

# community engagement workshops

phase 01

sanctuary point library

<b>Date</b>	<b>Description</b>	<b>Revision</b>
09 Feb 2021	Issue to Client (SCC).	A

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## 2.0 SUMMARY

### Summary of Key Points from External Stakeholder Workshop

Reviewing the three Group presentations and the general discussion, the common key points, not in any order were:

- How will car parking be addressed since the footprint of the proposed Library means loss of existing car parking.
- Safety at the library and surrounds, including surveillance and accessibility.
- Children's need.
- Significance of the library in context of the overall Sanctuary Point Town Centre. It was generally agreed that collaboration (between public and private interests) and integration of initiatives (the library and 'Revitalise Sanctuary Point') was a positive way forward.
- Internal and external design should reflect the District – all communities including the indigenous population, local artworks and the natural environment.

### Summary of Key Points Raised in the Community Group Workshop

The Group discussion and the general discussion, the common key points, not in any order were:

- Consultation should be inclusive of the aboriginal community.
- Car parking – options, costs, considered in relation to the broader area.
- Further council consultation with 'Revitalise Sanctuary Point'.
- What would be available technology: WiFi, presentation facility.
- Consider designs for internal and external to reflect local/ natural catchment/environment.
- Special attention to children, youth and family areas.
- Consider meeting rooms and quiet spaces.
- Consider on-site café.
- Consider outdoor and green space.
- Care with budget. Community priorities?



# appendix





# PHASE 1 FACILITATOR'S REPORT

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Prepared by  
Danny Wiggins  
Facilitator

## Introduction

### 1. Engagement aims and desired outcomes

The two **aims** of the Community Engagement Process were to:

- generate a Community Engagement Strategy, and
- coordinate the community engagement activities.

The **objective** of the engagement was to canvas the Bay and Basin community, and community representatives on:

- their general views about the district library
- the nature of their current and future library needs
- uses for the library building
- access to the library.

The **desired outcome**, at completion of the community engagement sessions, is that the community will:

- be aware of the project, its objectives and process
- feel that they have had the opportunity to be involved in the process
- have provided input to the concept plan.

### 2. Community engagement strategy and activities

The approach proposed engagement on two levels – breadth and in-depth. The detail was determined in consultation with council's Project Management Group, and in accordance with council policies and procedures. For instance, in accordance with council's Community Participation Values (and Community Participation Plan).

- **Breadth** of engagement. Use of council's Get Involved web page, prior to the preparation of the concept design– informing the general community of the next stage in delivering the District Library and seeking EOIs for involvement in the Community Workshops. The Presentation Day, following development of the concept plan, is also aimed at the broader community.
- **Depth** of engagement through four facilitated Workshops. In the first stage (prior to the holiday break) there was an External Stakeholder Workshop with landowners, businesses and community organisations (December 2) and (in response to the EOI) two Community Workshops (December 9). A further workshop with external stakeholders is planned for February 2021. The Presentation Day, in February, will also be an opportunity for in-depth discussion.

#### a) Step 1 Informing the community (December 2020)

Broad distribution of information – informing the community about the project, through council's website, seeking comments ('Get Involved Shoalhaven'), and canvassing expressions of interest (EOI) for the workshops (see below).

## **b) Step 2 Eternal Stakeholder and Community Workshops (early December 2020)**

The second step, during the concept design stage, was three facilitated workshop sessions – one with external stakeholder and two with the broader community. The list of stakeholders was determined in consultation with council staff. The mix of participants at the community workshops was drawn from responses to the EOI (on council's website).

Council provided the venue (and catering) for the workshops.

## **c) First report to council and the community**

A report on the workshop sessions and general website comments (to date) was provided to the Council and the Design Team and will be summarised on council's website. This document is that Report.

## **d) Step 3 Community Presentation Day**

The Presentation Day is planned for February. It is to be targeted at the broad Bay and Basin community and is an opportunity for in-depth discussion. A display of the developed design will include:

- Display panel of drawings
- CAD fly-through
- Explanatory concept sketches
- Handout flyer, with space for written comments (and reiterating the web-address).

The Design Team and the facilitator will engage with those who attend, explaining details and recording discussions and key points raised.

## **e) Second report to council and the community**

Report on outcomes of the Presentation Day and additional community comments will be provided to the council and the Design Team and summarised on council's website.

## **f) Informing the community of progress**

The community will be informed of progress by updates to council's website, in consultation with the council.

# **Key points raised at the Phase 1 Workshops**

## **a) The External Stakeholder Workshop**

Reviewing the three Group presentations and the general discussion the **common key points** (not in any order) were:

- Footprint of the building means loss of carparking. How will car parking be addressed?
- Safety at the library and surrounds, including surveillance and accessibility
- Children's needs
- Significance of the library in context of the overall Sanctuary Point Town Centre. It was generally agreed that collaboration (between public and private interests) and integration of initiatives (the library and 'Revitalise Sanctuary Point') was a positive way forward
- Internal and external design should reflect the district – all communities (including the indigenous population) and the natural environment.

**The Overview of Proceeding of the Eternal Stakeholder Workshop is provided at Appendix 1**

**b) The first community workshop**

Reviewing the three Group presentations and the general discussion, the **common key points** (not in any order) were:

- Consultation should be inclusive of the aboriginal community
- Car parking –options, costs, considered in relation to the broader area
- Further council consultation with ‘Revitalise Sanctuary Point’
- Technology available
- Designs (internal and external) to reflect local/ natural catchment/environment
- Special attention to children, youth and family areas
- Meeting rooms
- On-site café
- Outdoor space
- Care with budget. Community priorities?

**c) The second community workshop**

Reviewing the discussion, the **key points** (not in any order) were:

- Ongoing costs
- Incorporating history/culture
- Early literacy needs
- Exterior design: iconic, glass, natural environment (location in relation to police station)
- Parking
- Interior: art
- Performance space
- A community centre

**The Overviews of Proceeding of the Community Workshops is provided at Appendix 2**

## **Additional comments on council’s website**

There were four comments, in summary:

- The need to involve high school students in the workshops
- Sanctuary Point is the wrong site (near ‘the big club’). The Library should be near the main High School.
- Site A is the best site
- For council to consider the inclusion of a ‘Pinkbox’ vending machine to provide for the needs of homeless and at-risk women and girls by providing them with free sanitary items

The submissions are included at **Appendix 3**

Sanctuary Point District Library  
Community Engagement Process  
External Stakeholder Workshop  
Wednesday 2 December 2020

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External Stakeholder Workshop

## OVERVIEW OF PROCEEDINGS

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Prepared by  
Danny Wiggins  
Facilitator

### Introduction

The Workshop was attended by 10 participants, representing a range of stakeholders from amongst those invited by the Council, because of their interest (as landowners/business operators or community organisations) in the locality and/ or previous involvement in the history of the Library. Council staff and a representative of the Design Team were also present. A full list of those that attended is provided at **Attachment 2**.

Following introductions, the facilitator commenced proceedings by outlining the overall Community Engagement Strategy for the District Library:

- Pre-concept plan engagement: 3 workshops (now); building on council website comments
- Presentation day: concept plans (February 2021)
- External stakeholder briefing/ workshop No.2 (February 2021)
- Development Application exhibition (mid-2021)

### Objectives of the External Stakeholder Workshop

1. Update participants on the project – consultation to date, current status and future steps
2. Seek comments to inform the preparation of a draft concept plan, including:
  - The site's opportunities and constraints: how the development could address these?
  - How the library could be designed to work with the existing/planned shops, club and public areas to create a great town centre
  - How the new building could feel internally to its users, and possible options for its bulk and scale.

### 3. Where to from here?

The Program reflected this, commencing with background and current status, followed by a 'virtual tour' of a range of libraries. Participants engaged in small group discussion on opportunities/constraints and key issues, with a spokesperson presenting to the full group and a general discussion. A 'where to from here?' concluded proceedings.

The Program and Small Group Instructions are provided at **Attachment 3**. The instruction sheet nominated possible discussion points (as per the objectives above).

## History of the Library development and the current Brief

Presentations commenced with Jessica Volkanovski (Council's Senior Community Planner) providing a brief summary of the history to-date – from the site-selection process to the recent appointment of Brewster Hjorth as architects for the project. Wes Hindmarch and the facilitator (Danny Wiggins) are members of that Team.

## A virtual tour of libraries

Before small group discussions commenced, Wes Hindmarch provided a 'tour' (slide show) of a range of libraries, focussing on relevant themes. The designs were projects that involved the Design Team. The objective was to stimulate group discussion of preferences for library design and elements, including:

- Appearance
- Artwork and signage
- Children's library

## Small group work: key points, and general discussion

In each group, a scribe made a list of the points raised in the group discussion ('the long list'). These were collected and are provided at **Attachment 1**. As requested, each group nominated their three key points and a spokesperson presented this to the full group. Group members were invited to comment, followed by a general discussion.

## Group One

1. Significance of children and their spaces/focus:
  - A safe place
  - Ability to support playgroups
  - WiFi
  - Separate spaces for youth
  - Rooms available for hire, to link with Child and Family Services / Counselling Services/Allied Services
  - 'A place to hang out'
2. Disjointed nature of the Town Centre:
  - Shops in different areas, relation to the sportsground
  - Safety. Back car park 'dark and problems with misadventure'

- Need for continuity of flow (for access) to and from the Library. Destinations – the Club, shops, car parks
  - Consistent media on pathways – safety for prams, disability access
  - ‘Scope’ of the Library – influences beyond the building
3. Open space and surrounds:
- Need for external open space for non-library users
  - Public domain treatment
  - Should be welcoming from the streets – from all sides, including car park. Multi-entry points
  - Inside/ outside – lots of glass and transparency
  - Minimise visual appearance of parking.

## Group two

1. Loss of carparking; transport and access:
  - Footprint of the building means there will be a major loss of carparking
  - How will car parking be addressed – particularly for businesses? Will spaces for the library be available for all town centre users?
  - Pedestrian access
  - Given it is a District Library and the catchment’s demographics, consideration of public transport/ shuttle service
  - The broader planning context is very important for car parking options.
2. Built Form integration; Planning context of the village centre:
  - Need for consideration of broader planning context – need for a masterplan/DCP covering the entire town centre
  - Possible ‘land-uses’ in the library, such as a café. Consideration should be given to the implications and opportunities for other sites in the town centre
  - How the building form will ‘fit’ within the town centre; consideration of the impact on buildings (and their uses) and spaces surrounding the site
3. Internal/ external design and library uses:
  - Internal and external design should reflect the District – all communities (including the indigenous population) and the natural environment (water, land, small coastal settlements, Booderee). Local story telling, art (a mural). Further consultation should occur on this. Language and wayfinding signage should also reflect this.
  - Internal space should be flexible, allowing multiple uses.
  - A rooftop garden is a good idea; outdoor space, taking advantage of views.

A written submission to the Workshop from one of the participants was offered to participants. A copy is provided at **Attachment 4**.

### Group three

1. The building should be enticing and attractive, a landmark, including:
  - Art, installations
  - A forecourt (with potential for performance art)
2. Development should be environmentally friendly, with sustainable energy and trees
3. Safety and Surveillance
  - Internal permanent staff will promote safety. Opening hours?
  - Meeting rooms, for high school (and other) students, also 'grown-ups'
  - In the community engagement process, Council should re-invite the police – an important role for the police station
  - Carparking at the rear is a safety issue
  - Urban design (of library surrounds and centre generally) can prevent crime: 'Crime prevention Through Environmental Design' – active and passive surveillance
  - Link to Revitalise Sanctuary Point program/masterplan (see below).
4. Context of the Centre:
  - The need to consider the library in its broader context
  - The role of 'Revitalise Sanctuary Point'. A description of the role of this community-led initiative was provided by participants (see below).

Group three's comments on context prompted the general discussion.

### General Discussion

1. Context of the centre. Who is responsible for the overall character of the Centre – themes etc?
  - The centre is 'old and tired'. The new library will make existing development look even worse
  - Council has direct control over public lands – this was highlighted on the site map. Council's Development Control Plan (DCP) is also relevant in relation to the regulation of private land.
  - Private landowners (some of whom are absent landlords)
  - The library will act as a catalyst for improvement to existing developments in the centre
  - It was generally agreed that integration and collaboration (public and private) was a positive way forward
  -
2. The role of 'Revitalise Sanctuary Point' (RSP) in relation to the library was discussed:
  - A community-led initiative
  - A grant of \$188,000
  - A range of improvement programs for the centre are underway; delayed by Covid

- This includes a draft masterplan for the centre. A number of participants suggested that careful consideration be given to the impact on their properties of any overall plan
- RSP should be viewed as a middle rung in a hierarchy of strategies being produced, as follows:
  - Broad Bay and Basin Strategic Plan (community initiated)
  - Revitalise Sanctuary Point
  - Library design, in context

**Summary of key points from External Stakeholder Workshop**

Reviewing the three Group presentations and the general discussion (as well as the long lists), the common key points (not in any order) were:

- Footprint of the building means loss of carparking. How will car parking be addressed?
- Safety at the library and surrounds, including surveillance and accessibility
- Children's needs
- Significance of the library in context of the overall Sanctuary Point Town Centre. It was generally agreed that collaboration (between public and private interests) and integration of initiatives (the library and 'Revitalise Sanctuary Point') was a positive way forward
- Internal and external design should reflect the District – all communities (including the indigenous population) and the natural

## Where to from here?

- Facilitator to produce an 'Overview of Proceedings' – to council staff, Design Team and participants
- Two community workshops, next week
- Facilitator to produce 'Overviews' of the community workshops (to council, Design team and Participants)
- Facilitator to produce a Report to Council and the Design Team on Phase 1 of the Engagement strategy: main themes and messages; no recommendations



## **Attachment 1 The 'Long lists' of points raised by the groups**

### **Group one**

- Children's space – so important! Multi-youth space.
- Youth counselling/mental health services
- Footprint – building versus outdoors; outdoor space
- Local aboriginal culture – art
- Multiple entry points
- Open foyer area
- 'outdoorsy'
- Welcoming community space
- Smooth pathway network from all directions
- Disabled access
- Multi-level; mezzanine
- Big open multi-purpose meeting/ community area downstairs
- Internal space visible from outside/ view out
- Complementary design rather than 'glitzy'; glass, grass, natural

### **Group two**

#### **Opportunities**

- Inclusiveness/ aboriginal; connection to country
- Centre/ hub for community
- Street frontage/ visibility/accessibility
- Prominence
- Water views

#### **Constraints**

- Parking
- Access after hours
- Electric car charging
- Adjoining buildings
- Accessibility – pedestrians, cars
- Height of building
- Community transport/ public transport/ shuttle bus

#### **Users/ clients**

- Children – 'face-out' displays; appropriate height
- Seniors
- Youth
- Disabled
- Community groups

#### **Internal options**

- First impressions
- Sustainability

- Accessibility – aged, disabled
- Appropriate colours/ textures/ light that reflect local space
- Co-working/ community meeting spaces/ rooms
- Technology/ presentation facility/ device charging/ WiFi
- Flexible spaces/ moveable furniture and shelving
- Quiet spaces
- Rooftop garden/ café
- School children – class spaces for visits
- Intuitive way-finding
- Covid-safe future

### **Group three**

- See building from both sides
- Forecourt area – green plaza
- Coded glass
- Safe pedestrian access
- Welcoming space, windows
- Keep trees
- Meeting room accessible after hours
- Access school accounts – ‘supervised’ hub for high school students.
- Casual reading areas, newspapers
- Light, attractive
- Sustainable energy features, cost reduction
- Nice shade trees, not just native
- Art feature (installation), local art connecting history of the area
- Local history signage – link to library
- Music library, performance art
- Sewing machines, activity rooms
- Safety
- Disadvantaged kids
- Computers
- Café – extended hours/ pop-up (after café closes); involve high school hospitality.
- Rooftop garden
- School children – class spaces for visits
- Art feature (installation), local art connecting history of the area
- Local history signage – link to library
- Access after hours
- Café – extended hours/ pop-up (after café closes); involve high school hospitality.

**Some common comments from the 'long lists' (additional to key point lists)**

- Centre/hub for community; welcoming community space
- Inclusiveness/ aboriginal; connection to country; incorporated in art features
- 'Outdoorsy' – outdoor space; trees
- Inside/ outside views
- Accessibility – pedestrians, cars, aged, disabled; safe pedestrian access
- Technology/ presentation facility/ device charging/ WiFi; sustainable energy features
- Multi-purpose, flexible internal spaces/ moveable furniture and shelving
- Meeting room accessible after hours
- Quiet spaces

## **Attachment 2 List of Participants**

- Council representatives:
  - Susan Edwards
  - Jessica Volkanovski
- Consultant Team representatives:
  - Danny Wiggins
  - Wes Hindmarch
- External Stakeholder Group:
  - Revitalise Sanctuary Point – Veronica Husted
  - Sanctuary Point Concerned Citizens Newsletter – Dennis Williams
  - Vincentia Matters – Leanne Windsor
  - Sanctuary Point Pride – Gwen Price
  - Landowner / Business Owner – 4 Paradise Beach Rd / Bay and Basin Motel – Kerry Barlow
  - Landowner – 2/200 Kerry Street – Kerrie Kourish
  - Business Owner – Bay and Basin Physiotherapy – Merryn Richardson
  - Community Member – Bruce Goldsmith
  - Sanctuary Point Primary School – Renee Van Huisstede
  - Shoalhaven Libraries, Sanctuary Point Libraries Representative – Anne Lee

## Attachment 3 Workshop Program and Small Group Instructions

Shoalhaven City Council

External Stakeholder Workshop

December 2, 2020

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### SANCTUARY POINT DISTRICT LIBRARY: PRE-CONCEPT PLAN CONSULTATION

5.30pm	Welcome <ul style="list-style-type: none"><li>▪ Introductions</li><li>▪ History of the proposal</li><li>▪ About the current Brief</li></ul>	J. Volkanovski
	Introduction to the Workshop <ul style="list-style-type: none"><li>▪ The Consultation Strategy</li><li>▪ Objectives and program</li><li>▪ Introductions</li></ul>	D. Wiggins Participants
5.45pm	A Virtual Tour <ul style="list-style-type: none"><li>▪ BHA projects</li></ul>	W. Hindmarch
5.55pm	Round Table Discussion, including: <ul style="list-style-type: none"><li>▪ Site opportunities and constraints</li><li>▪ How the design could work with existing and planned land-uses to create a great town centre</li><li>▪ Internal feel of the library and options for bulk and scale</li></ul>	Participants
<hr/>		
6.35pm	Refreshments	
<hr/>		
6.45pm	Report back and general discussion <ul style="list-style-type: none"><li>▪ Report back from small groups on key points</li><li>▪ Whole group discussion</li></ul>	D. Wiggins Participants
7.25pm	Where to from here? <ul style="list-style-type: none"><li>▪ Next steps</li></ul>	D. Wiggins J. Volkanovski
7.30pm	Close	

## SMALL GROUP INSTRUCTIONS

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Task 1. Introductions (5 minutes)

- Introductions all round
- Nominate a group member as spokesperson/scribe.

Task 2. Round table discussion, including:

- Site opportunities and constraints
- How the design could work with existing and planned land-uses to create a great town centre
- Internal feel of the library and options for bulk and scale (25 minutes)  
Scribe to list the points raised (on the pro-forma overleaf – the long list)

Task 3. Choose the top THREE points for presentation to the full group and to feed our general discussion (10 minutes)

Scribe to list on pro-forma – the short list

**Please note:** the scribe's pro-forma will be collected at completion

## Attachment 4 Further Participant Submission

### Sanctuary Point Library Workshop No 1

Comments by Bruce Goldsmith

BTG Planning (Consultant Town Planner)

1. The decision has been made by Council alone about the site for the library so this process is largely about the design of the facility that we will get. However, in my opinion the design issues relevant to the library must be still be placed in the context of the existing DCP 2014, the impending "Revitalise" Masterplan for the Village Centre including, recent decisions by Council on other sites in the vicinity and the concerns of the immediate neighbouring property owners.
2. One outcome from this process could be that certain uses or issues relating to the library, that the Workshop Group/s may be asked to consider, could perhaps be better addressed elsewhere in the village centre. The Masterplan might inform us on this and/or decisions from the workshops could in turn inform the Masterplan process.
3. I question the size/type of the proposed library and whether it will work at Sanctuary Point and for benefit of the broader community remains open. The Community have so far not been given adequate rationale, research, or data to understand these decisions.
4. The potential loss of accessible good quality existing at grade car parking is a significant issue for our local community.
5. I believe there could be a good outcome from this process, but only if the process goes beyond just dealing with the building design aspects of this DA.

Sanctuary Point District Library  
Community Engagement Process  
Wednesday 9 December 2020

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Community Workshops

# OVERVIEW OF PROCEEDINGS

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Prepared by  
Danny Wiggins  
Facilitator

## Introduction

The two Community Workshops were attended by 16 participants, drawn from the expressions of interest on council's Get Involved webpage. Council staff and a representative of the Design Team were also present. Participants were given the choice of a morning or late afternoon/ evening session. Most opted for the morning session. A full list of those who attended both sessions is provided at **Attachment 2**.

Following introductions, the facilitator commenced proceedings by outlining the overall Community Engagement Strategy for the District Library:

- Pre-concept plan engagement: 3 workshops (now); building on council website comments
- Presentation day: concept plans (February 2021)
- External stakeholder briefing/ workshop No.2 (February 2021)
- Development Application exhibition (mid-2021)

## Objectives of the Community Workshops

3. Update participants on the project – consultation to date, current status and future steps
4. Seek comments to inform the preparation of a draft concept plan, including:
  - Desired uses for the Library
  - The character of the development – how it could feel, internally and in the context of the village centre
  - Other relevant matters
4. Where to from here?

The planned Workshop Program reflected this, commencing with background and current status, followed by a 'virtual tour' of a range of libraries. Participants were then to engage in small group discussion on key issues, with a spokesperson presenting to the full group and a general discussion. A 'where to from here?' was to conclude proceedings. The Program and Small Group Instructions are provided at

**Attachment 3.** The instruction sheet nominated possible discussion points (as per the objectives above).

While the morning session followed this program, the small numbers at the afternoon session meant that it was a more intimate focus group (facilitated as one group) rather than a workshop with small group work. As a result, the program was reversed – commencing with a list of key issues around the table and followed by participants elaborating on the detail.

## **History of the Library development and the current Brief**

Presentations commenced with Jessica Volkanovski (Council's Senior Strategic Planner) providing a brief summary of the history to-date – from the site-selection process to the recent appointment of Brewster Hjorth as architects for the project. Wes Hindmarch and the facilitator (Danny Wiggins) are members of that Team.

## **A virtual tour of libraries**

Before small group discussions commenced, Wes Hindmarch provided a 'tour' (slide show) of a range of libraries, focussing on relevant themes. The designs were projects that involved the Design Team. The objective was to stimulate group discussion of preferences for library design and elements, including:

- Appearance
- Artwork and signage
- Children's library

## **The Morning Session: small group work, key points and general discussion**

In each group, a scribe made a list of the points raised in the group discussion ('the long list'). These were collected and are provided at **Attachment 1**. As requested, each group nominated their three key points and a spokesperson presented this to the full group. Group members were invited to comment, followed by a general discussion.

### **Group One**

4. A range of key issue, all significant:
  - More parking – undercover plus two storeys above (for library space); including mobility scooters
  - Water views
  - Cross-ventilation/ solar power
  - Storage space
  - Outdoor space, natural grass, trees(Site selection was also raised but not discussed)
5. Internal space:
  - Technology, computers, laptops, WiFi, games etc; dispersed, not in one space
  - Flexible study/ quiet areas



- Consideration of all cultures, demographics
- Space for a yarnning circle; indoor space (Oak Flats library as an example)
- Small and affordable community rooms

### 3. Public art – local artists, indigenous, natural environment focus

## Group Two

1. Children and youth areas; on rooftop for children?
2. Technology
3. Meeting rooms:
  - Large and small; a quiet area

During Group Two's presentation, other groups participants raised the following issues (a general discussion):

- An onsite café – rooftop or ground-level; open in the evening; needs to be safe; impact on existing local businesses as an issue
- Car parking – sometimes at capacity (e.g. school sports); accessibility; cost of carparking spaces
- Need for a Kerry Street pedestrian crossing
- Accessibility – disabled access, safety, slope of the site
- A private bus-service? Part of the 'Revitalise Sanctuary Point' discussions
- Need for care with budget; ensuring value for money for the community; balancing building costs and other elements e.g. cost of incorporating car parking spaces within the library building. There should be consultation on this with 'Revitalise Sanctuary Point'.

The discussion on this last point included advice on car parking costs and the State Government advice on library size X catchment population provided by Wes Hindmarch.

## Group Three

1. A natural environment feel:
  - Sustainable; materials; green spaces
  - Outside treatment and carrying through into the building
  - Emphasising aboriginal community – art, signage, incorporation of Dhurga language, native planting
2. Internal treatment:
  - Open plan, generally multi-purpose but with some designated areas
  - 'Free', 'living', 'welcoming', including the aboriginal community. Inside and outside
  - A café
  - Celebrity drop-in space
3. Car parking:
  - Budget should be spent on the building not dominated by car parking costs

Group Three's presentation merged into a brief general discussion. Please note the general discussion that occurred during Group One's presentation (above).

## General discussion

- Car parking should be considered in relation to the broader area, including public car parking spaces (and council responsibilities). Consultation should occur with 'Revitalise Sanctuary Point'
- Family rooms – separate toilets and secure
- Opening hours should include some nights. This could be assisted by volunteers
- Surry Hills library (Crown Street) is a good model
- There should be engagement with youth in the community. Council staff advised that there had been school representatives present at the external stakeholder workshop and that this will be further considered.
- Question: What is the plan for the old library?
- Question: Will cost versus options be put to the community? Are there other funding options?

### Summary of key point raised in the morning session

- Consultation should be inclusive of the aboriginal community
- Car parking –options, costs, considered in relation to the broader area
- Further council consultation with 'Revitalise Sanctuary Point'
- Technology available
- Designs (internal and external) to reflect local/natural catchment/environment
- Special attention to children, youth and family areas
- Meeting rooms
- On-site café
- Outdoor space
- Care with budget. Community priorities?

## The afternoon/ evening session: key points and general discussion

The facilitator invited the participants to list the key issues, around the table (a number of times). The key issues were:

- Ongoing costs
- Incorporating history/culture
- Early literacy
- Exterior design: iconic, glass, natural environment (location in relation to police station)
- Parking
- Interior: art
- Performance space
- A Community Centre

For the remainder of the session participants elaborated on the key points and raised a number of other issues, as follows. As a result of the discussion, the 'Early Literacy' title is extended to include 'safety and security'.

1. Ongoing costs; being conscious of economic and sustainability matters:
  - Lifecycle costing, energy use; very significant for council
  - Environmental consciousness
  - Glazing, double or triple; vandalism as a cost issue
  - Balance of active and passive systems
  - Solar panels versus roof top as grass?
  - Water sensitive design
2. Incorporating history/culture
  - Including a 'museum element' featuring local history e.g. pioneers, seaplanes; not fixed, changing
  - Indigenous history – welcome, history of exclusion, 'The Lightning Gods'
  - Art displays – locals; competitions; a mural
3. Early literacy; safety and security
  - A big space for children; a 'wet area'/ 'get messy' (outside)
  - Draw on Sanctuary Point demographic data (family make-up/ literacy levels/ domestic violence).
  - A place that is safe for families, 'a place to get away', 'a chill-out centre'; location will help (in relation to police station) and design can help to promote local pride
4. Exterior design: iconic, glass, natural environment
  - Should reflect the character of the area
  - An Icon building
  - Use local materials and companies; this will promote local pride
  - Mix-match in the centre. One issue is owners living outside of the area. The Library can set the pace for centre improvement; the 'ripple effect', like throwing a pebble into water (e.g. façade improvement)
  - Note the role of 'Revitalise Sanctuary Point', including their cost consciousness
  - Centre revitalization should start with a vision (council role)
5. Car Parking
  - Existing car parking is used for shops (and events). This includes aged - residents access
  - There should be no loss of carparking as a result of the library development, and no parking fees
  - Parking is currently dispersed, and mostly on public land (council owned). Overall parking should be formalized
  - Will library parking be underground? In considering this the Design Team and council should consider costs
  - Because of the low density of residential development in the catchment, provision of public transport is difficult
  - Time limits? A consideration for council

## 6. Interior

- Meeting rooms, with external entry and after hours use (like at Nowra and Ulladulla); a night-time venue that doesn't have gambling or alcohol
- Study areas for high school students/ youth with computer and internet access and printing ability. Not all kids have access to this at home
- Ability to work off site for locals, and bringing the community together

## 7. Performance space

- Inside/ outside, perhaps an amphitheatre, with an external power source e.g. ukulele club.
- Could be a verandah area, with weather protection from sun and rain, for lunchtime use.

## 8. A Community Centre

- A Community Centre not just a library
- 'Libraries have always been more than books'
- Fusion/hub, a centre of activity
- Provision of classes on things
- The advantages of permanent staff – safety, advice
- 'It is your building, and we help you to use it'
- 'Build it and they will come'
- Artworks e.g. Jervis Bay to Basin pictorial
- Using the media, publicity e.g. Paws and Tales

## Where to from here?

At the conclusion of both sessions Jessica Volkanovski thanks the participants and the staff for their attendance. The facilitator outlined the next steps:

- Facilitator to produce 'Overview of Proceedings' – to council staff, Design Team and participants
- Facilitator to produce a Report to Council and design team: main themes and messages; no recommendations

In response to the suggestion that participants could provide additional comments (to council), one submission was received. This is provided at **Attachment 4**.

## Attachment 1

### The morning session 'long lists'

#### Group One

- Parking – more needed, servicing all villages. Undercover parking, with two storeys above
- Site selection means that the area will be too busy for safety
- Needs space for youth – WiFi, devices and study rooms
- Flexible, open plus separate and quiet spaces
- Lots of natural light and cross-ventilation for natural airflow
- Solar panels for power
- Gallery-level for water views (2 storeys)
- Size of library? Square metres?
- Need for indigenous involvement in consultation, including library design and spaces
- Circles (e.g. yarning) for all demographics
- Outdoor area to be incorporated
- Need for storage area in undercover carpark
- Opening hours need to include evenings (at least one)
- Debate need for a café – do not want to impinge on local businesses, but need facilities for library evening openings
- Gathering space for the young
- Room allocated for playgroups (inside for inclement weather days)
- Disability access, including mobility scooters
- Public art, using local artists

#### Group Two

- Children's area and area for youth
- Technology – computers etc.
- Meeting rooms – large and small, with a quiet area
- 'Books are important'
- Environmentally friendly
- Take advantage of floor level difference, a mezzanine level
- Rooftop garden that may provide water views
- A social area – café or vending machine. Could be a courtyard area
- Style of the building should promote the revitalization of the centre
- An open plan layout, making most of the surrounds
- Car parking and pedestrian and disabled access

### Group Three

- Parking
- A community hub, targeting youth as a safe space; all ages
- Welcoming and accessible; cosy and homely; 'culturally intertwined'
- Outside space
- Rooms for conferences etc./ room bookings
- Design should not look like an industrial building; not all glass; should reflect the natural environment; 'flowing lines of design'
- Natural/ Sustainable – solar, double/ triple glass, natural materials (local timber, local quarry), reuse materials
- Multiple uses with flexible furniture options e.g. fold-up/down, tables, partitions
- Computer area
- Study areas; soft space
- Facilities – toilets, change/ family room (look at Vincentia Marketplace)
- A 'messy space' for children
- Signage – Dhurga language; laser cut signage, like entry signs to towns/ villages
- Art space/ work – local artists; inspired by Bay and Basin area, bird life
- Budget – saving on costs; possible donations; Lions Club, Rotary; working bees

## Attachment 2 List of Participants

### Morning session:

- Council representatives:
  - Susan Edwards
  - Jessica Volkanovski
  - Sarah Taylor
  - Anne Lee
- Consultant Team representatives:
  - Danny Wiggins
  - Wes Hindmarch
- Councillor representative:
  - Mark Kitchener
- Community members:
  - Mark Kitchener
  - Russell Neave
  - Bree Apperley
  - Jill Hawkins
  - Paul Hawkins
  - Mike Rix
  - Karen Chambers
  - Kendall Burnett
  - Deb Follers
  - Vicki Chalain
  - Judy Kowalski
  - Nicole George (plus Eleanor)

### Afternoon/ Evening session

- Council representatives:
  - Susan Edwards
  - Jessica Volkanovski
  - Sarah Taylor
- Consultant Team representatives:
  - Danny Wiggins
  - Wes Hindmarch
- Community members:
  - Christine Percy
  - Les Boucher
  - Narelle Brown
  - John Svoboda

## Attachment 3

Shoalhaven City Council  
Community Workshop No.1

December 9, 2020

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### SANCTUARY POINT DISTRICT LIBRARY: PRE- CONCEPT PLAN CONSULTATION

11.00am	Welcome <ul style="list-style-type: none"><li>• Introductions</li><li>• History of the proposal</li><li>• About the current Brief</li></ul>	J. Volkanovski
	Introduction to the Workshop <ul style="list-style-type: none"><li>▪ The Consultation Strategy</li><li>▪ Objectives and program</li><li>▪ Introductions</li></ul>	D. Wiggins  Participants
11.15am	A Virtual Tour: <ul style="list-style-type: none"><li>▪ Examples of projects</li></ul>	W. Hindmarch
11.25am	Round Table Discussion: <ul style="list-style-type: none"><li>▪ Desired uses for the Library</li><li>▪ The character of the development – how it could feel, internally and in the context of the village centre</li><li>▪ Other relevant matters</li></ul>	Participants
<hr/>		
12.05pm	Refreshments	
<hr/>		
12.15pm	Report back and general discussion <ul style="list-style-type: none"><li>▪ Report back from small groups on key points</li><li>▪ Whole group discussion</li></ul>	D. Wiggins Participants
12.55pm	Where to from here? <ul style="list-style-type: none"><li>▪ Next steps</li></ul>	J. Volkanovski
1.00pm	Close	



## **SMALL GROUP INSTRUCTIONS**

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**Task 1. Introductions (5 minutes)**

- Introductions all round
- Nominate a group member as spokesperson/scribe.

**Task 2. Discuss the following matters and list the key points raised (on the pro-forma provided).**

- Desired uses for the Library
- The character of the development – how it could feel, internally and in the context of the village centre
- Other relevant matters (25 minutes)

**Task 3. Choose the top THREE points for presentation to the full group (and list them on the pro-forma) to feed our general discussion (10 minutes)**

**Please note:** the scribe's pro-forma will be collected at completion

## Attachment 4 Further Participant Submission

Hi Jessica,

Well after spending a night where, as soon as my head hit the pillow, the gears started grinding. The last time that I looked at the clock, it was 3.45am.

Anyway, back to the library. While I did mention using solar, including passive solar, within the building my thoughts turned to why the hell don't we make this a show-piece. Why not make it the best display of "green" power between Sydney and Melbourne. Let's show the upcoming generations, that this isn't just a place to read and learn, But also a place that shows what the future can hold if we all work together. Before anyone starts jumping up and down lol, I am aware that "green" buildings are often more expensive to build than "ordinary" construction. But if you think long term then the results, and running costs, would be less in the long run.

That then led me to the interior. Why not have things such as green living walls scattered around the place. Hanging gardens designed into the building and are watered by a timed recycling system. As mentioned at last night's meeting, all watershed from the building could be caught and used for things such as toilets etc. another cost-saving.

The list goes on and on and I understand that these things are constrained by budgetary restraints. But let's start thinking BIG and of what we are leaving for future generations instead, of just the next 20 - 30 years.

OK, I'll hop down off my soapbox (for now) and I hope that these few thoughts help when it comes to the design stage.

Les Boucher

P.S I am not a "greeny", but I do worry about what we are leaving for future generations.

Les

## APPENDIX 3

### Respondent No.1

The community workshops need to have good representation from younger community participants. Senior Vincentia High School students (from their Student Representative Council) and in the immediate post-school years. The local community has a large older population (including myself) who may not be the best representation at the workshop, but are the most likely to apply for the workshop positions. To future proof the library it is imperative to have young representation as well. Cheers. Todd Sweeney

### Respondent No. 2

It shouldn't be in sanctuary point - it should be near the main high school - it should never been moved from its original spot - let's have a district library opposite a huge club in a suburb is ridiculous

### Respondent No.3

I definitely think that site A is the best site with high visibility and access. I work for a therapy and learning centre close by and am excited about the proposal for a community hub.

### Respondent No.4

I am the NSW Pinkbox Coordinator for Share the Dignity, a volunteer-run charity which supports homeless and at-risk women and girls by providing them with free sanitary items. For some time now. I have been keen to get a Pinkbox installed in Sanctuary Point but finding an ideal location has been a problem. The library, as it currently is, would be too small to house the machine and no other option has been suitable. However, the new library would be ideal. Libraries are fantastic sites as people in need can access the products discretely which helps to maintain their dignity. The Dignity Vending Machine and all the period packs which stock it, are fully funded by grants and donations, so there is no cost to you. We pay for the machine, the delivery, the installation and keep it stocked with product. The only thing we do not pay for is a power source for the machine. If one is not available the library would have to pay for that. This is one of the reasons I am contacting you now. If there is interest in having a Pinkbox at the Sanctuary Point Library it would be great if the power point was put in during the build and space for the machine, preferably in the all access toilet, was also considered during the planning process. An application form will still need to be filled out however and that can mostly be done prior to the construction. The final decision lays with the Share the Dignity board regardless if I think a site is suitable...I basically gather the information needed and advocate where necessary but I don't see this site as being one that would be knocked back. The machine dispenses 59 period packs, each containing 2 light pads and 6 tampons, which is enough supply for approx. 24 hours. The Dignity Vending Machine, which is an Australian first, dispenses up to once every ten minutes, so as to reduce the risk of misuse. We place Dignity Vending Machines in many different locations such as high schools in low socioeconomic areas, women's refuges, public libraries, women's health centres etc. I also live locally and am aware of the need for access to free sanitary items in this area. We currently have Pinkboxes installed at Nowra Library, Ulladulla Civic Centre, Vincentia High School, Bomaderry High School and one is due to be installed at Shoalhaven High this week. The machine specs are listed below and I can be contacted anytime via the email provided or phone 0412 518 999 if you have any questions. I can also send you the full information sheet and photos of the machine that we send to all potential sites. Ensure there is a suitable space for installation of the #Pinkbox meeting these requirements • • An area of 910mm x 600mm wall space is available. • • An electrical plug socket must be located within 1.5m (preferable above machine location) • • The machine must be installed so the bottom of the machine is between 900mm and 920mm from the floor. • • The machine door is hinged to the RIGHT-HAND SIDE of the machine and must be able to be opened without obstruction for restocking

Machine and installation specifications • Height: 910mm (plus 75mm aerial), Width: 595mm, Depth: 195mm • Machine Weight: 30kg • Wall mounted (under shelter) • Requires permanent access to an electrical plug socket within 1.5m • 10-minute delay to deter exploitation • Telemetry which records the number of packs dispensed • 1800Respect number highly visible on front and sides of machines • Ask Izzy on front and sides of each machine that can be used to locate the nearest women's shelter, soup kitchen or other essential services <https://www.sharethedignity.org.au/end-period-poverty/dignity-vending-machines>