

Minutes – Mount Peter Master Planning Taskforce Meeting



Date	17th September 2008	Start Time	3:30pm	Finish Time	5:15pm	Location – Main Roads (Cairns) & video link to QT (Bris).
Meeting Purpose	Taskforce Meeting					
Attendees	Mr Trevor Gordon (Chair), Cr Paul Gregory, Cr Nancy Lanskey, Tracie McPherson, Peter Boyd, Dan Staley (DIP), Rachel Reese (QT), Helius Visser (MRQ), Adam Gowlett (Satterley), Gavin Allwood (B & M), Roy Lavis (CEC), Scott Christiansen (CEC), Ross Straguszi (H & S Vision), Andrew Lyndon (H & S Vision), Kristy Gilvear (Conics), Ben McDonnell (Conics), Theo Kranbias (Denor), Brian Haratsis (Macroplan), Bevan Clayton (Cardno), Sandra Burke					
Apologies	Mayor Schier, Noel Briggs, Bruce Gardiner, John Hawkes, Peter Tabulo, Natalie Ormsby (QT), Alison Stevens (DIP), , Peter James (Conics), Owen Dalton (Conics), , Denis Crema (Denor),					
Observers	Vanessa Maruna (Pregno), Alan Savina (Pregno)					

Actions and Agreements

Item	What	Who	When	Completed
1	Welcome & Introductions Trevor Gordon welcomed all.	ALL	To note-	-
2	Previous Minutes (2 nd Sep 2008 - #1536955v12) All matters in minutes were correct, (<i>moved – Kristy Gilvear /seconded – Adam Gowlett</i>)	ALL	To note	-
3	Actions for Review from previous Meetings 1. From meeting of 20 th August 2008 1) Representation to Federal members on Bruce Highway upgrade funding 2) Circulate Preliminary State Agency Position Paper to Taskforce – on file share system 3) Copies of Agenda Minutes of weekly meetings of CRC/Cardno to Taskforce – on file share system 4) Interest on trust funds held – interest on trust funds held are appropriated to Council's consolidated revenue (Council Policy) 2. From meeting of 2 nd September 2008 1) Communications protocol of Taskforce with Cardno – members to advise project manager of contact person	Cr G /PB DS SB Cr L ALL	Oct 08	completed completed completed completed

	<p>2) Revised MOU to be circulated and signed by all parties by 15/10/08 – MOU issued for signing to all parties 17/09/08</p> <p>3) Taskforce Information session with Gary White on Ripley Experience</p>	<p>Signatories to MOU</p> <p>DS</p>	<p>15/10/08</p> <p>22/10/08</p>	<p>in progress</p> <p>in progress</p>
4	<p>Landowner & Community Ref Group (L&CRG) Update</p> <p>Next L&CRG meeting on 21 October 08, Hambleton House at 5:30pm</p>	<p>Cr G /Cr L</p>	<p>To note</p>	
5	<p>State Agency Update</p> <p>1. Preliminary State Agency (v3) position paper issued to Taskforce – on file share system (FSS). Comments due back to DIP</p> <p>2. Planning Studies Outcomes Report issued to Council for review. Comments due back to DIP</p>	<p>ALL</p> <p>PB</p>	<p>01/10/08</p> <p>19/09/08</p>	
6	<p>Project Update</p> <p>1. Project Status Report – Aug 08 issued to Taskforce on file share system (FSS) 17/09/08.</p> <p>2. Project Specification – is performance / outcomes based & incorporates staged agreement of deliverables. Milestone 2 deliverable is inclusive of Assumptions document (gap analysis, data sets, constraints, methodologies, issues, assumptions etc) and requires sign off by CRC, DIP & Taskforce</p> <p>3. Draft project program (v3) issued to Taskforce –Comments due back to Cardno on 01/10/08</p> <p>4. Draft Assumptions document :</p> <p>a) To be issued to Council & DIP on 06/10/08</p> <p>b) To be issued to Taskforce on 13/10/08 (with comments from Council /DIP)</p> <p>c) Project program to be modified to reflect this change & allow further Council /EMG/PMG sign off</p> <p>5. Document register (documents received, reviewed for gap analysis) for Taskforce viewing (on FSS)</p> <p>6. Denor to meet with Cardno and provide copies of Denor's studies/data for Mount Peter</p> <p>7. Ensure communications protocols with stakeholders are followed for all stakeholder/community engagement activities (ie newsletters etc)</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p> <p>BC</p> <p>BC/SB</p> <p>BC</p> <p>BC</p> <p>BH</p> <p>SB/BC</p>	<p>To note</p> <p>To note</p> <p>01/10/08</p> <p>06/10/08</p> <p>13/10/08</p> <p>04/10/08</p> <p>06/10/08</p> <p>18/09/08</p> <p>ongoing</p>	
7	<p>General Business</p> <p>1. Catholic Diocese to make presentation to Taskforce at a future meeting (by request of Catholic Diocese)</p> <p>2. Request by Developer Members for copies of study methodology and tasks being undertaken by sub consultants to be supplied</p> <p>3. Request by Developer Members for all background studies to be loaded on to FSS</p> <p>4. Infrastructure Australia submission – Bruce H'way/Public Transport for Mount Peter.</p> <p>a) check what current applications have been made by State Government for Mount Peter</p> <p>b) if required prepare co-ordinated funding submission (IM Branch of CRC, DIP, Ben McDonnell (as Dev Member rep))</p>	<p>PB</p> <p>PB</p> <p>SB/PB</p> <p>DS</p> <p>PT/JH</p>	<p>22/10/08</p> <p>22/09/08</p> <p>26/09/08</p> <p>23/10/08</p> <p>15/10/08</p>	
7	<p>Meeting closed - Next Meeting Date – 22nd October 2008, 3:30pm, same venue</p>			