

Minutes



Our Corporate Values

- We serve the community
- We work together with honesty and respect
- We have a 'can do' attitude
- We take responsibility
- We listen, learn and improve
- We communicate effectively
- We take pride in the way we work

Wickham Community Hub (WCH) – Reference Group Meeting

Date: 11 December 2014

Time: 6.00pm – 8.00pm

Meeting Room: Wickham Bistro Conference Room

Attendees: Richard Goscombe – Wickham Chaplain
Michelle Cross – Wickham Art Group
Coral Callan – CSSU
Ross Humphries – Wickham Wolves & Wickham Warriors
Jo Halpin – Pilbara Health Network
Kelly Nunn – Wickham Playgroup
Taryn Higgins – Point Samson Community Association
Jill Polkinghorne – Proxy Wickham Craft Room
Matt Emery – Wickham Soccer
Brittany Cover – City of Karratha Youth Services
Melissa Munday – Wickham Library
Andrew Ward – City of Karratha
Leigh Cover – City of Karratha
Sean Shields – City of Karratha Project Manager
Natasha Hombsch – City of Karratha
Philip Gresley – Gresley Abas Architects
Alex Quin – Gresley Abas Architects
Peter Long - Mayor

Apologies: Fiona White-Hartig – Wickham Community Association
Kelly Franklin – Wickham Kindergym
Courtney Butler – Wickham Craft Room
Eddie Kovac – Wickham Squash Club
Naomi Randall – Netball
Brett Marsh – 6720 Muay Thai
Liam Kelly – Wickham Youth Group

Proxy Apologies:
Yohanna Kelly – Wickham Youth Group
Kirsty Stone – Wickham Community Association
Maddison Blomfield – 6720 Muay Thai
Graham Barnes – Wickham Squash Club

Meeting Purpose:

For the WCH Reference Group to meet Architects appointed to the WCH Project and finalise scope for the WCH.

Agenda Items Discussed:

1. Introductions

1.1 Project History

- Andrew Ward (AW) provided an overview recapitulating the history of the WCH Project, outlining how the Project originated with the partnership agreement between Rio Tinto and the City of Karratha; followed by an agreement with Wickham Community Association to amalgamate the Youth Centre Project with the WCH Project.
- This Project has been in progress for some eight years either by the Wickham Community Association or the City of Karratha managing the process. The last three to six months have proved to have inconsistencies with Wickham User Groups not agreeing on Scope and the Master Plan.
- AW thanked all Members for participating in the past and thanked Members for contributing now and going forward with the Project.

1.2 Terms of Reference (TofR)

- AW discussed the purpose of the TofR is to outline the responsibilities of the Members/Proxy's to attend, actively participate and advocate on behalf of the wider community. To address the needs of the community and achieve the intention of the Community Hub.
- AW advised the WCHRG is not the end decision maker. Leigh Cover (LC) as the City of Karratha Representative, will take all recommendations from the WCHRG Meetings to the Project Reference Group (PRG) and should it be required, to Council who ultimately make the final decision.
- It must be understood the decisions from the WCHRG may not be the Council resolution.
- Final version of TofR circulated the room for endorsement and signing.
- *Outcome: AW invited any questions from the WCHRG Members regarding the TofR and requested all Members (and their Proxy) to confirm their understanding of the TofR. All Members present at WCHRG meeting on 11.12.2014 confirmed their understanding of the TofR and signed the TofR.*
- The TofR document will be present at all WCHRG Meetings going forward for absent Members and Proxies to endorse.

1.3 Introduction of Chairperson

- AW introduced Richard Goscombe (RG), Wickham Chaplain as the WCHRG Meeting Chairperson.

- City of Karratha Chief Executive Officer reserved the right to nominate the Chairperson, and selected RG for the following reasons:
 - RG has lived in Wickham for six years;
 - RG has no direct involvement or needs from the facility;
 - He is impartial and maintains a balanced view;
 - RG knows the community well and has a good understanding of the issues and gaps in Wickham;
 - RG will be a facilitator of the Meetings and is not the decision maker.

1.4 Each WCHRG Member to introduce themselves, discuss their User Group (UG) and vision for the WCH

- Ross Humphries (RH) – Wickham Wolves and Wickham Warriors. RH advised their UG has 80 children plus parents and canteen patrons. RH priority is the Skate Park for Youth. Vision is to have the essentials of Library, Childcare, Medical Services and for the Hub to provide a balance of services for the community.
- Michelle Cross (MC) – Wickham Art Group. MC advised their UG has 10 Members. MC would like to expand and develop more workshops and programs. MC actively works with Youth (has been on the Wickham Youth Group committee for 11 years) and is regularly involved with the Primary School. High priority for MC is adequately providing for Wickham Youth and advocates for a good Skate Park in the WCH.
- Taryn Higgins (TH) – Point Samson Community Association. TH advised their UG has 18 Members. Her vision is to provide for the general consensus of what the community needs; to fill the gaps compared to the wants. TH supports maximum space for Not-For-Profit (NFP) groups.
- Sean Shields (SS) - Project Manager of the construction of WCH, Strategic Projects, City of Karratha.
- Melissa Munday (MM) – Wickham Library. MM advised the Library has 700 Members, with an average of 220 users per week, with a large portion of the User Group being indigenous. MM is happy with the centralised location for more exposure and hopes to offer an increased library service to the community once the WCH is open.
- Jo Halpin (JH) – Pilbara Health Network. JH advised they have a team of six staff and service Wickham, Roebourne, Point Samson. JH's vision is to have a permanent premises to provide Health Services to the community.
- Peter Long (PL) – Mayor – City of Karratha. PL advised he's been involved with the WCH Project for the past year. His vision is to provide the best facility possible for the community. PL is happy for the WCHRG to contact him with any issues.
- Coral Callan (CC) – CSSU. CC advised CSSU currently operate the NFP Childcare Facility in Wickham, providing day-care for 24 children. CC's vision is to stabilise After School Care in the WCH.
- Matt Emery (ME) – Soccer Club. ME advised their UG has 50 junior Members. ME's vision is for the WCH to compliment already established facilities within the vicinity.

- Richard Goscombe (RG) – Wickham Chaplain. RC advised he has been the Chaplain in Wickham for the past 6 years. His vision is for the WCH to display the vitality of the community. RG requests commitment from all Members and community to provide Wickham with a valuable facility that has positive impact on the town's future.
- Kelly Nunn (KN) – Wickham Playgroup. KN advised their UG has 65 members. They operate Playgroup and a separate 3+ Children's Program, both very successful. KN's vision is for the WCH to cater for all User Groups.
- Jill Polkinghorne (JP) – Wickham Craft Room. JP advised their UG has 20 Members and meet one to four times per week. Their group is increasing in numbers and Users are predominately Mums. JP's vision for the WCH is the rooms to be spacious enough to compliment the User Groups. High priority for JP is Doctor's rooms within the WCH.
- Natasha Hombsch (NH) – Project Officer – City of Karratha. NH advised she has taken over from Samantha Stewart, and will assist City of Karratha Representative, Leigh Cover, with the WCH Project.
- Brittany Cover – Youth Services – City of Karratha. BC advised they have 4,000 young people access their service in Wickham. BC is a strong supporter of Youth and her vision is for the Youth Space in the WCH to be easily accessible, user friendly and an atmosphere created for Youth to engage with.
- Alex Quin (AQ) – Architect – Gresley Abas. AQ advised Gresley Abas had been appointed as the Architect Company to facilitate designing the WCH. AQ advised they have read documents outlining the journey of the Project so far. AQ believes Hub's are the most important places that exist, and is excited about the WCH Project.
- Philip Gresely (PG) – Architect – Gresley Abas. PG advised he is the Director of Gresley Abas. PG informed they are the Architects who designed the Dampier Community Hub and acknowledges they are two completely different Projects. PG's vision is to come into the WCH Project with fresh eyes and listen to the community.

RG (Chairperson) suggested due to the history of the WCH Project, Members may be feeling nervous regarding future meetings. RG explained the WCHRG needs to stay focused on the needs of the community and not the wants. RG established important framework for meetings going forward - consensus of the WCHRG will be used in place of unanimity. Further explaining that every member agreeing on every point is a misconception; it is more important to be respectful of other Member's views and opinions and it is okay to disagree. *Outcome: RG called for any questions regarding consensus over unanimity. All Members present understood and agreed.*

RG invites LC to discuss the WCH Project Timeline.

2. WCH Project Timeline

2.1 Timeline – General

- LC outlined a high-level timeline required for the WCHRG to accomplish each milestone of the Project.
- LC stated the previous two years of the WCH Project has moved forwards and backwards, but it is now very important to stay on track and achieve each stage of the timeline to secure funding and to get the WCH built.
- AW advised WCHRG meetings need to be held monthly to achieve the timeline. Each meeting will be 1.5 – 2 hours maximum.
- The aim of this WCHRG meeting (11/12/2014) is to confirm and lock in final Scope of the WCH.
- The next meeting in January 2015 is to confirm the Management and use of the WCH facilities. LC explained this is important to discuss prior to Master planning as the conversation of “who” is managing spaces will assist in informing “where” they should be built.

2.2 Timeline – Master Plan Stage – February 2015

- The third WCHRG Meeting, to be held in February will be to confirm the Master Plan. LC requests PG (Architect) to explain the Master Plan stage.
- PG outlined the following points regarding the Master Plan (MP) stage:
 - Determines the relationship between facilities;
 - Confirms the Management of each facility;
 - Architects designs MP from the WCHRG direction and information;
 - What facility goes where;
 - Design MP using all information on winds, climate, existing facilities;
 - The MP brings together broad ideas;
 - Important for Members to have your say at this MP stage of the Project.
- LC reiterated the importance for Members to have their say at the MP Stage of the Project.
- Outcome: LC requested all Members present to confirm their understanding of the MP stage. All Members understood.

2.3 Timeline – Concept Design – March/April 2015

- The following WCHRG Meetings, to be held in March and April 2015 will be to confirm the Concept Design.
- LC provided information on the Concept Design stage of the Project:
 - Room sizes are determined;
 - Number of people who will use each space;
 - The stage the design takes shape;
 - Where the building comes out of the ground
 - LC requests PG (Architect) to explain the Concept Design Stage.

- PG Outlined the following points regarding the Concept Design Stage:
 - Concept Design looks into the future considering elements such as spaces, sizes of the spaces, relationships, materiality, sustainability, management, environment.
 - Agrees with LC, where the building starts to come out of the ground.
- Outcome: LC requested all Members present to confirm their understanding of the Concept Design stage. All Members understood.

2.4 Timeline – Schematic Design – June/July 2015

- The June and July 2015 WCHRG Meetings, will confirm the Schematic Design.
- LC advised Schematic Design stage develops the Concept Design into a very detailed and technical design, confirming detail from flooring type to mechanical detail.
- LC requests PG (Architect) to explain the Schematic Design Stage.
- PG advised Schematic Design stage is a sophisticated design where they seek expert advice from Engineers and technical specialists to ensure a very accurate and detailed design.
- Alex Quin (Architect) advised it was very important for all Members to understand the Architects need all ideas/detail/information/wants at the Master Plan stage, as the ideas at this stage are developed and evolved throughout Concept and Schematic design Stages and it is not feasible to go backwards or change at these more advanced stages.

2.5 Timeline – Funding

- LC advised reaching Schematic Design Stage in June/July 2015 is critical to secure Funding.
- Rio Tinto and City of Karratha have committed funds to the WCH Project, but other funding is not yet secured. City of Karratha needs Schematic Design complete in order to apply for funding through Royalties for Regions and Lotteries West. This funding is essential for the Project and is the reason complying with the proposed Timeline is so important.
- Royalties for Regions funding approval takes nine to twelve months. LC advised that the Dampier Hub funding application took 14 months.
- Outcome: LC asked if there were any questions in relation to the Timeline and importance of reaching each stage and especially Schematic Design by June/July 2015.
 - Taryn Higgins – does Funding determine specific facilities within the WCH?
 - AW answered yes, Rio Tinto and City of Karratha have a prescriptive funding agreement. Funding is to go towards essential items and any left over funding is for “wants”.

Discussion: RG (Chairperson) discussed how there is no need to go back to square one, a lot of ground work has already been done over the past two years. PG and AQ (Architects) are fresh eyes for the Project and already have all information, survey results and so on from previous community consultation.

RG advised of the need to replace current essential facilities due to the Department of Education taking back High School buildings and not paying for any maintenance or upkeep of these buildings.

Ross Humphries (RH) agreed outcome of final scope needs to reflect all community need.

3. Finalisation of Scope for the WCH Project

3.1 Essential Scope

- AW advised the following essential scope has previously been agreed upon and is also stipulated by funding:
 - Doctors Office
 - Childcare
 - Library
 - Multipurpose Rooms
 - Youth Drop In Centre and Office (*BC requested confirmation this Office is a Youth Office and not a NFP Office, AW confirmed this is a Youth Office*)
 - Discussion: RH questioned when sizes of these rooms are determined. AW advised this is to be decided in following meetings, at Concept Design stage.

3.2 Non-essential Scope

- LC advised it has been agreed previously to take ten-pin bowling alley out of Scope and is placed in the proposed Stage 2 of the WCH Project should external funding be sourced.
- LC advised it has been predetermined by Squash Members that they are happy with their current facility and would like a face-lift to the facility.
- LC requested WCHRG Members to now number the remaining non-essential scope in order from 1 – high priority, to 6 – lowest priority.

NUMBER 1 – NOT-FOR-PROFIT OFFICES

Discussion:

- RH – preference NFP Offices and Skate Park.
- BC – NFP Offices before Skate Park.
- JP – NFP Offices before Skate Park.
- RG (Chairperson) put forward NFP Offices are to be highest priority at number 1. All Members agreed and resolved NFP are to be number 1.

NUMBER 2 – SKATE PARK

Discussion:

- MC – Skate park high priority.
- RH – Big difference between Wickham Skate Park compared to Skate facilities Karratha and Roebourne have.
- BC – Current skate park in Wickham is unusable. Concrete and shaded area is too hot.
- ME – There can be up to 120 kids at skate park events. New Skate park is fundamental.
- TH – Skate Park caters for all ages.
- RG (Chairperson) put forward Skate Park is a high priority for the community and should be Number 2. All Members agreed and resolved Skate Park is number 2.

NUMBER 3 – SPLASH PAD

Discussion:

- JP – will Splash Pad be similar size and design to Karratha Leisureplex? LC answered it depends on funding allocation and other facilities. Currently \$1.6 million has been allocated for the Splash Pad and Playground. AW advised the Splash Pad at Karratha Leisureplex, built in 2012, was approximately \$1.8 million and (after further research post meeting) the size of the KL splash pad is roughly 250sqm.
- RH – Wickham has a young demographic, the pool is too deep for little kids, a Splash Pad would be safe and welcomed by many parents and kids.
- KN – There is a pool redevelopment is Stage 2 of the WCH Project, would a splash pad not be included when this happens? AW answered investigations for Stage 2 of the Project will happen over the next 12 months, however Stage 2 could potentially be 5 to 10 years away.
- RC and LC advised it has been determined the Community want the Splash Pad to be free use, therefore it is anticipated to be fenced at a low level for sanitary reasons. LC suggested the splash pad should be located close to the pool to increase passive surveillance and create economies of scale with the pool plant.
- JH – will the climate and heat in Wickham, the kids need a Splash Pad.
- JP asked if the splash pad is outside of the pool, what about damage? LC answered there are ways to combat vandalism and damage with passive surveillance by lifeguards, CCTV throughout the complex and good lighting to monitor, and ensure good build quality. There will be damage, but there are ways to minimise it.
- PG (Architect) – what are the expectations of the Spash Pad? RG answered, big enough to cater for different groups of kids. JP suggested it should be anticipated to be big enough for 3 to 4 different groups of kids.

- RG (Chairperson) put forward Splash Pad is next in line as a priority for the community and should be Number 3. All Members agreed and resolved Splash Pad is Number 3.

NUMBER 4 – REFRESH SQUASH FACILITIES

Discussion:

- MC – spoke on behalf of Squash Members advising they are happy with their current facility and having three squash courts. They would like it refreshed and integrated with the WCH. Priority for MC to upgrade Squash Facilities.
- RH – Current Squash facility requires renovations and air-conditioner upgrade.
- KN – Priority to renovate current Squash facilities.
- TH – asked is it part of the Project if it is not new? LC answered yes, it is part of the WCH Project.
- MC – Boxing also use the Squash building.
- CC – Is it possible to build an outdoor room onto the current Squash Building to integrate it to the new WCH building? LC advised this will be discussed in the next meeting.
- RG (Chairperson) put forward a refresh (paint, floors, air-conditioner) to Squash Facilities is next in line as a priority for the community and should be Number 4. All Members agreed and resolved *refreshed Squash Facilities* is Number 4.

NUMBER 5 – OLDER AGED CHILDREN'S PLAYGROUND

Discussion

- KN – happy with new playground facilities at Saylor Park.
- RH – older youth (10+) are interested in other things, not playgrounds.
- TH – Saylor Park can cater for all ages.
- MC – the aim of the older children's playground was to cater for teenagers.
- MM – has a 13 year old who utilises the Youth centre, not a playground.
- PL – doesn't believe the idea of older children's play ground should be completely eliminated, suggested a Youth Area, for example, a climbing wall could be integrated somewhere? LC answered, this is a possibility, and youth equipment may be incorporated externally to the Youth Space.
- RG (Chairperson) put forward the older children's playground is the lowest priority and should be placed at Number 5. All Members agreed and resolved older children's playground is Number 5.

KIOSK (CHANGED TO KITCHEN/SERVERY) – INTERGRATED WITH YOUTH SPACE

Discussion:

- MC – would like Kiosk facilities due to Bistro not being appropriate for children. Licensed facility more suitable for adults.
- BC – Need kitchen facilities for groups to make food, not kiosk. Can this be incorporated into Youth Space? AW answered yes, kitchen will be incorporated into Youth Space for multi-use.
- Outcome: Kiosk is no longer numbered for priority, instead a kitchen/servery is to be incorporated in the Essentials, Youth Drop In Centre and Office.

RC (Chairperson) confirmed the finalisation of Scope in order of 1 – high priority to 5 – lowest priority. RC asked if there are any further questions:

- PL – Is there work being done on the Hall? LC answered yes, the existing Hall is being refurbished.
- LC stated the philosophy of the WCH facility and the funding goes to multi-use. Different groups will be using the same spaces. The ethos of the WCH is lots of interaction of the Community, flexibility and multi-use.

4. Next WCHRG Meeting

- Next meeting confirmed for Thursday, 29th January 2015 6pm – 8pm.
- Next meeting will be held at the Wickham Library.

5. Closing comments

- RC thanked all Members for a good meeting, being pro-active and positive and well done on finalising Scope. NH will provide draft minutes within two business days, which Members can provide comment (within two business days of receiving draft minutes) before final minutes of meeting are issued.
- LC requested all Members to think about the Management of facilities before the next (January) meeting.
- RC closed the meeting at 8.00pm.