

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	30/06/2017	Risk register to be developed in consultation with Council's Strategic Risk Management Adviser and discussed with PEG.
17/05/2017	PEG	Community Reference Group	Use the Adelaide City Library visit to run a facilitated session with CRG (2.5 hour session in a meeting room with catering. Nathan to attend) – in a similar 'like/dislike' format to Snohetta's workshop session, using photos collected from library tours, examples of libraries around the world, and invite CRG members to bring images	Brendan	O	30/06/2017	CRG will be asked to collect 3-4 images of Library and/or Community Buildings that represent elements of the CLIC. These will be presented to the CRG at their 2 August 2017 meeting with a facilitated discussion to understand the commonalities and overall Group priorities and aspirations for CLIC.
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	14/07/2017	Overall policy for Council is more broad than CLIC project. A workshop will be held to consider its breadth.
4/07/2017	PEG	PAAN Presentation	Brendan to upload PAAN (Peter Lindon) presentation to Engagement Hub.	Brendan	C	14/07/2017	Presentation has been uploaded to the Engagement Hub website.
4/07/2017	PEG	Cultural Heritage Policy	Check status of Cultural Heritage Policy item – response correspondence sent.	Nathan	C	7/07/2017	Letter sent to David Kilner. Council Workshop proposed as per Action Item above.
4/07/2017	PEG	Prospect Road Site Layout	Nathan to forward email sent to CBRE to Mayor.	Nathan	C	12/07/2017	Completed.
4/07/2017	PEG	Prospect Road Site Layout	Proceed with marketing prep based on proposed site layout – CBRE to put to release to market and then return to Council for with options to proceed with RFP or to proceed with sale.	Nathan	O	18/08/2017	For discussion at PEG meeting 18/07/2017
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	O	18/07/2017	For discussion at PEG meeting 18/07/2017
4/07/2017	PEG	Architect Brief for Concept Design	Nathan to make contact with Andrew Haste (LGAP) in next 2 weeks.	Nathan	O	21/07/2017	Meeting scheduled with Andrew Haste, LGAP, for 21/7.
4/07/2017	PEG	Stakeholder Engagement	Communication needed with McGlashan's to let them know about the overall proposal.	Nathan/Other	O	8/08/2017	Discussion to be held.
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/Other	O	8/08/2017	Information to be prepared and distributed.
4/07/2017	PEG	Project Plan	Mayor and Nathan to get together in coming weeks to review project schedule and work through.	Nathan	O	12/07/2017	Meeting scheduled for 04/08/2017 (upon Chris Newby's return from leave)