

March 2009

## Reference Group

The Urban Studies Centre (USC) will offer integrated library and history services on site at Emerald Hill, off-site in the community and on-line.

The Centre will incorporate a renewed library space to meet the future needs for residents of South Melbourne and the surrounding neighbourhood. In addition it will provide an accessible heritage and history research and display centre and associated services for residents, students and researchers.

The City of Port Phillip is seeking interested community representatives to participate on the Urban Studies Centre (USC) Reference Group.

The Reference Group will provide feedback on the library and history programs and services planned for the Urban Studies Centre and advice on a public information campaign for engaging with all stakeholders.

## Project Description

<p>Project</p>	<ul style="list-style-type: none"> <li>• The Urban Studies Centre (USC) is expected to open in late 2010 in Bank Street, South Melbourne</li> <li>• Sean Godsell Architects - a well-known Melbourne based architecture firm - has been engaged to refurbish the existing heritage building (Emerald Hill Post Office and Annexe), complimented by new building work.</li> <li>• The Centre will offer a mix of traditional and new library and history services on-site, on-line and off-site.</li> <li>• The design for the refurbishment and additional building has been completed, and the project is about to change focus to operations; in particular the development of programs and services.</li> <li>• Programs and services are being developed with end-user groups clearly in mind. These target audiences are outlined in the attached Audience table.</li> <li>• Further information about the USC can be found at on the CoPP website: <a href="http://www.portphillip.vic.gov.au/history_centre.html">http://www.portphillip.vic.gov.au/history_centre.html</a></li> </ul>
<p>Project Objectives</p>	<p>The Urban Studies Centre will:-</p> <ul style="list-style-type: none"> <li>• be resourced and operated to ensure audiences and users are offered an integrated range of library and heritage services and programs for both existing and new audiences (<b>integrated operation</b>)</li> <li>• continue to provide library and heritage services for existing audiences (<b>existing audiences</b>)</li> <li>• attract new audiences through the development of programs and services which cater to their specific learning and reading needs, interests and abilities (<b>new audiences</b>)</li> <li>• deliver programs and services on-site, off-site and on-line (<b>programs and services</b>)</li> <li>• be delivered via an Operations Plan within the context of the CoPP Budget Estimates and establish the budget and staff resources required for the delivery of the USC (<b>capacity</b>)</li> </ul>

**Urban Studies Centre Reference Group (USCRG)**  
**Terms of Reference**

Purpose	<p>USCRG will contribute to this next phase of the project by providing feedback and advice on the following:</p> <ol style="list-style-type: none"> <li><b>1. a draft of the USC Operations Plan</b> which is due for completion and presentation to Council by mid 2009. This Plan will outline the target audiences for the USC and describe the programs and services aimed at these audiences</li> <li><b>2. a public information campaign</b> to be implemented in the lead up to the opening of the USC.</li> </ol>
Membership	<p>The USCRG will comprise:</p> <ul style="list-style-type: none"> <li>• community members</li> <li>• cultural sector professionals</li> </ul> <p>Membership will be a maximum of 10 members representing the stakeholders and target audiences identified for the USC as follows:</p> <ul style="list-style-type: none"> <li>• Emerald Hill residents with a special interest in library services</li> <li>• Emerald Hill/CoPP residents with a special interest in history or cultural heritage services</li> <li>• South Melbourne businesses and organisations</li> <li>• cultural heritage and library professionals</li> <li>• school education sector</li> <li>• lifelong learning sector</li> <li>• community development workers</li> <li>• people with strong connections to people of diverse age groups</li> </ul>
Role & Responsibility	<p>The Reference Group will be contribute to the development of USC operations by:</p> <ul style="list-style-type: none"> <li>• offering creative and considered opinions and ideas about the future directions for library, history and cultural heritage services for the USC</li> <li>• considering the draft programs and services proposed for delivery through the USC and providing comment</li> <li>• providing feedback on the draft USC Operations Plan</li> <li>• identifying strategies for a communications plan aimed at providing timely information to the community and stakeholders about the USC</li> </ul>
Meetings & Resourcing	<ul style="list-style-type: none"> <li>• Up to a total of 4 meetings will be scheduled between April and the end of June 2009</li> <li>• meetings will be run to an agenda, be minuted and take for approximately 2 hours</li> <li>• venue location will be advised prior to each meeting, and may alternate between the St Kilda Town Hall, the Emerald Hill Library, and the South Melbourne Town Hall</li> <li>• the USCRG will be supported by staff from Curatorial and Library Services</li> <li>• the Project Manager – USC Programs, Services and Operations, will ensure that agendas and supporting material are circulated prior to meetings and minutes are circulated after meetings.</li> </ul>
Timelines	<ul style="list-style-type: none"> <li>• The USCRG will cease activities upon receipt of Council approval of the USC Operations Plan.</li> </ul>

Selection Criteria	<p>Council is now seeking applications for the community positions on the USCRG, and will use the following criteria when considering applications:-</p> <ol style="list-style-type: none"><li>1. <b>resident</b> in CoPP</li><li>2. <b>availability</b> for a minimum of 3 meetings from April until the end of June 2009.</li><li>3. <b>passion</b> for the successful delivery of a sustainable and innovative heritage and library centre offering traditional, new and integrated programs and services for diverse audiences</li><li>4. <b>knowledge</b> as an active user of specific library or heritage services and programs, including those using new technologies</li><li>5. <b>awareness</b> of what constitutes excellence in local library and history services</li><li>6. <b>commitment</b> to local community building</li><li>7. <b>ability</b> to work collaboratively and with complex issues</li></ol>
Selection Process	<ul style="list-style-type: none"><li>• Applicants will be sought through public advertisement through local newspapers and community networks.</li><li>• Applications should be in writing and need to address each selection criterion.</li><li>• Applications will close COB Thursday 19 March.</li><li>• Applications will be assessed against the above selection criteria.</li></ul>