



Community Reference Group Notes

- Date:** Wednesday 1 February 2017
- Time:** 5.30pm for 6pm start until 7.30pm
- Venue:** Reception Room, Civic Centre, 128 Prospect Road, Prospect
- Chair:** Brendan Lott
- Note taker:** Melissa O'Kelley
- Attendees:** Caroline Ashmeade, Arno Attema, Bob Barrett, Prue Blaikie, Ali Blake, Lee Clark, Tyler Gates, Liz Gunn, David Kilner, Peter Lindon, Brendan Lott, Shaun Lyon, Frances McKenzie-Smith, Sue Michael, Melissa O'Kelley, Margaret Prideaux, Vicki Rigney, Reb Rowe, Sharron Ward, Kym Whittington
- Other Attendees:** Mayor David O'Loughlin, Cate Hart (CEO, City of Prospect)
- Apologies:** Chandrika Balakrishna, Umesh Nagasandra, Jess Tovara, Deputy Mayor Mark Grootte

1. Welcome – Brendan Lott (Chair)

2. CLIC Project Overview – Mayor David O'Loughlin

The Community Reference Group (CRG) is a forum to provide ideas, input and feedback to the Project Executive Group (PEG) in relation to the CLIC project. Whilst the lifespan of the CRG is relatively short, the implications of the CRG's involvement lasts for the life of the building (40-45 years).

Members are encouraged to bring the expectations of their community to the group.

The CLIC will provide not only a library service, but also a range of services and programs currently provided at the Thomas Street Centre.

Locating the CLIC on the same site as the Civic Centre will have the advantage of being a "one stop shop" for the community to access Council services. This will provide efficiencies without compromising on the quality of service.

3. Introductions

Attendees were given 5 minutes to meet another attendee and find out their name, interest in the project, and what they were looking forward to. They then introduced each other to the entire group.

4. Terms of Reference – Brendan Lott (Chair)

Brendan Lott (Manager Community Development) clarified his role as chair which is to keep the meeting on track and ensure that everyone is heard. Liz Gunn (Community Development Officer) is the convenor and Melissa O'Kelley (Senior Library Officer) is the note taker.

Brendan then went through some important points of the Terms of Reference:

- Governance structure – Council makes the decisions. CRG provides advice to PEG for PEG to consider and feed back to Council's decision-making process.

- Roles and responsibilities – Proxies only attend a meeting if the designated member is unable to attend. It is the member’s responsibility to contact their proxy to attend a meeting in their absence. Members and proxies were chosen by PEG to represent our diverse community. Deputy Mayor Mark Groote as an ex-officio member does not have voting rights in this group. Brendan is looking to add a prefect or year 12 student from Blackfriars to the group.
- Meetings – Will be held monthly, on the first Wednesday of each month however this may be subject to change as the project progresses. Videoconferencing is available if someone is not able to attend. Zoom is the videoconferencing tool to be used by CRG.

5. CLIC Engagement Hub Website – Brendan Lott (Chair)

CRG agendas and notes are available at <http://cityofprospect.engagementhub.com.au/>. This is the go-to resource for CLIC information. There is also CLIC information available in hardcopy at the library.

Action Council staff - investigate an option for members to be provided with updates of changes to the Engagement Hub website and on-line collaboration within the group.

6. Q & A

Questions were asked throughout the meeting and staff provided answers along the way.

Meeting closed at 7.45 pm.

Next Meeting: Wednesday 1 March 2017, 6pm – 7.30pm (*refreshments available from 5.30pm*)