

ACTION LIST 2016 - 2017 - COMMUNITY HUB, LIBRARY AND INNOVATION CENTRE PROJECT (CR16/55632)

Meeting Date	Meeting PEG or IPT	Topic	Action Item	Responsibility	O = Ongoing C = Completed H = Historic	Target Date	Status
2/05/2017	PEG	Project Plan	Ensure risk management register is established for recording and review of risks	Chris N	O	15/08/2017	Risk register to be developed in consultation with Council's Strategic Risk Management Adviser and discussed with PEG at 15/8/17 meeting.
6/06/2017	PEG	Cultural Heritage Policy Request	Add to Workshop Program. Consider whether council wants to establish a Cultural heritage framework - could be an overarching framework which all the cultural elements sit under. (Liaise with Manager Arts Gallery & Events)	Chris N	O	5/09/2017	Overall policy for Council is broader than CLIC project. Council Workshop scheduled for 5 September 2017
4/07/2017	PEG	Finalising Spatial Needs Analysis	Next PEG meeting – update from Brown Falconer. EOI process to be open enough to see if other interesting options could exist on the site.	Nathan	C	4/08/2017	Brown Falconer work concluded - final report received and included in update report to Council
4/07/2017	PEG	Procurement	Nathan to make contact with Andrew Haste (LGAP) in next 2 weeks. Meeting with Andrew Haste (LGAP) in respect of procurement and how they can assist/ advise on architect brief and process options.	Nathan	O	4/08/2017	Meeting held - awaiting written feedback from Andrew Haste
4/07/2017	PEG	Stakeholder Engagement	Communication needed with McGlashan's to let them know about the overall proposal.	Nathan/Chris	C	2/08/2017	Chris Newby has previously discussed with McGlashan's. Update on sale process provided in writing along with all adjoining properties
4/07/2017	PEG	Stakeholder Engagement	Information session or letterbox neighbours within 6-8 properties with general information about development (before plans are drawn up).	Nathan/Brendan	C	2/08/2017	General information distributed via mailout.
4/07/2017	PEG	Project Plan	Mayor and Nathan to get together in coming weeks to review project schedule and work through.	Nathan	C	4/08/2017	Updated Project Plan discussed with Mayor & CEO. Briefs to Architect and Project Manager released with timeframe and key target dates based on this discussion.
18/07/2017	PEG	Cost Planner	Aim to have a Cost Planner to start to cross check initial findings. Obtain quote for these services for the duration of project – for a lump sum fee. (Andrew Haste LGAP possibly could advise).	Chris	O	15/08/2017	Cost Planner brief released to a small number of consultants.
18/07/2017	PEG	Community Reference Group	Nathan and Brendan to integrate CRG feedback, Brown Falconer work, tour notes, EM feedback etc looking for Consistent messages to bring draft to next PEG as the basis of an Architectural brief.	Nathan/Brendan	C	15/08/2017	Architect brief completed and released to a dozen architectural firms
18/07/2017	PEG	Community Reference Group	The focus of the next CRG meeting should be upon an exercise to understand their preferences for how each of the CLIC rooms/spaces will operate	Brendan	C	2/08/2017	Agenda prepared and meeting scheduled for 2 August
18/07/2017	PEG	Consultant engagement	To be prepared for next meetings: - Draft of Architect brief - Draft Risk management framework -neighbours, parking, staff, costs etc - Draft Cost Planner brief - Draft Project Manager brief	Nathan/Chris	C	15/08/2017	Draft Risk Management Framework prepared for discussion. Project Manager, Architect and Cost Planner briefs released
18/07/2017	PEG	Main North Road Sale Options	Mayor (possibly with CEO) to arrange meetings to stimulate the market for Main North Road site/s.	Mayor/CEO	O	29/08/2017	Meetings must occur prior to release to market
1/08/2017	PEG	Marketing of sites	Get advice from CBRE on how a 'release to market' session should be conducted.	Chris	C	8/08/2017	Advice received - to occur in second week of release to market
1/08/2017	PEG	Marketing of sites	Develop (with CBRE's advice) a framework and criteria for assessment of EOIs – prior to closing.	Nathan/Chris	O	15/08/2017	Initial criteria received from CBRE for further discussion
1/08/2017	PEG	Future services	Schedule a workshop session on staffing and services, to occur prior to forming the 2018/19 budget.	Chris	O	15/08/2017	To be scheduled
1/08/2017	PEG	Risk register	Administration to refine risk register document and bring back to PEG.	Chris	O	15/08/2017	Revised for discussion at 15 August with risk officer in attendance
1/08/2017	PEG	Marketing of sites	Send media release and info about Prospect Road site to Elected Members.	Chris	C	4/08/2017	Information sent.