australia and enter into Flood Warning Infrastructure Handover Agreements with the Commonwealth of Australia.*

**Carried** Unanimously

## **6.18. COMMUNITY RECOVERY AND RESILIENCE OFFICER AND FLEXIBLE FUNDING GRANT PROGRAMS**

**Moved** Cr Meadows

**Seconded** Cr Rees

*That Council:*

1. *Endorses an application for a Community Recovery and Resilience Officer under the Community Health and Wellbeing – 2023 Tropical Cyclone Jasper package administered by the Queensland Reconstruction Authority.*
2. *Endorses an application for Flexible Funding Grants under the Community Health and Wellbeing – 2023 Tropical Cyclone Jasper package administered by the Queensland Reconstruction Authority.*
3. *Delegates authority to the Chief Executive officer to finalise any matters relating to the grant application.*

**Carried** Unanimously

## **6.19. FUNDING OPPORTUNITY - SCHEME SUPPLY FUND**

**Moved** Cr Noli

**Seconded** Cr Rees

*That Council:*

1. *retrospectively endorses the submission of the Expression of Interest (EOI) seeking to secure grant funding to assist with the Planning Scheme amendment process under the Scheme Supply Fund;*
2. *endorse the preparation of a further submission to the competitive application stage;*
3. *acknowledges the requirement to allocate funds within future Operational Budget to advance the Planning Scheme amendments; and*
4. *delegates authority under s 257 of the Local Government Act 2009 to the Chief Executive Officer to finalise all matters associated with the Projects if successful.*

**Carried** Unanimously

## **6.20. QCOAST 2100 PROGRAM ROUND 4 IMPLEMENTATION FUNDING OPPORTUNITY**

**Moved** Cr Rees

**Seconded** Cr Meadows

*That Council:*

- 1. Retrospectively endorses the Fourmile Beach Esplanade Resilience and Shoreline Erosion Management Plan Development Projects to the QCoast2100 Round 4 Implementation of Coastal Hazard Adaptation Works for funding under the Queensland Reconstruction Authority Efficiencies Funding Program; and*
- 2. Acknowledges the requirement to allocate funds within future operational and capital budgets, if successful, for the delivery of the nominated QCoast2100 Round 4 Implementation of Coastal Hazard Adaptation Works funded projects.*
- 3. Delegates authority under s 257 of the Local Government Act 2009 to the Chief Executive Officer to finalise all matters associated with the Projects if successful.*

**Carried** Unanimously

## **6.21. TIDS ALEXANDRA RANGE PAVEMENT REHABILITATION - TENDER AWARD**

**Moved** Cr Meadows

**Seconded** Cr Noli

*That Council resolves to:*

- 1. Enter into contract WO6510 with NQ Asphalt Pty Ltd ABN 99 625 248 179 to the value of \$279,590.30 (GST exclusive).*
- 2. Delegates authority under Section 257(1)(b) of the Local Government Act 2009 to the Chief Executive Officer to negotiate, finalise and execute any and all matters associated with the contract.*

**Carried** Unanimously

## **6.22. 2025/2026 FAR NORTH QUEENSLAND REGIONAL ORGANISATION OF COUNCILS REGIONAL BITUMEN RESEAL - CONTRACT EXTENSION**

**Moved** Cr Rees

**Seconded** Cr Zammataro

*That Council:*

- 1. Resolves to award the extension of contract WO6433, the 2024-2025 Regional Bitumen Reseal Program to FGF Bitumen Pty Ltd based on the scope to be varied to include the resealing required during 2025-2026; and*

2. *Delegates authority under s257 of the Local Government Act 2009 to the Chief Executive Officer to negotiate, finalise and execute any and all matters associated with or in relation to this contract.*

**Carried** Unanimously

### **6.23. WO6432 PAVEMENT RENEWAL PROGRAM 2024-2025 - TENDER EVALUATION**

**Moved** Cr Meadows

**Seconded** Cr Rees

*That Council resolves to:*

1. *Enter into contract WO6432 with Pioneer North Queensland Pty Ltd (PNQ) ABN 80 068 203 734 to the value of \$347,285.00 (GST exclusive).*
2. *Delegates authority under Section 257(1)(b) of the Local Government Act 2009 to the Chief Executive Officer to negotiate, finalise and execute any and all matters associated with the contract.*

**Carried** Unanimously

### **6.24. DAINTREE FERRY REPORT FEBRUARY 2025**

**Moved** Cr Zammataro

**Seconded** Cr Noli

*That Council receives and notes the Daintree River Ferry financial information and tender progress for February 2025.*

**Carried** Unanimously

## **7. NOTICES OF MOTION**

Nil

## **8. URGENT BUSINESS**

Nil

## **9. PETITIONS**

Nil

## **10. CLOSED SESSION**

**Moved** Cr Meadows

**Seconded** Cr Rees

That Council resolves to move into Closed Session to discuss the following matter:

*10.1. Confidential 254J(3)(g) Local Government Regulation 2012 – Disposal of Council Owned Land*

**Carried** Unanimously

(Meeting moved into Closed Session at 10:42am)

**OUT OF CLOSED SESSION**

**Moved** Cr Zammataro

**Seconded** Cr Noli

That Council resolves to move out of Closed Session.

**Carried** Unanimously

(Meeting moved out of Closed Session at 10:50am)

**10.1. CONFIDENTIAL 254J(3)(G) LOCAL GOVERNMENT REGULATION 2012  
- DISPOSAL OF COUNCIL OWNED LAND**

This report is CONFIDENTIAL in accordance with the s 254J(3)(g) of the *Local Government Regulation 2012* which permits the meeting to be closed to the public to discuss a matter relating to negotiations relating to a commercial matter involving the Council for which a public discussion would be likely to prejudice the interests of the Council.

**Moved** Cr Noli

**Seconded** Cr Meadows

*That in relation to Council-owned freehold land described as Lot 50 RP746145 located at 6 Ribbon Avenue, Port Douglas, Council resolves to:*


- 1. Deem that the land is surplus to Council requirements and available for disposal.*
- 2. Seek a Preliminary Approval including a Variation Request for Use Rights associated with the Low Density Residential Zone Code.*
- 3. Undertake action to dispose of the land by process of public auction.*
- 4. Delegates authority under section 257(1)(b) of the Local Government Act 2009 to the Chief Executive Officer to negotiate, finalise and execute any and all matters associated with the disposal.*

**Carried** Unanimously

**11. MEETING CLOSURE**

The meeting closed at 10:55am.

**CONFIRMED THIS 29<sup>TH</sup> DAY OF APRIL 2025.**

  
.....  
MAYOR/CHAIR