

## Minutes Taskforce Meeting #2



Details	<b>Date</b> 23 May 2007	<b>Start Time</b> 4.00pm	<b>Finish Time</b> 6.00pm	<b>Location</b> CCC Committee Room
Attendees	Trevor Gordon (Chair), Cr Paul Gregory, Cr Jeff Pezzutti, Peter Tabulo (City Development), Ross McKim (City Works and Services), Nikki Huddy (Strategic Planning), Peter Boyd (Strategic Planning); Bruce James (QT), Jim McKnoulty (PMM), Owen Dalton (C&B), Pat Flanagan (FCG), Adam Gowlett (Satterly Group), David Kirchner (Brazier Motti), Denis Crema (Landowner) and Jim Harris (Consultant).			
Apologies	Mayor Byrne, Cr Fran Lindsay, John Hawkes (Acting CEO), Bruce Gardiner (Cairns Water), Peter James (PMM),			

### Actions and Agreements

No	What	Who	When	Complete
-	<b>General</b> <b>Noted.</b> The Chair advised that his wife had shares in CEC. He indicated that these were purchased before the Master Planning Process started and that it was not anticipated that this would affect his ability to independently chair the meeting.			
3	<b>Memorandum of Understanding</b> <b>Action.</b> MOU – the developers (Satterly, Crema, CEC, Others) will need to meet to determine how they would best distribute the costs between them. As Council is a Signatory to the MOU a Council Representative should attend. <b>Action.</b> Come up with a pro-forma for the conditions under which people are able to become a signatory of the MOU. <b>Note:</b> It was agreed that the addition of new signatories to the MOU, could be admitted at the approval of the Task Force.	Peter Tabulo, Adam Gowlett, David Kirchner Denis Crema, Jim Harris, CEC, Jim McKnoulty, Owen Dalton	20 June	

-	<p><b>General</b></p> <p><b>Note:</b> Pat Flanagan is attending the Master Planning Task Force as the representative of John Mann, who is funding the Planning for Edmonton Town Centre. This is expected to be completed by the end of the year, and Pat's attendance at the meeting is likely to be complete at this time.</p>	-	-	-
4	<p>Council has a cash budget of \$120k / yr to contribute to this process. The funding of this project is estimated at around \$3 million, which will be funded through developers.</p> <p><b>Action.</b> CEC will seed-fund initial stages of the planning process, including scoping studies, which will inform the budget.</p>	Jim McKnoulty / Nikki Huddy	20 June	
5	<p><b>Master Plan Project Manager</b></p> <p>The Project Manager position was advertised, however the 2 applicants were not considered suited to this project.</p> <p>Project Manager – should be Cairns based with admin skills, communication skills and with dedicated administration support.</p> <p>The project will also require a Master Planner and a Communication Expert.</p> <p>An interim arrangement will be required for the first 6 months or so to get the process up and running, then once the scope is known, tenders can be called for the necessary skills.</p> <p><b>Action.</b> Let a short term / interim contract for Project Formation with a view to calling further tenders for the ongoing Planning Process.</p>	Jim McKnoulty / Nikki Huddy	20 June	
6	<p><b>Edmonton Town Centre</b></p> <p><b>Noted</b> Pat provided an update on the Edmonton Town Centre EbD</p> <p><b>Action</b> The outcomes of the EbD to be included in the report to Council on the Master Planning Task Force.</p>	Nikki Huddy	31 May	
7	<p><b>Communication / Visioning</b></p> <p><b>Noted</b> Community Visioning Australia Workshop series 2007 was circulated to the group. Main presenter Steven Ames. Possibility of Cr Gregory and Trevor Gordon to attend was discussed.</p> <p><b>Action</b> Jim McKnoulty to contact Steven Ames to see if he is available for a workshop in Cairns – consider a session on how we go about visioning, and</p>	Jim McKnoulty	28 May	

	<p>also attend the Task Force Working Group. Likely dates Monday 18<sup>th</sup>, Tues 19<sup>th</sup>, Wed 20<sup>th</sup>. The Task Force to fund the air fair / accommodation as required.</p> <p><b>Action</b> The State and Federal Members should be advised of the project and included in the circulation list for the minutes.</p>	Nikki Huddy	31 May	
8	<p><b>Land Take Up Rates (Edmonton)</b></p> <p>Jim McKnoulty spoke to the submission on land take up rates (circulated with agenda).</p> <p><b>Action</b> Identify the priority infrastructure issues for the southern corridor. This is a milestone that should be achieved early in the process.</p>	Ross McKim / Bruce Gardiner	20 June	
	<p><b>General Business</b></p> <p><b>Action</b> Investigate alternative funding for the southern corridor master plan – e.g. establish a Private Public Partnership, Better Cities Federal Funding etc.</p> <p><b>Noted</b> QT is intending to undertake the work in the southern corridor in relation to the transport link and traffic volumes.</p>	Nikki Huddy	Ongoing	
	<p><b>Next Meeting</b></p> <p>20 June or earlier date depending on availability of Steven Ames.</p> <p>Note the tentative dates of 1 August, 12 September, 24 October, 5 December for follow up meetings.</p>	Nikki Huddy / Jim McKnoulty	-	