

Tenants Consultative Forum



Thursday 8 December 2014, 3pm
Bishop's Parlour, Convent Building

ATTENDEES:

Caroline Williams, Charlotte Allen, John Di Natale, Mirella Zandegu, Sharon Grigg, Tahlia Azaria, Suzie Martens, Lisa Dombroski, Maggie Maguire, Tom Rendell Graeme Hardy

APOLOGIES:

Sal Cooper & Jo Saunders

Item 1: Updates from previous meetings

Wi-Fi in the Convent Building

Update

The ACF has received fifty surveys from Convent building tenants.

Around forty tenancies, representing sixty-five people who currently work in the Convent building, said they are interested in an ACF managed Wi-Fi system

The main concern is that it will need to be provided cheaply or at no extra cost. A very common comment was Wi-Fi would mostly be used for web browsing and emails.

The next steps to be taken between now and early next year are:

- a.) Finalize the optimum method of bringing Wi-Fi on site
- b.) Develop a model for distributing Wi-Fi, including whether there is a charge attached.

Discussion

Tenants were not surprised by the summary of feedback that suggested the majority of users would only need Wi-Fi for checking emails and web browsing.

The infrastructure that will be used to bring internet onto the site is still to be confirmed. There are significant issues in getting more data onto the Abbotsford Convent Site, with internet off the street not being an option currently.

One alternative is to bring data in by a roof mounted remote receiver (like a satellite dish), but unfortunately that will only allow limited data. The second option, which could be done in conjunction with the remote receiver, would require infrastructure to be built on the Aged Care Site (2 Clarke St) who are not willing at this stage to commit to this.

We are investigating other options but may have to limit the data to what can be brought in via the dish for the time being.

The preferred timeline is to have method of bringing internet onto the site as well as what we can offer tenants confirmed by next TCF.

Noise Control

Update

At the previous TCF noise control and the disruption of tenant's workspace was raised. Following that discussion the ACF has the following updates:

Quiet Enjoyment' will be included as a key message in our signage strategy, which is currently awaiting funds.

In the interim, we are happy to hear suggestions for temporary signage solutions. Any signs must be approved as ad-hoc signage strategies have previously led to the conflicting and confusing signage collection currently on site.

There is now a clause regarding noise/music that must be read and checked before every venue hire booking:

"The decibel limit of 65 must be observed whilst inside all venues. Any elements of a booking that involve music, sound, loud voice or movement must be disclosed and discussed before the booking is confirmed to ensure the venue is suitable for such activity."

The ACF's outdoor music policy is under review and we hope this will clarify where and when loud or amplified music can be played and how breaches will be managed.

Discussion

Tenant community is aware that total noise control is never completely possible and are happy with the updates from the ACF.

Tenants have spoken to venue hirers and confirmed that ACF provides strict and clear guidelines to venue hirers about limiting their noise impacts.

The basic principle of signage that informs the public rather than sets out rules and regulations was endorsed by the tenants present at the meeting.

The ACF has asked that any tenant who might experience disruption due to excessive noise coming from venues should direct them to the ACF in the first instance. The ACF will follow up & speak with relevant venue hirers directly (on behalf of tenants or other affected party).

Item 2: Leasing Policy Review

Background

The Current ACF Leasing policy was developed and ratified in 2011. The Policy outlines the criteria and mechanisms that inform tenant selection, the categories of leases offered by the ACF and the processes that govern the renewal of leases.

Update

After three years the Policy is now due for renewal and the ACF will begin drafting a revised Policy in early 2015 to have it ratified by mid next year.

The next step is to collect tenant feedback for consideration

Discussion

It was confirmed that the aim of the policy review would not be make radical changes to the way we manage leases.

A lot of the changes will change the policy to reflect the current state of the Convent. For example, there is no mention of sub-tenancy in the document, which has become a much more common occurrence in the past three years.

We hope to have a new policy to present at the next TCF but it may be closer to mid next year before it is drafted. The intention at this stage is to give plenty of notice and to provide an opportunity for feedback before the drafting gets underway.

Feedback Sought

We welcome tenant's feedback about the Policy in broad terms. Please feel free to suggest any new items that you believe need to be added, retained or clarified. The current policy is on the ACF website via governance page.

Feedback will be accepted by John Di Natale (COO) until 22 December. Email jdinatale@abbotsfordconvent.com.au or deliver in writing to the Operations Office of the ACF.

Other Discussion Points:

- TCF Meeting Time** Before the meeting it was raised that creative practitioners prefer a lunch time meeting. TCF meetings are generally held between 11-2pm. This time, however, a 3pm start was the best time available during a busy period for Venue Hire.
- The ACF** will endeavor to diarise future TCF gatherings at lunchtime if possible, bearing in mind that even lunchtime meetings may pose issues regarding attendance for some other tenants
- Christmas Party** The ACF will provide drinks at a casual Christmas get together for tenants at The Shadow Electric Bar, 4pm-6pm 17 December. Interact will be hosting their annual performance from 6pm onwards which tenants are more than welcome to stay on for.
- ACF Offices** The office will be closed from 19 December – 5 January. There will, however, still be a staff member in each office on all weekdays during this period except Christmas Day, Boxing Day and New Year's Day. There will be at least some site coordinator presence every day.
- From 5 January the new administrator will start in the Operations Office (Convent Building). All enquiries from this point should be directed there rather than Providence.