



## **DRAFT MINUTES**

### **QUEANBEYAN BUSINESS COUNCIL EXECUTIVE MEETING COUNTRY ENERGY**

**TUESDAY, 29 APRIL 2008 at 12.30 pm,**

**Present:** Bill Baker, Ian McNamee, Graham Wise, Jeremy Wyatt, Steve Jamieson, Rod Studholme, Maurice McCormack, Glenda Snoxall, Michael Doherty, Simon Mitchell-Taverner.

- 1. Apologies:** Craig Harris, Ken Ineson, Paul Walshe, Loyd Perin, Jan Browne, Lydia Teodorowych, Leanne Brewer, Peter Newham, Colin Maxwell.
- 2. Adoption of Minutes and matters arising from Executive Meeting 1 April 2008 – MD/SJ**
- 3. Matters Arising –**

**Item 10. Scholarship Program -** Simon Mitchell-Taverner advised that CIT had experienced further staffing changes and would contact shortly. Queanbeyan High School had been contacted but no further response received. Australian Technical College has also been contacted and date/ time for visit will be notified shortly.

**ACTION: SMT**

**Item 8. Murrumbidgee to Googong Pipeline –** Craig Harris was an apology for the meeting but has advised he has the matter in hand.

**ACTION: CH**

**Other Matters:**

**Item 5. Correspondence –**

- **Letter to Dr. Kelly -** No response at today's date.
- **Membership Payment Capital Country - Resolved** unanimously on the motion of IMcN that payment be made.

**ACTION: SMT**

#### 4. Treasurer's Report :

**Tabled** by Treasurer – Detailed copy attached to original minutes and available from Treasurer. Summary as follows:

- **Reconciled Bank Balance at 31 March 2008** - \$ 77,941

- **Balance Sheet**

Total Equity at 31 March 2008 – \$149,476  
(incl accrued debtors and GST liability)

- **Profit & Loss:**

Deficit for March 2008 - \$ (10,142)  
(Incl COGS – T Shirts \$3,263)

YTD surplus \$ 49,508

Treasurer noted quarterly payment (\$48,433 incl GST) from QCC received and banked 24 April 2008.

Cost of Goods sold - T Shirts, Treasurer requested copy of monthly stock-take figures produced by QVIC be forwarded to him for inclusion in figures.

**ACTION: SMT**

Treasurer has prepared draft 2008/2009 budget which will be circulated to Exec members later today.

**ACTION: GW**

**Treasurer's Report Accepted GW/MMcC**

#### 5. Correspondence

**Inwards:**

Nil

**Outwards:**

- 3 April – Canberra International Airport – position re Freight Hub.
- 24 April – Survey sent to 18 x Commercial real estate agents and property owners re vacancies caused by NSW State office Block. (see Agenda Item 8 below)

**Accepted SMT/JW**

**ACTION: SMT**

6. **President's Report:** Bill Baker reported on CBD LIFT meeting held on 21 April. He advised that neither Mayor nor QCC General Manager had attended and that the agenda was small. He moved a motion that LIFT Committee members look at the purpose of the Committee for discussion at their next meeting.

Entry signs to the City were still not completed – advice was given that they are still “in the mix” having been included in the “wish list” for the draft management plan 2008/2009.

**ACTION:** SMT to investigate further.  
BB/IMcN/JW to raise at the next Interim Development Board Meeting Tuesday, 6 May.

Bill also advised that staff conditions and budgets had been discussed at an Inner Executive Meeting held immediately prior to this Meeting. Inner Exec will continue to address these issues.

7. **Update Interim Queanbeyan Development Board** – Bill Baker reported that QBC's position (as adopted at QBC Executive Meeting held on 1 April 2008) had been reported to the QDB meeting of 8<sup>th</sup> April and that this position was accepted. Bill Baker, Ian McNamee and Jeremy Wyatt attended the meeting as QBC representatives, and all described it as ‘harmonious’. It was agreed by the QDB meeting that QBC could ‘go out and do things’ on behalf of Interim QDB.

It was also suggested QBC could contribute \$5,000 towards the running expenses of the Interim Board.

Ian McNamee reported he had held two very positive meetings with QCC General Manager, the second included Bill Baker.

8. **Agent/ Owner Commercial Real Estate Survey** – Ian McNamee tabled letter sent to all Commercial Real Estate Agents operating in Queanbeyan and a number of major owners. This letter, which was also approved by Mayor and QCC General Manager, is designed to assess the impact of existing leases in the CBD following movements to the new NSW State Office Block on completion. A media release has also been sent, resulting in an interview between himself and John Thistleton (Canberra Times) published in the Business pages 29 April 2008. Information received will be confidential and will be used by the Interim Queanbeyan Development Board to market resulting empty spaces. If this is successful, a broader, yet still confidential, ‘Commercial/ Industrial Vacancy Database’ will be formulated, with the assistance of Agents. This will enable on-going marketing of Queanbeyan by the Development Board.

**ACTION IMcN/SMT**

- 9. VIC six-month report to QCC** – Simon Mitchell-Taverner tabled draft report July to December 2007 which is complete with the exception of information regarding pedestrian traffic movements at Riverside Plaza (awaiting return from Leave). Council General Manager has been advised of the status of this report.

VIC figures are recorded by staff, whilst the motel figures are obtained from ABS and analysed by Canberra Tourism Services.

Whilst the figures show a marked decline in visitor numbers to the VIC and in guest arrivals at motels during this period, the number of visitor nights was well up in Queanbeyan. This reflects the number of workers occupying rooms during the major constructions in and around Queanbeyan. We believe it also reflects the difficulty visitors have experienced in parking within 500 metres of the VIC.

Comparable Canberra figures show a small increase in visitor numbers but a decline in visitor nights – even during the Floriade period.

We anticipate this trend will continue into 2008.

**ACTION: SMT**

- 10. Sub Committee Meetings** - Meetings of the Development/ Industrial and Tourism/ Retail Sub Committees will continue and be re-vitalised. Meetings to be scheduled one week prior to the scheduled Executive Meeting – Development/ Industrial on Tuesday at 12.30 pm, Tourism/ Retail on the Wednesday. Both to be held at VIC starting at 12.30 pm including sandwiches.

**Resolved** IMcN/RS that Simon Mitchell-Taverner contact all members to seek interest in joining these sub-committees.

**11. General Business -**

- a. **Maurice McCormack** advised he is setting up his own consultancy having resigned from Traffic Technologies. He is keen to continue association with QBC and is co-ordinating new signs for the VIC.

**ACTION: MMcC/ SMT**

President thanked Country Energy for their hospitality and suggested that Mr. Bellew be invited to the next Meeting.

**ACTION: SMT**

**Next Executive Meeting** – Tuesday, 27 May 2008 at 12.30 pm – venue TBA

**Next Development/ Industrial Meeting** - Tuesday, 20 May 2008 at 12.30 pm – VIC

**Next Tourism/ Retail Meeting** - Tuesday, 20 May 2008 at 12.30 pm – VIC

**Meeting closed 1.25 pm.**