



ABN 20 024 229 293
PO Box 14, Cardwell QLD 4849
Phone: 0499 861 365

MINUTES of GENERAL MEETING held on 7 March 2017

Meeting opened: 6.35pm at Cardwell Library meeting rooms

Present: Chaired by Mark Sheahan (President), Jenny Green (Minutes Secretary), Kathy Sheahan (Vice President), Gareth Davey (committee member), Phil Gruber (committee member), Rosemary Sallway, Angelina Brazier, Ron Brazier, Harry Berger.

Apologies: Thea Ormonde (committee member), Christine Ihle (Treasurer), Antonette Milone, Kevin Lockhart, Leanne Miller, Kevin Miller, Kaylea Chard-Tilles, Cr Glenn Raleigh, CDCFF representative, Stephen Darwen.

PREVIOUS MINUTES

Unconfirmed minutes of the previous general meeting held on 7 February 2017 were distributed to members prior to the meeting. The minutes were moved for acceptance.

Moved: Jenny Green

Seconded: Kathy Sheahan

Result: Motion carried.

CORRESPONDENCE OUTWARD

- Emails sent by Gareth Davey to CCED Chairman and CCRC Mayor about funding available for upgrading Cassowary Coast aerodromes, also a progress report on Mareeba Aerodrome's upgrade – dated 25/11/16, 13/2/17, 16/2/17.
- Emails sent by Gareth Davey to CCRC's Local Disaster Coordinator about the safety of Tully Aerodrome for Royal Flying Doctor aircraft – 9/1/17, 16/1/17, 24/1/17.
- Emails sent by Gareth Davey to the Atherton Aero Club to encourage visitors to Cardwell via their Club newsletter – 10/2/17 & 13/2/17.
- Emails sent by Gareth Davey introducing new Chamber members *AirConKleen Cassowary Coast* and *The North Queensland Newspaper Company* to the Chamber's website, Facebook page and noticeboards – 21/2/17.
- Emails sent by Gareth Davey to commercial air carriers¹ seeking their interest in providing a new passenger-carrying service for the Cassowary Coast – from 22/2/17 to 5/3/17.
¹Hinterland Aviation, Chartair, Skytrans/Westwing, JetGo, Regional Express, Alliance Airlines, Savannah Aviation, McDermott Aviation, Daintree Air, East Air, GSL Aviation.
- Emails sent by Gareth Davey to aviation information providers² to correct misperceptions that Cardwell's aerodrome was unsafe after wet weather – 27/2/17 & 2/3/17.
²Champagne PC Services, FlightAce/Windsock Productions.
- Emails sent by Gareth Davey to North Queensland aviation rescue providers³ seeking their input for the Cardwell Disaster Management Planning Meeting to be held on 8 March – 3/3/17.
³Public Safety Business Agency (QG Air), Royal Flying Doctor Service (RFDS) bases at Cairns and Townsville.
- Emails sent by Gareth Davey to Cr Glenn Raleigh about the planned Cardwell Disaster Management Planning Meeting on 8 March – 5/3/17 & 6/3/17.
- Email sent by Jenny Green to CDCFF inviting them to attend a Chamber general meeting – 6/03/17.
- Emails sent by Jenny Green to David Smith at the Assembly of God Church thanking them for participating in the Cardwell Carols by Candlelight – 7/3/17.
- Email sent by Jenny Green to CCRC thanking them for supporting the Cardwell Carols by Candlelight – 7/3/17.



CORRESPONDENCE INWARD

- Emails received from CCRC's Local Disaster Coordinator about the safety of Tully Aerodrome for Royal Flying Doctor aircraft – dated 8/12/16, 9/1/17, 17/1/17.
- Emails received regarding expressions of interest for a new passenger-carrying air service for the Cassowary Coast – from Hinterland Aviation on 22/2/17 & 2/3/17, JetGo on 23/2/17, Regional Express on 27/2/17, CCRC Mayor on 24/2/17.
- Emails received regarding the setting up of a new website address for the Cardwell Markets www.cardwellmarkets.com from Netregistry – 27/2/17. [Also with an email address coordinator@cardwellmarkets.com.]
- Email received from the QLD Government's Public Safety Business Agency about the planned Cardwell Disaster Management Planning Meeting – 6/3/17.
- Email newsletter received from Andrew Cripps "Out and About In Hinchinbrook" – 17/2/17.
- Email from Gareth Davey re approval of expenses for setting up website – 20/2/17.
- Email from Lauran Baillie CCRC re Information about 75th Anniversary of Coral Sea – 24/2/17.
- Email from CCED re Minutes from meeting and reminder of the next CCED meeting – 24/2/17.
- Correspondence from Hon Curtis Pitt MP re "\$130 Million Jobs and Regional Growth Fund" – 8/02/17.
- Received a membership application from Cardwell By The Sea Diner – 7/3/17.

TREASURERS REPORT

Treasurer was not present. Held over until next meeting. **[Action item CI]**

BUSINESS ARISING FROM PREVIOUS MEETING on 7 February 2017

1. Peter Kenyon workshops

- Chamber contacted Tropical Coast Tourism (TCT) regarding the outcome of the Peter Kenyon community workshop which was held in Cardwell in September 2016. The information will be collated and distributed.
- Margaret Darveniza, then CCRC's Director of Community Services, emailed Cardwell Chamber in October 2016 apologising for the delay in informing the outcome of the workshop. Margaret would be happy to meet with chamber or individuals. This to be followed up in the new year.
- Margaret Darveniza is no longer working for CCRC. Kathy Sheahan has liaised with Marcia Baker from TCT and has reported that the map has been developed and will be finalised by Friday. Kathy presented to the meeting the proposed wording for "Why Is Your Place Special". Some changes have been suggested and Kathy will amend and present to TCT.

Update

TCT have not held a meeting as at 7 March so Kathy Sheahan will report to the next Chamber meeting with any updates. The TCT map is being developed and once finalised will be distributed overseas and from Bowen in the south to Far North Queensland. **[Action item KS]**
 Status: Ongoing.



BUSINESS ARISING FROM PREVIOUS MEETING on 7 February 2017 cont'd

2. Mountain Bike Tracks

- *Kathy Sheahan spoke on behalf of Mark Sheahan, Chamber President. Jeff Coward from CCMC has not heard about receiving the grant for the mountain bike tracks in Cardwell State Forest. Kathy to liaise with Bendigo Bank for payment of signage and also to approach John Bennet from HQ Plantations for permission.*
- *The grant application was not successful. A meeting will be organised in the new year with Jeff Coward to discuss the allocation of money for signage for the established trails. This will also need to be discussed with QLD National Parks, with backing from HQ Plantations and Giringun Aboriginal Corporation.*
- *Mark Sheahan will meet with Peter Toppen from Bendigo Bank, John Bennett from HQ Plantations, and Jeff Coward from CCMC to discuss using the donation from the Bendigo Bank for signage for the bike tracks. Mark said that there is a phone app called Strava [www.strava.com] which can be used to map bike tracks.*

Update

Mark Sheahan has met with Peter Toppen about the funding which will go into a Bendigo Bank account for the future. Jeff Coward reported that there is no rush at the moment until the grant application has been drawn up. A representative from QLD National Parks will get back to Mark in the next couple of weeks to arrange a meeting. **[Action item MS]**

Mark reported that the Strava app is being used to map the bike tracks. The first ride of the CMCC will be on Sunday 26 March in Cardwell.

Status: Ongoing.

3. CCRC's Community Market info session

- *Representatives from Chamber of Commerce were not able to attend the CCRC Community Market Info Session held in Tully on 7 October 2016. CCRC's Kath Barnett from the Cultural & Recreational Development Office will be organising another session to be held in Cardwell.*
- *A meeting with Kath Barnett will be arranged in the new year before the markets reconvene.*
- *Thea Ormonde, Kathy Sheahan, Lynette Rainey and Jenny Green will meet on Monday 13 February to discuss the running of the markets. Thea will contact Kath Barnett to speak to the Markets Subcommittee regarding the markets.*

Update

Status: Ongoing.

4. Walking tracks

- *Thea Ormonde suggested that walking tracks could link creeks and swimming pools. This would encourage bushwalkers to the area. Mark Sheahan will discuss with John Bennett from NQ Plantations and Christine Ihle.*
- *As Christine Ihle was not present at the December meeting, discussions were postponed.*

Update

Christine Ihle was not present at tonight's meeting. Mark Sheahan reported that the Sullivan's Track improvements are progressing thanks to Christine. Christine to report at the next Chamber meeting. **[Action item CI]**

Status: Ongoing.



BUSINESS ARISING FROM PREVIOUS MEETING on 7 February 2017 cont'd

5. Street signage

- Gareth Davey asked if signs could be erected directing people to parking in Balliol Street for the VIC.
- Cr Glenn Raleigh will take this to the Traffic Consultative Committee as anything involving the Bruce Highway is a Main Roads issue.
- Cr Raleigh has advised that Main Roads will consider the signage but it is a budgetary issue. There is no opposition to the signs but consideration will be made regarding the position and size.
- Mark Sheahan will contact CCRC's Vince O'Brien about putting signs on existing poles.

Update

Mark has spoken with Vince O'Brien at CCRC but Vince stated that this was not his department. Mark has also spoken with the manager at the Marine Hotel and they are happy to allow signage to be put onto their wooden fence directing visitors to Balliol Street parking. This will be a temporary sign until Department of Main Roads have investigated the implication of signage along Victoria Street.

Rosemary Sallway, as a traveller, noted that existing signage was not really noticeable as you come into Cardwell. This refers to the CCRC's Visitor Information Centre sign as you approach from the south. More signage is needed directing visitors to the southern VIC.

Could the Chamber correspond with CCRC's tourism manager Richard Blanchette about providing more A-frame signage for the VIC? **[Action item MS]**

Status: Ongoing.

6. Town clock

- Cardwell's town clock on Victoria Street is still not keeping time despite being repaired at Council's expense. Several strategies were discussed. Moved that the Chamber will write to CCRC asking for the clock to be repaired or removed. Moved: Gareth Davey, Seconded: Jenny Green, Result: Motion carried.

Update

Kathy Sheahan will organise a letter on behalf of the Chamber. **[Action item KS]**

Status: Ongoing.

7. 4KZ promotion Cardwell

- Chrysta McCarthy from 4KZ has sent a flyer to the Chamber offering each business a spot to advertise on 4KZ. There is a cost involved and will run from March/April/May. The Chamber will email businesses in Cardwell this information.

Update

Mark Sheahan has distributed this information to all businesses.

Kathy Sheahan will organise boxes and competition forms to be put at the businesses who are participating. **[Action item KS]**

Status: Ongoing.



BUSINESS ARISING FROM PREVIOUS MEETING on 7 February 2017 cont'd

8. Signage in Cardwell

- *If a sign is to be erected in Cardwell why not use the existing pole/post? Mark Sheahan and Phil Gruber will do a walk around Cardwell to see how signs are erected.*

Update

Mark Sheahan and Phil Gruber noted the use of poles/posts for signage around the Cardwell business district. New signs could be installed on the existing poles and posts.
Status: Closed.

9. Cassowary Coast Economic Development Inc (CCED)

- *Report to Chamber members by Gareth Davey and Christine Ihle on our membership and attendance of CCED meetings in Tully over the past 6 months – what CCED set out to achieve and what it has been able to achieve. Mark Sheahan to write to CCED's President reiterating earlier discussions on what CCED was set up to achieve.*

Update

Mark Sheahan will follow this up with CCED president Pete Faulkner and report back at the next Chamber meeting. **[Action item MS]**
Status: Ongoing.

10. Maps by Townsville Enterprise

- *Gareth Davey recently visited the Visitor Information Centre on Flinders Street in Townsville. They display two large maps (one inside, one outside) neither showing any Cassowary Coast towns apart from Mission Beach. Staff in the VIC advised Gareth that Townsville Enterprise run the office and are the entity responsible for the maps. Kathy Sheahan will discuss this issue at the next meeting of Tropical Coast Tourism (TCT).*

Update

TCT have not held a meeting as at 7 March so Kathy Sheahan will report to the next Chamber meeting with any updates. **[Action item KS]**
Status: Ongoing.

REPORTS

1. Thea Ormonde – UFO Festival planning

Jenny Green read the report as Thea could not attend tonight's meeting.

- Festival date – **confirmed** with CCRC for 3 June 2017.
- Venue – **booked and confirmed** with CCRC. Will require a cheque for \$1000 for bond for the Cardwell Community Hall. **[Action item CI]**
- Liquor licence – **confirmed**.
- Security personnel – **confirmed**.
- Booze bus – **organised and confirmed** with Cardwell Taxi Service. This is for dropping people off in the Cardwell area from 8pm-12am.
- Show rides – **confirmed**.
- UFO Festival Markets – stallholders have been sent information about the day. **Waiting** for responses.



REPORTS cont'd

- Entertainment:
 - Band – **booked** for the Alien Invasion party to be held on Saturday night 3 June.
 - DJ – **booked** for the UFO Market day.
 - Children activities – **still to be confirmed**. Hoping the local schools will be involved in this.
 - Skydivers – **still to be confirmed**.
 - Golf buggy or mower race – **still to be confirmed**. Request a letter to Cardwell Golf Club seeking their involvement. [**Action item MS**]
 - Alien puppet show – **confirmed**.
- Bar:
 - Bar staff are **required**.
 - Marine Hotel – **will again supply** the alcohol.
 - Cold room – **booked**.
 - Beer tickets – **yet to be purchased**.
- C-Files:
 - Speakers at the C-Files – **confirmed**.
 - Display boards – **booked** through CCRC, to be installed in the Cardwell Community Hall.
- **Volunteers are needed** for the following:
 - Creation of alien puppets (this will be held in the Cardwell Community Hall and run over 8 weekends).
 - Creation of props for the C-Files display.
 - Work with the local business owners to encourage them to dress up their shopfronts and ensure they have all the promotional material needed to promote the Festival.
 - Organise the Children's Space Race on the day.
 - Children's activity tent – organise and man this tent throughout the Festival day.
 - Children's Alien Invasion Party – this will be a daytime activity separate to the adult party at night.
 - A volunteer to man the entrance to the C-Files on Saturday.
 - A volunteer to man the entrance to the Alien Invasion Party on Saturday night.
 - A volunteer to man the beer ticket table.
 - Set Up Crew prior to the Festival day – the Cardwell Community Hall is booked from Monday 29 May to Friday 2 June. This should give enough time.
 - Set Up Crew on Saturday morning – to set out the market stalls and other activities on the sportsground.
 - Clean Up Crew for the duration of the Festival – this will involve keeping the rubbish bins empty, keeping the grounds free of rubbish and keeping abreast of problems throughout the day of the Festival.
 - Pack Down Crew – this will involve cleaning the Cardwell Community Hall on Sunday 4 June and also the sportsground and area around the hall.
- Next subcommittee meeting: Saturday 11 March, 10am, Cardwell Library Meeting Rooms.

Additional information

- Gareth Davey reported that a short landing 'strip' on the sportsground needs to be reserved for the skydivers to land safely into the prevailing wind. The skydiving company needs to specify their minimum requirements.



REPORTS cont'd

- Also, a minimum space of 50m radius (plus downwind drift area) needs to be allocated to allow for an emergency helicopter to land if one is needed while the sportsground is occupied. Mark Sheahan suggested the practice fairway on the golf course could be used as an alternate landing area. Gareth will research further and write to the Cardwell Golf Club asking if their grounds could be used for this. **[Action item GD]**



2. Kath Sheahan – Jetty (and UFO/Easter) Markets planning

The Chamber's Markets Subcommittee met initially on 13 February and here are notes from their discussions:

- Markets will be held on every 2nd Sunday of the month from April to November 2017.
- Easter Markets will be held on Easter Saturday 15 April with kid's activities, crab races and prawn peeling.
- Markets will start at 7.30am-12noon.
- Must sight insurance and food license from stallholders.
- New bank account will be set up for market fees, cost per site \$10.00 on the foreshore (37 sites available), \$15.00 per site for UFO Festival.
- Some ideas – buskers, chalk pavement drawing, paint umbrellas, make balloon art, information tent for Coral Sea 75th anniversary, UFO Festival, and general information about Cardwell.
- Food stalls – Thai food stall, ice cream man, coffee man.
- Contact Kirsty Densmore from Feast of Senses, Mission Beach Markets, Rotary Markets.
- Could have a movie night on Good Friday.
- Subcommittee to meet every week to continue planning discussions. [Note: The Subcommittee meeting on 27 February was convened formally and its confirmed minutes are to be appended to the end of a general meeting's minutes.]



AGENDA ITEMS

1. Gareth Davey – Chamber of Commerce goals since 2011

- Gareth Davey presented and read out to members extracts from three documents about the Cardwell Chamber's aspirations. The first document was a booklet dated 2011:

Cardwell

A Wish List and a whole lot of hope for the future

The town has a population of about 1500, and the usual facilities and shops. Cardwell has two miles of beaches and picnic tables with beautiful views of Hinchinbrook and the Family Islands.

The Chamber of Commerce is keen to meet tourists' needs. President Steve Smith and his members have provided a wish list of projects seeking Council funding assistance. Their first requirement is to install a sunshade, and fish-cleaning sinks on the historic jetty, and signs showing tourists where they can clean up and dispose of their waste.

Mr Smith said the chamber also was seeking funding toward building a sound-shell and amphitheatre on the beach. "Currently there is no such facility within the region," he said. "The building needs to be integrated with the foreshore plan, and the design structure must be site specific, and including toilets, taps, footpaths and parking."

The chamber also wants to be self-sufficient in renewable energy, as a pilot for the rest of the region. Other projects include upgrading the jetty and repairing broken or damaged footpath along Victoria Street, upgrading the Bruce Highway into Cardwell from the south, providing a consistent speed limit along Victoria Street, providing a heavy traffic bypass, and providing proper airport infrastructure at the Dallachy airport, to encourage passenger and cargo facilities and provide access during road flooding.



Cardwell Jetty

The second document was in a 2015 newsletter published by the Cardwell & District Community Association (CDCA):

Projects

Cardwell Jetty Markets

Chamber is thrilled to announce that the Markets are back on the foreshore! There will be new and exciting markets back at the foreshore on the 4th Saturday of every month from April to November. The first market will be held on Saturday 27th June. Thea Ormonde has kindly volunteered to be the market co-ordinator. She may be contacted on 0447660248 or by email at; cardwelljettymarkets@gmail.com. Please visit the Cardwell Jetty Markets facebook page to like and share!

Chamber will have an "Information" stall at the markets for local businesses and community groups to display promotional material that showcase their business or organisation. Please contact Thea for more information.



AGENDA ITEMS cont'd

Cardwell Business Brochure

The Cardwell Chamber of Commerce will be launching a new publication which will provide a snapshot of local businesses and services available in Cardwell. It will also be designed to be used as a promotional tool for the town to attract visitors and showcase the area's natural assets to visit whilst in Cardwell.

The brochure will be made available to local business owners and community groups and any parties that may have visitor enquiries about business or recreational activities in Cardwell.

Bike Trails

Chamber, with the support of Mission Beach Multisports group, has been in consultation with HQ Plantations and Queensland Parks to gain approval for the use of fire trails located behind Cardwell for regular mountain bike activities.

Walking Tracks

Working in conjunction with Kirrama Range Road Support Group, Chamber is committed to assisting with the revival of the many walking tracks located in the area.

Cultural Precinct

Members of the Community are working extremely hard to upgrade and enhance the current Cultural Precinct in Balliol Street. Chamber is committed to working with this wonderful group of volunteers to ensure that this much needed project is completed.

Shade Sails

Chamber has approached CCRC to gain approval to construct shade sails and seating at the end of the Jetty and the Ampitheatre stage area. Chamber will work hard to ensure that this venture is accomplished.

Thirdly, from the November 2016 meeting minutes of the Cardwell Chamber:

Cardwell Jetty fishing info: Chris [Stoter] put an idea to the Chamber about having installed at the end of the Jetty an information board about what fish can be caught in the area. The members present agreed that this was a great idea. Chris will now design the information board and report back. Another idea would be to have mentioned on the board information about Vic McCristal who was a local renowned fishing writer. Chris would like also to see seating and a shade sail installed on the jetty. Cr Glenn Raleigh responded that the seating and shade sail is a CCRC capital expense and could be included in the next budget. He suggested that the Chamber on behalf of the community and businesses could write to CCRC with regards to allocating funds for the above items in the next budget. Chamber will also encourage Cardwell businesses and community organisations to write to Council as well.

Gareth said that improvements to the jetty have been a long-term goal of the Chamber and should be given priority for completion. [**Action item** – see *General Business, item1*].



BUSINESS ARISING FROM CORRESPONDENCE SENT

1. *Balliol Street – Cultural Precinct Concept Plan*

- Harry Berger, on behalf of the Balliol Street Steering Committee, had been invited to present to Chamber the concept plan that was produced with funding from Queensland Government Regional Arts Development Fund and CCRC partnership to support local arts and culture. Copies of the plan were distributed to attendees. The concept plan was recently presented to CCRC who were very impressed with the plan. Funding is not available at this time but the Steering Committee will be applying for grants and CCRC will then reconsider providing additional funding.
- *Background:* Balliol Street is an area that is called the “Cultural Precinct”. After Cyclone Yasi in 2011, the street became very neglected and unsightly. This was a concern as it was an area that was used for parking by visitors and locals. A Steering Committee was established. The Steering Committee organised workshops for the organisations in Cardwell together with the community. Ideas were brought to the workshops about how the precinct could be enhanced. Once the ideas were put together, a concept plan was drawn up.
- The Chamber thanked Harry for his presentation and he left the meeting.

Discussion

The meeting discussed the Balliol Street concept plan and agreed that the plan is very impressive. However, Balliol Street has now become an even busier parking area due to the CCRC Visitors Information Centre opening in June 2016. Unfortunately, the street and parking area still remains very unsightly due to the increase of traffic. This is of concern during the wetter months when large potholes fill with water, and during the drier months when dust blows into homes. As the Balliol Street concept plan would be completed sometime in the future, the meeting felt that the street requires repairing now. The Chamber agreed to write a letter to CCRC asking if Balliol Street could be sealed to cap dust and potholes. *[Action item JG GD KS]*

BUSINESS ARISING FROM CORRESPONDENCE RECEIVED

An application for membership was received from Kaylea Chard-Tilles of Cardwell By The Sea Diner. Motion to accept membership application.

Nominated: Gareth Davey **Seconded:** Thea Ormonde **Result:** Membership accepted.

Jenny Green will send a welcome letter to Kaylea. *[Action item JG]*.

The Chamber’s website, membership database and noticeboards will be updated. *[Action item GD]*

Note: On renewing next financial year, this membership is eligible for the prorata discount agreed to at the 2016 AGM. *[Action item CI]*

GENERAL BUSINESS

1. *Kathy Sheahan – Cardwell Jetty*

- Kathy Sheahan will organise a Chamber Subcommittee to follow-up the ideas for the Cardwell Jetty, i.e. seating, shade sail, signage, railing and shade sail for the amphitheatre. Chris Stoter will also be contacted. *[Action item KS]*



GENERAL BUSINESS cont'd

2. Angelina Brazier – ‘Historic CARDWELL by the sea’ sign

- Angelina suggested that the display area on the southern approach to Cardwell on the Bruce Highway should be upgraded.
- Could lighting be installed?
- This could be another Main Roads issue but Mark Sheahan will speak to Mick Flynn from CCRC’s Parks and Gardens about it. **[Action item MS]**



3. Kathy Sheahan – Town Map

- Kathy Sheahan has been approached by the manager of the Reef & Rainforest Centre, Bev Stephens, about putting together a map of Cardwell which could be given to visitors to Cardwell.
- CCRC are producing a map for distribution, and Gareth Davey has been working on aspects of it.
- Kathy will inform Bev. **[Action item KS]**

4. Mark Sheahan – Alternating Chamber meeting venues and times

- There was general discussion on alternating meeting venues and times so that working members have more opportunity to attend meetings. The Chamber’s website, Facebook page and noticeboards will be updated with the new information. **[Action item GD]**

Meeting closed: 8.50pm
Next Meeting: Monday, 3 April 2017, 1.00pm
Venue: Cardwell Swimming Pool (note different venue and time!)