

# 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: 6 May 2015

Time: 6.00pm – 8.00pm

Meeting Location: Wickham Library

**Attendees:** Richard Goscombe – Wickham Chaplain  
Yohanna Kelly – Wickham Community Association  
Ross Humphries – Wickham Wolves & Wickham Warriors  
Jo Halpin – Pilbara Health Network  
Kelly Nunn – Wickham Playgroup  
Sarah Short – CSSU  
Eddie Kovac – Wickham Squash Club  
Courtney Butler – Wickham Craft Room  
Liam Kelly – Wickham Youth Group  
Melissa Munday – Wickham Library  
Sean Shields – City of Karratha Project Manager  
Leigh Cover – City of Karratha  
Natasha Hombsch – City of Karratha

**Apologies:** Fiona White-Hartig – Wickham Community Association  
Taryn Higgins – Point Samson Community Association  
Naomi Randall – Netball  
Brett Marsh – 6720 Muay Thai  
Dani Hutchings – Wickham Kindergym  
Michelle Cross – Wickham Art Group  
Brittany Cover – City of Karratha Youth Services  
Andrew Ward – City of Karratha  
Philip Gresley – Gresley Abas Architects  
Alex Quin – Gresley Abas Architects

## **Meeting Purpose:**

To discuss the WCH Project Return Brief and works complete to date. To finalise all user groups usage and storage requirements for each WCH space.

## **Agenda Items Discussed:**

### **1. Introductions**

- 1.1 Richard Goscombe (RG) opened the meeting outlining the key objectives of the May WCH Reference Group (WCHRG) meeting:
  - Confirm usage of WCH spaces;
  - Determine storage requirements of WCH spaces;
  - Discuss details regarding the WCH information to be displayed at the Love Where You Live event on 6 June 2015.
- 1.2 Leigh Cover (LC) discussed the WCH Project Return Brief (Brief) and works completed to date, outlining the following key points:
  - The WCH Project is currently five (5) weeks behind the anticipated schedule. This is mainly due to a delay in Gresley Abas Architects (GA) receiving all of the necessary information to complete the WCH Return Brief. LC apologised to the WCHRG for the project delay.
  - LC detailed how comprehensive the Brief is and the fact it is a 350-page document detailing every facet of the project.
  - The Brief needs to be reviewed, discussed, amended and agreed upon before GA can move into concept design.
  - The purpose of this meeting is to confirm usage of rooms and storage spaces for the WCH Project. This is important information for GA to produce the concept design and may reduce the concept design consultation to one WCHRG meeting only, in place of two meetings.
  - GA have appointed a new Architect to their team, Filipa Matos (FM), who will work with Philip Gresley (PG) and Alex Quin (AQ) on the WCH Project. It is intended FM will attend the next WCHRG meeting, along with PG and AQ to present concept design. AQ will be the lead Architect on the WCH Project moving forward.
- 1.3 Each WCHRG member received a schedule of anticipated group usage for the WCH spaces (Attachment 1) and a schedule of projected storage for each of these spaces (Attachment 2) to refer to throughout the meeting.

### **2. WCH room usage schedule and storage**

#### **2.1 Multi-purpose Room 1 (MP1)**

##### **Usage:**

- Kelly Nunn (KN) confirmed the anticipated usage schedule for playgroup is correct.
- Sarah Short (CSSU) confirmed the anticipated usage schedule for childcare after school care is correct.
- KN advised a Post Natal Depression class used to run on Saturday mornings which may start up again.
- KN and Courtney Butler (CB) advised they will require access to office space to prepare for the playgroup and 3+ sessions. LC and KN confirmed this was discussed in previous WCHRG meetings, that community groups may lease and share a Not-For-Profit (NFP) office.
- KN advised this MP1 room will be largely set up with children's equipment that will not be put away into storage. What is the expectation if other groups wish to use this space? LC advised it is the expectation that most furniture can be put away or pushed aside if another group book this room. LC advised there will be cabinets and shelving within the MP rooms

so a lot of equipment/toys can be put away after each session. Playgroup need to expect other groups, i.e. after school childcare, will utilise their furniture if it is left set up in the room.

- CSSU advised after school care may need a desk for children to do school work. Sean Shields (SS) advised a desk can be designed to retract from the wall and set up when required.

**Storage:**

- LC confirmed the proposed MP1 spaces are as follows:
  - Internal room area: 70sqm;
  - Internal storage room: 24sqm (2 x 12sqm storage rooms);
  - External area: 94sqm;
- KN confirmed playgroup will require outdoor storage for playgroup outdoor toys and equipment.
- KN and CB were concerned with the allocated internal storage for playgroup and their 3+ program. CSSU confirmed the internal storage in MP1 for childcare could be reduced due to the Early Learning Centre (ELC) being directly next door and having access to extra storage in the ELC space.
- LC suggested the following:
  - 1 x internal storage room is increased to 14sqm (for playgroup and 3+ program);
  - 1 x internal storage room is decreased to 10sqm (for after school childcare).
- KN, CB and CSSU all agreed the suggested storage adjustment for MP1 is suitable.
- Outcome: All WCHRG members resolved MP1 storage is as follows:
  - MP1 internal storage room 1 – 14sqm, for playgroup and 3+ program use;
  - MP1 internal storage room 2 – 10sqm, for afterschool childcare use;
  - External storage for playgroup equipment is required.

## 2.2 Multi-purpose Room 2 (MP2)

**Usage:**

- Usage schedule needs to be confirmed with Yoga, Scrapbook and Wickham Art Group (WAG) representatives.
- KN suggested dance classes be moved to the Medium Hall.

**Storage:**

- LC confirmed the proposed MP2 spaces are as follows:
  - Internal room area: 70sqm;
  - Internal storage room: 24sqm (2 x 12sqm storage rooms);
  - External area: 94sqm;
- LC advised 1 x internal storage room is required to store tables and chairs for events and functions held in the Medium Hall/MP2/Youth space. This internal store room needs external access.
- Suggested by various WCHRG members 1 x 12sqm will be suffice for planned usage of room.
- SS suggested a lockable cabinet on rollers can be allocated to the main user groups in MP2 for storage efficiency.
- Outcome: All WCHRG members resolved MP2 storage is as follows:
  - MP2 internal storage room 1 – 12sqm, for user groups of MP2;
  - MP2 internal storage room 2 – 12sqm, to store tables and chairs for functions held in the Medium Hall/MP2/Youth spaces;
  - **Action:** WAG to provide comment on storage requirements.

## 2.3 Medium Hall

### **Usage:**

- The WCHRG determined the main user groups of the Medium Hall will be City fitness, dance and drama classes. This space can be opened up to the MP2 room and Youth space to create a function and event space of approximately 250sqm.
- Melissa Munday (MM) advised the Dance Fit instructor will increase classes when WCH is operational and more time allocations become available.
- KN requested mirrors for dance and fitness classes. LC suggested if mirrors are required for majority of groups using this space, they could be permanently installed with some type of block out or curtain to cover them when not required.

### **Storage:**

- LC confirmed the proposed Medium Hall space as follows:
  - Internal area: 90sqm;
  - No storage room allocated – chairs and tables for functions will be stored in 1 x MP2 store room of 12sqm.
  - Small storage may be required pending discussion with group exercise instructors.

## 2.4 Refurbished Wickham Community Hall

### **Usage:**

- Ross Humphries (RH) advised PEAK1 Boxing also have sparring sessions on Monday, Wednesday and Friday evenings from approximately 6.30pm-8.30pm.
- It is noted Tae Kwon Do, Muay Thai and PEAK1 Boxing classes are all currently scheduled at similar times. LC advised this will need to be considered by the user groups and facility management and see if the space can incorporate two class sessions simultaneously.

### **Storage:**

- Eddie Kovac (EK) advised the space PEAK1 Boxing will move out of is a large space that the Squash Club are happy to be utilised by the community. RH suggested it should be used for storage for Wickham sports clubs.
- KN confirmed Kindergym have approximately three (3) sea containers full of equipment. This includes gymnastics equipment, classes do not currently run. KN advised it most equipment needs to be stored on site, however some does not need to be directly accessed internally.
- Outcome: All WCHRG members resolved the following:
  - **Action:** KN and RH to provide details regarding which community groups require storage at the Squash Courts (when PEAK1 Boxing move to the refurbished Wickham Community Hall);

## 2.5 Youth Centre

### **Storage**

- LC confirmed the proposed Youth Centre space as follows:
  - Internal area: 110sqm
  - Internal storage: 12sqm
  - External storage shed: 20sqm
- LC advised WCHRG member, City Youth Services Coordinator, Brittany Cover (BC) suggested the internal storage room of 15sqm would be sufficient. BC requested Wickham Youth Group (WYG) provide comment on the external storage shed for their equipment storage.
- Liam Kelly (LK) confirmed a 20sqm external shed is suitable.
- Yohanna Kelly (YK) advised the shed would need to be cooled. LC suggested the shed could be cooled by make-up air. LK and YK confirmed this would be acceptable.
- Outcome: All WCHRG members resolved Youth Centre storage is as follows:

- BC has requested an internal storage room increase to 15sqm;
- External storage shed of 20sqm is suitable and is to be cooled.

## 2.6 NFP Offices

### **Storage:**

- LC confirmed the proposed three (3) NFP offices each have the following space:
  - Internal office area: 16sqm;
  - Internal storage room: 4sqm;
  - Total: 20sqm per office.
- SS suggested the 3 NFP offices be different sizes with proportional storage space to provide flexibility. Example as follows:
  - 1 x 12sqm NFP office, plus 3sqm storage;
  - 1 x 16sqm NFP office, plus 4sqm storage;
  - 1 x 20sqm NFP office, plus 5sqm storage.
- Various members suggested storage rooms be incorporated into the office floor space and have lockable storage cabinets instead of a separate storage room.
- LC suggested the office floor space is suffice for the NFP offices and take the allocated storage space of 12sqm from NFP offices to increase the Medium Hall storage space. LC confirmed the tenants of the NFP offices pay on a sqm basis, this includes storage area.
- Outcome: All WCHRG members resolved to leave the NFP office total space allocation of 60sqm until concept design stage and review.

## 3. Closing comments

- RH advised there are currently no suitable toilet amenities at the Wickham Recreation Precinct to be used by the community when playing sport etc. LC confirmed the public will have 24/7 access to the common toilet facilities near the Youth Centre (marked as Change/WC on the WCH Master Plan – Attachment 3).
- LC confirmed there will also be common toilet amenities on the library side of the Master Plan. It is not marked on the Master Plan, it is anticipated public toilet amenities will be incorporated into the entrance to the WCH/library.
- RG advised the Love Where You Live event is held on Saturday, 6 June 2015 from 6.00pm – 9.00pm. **Action:** Members are to nominate themselves to Natasha Hombsch to take part in the stall, along with City representatives, to present the WCH Project to the community. City Officers will request an expanded Master Plan from Gresley Abas Architects (GA) that incorporates all other WCH project scope including:
  - Splash Pad;
  - Wickham Community Hall; and
  - The current childcare facility proposed to be used as the Wickham Medical Centre.
- RH suggested a list of key stakeholders (WCHRG members) be available to present to the community, so the WCH Project consultation process can be appreciated and the WCHRG members can be recognised for their time and input.
- LC advised the WCH Project should reach schematic design stage in 4 months, approximately August 2015. Schematic design will be a “stop/go” point to secure funding.
- The next WCHRG meeting is confirmed for Wednesday, 10 June 2015. GA will attend this meeting to present concept design.
- RG closed the meeting at 8.15pm.