

<b>ORDINARY COUNCIL MEETING</b>	<b>5.6</b>
<b>24 JUNE 2014</b>	

## **DAINTREE RIVER FERRY CONCESSIONAL TRAVEL POLICY**

**Darryl Crees: General Manager Corporate Services: #422652**

### **RECOMMENDATION:**

**That Council adopts the Daintree River Ferry Concessional Travel Policy**

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### **EXECUTIVE SUMMARY:**

Council has maintained concessional travel arrangements for eligible people on the Daintree River Ferry for a considerable number of years. These arrangements allow regular eligible commuters to travel on the ferry at minimal cost which provides a significant social benefit particularly to those people residing north of the Daintree River.

### **BACKGROUND:**

This policy details the eligibility, terms and conditions for concessional travel on the Daintree River Ferry.

### **PROPOSAL:**

Council adopts the Daintree River Ferry Concessional Travel Policy and this policy will be reviewed by June 2018.

### **CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE:**

This policy has been prepared in accordance with:

- Corporate Plan – Goal 5.2.2 – *“Implement adopted policies and guidelines to ensure consistency in administrative management which also encourages innovation in Council operations.”*
- Operational Plan – Major Initiative G3 – *“Review and develop all required policies (including Council Standing Orders and Code of Conduct for Councillors and staff)”*

### **COUNCIL’S ROLE:**

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council’s involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information Provider	Advocate	Facilitator	Agent	Part Funder	Asset Owner	<input checked="" type="checkbox"/>
						Fully Responsible
						<input type="checkbox"/>
						Regulator

**Fully Responsible:** Funding the full cost of a program or activity.

### **FINANCIAL/RESOURCE IMPLICATIONS:**

The provision of concessional travel on the Daintree River Ferry is incorporated within annual budget.

### **RISK MANAGEMENT IMPLICATIONS:**

Concessional travel arrangements have been available for a considerable number of years and continuing with this policy does not impose any additional risk to Council.

### **INTERNAL/EXTERNAL CONSULTATION:**

The policy went to public consultation for a period of approximately two weeks. One query was received in this period which pertained to visitor tickets not having an expiry date. Visitor tickets are an added concession for eligible people who are living or owning property north of the Daintree River. It has been standing practice to provide an allocation on an annual basis with tickets to expire at the end of the financial year and it is not recommended to vary this concession at this stage.

### **ATTACHMENTS:**

Daintree River Ferry Concessional Travel Policy

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**DOUGLAS SHIRE COUNCIL**

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**General Policy****DAINTREE RIVER FERRY****CONCESSIONAL TRAVEL POLICY**

**Intent** The Douglas Shire Council will provide concessional travel upon the Daintree River Ferry to all persons who fulfil the eligibility criteria detailed in this document subject to the terms and conditions for such concessional travel being abided.

**Scope** Concessional travel is only available to persons complying with criteria as detailed in this policy.

**PROVISIONS****1. DOUGLAS SHIRE COUNCIL RATEPAYERS AND RESIDENTS**

Concessional travel will be offered as:-

A universally barcoded card which includes the user's photograph.

Expiratory date of cards is advised in Council's Fees and Charges, as is the cost of the card.

**Eligibility Criteria**

1. (a) Ratepayers of Douglas Shire Council, *resident or owning property in the Douglas Shire area*. Ratepayer is defined as a natural person who is recorded as the owner of property.  
(b) Once an eligible ratepayer purchases a concessional card, their spouse or partner will also qualify to purchase a card. Documents to confirm status will need to be produced.
2. (a) Residents enrolled on the Electoral Roll for *Douglas Shire Council but who are living or own a business within the Douglas Shire area*.  
(b) Once an eligible adult purchases a concessional card, their spouse or partner will also qualify to purchase a card. Documents to confirm status will need to be produced.

3. Residents of the *Douglas Shire Council* who are not ratepayer/s or on the electoral roll but are able to provide the following two forms of identification:-
  - In all cases a valid Queensland driver's licence with current local address (i.e. *living in the Douglas Shire area*) recorded thereon; and
  - A lease agreement on rented premises located *in the Douglas Shire area*; or
  - A landline telephone account in the name of the applicant; or
  - An electricity account in the name of the applicant.
  
4. (a) An individual who lives north of the Daintree River, but within the Douglas Shire area, is ineligible to enrol on the Electoral Roll for the Cairns Regional Council and operates or leases a business in the Douglas Shire area or works in the Douglas Shire area.
  - (b) Documentation to verify eligibility under 4(a) will be required.
  - (c) Once eligibility under 4(a) has been confirmed and that individual has purchased a concessional card, their spouse or partner will also qualify to purchase a card. Documents to confirm status will need to be produced.
  
5. (a) An individual who lives in the Douglas Shire area, *who is* ineligible to enrol on the Electoral Roll for the *Douglas Shire Council* and operates or leases a business or works *north of the Daintree River*.
  - (b) Documentation to verify eligibility under 4(a) will be required.
  - (c) Once eligibility under 4(a) has been confirmed and that individual has purchased a concessional card, their spouse or partner will also qualify to purchase a card. Documents to confirm status will need to be produced.
  
6. (a) An individual who is ineligible to enrol on the Electoral Roll or is a non-resident of the Douglas Shire area but is employed by a business registered within the Douglas Shire area and is required to travel across the Daintree River in the course of their employment.
  - (b) Documentation from the employer to verify eligibility under 6(a) will be required.
  - (c) The concessional card is to be used for work purposes only and not for private trips north of the Daintree River.
  
7. (a) To bona fide health workers employed by recognised health service providers, being government agencies or from private enterprise, who travel across the Daintree Ferry in the course of their duties.
  - (b) Documentation from either Queensland Health or Blue Care will be required to confirm eligibility under 5 (a).

- (c) The concessional card is to be used for work purposes only and not for private trips north of the Daintree River.
8. (a) Where a Company, Firm or Partnership is a ratepayer of the *Douglas Shire Council*, then such Company, firm or Partnership shall be regarded as one ratepayer for the issue of a concessional card and will nominate one person only to whom a card may be issued. The property owned by the company, firm or partnership must be located within the *Douglas Shire area*.
    - (b) Documentation on Company, Firm or Partnership letterhead will be required in nominating a person under 6 (a).
    - (c) Once eligibility requirements under 6 (a) and (b) have been satisfied and that individual has purchased a concessional card, their spouse or partner will also qualify to purchase a card. Documents to confirm status will need to be produced.
  9. Under special circumstances and depending on the reasons *given in writing to Douglas Shire Council*, to others that may be defined at Council's discretion.

### **Visitor Tickets**

Also available to the eligible ratepayer owning property north of the Daintree River or an eligible resident living north of the Daintree River but within Douglas Shire Council boundaries (who is a holder of a current concessional ferry card) are visitor concessional tickets.

Each eligible cardholder will be entitled to purchase up to a maximum of 55 (one way) visitor tickets for use during a financial year. Visitor concessional tickets are non-refundable. The cost of a book of visitor tickets is set each year in *Council's Fees and Charges*.

The visitor concessional ticket must be presented to the Ferry Operator/Personnel prior to passage. Failure to do so will result in the full relevant fare being charges.

In addition to the above, a book of fifteen (15) visitor tickets for travel on the Daintree Ferry are to be supplied with each approved building permit at no charge to eligible residents north of the Daintree River.

### **Special Concession**

Special concessions are available to an eligible ratepayer owning property north of the Daintree River or an eligible resident living north of the Daintree River but within Douglas Shire Council boundaries

This special concession will allow the cardholder to travel on the ferry in all types of vehicles except licensed passenger carrying vehicles including buses.

This special concession must be arranged at the time of purchasing their concessional card.

## **2. COOK SHIRE COUNCIL AND WUJAL WUJAL ABORIGINAL SHIRE COUNCIL COMMUNITY RATEPAYERS & RESIDENTS**

Concessional travel will be offered as:-

A universally barcoded card which includes the user's photograph.

Expiry date of cards is advised in Council's Fees and Charges, as is the cost of the card.

### **Eligibility Criteria**

1. Residents of the Wujal Wujal Aboriginal Shire Council area where residential status will be determined by proof that the person is on the electoral roll for the Wujal Wujal Aboriginal Shire Council.
2. Residents of the area of Cook Shire Council bounded generally by the Bloomfield River and the Black Mountain turn off onto the access road into Cooktown and who are either ratepayers from this area or on the electoral roll for the area.

## **3 TERMS AND CONDITIONS OF USE - ALL CONCESSIONAL CARD OR VISITOR TICKET TRAVEL**

These terms and conditions relate to all eligible concessional cardholders herein after referred to as the "holder".

- i. The concessional card will entitle the holder to concessional travel on the Daintree Ferry as a pedestrian, on a bicycle or motorcycle, or in a vehicle with a load capacity of no more than 1.5 tonnes and to take a trailer up to 5 metres in length.
- ii. The concessional card covers the holder and any other persons while travelling together and in the same vehicle.
- iii. Concessional cards will not be accepted for travel when the vehicle being driven is a licensed passenger carrying vehicle.
- iv. Concessional cards are not transferable and it is the responsibility of the person to whom the card is issued to ensure their safe custody. Council reserves the right to refuse further concessional card sales to any person not complying with this requirement.

- v. Concessional cards are non-refundable.
- vi. To access concessional travel, concessional cards must be presented to the Ferry Operator/Personnel prior to passage. Failure to do so will result in the full relevant fare being charged prior to travelling on the ferry.
- vii. In the instance of card being lost or damaged, eligible cardholders will be able to purchase a replacement card at the full relevant price of ferry concessional cards at that time. This will apply regardless of the time remaining before concessional cards are to be renewed.

If a concession card is given to another person and it is attempted to use this card to obtain concessional travel, this card will be forfeited for a period of two weeks. During that time the defaulting card holder will be required to pay for all ferry travel. A register will be maintained of all transgressions and should be there a repeat occurrence that person's eligibility for concessional travel will be withdrawn entirely.

- viii. Council reserves the right to refuse further concessional cards to any person not complying with these terms and conditions of use.
- ix. Council also reserves the right to amend or vary these terms and conditions of use and/or prices quoted herein at any time.
- x. These terms and conditions do not nor are they intended to replace Chapter 30 Ferries of the Douglas Shire Regional Council Local Laws and for further information on ferry travel please refer to this local law.

#### **4. FARE – LICENSED PUBLIC TRANSPORT BUSES (BUS LPT)**

Businesses that satisfy the eligibility criteria will have access to the concessional bus fare to transport their passengers on the Daintree Ferry.

##### **Eligibility Criteria**

- The service being provided is a public bus transport function.
- A scheduled route will be advertised detailing the designated bus stops and times the service will be available. Council must be notified immediately of any changes to the scheduled route.
- Cost of the bus fare will be dependent on the customer's destination within the designated bus stops and pre-booking of travel is not a requirement.
- Buses will travel to the timetable advertised regardless of the number of passengers.
- It will be deemed that the bus is adhering to the timetable if it arrives at the ferry within half an hour (1/2 hour) either side of the designated time. Buses travelling on the ferry outside of these arrangements will pay the full relevant bus fare.

- Approval for the ferry concessional fare (Bus LPT) will be an annual requirement and applicants will need to furnish documentation to substantiate the eligibility criteria has been satisfied.
- Approval may be withdrawn should it be determined that the conditions associated with concessional fare are no longer being met.

## **5. SCHOOL TRIPS AND EXCURSIONS**

Schools that satisfy the eligibility criteria will be provided with free travel on the Daintree Ferry for all school sanctioned trips and excursions.

### **Eligibility Criteria**

- i. All schools who are members of the Queensland Department of Education - Douglas Cluster. (These schools are Mossman State High School, Mossman State Primary School, Port Douglas State Primary School, Julatten State Primary School, Miallo State Primary School, Wonga Beach State Primary School, Daintree State Primary School and Alexandra Bay State Primary School);
- ii. Mount Molloy State School; and
- iii. St Augustine's Primary School - Mossman.
- iv. Registered after school vocation programs operating within the same locality as the Queensland Department of Education – Douglas Cluster.
- v. All schools, public or private, located within the Douglas Shire Council area (outside of the Queensland department of Education – Douglas Cluster).

For these schools (with the exception of Alexandra Bay State Primary School) to qualify for free travel, they will need to provide Council the following:

- At least two working days prior to the trip or excursion the school must provide a letter on their letterhead, advising the date/s of travel and a precise description of the vehicle/s travelling across the ferry.
- Within a reasonable time after receipt of this letter, staff will make available prepaid tickets to the value required for travel across the ferry.
- The relevant school is to provide the name of the authorised person to collect tickets and when this person attends Council office to collect tickets, they must present photograph identification and sign for receiving tickets.
- The responsibility of the tickets will rest with the school and should these tickets be lost or stolen, replacement tickets will not be issued.



## **6. SERVICES PROVIDED TO COMMUNITY/NON-PROFIT GROUPS OR ORGANISATIONS NORTH OF THE DAINTREE RIVER**

Organisations/Groups, which are providing a cost free service to community/non-profit groups, organisations or residents that are based north of the Daintree River, but within the Douglas Shire Council, are to be provided with free travel across the Daintree Ferry.

### **Eligibility Criteria**

- The organisation/group providing the service (service provider) will be required to furnish Council with a letter; on letterhead, advising the following:-
  - (a) Whom they are providing the service to; and
  - (b) That the service is at no cost; and
  - (c) A precise description of vehicle/s travelling across the ferry; and
  - (d) The date/s of travel; and
  - (e) The authorised person who will be collecting prepaid travel tickets.
- The organisation/group receiving the service (service recipient) will be required to confirm in writing the name of the service provider and that the service is provided free of cost.
- All letters must be provided to Council at least two working days prior to travel to allow staff reasonable time to process the request.
- The relevant authorised person will be required to produce photograph identification and sign for receipt of prepaid tickets.
- The responsibility of the tickets will rest with the service provider and should these tickets be lost or stolen, replacement tickets will not be issued.

## **7. AUSTRALIAN DEFENCE SERVICES**

All Australian Defence Force personnel whilst travelling on official Defence Force operations/business will be provided transport on the Daintree River Ferry at no cost. Relevant identification will be required prior to passage being granted.

## **8. REGISTERED CHARITIES WITHIN DOUGLAS SHIRE COUNCIL UNDERTAKING FUNDRAISING EVENTS WHICH NECESSITATE TRAVEL ON THE FERRY**

The Chief Executive Officer has delegated authority to provide community assistance by way of prepaid ferry tickets up to a total value of one thousand dollars (\$1,000.00). This assistance is only for registered Charities operating in the Douglas Shire Council area that are undertaking a specific event that requires members to travel in convoy on the ferry. Assistance will only be provided upon

receipt of a written request for a specified event (but limited to one request per organisation, per financial year).

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**This policy is to remain in force until otherwise determined by Council.**

**General Manager Responsible for Review:            Corporate Services**

**ORIGINALLY ADOPTED:  
CURRENT ADOPTION:  
DUE FOR REVISION:  
REVOKED/SUPERSEDED**