

# Tenants Consultative Forum



Wednesday 27 July 2016 at 1.00pm  
Salon, Convent building Salon, Convent Building

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## ATTENDEES:

Charlotte Allen, Maggie Maguire, Tom Rendell, , Jo Saunders, Kate Mair, Felicity Mark, Catriona Black-Dinham, Rick Matear, Michael Williamson, Sal Cooper, John Bradshaw, Jenny Lovell

## APOLOGIES

Leonie Wray, Caroline Williams

## Item 1: Update from previous meetings

### Smoking on site:

The ACF has implemented a four metre no smoking radius at the entry points surrounding the ACF Operations office and the Providence building. A four metre radius with indicative signage is the policy used outside government buildings. ACF staff will police the no smoking area as a trial. After assessing the impact of this trial, the ACF will consider implementing this intervention in other areas around the Site.

The ACF cannot implement a no smoking ban around the exterior of Cam's café outdoor area, as it is a licensed area and the ACF cannot impose that type of a restriction over a tenanted space.

A site wide ban on smoking is well beyond the ACF's capacity to resource at this point.

### Cleaning in the Convent building:

Spot checks have been carried out with the cleaning contract provider and of late the cleaning standards have improved. We are also currently assessing the following options:

- a) Increasing the cleaning contract's hours to include one day a week where the main Convent building stairways and toilets are the sole priority
- b) The ACF employing a Site Coordinator for more hours or, allocating one dedicated day shift to cleaning the main Convent building stairways as a sole priority

This will be assessed further and an update will be provided at the next TCF meeting.

### Facilities Coordinator:

David Toma is the ACF's new Facilities Coordinator and his office is located in the Operations office, in the main Convent building. Commencing on 1 August, David will be dealing with the day-to-day running of the site's maintenance and development as well as overseeing the Site-coordinators. David can be contacted via the Tenancy team, or if urgent – directly.

David will be welcomed in the e-news on Monday 8 August.

### **Common area on level one, main convent building:**

Felicity Mark, Tenancy Manager, has sourced some furniture. In the coming month, the common area on level one of the main convent building will be created as a smaller version of the 'golden lounge' common area on level two, main Convent building.

### **Car Park:**

In response to feedback regarding the car park, the ACF has made some adjustments to the types of day passes available. In addition to the five & seven consecutive car park day passes, the ACF will now offer a three day pass at the reduced rate of \$45 per month. The condition remains that the pass is restricted as it can only be used on the same set days, per week.

### **WI-FI:**

The ACF is happy to announce that the funding for WI-FI has been secured, the equipment has been purchased and the installation is scheduled to occur soon.

The WI-FI will be free for a trial period while we test its reliability of service. It will be a limited data service per day, and it is anticipated that this will be adequate for general internet browsing, emails etc. As has been noted all along, the ACF will monitor the service before potentially expanding the service.

### **Door Signs/ directional guidance:**

This is a much more complicated task than first envisaged, due to the multiple options of entry around the Convent building and the overall site. The ACF needs to further assess the most user friendly universal language or graphics to use around the site to best aid new visitors and tenants alike.

## **Item 2: Venue Hire for Tenants**

### **Background:**

Further clarification was requested by tenants about discounted rates for Venue Hire within the Convent site.

### **Discussion:**

Michael Williamson, Venues Coordinator, provided a rate sheet that listed tenant discounts for each hireable room.

The ACF venues are competitively priced and the prices for venues are based on their use and style; be it creative, not-for-profit or commercial uses. There are 15 venues across the Sacred Heart building, Rosina building and the Convent building. Generally, tenants have access to a 20% discount when hiring those spaces. In the Convent building this applies to the already reduced NFP rate. In the Rosina & Sacred Heart spaces this applies to the standard rehearsal, workshop and performance rates. This is because these rates are already subsidised in comparison to the Convent building. In addition to tenant discount rates, tenants are entitled to one free use per month, of up to four hours, in the Breakfast Parlour, for meetings etc.

If Tenants have any questions, or require further clarification, the Venue Hire team is always happy to help with bookings.

## **Item 3: National Heritage Listing**

### **Background:**

The ACF Tenancy team circulated a request for those tenants who are interested, make a comment regarding the Abbotsford Convent being added to the National Heritage Listing. Comments needed to be made before 5pm on 5 August 2016. Many thanks to those tenants who supported this project!

### **Discussion:**

The Abbotsford Convent is under priority assessment to be placed on the National Heritage Listing, (NHL) due to the significance of both the land and the history of the Convent. In particular, the significance of the Convent's place in Victorians' women's history over the past century.

If the ACF is successful in its bid to be placed on the NHL, the Convent's heritage will be secured essentially forever which will be a great milestone in the Convent's history. Being on the NHL will enable the ACF to potentially have access to funding for building maintenance in the event of unforeseen circumstances, and also be able to apply for other heritage related project grants.

## **Item 4: Sacred Heart Update**

### **Discussion**

Kerstin Thompson Architects has completed the design and restoration work for the Sacred Heart building and the proposed plans have been submitted to Heritage Victoria for comment and/or approval. This process takes a minimum of three months, as in the event of Heritage Victoria questioning any aspect of the design, will add a further months to the approval process.

A strategic decision has been made to delay the building works until February 2017, to alleviate any possible time pressures and costs and to gain full approval before the redevelopment begins.

A tenancy Expression of Interest process has begun internally and EoIs will probably go out to the public and tenants in late 2016.

## **Other Agenda Matters/ Matters Arising:**

### **Solar Campaign:**

The ACF sincerely thanked all of the tenants who contributed to the recent EOFY campaign - either as Reward contributors or donors. The project was incredibly successful, and the campaign will fund new solar panels across the Convent's roofs, and pay to replace some of the lighting fixtures to LEDs, thus reducing the environmental impact. The Convent will be greener in 2017!

### **Yuria Okamura:**

Yuria's wall drawing has had great feedback from the tenant community and has been a very welcomed addition to the Convent stairwell.