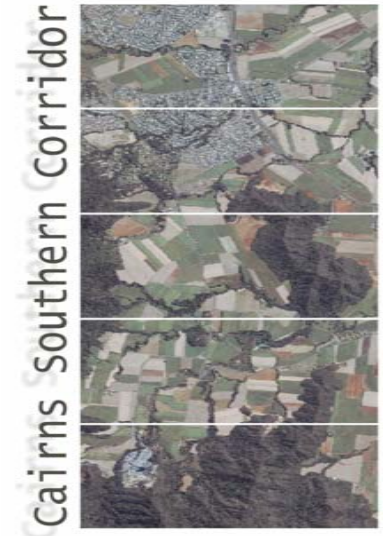


## Minutes Taskforce Meeting #6



Date	24 <sup>th</sup> October 2007	Start Time	4.00pm	Finish Time	6.00pm	Location	C & B Offices, Cairns & Conics, Brisbane
Meeting Purpose	<b>Cairns Southern Corridor – Master Planning Taskforce Meeting</b>						
Attendees	Trevor Gordon (Chair), Cr Paul Gregory, Cr Jeff Pezzutti, Cr Lindsay, Peter Tabulo (CCC), Bruce Gardiner (CCC), Steve Tyter (CCC), Peter Boyd (CCC), Bruce James (QT), Natalie Ormsby (QT), Peter James (PMM), Adam Gowlett (Satterley Group), Gavin Allwood (B&M), Denis Crema (Denor Group), Ben Coman (Macro Plan), Owen Dalton (C&B), Kristy Gilvear (C&B), Gretel Purser (FCG) Sandra Burke(CCC),						
Apologies	Mayor Byrne, Noel Briggs (CEO), John Hawkes (CCC), Jim McKnoulty (PMM), Theo Krambias (Denor Group), Pat Flanagan (FCG), David Kirchner (B & M), Brian Haratsis (Macroplan),						

### Actions and Agreements

Item No.	What	Who	When	Completed
<b>1</b>	<p><b>Introductions</b></p> <p>Welcomed all members</p> <ol style="list-style-type: none"> <li>1. Congratulation and thanks to Nikki Huddy for her efforts on establishing Cairns Southern Corridor project</li> <li>2. Thanks to Nikki H, Peter B, Steven Ames and team for a very successful Vision day</li> </ol>	ALL	To note-	-
<b>2</b>	<p><b><u>Previous Minutes</u></b></p> <p><b>Confirmation of Previous Minutes</b></p> <p>Nominated – Cr Gregory, Seconded – Owen Dalton</p> <p><b>Review Actions from Meeting #5 (11/09/07 # 1536955v2)</b></p>	ALL	To note	

	<p><u>2.1 MOU</u> In principle agreement reached on 04/09/07, main issues surrounding early land release and credit/charging regime. <b>Action</b> : Convene workshop to finalise issues – Clause 11 early release with Developer Members</p> <p><u>2.2 Summary notes of Vision day for Community &amp; Landowner Reference Groups and Taskforce Members</u> Summary notes circulated – Action completed</p> <p><u>2.3 Draft Master Plan Vision &amp; Name</u> draft Vision, draft Outcome Statements and draft Name developed - action completed. Refer to Section 4 (Actions 4.1 &amp; 4.2) for follow up actions.</p> <p><u>2.4 Discussion paper on Master Planning Consultancies</u> Procurement options for Master Planning Services discussed (#1566399) Discussion paper recommendation - that Taskforce endorse Expression Of Interest (EOI) process as a way to seek best possible option for master planning, infrastructure planning and community/stakeholder engagement. Conflict of interest needs to be addressed in EOI process. <b>Action</b> : Taskforce endorsed the progression of EOI for master planning, infrastructure planing and community/stakeholder engagement.</p> <p><u>2.5 Draft Project Plan.</u> Draft project plan developed. Action completed, Refer to Section 4 for review of Draft Project Plan components as follow up actions.</p> <p><u>2.6 Website update – Cairns City Council website</u> <a href="http://www.cairns.qld.gov.au/southern_corridor/SouthernCorridor.html">http://www.cairns.qld.gov.au/southern_corridor/SouthernCorridor.html</a> updated. Updates now ongoing</p> <p><u>2.7 Review On going Actions</u> – refer to Summary</p>	PT/SB  ALL  ALL    ALL  ALL  ALL  ALL	Early Nov  To note  To note    To note  To note  To note  To note	  Completed  Completed       Completed  Completed
3	<p><b>Updates from :</b></p> <p><b>4.1 Community Reference Group –</b> Good attendance by members – comments – input from the community day in Gordonvale.</p> <p><b>4.2 Landowner Reference Group –.</b> New member – Darryl Madder – 8-10 members – visioning day update – supported the view – successful process.</p>	Cr Lindsay  Cr Gregory	To note	

<p><b>4</b></p>	<p><b>Project Manager Update –</b>  Presentation of Draft Vision (inclusive of Draft Outcome Statements, Draft Name), Draft Project Plan, Milestones, Project Budget, Risks, Risk &amp; Issue Management Plan, draft Communications Strategy and Master Planning Taskforce Terms of Reference</p> <p><b>Actions</b></p> <ol style="list-style-type: none"> <li>1. Draft Vision, Draft Outcome Statements and name endorsed for the purposes of review by Taskforce, Ref &amp; Working Groups by 5th Dec. 2007</li> <li>2. Convene workshop for review of same (as per Action 4.1 above)</li> <li>3. Milestones (and program/activities) endorsed.</li> <li>4. Communication Milestones (as per Action 4.3 above) to Ref and Working Groups</li> <li>5. Convene workshop to review Communications Strategy by Taskforce (with view that Taskforce endorse Communications Strategy by 5/12/07)</li> <li>6. Prepare media, website, fact sheet, advertisement info on Project Plan ready for review by Taskforce &amp; Council during Nov-Dec 07 for distribution to all stakeholders in Dec 07 (with view that taskforce endorse Comms Strategy by 5/12/07)</li> <li>7. Project Budget endorsed</li> <li>8. Risk &amp; Issue Management Plan endorsed</li> <li>9. Convene workshop to review of Draft Risk Register by Taskforce</li> <li>10. Master Planning Taskforce -Terms of Reference (TOR) endorsed, including Main Roads Queensland as Member</li> </ol>	<p>ALL SB ALL SB  SB  SB  All All SB ALL</p>	<p>To note Mid Nov 07 To note Dec 07  Mid- Nov 07  Dec 07  To note To note Mid Nov 07 To note</p>	
<p><b>5.</b></p>	<p><b>General Business</b></p> <p><b>Actions</b></p> <ol style="list-style-type: none"> <li>1. Request for Terrain as member of Government Agency Reference Group endorsed</li> <li>2. Meeting dates for 2008 confirmed – 23<sup>rd</sup> January, 27<sup>th</sup> February, 9th April, 21 May, 2 July</li> </ol>	<p>ALL ALL</p>	<p>To note To note</p>	

6.	<b>Next meeting:</b> 5 <sup>th</sup> December 2007			
	<p><b>Links:</b>  Cairns Southern Corridor  <a href="http://www.cairns.qld.gov.au/southern_corridor/SouthernCorridor.html">http://www.cairns.qld.gov.au/southern_corridor/SouthernCorridor.html</a>  Ripley Valley – Ipswich  <a href="http://www.ripleyvalley.com.au">http://www.ripleyvalley.com.au</a>  Steven Ames / Gresham Project  <a href="https://scholarsbank.uoregon.edu/dspace/bitstream/1794/1857/1/Gresham_Strategicplan.pdf">https://scholarsbank.uoregon.edu/dspace/bitstream/1794/1857/1/Gresham_Strategicplan.pdf</a>  Toowoomba 2050 / Steven Ames  <a href="http://www.toowoomba.qld.gov.au/index.php?option=com_content&amp;task=blogcategory&amp;id=300&amp;Itemid=583">http://www.toowoomba.qld.gov.au/index.php?option=com_content&amp;task=blogcategory&amp;id=300&amp;Itemid=583</a>  CEC Group - <a href="http://www.cecgroup.com.au/index.php">http://www.cecgroup.com.au/index.php</a>  Satterley Property Group - <a href="http://www.satterley.com.au/">http://www.satterley.com.au/</a>  H &amp; S Vision - <a href="http://www.hsvisiongroup.com.au/pdf/cairnsonebrochure.pdf">http://www.hsvisiongroup.com.au/pdf/cairnsonebrochure.pdf</a></p>			

Summary of ONGOING ACTION ITEMS				
No	What	Who	When	Completed
1	Come up with a pro-forma for the conditions under which people are able to become a signatory of the MOU – after signing of MOU	SB	30 /11/07	
2	Communication with State and Federal Members - should be advised of the project and included in the circulation list for the minutes. Hold first meeting after Vision developed	PB	Dec 07	
3	Funding assistance : a. seek funding assistance from State Government when Master Plan developed b. establish communication with Urban Land Development Authority (after Vision developed)	PB PB	TBA TBA	
4	Infrastructure Planning via CCC Working Group - is critical to ensuring provision on timely basis (to match Master Plan development)	SB	On going	