

## Minutes – Mount Peter Master Planning Taskforce Meeting



Date	21st May 2008	Start Time	4.00 pm	Finish Time	5.30pm	Location – MRQ (Lake St- Cairns and QT (Brisbane)
Meeting Purpose	<b>Taskforce Meeting</b>					
Attendees	Mr Trevor Gordon (Chair), Mayor Schier, Cr Nancy Lanskey, Peter Tabulo, Peter Boyd, Peter Jones (DIP), Alison Stevens (DIP), Natalie Ormsby (QT), Helius Visser (MRQ), Adam Gowlett (Satterley), Gavin Allwood (Brazier M), Denis Crema (Denor), Ben Coman (Macroplan), Owen Dalton (Conics), Ben McDonnell (Conics), Kristy Gilvear (Conics), Steve Tyter, Sandra Burke					
Apologies	Cr Paul Gregory, Noel Briggs, Bruce Gardiner, Graeme Bolton (DIP), Bruce James (QT), Theo Kranbias (Denor), Brian Haratsis (Macroplan), Peter James (Conics), John Hawkes, David Kirchner (B & M),					

### Actions and Agreements

Item	What	Who	When	Completed
1	<b>Welcome &amp; Introductions</b> Trevor Gordon welcomed Mayor Val Schier to the meeting.	ALL	To note-	-
2	<b>Previous Minutes</b> (29 <sup>th</sup> April 2008 - #1536955v8) All matters in minutes were correct, (moved – Denis C / seconded – Gavin A)	ALL	To note	-
3	<b>Action Items from Last Meeting</b> 1. Declaration of Master Planned Area –Council and State government reached agreement on process. Heads of Agreement (detailing responsibilities of both parties developed). <b>Action</b> : Heads of Agreement to be circulated to Taskforce 2. Payment of Invoice #1 for Dec 07 required - (ALL MOU Signatories). Payment of invoice #1 outstanding from CEC and H & S Vision. O Dalton advised that CEC were committed to payment (with full payment to be made by 30th July 08 ) and that H & S Vision was to make payment by 28/05/08. Next invoices for first half of 2008/09 are due to be issued by Council on 1 <sup>st</sup> August 2008. Mayor suggested Council seek further legal review of MOU to tighten up procedure for payment of invoices <b>Action</b> : Conics (representing H & S Vision landowners) to ensure payment by 28 <sup>th</sup> May 2008	PT / PJones  PB   OD	May 08  27 May 08  28 May 08	Complete  Complete  In progress

	<p><b>Action</b> : Council to issue Aug 08 invoices on basis of funding needs for Project (Jul-Dec 08) (to take into account delayed start of master planning contract)</p> <p><b>Action</b> : Council to obtain further legal review of MOU to review procedures for payment of invoices-</p> <p>3. Representation to Federal members on Bruce Highway upgrade funding (Cr G) <b>Action</b> : Follow up meeting with Federal Minister (in Canberra)</p> <p>4. Conflict of Interest (PB/SB) Potential for conflict of interest reported to Council (May 08) as an identified risk of the project</p> <p>5. Schedule next Landowner and Community Ref Groups Meetings (Cr G/PB). Propose to re-convene groups within next month <b>Action</b> : - re-convene Landowner &amp; Community Ref Groups by July 08.</p> <p>6. Attendance at Taskforce meetings as per MOU (ALL). SB noted attendance.</p> <p>7. Developer members to provide details of landholding to Council (by end of May 08) <b>Action</b> : provide details to SB (response to be provided - even if no change to landholdings)</p>	<p>PT</p> <p>PB/SB</p> <p>Cr G</p> <p>PB</p> <p>Cr G/Cr L/PB</p> <p>ALL</p> <p>Dev Members</p>	<p>Jul 08</p> <p>Jul 08</p> <p>Jun 08</p> <p>May 08</p> <p>Jul 08</p> <p>May 08</p> <p>May 08</p>	<p>In progress</p> <p>In progress</p> <p>In progress</p> <p>Complete</p> <p>In progress</p> <p>Complete</p> <p>In progress</p>
<p><b>4</b></p>	<p><b>Changes to Project (arising from Declaration of Mount Peter as a Master Planned Area)</b></p> <p>1. Revised Project Plan presented. Summary of changes are :</p> <ul style="list-style-type: none"> <li>• DIP's role as Co-ordinating Agency of State agency input, reflected in change to Governance Structure</li> <li>• Project must follow statutory process for a Declared Master Planned Area (<i>Integrated Planning Act, 1997 Schedule 1A</i>)</li> <li>• Staged approval of deliverables between Council and DIP, reflected in Heads of Agreement between Council and DIP.</li> <li>• Project completion date now <b>March 2011</b></li> <li>• Changes to Statutory consultation process (targeted consultation, state interest checks, public consultation)</li> <li>• Minor changes to Project budget (Project extended into 2010/2011 year)</li> </ul>	<p>To note</p>		<p>To note</p>

	<ul style="list-style-type: none"> <li>No changes to Project Scope, Outcomes, Outputs or Deliverables</li> </ul> <p><b>Action</b> :- circulate finalised Project Plan to Taskforce</p> <p>2. Revised Terms of Reference. Terms of Reference reflect change to Governance Structure. Summary of changes to be made to Terms of Reference</p> <ul style="list-style-type: none"> <li>Revised Governance structure</li> <li>New point under Clause 10 inserted  <i>“Chair, on advice from Council and after consideration by the Taskforce, has the authority to exclude a Member or Observer from attendance at Taskforce meetings for a set period (as determined by the Chair) in the event of non-conformance or breach of conditions by the member or Observer of any Taskforce Member or Observer requirements contained in:</i> <ul style="list-style-type: none"> <li><i>these Terms of Reference</i></li> <li><i>Memorandum of Understanding (MOU)</i></li> <li><i>Project Plan</i></li> </ul> </li> <li>DIP, QT and MRQ members are non-voting Members.</li> </ul> <p><b>Action</b> : - Circulate finalised TOR to Taskforce</p>	SB	Jun 08	In progress
		To note		To note
		SB	Jun 08	In progress
<b>5</b>	<p><b>Project Manager Update</b></p> <ol style="list-style-type: none"> <li>Refer Project Manager Status report for May 08 (#1532578)</li> <li>Phase 1 – Initiation = 100% complete, Phase 2 – Scoping &amp; Planning = 98% complete.</li> <li>Implementation of Phase 3 – Development (commencement of master planning) delayed due to State Government Declaration of Mount Peter as Master Planned Area</li> <li>Preferred tenderer for Mount Peter Master Planning expected to be appointed by end of June 08</li> <li>Expenditure and revenue significantly below budget.</li> <li>New Risk – Potential for Conflict of Interest</li> </ol>	To note		To note
<b>6</b>	<b>Other Business - Nil</b>			
<b>7</b>	<b>Actions to progress before next meeting -</b> as per Minutes	TG		
<b>8</b>	<p><b>Next Meeting Date – late Jun 08/early Jul 08 tba</b></p> <p>Next meeting - proposed to be scheduled as a workshop and to be facilitated by consultants Council will appoint to undertake master planning</p>	TG		