



North Queensland Land Council

Native Title Representative Body Aboriginal Corporation
ABN: 19 047 713 117 | ICN 1996 | www.nqlc.com.au

(07) 4042 7000
1800 814 779 (Free call)
PO Box 679 Cairns North QLD 4870

MEETING NOTICE

These are Djabugay Nation Authorisation Meetings

Assistance with travel and accommodation etc is subject to NQLC policy on resources for meetings with Traditional Owners. Please read the attached guidelines and this notice in order to determine what travel and/or accommodation assistance is available for this meeting.

MEETING DETAILS

Date:	Meeting 1: Monday, 24 November 2025 - Starting at 9:00am, registration from 8:30am
	Meeting 2: Monday, 24 November 2025 - Starting at 1:30pm, registration from 1:00pm
Venue:	Rydges Cairns Esplanade Resort 209-217 Abbot Street Cairns QLD 4870
Meeting participants:	Djabugay Nation Traditional Owners NQLC Staff: • Ashley Roszczenko – Snr Legal Officer/Claim Lawyer • Bella Borchert-Jonker – Legal Officer • Kara Dunn – Anthropologist • Cherona Walker – Legal Administration officer • Madeleine Fuller – Legal Administration officer
Catering arrangements:	Refreshments will be provided. Please contact NQLC about any dietary requirements.
Transport Arrangements:	Please refer to the following Guidelines for Assistance and contact the Legal Administration Officers
Contact Officer:	To register to attend this meeting, please contact Cherona Walker at NQLC on Freecall 1800 814 779 or (07) 4042 7000 Or legaladministration@nqlc.com.au by no later than 4pm, Wednesday 12 November 2025



Guidelines for Assistance – Traditional Owners Attending Meetings

Native Title Representative Bodies are notoriously under-funded and accordingly we cannot provide the full extent of assistance that Traditional Owners deserve. As a result, the Land Council must be efficient and effective with resources when organising meetings with Traditional Owners. Thus, the Land Council has set limits on the amount of assistance available. These guidelines give an indication as to what assistance is available for Land Council meetings. Note that all assistance is subject to the approval of the Land Council's Executive Officer and that these guidelines may change in the future without notice.

Authorisation Meetings

Due to the importance of Authorisation Meetings and the need to have a wide representation of the community of Native Title Holders, assistance with travel and accommodation is available for Authorisation Meetings. All assistance is subject to approval of the Executive Officer but may include fuel assistance and assistance with long distance travel. Assistance with accommodation may also be available but is subject to the approval of the Executive Officer. Note: it is recommended that approval from the Executive Officer be sought before you make any travel and/or accommodation arrangements that may require reimbursement.

NIAA funding conditions do not allow the Land Council to pay sitting fees to Traditional Owners to attend meetings. An incidental allowance may be paid at various meetings however this is subject to the prior approval of the Executive Officer.

Travel Assistance

Travel Assistance is only available to those persons who register. **You must register by 4pm, Wednesday 12 November 2025. Registrations after this date or on the day of the meeting will not be accepted.**

FUEL ASSISTANCE

- Persons intending to drive their own vehicle must register their attendance and notify the Administration Officer of their intent to drive in order to receive Fuel Assistance;
- Assistance will be paid at 40 cents per kilometre as per NQLC Policy and mileage is calculated by the RACQ Website. Please note that Management will limit assistance where it is deemed that the calculation is excessive;
- Part payment of your Fuel Assistance entitlement will be electronically transferred into a nominated bank account (in your name) prior to travel. The balance of your entitlement will be transferred into your account once the Administration Officer has confirmed your attendance on the day.

TRAVEL ALLOWANCE

- Please note that Travel Allowance is for meals not catered for by the NQLC and is paid at the rate of \$20-30 per meal;
- Part payment of your Travel Allowance entitlement will be electronically transferred into a nominated bank account (in your name) prior to travel. The balance of your entitlement will be transferred into your account once the Administration Officer has confirmed your attendance on the day.

ACCOMMODATION

- If you are eligible, accommodation will be booked on a shared basis.

FAILURE TO ATTEND THE MEETING WHEN YOU HAVE RECEIVED TRAVEL ALLOWANCE

If you have received a Travel Allowance payment and fail to attend the meeting, please note the following:

- In relation to part payment made prior to travel – you will need to call your nominated Administration Officer ASAP to advise of your inability to no longer attend the meeting and they will assist you to make arrangements to reimburse the funds to the NQLC;
- If you do not make arrangements with your Administration Officer to reimburse the funds your name will be recorded in an Overpayments Allowance Register and a Tax Invoice will be forwarded to you to seek reimbursement of the funds and/or the funds owing will be deducted from any entitlements at any future meetings you may attend.

**PLEASE NOTE THAT ALL PAYMENTS ARE PAID BY ELECTRONIC TRANSFER AND
NO CASH PAYMENTS WILL BE PAID AT THE MEETING.**

PLEASE ENSURE THAT YOU PROVIDE YOUR CURRENT BANK ACCOUNT DETAILS TO YOUR ADMINISTRATION OFFICER.

**ENSURE THAT YOU CONFIRM YOUR ATTENDANCE WITH THE ADMINISTRATION OFFICER (AS WELL AS FILL IN THE "MEETING
ATTENDANCE LIST") SO THE BALANCE OF YOUR PAYMENT CAN PROCESSED ASAP.**

Map of the Djabugay Nation (QUD692/2016) Native Title Claim area

