

MINUTES - RETAIL SUB-PROJECT STEERING COMMITTEE

Meeting: Retail Sub-Project Steering Committee – No 24
Venue: Claremont Room, Level 8 - 1 Nicholas Street
Date: 29 June 2022 (10:00 – 11:30 PM)

Members:	James Hepburn (Chair) (JH); Sean Madigan (GM I&E) (SM); Greg Thomas (Project Manager) (GT)	
Observers:	Cr Marnie Doyle, Cr Kate Kunzelmann, Sonia Cooper, Brent McKay (BM), Karyn Sutton (KS), Nicole Denman	
Apologies	Cr Nicole Jonic	
Chair / Minutes:	Chair – James Hepburn	Minutes – Nicole Denman
No.	OFFICER	DESCRIPTION
1	JH	Attendance / Apologies
2	JH	Previous Minutes & Actions Arising 1 June 2022 <ul style="list-style-type: none"> Item 3 - WMH – vacated LG Venue, future accommodation requirements discussed Item 4 – Venue and Commonwealth Hotel procurement and approval process Item 5 – AV presentation to be provided at conclusion of meeting Item 6 – Wayfinding to be discussed at Agenda Item 6 below
3	JH	Retail Leasing <ul style="list-style-type: none"> Retail PCG meeting outcomes 28 June 2022 Leasing - AFL status (distributed copy of latest leasing update) <ul style="list-style-type: none"> Identified potential Special Council Meeting 14 July 2022 to process up to 5 deals Leasing – HOA endorsements/ongoing negotiations/prospecting/new interest Cinema – Status update provided WMH update provided – Action: GT to coordinate calculation of base building costs associated with a tenancy within 143 Brisbane Street
4	JH	Retail Redevelopment <ul style="list-style-type: none"> Metro B/Eats – Status update provided <ul style="list-style-type: none"> Practical completion reached 27 June 2022 Commonwealth Hotel – Status update provided (copy of endorsement schedule distributed) <ul style="list-style-type: none"> Councillor briefing session 2 August 2022 Venue – Status update provided (copy of endorsement schedule distributed) <ul style="list-style-type: none"> Councillor briefing session 2 August 2022
5	KS	Precinct Activation and Events <ul style="list-style-type: none"> 2022/23 activation/event calendar <ul style="list-style-type: none"> Gelatissimo grand opening School Holidays Live Stage Shows Twilight Market contract period finalised Themed night offerings Update on working group - permits, licensing, mall gazettal etc. <ul style="list-style-type: none"> Action: KS – Related working group report to be shared via Infocouncil Action: KS – Renewed focus on obtaining and/or hosting a farmers market Nicholas St stakeholder engagement and update session <ul style="list-style-type: none"> Earmarked for 13 July 2022 - Notification of event provided to local stakeholders Metro B Walkway – Action: KS – future committee report to be prepared recommending a social media campaign seeking community feedback for an appropriate walkway name.
6	JH/KS	Precinct Management <ul style="list-style-type: none"> Tenancy openings Marketing, social media and website Wayfinding – Status update provided <ul style="list-style-type: none"> Signage package currently underway Urgent requirement to test construction pricing and supply delivery programme

7	GT	Procurement <ul style="list-style-type: none"> • Current – Commercial agent, Cinema operator, Venue PM, Senior PM - Retail Development • Future – Commonwealth Hotel/Venue D&C, Tulumur Bar design
8	JH	Financials <ul style="list-style-type: none"> • 2022/23 Operational budget update provided • 2022/23 Capital budget update provided
9	GT	July 2022 ICRC/Council Reports <ul style="list-style-type: none"> • June 2022 RSPSC Report • Communications Engagement and Events Reports • NSP Governance Report. • Potential inclusion of leasing papers – pending AFL execution
10	GT	Retail Ministerial Exemption <ul style="list-style-type: none"> • June 2022 quarterly report (completed), June 2022 half-yearly report (due late July)
11	GT	Precinct Strategy <ul style="list-style-type: none"> • QTC/councillor workshop 5 July 2022 – management/future options
12	GT	General Business <ul style="list-style-type: none"> • Submission of paper on NSP Branch's structure and staffing to be submitted to WRC • Existing delegations for precinct management • Status of property issues discussed Action: GT to prepare a simplified executive summary to accompany letter draft to QR • Tulumur Place – vegetation management • Trades Halls –meeting to be held PM 29.6.22 re outstanding issues
13	JH	Next Meeting – 27 July 2022