Please find attached, Minutes for the Local Government Meeting held at the Kurrimine Beach Progress Association Hall, Murdering Point Road, Kurrimine Beach commencing at 9:00am.

James Gott
CHIEF EXECUTIVE OFFICER
MINUTES

9:00am Welcome
Acknowledgement of Country
Declaration of Material Personal Interest or Conflicts of Interest (including perceptions of Conflict of Interest)

10:30am - 11:00am Morning Tea
12 Noon Adjourn Local Government Meeting
12 Noon - 1:00pm Budget Lunch - King Reef Resort, Kurrimine Beach
1:00pm - 2:40pm Special 2019 - 2020 Budget Meeting
2:40pm • Close Special Budget Meeting
3:00pm • Reconvene Local Government Meeting

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PRESENT:
Crs J Kremastos (Mayor), W Kimberley (Deputy Mayor), G Raleigh, R Taylor, M Nolan, J Baines and B Heath, Mr J Gott (Chief Executive Officer), Ms A Pleash (Executive Manager), Ms M Johnstone (Coordinator Corporate Governance), Mr D Goodman (Director Infrastructure Services), Mr A Sadler (Director Delivery Services), Mr M Boldy (Director Planning & Regional Development), Ms L Bradley (Manager Finance), Mrs K Vick (Coordinator Rates), Mr J Fischer (Manager Asset Engineering), Mr B Jones (Senior Planner/Strategic Planner), Ms I Newman (Planning Officer), Mr Brenan Shooter (IT Systems Support Officer), Mr P McCullagh (Manager Marketing & Media), Ms L Trott (Media & Communications Officer), Mrs J Sands (Executive PA) and Ms D Daniels (Minutes Clerk)

Cr J Kremastos (Chairman) welcomed everyone and opened the Local Government Meeting at 9:00am

ACKNOWLEDGEMENT OF COUNTRY:
The Mayor acknowledged the traditional owners and caretakers of the land on which the meeting is being held and paid his respects to the elders, past, present and emerging.

APOLOGIES
Mr G Singh (Chief Financial Officer), D Horton (Manager Planning Services)

COUNCILLORS & STAFF
Material Personal Interests
Conflicts of Interest (including perceptions of COI)

Please use this opportunity to make public any Material Personal Interests and/or Conflicts of Interest (real or perceived) in respect of the Items in the Agenda.

Councillors should use this opportunity to disclose and/or comment on other Councillors and/or Staff interests in accordance with the Act and Regulations.
1. CONFIRMATION OF MINUTES

1.1 CONFIRMATION OF MINUTES OF THE LOCAL GOVERNMENT MEETING, 23 MAY 2019

Recommendation:
“That the Minutes of the Local Government Meeting held 23 May 2019 be confirmed as a true and correct record.”

Moved Cr J Baines
Seconded Cr B Heath

Resolution Number LG0515
"That the Recommendation be adopted."

FOR: Unanimous
CARRIED

2. RECEIPT OF MINUTES

2.1 RECEIPT OF MINUTES OF CASSOWARY COAST REGIONAL COUNCIL AUDIT COMMITTEE MEETINGS: 6 SEPTEMBER 2018, 12 OCTOBER 2018, 4 DECEMBER 2018 AND 21 MARCH 2019

Recommendation:
“That the Minutes of the Cassowary Coast Regional Council Audit Committee meetings held on 6 September 2018, 12 October 2018, 4 December 2018 and 21 March 2019 be confirmed as a true and correct record.”

Moved Cr R Taylor
Seconded Cr J Baines

Resolution Number LG0516
"That the Recommendation be adopted."

FOR: Unanimous
CARRIED

3. BUSINESS FROM PREVIOUS MINUTES

Nil.
4. PLANNING

4.1 MCU19/0009 - MATERIAL CHANGE OF USE FOR SHORT TERM ACCOMMODATION (25 X UNITS) AND SHOP ON LAND DESCRIBED AS LOT 15 ON RP749989, SITUATED AT 32 WONGALING BEACH ROAD, WONGALING BEACH QLD 4852

Executive Summary:
Council is in receipt of an application for a Development permit for a Material Change of Use for Short Term Accommodation (25 x units) and Shop. The application was prepared by WildPlan on behalf of Jennifer Alexandra Walker for the establishment of 25 units and a shop on land within the Township Zone, Greater Mission Beach Local Plan, Business Precinct and described as Lot 15 on RP749989, situated at 32 Wongaling Beach Road, Wongaling Beach.

![Figure 1 - Proposed development site plan](image)

The development application was impact assessable and therefore required public notification. The applicant advised that public notification requirements were carried out in accordance with the Planning Act 2016. One (1) submission was received.

The application triggered referral to the Department of State Development, Manufacturing, Infrastructure and Planning Referral Agency Response – 1904-10838 SRA dated 22 May 2019. DSDMIP provided a referral agency response with conditions, shown as Attachment 1.

The subject site is located within the Urban Footprint as indicated in the Far North Queensland Regional Plan (FNQRP) 2009-2031.

The site is located within the Business Precinct of the Greater Mission Beach Local Plan within the Township Zone. The site is located adjacent to an established caravan park and other commercial development. The area is a mixture of multiple dwellings as well as commercial development (restaurants and shops). The site is located at the gateway to Wongaling Beach across from the long distance bus stop and shopping centre.
The proposed development is located which in an established urban area, where the site is able to connect to all essential urban services. The proposed development is considered to represent an appropriate use of the land given the mixed use nature of the area. The proposed development does not compromise the intent of the Business Precinct of the Greater Mission Beach Local Plan in this particular location. The proposed development is setback from neighbouring residential properties and Wongaling Beach Road to ensure that adverse impacts such as noise and visual amenity is minimised. The proposed conversions to the existing buildings are of an appropriate design, scale and location with in relation to the location. In addition to this, the development has been designed and will be constructed to a high quality modern standard. The proposed development provides screening as well as landscaping to address the visual amenity of the street scape.

To ensure that the impact on the visual amenity and surrounding properties of the area is minimised, the development has been conditioned to provide for the following:

- The construction of a minimum 1.8 metre high screening fence along the property's southern (Wongaling Beach Road), eastern, and western (Tully- Mission Beach Road) property boundaries with the exception of the easement area, shop and access points;
- The provision of a 1 metre wide screening effect landscaped strip along the property's southern (Wongaling Beach Road), eastern, and western (Tully- Mission Beach Road) property boundaries with the exception of the easement area, shop and access points in accordance with 9.4.5 Landscaping Code of the Cassowary Coast Regional Council Planning Scheme 2015 to screen the operations from the road and surrounding residences;
- The provision of a minimum of 14 on-site car parking spaces and ensuring that the loading and unloading operations of the operations of the development are contained within the site;
- The requirement that the waste bin and storage areas must be screened from view of adjoining properties and road frontages;
- The requirement for the short term accommodation buildings to comply with Council Policy SC6.2 (Building Design) of the Cassowary Coast Regional Council Planning Scheme 2015 to ensure they are renovated to a modern and high quality standard;
- The requirement for the short term accommodation buildings to have a current building, plumbing and drainage application within one (1) month from the date of all short term accommodation buildings being placed on the site;
- The requirement for the a final certificate of occupancy to be obtained for all short term accommodation buildings within twelve (12) months from the date of all short term accommodation buildings being placed on the site;
- The requirement that must locate and screen the certain components of the development so that they are not visible from any road to which the site has frontage;
- The requirement that noise from the site must not emanate from the subject land to a degree that would create an environmental nuisance having regard to the provisions of the Environmental Protection Act 1994, Environmental Protection (Noise) Policy 2008 and Environmental Protection Regulation 2008; and
- The requirement that the light emitted from the subject land does not create an environmental nuisance having regard to the provisions of the Environmental Protection Act 1994 and Environmental Protection Regulation 1998 (Part 2A – Environmental Nuisance).

Therefore, the application is generally consistent with the provisions of the Cassowary Coast Regional Council Planning Scheme 2015 and the Far North Queensland Regional Plan 2009-2031. The proposed development for a Short Term Accommodation (25 x units) and Shop on land described as Lot 15 on RP749989, situated at 32 Wongaling Beach Road, Wongaling Beach is recommended for approval subject to reasonable and relevant conditions.
Recommendation:

“That a Development Permit be issued for a Material Change of Use for Short Term Accommodation (25 x units) and Shop on land described as Lot 15 on RP749989, situated at 32 Wongaling Beach Road, WONGALING BEACH QLD 4852” subject to the following conditions:

Assessment Manager's Conditions

1. **Proposal:** That the development be undertaken generally in accordance with the application, documentation and plans listed in the table below, accepted by Council on 8 April 2019 and 1 May 2019, all relating to Development Application – MCU19/0009, except where varied by the following conditions.

<table>
<thead>
<tr>
<th>Plan Number</th>
<th>Plan Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan No. 19030 DD1 Rev A</td>
<td>Site Plan</td>
<td>Dated: 01/04/19 received by Council 1/05/2019</td>
</tr>
<tr>
<td>Plan No. 19030 DD2 Rev A</td>
<td>Floor Plan and Elevations – Units 1 to 12</td>
<td>Dated: 01/04/19 received by Council 1/05/2019</td>
</tr>
</tbody>
</table>

2. **Timing of Effect:** The conditions of the Development Permit must be complied with prior to the commencement of use, except where specified otherwise in these conditions of approval.

3. **Works - Internal:** The applicant/owner must, at no cost to Council, provide the following works internal to the subject land prior to commencement of the use:
   a) Provide a minimum 1 metre wide screening effect landscaped strip along the property's southern (Wongaling Beach Road), eastern, and western (Tully-Mission Beach Road) property boundaries with the exception of the easement area, shop and access points. All landscaping is to be undertaken in accordance with 9.4.5 Landscaping Code of the Cassowary Coast Regional Council Planning Scheme 2015, established prior to the commencement of use and maintained for the life of the development, to the satisfaction of the Director Planning and Regional Development.
   b) Provide a minimum 1.8 metre high screening fence along the property's southern (Wongaling Beach Road), eastern, and western (Tully-Mission Beach Road) property boundaries with the exception of the easement area, shop and access points. The fence is to be established prior to the commencement of use and maintained for the life of the development, to the satisfaction of the Director Planning and Regional Development.
   c) Provide a minimum of fourteen (14) on-site car parking spaces (two car parks to be disabled) as shown on the proposed Site Plan (Plan No. 19030 DD1 Rev A dated 01/04/2019) to the satisfaction of the Director Planning and Regional Development.

All car parking and internal works must comply with the following requirements:
- All internal access roads, car parking bays and traffic circulation widths including access are to be designed and constructed to comply with Australian Standard AS1428 Design for Access and Mobility, FNQROC Development Manual and Australian Standard AS2890.1 "Parking Facilities – Off Street Car Parking"; and
- All car parking facilities are to be imperviously sealed, drained to a legal point of discharge, line marked and signed to reflect their designated purpose; and
• Disabled car parking spaces are to be provided in accordance with AS2890; and
• All internal access roads and car parking facilities are to be maintained and available at all times.

4. **Works External:** The applicant/owner must provide the following works external to the subject site:
   a. Provide two (2) sealed commercial property accesses including any necessary drainage, extending from Wongaling Beach Road to the property boundary as shown on the proposed Site Plan (Plan No. 19030 DD1 Rev A dated 01/04/2019) in accordance with the FNQROC Development Manual and Council’s standard engineering specifications for an Industrial development to the satisfaction of the Manager Asset Engineering at no cost to Council. Future maintenance of the access is the responsibility of the landowner.
   b. Provide kerb and channel for the full frontage of the site to Wongaling Beach Road with the exception of the designated vehicle access points. All design and construction to be as per the FNQROC Development manual requirements and to the satisfaction of the Manager Asset Engineering at no cost to Council.

A Development Permit for Operational Works will be required for the prior to any works being carried out on the subject site.

5. **Water Connection:** The applicant/owner must ensure the development is connected to the existing reticulated water system prior to commencement of the use in accordance with the FNQROC Development Manual and to the satisfaction of the Director Planning and Regional Development. The applicant/owner is to apply to Council’s Water Section of the Infrastructure Services Department to install a water service fitted with an appropriate sized water meter at no cost to Council. The fee/charge for the water service connection and any associated upgrades required to be carried out by Council is per Council’s Register of Regulatory Fees at the rate applicable on application and must be paid prior to the works being undertaken.

6. **Sewerage Connection:** The applicant/owner must ensure the development is connected to the existing sewerage system prior to commencement of the use in accordance with the FNQROC Development Manual and to the satisfaction of the Director Planning and Regional Development.

7. **Upgrade of Short Term Accommodation Buildings:** The applicant/owner must ensure that short term accommodation buildings comply with Council Policy SC6.2 (Building Design) of the Cassowary Coast Regional Council Planning Scheme 2015, to the requirements and satisfaction of the Director Planning and Regional Development.

8. **Building, Plumbing and Drainage applications for Short Term Accommodation Buildings:** The applicant/owner must lodge a building, plumbing and drainage application within one (1) month from the date of all short term accommodation buildings being placed on the site, if a building, plumbing and drainage application is not lodged within one (1) month from the date of all short term accommodation buildings being placed on the site, then those short term accommodation buildings which do not have a current building, plumbing and drainage application must be removed from the site within one (1) month, to the satisfaction of the Director Planning and Regional Development.
9. **Storage of Short Term Accommodation Buildings**: The applicant/owner must ensure that a final certificate of occupancy is obtained for all short term accommodation buildings within twelve (12) months from the date of all short term accommodation buildings being placed on the site, if a final certificate of occupancy is not obtained for all short term accommodation buildings within twelve (12) months from the date of all short term accommodation buildings being placed on the site, then those short term accommodation building which do not have a final certificate of occupancy must be removed from the site within one (1) month, to the satisfaction of the Director Planning and Regional Development.

10. **External Finishes**: The applicant/owner must ensure that the external colours and finishes of all buildings are generally in accordance with the approved plans, comprising natural colours, in order to blend in with the surrounding natural environment.

11. **Advertising Devices**: The applicant/owner must ensure that any advertising devices on the subject site comply with the 9.4.1 Advertising Devices Code of the Cassowary Coast Regional Council Planning Scheme 2015, to the requirements and satisfaction of the Director Planning and Regional Development.

12. **Waste Bins & Storage Areas**: The waste bin and storage areas must be screened from view of adjoining properties and road frontages, to the satisfaction of the Director Planning and Regional Development.

13. **Screening of Components**: The applicant/owner must locate and screen the following components of the development so that they are not visible from any road to which the site has frontage, or any adjoining premises:
   a. Waste bins and storage areas;
   b. Service equipment;
   c. Mechanical ventilation;
   d. Refrigeration units;
   e. Shipping containers;
   f. Storage containers and materials associated with the use (e.g. produce bins, pallets, etc.);
   g. Storage areas for machinery, materials, vehicles or the like.

14. **Excavating & Filling**: The applicant/owner must ensure that all excavation and filling works are carried out in compliance with 9.4.3 Excavating and Filling Code of the Cassowary Coast Regional Council Planning Scheme 2015, to the satisfaction of the Director Planning and Regional Development.

15. **Erosion and Sediment Control**: Effective sediment and erosion control must be maintained at all times during and after construction work until there is adequate vegetation cover, paved areas or other controls to prevent any silt runoff from the site to the satisfaction of the Director Planning and Regional Development.

16. **Public Utilities - Alterations**: Any relocation or alteration to any public utilities in association with works pertaining to this development must be undertaken as required by the relevant service provider and at no cost to Council.
17. **Stormwater Drainage:** The applicant/owner must ensure that the flow of all external stormwater from the property is directed to a lawful point of discharge such that stormwater does not adversely affect surrounding properties to the requirements and satisfaction of the Director Planning and Regional Development.

18. **Lighting:** All lighting must be designed and constructed so as to ensure that the light emitted from the subject land does not create an environmental nuisance having regard to the provisions of the *Environmental Protection Act 1994* and *Environmental Protection Regulation 1998 (Part 2A – Environmental Nuisance)* to the satisfaction of the Director Planning and Regional Development and maintained at all times.

19. **Construction & Operations:** The construction and operations work associated with this development shall be carried out in accordance with sound engineering practice. In particular, no nuisance is to be caused to adjoining residents by way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours. Where material is to be carted to or from the site, loads are to be covered to prevent dust or spillage. Where material is spilled or carried onto existing roads, it is to be removed forthwith so as to restrict dust nuisance and ensure traffic safety. Safety precautions are to be maintained where work is taking place on existing roads, in accordance with The Department of Transport and Main Roads Manual of Uniform Traffic Control Devices (MUTCD). Any damage attributable to the progress of works or vehicles travelling to or from the site shall be remedied by the developer prior to 'Acceptance of Works'.

20. **Repair of damage:** The applicant/owner must ensure that repairs are undertaken to rectify any damage to existing kerb and channel, footpath or roadway (including removal of concrete slurry from footways, roads, kerb and channel and stormwater gullies and drainlines) that occur during any works carried out in association with the approved development, to the satisfaction of the Director of Infrastructure Services.

**Concurrence Agency Conditions:**

**Department of State Development, Manufacturing, Infrastructure and Planning**

Referral Agency Response – 1904-10838 SRA dated 22 May 2019

**Assessment Manager’s Advice:**

a) **Currency Period:** The currency period for the development approval (Material Change of Use) shall be six (6) years starting the day the approval is granted or takes effect. In accordance with Section 85 of the *Planning Act 2016 (PA)*, the development approval for Material Change of Use lapses if the building work under the approval is not complete within the abovementioned currency period. An applicant may request Council to extend the currency period provided that such request is made in accordance with Section 86 of *PA* and before the development approval lapses under Section 85 of *PA*.

b) **Notice of Intention to Commence Use:** The applicant/owner must return to Council the attached Notice of Intention to Commence Use after acceptance of and compliance with these or negotiated conditions (or court determined conditions) and prior to the commencement of the use. This will allow a check for compliance with conditions to be carried out by Council officers.

c) **Required Approvals:** A Development approval for Operational Works, Building works and Plumbing/Drainage works will be required, with a permit for these works issued prior to any works commencing.
d) **Cultural Heritage**: The applicant/owner is to ensure compliance with the requirements of the *Aboriginal Cultural Heritage Act* and in particular ‘the duty of care’ that it imposes all landowners, developers and the alike.

e) **Engineering Works**: The applicant/owner is to ensure that the engineering works involved in the proposed development are designed and constructed in accordance with the FNQROC Development Manual.

f) **Environmental Nuisance**: The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard persons and entities, involved in the civil, earthworks and construction phases of this development, are to adhere to their "general environmental duty" to minimise the risk of causing environmental harm.

Environmental harm is defined by the *Act* as any adverse effect, or potential adverse effect whether temporary or permanent and of whatever magnitude, duration or frequency on an environmental value and includes environmental nuisance. Therefore, no person should cause any interference with the environment or amenity of the area by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, sediment, oil or otherwise, or cause hazards likely in the opinion of the Council to cause undue disturbance or annoyance to persons or affect property not connected with the use.

i) **Commonwealth Environment Protection and Biodiversity Conservation Act 1999**: You are advised that the *Commonwealth Environment Protection and Biodiversity Conservation Act 1999* applies to action that has, will have or is likely to have a significant impact on matters of national environmental significance. Further information on the *EPBC Act* can be obtained from the Department Environment and Energy website [www.environment.gov.au/epbc](http://www.environment.gov.au/epbc) *EPBC Act Policy Statement 1.1 Significant Impact Guidelines Matters of National Environmental Significance (Oct. 2009).*

_____________________

**Moved** Cr W Kimberley               **Seconded** Cr M Nolan

Resolution Number LG0517

"That the Recommendation be adopted."

FOR:  CARRIED
5. ASSET SUSTAINABILITY

5.1 WATER, SEWER, WASTE, RECREATION AND NATURALS ASSETS, BUILDINGS, FLEET, INFORMATION TECHNOLOGY AND TRANSPORT ASSET MANAGEMENT PLANS

Executive Summary:
The Water, Sewer, Waste, Recreation and Naturals Assets, Buildings, Fleet, Information Technology and Transport Asset Management Plans provides strategic direction on how Council will approach the management of its respective asset classes for the next 10 years. These plans will be further developed over time to ensure they remain relevant and reflective of Council’s management approach.

Recommendation:

Moved Cr G Raleigh
Seconded Cr J Baines

Resolution Number LG0518
"That the Recommendation be adopted."

FOR: Unanimous CARRIED

9:12am Mr M Boldy left the meeting
9:13am Mr M Boldy re-entered the meeting
9:16am Ms L Trott left and re-entered the meeting

5.2 CONTRACT CCW000018 - DESIGN AND CONSTRUCTION OF THE TULLY STP CONTROL BUILDING - JUNE 2019 STATUS UPDATE

Executive Summary:
This report is provided to keep Council informed on the progress of Contract CCW000018 Design and Construction of Tully STP Control Building.

Recommendation:
“That the report be received and noted.”

Moved Cr R Taylor
Seconded Cr B Heath

Resolution Number LG0519
"That the Recommendation be adopted."

FOR: Unanimous CARRIED
6. **FINANCIAL SUSTAINABILITY**

6.1 **SUNDRY DEBT RECOVERY POLICY**

**Executive Summary:**
Finance undertook an internal review of its accounts receivable position to improve internal processes and reporting across Council. In doing so, amendments to the Sundry Debt Recovery Policy are required to ensure it adheres to the most recent Local Government Act and Regulation.

The attached policy sets out the processes, responsibility and accountability for sundry debt management within the Cassowary Coast Regional Council in a clear, concise manner. It establishes principles and frameworks for effective and timely recovery of sundry debts owed to Council. The policy also ensures a consistent and ethical process is in place across Council.

**Recommendation:**

"That: Council adopt the Sundry Debt Recovery Policy as presented for implementation across Council”.

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**Moved Cr R Taylor**  
**Seconded Cr G Raleigh**

**Resolution Number LG0520**

"That the Recommendation be adopted."

FOR: Unanimous  
CARRIED

9:27am Mr J Fischer left the meeting
9:32am Ms K Hatten (Acting Manager Regional & Community Development) entered the meeting

7. **COMMUNITY & CUSTOMER**

7.1 **APPLYING FOR COMMUNITY SPONSORSHIP, GRANTS OR DONATIONS - COMMUNITY GRANTS POLICY**

**Executive Summary:**
The Council is required to have an adopted Community Grants Policy (the Policy) under Section 195 of the Local Government Regulation 2012 (the Regulation). The Policy must include the criteria for a community organisation to be eligible for a grant from the Council.

The attached Policy and associated Community Grant Guidelines (the Guidelines) have been prepared in accordance with the requirements of the Regulation and will provide the Council with the basis to receive, assess, decide and issue grants to eligible organisations and individuals. The Policy and Guidelines are generally based on the Council’s existing
Policy and Guidelines with some modifications to reflect changes in local government accountability and transparency standards, reduce ambiguity and account for Council’s often associated “in-kind” contributions to organisations and individuals seeking to hold events.

Recommendation:
"That the Council resolves to:

1. Adopt the Applying for Community Sponsorship, Grants or Donations Policy as its Community Grants Policy and associated Community Grants Guidelines in accordance with the requirements of Section 195 of the Local Government Regulation 2012, as attached to this report.

2. Appoint Councillor representatives onto its RADF and Community Grants Scheme Panels.

3. Seek nominations from interested members of the public who are residents of the Cassowary Coast Region and are able to demonstrate a strong and active commitment to the region’s arts and/or community well-being, through public advertisement in the local press media and Council’s electronic platforms.

4. Report any nominations received back to the Council for final selection of community representatives onto its RADF and Community Grants Scheme panels.

5. Publicly notify the Council’s adoption of the Applying for Community Sponsorship, Grants or Donations Policy and associated Guidelines in the local press and ensure that copies of the Policy and Guidelines are made available to the public on the Council’s webpages.

6. Ensure that an appropriate community awareness campaign is also formulated to ensure that the Council’s new ‘Community Grants Policy’ is properly explained, noting that this represents a simpler and clearer approach by the Council."

Moved Cr J Baines
Seconded Cr M Nolan

Resolution Number LG0521

"That Items 1, 3, 4, 5 & 6 of the Recommendation be adopted and that consideration of Item 2 of the Recommendation be deferred pending research into potential previous resolution."

FOR: Unanimous
CARRIED

9:37am Mr P McCullagh left the meeting
9:38am Mr P McCullagh re-entered the meeting
7.2 KURRIMINE BEACH FISHING CLUB INC. - REQUEST FOR CHANNEL SEVEN TELEVISION SHOW 'CREEK TO COAST' FUNDING SUPPORT

Executive Summary:
The purpose of this report is to seek Council consideration of the Kurrimine Beach Fishing Club Incorporated's request for financial contribution to support the event's coverage by the Channel Seven Television "Creek to Coast" of the 2019 Fishing and Spearfishing Tournament and for filming and showcasing the Cassowary Coast Region.

Recommendation:
“That Council resolves to:

a) Contribute a cash amount of $6,600 to the Kurrimine Beach Fishing Club Inc. to support the Channel Seven television show, Creek to Coast to prepare an episode on the Kurrimine Beach Fishing and Spearfishing Tournament in September 2019.

b) Advise the organisers that any funding will be subject to a formal agreement that sets out conditions of funding and clearly defines the mutual obligations of and reciprocal benefits for both parties.

c) Thank the Kurrimine Beach Fishing Club Inc. for its support in organising this important regional event in past years and for the future and for the value that it brings in contributing to the region's tourism attraction diversity.”

Moved Cr W Kimberley
Seconded Cr J Baines

Resolution Number LG0522
"That the Recommendation be adopted."

FOR: Unanimous CARRIED

9:50am Cr G Raleigh left the meeting
9:51am Cr G Raleigh re-entered the meeting

8. GOVERNANCE & ENVIRONMENT
8.1 NOTICE OF COUNCIL MEETING DATES & TIMES

Executive Summary:
Under the Local Government Regulation 2012, Section 277(1) - Public Notice of Meetings, Council is required to advertise details of its meetings dates and times.

Proposed meeting dates and times from July to November 2019 are listed below, and if endorsed, are required to be advertised in the local newspapers, on Council's website and in public spaces within Council Offices:
Recommendation:
“That Council endorse the proposed Meeting Schedule dates and times for July - November 2019 as outlined in the CEO's report.”

Moved Cr J Baines  
Seconded Cr G Raleigh

Resolution Number LG0523
"That the Recommendation be adopted."

FOR: Unanimous  
CARRIED

9. ECONOMIC ACTIVATION & TOURISM
9.1 TROPICAL COAST TOURISM - FINALISATION OF DRAFT CASSOWARY COAST TOURISM STRATEGY

Executive Summary:
The Tropical Coast Tourism (TCT) - Cassowary Coast Tourism Strategy is a first for our Region, being a collaboration between the Cassowary Coast Regional Council and the region’s peak Local Tourism Organisation – TCT.

Recently a TCT established Taskforce of Board and regular members in collaboration with Cassowary Coast Regional Council staff members, completed a series of workshops to prepare a Draft Tourism Strategy document for consultation purposes. The draft Strategy largely represents an industry-driven view of tourism which is supported by the Council to promote and grow our important regional tourism industry.

This report considers the submissions that were received and makes a recommendation for final adoption of the revised Strategy document.

Recommendation:
“That Council resolves:
1. To endorse the final Tropical Coast Tourism: Cassowary Coast Tourism Strategy, for publication in hard and digital forms for public distribution.”

Moved Cr B Heath  
Seconded Cr W Kimberley

Resolution Number LG0527
"That the Recommendation be adopted."

FOR: Unanimous  
CARRIED
9.2 TROPICAL COAST TOURISM (TCT) REFORM

Executive Summary:
Council, as part of its ‘economic activation’ objective, has reviewed its approach to tourism through the collaborative preparation of a regional tourism strategy with Tropical Coast Tourism (TCT), being the principal Local Tourism Organisation (LTO). The draft TCT Tourism Strategy (draft Strategy) which outlines short, medium and long term strategic objectives, preferred outcomes and actions was resolved to be publicly notified for comment at the Council’s Tourism and Economic Activation Committee Meeting of 13 September 2018.

This strategies and action included in the draft Strategy, in conjunction with further discussions with other LTOs in the Far North Queensland Region (FNQ Region), highlighted the need for additional structural administrative reforms to support greater industry leadership for tourism promotion matters in our Region.

This report outlines a rationale for further recommended structural reforms to support a revised model for the relationship between the Council and the LTO over tourism promotion matters. The process of reform is proposed on a transitional basis over a number of years recognising further adjustments that are required in implementing a more industry-led approach to tourism promotion and industry capacity building. This involves potential transitional funding and staffing reforms as well as the introduction of a more performance-based approach to tourism support delivery.

Some specific recommended changes include a consolidation of some existing services (e.g. the integration of Mission Beach Business and Tourism (MBBT) with TCT, dedicated executive staff for TCT and the instigation of formal agreements between TCT and Council. Council will also be required to further consider its own specific tourism information services that it provides through its Visitor Information Centres (VICs) and how these services may be aligned with ‘best practice’ identified for the sector and provide for more effective integration with TCT services and the needs of the regional tourism industry.

Recommendation:
“That Council resolves to note the report and:

1. Delegate authority to the Chief Executive Officer to negotiate, finalise and execute any and all matters associated with the establishment of a three (3) year Business Plan Agreement between Council and Tropical Coast Tourism, intended to identify the steps in achieving agreed organisational arrangements to enable the effective transition of regional tourism promotional responsibilities to Tropical Coast Tourism consistent with the strategies and actions of the adopted Tropical Coast Tourism Strategy.

2. Delegate authority to the Chief Executive Officer to negotiate, finalise and execute any and all matters associated with the preparation of an agreed Annual Performance Objectives List to be implemented by Tropical Coast Tourism and which is to form a part of the Council’s annual funding contribution considerations to Tropical Coast Tourism, be consistent with the strategies and actions in the adopted Tropical Coast Tourism Strategy.

3. Undertake a review of the Council’s Visitor Information Centre services to be reported back to the Council by the end of the 2019 Calendar Year.
4. Develop a Transitional Assistance Plan to assist TCT focusing on the following matters:
   a) Recruitment of TCT Executive Officer
   b) Procurement of webpage management/maintenance services
   c) Temporary office accommodation, if required
   d) Temporary office support equipment (e.g. IT equipment)
   e) Governance training for Board members and TCT staff
   f) Implementation of governance systems consistent with Council’s own governance requirements/obligations
   g) Monitoring and reporting on performance outcomes associated with agreements between Council and TCT
   h) Collaboration on agree projects intended to build the region’s tourism industry capacity”

Moved Cr B Heath

Seconded Cr W Kimberley

Resolution Number LG0528

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

10:31am Ms K Vick left the meeting
10:33am Ms K Vick re-entered the meeting

9.3 INTERNATIONAL CITIES, TOWN CENTRES AND COMMUNITIES CONFERENCE 2019, TOWNSVILLE 23-25 OCTOBER 2019

Executive Summary:
This event gives attendees the chance to gauge, as a collective group, what challenges and opportunities are being faced in cities and town centres—and by looking at best practice examples from around the world and explore and adopt new innovations. While international in title it is expected to focus heavily on national speakers. The forum is aimed at both government and commercial sector interests involved in planning for and managing urban environments addressing a range of topics, including:
- Night time economies
- Sustainable community developments
- Connectivity, data and digital infrastructure
- Accessibility and design
- Activation, entertainment, arts and events
- Marketing, communication, customer and community engagement
- Parks – playgrounds, pets, furniture and accessories
- Lighting, safety and signage
- Streetscape - furniture and accessories
- Roads and infrastructure – construction and project management
- Advisory services
- Autonomous vehicles
The Cassowary Coast Regional Council has been successful in its submission to present on the significance of its Art Deco Strategy as an enabler for economic activation and rejuvenation. Councillor’s Planner, Isabella Newman has been invited to present at the Conference in Townsville. The conference organisers also expressed interest in the proposed involvement of Council’s councillors to add an elected representative perspective of the development of the Strategy and its importance to the community.

The Conference is expected to be attended by approximately 400 delegates and will provide an opportunity for the Council to highlight its wonderful location, the excellent work it has achieved and the leadership in cultural and heritage planning that is being displayed and exercised by the Council at many levels.

Recommendation:
“That Council appoint Deputy Mayor, Cr Wayne Kimberley (being Chairperson for the Planning Committee) and Councillor Ben Heath (being the Chairperson for the Economic Activation and Tourism Committee) to attend the 2019 International Cities, Town Centres and Communities Conference, on 23-25 October 2019 inclusively, with cost of attendance, travel and accommodation being met from the Budget allocation for conferences in the General Management Program.”

Moved Cr R Taylor
Seconded Cr M Nolan

Resolution Number LG0524

"That the Recommendation be adopted."

FOR: Unanimous CARRIED

10:01am Ms L Bradley left the meeting
10:02am Ms L Trott left the meeting
10:03am Mr G Smart (Manager Water) entered the meeting
10:03am Ms K Hatten left the meeting
10:04am Ms L Bradley re-entered the meeting
10:05am Ms L Trott re-entered the meeting
10:05am Ms K Hatten re-entered the meeting
10:06am Ms K Hatten left the meeting
10:06am Ms K Hatten re-entered the meeting
9.4 PLANNING INSTITUTE OF AUSTRALIA (PIA) 2019 RURAL AND REGIONAL CONFERENCE, CAIRNS - 11-13 SEPTEMBER 2019

Executive Summary:
The 2019 PIA Rural and regional Conference is to be held in Cairns 11-13 September 2019. The theme of this year’s conference Regional Reflections of Place and Planning has several meanings. Philosophically, as planners there is often a need for reflective theory to help guide decision makers through the contemporary and sometimes difficult context of the different factors affecting decisions. Technology, energy generation, social values, cultural diversity, economic platforms and trading partners change rapidly, yet our systems (including theory and culture in how we decisions are approached) are constant and not always dynamic enough to respond to today’s needs.

The Conference hopes to explore how best to maintain continuity through change, treat each other in just and respectful ways and conduct planning in legitimate ways is an ever-present challenge. Most notably, it intends to take a regional rural perspective, noting that such contexts are often quite different from the more highly urbanised metropolitan areas and also that the regions also often are home to considerable and practical innovation that can assist planning decision making.

This year’s Conference will showcase a range of speakers from across Australia specialising in practical plan and decision making to assist rural and regional prosperity. The Cassowary Coast will also have speaker representation through its Planner, Isabella Newman who will be presenting on:

“Art Deco Cassowary Coast: Telling the Story of the Past to Create a Prosperous Future”

The Council is also hosting one of the Conference Tours involving a bus tour from Cairns to experience the “Innisfail Art Deco Walking Tour”. It is proposed that Councillors Wayne Kimberley and Ben Heath will play a significant part in guiding the walk as well as talking about the Council’s involvement in the town’s Art Deco renaissance.

This report is to seek the Council’s formal support for the attendance of Councillors Kimberley and Heath at the Conference and the walk, given their integral involvement in the Council’s Art Deco Strategy and to date.

Recommendation:
“That Council appoint Deputy Mayor, Cr Wayne Kimberley (being Chairperson for the Planning Committee) and Councillor Ben Heath (being the Chairperson for the Economic Activation and Tourism Committee) to attend the 2019 PIA Rural and Regional Conference and associated Study Tour – Innisfail Art Deco Walking Tour, on 11-13 September 2019 inclusively, with cost of attendance, travel and accommodation being met from the Budget allocation for conferences in the General Management Program.”

Moved Cr G Raleigh  Seconded Cr R Taylor

Resolution Number LG0525

"That the Recommendation be adopted."

FOR: Unanimous  CARRIED
9.5 INVITATION TO ATTEND THE NORTHERN ALLIANCE OF COUNCILS INC. MEETING AND CONFERENCE - 14-16 AUGUST 2019

Executive Summary:
Mayor, Cr John Kremastos and/or his representative have received an invitation to attend the annual meeting and conference of the Northern Alliance of Councils Inc. (NAOC) to be hosted this year by Whitsunday Regional Council at Port Denison Sailing Club in Bowen.

The annual Conference is attended by Councillors, Local and State government officers, major companies and local government stakeholders. As well as the Annual General Meeting and General Meeting, the programme includes guest speakers’ presentations on topics of interest to local governments.

Recommendation:
“That Council appoint the Mayor and/or his representative to represent it at the 2019 Northern Alliance of Councils Inc. (NAOC) Meeting and Conference to be held 14-16 August at Port Denison Sailing Club, Bowen.”

Moved Cr J Baines
Seconded Cr W Kimberley

Resolution Number LG0526
"That the Recommendation be adopted."

FOR: Unanimous
CARRIED

10. GENERAL BUSINESS
10.1 IMPACTS OF STATE GOVERNMENT WASTE LEVY

Cr M Nolan suggested a Press Release be arranged to inform the community that the impacts of the waste levy including financial impacts on the local business community have been imposed by the Queensland State Government and not by the Cassowary Coast Regional Council.

10.2 UNLAWFUL CLEARING

Cr W Kimberley requested a Press Release be distributed to inform and remind the community of penalties that could be imposed upon those who undertake unlawful land clearing.

There are known cases of unlawful land clearing in our region and this needs to stop.
10.3 SIGNAGE FOR ADVENTURE ACTIVITIES

Cr R Taylor and staff attended the Tully Chamber of Commerce (Chamber) regular meeting in Tully on 26 June 2019.

Much of the discussion was surrounding the forthcoming Red bull Defiance 2019 Event which will feature the Tully Gorge and Misty Mountains locations for a range of event phases. This also led to the discussion of emerging opportunities involving mountain bike and trail bushwalking opportunities.

Comparisons were drawn with the Tablelands Region which has a much more established ‘bike economy’ and facilities including appropriate signage to attract and direct visitors wishing to experience the variety of bike trail opportunities. These signs are specific to the promotion of bike and other adventure activities.

Apart from noting the desired collaboration between the Cassowary Coast and Tablelands regional councils, the Chamber highlighted the importance to ensure that adventure tourism signage (directing visitors to locations) be at least commensurate with that in other regions so that opportunities can appropriately be experienced by visitors and that communities such as Tully are able to more effectively pursue economic leverage from these activities.

The Chamber was advised that the Council is currently in a phase to conclude work on its town entry signage as part of its Wayfinding Strategy. While this remains a Council resolved priority, it seems reasonable that the Council may wish to investigate further levels of signage as it has already noted for interpretive signage about heritage or the like.

Given the recognised potential of adventure tourism in the Cassowary Coast Region - notably in the Tully locations (see MacroPlan Study on Tully Gorge and surrounds, 2018), an investigation of ‘Adventure Tourism Signage’, specifically starting in the Tully location, would be a possible extension of the Council's Wayfinding Strategy. This matter could be investigated by Council staff with any conclusions and recommendations reported back to Council.

This matter would not commit the Council to any additional funding/Budget requirements at this stage. It is also noted, that while it may be desirable to have signage in place before the Red Bull Defiance event in August/September 2019, the very short timeframe that is involved would make this highly unlikely for this first event.

The principal benefits for the approach that is proposed stems around likely ongoing contribution that this approach would make to establishing and supporting a stronger and enduring bike and adventure tourism economy for our region.

Recommendation:

"That the Council resolves to have its staff investigate a strategy and actions to more effectively provide direction and promote the region’s bike trails as an extension of its Wayfinding Strategy and report the matter back to the Council for further consideration."
Moved Cr R Taylor  Seconded Cr G Raleigh

Resolution Number LG0537

"That the Recommendation be adopted."

FOR: Unanimous  CARRIED

3:47pm  Cr M Nolan left the meeting

10.4 ELECTORAL COMMISSION QUEENSLAND (ECQ) - CCRC BOUNDARIES

Cr W Kimberley notes that the Change Commission has prepared its proposal in relation to the review of internal boundaries of the Cassowary Coast Regional Council and that the proposed changes are available for review and comments on the ECQ website.

Comments on the proposal are invited until 5pm 8 July 2019.

MOVE INTO COMMITTEE - 10:39am

Moved Cr G Raleigh  Seconded Cr M Nolan

Resolution Number LG0529

"That in relation to Agenda Items 11.1, 11.2 and 11.3, I move, pursuant to Section 275(1)(e) and (f) of the Local Government Regulation 2012, that the meeting be closed to the public so that Council can discuss

(e) contracts proposed to be made by it; and
(f) starting or defending legal proceedings involving it."

FOR: Unanimous  CARRIED

10:40am  The meeting adjourned for morning tea.
11:00am  The meeting reconvened.

11:04am  Mr J Gott left the meeting
11:06am  Mr J Gott re-entered the meeting
11:20am  Ms M Johnstone left the meeting
11:20am  Ms M Johnstone re-entered the meeting
12:00pm The meeting adjourned for lunch and Annual Budget Meeting.
3:04pm The meeting reconvened.

MOVE OUT OF COMMITTEE - 3:20pm

Moved Cr M Nolan Seconded Cr G Raleigh

Resolution Number LG0530

"That the meeting be re-opened to the public."

FOR: Unanimous CARRIED

11. CONFIDENTIAL
11.1 POTENTIAL PURCHASE OF LAND FOR A CAR PARK AT MISSION BEACH

Executive Summary:
The purpose of this report is for Council to consider purchasing freehold land to provide for car parking in downtown Mission Beach near the village green area. The purchase of freehold land will enable Council to provide adequate parking within a short walking distance of the village green and porter promenade area in the future. Securing a long term off street car parking solution for the Mission Beach area is critical for the growth expected through improvements identified in the Mission Beach Strategic Master Plan. Car parking has an important role to play in ensuring that development has adequate accessibility provisions for vehicular traffic and general amenity but also its influence in affecting development viability particularly in competing regional markets for services and prosperity growth.

The downtown Mission Beach area currently experiences car parking pressure on market days (2 Sundays a month) and festival times, however with the improvements identified in the Mission Beach Strategic Master Plan which are aimed at attracting more people into the downtown area, these pressures are likely to increase over time. It is imperative that Council understands this now and acts accordingly. A suitable balance between satisfying the anticipated demand for parking, and the benefits of utilising the least land possible for parking is the ideal.

Investment competitiveness for new development is regarded as a crucial component of providing for community growth and prosperity. New and additional services require economic growth and well planned development. While Australia is increasingly becoming economically dominated by a ‘service economy’ as a result of global trends, the distribution of services is also increasingly gravitating towards those centres that provide the best synergies, economies of scale and competiveness. This has significant implications particular for growth of rural centres and regional locations in general.

A factor in the success of a development or activity centre is the level of transport access and parking provided. Business operators often consider it a necessity that adequate car parking spaces are provided to meet demand and assist with the commercial viability of their businesses. Inadequate parking provision can result in overspill parking on residential streets, generating on-street congestion and creating potential adverse economic impacts on
relevant businesses. The provision of an off street car parking in the Mission Beach area will also allow for the more efficient use of land on private freehold development sites.

Recommendation:
“That:
1. The offer from BGW (NT) Pty Ltd, the registered owner of Lots 2, 3 and 4 on RP722944 situated at 1, 3 and 5 Endeavour Avenue, Mission Beach be noted by Council; and
2. Council delegate authority to the Chief Executive Officer to negotiate with BGW (NT) Pty Ltd, the registered owner of Lots 2, 3 and 4 on RP722944 situated at 1, 3 and 5 Endeavour Avenue, Mission Beach in regards to purchasing the site for car parking purposes”

Moved Cr W Kimberley Seconded Cr J Baines

Resolution Number LG0531

"That the Recommendation be adopted."

FOR: Unanimous CARRIED

11.2 CONTRACT NO. CCW000031 - STOTERS HILL ROOF REPLACEMENT

Executive Summary:
The purpose of this report is for Council to consider submitted tenders and award Contract CCW000031 for the supply and installation of an aluminium geodesic roof structure at Stoters potable water reservoir.

The works associated with this contract include the design of the new structure, the removal of the existing floating cover, the fabrication and installation of the new structure and washing, cleaning and commissioning of the reservoir prior to the return to service.

It is proposed to award this lump sum contract to Reliant Solutions who submitted the highest scoring tender submission following the assessment process.

Recommendation:
"That:
1. The lump sum conforming tender from Reliant Solutions Australia for Contract CCW000031 Stoters Reservoir – Roof replacement, being the most advantageous to Council, be accepted for the amount of $545,996.41 (ex. GST); and
2. A provisional item for additional gravel for crane pad of $20,000 (ex. GST) be made available; and
3. In accordance with the Local Government Act 2009, Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise, and execute
any and all matters associated with or in relation to the contract subject to Council's normal procurement policies and practices; and

4. A Monthly Project Status Report be provided to Council covering matters including but not limited to program, costs, quality and risk.”

Moved Cr W Kimberley  Seconded Cr G Raleigh

Resolution Number LG0532

"That the Recommendation be adopted."

FOR: Unanimous  CARRIED

11.3 CONFIDENTIAL REPORT - CARAVAN PARK AND CAMP GROUND UPDATE

Executive Summary:

On 29 May 2019 Council received information from Ms Nicole Morgan, Facilities Officer, regarding the outcomes of audits undertaken on Council owned caravan parks. This was part of a systemic review of Council caravan parks as part of the renewal of leases in those areas.

Many of the Council owned caravan park leases have come up for renewal in recent times, with Council making decisions to have a more structured approach to overseeing the management arrangements and understanding our assets and facilities within those parks.

This Briefing Paper will provide an update on the status of each of those caravan parks and seek Councillors’ guidance regarding progress on matters relating to the sites where the parks are situated.

Recommendation:

“ (a) That in relation to the Cowley Beach Caravan Park, Council:

1. approve entering into a Management Agreement for a 6 month period.
2. approve proceeding to further tender on the same terms and conditions as the tender used for other caravan parks, subject to the capital works requirements amendments.
3. approve the ongoing presence of the licensee during the period of the Management Agreement.
4. In accordance with the Local Government Act 2009, delegate authority to the Chief Executive Officer to negotiate, finalise and execute any and all matters associated with the breach of lease and Subordinate Local Law No 1 (Administration) 2011 matters outlined herein.”

and;

" (b) That in relation to the River Drive Caravan Park, Council:

1. approve entering into a further Management Agreement to 31 December 2019.
2. approve proceeding to further tender on the same terms and conditions as the previous tender, subject to greater flexibility in the capital works requirements."

and;

" (c) That in relation to the Greenway Caravan Park:
   1. Council note this briefing paper."

and;

" (d) That Council:
   1. manage the Hull Heads camp ground via an online booking system and take steps to have the park sites be brought into line with regulatory requirements."

Moved Cr J Baines  Seconded Cr W Kimberley

Resolution Number LG0533

"That Item (a) of the Recommendation be adopted."

FOR: Unanimous  CARRIED

Moved Cr G Raleigh  Seconded Cr R Taylor

Resolution Number LG0534

"That Item (b) of the Recommendation be adopted."

FOR: Unanimous  CARRIED

Moved Cr R Taylor  Seconded Cr M Nolan

Resolution Number LG0535

"That Item (c) of the Recommendation be adopted, and that:
(c) In relation to the Greenway Caravan Park:
   2. The park be reactivated so as to relocate and accommodate RV Parking from the Tully Show Grounds prior to the Tully Show."

FOR: Unanimous  CARRIED
Moved  Cr J Baines  Seconded  Cr R Taylor

Resolution Number LG0536

"That Item (d) of the Recommendation be adopted."

FOR:  Unanimous  CARRIED

4:13pm  There being no further business, the Chairman declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD THIS 25TH DAY OF JULY 2019

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Cr J Kremastos, Chairman