

Community Reference Group Meeting Notes

- Date:** Wednesday 2 August 2017
- Time:** 5.30pm for 6pm start until 7.30pm
- Venue:** Reception Room, Civic Centre, 128 Prospect Road, Prospect
- Chair:** Brendan Lott (Manager Community Development)
- Note taker:** Melissa O'Kelley (Senior Library Officer)
- Attendees:** Reb Rowe, David Kilner, Frances McKenzie-Smith, Kym Whittington, Prue Blaikie, Caroline Ashmeade, Tyler Gates
- Other Attendees:** Liz Gunn (Community Development Officer)
- Apologies:** Sharron Ward, Shaun Lyon, Vicki Rigney, Cr Mark Groote, Sue Michael, Ben Footner (Library Manager), Ali Blake, Jess Tovara

1. Actions arising from previous meeting – (Brendan Lott, Chair)

- Brown Falconer – Summary of Emotional Brief Workshop with Elected Members
 - Has been emailed to CRG members as well as posted on Yammer. Noted that Elected Member emotional brief was similar to CRG brief in that both want a welcoming and community atmosphere.
- Exploration of networking/communication platforms for CRG members to use
 - A platform website similar to the Community Hub website is being investigated by Brendan
 - Brendan currently emailing agendas/notes and also posting them on Yammer

2. Terms of Reference (Liz Gunn)

- Reminder of the Terms of Reference including:
 - Role/function/purpose of the CRG
 - CRG's relationship with PEG (Project Executive Group)
 - Selection of members to CRG
 - No quorum required for CRG meetings but Brendan highlighted there is currently nothing in the Terms of Reference detailing continual non-attendance, resignations from the group, if members move out of the council area or if their role with the community ceases. Brendan to keep an eye on group numbers and attendance and follow-up with PEG if needed.
 - Brendan attends PEG meetings regularly to discuss CRG
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- **Activity – Creating Spaces that Work (Brendan Lott, Chair)**
 - Brendan distributed the worksheet ‘CLIC-Creating Spaces that Work’.
 - Members formed into two small groups and worked through the first of nine ‘Spaces’ identified within the worksheet – ARRIVAL SPACE.
 - The following is a combination of responses received from both groups.

CLIC – Creating Spaces that Work

- **ARRIVAL SPACE**
- LARGE MEETING / EVENT SPACE
- TECHNOLOGY / TRAINING
- COLLECTION
- CHILDREN’S STORY TELLING
- TOY LIBRARY
- YOUNG ADULT AREA
- FAMILY HISTORY
- GALLERY

Determining the Function

What do you want the space to be used for?

- To be welcomed/welcoming
- Concierge service approach
- Signage with clear directions (which could include touchscreens, digital interactive maps)
- First point of contact
- Used for all services provided (one desk for all functions)
- To provide information and direct people to more specific areas
- Robust, touchable, engaging artwork (example given like the pigs in Rundle Mall)
- Waiting area

Who will be using this space?

- Everybody
- Library/council staff
- People with special needs (wheelchairs, double prams)
- Library users, gallery users, business people, customers requiring council services (a one-stop shop)

How many people will be using this space?

- A lot
- Depends on traffic flow

When will this space be used?

- During opening hours
- When facilities or services are being provided

Practicality and Usability

Should the furniture be fixed or movable?

- Group 1: movable, not heavy or clunky
- Group 2: probably fixed but adaptable

How durable does the furniture need to be?

- Highly durable but not too heavy

Will things be hung on the walls in this space?

- Yes
 - Art
 - Displays/display boards

Does this space flow into another space or would it have doors which can be closed?

- Flows into other spaces
- People welcomed and directed
- Double air-lock doors for safety

What are the Storage Requirements?

- Group 1: space to store bicycles, prams, umbrellas, dogs
- Group 2: None to minimal

Creating an Atmosphere

What are the lighting requirements for this space?

- As much natural light as possible keeping in mind glare on PCs

What sounds are needed in this space?

Not answered by either group

What is the air and temperature in this space?

Not answered by either group

The Vibe

Describe in a few words, the feeling, vibe or atmosphere of this space?

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- Artistic
 - Open
 - Welcoming
 - Light
 - Fresh

END of Activity

The two groups completed ARRIVAL SPACE within the constraints of very limited time, hence a commitment was made to review and finish this Space as the first priority for our next meeting.

Completion of the remaining eight spaces would then take up the remainder of the Agenda.

1. ARRIVAL SPACE
2. LARGE MEETING / EVENT SPACE
3. TECHNOLOGY / TRAINING
4. COLLECTION
5. CHILDREN'S STORY TELLING
6. TOY LIBRARY
7. YOUNG ADULT AREA
8. FAMILY HISTORY
9. GALLERY

END of Meeting

Meeting closed at 7.40 pm.

Next Meeting on Wednesday, 6 September 2017 at 6 – 7.30pm (*refreshments available from 5.30pm*)

Melissa O'Kelley and Prue Blaikie will both be an apology for the September meeting.