



# **MINUTES**

## **Bundaberg Region CHAS PCG**

*10 September 2018*

<b>Where</b>	Committee Room, Bundaberg Administration Centre
<b>When</b>	Monday, 10 September 2018 – 11.00am
<b>Attendees</b>	Stuart Randle – General Manager Infrastructure Services Gavin Steele – General Manager Community & Environment Dwayne Honor – Branch Manager Engineering Services Anthony Keleher – Chief Financial Officer Nick MacLean – Operational Supervisor – NRM
<b>By Invitation</b>	-
<b>Apologies</b>	Matt Dyer – Disaster Management Officer Jo Tinnion – Project Manager (Water Technology) Evan Fritz – Manager Strategic Planning Beau Jackson – Marketing Advisor Natasha Watt – Management Reporting Officer
<b>Chair</b>	Cr. Bill Trevor - Councillor
<b>Minute Taker</b>	Valerie Andrewartha – Executive Assistant
<b>Next Meeting</b>	TBA

### **1. Welcome/Introductions & Apologies**

Dwayne welcome everyone to the meeting and reiterated the purpose of the meeting; solving issues that cannot be resolved at the Project Manager's level.

Minutes of the last meeting (2 May 2018) were accepted subject to inclusion of Gavin Steele as an attendee.

### **2. Project Progress**

Transitioning into Phase 4 (identified in Project Report attached).

#### **(a) Financials**

On budget. First claim to be lodged with LGAQ shortly.

(b) Activities since last meeting (2 May 2018)

Of Note:-

- Launch of 'Our Coast' website (via Engagement Hub);
- Launch of community pop ups;
- Development of spectral wave model;
- Delivery of draft report and mapping to Department of Environment and Science;
- 1<sup>st</sup> CRG Meeting held 9 August 2018 (to be held bi-monthly – 18 members).

(c) Activities for next 2 months

Commencement of Phase 4 activities including the identification of key assets in coastal hazard areas.

Action: Dwayne Honor to speak to Matt Dyer regarding contact for NBN.

(d) Risks to Program

28 day mandatory consultation period – as per attached.

(e) Community Reference Group

List of members provided.

(f) CRG – Engagement Planning

Four (4) workshops to be undertaken in the future – overview provided on attached report.

(g) SAG – Engagement Planning

List of stakeholders provided. Dwayne advised that stakeholders will meet individually with Officers and not as a group.

PCCC/Gidargil – cultural heritage issues should be addressed with Gidargil with indigenous input from PCCC. It was recommended that contact be made with PCCC (Daniel Reeves) in the first instance to allow them to make the referral to Gidargil.

Built Asset Owners – add Department of Transport.

Action: Department of Transport and Main Roads to be added (built asset owner);  
Department of Environment and Heritage Protection to be updated to reflect current name – Department of Environment and Science.

**3. General/Other Business**

- It was agreed that the distribution of Minutes from CRG meetings would be undertaken within two (2) weeks from the meeting.
- Claim to be submitted for consideration to Project Co-Ordinator – LGAQ (Natasha Watt/Dwayne Honor).
- Budget Consideration document to be presented to Council (Dwayne Honor) – pre-April 2019.

**4. Next Meeting**

11.28am

**5. Meeting Close**

November 2018

## Bundaberg Region CHAS CRG ACTION PLAN

<b>MEETING: BUNDABERG REGION CHAS CRG</b>			<b>MEETING DATE: 2 May 2018</b>	
#	Meeting date	Recommended action	Who	Completion
1	2 May 2018	Endorsement of Terms of Reference	Dwayne/Valerie	2 May 2018
2	2 May 2018	Endorsement of CHAS Styleguide	Beau/Dwayne	2 May 2018
3	2 May 2018	Consultation Day appointment to be scheduled	Valerie	2 May 2018
4	10 September 2018	Amendment of Minutes of 2 May 2018 to include Gavin Steele as attendee	Valerie	19 September 2018
5	10 September 2018	Discussion regarding contract for NBN	Dwayne/Matt	
6	10 September 2018	Contact to be made with PCCC (Daniel Reeves)	Dwayne	
7	10 September 2018	Department of Transport and Main Roads to be added to <i>SAG – Engagement Planning</i> listing	Dwayne	
8	10 September 2018	Department of Environment and Heritage Protection to be updated to reflect current name – Department of Environment and Science	Dwayne	
9	10 September 2018	Claim to be submitted for consideration to Project Co-Ordinator – LGAQ	Dwayne/Natasha	
10	10 September 2018	Budget Consideration document to be presented to Council – pre-April 2019	Dwayne	