ATTNDEES
Wayne Ford, Harry Stephenson, Lisa Brown, Bart Meehan, James Collet, Chris Neil, Surender Vasudeva, Paul Sjoberg, Karen Hill, Marianne Behnke, Kristyn Perry, Shirley Winton, Alex Chryss, Barry Hughes, Jamie Van Aalst

APOLOGIES
Delia Ritherdon, Keith Walker, Duncan Taylor, George Abraham, Su Wild-River

KEY POINTS AND ACTIONS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Speaker</th>
<th>Key Points</th>
<th>Action</th>
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<tbody>
<tr>
<td>Welcome and Apologies</td>
<td>Wayne Ford</td>
<td>• Reference group overview (reps for all areas)</td>
<td>Jamie Van Aalst to follow up with Duncan Taylor and Keith Walker re; representation as second no show</td>
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<tr>
<td>Feedback: AMC Interviews</td>
<td>AMC Interviews</td>
<td>• Staff are generally satisfied with concept and fit out design</td>
<td>Nil</td>
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<td></td>
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<td>• Issue: amount of space for each workstation area and space/storage requirements for each staff member</td>
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<td>• No central filing system in current design, storage is on each floor</td>
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<td>Issues:</td>
<td>Lisa Brown</td>
<td>• Each section areas need to be cleaned and files removed/achieved to enable storage requirements to be made.</td>
<td>Reference Group members to encourage staff to clean up areas/archive old files, etc</td>
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<td>Barry Hughes/Bart Meehan</td>
<td>Barry Hughes/Bart Meehan</td>
<td>• Onsite supervisor for cleaning services</td>
<td>Barry Hughes to advise Lisa Brown of space require needs for City Group</td>
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<td>• Contractor must be on-site and provided a working space</td>
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<tr>
<td>Name</td>
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<td>Marianne Behnke</td>
<td>• Staffing requirements for reception areas and sharing of administrative requirements throughout entire building</td>
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<td>Marianne Behnke to discuss with GM (CS)</td>
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<td>Nil</td>
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<td>David Cook</td>
<td>• Signing off on a floor plan is the first priority and is critical at this stage in the project to enable electrical/mechanical works to begin.</td>
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<td>• External issues with then be addressed</td>
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<td></td>
<td>Lisa Brown to arrange workshop with relevant F&amp;S personnel to brainstorm external issues / options</td>
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<td>Other Business</td>
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<td>Alex Chryss</td>
<td>• Latest floor plan is Version 1: to be emailed out by Karen Hill with other documents</td>
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<td>• Version number will change when the new updated floor plan is circulated</td>
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<td></td>
<td>Nil</td>
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<td>Jamie Van Aalst</td>
<td>• Communication: Harry Stephenson is the contact person for the project. Contact officers for meeting/agenda items Kristyn Perry/Shirley Winton</td>
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<td></td>
<td>Nil</td>
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Meeting closed at 11.45pm.