

# 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: 29 January 2015

Time: 6.00pm – 8.00pm

Meeting Room: Wickham Library

**Attendees:** Richard Goscombe – Wickham Chaplain  
Michelle Cross – Wickham Art Group  
Courtney Butler – Wickham Craft Room  
Eddie Kovac – Wickham Squash Club  
Liam Kelly – Wickham Youth Group  
Jo Halpin – Pilbara Health Network  
Deb Ross – CSSU (Proxy)  
Kelly Nunn – Wickham Playgroup  
Melissa Brown – Wickham Kindergym  
Brittany Cover – City of Karratha Youth Services  
Lesley de Bois – Wickham Library (Proxy)  
Ruth Ellis – Wickham Community Association (Proxy)  
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

**Apologies:** Fiona White-Hartig – Wickham Community Association  
Kelly Franklin – Wickham Kindergym  
Naomi Randall – Netball  
Brett Marsh – 6720 Muay Thai  
Coral Callan – CSSU  
Ross Humphries – Wickham Wolves & Wickham Warriors  
Taryn Higgins – Point Samson Community Association  
Melissa Munday – Wickham Library  
Matt Emery – Wickham Soccer

## Meeting Purpose:

For the Wickham Community Hub Reference Group (WCHRG) to determine the management of the WCH facilities.

## Agenda Items Discussed:

### 1. Introduction

- Chairperson Richard Goscombe (RG) reiterated the importance of group consensus for decision making throughout the WCHRG meetings.
- RG briefly summarised WCH scope as finalised in December WCHRG meeting.
- RG briefly summarised the December 2015 WCHRG minutes of meeting and outcomes.

### 2. Management of essential items

#### 2.1 Define the term 'management'

- Leigh Cover (LC) explained day-to-day management activities include:
  - Staffing,
  - Administration,
  - Coordinating maintenance and contractors,
  - Security and access to facilities,
  - Coordinating room hire and bookings,
  - Cleaning of facilities,
  - Payment of outgoing expenses (electricity, gas, water, etc).
- Management of WCH facilities does not include programming and delivery of services.
- Andrew Ward (AW) confirmed you do not have to manage the space to hire the space.
- Melissa Brown (MB) asked if the Wickham Hall is included in the WCH Project. AW confirmed it is and is currently managed by the City of Karratha (City). Map attached.

#### 2.2 Management of Medical Rooms

- *Clarification, Doctors Office will now be referred to as Medical Rooms.*

##### Discussion:

- Jo Halpin (JH) advised if Pilbara Health Network (PHN) were to occupy these rooms, they would need to manage the space themselves due to computer system and private electronic files, sharps and special bins, require own reception area and booking system, areas need to be secured and restricted access.
- JH confirmed PHN and Rio Tinto have an agreement in place for PHN to operate in the current temporary facility until the WCH is built. The current facility has 10 rooms. JH determined PHN would need 200 square meters to house all PHN services.
- AW advised there are currently up to 3 medical rooms scoped in the WCH. The original proposal for these rooms were to be utilised as Doctor's offices. PHN may have to find additional premises in addition to WCH medical rooms.

- Kelly Nunn (KN) asked if lease for the medical rooms will be available to PHN only or offered to other allied services? LC responded if other allied services are interested in leasing the medical rooms, it will go to formal tender process.

*Outcome: Consensus of WCHRG resolved that it is recommended the Medical Rooms are to be leased and managed by PHN, or if other allied services are interested, the successful health service will be determined by a formal procurement process undertaken by the City.*

## **2.3 Management of Childcare Centre**

### Discussion:

- Deb Ross (DR) provided background on current CSSU Childcare Centre in Wickham. Provides 24 placements for children, with waitlist of 10 children. WCH childcare centre would cater for 50 childcare placements and DR believes CSSU have the ability to fill these places. DR advises a need for after school and vacation care in Wickham.
- DR advised CSSU would lease and manage childcare centre within WCH if successful in tendering for this space.
- AW confirmed the City owns the current CSSU facility. It is aging and requires regular maintenance work. This building is not included in the WCH Project and the future of it will be decided by the City at a later date.
- *Outcome: Consensus of WCHRG resolved that it is recommended the Childcare Centre will be leased and the successful childcare service will be determined by a formal procurement process undertaken by the City.*

## **2.4 Management of Library**

### Discussion:

- LC confirmed the size of the WCH Library will be approximately 160 square meters. AW advised approximately the same size of the current Wickham Library without the ancillary services – kitchen and toilets.
- RG asked how many square meters is entire WCH facility. AQ responded a rough guide from reading past WCH documents is 1,800 square meters.
- *Outcome: Consensus of WCHRG resolved that it is recommended the Library will be managed by the City.*

## **2.5 Management of Multipurpose Rooms and Medium Hall**

### Discussion:

- LC initiated discussion advising Multipurpose (MP) rooms are very flexible to enable different users in the same space. Lockable cupboards will be designed as per user groups needs. Potential users of MP rooms will be playgroups, arts, craft, yoga, casual/regular meetings.
- LC advised there are two management options for the MP rooms, the City can manage this space, or it can be tendered out for a business or community group to manage.
- RG requested Ruth Ellis (RE) to advise if the Wickham Community Association (WCA) are interested in the management of these MP rooms? RE advised this has not been discussed at any length in the WCA meetings.

- Liam Kelly (LK) asked where the Youth equipment, including pool tables, would be placed? RG responded the MP Rooms is a separate entity to the Youth Drop In Centre, which will house all of the current youth equipment.
- *Outcome: Consensus of the WCHRG resolved the Multipurpose Rooms and Medium Hall will be managed by the City.*

## **2.6 Management of Existing Wickham Community Hall**

- LC confirmed kindergym and martial arts will be located at the refurbished Wickham Community Hall (WCH).
- MB advised kindergym's main requirement is storage for all equipment, including gymnastics equipment. AW notes there are storage requirements. Kindergym will be relocated to the refurbished WCH, where storage space for users will be expanded, within reason.
- *Outcome: Consensus of the WCHRG resolved the existing Wickham Community Hall will be managed by the City.*

## **2.7 Management of Youth Drop In Centre and Office**

- RG requested the City to provide background information on how the current youth services operate within Wickham. AW advised the City took over the management and operation of the Wickham Youth Services (WYS) in February 2014, due to a funding agreement with Rio Tinto to manage and operate this service. Prior to City management, the Wickham Youth Group (WYG) managed the WYS.
- Brittany Cover (BC) advised since the City has taken over the management and operations of the WYS, they have had great success with over 100% engagement rate in 12 months, detailing in 2014 they had 5,000 visits, compared to 2,000 visits in 2013. BC advised from a management perspective, the same organisation needs to manage and operate the Youth Drop In Centre and Office (YDIC).
- AW discussed the current Memorandum of Understanding (MOU) in place between the City and the WYG for the management and operations of the WYS, detailing arrangements such as use of WYG equipment, WYG involvement and provision of strategic direction/advice for youth programs and services. AW/BC/LC advised it was envisaged that the City would manage the operations of the YDIC as is, under the management of the City and continue the MOU with WYG as an important key stakeholder.
- LC asked LK if the WYG was satisfied with the current management and operation of the WYS. LK responded WYG is happy with the current operations and is happy for the City to continue management and operations of the YDIC, with the WYG continuing to be a key stakeholder.
- LK questioned the decision from previous WCHRG meeting of the kiosk being changed to a kitchen/servery within the Wickham YDIC. RG reiterated reasoning from minutes of December 2014 WCHRG meeting. LK believes it needs to service public patrons, not just a kitchen for internal users to make food. LK suggested it would be a good opportunity for Youth to gain funding.
- BC suggested the kitchen could still operate as a kiosk within the YDIC space.

- LC advised there can be multi-facets to this kitchen area, options can be discussed with the architects in the master planning stage. The decision of incorporating the kitchen/servery within YDIC space was because a kitchen facility for the youth was a priority. It is important to attend the next master planning meeting to discuss and finalise design of this space.
- *Outcome: Consensus of the WCHRG resolved that it is recommended the Wickham Youth Drop In Centre and Office (with kitchen/servery) will be managed by the City.*

### **3. Management of Non-essential items**

#### **3.1 NOT FOR PROFIT OFFICES**

##### Discussion

- AW advised these offices are generally tendered out to not-for-profit (NFP) groups for a 12 month lease. There will be up to 3 NFP offices in the WCH.
- KN questioned who is considered a NFP group? LC responded examples NFP groups are counselling services, Department of Sport and Recreation, community associations, Anglicare, LINK.
- RG suggested the City could manage NFP offices and take bookings for various users to hire the space.
- KN advised community groups, such as playgroup, require office space to work. MC suggested one NFP office could be used for all community groups to use on a shared basis.
- AW advised there are limitations to the multi-use of an office, but the City can explore options. SS advised the NFP offices are generally purpose built for office use, not multi-use.
- LDB suggested community groups make use of the Library to work. There are 6 computer stations which can be booked for the time required. Library hours may extend dependant on patronage and need.
- KN asked is the Council happy to accept management of the majority of the WCH facilities. AW responded yes, the City maintains strong relationships with funding partners and considers all of the operational and life cycle costings of managing these facilities. Council have proven success at managing similar facilities. LC advised the City have the capacity to deliver with access to corporate resources required to manage the facility.
- *Outcome: Consensus of the WCHRG resolved that it is recommended the Not-For-Profit Offices will be managed by the City. The option of one office dedicated to community groups multi-use will be considered.*

#### **3.2 SKATE PARK**

##### Discussion:

- Confirmed the Skate Park will not be a linear design. Architects have noted this from previous WCH consultation documentation and will propose new options in future master planning meetings. The recent construction of a skate park in Roebourne was cited as a good example.
- *Outcome: Consensus of the WCHRG resolved that it is recommended the Skate Park will be managed by the City.*

### **3.3 SPLASH PAD**

- *Outcome: Consensus of the WCHRG resolved that it is recommended the Splash Pad will be managed by the City.*

### **3.4 SQUASH FACILITIES**

#### *Discussion:*

- RG confirmed the Squash Facilities will remain an independent entity from the remainder of the WCH facilities and managed and operated under its current arrangement.
- Eddie Kovac (EK) advised Rio Tinto own the squash building and have a commercial lease with the Wickham Squash Club (WSC) to manage and operate this facility. Rio Tinto provide all maintenance on the outside of the building while the WSC are responsible for maintaining the inside of the facility. The air-conditioning is the only outstanding issue. The lease is due for renewal in June 2015 and EK believes it will be favourable for the WSC. Therefore, the Squash Facility does not require any interior refurbishment, however, any improvements offered will be well received.
- PG/AQ advised ownership of the building is important for Architects to know with regards to integrating the building with the rest of the WCH. AW advised he believed there will be no issues with integrating this building into the WCH.
- *Outcome: Consensus of the WCHRG resolved that it is recommended the Squash Facility remains autonomous and will continue to be managed and operated by the Wickham Squash Club.*

### **3.5 OLDER AGED CHILDRENS PLAYGROUND**

- RG confirmed the older aged children's playground was placed as lowest priority of non-essential items to be included within the WCH, with the potential of a climbing wall added in the youth space, therefore determining management of this space is not required.
- AW/LC advised members not to fixate on a climbing wall, if there are surplus funds after all other WCH spaces are accounted for, other value additions should be considered, a climbing wall was only a suggestion from the group.
- BC advised she has recently undertaken a community consultation for youth outdoor equipment and the most popular items were hit-up walls and outdoor (concrete) table tennis. Philip Gresley (PG) confirmed these are popular choices at the moment.
- *Outcome: Consensus of the WCHRG resolved that it is recommended the Older Aged Children's Playground does not require management to be determined as other value additions / outdoor equipment for youth will be decided dependant on funding and included under the management of where it is built. Gresley Abas to provide options of potential equipment through the design process.*

## **4. Next WCHRG Meeting**

- Next meeting confirmed for Thursday, 26<sup>th</sup> February 2015, 6pm – 8pm.
- Next meeting will be held at the Wickham Library.

## 5. Closing comments

- RG requested volunteers to communicate all WCH information and updates to the wider community. SS volunteered to coordinate a media release updating WCH Project progress through the City's quarterly Wickham newsletter. This information along with minutes of meeting can also be distributed by all members and proxies to their respective community groups. RG also requested Wickham facebook page to be updated.
- RG requested all members to discuss wants and needs of the WCH facilities with their respective community group. RG reiterated the next WCHRG meeting, master planning, is the critical time to put all information and requests forward.
- Natasha Hombsch (NH) will confirm arrangements for each member to meet with Gresley Abas Architects (PG and AQ) individually for consultation prior to the next WCHRG meeting. Each WCHRG member will need to book a consultation session with NH once dates have been confirmed. NH will advise confirmed date and details via email on Thursday, 5<sup>th</sup> February 2015.
- RG closed the meeting at 8.00pm.