

**AGENDA ITEM NO.:** 15.2

**TO:** Council Meeting on 28 March 2017

**DIRECTOR:** Nathan Cunningham, Director Community & Planning

**REPORT AUTHOR:** Chris Newby, Manager Development Services

**SUBJECT:** Project Update – Community Hub, Library & Innovation Centre (CLIC)

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## 1. EXECUTIVE SUMMARY

1.1 This project update for the Community Hub, Library and Innovation Centre (CLIC) Project covers the period since the 28 February 2017 update report. Progress has occurred under the following key tasks, many of which were discussed at the Council Workshop on 21 March 2017:

- 1.1.1 A project brief has been drafted for release to engage an architect to undertake some block modelling and consideration of internal spatial relationships of the CLIC and of the associated administration office component of the overall Civic Centre redevelopment project.
- 1.1.2 Informal consultation has continued with various parties to assist in informing Council's process in approaching the market for a Joint Venture or similar delivery model, revealing that there is likely to be a greater appetite for a freehold parcel over a portion of the Prospect Road site.
- 1.1.3 Legal advisers have provided confirmation that there are no concerns with the governance arrangements established and put in place by Council and the CEO to continue to progress the CLIC project.
- 1.1.4 Preliminary consideration has also been given to the governance arrangements for the sale of the Main North Road site, and which bodies or individuals would be involved in such a process. Consideration has also been given to the Future of the Tram Barn, as outlined in other reports in this agenda.
- 1.1.5 The Project Executive Group (PEG) continues to meet regularly to work through the detail of the documentation and research associated with the CLIC Project. The Actions List coming out of each meeting (as attached) has been updated with items progressed by key Council staff.

## 2. RECOMMENDATION

- (1) Council receives and notes the progress update for the Community Hub, Library and Innovation Centre (CLIC) for the period 28 February 2017 until 28 March 2017.
- (2) Council receives and notes the Project Executive Group (PEG) Actions List (as presented in Attachments 6-7).

### 3. RELEVANCE TO CORE STRATEGIES / POLICY

3.1 Council's Community Engagement and Consultation Policy – November 2012

3.2 **Strategic Plan to 2020 Theme 1 – People** “Know, empower, celebrate, educate and activate our community”

Strategy 1.1 Know our community

Strategy 1.4 Celebrate our diverse and creative community

3.3 **Strategic Plan to 2020 Theme 2 – Place** “Loved heritage, leafy streets, fabulous places”

Strategy 2.1 Respect the past, create our future

3.4 **Strategic Plan to 2020 Theme 4 – Services** “Leaders of the sector providing efficient, responsive, accessible services”

Strategy 4.1 Excellence in Infrastructure

Strategy 4.2 Sound Financial Management

Strategy 4.4 Accountable and people-focused services

- The actions and initiatives detailed within this report are directly connected to the above aspects of Council's current Strategic Plan. The Community Engagement and Communication Plan for the project are based upon the requirement to 'know' our communities, be inclusive of a broad cross section of our residents and ensuring that residents are well informed of the steps being taken for the development of the CLIC, with clearly identified opportunities to become involved and influence the project outcome.
- Delivery of the CLIC will be based upon that aspect of the Strategic Plan referring to 'fabulous places', requiring a high quality facility that is loved by our communities.
- Strategies within Theme 4 of the Strategic Plan (Services) speak to Council's requirement that the CLIC is delivered on time and on budget according to our standards of excellence.

### 4. COMMUNITY INVOLVEMENT

4.1 No community consultation has been undertaken within the period of this project update.

### 5. DISCUSSION

#### Architect Brief

5.1 A project brief has been drafted for release to engage an architect to undertake some block modelling and consideration of the spatial relationships of the CLIC, and of the associated Civic Centre offices component of the overall project. Basic block modelling has already been prepared highlighting potential available floor plates across one redevelopment option for the Prospect Road site.

- 5.2 The brief would not necessarily see the architect engaged for the duration of the project (nor would it preclude such engagement), but is focused on the early iterations of a block modelling and layout exercise for the CLIC to understand the constraints and opportunities of the site. This process will provide Council with an opportunity to explore the potential options for building configuration, including how the Civic Centre/ Administration areas and CLIC will integrate.

### Approach to Market

- 5.3 In addition to the independent advice received in respect of possible outcomes of an approach to the market, informal consultation has continued with various parties to assist in informing Council's process in approaching the market for a Joint Venture or similar delivery model. This discussion has revealed that there is likely to be a greater appetite for a freehold parcel over a portion of the Prospect Road site, than there would be for air rights and a Joint Venture (or similar) approach to the development.
- 5.4 This more traditional form of offer to the market is likely to realise a faster sale of the property, as well as potentially a higher sale price. Preliminary investigations by Colliers have confirmed that such an approach would likely realise the anticipated revenue target for the Prospect Road site. An indicative plan of division is provided below, based on establishing an 18m frontage to Prospect Road for the northern parcel, which would provide a developable ground floor area of some 2850m<sup>2</sup> for the CLIC, located directly adjacent the Town Hall. Many alternate options clearly exist and through the indicative layout process and a future Expression of Interest process, these various options would be explored.

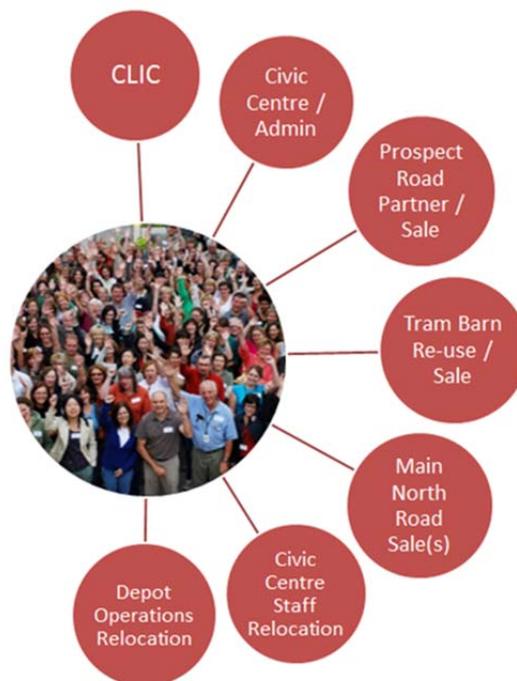


### Governance Arrangements

- 5.5 Legal advisers Minter Ellison have provided detailed advice confirming that there are no concerns with the governance arrangements established by Council and the CEO to progress the CLIC project. This confirms the decision making framework (adopted by Council in 2016) highlighting the role of the PEG as well as understanding the

delegated authority of the CEO and Directors, are appropriate for the ongoing delivery of the project.

- 5.6 Preliminary consideration has also been given to the governance arrangements for the sale of the Main North Road site, and which bodies or individuals would be involved in such a process. Given that the sale of the site forms part of the funding model, rather than a component of the Prospect Road CLIC, it is considered appropriate that the investigations, considerations and necessary recommendations be undertaken independently of the CLIC process.
- 5.7 The overall project has a number of individual yet intrinsically related components (as illustrated in the diagram below), and from an overall project management perspective there would be significant advantages to separating this component from the primary CLIC discussion and allocating carriage of the process to relevant subject matter experts within the organisation.



- 5.8 This is consistent with the approach already underway in respect of managing staff relocation, for example, which is a necessary component of the project but is not a matter that requires considerable input from the PEG. The Internal Project Team (staff) will receive regular updates on progress of this and other components being undertaken by sub-groups, and will ensure that Council and the PEG are informed of key steps.

#### Engaging a CLIC Development Partner – Co-Construction

- 5.9 In addition, Minter Ellison lawyers have given detailed advice on the possible range of development options to deliver the project through a public private partnership, and the way in which such an arrangement could be delivered (**Attachments 1-5**). This advice was premised on a coordinated build where the developer partner plays a key role in the construction of the CLIC, ostensibly through the construction of the upper two floors of the building. This advice was provided ahead of property development advice relating to a potential simplified model of a partial land sale (discussed earlier) which allows Council to undertake the Civic Centre redevelopment (and CLIC) on its own land.

5.10 The legal advice included the various options available to Council in engaging with a developer in the delivery of the CLIC, which are as follows:

- Sale and Leaseback – the sale of the entire site to a Developer subject to Council approval of entire development design and use, and an agreement to lease with Council which is very prescriptive about the Council's tenancy requirements and a long term lease; and specific encumbrances regarding the future use of any other spaces on the site.
- A Joint Venture (JV) – entering into a relationship with a Developer to jointly own the site and share in the development profit and annuity income that a tenanted building will offer.
- Sale of non-Council Spaces – a Developer funding construction (in whole or in part) of the development in exchange for ownership of all non-Council spaces subject to specific encumbrances regarding the future use of any other spaces on the site.
- Lease of non-Council Spaces – rather than the sale of non-Council Spaces, a Developer funding construction of the development in exchange for a long term lease (eg 99 years or such period that is necessary for an acceptable ROI) of all non-Council spaces (at a nominal rent), with provisions in the lease regarding the future use of those spaces. The Developer could then sublease its interest to third parties.

5.11 Each of these options has its risks in terms of time frame for delivery, attractiveness to the market, and the level of control of Council over the final outcome. In relation to the likely desirability of each of these options for developers, the advice offered by Minter Ellison identifies that:

- A JV would definitely generate interest amongst experienced developers who may themselves offer a range of ownership/funding models that benefit all stakeholders. Any joint ownership of the existing site will obviously create stamp duty and other taxation implications which would need to be considered as part of an overall feasibility.
- From a funding/investment perspective the Sale and Leaseback is likely to be quite attractive to Developers with their foundation tenant being a long term commitment from Council – which may ultimately enable a Developer to build/fund the remaining build with few pre commitments.
- They are confident that there would be an appetite for the Sale of non-Council spaces option but will likely require the Developer to secure pre-commitments for non-Council spaces in order to fund construction.
- The lease of non-Council spaces option may be less attractive to a Developer. However, it does allow Council to retain ownership of the asset, while the Developer has the benefit of the rental income.

5.12 In summary, the co-development model has an inherent complexity, but may still be a feasible outcome. A concern with this approach and the level of complexity is that a developer would also need to be working towards Council's timeframe for completion, and sourcing a developer with similar needs (or willingness to push to Council's timeframe) may be difficult to find. The limited flexibility in Council's timeframe may

restrict the level of interest (as well as raising the risk of non-completion within the identified timeframe).

### Realising the Revenue Target – Land Division

- 5.13 While the advice from Minter Ellison suggests that a co-development model could be attractive to more mature developers, some preliminary advice from Colliers suggests that the Adelaide market may not have reached the level of maturity to achieve a high level of demand if this model is put to market. The division of land (rather than a division of the building) is likely to be more attractive to developers, as well as less complex.
- 5.14 Briefly, the division of the site to establish two parcels of land could be undertaken, with one site offered to the market for development, while the other would contain the CLIC and Civic Centre. Such a model would provide desirable Prospect Road frontage for both sites, as well as allowing Council to proceed with its own development and within its own predetermined timeframe.
- 5.15 Council can offer the other parcel of land to market with some controls built in to the contracts regarding type of development and timing of development on that site, so as to minimise risks of 'land banking'. Additionally, the advice from Colliers is that the sale of the freehold allotment will likely achieve the revenue target of \$1.7 million set for this component of the project, whilst the value of the 'air space' is less certain in an Adelaide market.

### Project Executive Group (PEG) Update

- 5.16 The PEG continues to meet regularly to work through the progression of the CLIC Project. The Actions List (**Attachments 6-7**) has been updated with items progressed by key Council staff, while other sub-groups continue to assist with the delivery of the project and the necessary steps required to reach the critical decision making points and key milestones, allowing the project to be completed on-time and on-budget. On-going project updates will continue to be provided to Council as an agenda item within ordinary meetings.

## **ATTACHMENTS**

- Attachment 1-5**      Minter Ellison Advice
- Attachment 6-7**      Project Executive Group Actions List

**From:** Susie Inat <Minter Ellison>  
**Sent:** Wednesday, 15 February 2017 5:38 PM  
**To:** Cate Hart  
**Cc:** Louisa McClurg  
**Subject:** CLIC project - governance issues

Hi Cate

Apologies for the delay in sending this email. Further to Louisa McClurg's email last week and our meeting last Monday regarding the Council's proposed development of its Community Hub, Library and Innovation Centre (**CLIC Project**), this is an email to follow up on the governance issues relating to the CLIC project.

As you know and we discussed, it is imperative that Council ensures its decision making is robust and transparent and can withstand the most rigorous of scrutiny - be it in the form of for example a section 270 internal review request, an Ombudsman inquiry or a Ministerial inquiry.

Relevantly to the CLIC project, this mean, for example ensuring:

- meeting procedure processes were complied with and resolutions validly made;
- any and all workshops (informal gatherings) were held in accordance with legislative parameters, including no 'decisions' were made at such forums;
- executive meetings relating to the project did not result in decisions and actions that were beyond the power of those in attendance (i.e. that appropriate powers and functions were delegated to individuals).

We also discussed Council establishing a section 41 committee for the purposes of ongoing management of the CLIC project. As we discussed, there are pros and cons associated with doing this. For example:

- Pros - Council has a dedicated team established for the particular purpose of managing the project and making decisions. (Council may delegate powers and functions to a s41 committee. It cannot delegate decision making powers/ functions to an executive group – only individuals in that group).
- Cons – may result in the loss of efficiencies to the decision making timeframes, e.g. often even with delegated authority, such committees act as a recommending body to (full) Council anyway.

The terms of reference for a s41 committee for this purpose need carefully consideration, as well the composition and members and what powers and functions the committee would be delegated.

Alternative to s41 committee, Council may resolve to delegate powers and functions to an individual, most likely the CEO. In my view there are advantages to doing this over a s41 committee, particularly around time frames for decisions. Of course, Council can impose limitations and conditions on the grant of the powers and functions and further, whilst having the requisite powers and functions on a particular matter, you, as the CEO may decide not to exercise use them in respect of the same – but rather put the matter for decision to Council.

If it would be of assistance, we are happy to work with Council to undertake a review of its decision making framework relative to the CLIC project. We are finalising our fee proposal in respect of the procurement and project structuring work and I will incorporate a fee estimate for undertaking this work in that proposal. I hope to provide that to you by the end of this week.

If you have any queries regarding the issues raised in this email please do not hesitate to call or email me.

Kind regards  
 Susie

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**Susie Inat**  
 Special Counsel  
 MinterEllison 25 Grenfell St Adelaide SA 5000

**From:** Louisa McClurg <Minter Ellison>  
**Sent:** Tuesday, 7 February 2017 1:59 PM  
**To:** Cate Hart  
**Cc:** Susie Inat; Sheena Jackson; Paul Ng  
**Subject:** Proposed Development

Dear Cate

Thank you for your time yesterday. As promised I have briefly summarised yesterday's discussion, our understanding of the Council's objectives for the Proposed Development and have made some suggestions about possible EOI content.

### 1. The Proposed Development

We understand that Council have resolved to explore partnership opportunities for a redevelopment and expansion of its current premises located at 128 Prospect Road, Prospect. We understand that the **objectives of the Proposed Development** are, amongst other things:

- a. to co-locate the Council's civic facilities, council administration CLiC (ie community hub, library and innovation centre) and art gallery;
- b. to improve footfall in and around Prospect Road;
- c. create a modern and interactive community hub; and
- d. maximise the development return on the Site while delivering the Council's objectives described above.

**(Council's Objectives).**

### 2. Current Status

While we understand the objectives for the Proposed Development have been articulated and the need to source a suitable development partner has been agreed, we don't believe that:

- a. any concept plans have been prepared;
- b. nor has a detailed feasibility been determined so as to identify any minimum/maximum funding requirements for the project (Councils' requirements under S48 of the LGA with respect to Prudential Reporting should be considered in this regard).

Consistent with Council's resolution we recommend, and understand that it is your intention, to develop an EOI that is to be issued to a list of suitable developers (or possibly to developers more broadly) seeking proposals that meet Council's Objectives and for Respondents to define more fully the possibilities/proposals for:

- use of non-Council owned spaces – such as residential, commercial / other mix
- funding
- the treatment of construction and delivery risk
- design,

and importantly, the nature of any proposed relationship with Council (ie Service Provider v's Purchaser v's Joint Venture Participant). We have set out in paragraph 5 below some suggested inclusions in the EOI.

### 3. Development Options

#### **Options**

We are confident that sophisticated Developers will have a range of options for the Proposed Development and also for articulating an ongoing relationship between the successful Developer and Council. These Options could range from:

- **(Sale and Lease Back)** The sale of the entire site to a Developer subject to:

- Council approval of entire development design and use
- an agreement to lease with Council which is very prescriptive about the Council's tenancy requirements and a long term lease; and
- specific encumbrances regarding the future use of any other spaces on the site.

*From a funding/investment perspective this is likely to be quite attractive to Developers with their foundation tenant being a long term commitment from Council – which may ultimately enable a Developer to build/fund the remaining build with few pre commitments.*

- **(Joint Venture )** Entering a relationship with a Developer to jointly own the site and share in the development profit & annuity income that a tenanted building will offer -

*We believe this type of Development would definitely generate interest amongst experienced developers who may themselves offer a range of ownership/funding models that benefit all stakeholders. Any joint ownership of the existing site will obviously create stamp duty and other taxation implications which would need to be considered as part of an overall feasibility.*

- **(Sale of non-Council Spaces)** A Developer funding construction (in whole or in part) of the development in exchange for ownership of all non-Council spaces subject to specific encumbrances regarding the future use of any other spaces on the site.

*Once again we are confident that there would be an appetite for this form of Development but will likely require the Developer to secure pre commitments for non- Council spaces in order to fund construction*

- **(Lease of non-Council Spaces)** Rather than the sale of non-Council Spaces, a Developer funding construction of the development in exchange for a long term lease (eg 99 years or such period that is necessary for an acceptable ROI) of all non-Council spaces (at a nominal rent), with provisions in the lease regarding the future use of those spaces. The Developer could then sublease its interest to third parties.

*This option may be less attractive to a Developer. However, it does allow Council to retain ownership of the asset, while the Developer has the benefit of the rental income.*

(together the 'Development Options')

At the EOI phase we recommend asking Developers to formulate their own proposals for the design, construction, funding and ownership of the Site. However if there are any Council specific limitations that would absolutely prohibit any of the Development Options described above then this should be made clear in the EOI document.

It is also important to appreciate that each Development Option will have its own taxation implications for both the Council and the Developer which will need to be carefully considered as part of the process of assessing EOI responses.

### **Separating Ownership of the Site**

We discussed the mechanics that would be involved in any separation of ownership on the site and can confirm that this would typically occur, by the creation of individual titles (allotments and/or lots) (**Title Structure**), at the completion of a development, or at completion of certain defined stages. Title Structures could include Torrens titles and/or community titles.

Once a Development Option is selected by Council (most likely following the EOI process) we will be able to advise on the most appropriate Title Structure. For example, a multi-storey building would likely involve community titling, whereas standalone areas (including open spaces) may be Torrens titled.

To manage costs, ownership may not at any stage transfer to the Developer (for those portions of the site that the Developer does not intend to hold long term), but may transfer instead to a third party identified by the Developer. For example, the Proposed Development may include residential apartments that the Developer markets to a third party in which case ownership may transfer directly from Council to that third party with the Developer taking a Development Fee (eg the difference between a pre-agreed land value and the apartments sale price).

## **4. Legal Documents Required**

Once a Development Option is selected and Title Structure resolved the required legal documents can be determined. However, we would expect the contractual framework to comprise:

- a. a *Development Management Agreement / Joint Venture Agreement* to document the agreed relationship, ownership interests, powers, contributions and responsibilities of each party.
- b. A *Consultancy Agreement* with any consultants engaged for the design of the Proposed Development. This agreement should secure ownership in all Intellectual Property associated with the design and be in a form that can be easily novated to a Builder or Developer with a view to ultimately making a Builder and/or Developer contractually responsible for the design *and* construction of the Proposed Development.
- c. A *Project Management agreement* if the Council/JV intends to have a Project Manager assist with the construction phase of the Proposed Development (bearing in mind that the Developer may in fact take on this role/responsibility). If this is the case then the scope of a Project Manager's role can involve:
  - a. Creating a short listed of appropriate builders to be invited to tender
  - b. Preparing Tender Packages
  - c. Assessing and reporting on tenders received and assisting in the selection of an appropriate builder based on a range of criteria including, track record, quality, price etc; and
  - d. Administering the Building Contract (including the rectification of any defects) on behalf of the Council/JV
- d. A *Building Contract* that is sensitive to the nature of the building to be constructed, that minimises the scope for cost variations and provides sufficient incentive for the Builder to complete the Proposed Development on time and on budget.

## 5. Other Factors to Include in EOI Document

We understand that you are compiling a draft EOI document and hence we have set out below some brief suggestions for inclusion in the EOI (we are obviously happy to assist with drafting and/or reviewing any one or more components of the EOI)

- Council's Objectives for the Proposed Development should be clearly articulated
- A statement of Council's design objectives should be included eg *An iconic presence representing the desired community approach to the building*
- Site details should be included and importantly any known limitations (potentially the right of access and heritage issues). *It may be worth revisiting any prior due diligence on the site even if it relates back to the prior re-development.*
- A timeline for the EOI process and for the entire development (to Completion) should be specified
- Any pre-conditions that Council must satisfy (or have satisfied) in order for the Proposed Development to proceed
- *Respondents should be asked to provide details of, amongst other things:*
  - *their proposed funding / pricing model*
  - *their experience with Council's and Governments in terms of development, collaboration etc*
  - *referees*
  - *how they intend to engage a builder and manage construction risks*
  - *a proposed design*
  - *a plan and timeline for dealing with Council staff currently located on the Site*
- *details of any briefing session to be run by the Council regarding the project;*
- *process for submitting enquiries and contact point within Council regarding the EOI;*
- *A statement about the evaluation process of submissions;*
- *standard provisions such as probity, confidentiality, costs, liability of Council,*
- Legislative and policy issues will need to be carefully considered. For example, the EOI process is in our view likely captured by Council's 'Procurement Policy'

## 6. Next Steps

As mentioned above we are more than happy to assist you in drafting/reviewing the EOI before it is issued and, once proposals are received from Respondents, assessing the risk profile (legally and practically) that each of the proposals represent.

Susie will shortly provide some comments in relation to the governance of the EOI process and throughout the development process.

In the meantime please don't hesitate to call me or Susie in relation to any aspect of the Proposed Development.

Kind regards

**Louisa McClurg**

Partner

**MinterEllison** 25 Grenfell St Adelaide SA 5000

Attachment

Meeting Date	Meeting PEG or IPT	Topic	Action Item	Responsibility	O = Ongoing C = Completed H = Historic	Target Date	Status
31/01/2017	PEG	Appointment of Community Reference Group Members	Enquire with high schools about school prefect or student leader	Brendan	C	7/02/2017	Schools have been contacted (Brendan emailed 3 times) and no further response received.
21/02/2017	PEG	Engagement Hub	Establish a landing page on the Council site with a friendly URL	Chris N	C	21/03/2017	Links from front page bypassed to go directly to Engagement Hub and landing page updated (replacing /LibraryPLUS with /CLIC)
21/02/2017	PEG	Council Workshop	Distribute information on development partner, project governance and potential project objectives prior to the workshop on 21 March.	Nathan	C	14/03/2017	Information included in workshop agenda
6/12/2016	PEG	Developer Options	Develop framework for partnering with developer and consider tenancy options	Chris N	C	14/03/2017	Linked to item above
21/02/2017	PEG	Land division options for Prospect Road and impact on investment model	Determine differences in likely sale price for vertical vs horizontal division of land (i.e. establishing a separate parcel of land next to CLIC rather than selling air rights above)	Chris N	C	21/03/2017	Colliers have provided advice confirming that the land division to establish a freehold site (rather than a building division to establish "air rights") should achieve a similar sale price
21/02/2017	PEG	Land division options for Main North Road sites	Work up a proposal for the potential sale of the Main North Road site including reference to master planning. Seek specific comments from Flightpath on potential risk of Tram Barn demolition	Chris N	O	21/03/2017	On track for Council meeting on 28 March, including advice on marketing material to be prepared by a real estate agent (in addition to Council collateral) and the options for adaptive re-use of the building prepared by Flightpath.
6/12/2016	PEG	Prudential Report	Prepare Prudential Report brief.	Nathan (Ginny)	O	14/03/2017	Draft initiated. The Prudential Report is likely to follow the completion of concept plans or initial design.
6/12/2016	PEG	Funding	Mayor and Cate to meet with Local Government Finance Authority re 20% funding announcement (seeking guidelines around funding)	Cate	C	1/01/2017	Ginny and Chris Birch met with the LGFA to discuss funding opportunity.
21/02/2017	PEG	Property Sales Revenue	Determine likely timing of revenue streams from sale of sites, informed by the outcomes of site options investigations	Cate	O	18/04/2017	Outcome pending a decision on the retention of the tram barn and portion of the Civic Centre site.
21/02/2017	PEG	Federal Government Funding	Set up a meeting with Senator Anne Ruston	Cate	C	7/03/2017	Meeting held, with a positive response from Senator Ruston who will provide a letter of support to accompany Council's grant funding submission.
18/10/2016	PEG	Architect Expression of Interest Draft	Consider expression of interest for Architect – timeframe and rough scale, \$4m - \$22m. PEG to shortlist down to 5 applicants, final appointment by Council. Applicants might present at Workshop	Nathan/ Cate	O	30/11/2016	Considering Architect and Project Management Procurement. Architect appointment to follow Project Manager
21/02/2017	PEG	Governance Structure	Explore process for Council to establish a separate company/entity to act as a developer	Cate	C	21/03/2017	The LGA has confirmed that the LG Act prevents this being pursued.
21/02/2017	PEG	Architect for Block Modeling	Engage an architect following select tender process to: - undertake a spatial review of office needs - provide some initial concept design work based on bulk and scale (and site/building capacity) for the identified potential land division options	Nathan / Chris N	O	21/03/2017	Project brief has been drafted for release in coming days.
3/07/2017	PEG	Main North Road Sale Options	Follow up meeting with RM Williams (Mayor available 15/3)	Chris H / Chris N	C	3/10/2017	RM Williams contacted, but confirmed they are not available to meet

Meeting Date	Meeting PEG or IPT	Topic	Action Item	Responsibility	O = Ongoing C = Completed H = Historic	Target Date	Status
3/07/2017	PEG	Main North Road Sale Options	Explore how to find the right partner for Tram Barn site.	Chris N	C	28/3/2017	Advice received from Colliers and preliminary feedback from CBRE suggests an EOI process is best
3/07/2017	PEG	Main North Road Sale Options	Explore how to provide Main North Road site information available to potential partners – Information Pack/Draft EOI/Prospectus	Chris N	O	28/3/2017	CBRE engaged to provide advice on options to inform the approach to market. Preliminary feedback suggests that an agent would be responsible for creating marketing material, with input from Council staff and release upon approval
3/07/2017	PEG	Main North Road Sale Options	Confirm PEG's role in the sale of Main North Road through a report to Council including governance and delegations.	Chris N	C	28/3/2017	Report drafted
3/07/2017	PEG	Community Engagement	Brendan Lott to attend PEG meetings following regular CRG meeting to provide feedback.	Brendan	O	ongoing	Brendan has confirmed that he can attend PEG meetings to provide updates
3/07/2017	PEG	Community Engagement	Ensure proxy members receive same information as full members.	Brendan	C	17/3/2017	Brendan confirmed that proxy members receive the same information
3/07/2017	PEG	Council Interface	Develop a brief for Civic Centre site subdivision	Chris N	O	28/3/2017	Preliminary advice received from Colliers on the likely sale outcome of a subdivided site with an 18m frontage to Prospect Road. Advice also sought from CBRE on marketing strategy and associated timeframes. Initial concept design work for the CLIC and Civic Centre will be used to inform the plan of division.
3/07/2017	PEG	Council Interface	Clarify laneway right of way	Chris N	C	28/3/2017	Advice received confirming realignment of right of way can occur and that the height of the right of way needs to be able to accommodate expected vehicle types. 4m height is recommended.
3/07/2017	PEG	Council Interface	What are the questions to ask Council for developed site and Council site. Provide questions prior to Workshop, possibly using a rating tool (eg Poll Everywhere?).	Nathan / Chris N	C	24/3/2017	PEG questions from discussion on 7 March 2017 used to inform workshop discussion scheduled for 21 March
3/07/2017	PEG	Council Interface	Demonstrate Poll Everywhere App at PEG Meeting or Council Worksho	Nathan	O	18/4/2017	To be scheduled