



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

Confirmed MINUTES of GENERAL MEETING held on 9 May 2017

Meeting opened: 6.30 pm at Cardwell Library Meeting Room

Present: Chaired by Mark Sheahan (President), Jenny Green (Minutes Secretary), Kathy Sheahan (Vice President), Gareth Davey (committee member), Phil Gruber (committee member), Chris Stoter, Kevin Lockhart, Cr Glenn Raleigh (CCRC).

Apologies: Thea Ormonde (committee member), Christine Ihle (Treasurer), Angelina Brazier, Robyn Smith, Stephen Darwen.

SUMMARY OF MEETING

- Previous meeting minutes
- Correspondence out and in
- Treasurer's Report
- Business arising from previous meeting on 3 April 2017
 1. Peter Kenyon workshops
 2. Mountain bike tracks
 3. Street signage
 4. Cassowary Coast Economic Development Inc (CCED)
 5. UFO Festival report – helicopter landing sites
 6. Cardwell Jetty improvements
 7. 'Historic Cardwell By The Sea' sign
 8. Town map
 9. Balliol Street
 10. Bowen Street
 11. Future airline survey
 12. Kirrama Range plaque inscription
- Agenda Items
 1. Chamber's annual budget
 2. Meeting in Cardwell of the Caravan Parks Association of QLD – Townsville/North QLD and Far North QLD Divisions
 3. Following up of all correspondence to and from CCRC
 4. UFO Festival expenditure, budget and Chamber support
 5. CCED agenda items
 6. Chamber's airport upgrade petition
 7. Establishing Chamber policies or position statements
- General Business
 1. Kathy Sheahan – Cardwell Jetty Markets
 2. Gareth Davey – Chamber MOU with Council
 3. Gareth Davey – registered Chamber documents
 4. Kevin Lockhart – time limit on Chamber meetings



PREVIOUS MINUTES

Unconfirmed minutes of the previous general meeting held on 3 April 2017 were distributed to members prior to the meeting. The minutes were moved for acceptance.

Moved: Kathy Sheahan **Seconded:** Mark Sheahan **Result:** Motion carried.

[Meeting minutes are published on the Chamber's website at www.cardwellchamber.com/documents]

CORRESPONDENCE OUTWARD

TBA

CORRESPONDENCE INWARD

- Email from Gareth Davey, commenting on unanswered letter sent to CCRC's CEO dated 21 May 2015 about the "Beautification of Cardwell" – email date 3/4/17.
- Email from Chris Stoter (QLD Steel & Equipment), advising Cardwell Sportfishing Club's funding support for jetty signs – 3/4/17.
- Email from Georgia Phelps (CDCFF secretary), thanking for attending CDCFF meeting on 15 March 2017 with minutes and relevant documents attached – 4/4/17.
- Email from Dalrymple Electorate Office, inviting to public meeting regarding the crocodile cull, safari shoot, and egg harvesting legislation tour to be held on 12-13 April – 10/4/17.
- Email from Thea Ormonde (UFO Festival committee), requesting a meeting with CCoC – 18/4/17.
- Letter from David Goodman (CCRC's civil works manager) dated 22 March 2017, responding to our letter sent 10 March 2017 re Balliol Street Road Condition ≈ 18/4/17.
- Email from Andrew Cripps MP (Hinchinbrook Electorate Office), inviting to meet with Shadow Ministers at Sweet Surprise on 27 April 2017 – 21/4/17.
- Email from Harry Berger (Cardwell Foreshore Subcommittee chair), inviting to attend meeting on 3 May 2017 together with agenda – 24/4/17.
- Email from Andrew Cripps MP (Hinchinbrook Electorate Office), Hinchinbrook Electorate News – 28/4/17.
- Email from Cr Glenn Raleigh (CCRC Division 1), Hinchinbrook Island planned burn for this week – 28/4/17.
- Email from Thea Ormonde (UFO Festival Committee), Festival cancellation and Chamber auspicing – 3/5/17.
- Email from Cr Glenn Raleigh (CCRC Division 1), Council Meeting at the Cardwell Library Meeting Rooms on 25 May at 9.00am – 5/5/17.
- Email from Cr Glenn Raleigh (CCRC Division 1), review of Wet Tropics Management Plan is being undertaken – 5/5/17.
- Email from Cr Glenn Raleigh (CCRC Division 1), undated QORF Project brief – Strategic plan for multi-use trails Cassowary Coast to Tablelands – 9/5/17.



TREASURER'S REPORT

Bank Balances as at 9th May:

Main Account: \$9270.19
 Market Account: \$255.28
 UFO Account: \$0.00

	INCOME	EXPENSES
Barra Raffle	\$2,730.30	\$0.00
Jetty Markets	\$605.00	\$350.00
PO Box Rental		\$129.00

On behalf of the Treasurer, Kathy Sheahan presented to the meeting:

- Profit & Loss Statement (Quickbooks report) July 1, 2016 through May 8, 2017
- Balance Sheet (Quickbooks report) as of May 8, 2017
- Profit & Loss Statement (Quickbooks report) January 1 through May 8, 2017
- Transaction Detail by Account (Quickbooks report) January 1, 2014 through May 8, 2017
- Bendigo Bank Statement from 7 March 2017 to 1 May 2017 for Chamber's Savings Account
- Bendigo Bank Statement from 25 June 2015 to 2 May 2017 for Chamber's Statement Account
- The UFO Festival account is no longer required and will be closed.
- Thank you to Lisa and Phil Gruber for organising the Barra Raffle.

Moved to accept: Gareth Davey **Seconded:** Kevin Lockhart **Result:** Motion carried.

The above handouts can be found at the end of these minutes in Appendix 1.

BUSINESS ARISING FROM PREVIOUS MEETING on 3 April 2017

1. Peter Kenyon workshops

- *First raised at 11/10/16 meeting:* Chamber contacted Tropical Coast Tourism (TCT) regarding the outcome of the Peter Kenyon community workshop "Why Is Your Place So Special" which was held in Cardwell in September 2016. The information will be collated and distributed.
- *Raised at subsequent Chamber meetings:* 8/11/16, 6/12/16, 7/2/17, 7/3/17, 3/4/17.

Update

Kathy Sheahan represented CCoC at the TCT meeting held on 8 April and reported that the 'Why is your place special?' [100 words about Cardwell] map is now in production. Townsville Enterprise is driving this.

Kathy also reported that at the Caravan, Camping & Holiday/Touring Supershows held in Sydney and Melbourne more people are looking for adventure holidays.

With regard to TCT's "Explore" brochure, this could be redesigned showing what North Queensland has to offer other than palm trees and beaches.

TCT chair Mark Evans was quoted in the Innisfail Advocate that the Council's Visitor Information Centres (VICs) were a waste of time. This view was not shared by the meeting. Cr Raleigh was asked if he was aware of any plans to close down the Cardwell VIC and he replied that if there were any they would be vigorously opposed.

Status: Ongoing. [Action item KS]



BUSINESS ARISING FROM PREVIOUS MEETING on 3 April 2017 cont'd

2. Mountain Bike Tracks

- *First raised at 12/8/16 meeting:* Ask Bendigo Bank for funding for the bike trails in the forest behind Cardwell. Kathy Sheahan or Mark Sheahan will speak to Peter Toppin from Bendigo Bank. Jeff Coward from CCMC mentioned how successful the bike trails in Atherton are and it could be the same in Cardwell. Letter to Cardwell Lions Club requesting a donation to assist with our current project of developing Cardwell as a world class biking destination.
- *Raised at subsequent Chamber meetings:* 9/9/16, 11/10/16, 8/11/16, 6/12/16, 7/2/17, 7/3/17, 3/4/17.

Update

The CMCC hosted 77 competitors on 22 April using the tracks behind Cardwell. Another ride will be held in August.

Department of National Parks, Sport & Racing (NPSR) have informed Mark Sheahan that they are now on board with plans for the bike tracks.

CMCC have asked for more support from Cardwell businesses towards sponsorship of the trails, between \$25-\$50. This could be a topic for CCED. **[Action item MS]**

Cr Glenn Raleigh spoke positively about the strategic plan for multi-use trails from the Cassowary Coast to the Tablelands. (See Correspondence Inward above.)

Status: Ongoing.

3. Street signage

- *First raised at 9/9/16 meeting:* Gareth Davey asked if signs could be erected directing people to parking in Balliol Street for the new Visitor Information Centre (VIC). Cr Glenn Raleigh will take this to the Traffic Consultative Committee as anything involving the Bruce Highway is a Main Roads issue.
- *Raised at subsequent Chamber meetings:* 11/10/16, 8/11/16, 6/12/16, 7/2/17, 7/3/17, 3/4/17.

Update

Chamber will again speak to CCRC's Richard Blanchette to organise more signage.

The meeting agreed to send a letter to Cr Glenn Raleigh to ask about the signs for the Cardwell spa pools and Forest Drive.

Status: Ongoing. [Action item KS]

4. Cassowary Coast Economic Development Inc (CCED)

- *First raised at 7/2/17 meeting:* 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.
- *Raised at subsequent Chamber meeting:* 7/3/17, 3/4/17.

Update

The next CCED meeting was rescheduled several times and is now set for 17 May. Mark Sheahan intends to attend. **[Action item MS]**

Status: Ongoing.



BUSINESS ARISING FROM PREVIOUS MEETING on 3 April 2017 cont'd

5. UFO Festival Report – helicopter landing sites

- *First raised at 7/3/17 meeting:* 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 Davey will research further and write to the Cardwell Golf Club asking if their grounds could be used for this.
- *Raised at subsequent Chamber meeting: 3/4/17.*

Update

Gareth Davey explained his discussions with Airservices Australia that the primary and secondary landing areas may be too close to allocate each place a Y (aircraft navigation) code, in which case the primary site (the sportsground) should be allocated the official Y code for Cardwell's helicopter landing site (HLS). Further discussions will be held with Council (not the Golf Club) as they own/operate the sportsground, and they need to 'own' the location data registered with Airservices in the same way they do with their aerodromes. Note: There is no cost to request/register a Y code for a location. **[Action item GD]**

Status: Ongoing.

6. Chamber of Commerce goals since 2011 – Cardwell Jetty improvements

- *Raised at 8/11/16 meeting:* 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.
- *Raised at prior and subsequent Chamber meetings: 17/3/15, 21/4/15, 5/5/15, 7/3/17, 3/4/17.*

Update

Cr Glenn Raleigh reported that CCRC will be installing, by the end of year, a railing along the Cardwell jetty for the first 50 metres. Council will also install a covered seat, together with a sink and tap at the end of the jetty – this will be installed shortly. A fish identification board could be installed on the jetty. Viewing signs will be installed on the northern side in the garden bed just before the entry to the jetty. **[Action item GR]**

Phil Gruber reported that the Barra Raffle was very successful with people from all over Australia buying tickets. The raffle was advertised on social media and raised \$2,730.30.

As Council will be installing the seating etc, the money raised through the CCoC will go to the shade sail over the stage. Chris Stoter (QLD Steel & Equipment) will now put together a costing for the sail and report back to CCoC. Estimated cost is approx \$20,000. **[Action item CS]**

A business board could be installed near the seating at the end of the jetty to showcase businesses in Cardwell who would pay rent to have their business advertised. This could be an income stream for CCoC.

Status: Ongoing.



BUSINESS ARISING FROM PREVIOUS MEETING on 3 April 2017 cont'd

7. 'Historic CARDWELL by the sea' sign

- *First raised at 7/3/17 meeting:* Angelina Brazier 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.
- *Raised at subsequent Chamber meeting:* 3/4/17.

Update

Support from CCRC has been sought and received. Refer Correspondence Inward above.

Status: Ongoing. [Action item MS]

8. Town Map

- *First raised at 5/5/16 meeting:* Janet Arnold thought that the current map of town should be updated. Christine Ihle asked Thea Ormonde to follow this up.
- *Raised at subsequent Chamber meetings:* 9/9/16, 11/10/16, 8/11/16, 7/3/17, 3/4/17.

Update

Gareth Davey and Jenny Green will take/obtain photos and gather information to send to CCRC. [Action item GD JG]

Status: Ongoing.

9. Balliol Street

- *Raised at 12/8/16 meeting:* Letter to be sent to CCRC regarding the upkeep/resealing of Balliol Street especially as the VIC is now at the Bush Telegraph and J C Hubinger Museum. The road is a mess during the rainy season and very dusty and dirty during the dry season.
- *Raised at prior and subsequent Chamber meetings:* 17/3/15, 9/9/16, 7/3/17, 3/4/17.

Update

A reply letter has been received from CCRC dated 18 April 2017. (Refer Correspondence Inward above.) The meeting had some difficulty interpreting the letter. Gareth Davey has photos of Balliol Street (below) to send to Council's CEO which will illustrate the problem and the utilisation. [Action item GD]



Status: Ongoing.



BUSINESS ARISING FROM PREVIOUS MEETING on 3 April 2017 cont'd

10. Bowen Street

- *Raised at 3/4/17 meeting:* At the last Chamber meeting on 7 March 2017, the Balliol Street Steering Committee presented the Cultural Precinct Concept Plan. Chamber agreed that the Plan was very impressive. Although this Plan was well accepted, the Chamber agreed that before this can be implemented Bowen Street should be repaired which would then have a flow-on effect to Balliol Street. The CCRC presented a plan for Bowen Street last year before the Council elections, and as there is now a new Council, Cardwell Chamber will gather information and meet with CCRC to see if there is an updated plan. Mark Sheahan will make an appointment with the mayor John Kremastos.

Update

Cr Glenn Raleigh will arrange to put this on the Local Government Meeting agenda to be held in Cardwell on Thursday 25 May 2017. [Action item GR]

Status: Ongoing.

11. Future airline survey

- *Raised at 3/4/17 meeting:* On behalf of Cassowary Coast Economic Development (CCED), Gareth Davey will be doing a survey to see if the community would use a new airline service flying between Tully and Cairns or Townsville. The basic ticket cost could start from \$99.00.
- *Raised at prior Chamber meetings:* 9/9/16, 11/10/16, 8/11/16, 6/12/16.

Update

Based on feedback from an initial draft, Gareth Davey will prepare paper versions of the survey and asked the meeting if key businesses in Cardwell could help by making them available and receiving responses on behalf of Chamber/CCED, e.g. newsagent, butchers, supermarket, coffee shops, petrol stations, library. The meeting was in favour of this approach.

Gareth mentioned that free car parking at Tully Aerodrome was in the survey and Chris Stoter said that having covered car parking would encourage people to use the airline.

Status: Ongoing.

12. Kirrama Range plaque inscription

- *Raised at 3/4/17 meeting:* Christine Ihle reported that the plaque at the beginning of Kirrama Range is incorrect. She will be writing on behalf of the Kirrama Range Support Group to have the inscription corrected.

Update

Christine Ihle was absent from the meeting.

Status: Ongoing.



AGENDA ITEMS

1. Gareth Davey – Chamber's annual budget

Gareth queried why the CCoC did not have an annual budget and handed out a sample from another volunteer-based association. Well into the Chamber's second year of operation this should not be too difficult, particularly as there are now regular and predictable expenses such as the website etc. Kathy Sheahan responded that there was no budget for the CCoC as there were no funds but has agreed to put a budget together now that funds are available. Please be aware that members are volunteers and are busy with their own businesses and jobs and this is an extra burden. Gareth offered to help Kathy with this. **[Action item GD KS]**

Gareth suggested that the money received from the telescope "viewer" on the foreshore, and any other untasked donations or contributions, could be banked in a contingency fund, and as the money builds up it could be used, for example, for sponsorships.

2. Gareth Davey – Meeting of the Caravan Parks Association of Queensland Ltd (Townsville/North QLD and Far North QLD Divisions)

Gareth distributed copies of an article from the Cassowary Coast Independent News on 4 May titled 'Enticing visitors to stay'. It said that Councillors have been considering RV spaces at Innisfail Showground after the popularity of such spaces at Tully.

Gareth reported that he and Phil Gruber were asked by Mark Sheahan to attend the Caravan Parks Association's meeting which was held at the Cardwell Community Hall on 19 April. Chamber members Kookaburra Holiday Park and Beachcomber Motel & Tourist Park were also present, as was Cardwell Van Park. Gareth and Phil were given an opportunity to address the meeting and field any questions. Gareth let them know that the Chamber would like Cardwell to officially become RV-friendly and wanted to work with CCRC and the Association to make that happen.

Questions of concern were raised about the impact of free overnight parking areas across Queensland and how the proposed one for the Cardwell sportsground should be handled. The owners of Cardwell's caravan parks were extremely against any free use and would only support it if it was for overflow. It was clear that Cardwell's 'free site' should be managed differently to other sites (such as at Tully and Innisfail), and consensus was reached provided the following conditions could be met:

- The sportsground overflow site would only be available for a limited specified period during the busiest time of the year;
- The issue and policing of overflow 'permits' would be cooperatively managed by the three Cardwell caravan park owners without the need for additional security or management staff;
- Permits would only be for short duration (preferably until a vacancy arose at a caravan park) and at a price comparable with a caravan park site;
- A reasonable percentage of the permit price would be retained by the issuing caravan park owner as an administrative charge, the remainder going to Council.

3. Gareth Davey – Following up of all correspondence to and from CCRC

Gareth had found some unanswered Chamber correspondence to Council sent in 2015. He suggested that CCoC should be following up all correspondence sent to CCRC and ensuring we receive an acknowledgement or receipt, even if awaiting a formal reply. He suggested we cc all correspondence to Council's general enquiries email address (enquiries@ccrc.qld.gov.au) so that it will be formally registered on their inwards mail system, for tracking later if necessary. **[Action item JG KS]**



AGENDA ITEMS cont'd

4. Gareth Davey – UFO Festival expenditure, budget and Chamber support

Gareth was concerned that not all executive and committee members were consulted about the cancellation of the UFO Festival and the impact it would have on the Chamber, Cardwell businesses, and the Cardwell community.

The Chamber met with the UFO Festival Subcommittee to discuss organising the Festival. Festival organiser Thea Ormonde presented to Chamber a budget and a schedule of events. Chamber was concerned that the budget was not viable and suggested removing several budget items. Thea agreed to redo the budget and report back to Chamber. After having to cut the budget due to lack of confirmed sponsorship, Thea had to remove a lot of the crowd entertainment resulting in the Festival resembling a market day instead of a festival.

The Festival has been postponed to secure the needed sponsorship so that the Festival remains an attraction for locals, visitors and businesses. The postponed Festival would no longer be held under the auspices of the Chamber. The Chamber is preferring to dedicate funds to other projects such as the jetty shade sails.

5. Gareth Davey – CCED Agenda items

CCED are asking for agenda items for their next meeting. Gareth suggested the current Wet Tropics Plan Review which the meeting agreed with. **[Action item GD]**

6. Gareth Davey – Chamber's airport upgrade petition

As well as the future airline survey mentioned above in Business Arising item 11, there is also a local airport upgrade petition to meet RFDS standards. It was agreed that the survey and petition should be separated in time so as not to cause any community confusion. **[Action item GD]**

7. Gareth Davey – Establishing Chamber policies or position statements

Gareth distributed copies of the position statements held by Mission Beach Business & Tourism which detail what MBBT members have agreed to and what their association stands for. These are effectively their policies which, for the Cardwell Chamber, are currently buried in historical correspondence and meeting minutes. Using Agenda Item 2 above as an example, CCoC could have the following as a position statement, if agreed to by the membership:

- The CCoC supports Cardwell becoming an RV-friendly town. Whilst CCoC acknowledges there are a limited number of free overnight camping/parking sites for RV use on the Cassowary Coast, CCoC does not support any expansion of those sites, nor the addition of any new sites on the Cassowary Coast.

The meeting agreed this is a great idea and will discuss it at the next CCoC meeting. **[Action item GD]**



GENERAL BUSINESS

1. Kathy Sheahan – Cardwell Jetty Markets

Each of the jetty markets will have a theme:

- May – Mother's Day
- June – Blues Festival
- July – Health and Wellbeing

The market themes from August through to October will be discussed at the next Chamber meeting. If members of the Chamber or the community have any ideas please put them forward. **[Action item KS]**

2. Gareth Davey – Chamber MOU with Council

Gareth distributed copies of an article from the Cassowary Coast Independent News on 4 May titled 'MOU forges stronger ties'. It pictured the Mayor and president of the Innisfail Chamber of Commerce signing an MOU with CCRC. The Mayor was quoted as saying "I am also keen to pursue this type of agreement with other groups across the region". Should the Cardwell Chamber do the same? Gareth said that CCED put an MOU in place with CCRC last year and it could be viewed as a sample. To be discussed at the next Chamber meeting. **[Action item GD]**

3. Gareth Davey – Registered Chamber documents

In preparation for this year's Chamber AGM and to help with good governance, Gareth is arranging to obtain the CCoC constitution and any other Chamber documents lodged with the Office of Fair Trading in Brisbane. The retrieval cost is around \$25 per online request and the meeting agreed for Chamber to fund this, with documents to be held by the Secretary. **[Action item GD]**

4. Kevin Lockhart – Time limit on Chamber meetings

Kevin suggested that a time limit be put in place for Chamber meetings so attendees know what time each meeting will finish, with any unfinished business listed on the agenda for the next meeting. To be discussed at the next Chamber meeting. **[Action item MS]**

Meeting closed: 9.10 pm
 Next Meeting: Tuesday, 30 May 2017, 1.00 pm
 Venue: Cardwell Swimming Pool

Abbreviations Used

AGM	Annual General Meeting
CCED	Cassowary Coast Economic Development Inc.
CCoC	The Cardwell Chamber of Commerce Inc.
CCRC	Cassowary Coast Regional Council
CDCFF	Cardwell & District Community Futures Forum Inc.
CEO	Chief Executive Officer
HLS	Helicopter Landing Site
MBBT	Mission Beach Business & Tourism
MOU	Memorandum of Understanding
PO	Post Office
RFDS	Royal Flying Doctor Service
RV	Recreational Vehicle
TCT	Tropical Coast Tourism
UFO	Unidentified Flying Object
VIC	Visitor Information Centre