

Terms of Reference

1. Background

The current Prospect Library building, located adjacent to Nailsworth Primary School is leased by Council from the SA Department of Education and Child Development (DECD). The lease expires in 2019 and DECD have advised that it will not be renewed due to Nailsworth Primary School needing to expand their facilities as a result of increasing student enrolments.

2. The Community Hub, Library and Innovation Centre (the CLIC)

The decision of DECD not to renew the lease of the current Prospect Library building presents Council with an exciting opportunity to design and build a brand new facility to serve not only as a new Library but also a community hub and innovation centre. This new facility will be designed to meet the needs and aspirations of our growing and diverse community.

3. The Community Reference Group (CRG)

3.1 Purpose

Council is committed to consulting with the community at each stage of the CLIC Project to ensure the facility reflects community needs and aspirations.

One component of the community consultation is the Community Reference Group, a group of community representatives and stakeholders gathered to provide advice to the Project Executive Group (PEG) regarding the development and implementation of the CLIC Project.

The Community Reference Group will help the Project Executive Group and Council to understand what people from a broad cross section of our community believe are important considerations when designing and building the new facility by:

- Providing information and advice from diverse perspectives
- Reflecting the concerns and issues of stakeholders and the general public and making recommendations as appropriate.
- Commenting and/or making recommendations according to reports, plans and requests from the Project Executive Group
- Serving as a “sounding board”

The advice and opinions of the Community Reference Group will be considered by the Project Executive Group and incorporated into the CLIC Project design and implemented where appropriate and possible (taking into consideration influences such as budgetary constraints, legislative requirements, alignment with Federal, State and Council strategic objectives).

The contributions made by the Community Reference Group to the CLIC Project will contribute to the new facility being the best it can be - thoughtful and considerate in design, functional, appealing and inspiring for all who visit.

3.2 Membership

Size

The Community Reference Group will have 10 – 15 members (a group this size will be large enough to ensure there are sufficient numbers for meetings to be held, despite inevitable absences, but small enough to ensure that all members have an opportunity to fully participate in meetings).

Meetings will proceed regardless of numbers attending – no quorum required.

Composition

Membership will include a range of relevant community representatives, including:

- Business Owner (Innovation focus)
- Council staff and Elected Member
- Culturally and Linguistically Diverse (CALD) Community Group (or Resident) (recognising our demographic)
- Digital Hub Volunteer
- (Dis)ability Group (or Resident)
- Friends of the Library
- High School
- History Group
- Indigenous Group (or Resident)
- Kindergarten
- Library Member
- Library Volunteer
- Older Person
- Playgroup
- Primary School
- Prospect Residents Association
- Public Art Advisory Board
- Tertiary Learning Institution (Innovation focus)
- Young Person

Nomination and Selection Process

Community groups will be invited to nominate their own representative to participate in the Community Reference Group, with a Proxy also nominated to attend in the absence of the nominated representative.

Nominations for both representatives and proxies should be submitted via the on line expression of interest form.

Final selection of members will be made by the Project Executive Group.

Ex officio - Elected Member and their Proxy will be nominated by Council.

Structure

Chair:	Manager Community Development (Brendan Lott)
Deputy Chair:	Manager Library Services (Jo Cooper)
Minute Taker:	Shared between: Community Development Officer (Liz Gunn) Senior Library Officer (Melissa O'Kelley)
Meeting Organiser:	Shared between: Community Development Officer (Liz Gunn) Senior Library Officer (Melissa O'Kelley)
Ex officio:	Deputy Mayor (Mark Groote)
Members:	Nominated from local stakeholder groupings (see Membership Composition above)

3.3 Roles and Responsibilities

Members will be required to:

- Actively participate in meetings via attendance, discussions, review of minutes and other relevant documents
- Support and contribute to open discussion and respectfully encourage and listen to the contributions of others.
- Where possible, represent a broad range of views according to your membership of local community groups and community networks.

3.4 Meeting Frequency and Duration

Meetings will be held from 6.00pm – 7.30pm at the Civic Centre (Reception Room) generally on Wednesdays with specific dates to be determined once the group is established and as amended from time to time.

Meetings will be as often as is necessary according to Project requirements, most likely monthly during the initial stages of the Project, becoming less frequent as the Project progresses.

Attendance may be arranged through video-conference according to the availability of required resources.

Meetings will be held for the entire duration of the Project (November 2016 – November 2019).

3.5 Agendas, Minutes and Discussion Papers

Agendas will be distributed prior to the meeting.

Minutes of meetings will be recorded and distributed following a meeting.

Discussions papers will be distributed with the agenda as required.

3.6 Reporting

The Community Reference Group will report directly to the Project Executive Group via minutes of meetings.

Ex officio Reports back to Council as part of Council Agenda, Standing Item - VERBAL REPORTS FROM COUNCIL REPRESENTATIVES and/or through regular CLIC Update Reports from staff.

3.7 Decision Making

A general 'showing of hands' will allow the Chair to count, record and understand the overall view and perspective of the group.

Advice and information provided from the Community Reference Group will be considered by the Project Executive Group to gain an understanding of the overall view and perspective of the group.

All final decisions for the CLIC Project will be made by Council.