

CHINESE CULTURE AND HERITAGE CENTRE - PCG MEETING 04

JOB NO.& PROJECT: CCC-01 Chinese Culture and Heritage Centre
ADDRESS: 55-65 Greenslopes St, Edge Hill
DATE: 13/04/2026 @ 3.30 pm
PROJECT: Chinese Culture and Heritage Centre
PRINCIPAL: The Cairns and District Chinese Association Incorporated
PAGE: 1 of 4

PRESENT:

Name	Initials	Company / Position	Email
Jim Turnour	JT	CADCAI – Client Representative	jim@jimturnour.com.au
Nathan Lee Long	NL	CADCAI – President	president@cadcai.org.au
Peter Weatherley	PW	CADCAI – Treasurer	treasurer@cadcai.org.au
Ann Kreger	AK	CADCAI – Heritage	heritage@cadcai.org.au
Roger Mainwood	RM	TPG Architects – Project Director	r.mainwood@tpgarchitects.com.au
Margarita Zorrilla	MZ	TPG Architects – Project Architect	margarita@tpgarchitects.com.au

Apologies:

Lai Chan	LC	CADCAI – Cultural Performing Arts Coordinator	pvsx@bigpond.net.au
Jacqui Lee Long	JL	CADCAI - Lawyer	jleelong@wgc.com.au

ADDITIONAL DISTRIBUTION:

Name	Initials	Company / Position	Email
John Pagnozzi	JP	TPG Architects – Architect	john@tpgarchitects.com.au
Edi Piagno	EP	TPG Architects – Alternate Project Director	edi@tpgarchitects.com.au

Meeting	Section	Item	MEETING MINUTES	ACTION
4.1.0			CLIENT	
3.1.1			- Chinese New Year 17 th Feb to 3 rd March 2026.	
3.1.2			- Confirm name "Chinese Culture and Heritage Centre"	
4			- Confirmed	
4.2.0			COMMUNICATIONS	
3.2.1			- CC client in construction reports and MB construction minutes.	
4			- Item closed	
4.3.0			ADJACENT PROPERTIES	
4.3.1			- Ashley Campbell is no longer Northsite CEO	
4.3.2			- Client wants to have a meeting with Northsite. Make sure the works don't affect Northsite services (power, sewer) Provide a list of site updates CADCAI is paying for.	TPG, JT
4.4.0			CONSTRUCTION UPDATE	
4.4.1			- Slab to be poured tomorrow	
4.4.2			- Relocated electrical pit outside of café to avoid concrete footing from Northsite building. New electrical pit for external area of café may be a variation	
4.4.3			- Sequel to brief for the works for Ergon that need to be done in the street so we can get a quote	JC
4.4.4			- Rocks to be moved 14/04/2026. Transport of gifted rocks may have to be paid as variation	noted
4.4.5			- DB in South façade has not been placed correctly. Reconfigure plant /stair to fit if possible	TPG
4.5.0			DESIGN	
3.5.1			- Storage space is limited and lion heads and drums to be relocated in the cultural room. Peter and Chan have sent measures of current setting. TPG to design joinery ledge over doors and mirror and cabinet for the drums	TPG /this week
4			- Sketch this week	
3.5.2			- Mirror stays. Feng Shui raised concerns with mirror in front of a door resolved by curtain	
4			- Item closed	
3.5.3			- Walk through with client and landscaper J Jackson in late August September.	
3.5.4			- Rocks to be stored in Arthur Street site advised by Nathan Lee Long during Builder's meeting 10 th March.	
4			- Client approved quote and rocks to be moved to site shortly	
3.5.5			- A museum concept plan in end of April will be needed for electrical and services.	AK
4			- Meeting for electrical with curatorial team on 14/04/2026	
3.5.6			- Café package plans to assist EOI. Builder advised preference if tenants could advise changes during construction.	
4			- On hold until July	
3.5.7			- Advise if Chinese characters in signage.	AK LC
4			- CADCAI providing shortly translation and fonts	
3.5.8			- Nettie to provide signage draft end of April.	AK, TPG
4			- Resend plans with new exterior signage ('A journey of a thousand	

Meeting	Section	Item	MEETING MINUTES	ACTION
			<i>miles begins with a single step...')</i> and renders, fonts... CADCAI to review quote	
4.5.9			- Café walkway to be redesigned as there is a footing from the Northsite original building. (First JCU building from 1978 that had tensile roof. Liam scanned it and updated External works plan	TPG / this week
4.5.10			- CADCAI wants to get an understanding of the size of solar system and batteries size, request Sequal What is the approximate power demand of the building in these 2 scenarios: -All building excluding the café -Museum only-spaces with 24 h AC (collection +big room)	TPG, JC
4.5.11			- The café needs an in-house meter for power and lighting; Sequal to write a brief to request a variation	TPG, JC
4.5.12			- Can we dim the lights in: - Cultural centre? - Foyer and museum?	TPG, JC
4.6.0			PROGRESS PAYMENTS	
3.6.1 4			- Second Progress Claim the 18th of February. - Item Closed	
4.6.1			- Third Progress Claim in review	TPG
4.7.0			PROGRAM	
			-	
4.8.0			EOT's	
3.8.1			- EOT02 issued 17 th March with 10 days approved for Inclement Weather, still 5 remaining days and practical completion remains 31 st August 2026	
4.8.1			- EOT not issued yet. Due to Inclement Weather, the 5 remaining days have been consumed, and practical completion will move from 31 st August 2026	
4.9.0			RFI's	
			-	
4.10.0			VARIATIONS	
4.10.1			- Connection to new pillar box (around 6 m) and civil underwork to link to old one wasn't priced and Ergon assists the connection but does not provide the works anymore. Joe to brief works	TPG / JC
			- Connection from Northsite to sewer in the back was previewed as a contingency	TPG/ RM
4.10.2			- Provide a list of variations/ contingencies for the client to have provisions	TPG/ RM
4.11.0			GENERAL BUSINESS	
			-	
4.12.0			NEXT MEETING	
4.12.1			- 3.30 pm Monday 27 th February at TPG office	Note

Please read: This message is intended for the use of the individual or entity named above and may contain information that is confidential and privileged. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this Communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone and destroy the original message. If you do not receive the number of pages mentioned above, please contact us on the number above. Thank you.