

## CHINESE CULTURE AND HERITAGE CENTRE - PCG MEETING 03

**JOB NO.& PROJECT:** CCC-01 Chinese Culture and Heritage Centre  
**ADDRESS:** 55-65 Greenslopes St, Edge Hill  
**DATE:** 13/03/2026 @ 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
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Nathan Lee Long	NL	CADCAI – President	<a href="mailto:president@cadcai.org.au">president@cadcai.org.au</a>
Peter Weatherley	PW	CADCAI – Treasurer	<a href="mailto:treasurer@cadcai.org.au">treasurer@cadcai.org.au</a>
Lai Chan	LC	CADCAI – Cultural Performing Arts Coordinator	<a href="mailto:pvsx@bigpond.net.au">pvsx@bigpond.net.au</a>
Ann Kreger	AK	CADCAI – Heritage	<a href="mailto:heritage@cadcai.org.au">heritage@cadcai.org.au</a>
Roger Mainwood	RM	TPG Architects – Project Director	<a href="mailto:r.mainwood@tpgarchitects.com.au">r.mainwood@tpgarchitects.com.au</a>
Margarita Zorrilla (Teams)	MZ	TPG Architects – Project Architect	<a href="mailto:margarita@tpgarchitects.com.au">margarita@tpgarchitects.com.au</a>

### Apologies:

Jacqui Lee Long	JL	CADCAI - Lawyer	<a href="mailto:jleelong@wgc.com.au">jleelong@wgc.com.au</a>
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### ADDITIONAL DISTRIBUTION:

Name	Initials	Company / Position	Email
John Pagnozzi	JP	TPG Architects – Architect	<a href="mailto:john@tpgarchitects.com.au">john@tpgarchitects.com.au</a>
Aimee Bellette	AB	TPG Architects – Architect	<a href="mailto:aimee@tpgarchitects.com.au">aimee@tpgarchitects.com.au</a>
Edi Piagno	EP	TPG Architects – Alternate Project Director	<a href="mailto:edi@tpgarchitects.com.au">edi@tpgarchitects.com.au</a>

Meeting	Section	Item	MEETING MINUTES	ACTION
<b>3.1.0</b>			<b>CLIENT</b>	
3.1.1			- Chinese New Year 17 <sup>th</sup> Feb to 3 <sup>rd</sup> March 2026.	Note
3.1.2			- Confirm name "Chinese Culture and Heritage Centre"	AK
<b>3.2.0</b>			<b>COMMUNICATIONS</b>	
3.2.1			- CC client in construction reports and MB construction minutes. Item closed	TPG
<b>3.3.0</b>			<b>ADJACENT PROPERTIES</b>	
			-	
<b>3.4.0</b>			<b>CONSTRUCTION UPDATE</b>	
<b>3.5.0</b>			<b>DESIGN</b>	
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/PW/CL
3.5.2			- Mirror stays. Feng Shui raised concerns with mirror in front of a door resolved by curtain	Note
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 <sup>th</sup> March	Note
3.5.5			- A museum concept plan in end of April will be needed for electrical and services	AK
3.5.6			- Café package plans to assist EOI. Builder advised preference if tenants could advise changes during construction	TPG
3.5.7			- Advise if Chinese characters in signage	AK LC
3.5.8			- Nettie to provide signage draft end of April	AK, TPG
			- Staff room / museum / package for client. Item closed	TPG
<b>3.6.0</b>			<b>PROGRESS PAYMENTS</b>	
3.6.1			- Second Progress Claim the 18th of February.	
<b>3.7.0</b>			<b>PROGRAM</b>	
			-	
<b>3.8.0</b>			<b>EOT's</b>	
3.8.1			- EOT02 issued 17 <sup>th</sup> March with 10 days approved for Inclement Weather, still 5 remaining days and practical completion remains 31 <sup>st</sup> August 2026	Note
<b>3.9.0</b>			<b>RFI's</b>	
			-	
<b>3.10.0</b>			<b>VARIATIONS</b>	
			-	

Meeting	Section	Item	MEETING MINUTES	ACTION
3.11.0			GENERAL BUSINESS	
			-	
3.12.0			NEXT MEETING	
3.12.1			3.30 pm Monday 27 <sup>th</sup> February at TPG office	Note

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