

# Tenant Consultative Forum (TCF)

Thursday 23 July 2015, 1pm  
Salon, Convent Building

---

## **ATTENDEES:**

Bridget Nicholson, Sharon Grigg, Sal Cooper, Ilona Topolscanyi, Wendy Golden, Julia Broome, Elizabeth Keen, Graham Hardy, Eureka (Michael) O'Hanlon, Eugenie Kawabata, Lea McInerney, Ali Murphy, Felicity Mark, Maria Coviello, John Di Natale, Tom Rendell, Charlotte Allen,

## **APOLOGIES:**

Tahlia Azaria, Caroline Williams, Sara O'Callaghan, Julian Stow, Tania Smith

## **Item 1: Updates from previous meetings**

**Signage:** Temporary signs have been in place in the Convent courtyard since last meeting. We will refresh for summer and continue to monitor.

**Wi-Fi:** The ACF is making positive progress and an update is coming soon.

**Congestion Levy:** No further information to report. The ACF is continuing to seek an exemption.

## **Item 2: Smoking At the Convent**

**Background** Elizabeth from WellBeing explained that clients and practitioners were concerned about second-hand smoke and smoke transfer in doorways. WellBeing consulted the Australia Cancer Council which details various ways to transition to smoke-free workplaces and encouraged the ACF to consult the broader community based on this process.

A survey was generated and distributed to the tenant community prior to the meeting.

**Discussion** There were 65 respondents from among our tenant community, 62% were bothered by smoking on site. 52% of people wanted a smoke free site and 17% wanted no further smoke free measures.

The agreed next steps were to consult the broader community, implement better signage for areas 4m from doors and research large sites such as Melbourne University and their transition to smoke free. It was agreed that any change should be incremental and with continued consultation.

## **Item 3: New Tenancy Manager**

**Background** Felicity Mark is the new Leasing & Tenancy Manager. It was noted that Felicity welcomes tenants to stop by or arrange meetings.

## Item 4: Sacred Heart Funding

**Background** ACF will receive \$2.681 million from the Federal Government to refurbish 3,200m<sup>2</sup> of the Sacred Heart building. The funding will be matched by a \$2 million donation from The Dara Foundation and the remaining balance from the ACF reserves.

**Discussion** Works are not expected to begin until mid-next year and much planning needs to take place. At this stage the ACF is still yet to receive the contract and requirements from Government.

The pitch to government suggested a mix of tenancies including but not limited: digital media practices, ateliers and creative studios. At this stage the final tenant mix is yet to be determined.

The Tenant community will be consulted in a standalone meeting in the next few months/

## Item 5: Tenant Kitchenettes

**Background** Caroline Williams requested a discussion on the cleanliness of the Kitchenettes and suggested the ACF could potentially supply some cleaning implements.

**Discussion** Caroline was unable to attend so the discussion was limited.

It was noted that cleaning products tend to go missing regularly. It was also suggested the ACF could add occasional supplementary cleaning of the Kitchenettes to the cleaning contractors' workload. The ACF will consider the impacts and costs of these suggestions and report back.

## Item 6: Site Security

**Background** There was concern about the return of unwanted visitors in the Convent Building, seeking access to kitchenettes and showers.

**Discussion** The ACF reminds all tenants that if they ever feel threatened they can contact the office, the site coordinators or security guards (9pm – 1am).

The ACF have invested in more security hours with a new company, Executive Security Solutions. These Guards carry a dedicated ACF phone that tenants can call (0477 006 299). There was extensive consultation with security/public safety experts as part of their tender process. A community consultation based Safety Audit is beyond our resources at this time.

It was acknowledged that closing, locking and limiting access is unfortunate but unavoidable at this time. The ACF will reconsider if the tenant mood changes.

The ACF has been more proactive in banning people, however, these people inevitably sneak back on site or ask to come back on site. This might be the next day or the next year and raises secondary problems. The ACF will endeavour evolve its process and consult back via this forum.

The ACF will also implement new procedures for the locking of the main gate earlier and increasing the signage and lighting around the 24 hour exit door.

## Item 7: Other Matters

**Open Spaces:** A meeting will be called for 6 August to discuss our plans.

**Vehicle Access:** No vehicles on site between 11am and after 3pm. Gate Two access is unrestricted from 8am-5pm, between 5pm – 9pm access can be requested from the site coordinators.

If Tenants have any access requirements they are encouraged to contact the ACF.