



COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
COUNCIL CHAMBERS
COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR
5 JUNE 2008

Contents

ITEM	DESCRIPTION	PAGE
	CITY SERVICES DEPARTMENT REPORTS	1
S24	TRAFFIC COMMITTEE REPORT NO 3/2008	1
S25	COFFS HARBOUR DRAFT ROAD HIERARCHY PLAN	5
S26	B-DOUBLE ACCESS APPLICATION - HULBERTS ROAD INDUSTRIAL AREA	8
S27	REPORT ON TRADE WASTE CHARGING FOR CHARITABLE ORGANISATIONS	11
S28	NATIONAL YOUTH WEEK 2008	14
S29	NAME OF THE CENTRAL LIBRARY AT COFFS HARBOUR	18

CONFIDENTIAL ITEM

The following item (S30) either in whole or in part may be considered in Closed Meeting for the reasons stated:

A portion of this report is confidential for the reason of Section 10A (2):

- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret.

and in accordance with Section 10A (1) the meeting may be closed to the public.

S30 TENDER: MANAGEMENT OF SPORTZ CENTRAL BRAY STREET,
COFFS HARBOUR - CONTRACT NO 07/08-318-TO

21



COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

5 June 2008

Mayor and Councillors

CITY SERVICES DEPARTMENT REPORTS

S24 TRAFFIC COMMITTEE REPORT NO 3/2008

Purpose:

To confirm minutes from the May 2008 Traffic Committee Meeting.

Recommendation:

T.28 – First Avenue, Sawtell - Temporary Road Closure - Sawtell Chilli Festival (R.501520 [1925927])

That:

- (a) The temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street between the hours of 6.00am and 6.00pm on Saturday, 5 July 2008, for the purpose of holding the Sawtell Chilli Festival, be advertised and providing no substantive objections are received, the closure be approved.
- (b) The organisers of the Chilli Festival liaise with affected traders and obtain traders approval.
- (c) The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) The organisers be responsible for all costs associated with the temporary closure, including advertising.
- (e) A temporary bus zone be established on the east side of First Avenue, Sawtell, north of Second Avenue to enable buses to continue to operate.

T.29 – Albany Street, Coffs Harbour – Traffic Calming and pedestrian refuge (R.503600)

That plans for improved traffic calming and pedestrian access in Albany Street between Salamander Street and Curacoa Street be approved as per Plan No T29.

Attachments:

**COFFS HARBOUR CITY COUNCIL
TRAFFIC COMMITTEE MINUTES– 3/2008
MAY 2008**

Items distributed electronically

**T.28 – First Avenue, Sawtell - Temporary Road Closure - Sawtell Chilli Festival
(R.501520 [1925927])**

Consideration of a request for the temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street, on Saturday, 5 July 2008, between the hours of 6.00am and 6.00pm for the purpose of holding the Sawtell Chilli Festival.

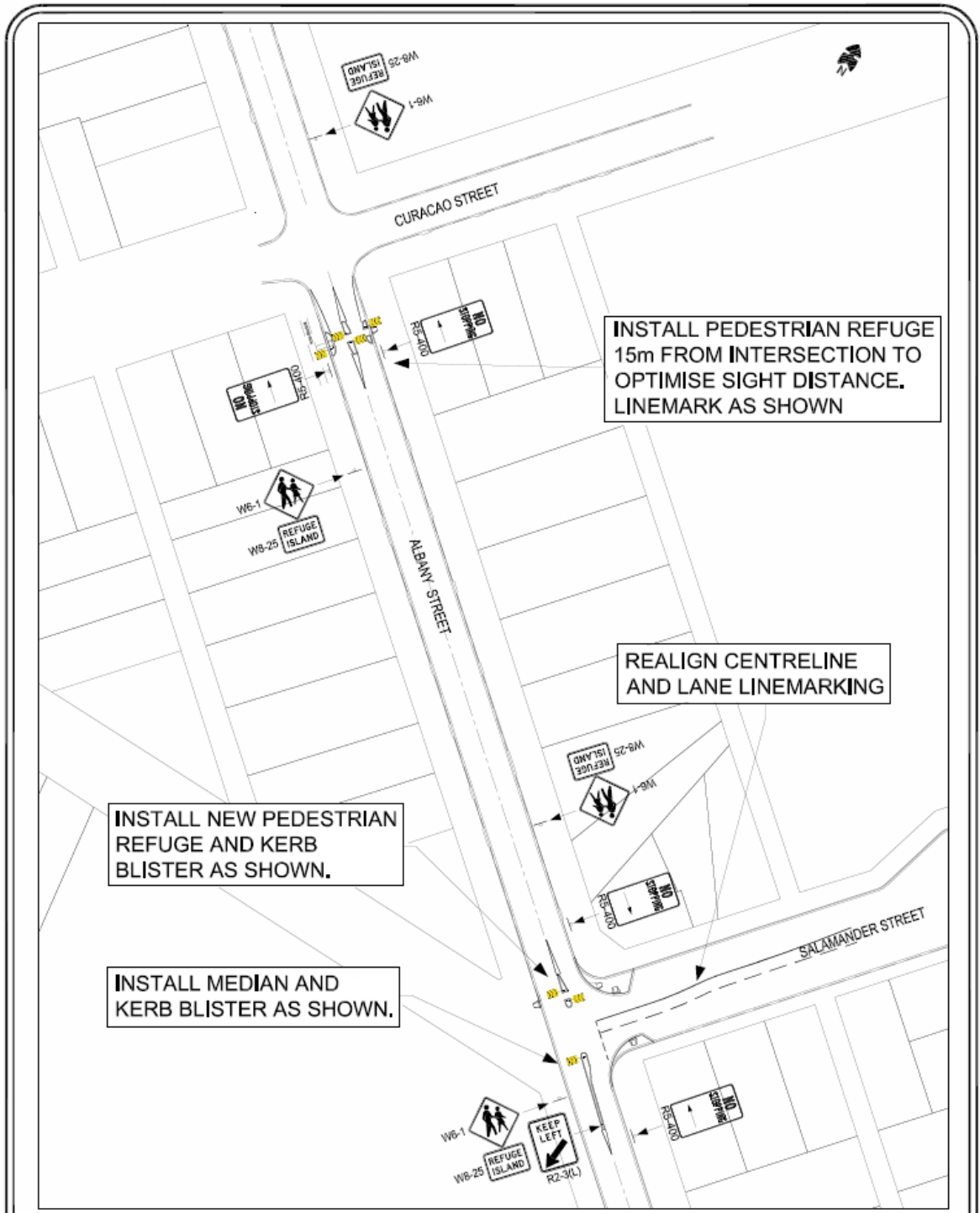
Recommended that:

- (a) The temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street between the hours of 6.00am and 6.00pm on Saturday, 5 July 2008, for the purpose of holding the Sawtell Chilli Festival, be advertised and providing no substantive objections are received, the closure be approved.**
- (b) The organisers of the Chilli Festival liaise with affected traders and obtain traders approval.**
- (c) The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.**
- (e) The organisers be responsible for all costs associated with the temporary closure, including advertising.**
- (e) A temporary bus zone be established on the east side of First Avenue, Sawtell, north of Second Avenue to enable buses to continue to operate.**

**T.29 – Albany Street, Coffs Harbour – Traffic Calming and pedestrian refuge
(R.503600)**

Consideration to design plans for improved traffic calming and pedestrian access in Albany Street between Salamander Street and Curacoa Street.

Recommended that plans for improved traffic calming and pedestrian access in Albany Street between Salamander Street and Curacoa Street be approved as per Plan No T29.



PLAN VIEW

NOTES:
 THAT PEDESTRIAN REFUGES BE INSTALLED IN ALBANY STREET NEAR THE INTERSECTIONS WITH CURACAO STREET AND SALMANDER STREET COFFS HARBOUR, NEW SIGNAGE, KERB BLISTERS AND LINEMARKING

TRAFFIC INSTRUMENT
 T.29-2008
 ALBANY STREET TRAFFIC CALMING
 COFFS HARBOUR

S25 COFFS HARBOUR DRAFT ROAD HIERARCHY PLAN

Purpose:

To consider the Draft Coffs Harbour Road Hierarchy Plan and seek approval to place the plan on public exhibition.

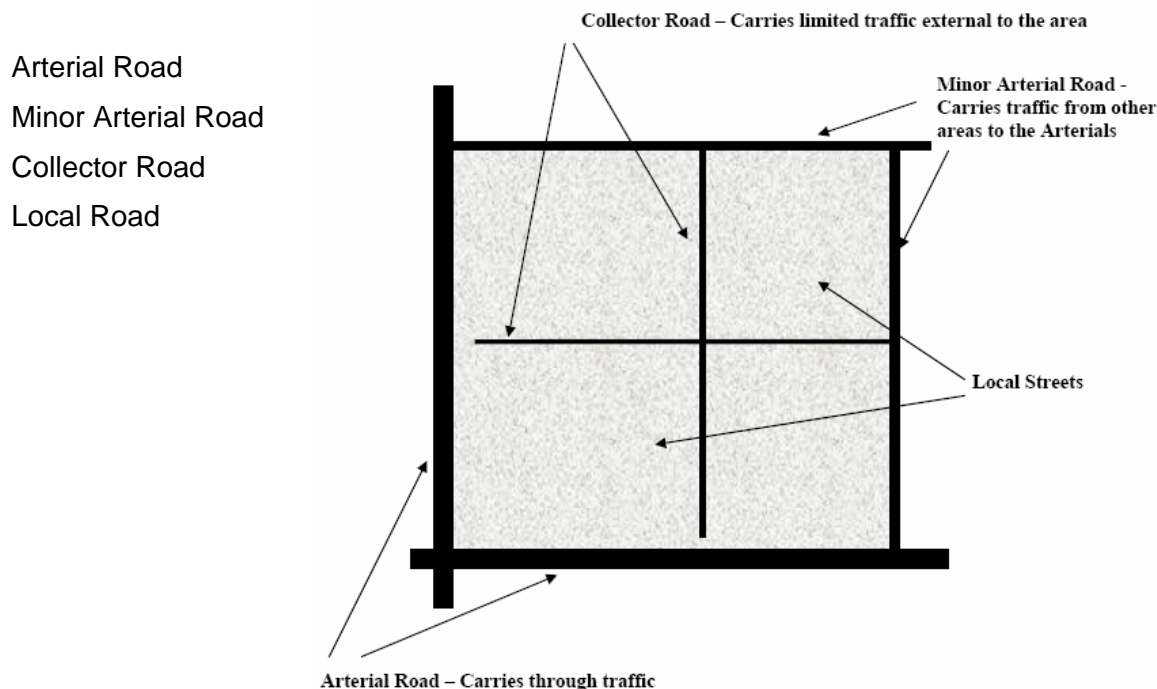
Description of Item:

A road hierarchy plan is a strategic tool used in the planning and management of the road network.

The specific purpose of the road hierarchy plan is to assign a functional classification to each road and street segment in the Coffs Harbour Local Government area. Each classification specifies a different road function and broadly defines for the road segment its:

- Role in the transport network.
- Range of expected traffic volumes.
- Range of expected vehicle speeds.
- Design criteria.
- Traffic composition (heavy vehicles, bus routes).
- Pedestrian, cycleway and parking requirements.
- Maintenance levels of service.

The Draft Coffs Harbour Road Hierarchy Plan proposes the following functional classifications:



Functional criteria have been developed to differentiate between urban and rural roads in the network.

The plan includes a table listing the functional classification of all rural and urban roads in Coffs Harbour with proposed classification of 'collector' and above. The plan also includes road network maps showing proposed road classifications.

The Coffs Harbour Road Hierarchy Plan will form part of the Coffs Harbour Integrated Transport Management Plan.

Sustainability Assessment:

- **Environment**

The road hierarchy plan will assist in ensuring that land use activities which generate traffic are located on roads at the appropriate level in the road hierarchy. This will reduce unnecessary trips on the road network and improve overall network efficiency. The road hierarchy plan will also assist in the planning and design of bus routes, public transport infrastructure, cycleways and the pedestrian network.

- **Social**

The road hierarchy plan will allow differentiation between roads that provide for local traffic access and those that provide for traffic movement between areas and regions. The plan can then be used to help identify roads and streets on which traffic speeds or volumes do not match functional classification. This will assist in developing and assessing traffic management plans designed to ensure that local streets are kept free of intrusive traffic and traffic movements that negate the residential amenity of an area.

- **Economic**

Broader Economic Implications

The primary purpose of the road hierarchy plan is to better enable the management of Council's road assets. Limited resources can be used more effectively by allocating maintenance and capital works funds to those roads of greater importance within the road network.

The road hierarchy plan will provide the basis for development of a Road Management Plan. The proposed Road Management Plan which will establish maintenance targets, maintenance levels of service and capital works programs for Council's road network. The Road Management Plan will be developed over the coming months.

Management Plan Implications

It is important to note that the Road Hierarchy Plan establishes road classification and targets for road characteristics within each functional classification. It does not commit Council to meeting targets for any particular road or road segment and should always be considered in the context of available resources.

Consultation:

The proposed exhibition of the Draft Road Hierarchy Plan will provide the opportunity for community input into the plan.

Statutory Requirements:

Council is the Road Authority for all local and collector roads defined in the Draft Road Hierarchy Plan. The Plan will be referred to the RTA for comment.

Issues:

The Draft Coffs Harbour Road Hierarchy plan does not propose to alter or change the current function of any roads in Coffs Harbour. It is based on current traffic and transport data and land use planning.

The Road Hierarchy Plan enables the community to readily identify the road system and have clear expectations as to the design, management and maintenance of any particular section of road.

The plan will also provide Council and the community with a guide for assessing irregular or undesirable traffic patterns on the road network.

Recent failure of the road pavement in Bray Street Coffs Harbour for example has raised concern regarding the high volume of heavy vehicle traffic on the road. The Draft road hierarchy Plan identifies Bray Street as a Collector road, which ideally will carry a maximum of 5% - 6% heavy vehicle traffic.

Councillors have previously raised the issue of heavy vehicles on local roads, in particular Bray Street and Isles Drive. Traffic studies carried out on Bray Street between 24th April and 15th May 2008 indicate an average heavy vehicle volume of less than 3.0%. While this indicates that heavy vehicle volumes on Bray Street appear to be within expected limits, the Road Hierarchy Plan will provide Council with assessment criteria to measure against in continued monitoring of traffic volumes. If future heavy vehicle volumes on Bray Street are found to exceed criteria in the Plan, Council can look at implementing measures to direct heavy vehicle traffic to roads of higher classification in the road hierarchy.

While the Road Hierarchy Plan will provide guidance in developing strategies to deal with heavy vehicle movements on Council roads, site specific assessments and decisions will still be required. For example if Council decided to discourage heavy vehicles from using Bray Street, it could only do so through implementation of a load limit. This would have implications in terms of enforcement resources and on businesses or individuals with legitimate need to use Bray Street for Heavy vehicle access. The impact on alternative routes also needs to be considered. Again, if Council decided to restrict heavy vehicle access to Bray Street and force trucks to use West High Street to access the Pacific Highway, road safety and amenity issues would likely be raised due to increased movements through the CBD and high pedestrian activity areas.

Public exhibition of the Road Hierarchy Plan may result in additional information from the community being provided to Council regarding heavy vehicle movements throughout the City. Further assessment of heavy vehicle routes and recommendations will be made on return of the final Road Hierarchy Plan for adoption by Council.

Information on issues relating to 'overloaded' heavy vehicles on local roads was reported to Council at its meeting of 17th August 2006.

Recommendation:

That Council approve the placement of the Draft Coffs Harbour Road Hierarchy Plan on public exhibition for a period of 28 days from the date of the first advertisement (anticipated 17 June 2008).

S26 B-DOUBLE ACCESS APPLICATION - HULBERTS ROAD INDUSTRIAL AREA

Purpose:

To consider an application for 25m B-Double access to the Hulberts Road industrial area.

Description of Item:

Council has received an application on behalf of Jaron Holdings Pty Ltd and G&P Interstate Transport and Timber Sales for approval of B-Double access to the Sawtell Industrial area at Hulberts Road.

The application proposes extension of the existing B-Double access approval which operates from the Pacific Highway on Stadium Drive and Hogbin Drive to Hi-Tech Drive. The proposed route extends from Hogbin Drive at Hi-Tech Drive south to Sawtell Road, along Toormina Road to Hulberts Road and includes Newcastle Drive and Wallis Avenue.

The application includes a detailed route assessment carried out in accordance with the RTA's "*Route Assessment Guidelines for Restricted Access Vehicles*".

The route assessment concludes that subject to minor works at the Toormina Road / Hulberts Road intersection, the proposed route is suitable for use by 25m B-Double vehicles. A copy of the route assessment will be available in the Councillors room for information.

Sustainability Assessment:

- **Environment**

B-Doubles can reduce the number of truck movements required to move freight. Route approval would result in improved energy efficiency, air quality and reduced noise impact over existing conventional truck freight. Route approval may also however result in increased demand.

- **Social**

B-Doubles are up to 6.0m longer than conventional semi-trailers. They are perceived as an increased road safety risk due to their increased length. Higher vehicle standards, safety features and driver licensing requirements however improve the road safety implications over conventional semi-trailers.

- **Economic**

Broader Economic Implications

B-Double vehicles improve road freight efficiency. Many local freight companies require B-Double access to maintain road freight contracts in the city.

Statutory Requirements:

Hogbin Drive is a classified road (MR 540) on which the RTA is the Road Authority. Toormina Road, Hulberts Road, Newcastle Drive and Wallis Avenue are local roads on which Council is the Road Authority. Council can resolve to approve B-Double access on these roads and seek gazettal of the approval through the Roads and Traffic Authority. Where Council however resolves to deny or not consider B-Double access application, an applicant can appeal to the Roads and Traffic Authority and seek a review of Council's determination.

Issues:

Council considered a similar application for B-double access to Hulberts Road in 2005. The 2005 application proposed B-double access from the Pacific Highway via Lyons Road and Toormina Road south. In 2005 the Local Traffic Committee considered the application and identified concerns with the safety of B-Double turning movements at the Toormina Road /Hulberts Road intersection and considered that Toormina Road, being a collector road in a residential area, was not suitable for B-Double access. At its meeting of 15th September 2005, Council determined that *'no further action be taken on this matter'*.

The current proposal has also been referred to the Local Traffic Committee. The Committee determined that the submitted route assessment demonstrates that the Hogbin Drive – Toormina Road – Hulberts Road route can meet the technical requirements for B-double access in terms of road geometry and capacity. The Traffic Committee still has concern however at the desirability of approving B-Double access through what is a predominantly residential and busy commercial area.

The effect of B-Double access approval on heavy vehicle volumes on Toormina Road is difficult to determine. B-double access approval can reduce the number of heavy vehicle trips due to the greater load carrying capacity of B-Doubles and the elimination of double handling where long distance freight is brought into Coffs Harbour on a B-Double.

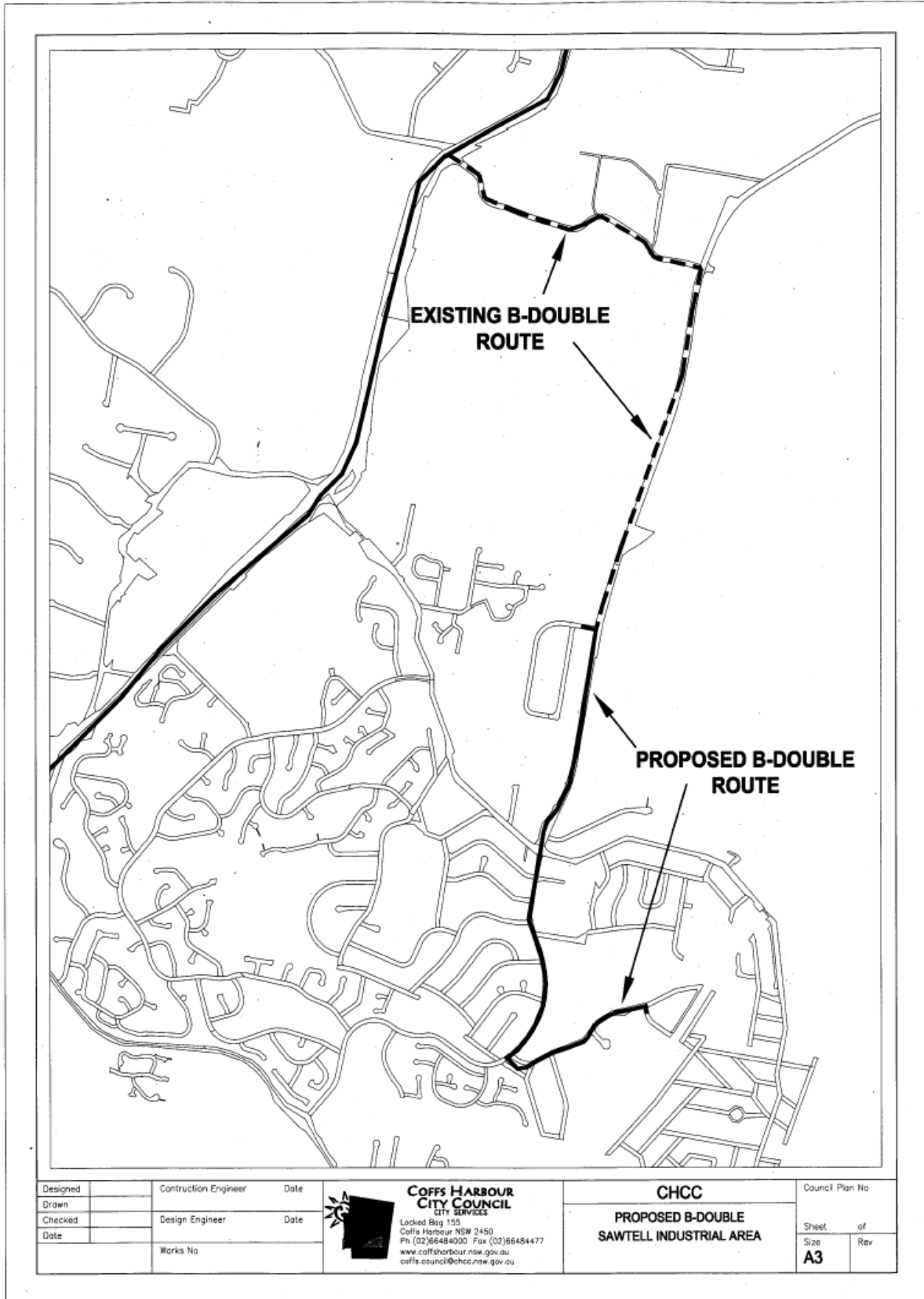
B-double access approval to an industrial area such as Hulberts Road can however lead to the establishment of industries more reliant on road freight, which could result in increased heavy vehicle movements on Toormina Road. Industries which generate significant heavy vehicle traffic are better suited to industrial areas with good access off the Pacific Highway. B-Double access approval to Hulberts Road would be contrary to this objective.

Council is currently undertaking a review of its industrial lands across the local government area. This report on the availability, function and location of existing and future industrial land in Coffs Harbour will assist Council in determining the need for B-Double access approval to the Hulberts Road Industrial area. The report is due to be considered by Council within the next few months.

Recommendation:

- 1. That Council defer consideration of B-Double access to the Hulberts Road Industrial area pending the results of the Coffs Harbour Industrial Lands review.**
- 2. That the B-Double routes through the local government area of Coffs Harbour be re-examined as part of the industrial lands review.**

Attachments:



Designed	Construction Engineer	Date
Drawn		
Checked	Design Engineer	Date
Date		
Works No		


COFFS HARBOUR CITY COUNCIL
 CITY SERVICES
 Locked Bag 155
 Coffs Harbour NSW 2450
 Ph (02)66484000 Fax (02)66484477
 www.coffs Harbour.nsw.gov.au
 coffs.council@chcc.nsw.gov.au

CHCC
PROPOSED B-DOUBLE
SAWTELL INDUSTRIAL AREA

Council Plan No	
Sheet	of
Size	Rev
A3	

S27 REPORT ON TRADE WASTE CHARGING FOR CHARITABLE ORGANISATIONS

Purpose:

To report on the exemption of the Trade Waste Application Fee to charitable organisations.

Description of Item:

In the 2008/2009 Management Plan, Council is initiating a new charging system for trade waste generators. Dischargers are liable to pay

- Trade waste application fee (\$255 for small businesses, one off initial fee).
- Trade waste annual charge (\$165).
- Usage charge (dependant on type of business and discharge).

As part of the changeover to the new system, Council's Trade Waste Officer conducted an audit of properties in the city that discharge trade waste. That audit revealed a number of charitable organisations that are regarded as dischargers. Those identified are:

- Chill-Out Café (training café for people with disabilities) (Coffs Harbour Meals on Wheels).
- Salvation Army Centre.
- Uniting Church (Soup Kitchen).
- Woolgoolga Meals on Wheels.
- Sawtell Meals on Wheels.

When advised that they were liable to meet the new Trade Waste Guidelines, these organisations requested that the application fee be waived.

As these organisations are situated on 'non rateable land', no annual charge will be levied

Under the guidelines, these organisations can be classed as Category 1A, in line with school canteens. This category has no usage charge if they are compliant with the discharge guidelines.

Sustainability Assessment:

- **Environment**

The purpose of trade waste administration is to control and protect the environment, Council's infrastructure and Council employees. These establishments pose little risk to the environment, infrastructure and employees. They discharge low strength trade waste and will operate within the guidelines. Inspections of these premises will ensure concurrence with requirements.

- **Social**

These organisations provide great benefit to the community and their work will be well known to Council. Most of their clients have a disability, or are frail, elderly or disadvantaged. The services provided by these organisations are not available elsewhere. These organisations exist for the sole purpose of assisting the disadvantaged and their continued operation is important to the community.

- **Economic**

Broader Economic Implications

These organisations are partly funded by government, partly by churches and partly (where possible) by their clients. Invariably they utilise any grant money prior to receiving the next payment. They struggle to operate within their tight budgets.

The trade waste application charge due from each of these organisations is \$255.

For \$255, these organisations are each able to prepare 34 meals. (Sawtell Meals on Wheels advised that one meal, consisting of soup, main, dessert and juice, costs \$7.50.)

Management Plan Implications

The total charge able to be levied from the five organisations is \$1,275.

These fees will be paid into the Sewerage Fund. If the fees are waived little impact will result within the Management Plan

Consultation:

Council's Community Services section have been consulted as to the work these organisations undertake and to the financial pressures they are under.

Council's Rates Section has been consulted regarding legislation for charges and fees.

Related Policy and / or Precedents:

These organisations are currently 'non rateable' properties, and as such are not liable to pay the annual charges for trade waste discharge. An exemption from the payment of the trade waste application fee is an extension of the goodwill that is shown to such organisations.

Statutory Requirements:

Section 608 of the Local Government Act (LGA) states:

608 Council fees for services

(1) *A council **may** (authors emphasis) charge and recover an approved fee for any service it provides, other than a service provided, or proposed to be provided, on an annual basis for which it is authorised or required to make an annual charge under section 496 or 501.*

This section of the LGA allows, but does not mandate Council to charge a fee for a service. It is therefore a Council decision to charge this fee, and as such exemptions to the fee may also be made.

Issues:

No adverse issues are expected from this proposed action

Implementation Date / Priority:

If Council resolves to waive the trade waste application fee, this action will take place immediately

Recommendation:

- 1. That as allowed by Section 608 of the Local Government Act, Council exempt the following institutions, from the Trade Waste Application Fee:**
 - **Chill-Out Café (Coffs Harbour Meals on Wheels).**
 - **Salvation Army Centre.**
 - **Uniting Church (Soup Kitchen).**
 - **Woolgoolga Meals on Wheels.**
 - **Sawtell Meals on Wheels.**
- 2. That in the event other charitable organisations make representation to Council for exemption from the Trade Waste Application Fee, they be evaluated by the General Manager on a case by case basis.**

S28 NATIONAL YOUTH WEEK 2008

Purpose:

To report to Council on the activities of National Youth Week 2008.

Description of Item:

National Youth Week (NYW) is the largest celebration of young people on the Australian youth calendar. Developed by young people, NYW aims to celebrate and recognise the value of all young Australians to their communities.

As part of the ongoing commitment to local young people Council contributed both monetary and inkind support to organisations participating in National Youth Week celebrations which were held from 5-13 April 2008.

Youth Week aims to provide young people with an opportunity to express their views and act on issues that impact on their lives. It provides local councils with the opportunity to work with young people and better understand the issues and concerns that are important to them and it provides the community with an opportunity to focus on the positive contribution young people make to society.

This has been achieved through the active involvement of young people in the planning and implementation of activities that:

- Highlight their talents and the contribution they make to the community;
- Draw attention to their ideas and the issues which concern them;
- Develop strategies to address these issues and concerns; and
- Increase community awareness of the issues and concerns of young people.

The monies provided by Council are met dollar for dollar by the Department of Community Services. These funds were used to subsidise community organisations to implement activities. A total of 14 activities were subsidised with the available funding.

The media were very generous in their coverage of the week. There were several articles in the local newspapers as well as items on radio stations during the week. The Youth Week program was also available on Council's website. Approximately 2,500 copies were distributed to schools and community organisations.

Participating organisations included:

- PCYC
- Harbour Youth Service
- Coffs Harbour City Library
- Coffs Harbour Transport Working Group
- East Coast Surf School
- Coffs Coast Deaf Community
- Ventoux Cycles
- Ted Noffs Safe Party Squad

S28 National Youth Week 2008 ...(Cont'd)

Attached is a copy of the Calendar of Events for Youth Week 2008.

"Shout, Share, Live, Unite" was the slogan chosen by young people for Youth Week 2008 and was symbolised by their optimism, involvement and enthusiasm for life expressed through the above activities.

Sustainability Assessment:

- **Environment**

There were no environmental issues.

- **Social**

Youth Week is an opportunity for young people aged 12-25 years to highlight their talents and the contribution they make to the community as well as increase community awareness of the issues and concerns of young people.

- **Economic**

Broader Economic Implications

Apart from the financial assistance from the Department of Community Services of \$1,500 community sponsors were also approached to sponsor giveaways for the various activities held during the week. The sponsors being the Birch Carroll & Coyle, McDonalds, Pet Porpoise Pool and The Independent.

Sponsorship from these organisations and the \$1,500 donation from Coffs Harbour City Council enabled a comprehensive "Calendar of Events" to be organised. Eight Expressions of Interest were received by local youth organisations to run different youth orientated activities. These Expressions of Interest were assessed by a team of staff. The total cost of the week amounted to \$3,400.

Management Plan Implications

The Council contribution of \$1,500 was provided in the Management Plan and has been matched by the Department of Community Services.

Consultation:

Meetings were held regularly prior to National Youth Week with the organisations who were successful in receiving funding to host an event. Assistance was given with publicity, distribution of flyers and general support and back up during National Youth Week. Positive feedback was received from all groups participating.

Related Policy and / or Precedents:

There is no related policy in this matter.

Statutory Requirements:

There are no statutory requirements in this matter.

Recommendation:

That organisations as detailed in the report who participated in the 2008 National Youth Week celebrations in the Coffs Harbour local government area be commended in writing for the valuable contribution they have made to the young people in the community.

National Youth Week 2008

ALL WEEK

"FREE SURF LESSONS AND SURF EDUCATION" after school, East Coast Surf School, Contact Helene on 0412 257 233 to book.

SAURDAY, 5 APRIL

BMX ACTIVITY, Toormina Skatepark, 12noon, FREE BBQ, giveaways, demos - Contact 0411 812 946

BEACH BBQ AND GAMES, Emerald Beach, 12 noon. Sponsored by the Safe Party Squad. Contact John on 0411 464 002

SUNDAY, 6 APRIL

BEACH BBQ AND GAMES, Sandy Beach, opposite shops, 12 noon. Sponsored by the Safe Party Squad. Contact John on 0411 464 002

TUESDAY, 8 APRIL

COME AND TRY SPORTS/FUN DAY for special needs children from Coffs Harbour Schools 10am - 2pm, Sportz Central Bray Street, Contact Adrian 6651 2501

FREE AUSLAN CLASSES at CHEC, 12 noon-2.00pm, BBQ, lots of giveaways, Contact Brooke on 6651 9692

WEDNESDAY, 9 APRIL

YOUTH HOMELESSNESS AWARENESS DAY. This day will be recognised by service providers and local media.

THURSDAY, 10 APRIL

"DRESS UP AND PHOTOSHOOT", PCYC from 4.00pm Contact Christy on 0408 222 910 or 6651 9961

" Shout, Share, Live, Unite "

Attachments:



FRIDAY, 11 APRIL

3 ON 3 BASKETBALL TOURNAMENT/POOL COMPETITION/MUSIC JAM SESSIONS, PCYC, 4pm - 9pm FREE BBQ, lots of prizes, Telephone 6651 9961

ACTIVE TRANSPORT CHALLENGE, 9.00am-2.00pm, FREE, Contact Anne on 6648 4414. A fun Transport Challenge between youth and seniors to increase use of transport modes other than private car and to promote venues in Coffs Harbour that are accessible by public transport.

SAURDAY, 12 APRIL

BEACH BBQ AND GAMES, Boronia Street, Sawtell, 12 noon. Sponsored by the Safe Party Squad. Contact John on 0411 464 002

YOUTH BAND NIGHT, PCYC, 7.00-10.00pm, Telephone 6651 9961

FREE CANDLE MAKING WORKSHOP, CHCC Library, 10.00am-12 noon, Bookings essential on 6648 4905.

SUNDAY, 13 APRIL

BEACH BBQ AND GAMES, Jetty Foreshores, 12 noon. Sponsored by the Safe Party Squad. Contact John on 0411 464 002

FREE TEN PIN BOWLING, Holiday Lanes, 7.00-10.00pm, lots of giveaways. To book contact Carole on 6648 3620.

Calendar of Events

All drug and alcohol free events - say "NO" to drugs!

S29 NAME OF THE CENTRAL LIBRARY AT COFFS HARBOUR

Purpose:

The purpose of this report is to inform Council about the change of name of the central library at Coffs Harbour, from Harry Bailey Memorial Library to Coffs Harbour City Library and Information Centre in 1997.

Description of Item:

This report was requested by Cr Featherstone in General Business, Item No 4, at Council's City Services Committee meeting held on 1 May 2008, and was previously raised by the Mayor, Cr Rhoades, some time ago.

The central library at Coffs Harbour was renamed the Coffs Harbour City Library and Information Centre on 26 June 1997 by resolution of Council (Economic and Community Enterprises Committee), on recommendation by the then Library Advisory Committee.

The resolutions from that meeting relating to this issue were that:

- *The City Library name be changed to 'The Coffs Harbour City Library and Information Centre'.*
- *A room within the existing and proposed City Library be called 'The Harry Bailey Room'.*

The following is provided as background information:

Coffs Harbour has had a public library service since 1964. The premises were originally in Vernon Street, however, on the move to a larger purpose-built facility in Castle Street in 1974, it was named the Harry Bailey Memorial Library in memory of long-serving Coffs Harbour Shire President, Harry Bailey who had passed away in 1965. Cr Bailey had not only been a long serving Councillor, but also Shire President of the previous Dorrigo Shire and the subsequent Coffs Harbour Shire Council - he in fact was Coffs Harbour's first Shire President. Cr Bailey had a strong involvement in establishing and developing the library service.



Old library building in Castle Street (picture taken in 1992)

S29 Name of the Central Library at Coffs Harbour (Cont'd)

As no suitable room existed in the library building in Castle Street, the naming was postponed. The central library moved from Castle Street to its current premises in Rigby House on the corner of Coff and Duke Streets in December 2000. The new location at the time did not allow for any distinct public rooms or spaces that could be named in memory of Harry Bailey, as the entire rectangular floor area was needed for its collections and staff areas.

The Library was able to relocate staff to the Eastern wing of Rigby House at the beginning of 2008. All Library staff are now located in the new area, allowing for the existing staff work area at the back of the library to be reallocated for other uses, primarily public space. Library staff have identified the need for a multi-use meeting/seminar room for part of this space. This is expected to be completed in 2009, providing an excellent opportunity to name it the Harry Bailey Room.

The opening of this room for public use would also provide a good publicity opportunity and enable the event to be celebrated accordingly, including the reasons for the name.

Sustainability Assessment:

- **Environment**

There are no environmental impacts.

- **Social**

Naming a special room in the Library in memory of Harry Bailey demonstrates to the community Council's recognition of its own heritage and its commitment to honouring people who have made significant achievements for the local community.

- **Economic**

Broader Economic Implications

There are no broader economic implications.

Management Plan Implications

The costs associated with naming a room in the Library the Harry Bailey Room are minimal and well within the current operating costs of this service. Costs involved in renovating this area to convert it into a multi-use meeting/seminar room have been sourced from grant funding.

Consultation:

The Library management team was consulted and support the recommendations.

Related Policy and / or Precedents:

Policy was set by Council in 1997 when it resolved to change the Library's official name. No separate policy on this issue exists within Council.

S29 Name of the Central Library at Coffs Harbour (Cont'd)

Statutory Requirements:

The NSW Library Act 1939 has no requirements relating to the naming of local libraries.

Issues:

When a new purpose-built central library is built, possibly as part of the Brelsford Park cultural precinct, a special heritage collections room is planned to be named the Harry Bailey Room as a longer-term commitment to Council's 1997 resolution.

Implementation Date / Priority:

The naming of the Harry Bailey Room should take place when the planned multi-use meeting/seminar room is completed; this is expected to be in 2009.

Recommendation:

- 1. That the central library's current name 'Coffs Harbour City Library and Information Centre' and the resolution of Council on 26 June 1997 be noted,
and**
- 2. That on completion of a planned multi-use meeting/seminar room at Coffs Harbour Library and Information Centre, that it be named the 'Harry Bailey Room'.**

S30 TENDER: MANAGEMENT OF SPORTZ CENTRAL BRAY STREET, COFFS HARBOUR - CONTRACT NO 07/08-318-TO

Purpose:

To report to Council on tenders received for the Management of Sportz Central Bray Street, Coffs Harbour - Contract No. 07/08-318-TO.

Description of Item:

Council has delegated the care, control and management of Sportz Central to a Section 355/377 Management Committee. Council currently has a management agreement with Sportsrite Pty Ltd to manage the day to day operations, this agreement shall expire on 30 June 2008. The Sportz Central Management Committee supervise the management company.

The subject Management Agreement includes the following:

- Term: 4 years
- Management Fee: \$119,000 plus GST per annum
- Management Commission: 25% of the net profit
- Sportz Central Internal Maintenance Allowance \$25,000

As a result of the annual management fee and the duration of the contract, legal advice indicated that procurement of this service needed to be undertaken by a tender process.

As a result, open tenders were called for the above contract in local and capital city papers and on Council's website closing Tuesday 29 April 2008. Four tenders were received from:

1. Bond Management Services Pty Ltd
2. Coffs Harbour Basketball Association.
3. Pegasus Venue Management Pty Ltd.
4. Sportsrite Pty Ltd.

The tenders were then evaluated using the following criteria:

- Experience and qualifications.
- Management reporting
- Organisational structure and key personnel.
- Experience in fairness and equity.
- Customer service record.
- Health and safety.
- Maintenance and presentation.

Sustainability Assessment:

- **Environment**

The acceptance of this tender has no environmental impacts.

- **Social**

The acceptance of this tender allows for the continuation of effective management of a highly used and valuable community facility. This facility provided a significant health and social benefit to a broad range of community members.

- **Economic**

Broader Economic Implications

There are no broader economic implications.

Management Plan Implications

The letting of this tender requires Council to continue to provide a financial commitment towards maintenance of the facility. This commitment allows the funding of the management contract to be able to be met by operating revenue from Sportz Central.

Related Policy and / or Precedents:

Tendering procedures were carried out in accordance with Council policy. Council's Tender Value Selection System was applied during the tender review process to determine the most advantageous offer. Council's policy is that the tender with the highest weighted score becomes the recommended tender.

Statutory Requirements:

The calling, receiving and reviewing of tenders was carried out in accordance with Part 7 Tendering of the Local Government (General) Regulations 2005.

Issues:

The tender attracted two local and two non-local submissions.

All the tenderers clearly demonstrated a strong commitment to the opportunity by providing high quality submissions.

An assessment panel of both Sportz Central Management Committee members and Council staff assessed the tenders with the following of note:

- **Experience and Qualification** - Given the weighting of this criteria, this was one of two criteria which provided significant differences in the weighted scores. Some of the tenders had a substantial amount of relevant experience.
- **Management Reporting** - This criteria resulted in a close score for three of the tenderers.
- **Organisational structure and key personnel** - This was the second criteria which provided significant differences in the weighted score.

S30 Tender: Management of Sportz Central Bray Street, Coffs Harbour - Contract No. 07/08-318-TO ... (Cont'd)

- **Experience in fairness and equity** - The tender submissions were quite diverse in relation to this criteria. The facility's plan to provide diversity resulted in some of the tenderers not scoring so well in relation to this criteria.
- **Customer Service Record** - This criteria also resulted in some tenderers scoring quite highly.
- **Health and Safety** - All four tenderers covered this criteria well in their submissions.
- **Maintenance and presentation** - Again this criteria was comprehensively covered by all tenderers.

Implementation Date / Priority:

Should Council approve this tender, the contract will commence on 1 July 2008 and run for four years.

Recommendation:

That Council consider tenders received for Contract No. 07/08-318-TO - Management of Sportz Central Bray Street, Coffs Harbour and move the motion as detailed in the confidential attachment.

**Jason R Gordon
Director of City Services**