



Notice of Facilities Committee Meeting

Notice is hereby given that a Facilities Committee Meeting` will be held in the Ballina Shire Council Chambers, 40 Cherry Street, Ballina on **Tuesday 18 June 2013 commencing at 5.00 pm.**

Business

1. Apologies
2. Declarations of Interest
3. Deputations
4. Committee Reports

A handwritten signature in black ink, appearing to read 'Paul Hickey', with a long horizontal line underneath.

Paul Hickey
General Manager

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1. Apologies
 2. Declarations of Interest
 3. Deputations
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1. Apologies

Apologies have been received from Crs Susan Meehan and Robyn Hordern.

2. Declarations of Interest

3. Deputations

- **Lorraine Fox** – Ballina Lighthouse RSL Day Club – spoke in relation to Item 4.1 – Facility Management – Richmond Room / VIC / Ballina Library.

4.1 Facility Management - Richmond Room / VIC / Ballina Library

4. Committee Reports

4.1 Facility Management - Richmond Room / VIC / Ballina Library

Delivery Program Community Planning

Objective To provide an update on the closure of the Richmond Room and to further consider the optimum use of the Council owned buildings in this precinct.

Background

Council's Finance Committee met on 25 March 2013 and considered a report in relation to the future use of the Richmond Room. This report was prompted by a desire of the Ballina Library to expand its services into the Richmond Room, thereby rendering this space unavailable for continued community meeting room and functions usage.

A copy of the report which the Finance Committee considered is attached for information. Following its deliberations, the Committee recommended as follows:

"That Council commit to the enlargement of the Library into the Richmond Room by 31 December 2013 and continue to pursue other options for Richmond Room users affected."

This recommendation was subsequently adopted by the Council at its Ordinary Meeting held on 28 March 2013 (Minute No 280313/34).

The following report provides an update on the matters under consideration.

Key Issues

- Update on the actions taken to date
- Impacts for current users of the Richmond Room
- Rationalisation of delivery of Council's services

Information

Following the decision of the Council on 28 March 2013, staff have continued to liaise with representatives of the key organisations which regularly use the Richmond Room. The organisations identified as being most severely impacted by the Council's decision are the Australian Red Cross and the Ballina Lighthouse RSL Day Club.

Both of these organisations have reiterated the concerns which they have previously conveyed to Council; that their strong desire is to remain in the Richmond Room as no other comparable or suitable facilities are available in Ballina to service their respective needs.

The Ballina Lighthouse RSL Day Club has written to Council conveying its concerns relating to the closure of the Richmond Room without an alternative

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suitable venue being available. A copy of the Club's letter, dated 8 May, is attached to this report.

As Councillors have previously been advised, the Ballina Masonic Lodge has been enormously co-operative in offering its facility in Cherry Street Ballina to the impacted organisations. Despite the Lodge's support, each of the organisations has concluded that this alternative venue does not meet their respective needs, for various reasons.

Staff have continued to evaluate other facilities that could be available for the RSL Day Club and the Red Cross, including the new Ballina Surf Club. Regrettably this search has been unsuccessful and this has highlighted the current lack of suitable venues which makes the importance of the new sports and events centre even more relevant.

Given the above, and notwithstanding the Council's early decision, staff came to a view that the issue of library expansion (which triggered the current set of circumstances) and the use of the Richmond Room might benefit from "a new set of eyes". Particularly as Council, to date, has only relied on advice from the Richmond Tweed Regional Library staff as to the justification for their expansion.

The services of an architect have subsequently been engaged to liaise with the key stakeholders (ie representatives of Ballina Library, RSL Day Club, Red Cross and Council's Visitor Information Centre) and review and document their respective needs. Due to the three Council buildings being so closely located, Council staff were interested in pursuing any options that may result in the more efficient use of these buildings.

The selected architect, Dominic Finlay-Jones, has recently concluded his consultation and needs analysis and has prepared conceptual drawings which identify three options for modification of the existing Library/Richmond Room/Visitor Information Centre facilities. A copy of the drawings is attached to this report. Mr Finlay-Jones will be in attendance at this meeting to present the various options and assist Councillors in further discussion.

Briefly the three options attached are:

Option A – Library expands into the Richmond Room – The concept plan outlines how the internal layout of the library is modified to cater for a technology area, magazine / news area, Friends of the Library shop, along with various other internal improvements that allow the library to operate more efficiently. This option has the entrance to the library relocated to the rear of the building.

Option B – Richmond Room remains as is – Mr Finlay-Jones advises that an internal reconfiguration of the library layout can result in, approximately, an increase of 20% in usable space. This option includes a redesign of the internal layout, while at the same time providing other improvements such as the Friends of the Library shop.

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Option C – Consolidation of Library and Visitor Information Centre – This option links these two buildings, which in turn allows facilities, such as the foyer / front counter, to be shared. This option could possibly allow staff to provide a service from a library and / or a tourism perspective. Under this option the Richmond Room remains as is.

Although cost estimates have not yet been finalized, preliminary indications are that all three options could be completed within the existing budget allocation, which is \$230,000 (\$140,000 from Council and \$90,000 from RTRL and Friends of the Library).

In general terms, Mr Finlay-Jones' analysis has identified that, whilst the Council's current stated preference for expansion of Library services into the Richmond Room space can be implemented in a reasonably straight forward way, alternative options to accommodate projected library needs without loss of the Richmond Room are also quite viable.

Whilst it is clearly a matter for Council to provide direction in relation to this matter, staff remain concerned that the loss of the Richmond Room, in the absence of an alternative equivalent public facility, will have a significant adverse impact to a range of community-based and service orientated organizations, and various groups which benefit from the room's casual hire and its relative affordability.

This being the case it was considered worthwhile for Mr Finlay-Jones to make a presentation to Council on the options available. Mr Finlay-Jones has also consulted with all the key parties impacted by this decision and that feedback will form part of his presentation.

Legal / Resource / Financial Implications

The funding implications for the proposed library expansion are set out in the report presented to the Finance Committee on 25 March (copy attached). Council's architect will be in a position at this Facilities Committee meeting to provide his estimated costs for the various design options that have been identified.

Consultation

Consultation relating to this proposal has been limited to engagement with Library representatives, Council's Tourism Coordinator and representatives of the Richmond Room key user groups. Other regular users of the facility and the broader community have not been engaged, however this can be arranged if it was identified as being necessary or desirable.

Options

The Council's current stated preference is to initiate an expansion of library services into the space occupied by the Richmond Room, and forgo that facility. Council's architect has identified that this option is relatively straight forward. If this is the Council's wish, then it need only note the contents of this report.

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However the architect's consultation and needs analysis has concluded that the library's projected requirements can be accommodated by a rationalisation of its existing layout and further minor suggested changes to floor space. Council's architect has also confirmed in discussions that the closure of the Richmond Room in the current circumstances will substantially deplete community infrastructure and public meeting space within Ballina and significantly impact current users of the facility.

In light of the further investigations conducted and the design alternatives presented by Council's architect there maybe well be merit in considering one or more of the options presented.

From a staff perspective the consolidation of the Visitor Information Centre and the Ballina Library has significant merit in that it improves the usage of both buildings, it builds on existing infrastructure, provides substantial opportunity for resource sharing between the staff in both buildings and also retains the Richmond Room.

The current arrangements with Lismore City Council for the Richmond Tweed Regional Library (RTRL) have all the staff for the RTRL employed by Lismore. Another option that has been discussed, at times, is where each member council of the RTRL employs their own staff and the resourcing for library services from the RTRL is then concentrated on core issues such as book purchases, software systems etc.

The trend for library usage, and as confirmed by Mr Finlay-Jones, is that libraries are becoming more of a meeting place with people using facilities such as the internet, reading rooms etc. Ballina Shire Council's libraries are all closely located to other council services (i.e. Lennox Head in same building as Lennox Head Cultural and Community Centre – Alstonville in same building as Alstonville Leisure and Entertainment Centre) and over time there could be significant opportunities to share staff resources (and significantly reduce operating costs and / or increase productivity) by having all the staff employed by Ballina Shire Council and providing a diverse range of services.

As Council has already resolved to close the Richmond Room by 31 December the recommendation that follows is to note the contents of this report. If that resolution is supported Council staff will continue to work on options to relocate the remaining tenants of the Richmond Room.

However, if Council wishes to further explore other options an alternative recommendation could be:

1. *That Council provides in principle support for Option C as presented in the attachments to this report.*
2. *That Council receive a further report on the merits of Option C, with that report providing, as a minimum, the following information:*
 - a) *detailed analysis of the cost of implementing this option*
 - b) *funding for the work, along with confirmation as to whether or not the Friends of the Library contribution and the RTRL funds will be available for this option*

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- c) the advantages and disadvantages in respect to the usage levels for the Ballina Library, Visitor Information Centre and Richmond Room*
- d) options available in respect to the management of staff at both the Ballina Library and the Visitor Information Centre.*

RECOMMENDATION

That Council notes the contents of this report in respect to the design options presented by Mr Finlay-Jones.

Attachment(s)

1. Richmond Room report submitted to the 25 March 2013 Finance Committee Meeting.
2. The Ballina Lighthouse / RSL Day Club letter to Council dated 8 May 2013
3. Conceptual drawings

4.1 Richmond Room

4.1 Richmond Room

Delivery Program Community Planning

Objective To consider options for the future use of the Richmond Room

Background

The Richmond Room is a community facility located in Regatta Avenue, at the rear of the Ballina Library.

The building occupies Crown Land under lease to Council. This lease applies to the land currently comprising the Ballina Visitor Information Centre, the Ballina Library, River Street Children's Centre, as well as the Richmond Room.

The Council has expressed a desire to investigate the feasibility of discontinuing the current Richmond Room use and converting that space for use by the library. When the Richmond Room was originally constructed as part of the library complex, the long term intention was to expand the library into that space.

This report now provides an overview of the current level of usage of the Richmond Room and outlines the steps that would be required for such an expansion to occur.

Key Issues

- Pros and cons of converting one type of community infrastructure to another.

Information

The Richmond Room is a basic, though adaptable space that is available for casual hire for both community and commercial use. The building contains a floor area of approximately 200m² at ground level. It also contains a commercial grade kitchen and limited storage.

The attached information provides a "snapshot" of the nature and extent of bookings over the past twelve months and those in the forthcoming period. In very general terms, Council's current budget projects income from the Richmond Room to be approximately \$16,000 by year's end, with expenses predicted to amount to approximately \$34,000.

In reviewing the attached information, it can be seen that the bookings comprise a mix of both one-off and recurrent users of the space. Similarly, there is a mix of groups which may be characterised as either community or commercial in their activities. Purely in terms of numbers of bookings, there is an argument that the Richmond Room is not particularly well used. The bookings for the period to January 2013 suggest that there was an average of less than four occasions of use each week.

4.1 Richmond Room

Clearly however, the space provides a very important community function. One challenge for the Council is to balance the needs of the current regular uses against the desire of expanded library services within this particular building.

The second challenge, having established the need for library expansion, is to prioritise this project in the context of other identified, important capital works.

One of the key difficulties is that there are few suitable alternative venues to which these uses might be transferred. In terms of Council facilities, the options are the Kentwell Community Centre, the function area of the new Ballina Surf Club, Lennox Head Cultural and Community Centre and Alstonville Leisure and Entertainment Centre. Each of these has limitations for some users, including location, cost, accessibility or availability. Another facility owned by Council is the Senior Citizens Centre, though it has not been taken into consideration given that it is already very heavily utilised.

Facilities that might be suitable to cater for many of the Richmond Room's regular users, but which are not owned or managed by Council, include, but are not limited to, the Ballina Masonic Lodge, school assembly facilities and clubs. The availability and suitability of these alternative facilities have not been examined for the purpose of this report, with the exception of the Masonic Lodge. This property is discussed further below.

Council is also aware of a number of community halls in the shire and it is suggested that a number of these have the capacity to be used to a greater extent than what they presently are. The problem is that they would be seen to be too inconveniently located to service the needs of our regular Richmond Room customers.

One of the most prominent user groups of the Richmond Room is the Ballina Lighthouse RSL Day Club. This group is exceptionally active and highly organised in supporting the needs of a large number of Ballina Shire's aged citizens. Through motivated volunteers, the group meets weekly to provide socialisation and entertainment opportunities for its members.

In recent months staff have been working with the Club's executive to examine suitable alternative premises within which it could conduct its activities. A number of options were considered, with the Masonic Lodge emerging as the most suitable option. This facility is available at the required time (Thursday each week), has the necessary inclusions (commercial kitchen, sufficient area and good access) and is conveniently located.

The Lodge management was also exceptionally helpful in offering to support the Club in any way that it could. Ultimately however, the Club has indicated that its strong preference is to remain at the Richmond Room.

Another of the key regular users of the Richmond Room is the Australian Red Cross which occupies the facility on a weekly basis to conduct the "blood bank", which is also an exceptionally important community service. The Red Cross has been contacted regarding Council's conceptual plan to expand the library. In response, the Red Cross has advised that the Richmond Room is vital to their service delivery, having the necessary location, access, configuration and types of finish necessary to comply with their accreditation standards through the Therapeutic Goods Administration.

4.1 Richmond Room

It is possible that denial of access to the Richmond Room may be fatal to the organisation's service delivery in Ballina.

The two other more prominent regular users of the Richmond Room are the Headlands Church and the Lismore and District Women's Health Centre Inc. At this stage, contact with these organisations has been deferred pending the Council's further deliberations concerning this matter.

The Need for Library Expansion

In recent years, Council has received representations concerning the inadequacy of the Ballina Library – not in terms of its range or quality of services, but its sub-optimal floor space. The Richmond Tweed Regional Library (RTRL) has provided the following information in respect to the need for expansion.

Richmond Room (1 March 2013)

Background

The Ballina Library will mark 20 years in 2013 in the current space. During that time, the service and collection has grown. The library now offers regular weekly session for babies and toddlers, school holiday activities, and events such as talks by authors, solicitors, Centrelink. The space is now very crowded, and demand is still increasing for internet access.

Scooters have become a safety risk, as it is potentially a hazard for scooter riders to enter and leave the library using the ramp. The after- hours return chute needs to be upgraded to reduce the manual handling risk to staff who currently pick books up after-hours returned items from a mat on the floor.

Proposal

The library is currently occupying 876 sq m of space. The Richmond Room is 296 sq m, which could be added to the Ballina library to ease the cramped conditions. The Richmond Room is underutilised, and the library is open seven days per week. The library is a popular asset for the community and used by all age groups to good effect.

Additional space will help the library to become more of a social hub, with space to relax, read daily newspapers or access internet on computers or wireless, in a more spacious and comfortable environment. It will also provide an opportunity to modernise the library.

If the library entrance is relocated to the current entry to the Richmond Room, this will provide a safe entry, with no steps or ramp. And closer access to the current carpark. The disabled toilet in the Richmond Room could be converted to provide a space for a new after-hours return chute and returns area.

The newspapers and public access computers could be relocated to the new entrance. The circulation desk would need to be relocated to the new entrance, with the existing circulation desk being removed. The children's section would be housed in the area nearer River Street, and would be away from the area where adults access the computers. The bulk of the collection would occupy the centre of the building.

4.1 Richmond Room

The western wall in the Richmond Room is a long blank space which could become a feature wall for local art exhibition spaces. The Ballina Art Club currently has paintings in the library, but other artists could also exhibit art works to create an interesting space full of colour.

Friends of Ballina Shire's libraries have been very successfully accumulating funds over many years with the hope that the Ballina Library will expand into the Richmond Room. Currently, the group has funds totaling approximately \$70,000. Some of this could be contributed to this project.

There are also funds in Local Priority Grant funds that could be reallocated to this project. This includes \$20,000 which was allocated to a security system for Ballina Library, which has not been expended.

The latest estimates for conversion of the Richmond Room for library services, as provided by the RTRL, are as follows:

Item	Estimate
Remove wall between the library and Richmond Room, remove existing sliding doors in south eastern corner of R.R. and install windows, Remove existing entry door to R.R. and install automatic doors, Remove automatic doors on River Street entrance and replace with a window and an emergency exit. Remove internal entry doors to R.R. and make good (Goldsmith Building Services quote)	114,000
Convert disabled toilet in R.R. to returns area, with new electronic chute	6,000
Create art feature wall on western wall in R.R.	2,000
Painting, and replace fabric panels in R.R.	20,000
Lighting and air conditioning	5,000
Relocate security panel from library to new entrance	1,000
Cabling to relocate personal computers for public access, plus computers at circulation desk	5,000
Remove circulation desk and install new circulation desk in R.R.	15,000
Some additional shelving to lower the height of top shelves in existing library for safety.	10,000
Floor coverings – need to repair floor where existing circulation desk is removed. Commercial wool carpet over parquet flooring in R.R.	50,000
Total	226,000

Summary

Total cost	\$226,000
Less contributions	\$90,000
Shortfall	\$136,000

Assuming that the Council ultimately concurs with the RTRL's need to expand the Ballina library, the fundamental question remains – where is the preferred location for such expansion?

Retention of the existing service in River Street is highly desirable in terms of the community's familiarity with that building, and its central location. If the Richmond Room is not available for library expansion, Council may need to commit resources to explore other design solutions on that land, possibly including a conversion of the use of the Visitor Information Centre. This in turn potentially causes a flow on effect to the delivery of centralised visitor services.

Again, if Council wanted to explore the option of relocating library services to an alternative premises or property elsewhere in Ballina, consultancy services could be engaged to examine feasible alternatives and the consequential costs and impacts of each.

4.1 Richmond Room

Legal / Resource / Financial Implications

Any expansion of library services will consume considerable financial and other resources, the extent of which will be determined by the selected option. There is no allocation in the current or future budgets for either design or investigations relating to this project. With Council currently considering priorities direction is needed as to whether funding is to be allocated for this project.

Consultation

Consultation to date concerning the option of expanding the library into the Richmond Room has been limited to staff's informal discussions with a number of the key users of that facility, along with discussions with the RTRL.

Options

On the understanding that the Council is satisfied, or will be satisfied of the need for expansion of library services in Ballina, the options are to commit to enlargement of the library on the existing site or to another location.

In the case of expansion on the current site, options could be limited to transition to the Richmond Room alone, or also examining other options including annexure of the Visitor Information Centre and/or the vacant space around that building. In these scenarios construction of additional storeys of floor space might also be considered.

If Council prefers to investigate the relocation of the library, an appropriate consultancy service could be engaged for this purpose. With this option, the investigations would be limited to Council owned or controlled properties, at least in the first instance. Council would need to allocate funding if this research is proposed.

Lastly Council could note the contents of this report and recognise the current limitations that exist, without allocating funding for further research.

Overall it will be a difficult political process if Council wishes to relocate existing users from the Richmond Room. There are practical solutions with other buildings available, particularly the Masonic Lodge however Council will need a strong political will to pursue this approach as some of the existing key regular users will be extremely disappointed.

Council is also not in a financial position to expend hundreds of thousands of dollars on other solutions due to the many other community infrastructure priorities that exist.

This being the case, without direction from Council, the recommendation is to note the contents of the report. This report has flagged the issues that currently exist and until another suitable venue is available for the existing key regular users, then it appears that the expansion of the Ballina library will need to wait, unless the elected Councillors wish to more vigorously pursue other options, such as expansion into the Richmond Room, immediately.

4.1 Richmond Room

RECOMMENDATION

That Council notes the contents of this report in respect to the possible expansion of the Ballina Library into the Richmond Room.

Attachment(s)

1. Richmond Room Bookings
2. Richmond Room Projected Bookings

4.1 Richmond Room.DOC

RICHMOND ROOM BOOKINGS BY CUSTOMER FEB 2012 - JAN 2013

Name	Frequency
Andrea Skennar Private Function Family reunion	2
AUSTRALIAN RFD CROSS BLOOD SERVICE LFF HARLEY	33
BALLINA LIFFBALL	1
BALLINA RIVER STREET CHILDRENS CENTRE - Social DISCO	1
BALLINA RSL LIGHTHOUSE DAY CARE CLUB LORRAINE FOX	47
Bernadette Perry - PRIVATE FUNCTION WEDDING RECEPTION	1
RIALA SUPPORT SERVICES - DISABLED BOWLING LEAGUE	1
BUNJUM ABORIGINAL CORP DANIEL ROBERTS - Community Service Meeting	2
CASPA - ART EXHIBITION CHARITY FUNDRAISER	3
Col & Pauline Gale - Private Function Family Reunion	1
FOX STREET PRESCHOOL FUNDRAISER EVENT	2
FRIENDS OF THE LIBRARY JANNELLE MOSS	8
FARVEY FRANK	1
HEADLAND CHURCH INTERNATIONAL URS AND BRIGITT KELLER	50
Jeff Stone - Private Function - FAMILY WAKE after FUNERAL	1
Kerry Fairlie - Library School Activities	1
KEVIN GEAGHAN FUNERALS DIANNE STEENSON	1
MCCARTHY ANNETTE - Private Function - FAMILY WAKE	1
MELCHIOR SUZIE - BUSHDANCE	1
NORTHERN RIVERS SOCIAL DEVELOPMENT COUNCIL NRSDC - Meeting	1
NSW ABORIGINAL LAND COUNCIL TINA WILLIAMS	2
NTSCORP LTD SYLVIE ELLSMORE - BYRON NATIVETITLE MEETING	1
OFFICE OF ENVIRONMENT HERITAGE NSW ASHLEY MORAN	1
ON TRACK COMMUNITY PROGRAMS USMORE ROBYN MASTERS	1
Phil Crapman - Parkview Funerals	4
Phil Hyde & Felicity Wilson - Private Function WEDDING RECEPTION	1
PRIVATE FUNCTION - NORTHERN RIVERS CLASSIC MOTORCYCLE CLUB INC	1
Roy Watson FRIENDLY SOCIETY MEETING - MANCHESTER UNITY	1
SOUTHERN CROSS SCHOOL - SUNHIFT SELECTION EVENING	1
SPINAL CORD INJURIES AUSTRALIA ANDREW BAINES	1
SPIRIT DRIFAMING MEL BROWN - Community Services Meeting	3
STRATEGIC COMMUNITY SERVICES - Inc NAIDOC WEEK CELEBRATIONS, YOUTH FORUM ETC.	8
Stuart Roach - BSC Bookings	4
Stee Parker - PRIVATE FUNCTIONS (40th B'Day Party)	1
TURSA EMPLOYMENT TRAINING KYLIE WILLIAMS	1
VIC CENTRE	1
WETLAND CARE AUSTRALIA LIZ HAJENKO	1

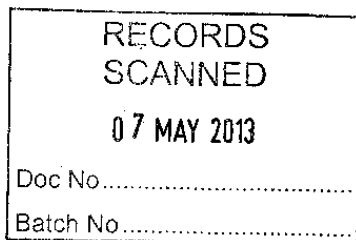
4.1 Richmond Room.DOC

**RICHMOND ROOM BOOKINGS BY CUSTOMER
PROJECTED BOOKINGS FEB 2013 - JAN 2014**

Name	Frequency
AUSTRALIAN RED CROSS BLOOD SERVICE LEE HARLEY	50
BALLINA RSL LIGHTHOUSE DAY CARE CLUB LORRAINE FOX	42
Frances Hickson	1
HEADLAND CHURCH INTERNATIONAL URS AND BRIGITT KELLER	46
Leslie Ryan	2
LISMORE AND DISTRICT WOMENS HEALTH CENTRE INC - GO FOR FUN PROGRAM	45
LISMORE THEATRE COMPANY SHARON BRODIE - VAGINA MONOLOGUES	1
LOCAL GOVERNMENT AND SHIRES ASSOCIATION OF NSW JODY HOUSTON	
MARINE RESCUE NSW BALLINA UNIT - ART EXHIBITION FUNDRAISER	3
CASPA ART GALLERY - CHARITY EXHIBITION	4
NSW ABORIGINAL LAND COUNCIL TINA WILLIAMS - Community Service Meeting	1
SURF LIFE SAVING NSW	

8th May 2013

Mr. Paul Hickey
General Manager
Ballina Shire
Council
PO Box 450
BALLINA NSW
2479



Ballina Lighthouse
RSL Day Club
PO Box 439
Ballina NSW 2478

Dear Mr. Hickey

It would be appreciated if you could present to Councilors on behalf of the Ballina Lighthouse RSL Day Club our concerns re move from Richmond Room. Before a final decision is made for our removal from the RR has Council and the Librarian considered some of the following options:

What book/library space is needed for the next 20 years due to the increase in technology where books are to be found on-line or can be simply downloaded from a library computer on which books are electronically stored.

This technology is currently available. It is a better long term use of funds. It is a common misunderstanding that older people in our community are ignorant of the benefits of IT. The over 65 group is the second greatest user of internet technology. The library book of the future will simply be a download of a book of the client's choosing onto the client's laptop, tablet, kindle or the like.

Future libraries will need less and less space as they adjust to the technology of the future. Hard copy books will occupy less and less space and library computers can always print out hard copies if required.

What does the Library gain by moving to the RR?

A high-powered compact library utilizing modern technology is likely to be more efficient than a sprawling, expensive space with high costs and a limited future.

How will space be used and to what purpose?

How much space is the library going to need? A space utilization expert is most likely to find that the library has more than enough space.

It would appear that the main concerns of the librarian were a new form of book return and safe access for people using gophers who wish to drop off their books out of hours.

There are cheaper, more efficient solutions to the libraries perceived problems. Community trends and technological advances have created problems that may not have been prominent 20 years ago. There are alternatives to the expansion into the RR to solve the gopher access and book return issues.

Expansion into the vast RR means more staff and higher operating costs. This comes at a time when world-wide trends are for lower operating costs. Modern technology affords this for every library.

4.1 Facility Management - Richmond Room / VIC / Ballina Library

I rang and spoke to Kerry Fairleigh the Chief Library who was sympathetic to our concerns but felt the move to the RR by the library was a done deal and she could not see any reason to meet with me for any further discussions. She said that her main concern was that she had up to 40 requests each day for access to Wi-Fi – and the RR would be used as a computer area. At what cost to the tax payer to provide Wi-Fi. Surely the Tourist Visitor Centre would be a very suitable site for Wi-Fi usage. There is space, supervision, and longer hours are offered in this space.

Could we suggest some alternative options:

The book storage area beside the RR would be an alternative drop off for returns as this room has a direct access to the library. There is direct flat access to this room with turning space for gophers from Regatta Avenue in for vehicles and walk through for able bodied parking in the parking area across from RR. Extend garage on Western side to level of Richmond Room.

It would appear that the Friends of the Library shop front store is very successful and will continue to be used instead of the book storage area freeing up this area.

A themed/interactive tunnel joining the library and the Tourist Visitor Centre – where children would gain access to the Centre – that is light and bright and offers plenty of space for social activities, guest speakers, technology units.

Alternatively the RR could be used **on the days not already booked by community organisations** (direct access from library or from Regatta Avenue) with simple upgrades to floor and wall space this could be a multi-purpose area – used for **community hire eg Day Club, Red Cross etc – library - baby club, children's activities; book club; guest speakers etc** – there is already access parking, toilet and kitchen facilities. This space is light and airy.

Ramp access at the front of library extended to other side to allow safe access and exit.

Extend library through Emergency Exit door at East into garden area.

Extend library through children's sections into garden area towards information centre.

Add a 2nd story/mezzanine to existing library for office space, storage etc.

An architect could be invited to submit drawings on how the spaces at Tourist Bureau and RR could be better served by the general community and the library. The Tourist Bureau could be relocated to a pop up shop front store and later to complex on the approach to town.

The move from the RR for our group has a number of problems, in particular, to the Masonic Hall, which is the least disruptive.....

Whilst we felt comfortable with certain aspects of this hall, we do have real concerns:

- The main one being the safety of bus drop-off and pick up area.
An all-weather (covered) direct bus access to the ramp with wheel chair accessibility being a priority; as many of our members use walkers, walking sticks or and some have problems with mobility, hearing and or sight.
- Adequate lighting and ventilation in all areas.-Lighting needs to be stronger.
- Disabled rails fitted to all men and women's toilets.
- Storage for our two trolleys and contents of cupboards from Richmond Room.

- Placement of our donated piano
- Use of a screen for our laptop and lightpro used weekly.
- Fabric Chairs are also of concern due to health issues.
- Curtains – the overall appearance and usability of the hall would be enhanced if the curtains could be replaced with a lighter brighter fabric.
- We currently pay rental of \$120 per week to Council and a figure of \$154 plus \$40 (\$10 per hour) for electricity has been quoted by Masonic
- We currently do not pay fees for setting up and taking down of tables and chairs
- Parking for members and volunteers (about 30 vehicles) offers a challenge
- We would not be able to increase our membership
- Our kitchen staff would be isolated from the daily activities
- There is no guarantee that this hall will not be sold or otherwise alienate us as tenants in the future.

Yours sincerely

Lorraine Fox

Lorraine Fox

Coordinator

Ballina Lighthouse RSL Day Club

Email: lorraineafox@gmail.com Phone: 6687 4350 or 0439 301249

As I will be away for a few weeks in May – alternate contacts are:

Gail Stotter: 6686 6143 or Fay Morris 6686 3517

Copy of email from John Stoker Masonic attached

Hi Lorraine

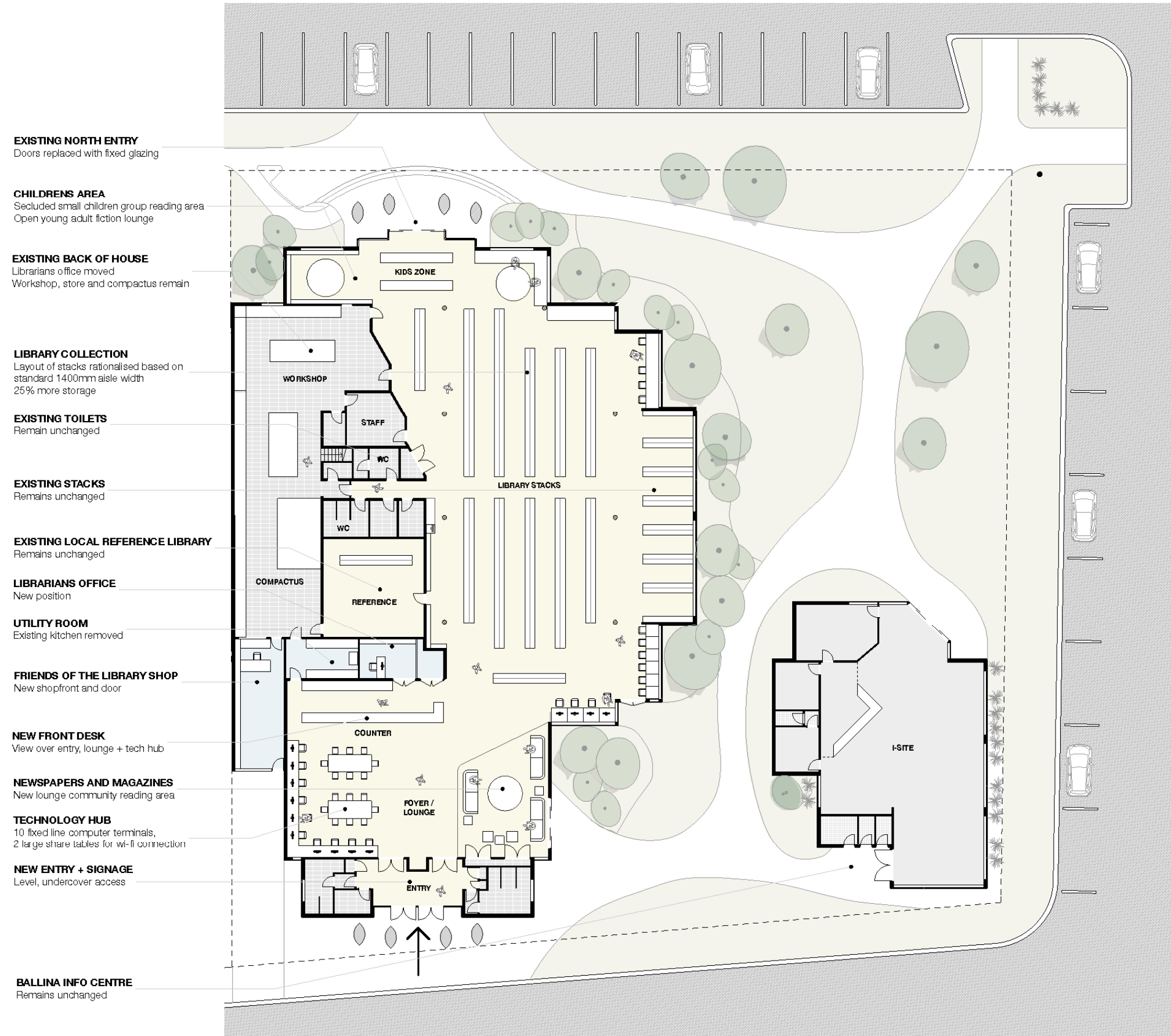
After you contacted me this morning I contacted Steve Barnier of Ballina council to ask if there was any information on the closure of the richmond room, he said the general manager had had a meeting with your group and further discussions would be held regarding the possible move of tenants.

You asked what the outcome of the lodge committee meeting was , I informed the committee of your letter and the items tthat you felt were inadequate for your group to occupy the building, it was felt that each of our other tenants find the hall satisfactory, and even though .we would be pleased to help with a venue the cost of fitting in with your requests, would be an unnecessary cost to us , covering the ramp area is a verry costly idea and would detract from the apearence of the building , to buy suitable stacking chairs is a huge outlay , all which would take many years to regain costs outlaid.

I suggest it would depend how the council can help whether or not we can assist.

regards

John Stoker
Masonic
Via email 29th April 2013



- EXISTING NORTH ENTRY**
Doors replaced with fixed glazing
- CHILDRENS AREA**
Secluded small children group reading area
Open young adult fiction lounge
- EXISTING BACK OF HOUSE**
Librarians office moved
Workshop, store and compactus remain
- LIBRARY COLLECTION**
Layout of stacks rationalised based on standard 1400mm aisle width
25% more storage
- EXISTING TOILETS**
Remain unchanged
- EXISTING STACKS**
Remains unchanged
- EXISTING LOCAL REFERENCE LIBRARY**
Remains unchanged
- LIBRARIANS OFFICE**
New position
- UTILITY ROOM**
Existing kitchen removed
- FRIENDS OF THE LIBRARY SHOP**
New shopfront and door
- NEW FRONT DESK**
View over entry, lounge + tech hub
- NEWSPAPERS AND MAGAZINES**
New lounge community reading area
- TECHNOLOGY HUB**
10 fixed line computer terminals,
2 large share tables for wi-fi connection
- NEW ENTRY + SIGNAGE**
Level, undercover access
- BALLINA INFO CENTRE**
Remains unchanged

A	CONCEPT DESIGN	D J J	31.05.13
AND	SUBJECT	INT	DATE

PROJECT
BALLINA LIBRARY / TOURIST CENTRE
FOR
BALLINA SHIRE COUNCIL
AT
#LOT #DP
RIVER STREET BALLINA NSW
NOMINATED ARCHITECT: DOMINIC FINLAY JONES ARCHITECTS PTY LTD

DRAWING TITLE
OPTION A PLAN - LIBRARY
EXPANSION INTO RICHMOND ROOM

NORTH / WALL INDEX	JOB NUMBER DFJ056	SCALE EAST 1:250
DRAWING NUMBER CD111	REVISIONS A	

DOMINIC FINLAY JONES ARCHITECTS PTY LTD
7 George Street Ballina NSW 2479
PO Box 431 Ballina NSW 2478
14612 6881 1425
e dfj@domfinlay.com.au

VERBY ALLE RECHTEN RESERVEERD. KUNDE MOET DE SITE BEZOEKEN VOOR ALLE TOEGANGSINFORMATIE. DEZE TEKENING IS NIET VAN TOEGANGSINFORMATIE. DEZE TEKENING IS NIET VAN TOEGANGSINFORMATIE. DEZE TEKENING IS NIET VAN TOEGANGSINFORMATIE.

EXISTING NORTH ENTRY
Doors replaced with fixed glazing expanded to column line

CHILDRENS AREA
Secluded small children group reading area
Open young adult fiction lounge

NEW LOCAL REFERENCE LIBRARY
20% larger than existing

LIBRARY COLLECTION
Layout of stacks rationalised based on standard 1400mm aisle width
25% more storage

EXISTING TOILETS
Remain unchanged

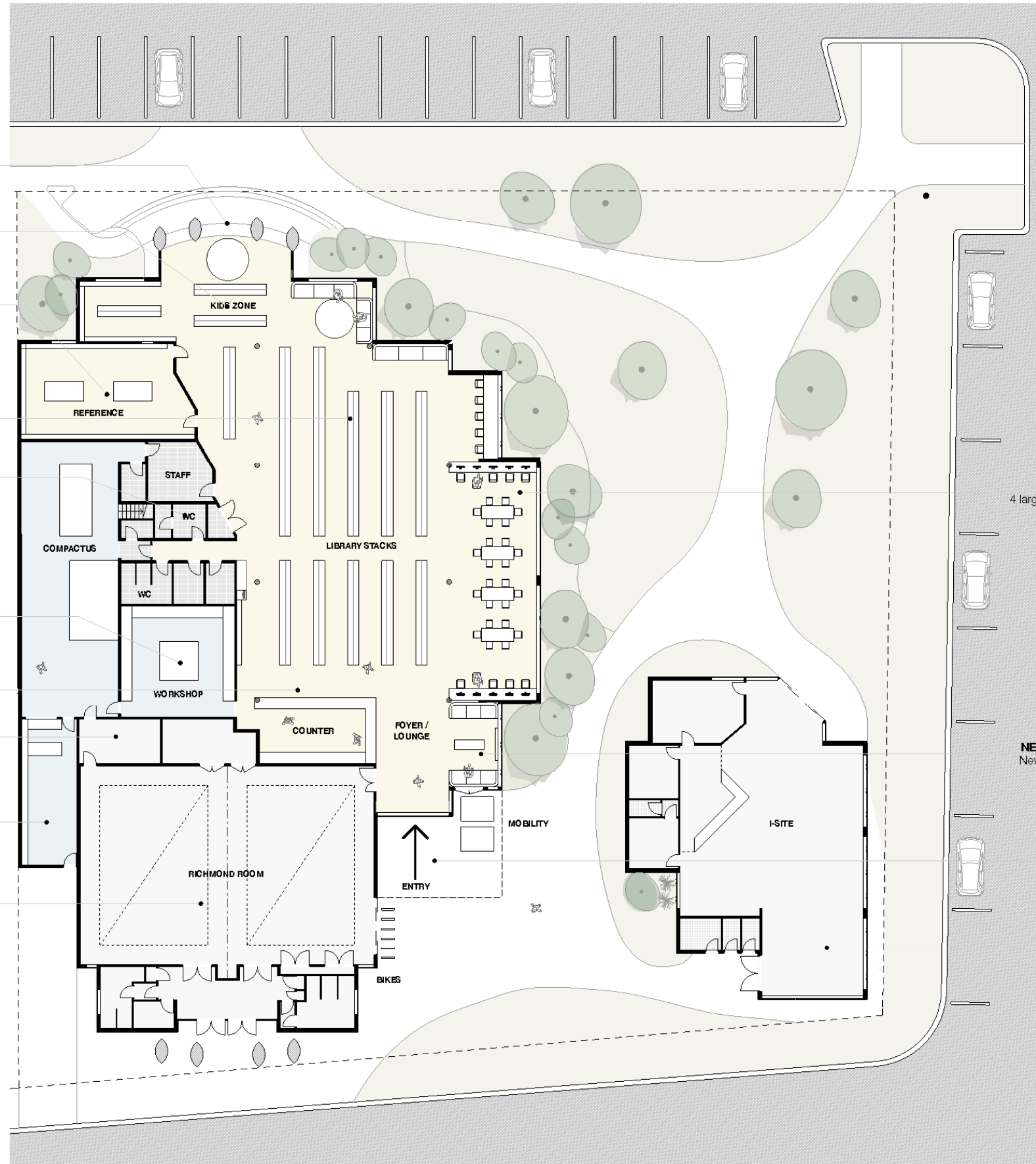
NEW UTILITY ROOM
Back of house connected to new front desk

NEW FRONT DESK
View over entry, lounge + tech hub + stacks

EXISTING KITCHEN + STORE
Remains

FRIENDS OF THE LIBRARY SHOP
New shopfront and door

EXISTING RICHMOND ROOM
Remains for community use, side entry improved to increase usage by Library



TECHNOLOGY HUB
10 fixed line computer terminals,
4 large share tables for wi-fi connection

NEWSPAPERS AND MAGAZINES
New lounge community reading area

NEW ENTRY + SIGNAGE
Level, undercover access

BALLINA INFO CENTRE
Remains unchanged

A	CONCEPT DESIGN	D/J	31/05/13
JMB	SUBJECT	BT	DATE

PROJECT
BALLINA LIBRARY / TOURIST CENTRE
FOR
BALLINA SHIRE COUNCIL
AT
#LOT #DP
RIVER STREET BALLINA NSW

DESIGNED ARCHITECT: DOMINIC FINLAY JONES NEW RESEARCH (T110)

DRAWING TITLE
OPTION B PLAN - LIBRARY
RECONFIGURATION + NEW ENTRY

NORTH / WALL INDEX	JOB NUMBER DFJ056	SCALE A1
		SCALE A3 1:250

DRAWING NUMBER CD112	AREA OR CT A
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DOMINIC FINLAY JONES ARCHITECTS PTY LTD
7 George Street Ballina NSW 2463
PO Box 431 Ballina NSW 2463
t 66 25 6691 1422
e info@dominifinlay.com.au



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EXISTING NORTH ENTRY
Doors replaced with fixed glazing
Ramp and stairs removed for new garden

CHILDRENS AREA
Secluded small children group reading area
Open young adult fiction lounge

NEW LOCAL REFERENCE LIBRARY
20% larger than existing

LIBRARY COLLECTION
Layout of stacks rationalised based on standard 1400mm aisle width
25% more storage

EXISTING TOILETS
Remain unchanged

EXISTING STACKS
Remains unchanged

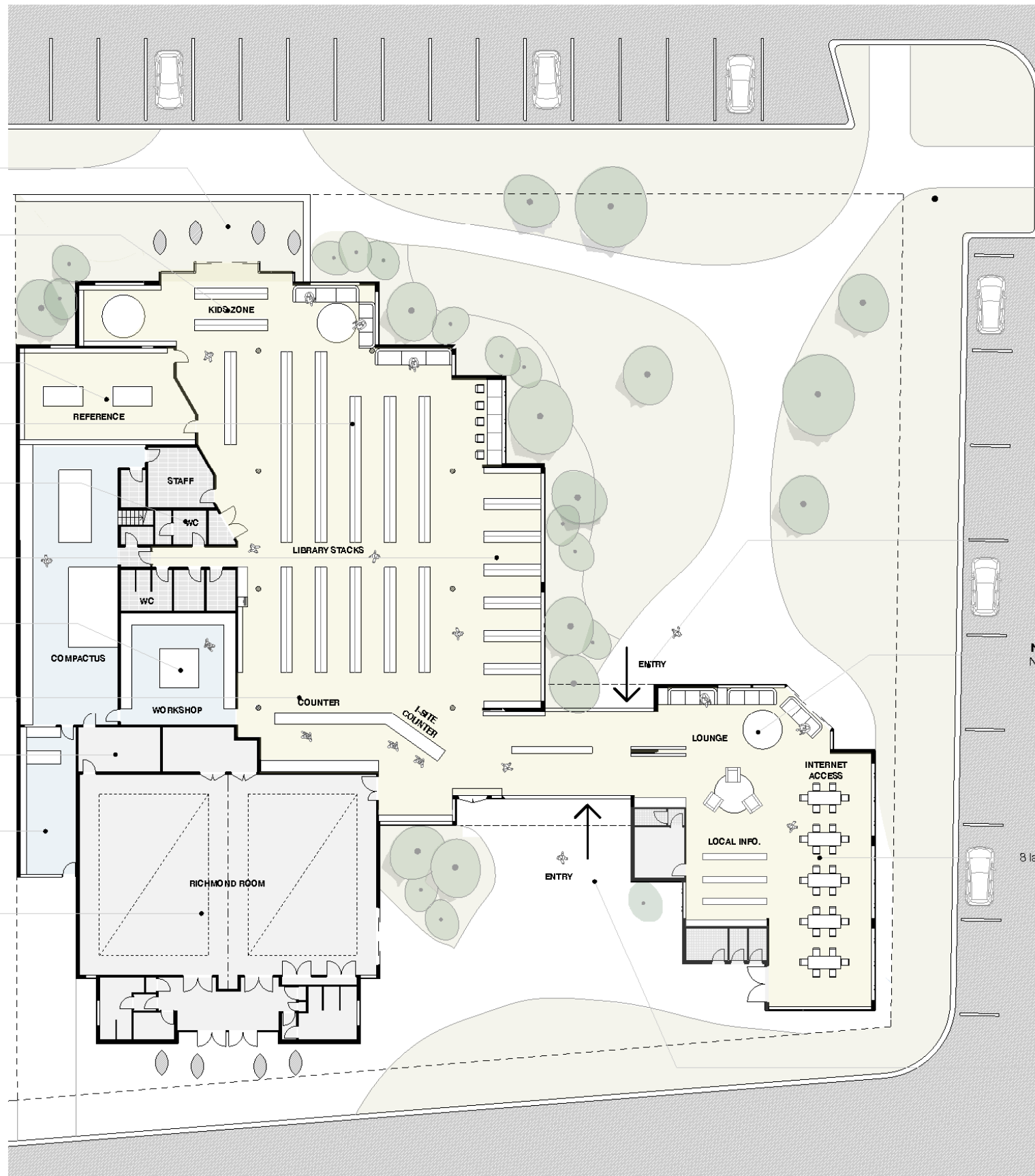
NEW UTILITY ROOM
Back of house connected to new front desk

NEW 'SUPER' DESK
View over entry, lounge + tech hub + stacks
Includes Ballina Info Centre staff

EXISTING KITCHEN + STORE
Remains

FRIENDS OF THE LIBRARY SHOP
New shopfront and door

EXISTING RICHMOND ROOM
Remains for community use, side entry
Improved to increase usage by Library



NEW ENTRY + SIGNAGE
Level, undercover access

NEWSPAPERS AND MAGAZINES
New lounge community reading area

TECHNOLOGY HUB
8 large share tables for wi-fi connection

NEW ENTRY + SIGNAGE
Level, undercover access

PROJECT		BALLINA LIBRARY / TOURIST CENTRE	
TO A		BALLINA SHIRE COUNCIL	
AT		#LOT #DP RIVER STREET BALLINA NSW	
NOMINATED ARCHITECT		DOMINIC FINLAY JONES ARCHITECTS PTY LTD	
DRAWING TITLE			
OPTION C PLAN - CONSOLIDATING LIBRARY AND INFO CENTRE			
NORTH / WALL INDEX	JOB NUMBER	SCALE	
	DFJ056	AS ALLEAT1 AS ALLEAT3 1:250	
DRAWING NUMBER		ARCHITECT	
CD113		A	
DOMINIC FINLAY JONES ARCHITECTS PTY LTD 7 George Street Ballina NSW 2479 PO Box 43 Ballina NSW 2479 146 12 6987 1425 d@dfj.com.au			
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