

Tropical Green Building Network (TGBN) Steering Committee

Minutes: Meeting 4, Wednesday February 29th, 10am-11.30am, McKenzie Room, Cairns Regional Council, Spence St.

Present:

Organisation	Representative present
BlueScope Water	Nick Skutenko
Building Designers Association of Queensland (BDAQ)	Sophie Barrett
Cairns Regional Council, Planning and Environment	Peter Boyd
Department of Employment, Economic Development and Innovation (DEEDI)	Kathy Rankin
Greenbuild and Recyclebuild	Emma Thirkell
Australian Institute of Architects (Total Project Group)	Edi Piagno
Surveying and Spatial Sciences Institute, DERM	Jemma Picco
	Guests
TradeStart Advisor, Trade and Investment Qld	Jenny Compton
Sustainable Malanda	Christine Doan and Farrell Morrison

Apologies

Engineers Australia (Arup)	Rupert Allen (ARUP)
James Cook University	Dr Lisa Law
Planning Institute of Australia (PIA)	Nikki Huddy
Reef and Rainforest Research Centre	Nicky Swan

Meeting chair and minutes: Anna McGuire

Topic	Content	Actions
1. Introductions	- Introducing DEEDI's new TradeStart Officer Jenny Compton (formerly Advance Cairns) - Welcome to Rupert Allen (Arup), replacing Daniel Kennett on the steering committee - Welcome to Jemma Picco, Surveying & Spatial Sciences Institute (SSSI) - Farewell to Peter Collins, HIA	
2. News and announcements	• The new Manager of HIA Cairns Branch is Russell Parnicott (replacing Peter Collins) • The TGBN discussion panel event is on Wed 14th • The Regional Conference of the Queensland Institute of Architects will be held in Cairns in 2013 on the theme of "tropical design" • There will be a doing business with Hong Kong forum on Monday 5th March • The Cairns and Far North Environment Centre is organising a conference to be held in Cairns on 17 April, called <i>Reinventing Progress: Sustainability Leadership for a New Era</i>	
TradeStart introduction	• Jenny Compton offered an introduction to the services offered by TradeStart (summary below). Export Advisory Services in Cairns (TradeStart program)	

	The TradeStart program is to assist small to medium size enterprises to achieve long term success in international business. The program flexibility addresses the needs of individual businesses drawing on the combined resources of Austrade and Trade & Investment Queensland. TradeStart Cairns offers one-to-one consultations to businesses seeking export advice. This includes; • Export Capability Assessment • Export Skills Development (including introductory workshops, 'Master Class' presentations and 'Mentoring for Export') • Information and advice on doing business in international markets • Help with international market selection • Identification of relevant international contacts • Assistance with market entry and expansion • Identification and follow-up of specific international business opportunities • Targeted trade missions and exhibitions • Introductions to inbound buyers For more information please contact the Cairns TradeStart Officer, Jenny Compton at jenny.compton@trade.qld.gov.au	
3. Issues arising from last meeting	Tafe drafting course • Sophie and Anna are in the process of contacting Tafe about whether there is a possibility of starting up a drafting course focused on architecture Greywater working group • Anna is trying to arrange a meeting with Adrian Newton-Bird at Council. Once this meeting has happened, Anna will try to re-establish the greywater mapping sub group.	Re-establish the greywater mapping sub group
4. Update on TGBN activities (Anna)	General TGBN Report back (Anna) Member survey We only had 7 responses to the online member survey. Feedback included the following comments on how to improve the TGBN: • <i>By getting properly set up for remote access. Burning fossil fuels to attend from a long distance is not very 'green', quite apart from fatigue concerns. Remote access via the web would enlarge our 'catchment' to include areas as diverse as e.g.Port Douglas/Mossman and Ravenshoe</i> • <i>Keep going</i> • <i>The Steering Committee needs to be more active to support the Admin officer and the original goals of the TGBN</i> • <i>More resources would enable even more work to be undertaken and the message spread further. e.g. website, other social media (e.g.</i>	

	<i>linkedin).</i> Process and decision-making The TGBN is a new organisation and has so far has not set out a process for decision-making and approving external correspondence. It has been suggested that we look at developing a process for this. Anna will provide an outline and suggest a process at the next meeting.	Put together a suggested process for decision making (Anna)
5. TGBN website and email address (Emma)	Emma provided a snapshot of the benefits of the current website. • Comes up no.1 on google when you search for “tropical green building network”. • The current website is not a blog but operates as a data collection point • Many people access the site, not just people in Cairns • The website is currently hosted on Greenbuild.com.au a local business promoting green building • Local businesses that are champions for sustainable building benefit from the traffic that visits the site • It is free to register onto the site • Anyone can access the information on the site, but you need to be registered onto the site to post content Issues raised were: - It's good to support local business but we just need to make sure there's no conflict of interest - The TGBN has grown and we need to make sure it has its own identity Suggestions: - We could create a “splash page” for the TGBN which then directs traffic to the Greenbuild site. This means the TGBN would have its own page, but also wouldn't be taking traffic away from Greenbuild. - We could also look at having a TGBN email address. - We could send out information about the forum to TGBN members explaining how it should be/ can be used and permitting us to register them onto the Forum with an intent to manage the TGBN membership email details using the phpbb software to assist us.	Look over the forum and provide feedback to Emma (All) Investigate options for a TGBN ‘splash page’ and TGBN email address (Emma) Present at the next meeting about the admin area of the forum and how membership can be managed (Emma)
6. Qld Build and design expo (Kathy)	Is the TGBN interested in having an exhibitor space at the Qld Build and Design Expo in Brisbane on May 9-11? Discussion - This will be better for products than for services - Some members may want to have their own exhibit (Blue Scope Water) - Sophie will be there anyway so could help to staff the stall - This will be the launch of the <i>Advancing Tropical Green Build</i> project - It might be effective to promote the TGBN by paying to include a leaflet in the Architecture conference bags	Decided whether or not to commit to a TGBN exhibit

	The group decided to continue the discussion by email (Nick, Sophie, Kathy, Emma and Anna).	
7. Advancing Tropical Green Build project update	So far 130 people have registered and 40 surveys have been returned. The project requires a minimum of 60 surveys to be returned. Emma is following up to get the surveys filled out and returned.	
8. Ideas for events tours and meetings for 2012	The plan for the next few months so far: March – discussion panel evening April – Tablelands display house meeting May – “Speed dating” with a designer/architect Anna will put together a calendar of events that the TGBN wants to participate in (e.g. Sustainable House Day, Sustainable Living Expo etc) to work out where the gaps are.	Make a draft calendar of events for the year and circulate (Anna)
9. Ensuring continued success of the TGBN – funding and facilitation	The funding for coordinating the network will finish at the end of 2012. A priority for the network is therefore to secure funding so that the work of the TGBN can continue. Kathy mentioned that there may be regional project funding, particularly once the <i>Advancing Tropical Green Build</i> project is complete. There wasn't enough time to discuss this in detail, so it will be discussed at the next meeting.	Write a position description for the TGBN coordinator role (Anna) Continue to look for funding opportunities (Anna) Add to start of next meeting agenda (Anna)
10. Tablelands display house project (Christine Doan and Farrell Morrison)	Christine and Farrell offered an introduction to the Tablelands display house project and asked if the TGBN would be supportive of the project. The Steering Committee decided to support the project 'in principle' and invited Christine and Farrell to present an update at the next meeting in April.	Add to agenda for next meeting (Anna)
11. Other business	The TGBN is 'responsible' for some of the actions in the Regional Economic Plan that relate to Green Building. We have been asked to review these and provide feedback. We will do this at/before the next meeting.	Add to next agenda and read Schedule B (Anna)
12. Next meeting	Tuesday 24th April 10-11.30am at the Council Administration building, 119-145 Spence St (meeting room TBC).	

