



Community Halls and Meeting Rooms Plan of Management

Adopted 25 June 2013



East Lindfield Community Hall, Turramurra Community Hall – Seniors Centre, Ku-ring-gai Town Hall and Lady Game Community Hall play area

Vision:

To provide community halls and meeting rooms for a range of community based education, cultural, recreation, health, social and leisure opportunities, in conjunction with limited commercial opportunities, in venues which make a positive contribution to the local environment.

Contents

Introduction	5		
Facilities covered by the plan.....	6	Usage impacts	24
Community land planning.....	7	Objectives	24
Community land	7	Bookings management	24
Planning framework	7	Tenure.....	25
Figure 1: Planning Framework.....	7	Fees and charges	26
Ownership and management	8	Unbooked and unpaid usage	26
Categorisation	8	Disruption of use	26
Scope of the Plan	9	Promotion.....	26
Outline of Document Structure	11	Sponsorship and donations	27
Use of the Land – Current and		Commercial opportunities	27
Permitted.....	12	Capital funding	27
Basis for management	13	Primary and Ancillary infrastructure ...	28
Introduction	14	Community Halls.....	28
Vision	14	Meeting Rooms.....	28
Role.....	14	Storage	28
Local Context	14	Temporary structures.....	28
Regional Context.....	15	Public art.....	29
Values and Issues.....	15	Heritage	29
Leases/Licences/other estate	15	Capital improvements	29
Scale and Intensity of Permitted Use	16	Security and vandalism.....	30
Quadruple bottom line assessment...	18	After hours service	30
Management objectives	19	Safety and risk management	30
Introduction	19	Impact on adjoining land uses	30
Role.....	20	Smoke Free Zones	31
Social values:	20	Traffic and parking	31
Environmental values.....	20	Impacts on natural areas	31
Economic values	21	Climate change.....	31
Governance.....	21	Sustainable management	32
Demographics and demand:	21	Waste management.....	32
Service standards and maintenance.	21	Alcohol consumption.....	32
Future development of the land	22	Food serving and preparation	32
Management practices	23	Action Plan	33
Issue.....	24	Monitoring	41
		Monitoring and Review	42
		References	43
		Appendix A.....	45
		Detailed description of sites.....	45

Introduction

Facilities covered by the plan

Community Halls

Abbreviation

- | | | |
|---|------------|---|
| 1 | CH1 | Former Gordon Library Meeting Room (Lifeline) |
| 2 | CH2 | Ku-ring-gai Town Hall (Pymble) |
| 3 | CH3 | Lady Game Community Hall (West Lindfield) |
| 4 | CH4 | East Lindfield Community Hall |
| 5 | CH5 | West Pymble War Memorial Community Hall |
| 6 | CH6 | East Roseville Community Hall |
| 7 | CH7 | St Ives Community Hall |
| 8 | CH8 | Turramurra Community Hall (Seniors Centre) |

Meeting Rooms

Abbreviation

- | | | |
|----|------------|---|
| 9 | MR1 | Hamilton Park Meeting Room (Turramurra) |
| 10 | MR2 | Ku-ring-gai Town Hall Meeting Room (Pymble) |
| 11 | MR3 | St Ives Library Meeting Room |



Community land planning

Community land

The introduction of the *Local Government Act 1993* represented a significant policy reform in respect to public land management. One of the requirements is the preparation of Plans of Management for all land classified as Community Land. Community Land must be managed in accordance with an adopted Plan of Management and until such a plan is prepared and adopted, the nature of the land and use cannot be altered. Leasing and licensing of community land must be authorised by a Plan of Management.

This Plan of Management (also referred to as the Plan and/or PoM) is prepared in accordance with the requirements of the *Local Government Act 1993*. It provides a strategic framework for future management of community halls and meeting room facilities in Ku-ring-gai.

Specific direction about how works or actions are to be performed or achieved are not included. This approach allows innovation and flexibility in the implementation of the Plan of Management.

Planning framework

Although this Plan must be consistent with the requirements of the *Local Government Act 1993*, the strategic direction of Council must also be taken into consideration. Therefore, this Plan has also been prepared in accordance with Council's Community Strategic Plan and related Delivery Program and Operational Plan.

Actions listed within this Community Halls and Meeting Rooms Plan of Management will be transferred to annual operational plans and individual staff work plans (Figure 1).

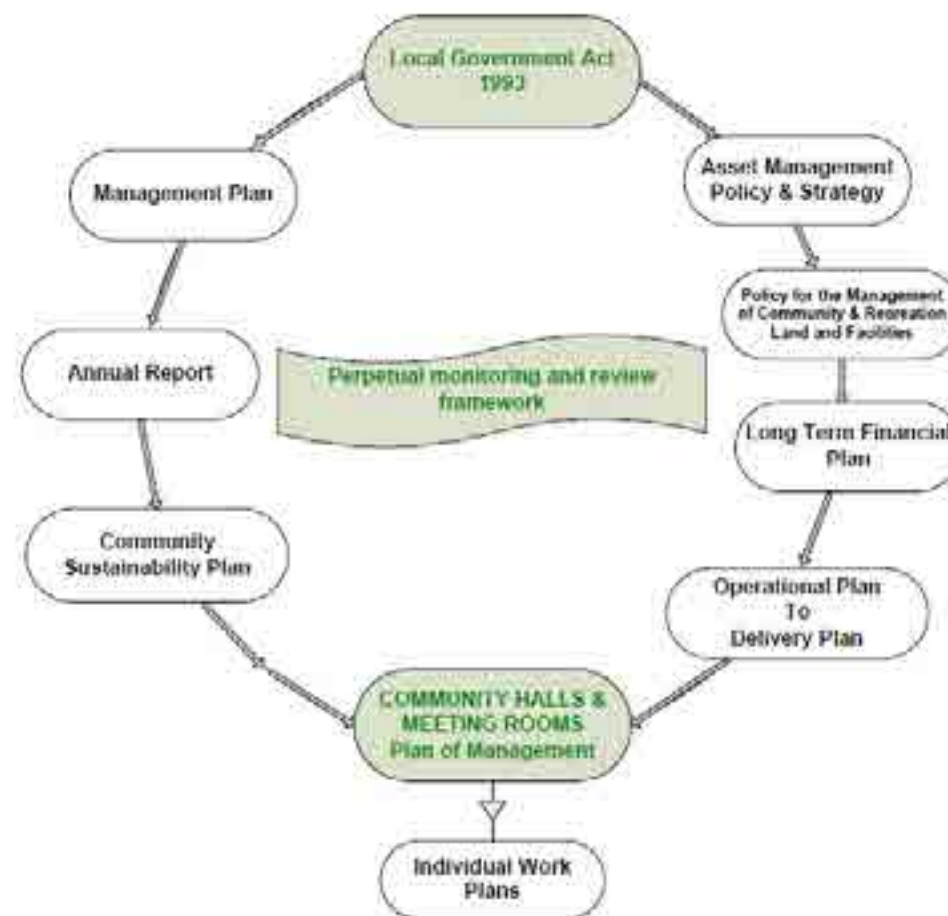


Figure 1: Planning Framework

Ownership and management

All of Council's community halls and meeting room facilities are owned and managed by Ku-ring-gai Council.

A full list of facilities is located under **Scope of Plan** of this documents and location map, Hours of occupation and History within **Appendix A**.

Categorisation

Under the Local Government Act 1993, No. 30, Chapter 6, Part 2, Division 2 Use and Management of Community Land, Section 36, plans of management for community land must categorise the land covered by the plan

36 Preparation of draft plans of management for community land

- (1) *A council must prepare a draft plan of management for community land.*
- (2) *A draft plan of management may apply to one or more areas of community land, except as provided by this Division.*
- (3) *A plan of management for community land must identify the following:*
 - (a) *the category of the land,*
 - (b) *the objectives and performance targets of the plan with respect to the land,*
 - (c) *the means by which the council proposes to achieve the plan's objectives and performance targets,*
 - (d) *the manner in which the council proposes to assess its performance with respect to the plan's objectives and performance targets, and may require the prior approval of the council to the carrying out of any specified activity on the land,*

and may require the prior approval of the council to the carrying out of any specified activity on the land.

- (3A) *A plan of management that applies to just one area of community land:*
 - (a) *must include a description of:*
 - (i) *the condition of the land, and of any buildings or other improvements on the land, as at the date of adoption of the plan of management, and*
 - (ii) *the use of the land and any such buildings improvements as at that date, and*
 - (b) *must:*
 - (i) *specify the purposes for which the land, and any such buildings or improvements, will be permitted to be used;*
 - (ii) *specify the purposes for which any further development of the land will be permitted, whether under lease or licence or otherwise, and*
 - (iii) *describe the scale and intensity of any such permitted use or development.*
- (4) *For the purposes of this section, land is to be categorised as one or more of the following:*
 - (a) *natural area*
 - (b) *sportsground*
 - (c) *park*
 - (d) *area of cultural significance*
 - (e) *general community use*

The land covered by this plan of management is categorised as *general community use*.

Scope of the Plan

This Plan of Management covers the following community halls and meeting rooms:

Community Halls

Abbreviation

CH1	Former Gordon Library Meeting Room (current Lifeline facility)
CH2	Ku-ring-gai Town Hall (Pymble)
CH3	Lady Game Community Hall (West Lindfield)
CH4	East Lindfield Community Hall
CH5	West Pymble War Memorial Community Hall
CH6	East Roseville Community Hall
CH7	St Ives Community Hall
CH8	Turramurra Community Hall (Seniors Centre)

Meeting Rooms

Abbreviation

MR1	Hamilton Park Meeting Room (Turramurra)
MR2	Ku-ring-gai Town Hall Meeting Room (Pymble)
MR3	St Ives Library Meeting Room

Location maps for each facility are included in Appendix A.

CH1 – Former Gordon Library Meeting Room – (including the current Lifeline meeting room) – Development Application amendment now gives Lifeline exclusive use under new lease.

MR1 – Hamilton Park meeting room is currently used exclusively by Lorna Hodgkinson Sunshine Homes.

This Plan of Management builds on other plans of management that relate to other community facilities as adopted by Council including:

- **Car Parks Generic** Plan of Management, adopted 24 February 2009
- Ku-ring-gai **Bicentennial Park** Plan of Management, adopted 20 September 2011

- Ku-ring-gai **Community Groups Centre and Car Park, St Ives** Plan of Management, adopted 16 October 2001
- Ku-ring-gai Council **Children Services** Plan of Management, adopted 19 March 2002
- **Ku-ring-gai Library Site**, Plan of Management No. 33, adopted 9 December 2003
- Ku-ring-gai **Performing Arts Resource Centre**, Plan of Management, adopted 20 March 2001
- **Lindfield Library Site**, Plan of Management (*incorporating the Lindfield Community Centre and the Lindfield Resource Centre*), adopted 3 September 2002
- **St Ives Village Green**, Plan of Management, adopted 14 June 2011

Note: The **East Roseville Community Hall Plan of Management**, last adopted 14 December 1999 is now subsumed by this Community Halls and Meeting Rooms Plan of Management.

Aims of the Plan of Management

This Plan of Management has been developed following the review of Community Halls and Meetings Rooms Plan of Management as adopted 17 October 2000 and:

- to meet Council's obligations under Chapter 6 of the Local Government Act 1993 in respect of Public Land Management;
- to enable the Council to renegotiate and/or enter into contracts, leases, licences and/or hire agreements which relate to the development, maintenance or use of land, improvements and facilities on the land where the community halls and meeting rooms are situated;
- to provide an effective program of asset management, maintenance and improvements for the community halls and meeting rooms;
- to maximise the cultural, recreational, health, leisure and associated business/social opportunities available to the community in Ku-ring-gai at the community halls and meeting rooms.

- **To include the core objectives set out in the Local Government Act 1993, No. 30, Chapter 6, Part 2, Division 2 Use and Management of Community Land, Section 36A-N:**

36I Core objectives for management of community land categorised as general community use

The core objectives for management of community land categorised as general community use are to promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public:

- (a) in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public, and*
- (b) in relation to purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).*

- To incorporate strategies detailed in the Community Strategic Plan 2030 and Council's annual Delivery Program and Operation Plan including but not limited to:

Value:

- *Care for and respect the local environment and people*
- *Encourage active citizenship*
- *Learn and share knowledge*
- *Practice intergenerational equity*

- **Financial sustainability**

In addition to this is the need to plan for future development of town centres and the associated costs of building and maintaining new and existing infrastructure and facilities.

A major challenge facing Council is its ability to increase and diversify its revenue base. Council must prioritise limited financial resources to maintain and deliver infrastructure while continuing to deliver assets to meet community needs. To remain financially sustainable in the long term, Council needs to maximise returns on assets and investments while finding a balance between economic returns, social responsibilities and environmental impacts.

In 2007, Council developed a Long Term Financial Plan. The impetus was the need to establish principles to ensure Council's long term financial sustainability while ensuring that it could continue to provide existing levels of service to the community. The Plan incorporates principles of total asset management, with particular application to new facilities related to town centres.

The Plan contains a core set of assumptions for revenue and expenditure. It also contains funding strategies which plan for the future by setting aside funds in restricted asset reserves. As part of long term financial planning, Council is developing strategic asset management plans, reviewing and quantifying the renewal gap for infrastructure assets, identifying opportunities to broaden the revenue base, and reviewing its borrowing strategies. This is an ongoing process. The Long Term Financial Plan will continue to be developed to incorporate these strategies to ensure financial sustainability while maintaining and improving service delivery to the community, maintaining and renewing ageing assets, and providing for new facilities as part of the town centres development.

- **Community planning, access and equity and disability planning**

People with disabilities:

- resource and support the Ku-ring-gai Access Advisory Committee
- implement the Disability Discrimination Act action plan
- implement program of works to improve access to Council
- owned buildings and facilities.

- **Disability Discrimination Act Action Plan**

Key relevant initiatives include the formation of the Ku-ring-gai Access Consultative Committee. This community based committee advises Council and has adopted an Access Policy, a Development Control Plan for Access (DCP31) and a Disability Discrimination Act Action Plan.

- **People with culturally and linguistically diverse (CALD) backgrounds**

- review and update the multicultural and indigenous organisations database
- resource and support the Hornsby/Ku-ring-gai multicultural network and Northern Sydney Multicultural Networks forum
- include representatives from CALD communities

- **To meet the following strategies detailed in Council's Policy for Management of Community and Recreation Land and Facilities – 10 November 2009:**

Objectives:

- To provide fair and equitable access to community, sporting and recreation facilities for user groups.
- To maximise use of Council's capital infrastructure and facilities.
- To assist non - profit community, educational and sporting organisations, in providing programmes and services which address the social, cultural, sporting and recreational needs of the Community.
- To encourage the provision of an appropriate range of support services in the area addressing all community needs consistent with the Community Plan.

Outline of Document Structure

The Plan of Management comprises five (5) major sections, being:

- Basis for management
- Management objectives
- Management practices
- Action plan
- Monitoring

The **Basis for management** is the driving force of the Plan of Management which will guide management of the Community Halls and Meeting Rooms over the next ten years. The basis for management incorporates the core values of the regular users and the general community which is reflected in the vision for and role of the Community Halls and Meeting Rooms.

The **Management objectives** have been developed in response to key issues identified within the consultation process, which affect management of the Community Halls and Meeting Rooms.

The Management practices

Management practices are in accordance with Council's Policy for Management of Community and Recreation Land and Facilities – 10 November 2009.

The **Action plan** defines the strategies that will be implemented to achieve the management objectives of the Plan of Management. Performance indicators are included at the end of the section and provide a basis for measurement upon which to evaluate the implementation of strategies.

Community halls and meeting rooms are to receive on-going **monitoring** to ensure that selection of hirers and fees and charges are kept in line with inflation. Use of facilities is to be consistent with Council's Policy for Management of Community and Recreation Land and Facilities – 10 November 2009. The Plan will be reviewed every five years to ensure that priorities remain in line with community needs and Council objectives.

Use of the Land – Current and Permitted

The land and facilities covered by this Plan of Management are authorised to be used for the following purposes/activities:

- car parking
- child care services
- Before and After school care
- compatible indoor recreation
- library services
- vacation care services
- religious services
- memorial services
- health care services
- community group meetings
- casual and permanent hire for leisure, educational, cultural activities and community events
- commercial functions, conferences and activities within the limits imposed by this Plan, existing zoning and requirements of relevant legislation
- family and social events
- charity fundraising events

Basis for management

Introduction

The **Basis for Management** is the driving force of the Plan which will guide management of Community Halls and Meeting Rooms over the next ten (10) years and has been prepared following completion of the following tasks:

- a review of current documentation relating to the Community Halls and Meeting Rooms Plan of Management
- a series of site inspections of the Community Halls and Meeting Rooms
- consultation with relevant Council staff
- consultation with users and interested residents
- analysis of feedback from permanent and casual hirer's.

The Basis for Management aims for the Community Halls and Meeting Rooms is to:

- establish a vision
- identify the role in the community
- establish the local and regional context
- identify their perceived value
- identify management issues
- identify leases/licences currently in operation and leases/licences permitted by the plan
- identify leases/licences that are prohibited by the plan of management.

Vision

To provide community halls and meeting rooms for a range of community based education, cultural, recreation, health, social and leisure activity opportunities in conjunction with limited commercial opportunities in venues which make a positive contribution to the local environment.

Role

Facilities that are:

- *managed in an efficient and cost-effective way and provide value for money;*
- *provide an acceptable level of customer satisfaction;*
- *adaptable and able to cater for a variety of uses;*
- *able to meet the changing demands of the community and commercial hirers; and*
- *able to meet relevant Council standards and State regulations.*

Local Context

The Community Halls and Meeting Rooms are used by a variety of community groups, organisations, commercial hirers and individuals.

Additionally, the landscaped areas around the Community Halls and Meeting Rooms complement the built environment and contribute to their usability and worth to the community.

The Disability Discrimination Act 1992 and the Anti Discrimination Act 1977 made it law for public places such as the Community Halls and Meeting Room facilities to be accessible to people with a disability.

Ku-ring-gai Access Policy and Disability Discrimination Act Action Plan 2005 – 2009, to be read in conjunction with Ku-ring-gai Council Access and Equity Policy and Ku-ring-gai Council Community Strategic Plan 2030, support implementation of federal and state laws and requirements to ensure facilities can be accessed by all members of the community.

Regional Context

The Community Halls and Meeting Rooms are predominantly used by local residents however provide opportunities for use beyond the local community when the need arises

Values and Issues

The Community Halls and Meeting Rooms represent an intrinsic value in that they:

- can be a buffer to the built environment especially where they include open space areas;
- are facilities with a specific public purpose;
- support child care and vacation care services;
- support health, social and cultural activities;
- are focal points for the local community;
- can be used for a variety of community and commercial activities;
- provide opportunities for passive recreation activities;
- have car parks in the majority of cases and support local businesses;
- have, in some cases, heritage significance;
- are predominantly used by the local community; and
- some venues commemorate the sacrifices made by local service men and women of both World War I and World War II.

Leases/Licences/other estate

All agreements for use of community facilities covered by this Plan of Management are administered under the guidelines and procedures as set out in the Management of Community and Recreation Land and Facilities Policy (2010).

Council may, by resolution, enter into contracts and lease / licence agreements with relevant authorities, organisations, individuals or companies in relation to the provision of services or utilities in accordance with the objectives of this Plan and legislative requirements.

The grant of a lease, licence or other estate in respect to land covered by this Plan is expressly authorised:

- for any purpose for which the land was being used at the date this Plan was adopted; or
- for any other purpose prescribed by the Local Government Act 1993, Section 46, Leases licences and other estates in respect of community land generally, or Regulation made thereunder.

The granting of leases, licences and other estates must be consistent with the core objectives of the land's categorisation, namely "general community use".

This Plan of Management prohibits leases, licences and other estates being granted for the following:

- activities prohibited by the zoning of the land unless otherwise enabled through Council's Principal Local Environment Plan.
- activities which are not in accordance with the aims and/or objectives of this Plan.

Council also administers fees and charges, operating hours of sites and any disruption of use.

Fees and charges are reviewed each financial year by Council. These *fees and charges* are available for viewing on Council's website. Fees and charges are declared in writing to the potential hirer prior to a booking being confirmed. Conditions and requirements applying to a group or individual bookings are declared in writing prior at the time of booking or shortly thereafter.

This Plan of Management prohibits leases/licences and other estates being granted at the Community Halls and Meeting Rooms shown at Appendix A for the following:

- activities prohibited by the zoning of the land;
- activities that require exclusive use of the facilities and prevent multiple use of facilities;
- commercial activities for more than 2 days per week per facility which preclude community usage of the facilities.

To assist in determining community response to proposed leases/ licences and estates over the land covered by this Plan of Management, Council will advise those property owners living within the local vicinity of any such proposal for each Community Hall and Meeting Room.

N.B. The **Lady Game Community Kindergarten** at West Lindfield and the **KU Children's Services** at East Roseville Community Hall are the only two organisations that currently have a lease or licence relating to the facilities dealt with by this Plan.

Community Halls

Abbreviation

CH1	Former Gordon Library Meeting Room (current Lifeline facility)
CH2	Ku-ring-gai Town Hall (Pymble)
CH3	Lady Game Community Hall (West Lindfield)
CH4	East Lindfield Community Hall
CH5	West Pymble War Memorial Community Hall
CH6	East Roseville Community Hall
CH7	St Ives Community Hall
CH8	Turramurra Community Hall (Seniors Centre)

Meeting Rooms

Abbreviation

MR1	Hamilton Park Meeting Room (Turramurra)
MR2	Ku-ring-gai Town Hall Meeting Room (Pymble)
MR3	St Ives Library Meeting Room

Scale and Intensity of Permitted Use

The current scale and intensity of use of the Community Halls and Meeting Rooms is covered in Table 1 overleaf and is linked to the Community Halls CH1 – CH8 and Meeting Rooms MR1 – MR3 as listed above.

Table 1: Use, Scale and Intensity of Permitted uses

Use	Scale	Intensity
Car Parking	Limited to the designated number of car parking spaces for each facility	Up to the nominated number of spaces and physical space, 24 hours / 7 days a week
Child care services	Limited to the physical constraints of the building, Council policies & relevant Government legislation	Monday to Friday within constraints in the 'Scale' column and restricted to licence hours. Hours of use at Lady Game Community Hall and East Roseville Community Hall are restricted by the Child Care Services deployed at these locations under licence agreement
Before & After school care	Limited to the physical constraints of the available facilities	Monday to Friday within the hours specified in licence agreement
Compatible indoor recreation	Limited to the physical constraints of the buildings	CH1: 24 hours lessees, 7am – midnight non-lessees CH2 CH3 & CH7: Daily 7am – 1am CH6 & CH 8: Daily 7am – midnight CH4: Sun – Thur 7am – midnight & Fri – Sat – 7am – 1am CH5: Sun – Thur 7am – 11pm & Fri – Sat – 7am – 1am MR1: Daily 7am – 10pm MR2: Daily 7am – 1am MR3: Daily 7am – 11pm
Library services	Limited to the physical constraints of the buildings	Same intensity as Compatible indoor recreation
Vacation care services	Limited to the physical constraints of the building, Council policies & relevant Government legislation	Monday to Friday 8am – 6pm during school holidays only.
Religious services	Limited to the physical constraints of the buildings	Same intensity as Compatible indoor recreation
Memorial services	Limited by physical constraints of the buildings	Specific times and dates
Health services	Activities limited to the main hall areas of the Community Halls	Same intensity as Compatible indoor recreation
Community group meetings	Limited by physical constraints of the buildings	Same intensity as Compatible indoor recreation
Casual and permanent hire	Limited by physical constraints of the buildings	Same intensity as Compatible indoor recreation
Commercial activities, functions and conferences	Limited by physical constraints of the buildings	Same intensity as Compatible indoor recreation
Family and social events	Limited by physical constraints of the buildings	Same intensity as Compatible indoor recreation
Charity fund raising events	Limited by physical constraints of the buildings	Same intensity as Compatible indoor recreation













Note: The hire of all facilities is in accordance with Council's relevant policies and hire agreements and requirements of legislation.

Quadruple bottom line assessment

The Global Reporting Initiative (GRI) is a sustainability reporting framework which allows organisations to measure and report their economic, environmental and social performance. The foundations of the framework are a set of guidelines, principles and indicators which assist organisations in being accountable for their actions.

Transparency about economic, environmental, social and governance issues are fundamental to local government. Working towards and implementing sustainable development has required Ku-ring-gai Council to apply new ways of thinking that involve policies, operations, functions and services.

Each value, issue and management objective within this document will be assessed in accordance with the Quadruple Bottom Line (QBL) framework as follows:





	Positive effect	No effect	Negative effect
Economic			
Environmental			
Social			
Governance			

This approach will allow Council to determine the effectiveness of the Plan in addressing QBL as part of GRI and will provide consistency with Council's Corporate Strategic Plan.





Where possible, actions which cause adverse effects on sustainability have been avoided. However, an action may provide an overall positive effect on the QBL, but can still cause an adverse effect within one or more of the categories. For example, alterations and additions to a community hall may have positive environmental and social effects, it will however, create a negative financial effect in relation to the significant capital costs involved in the development of the site. In this instance, it may be considered that the

positive effects outweigh the negative effects and all efforts are made to mitigate any unavoidable adverse impacts. In this same example, the financial impacts can be mitigated through undertaking a comprehensive tender process to achieve the best value for money for the project.

The Plan of Management for Council's Community Halls and Meeting Rooms has identified:

-  actions which will provide for **positive financial sustainability**
-  actions which will promote **positive environmental sustainability**
-  actions which promote and **enhance social sustainability**
-  actions which promote **sustainable governance**

However this Plan also contains;

-  actions which will have a negative financial effect
-  action with adverse effects on the environment
-  actions which will have an adverse effect on social sustainability
-  actions which will have an adverse effect on sustainable governance

Overall the quadruple bottom line assessment shows a balanced approach to the sustainable management of Council's community halls and meeting room facilities through the implementation of this Plan of Management.

Management objectives

Introduction

The basis for Management objectives will guide management of Council's community halls and meeting room facilities (also referred to as community facilities) over the next five (5) to ten (10) years and incorporates the core values of the community and regular users of Council's facilities.

Role

Council's community halls and meeting room facilities play an important role in both a regional and local context by providing significant active and passive opportunities with a broad range of community benefits.

Some community halls and meeting room facilities also have an environmental role by providing surrounding natural vegetation and habitats for fauna and a natural setting for non-specific general open space usage.

Social values:

Community halls and meeting room facilities provide venues for community development and social interaction. Participants are provided with an opportunity to build community networks in both structured and unstructured, formal and less formal environments.

Involvement in and interaction within an organised group, club or activity can aid individual development through exposure to other members, enhanced communication opportunities, negotiation and co-operation techniques and skills.

Halls and meeting facilities also add intrinsic value as informal meeting places for social interaction and building a strong *sense of community* and *sense of belonging*.

Community venues are ideal locations for members of diverse cultures to gather in a safe and central location.

Community halls may also be used in times of emergency as a refuge (eg safe havens from bushfires, potential bushfire outbreaks or extreme weather conditions).

Community awareness in languages other than English needs to be actioned to provide information about community facilities, activities and availability for use, hire and/or participation.

Community facilities amongst other outcomes, provide a diversity of areas with:

- indoor venues for a variety of interest groups, recreation groups, Scout and Guide groups, research groups, recreation and exercise groups and classes
- youth development opportunities
- an opportunity for community participation which may improve quality of life for those involved
- accessible venues for people in the community with a disability, thereby providing enriching outlets and activities
- child care services.

Environmental values

Ku-ring-gai's community hall and meeting room facilities provide environmental value to the area including habitat and bio-linkage opportunities for flora and fauna with many of sites containing or being adjacent to significant stands of native vegetation and urban bushland.

Several community facilities provide amenities with native vegetation and landscaping. This vegetation and canopy trees provide micro climate effects on the local area through mitigating wind velocity and the *heat island effect* that may be created by urbanised areas.

Complementary environmental values include:

- visual amenity
- provision of habitat
- provision of carbon sinks where external land and vegetation allows

Economic values

The economic values of Council's community halls and meeting room facilities are two-fold. Council's facilities bring opportunities for discretionary spending to the local retail community in addition to fees received from rental of venues.

Micro economic values include –

- increased economic benefits to local businesses and revenue to Ku-ring-gai Council
- may increase property values in close proximity to the community venue

Governance

This Plan of Management must be consistent with the requirements of the *Local Government Act 1993*, however the strategic direction of Council is reflected in the overall maintenance, management and longer term asset planning.

In light of this and founded on adherence to these LGA requirements, this Plan has also been prepared in accordance with Council's Community Strategic Plan and related Delivery Plan and Operational Plan.

Prudent management, maintenance and rental of community halls and meeting rooms supports good governance by Ku-ring-gai Council.

Prudent management and consistent governance ultimately adds value to the quadruple bottom line for Council.

Council is developing strategic asset management plans, reviewing and quantifying the renewal gap for infrastructure assets as an integral component of good governance.

Demographics and demand:

Population increases and changes in the demographics of our community and the broader region impact on the demands of community halls and meeting room facilities. This Plan considers future supply and demand by continuing to provide a balanced utilisation of facilities within a moderately broad range of venues.

Availability of facilities in the case of emergency situations or as an emergency control centre/s is accepted as a priority at all times by Council. No group or booking will over-ride use of a facility for emergency situations or potential emergency situations. No prior notice to the community group or user is required. Council is not obligated to offer a refund for the unavailability of the venue, although may consider offering a future alternate date or venue as compensation.

Service standards and maintenance

Community facilities require an agreed level of maintenance standard to ensure they can be safely and appropriately used by the community.

Maintenance of facilities includes drainage, irrigation, waste management, drought and water restrictions, security and vandalism, after hours service, lighting, playground surface conditions and risk and safety management ... roofing repairs, painting, and other building maintenance.

Future development of the land

This Plan of Management authorises, within the requirements of relevant legislation and Council policy, the future development of Council's community halls and meeting rooms as listed within this Plan for the following purposes and uses:

- alterations and additions to the existing land and buildings to provide improved facilities for the uses permitted by this Plan of Management
- construction of new facilities
- improvement to playground facilities, landscape and aesthetic elements on the land
- alterations to car park layouts to improve parking facilities for the Community Halls and Meeting Rooms
- community based education, cultural, recreation, health, social and leisure activities and limited commercial opportunities
- rationalisation of the land.

Management practices

Administration

Administer the usage of Council's community halls and meeting room facilities in a fair and equitable, and multi-purpose manner

Issue

A brief history of the development of most of the Community Halls and Meeting Rooms is given in Appendix A. The origin of the facilities states that Community Halls and Meeting Rooms were established to meet the needs of the community in relation to a variety of activities whilst retaining their multi-purpose capacity.

The majority of use at the Community Halls and Meeting Rooms should be by community based organisations including:

- priority given to community based activities;
- encourage usage by a range of community based organisations; and
- promotion of non-exclusive use of facilities.

Provision is made within this Plan of Management, in the event of reclassification of any of the land being deemed necessary. The Plan of Management is to be revised to reflect the changed circumstances.

Usage impacts

Community halls and meeting room facilities require assessment for asset depreciation. Medium and long term management and planning is required in order to provide capital improvements and/or replacement.

Usage of all Council facilities impacts on the surrounding public and private land uses. Issues specific to this include traffic and parking, natural areas, flora and fauna, catchment impacts, greenhouse emissions, noise, energy and water consumption within sustainable principles.

Objectives

The following objectives have been formulated to address the issues raised by users of community hall and meeting room facilities:

- provide facilities which address the current and changing demographics and needs of our community
- administer the usage of facilities in a fair and equitable manner for the broader community
- improve infrastructure through strategic and opportunistic approaches
- provide a quality service standard of maintenance
- increase positive impacts and minimise adverse impacts from the existence and use of facilities
- maintain and improve through sustainable financial practices
- provide a safe environment for users and visitors.

Bookings management

All agreements for use of the facilities covered by this Plan of Management are administered under the guidelines and procedures as set out in the Council's **Policy for the Management of Community and Recreation Land and Facilities (2009)**. The agreements permitting individuals and/or user groups to use Council's facilities are leases, licences, and hire agreements – casual, permanent or seasonal. All terms and conditions of these agreements are made pursuant to this Plan of Management and/or other relevant authorities. When an agreement is made, the details are entered into Council's current booking system. Priority is given to agreements in this order:

- 1 leases and licences
- 2 seasonal allocations
- 3 12 month temporary licence
- 4 permanent hire
- 5 casual hire

Each agreement must be made with regard to the objectives and requirements as prescribed in this Plan of Management. Issues to consider are:

- prescribed usage
- permitted times
- environmental concerns
- insurance and indemnification requirements
- all relevant legislation and regulations

Tenure

The 1993 Local Government Act restricts leases or licences over community land. Leases or licences for a period of five (5) years or more have limitations imposed on them, including public notification of Council's intention to enter into leases of over five years, and the Minister's approval if there are any public objections. The maximum period that leases or licences can be granted is 21 years.

All lease / licence arrangements are to be consistent with the Act.

Accessibility

In keeping with Ku-ring-gai Access and Policy (adopted October 2005) and Disability Discrimination Act Action Plan 2005 – 2009 (DDAAA), Council is committed to taking a leading role in making Ku-ring-gai an accessible community for everyone, including people with a disability.

This commitment has been demonstrated by providing opportunities,

services and facilities that are user friendly and accessible. Council's aim is to eliminate, as far as possible, discriminative practices which may exclude people from fully participating in their chosen pursuit.

Provision of access for people with disabilities relates to all of Council's activities including planning, participating in events, use of libraries and access to Council buildings. Therefore "*a whole of Council*" approach has been taken in the development of the DDA document.

Council is committed to striving towards a fully accessible locality by working in partnership with other authorities and the community. This Access Policy and Disability Discrimination Act Action Plan seeks to enable Council in the provision of facilities and services that are equitable and dignified to all people.

Given the age of the facilities and the type of terrain in Ku-ring-gai, it is acknowledged that full access cannot be provided in any four year period but steps can be taken to improve access.

A service or facility is accessible when it is:

- easy to find accurate information
- easy to understand
- easy to get to, and
- easy to use

Council's Access and Equity Policy contains 7 key Objectives, including Objective 1: To have standards of communication which will enable Ku-ring-gai Council to communicate effectively with all residents with the purpose of enhancing access to Council services and greater participation of residents in Council activities.

For more information Council's website contains both documents - Ku-ring-gai Access Policy and Disability Discrimination Act Action Plan 2005 – 2009 in full.

Fees and charges

Casual, permanent and seasonal hire agreements are charged as per Council's adopted and current fees and charges. Lease rentals and licence fees are determined by an independent valuation and then relevant valuation methodology is applied to determine the actual rate. Income derived from the hire fees, rentals and licence fees are offset against Council's operational and administrative costs in providing this service to the local community.

A user group can be subject to either a commercial or community rate. This would be assessed on the basis of their activities and charges as set out in Council's **Policy for the Management of Community and Recreation Land and Facilities (2009)**.

Financial assistance may be provided to user groups by way of sponsorship, grants discounted rates, fee waivers (when applicable) and rental and licence fee rebates. Where financial assistance is provided by Council, all documentation from both parties is to be recorded and available for auditing both internally and externally.

Unbooked and unpaid usage

General community users that do not require a booking or agreement must be subject to an approved written agreement from Council and subsequent booking. Written verification from Council must be available at all times during such usage and provided to a Council officer on request.

Unapproved use of facilities for storage are deemed illegal. Approval is to be obtained in writing from Council and must be available at time of use and provided on request by a Council officer.

Disruption of use

There may be occasions where Council will need to close a facility which may impact regular users of a venue. Community halls and/or meeting rooms will be temporarily closed if:

- use of the site is deemed dangerous or unusable;
- continued use will result in damage creating subsequent repair costs and further prolonged closure;
- the facility is required for a community event;
- existing damage (ie vandalism) renders the site unsafe;
- capital works upgrades are to commence;
- emergency repairs are required;
- renovation periods are to commence; and
- emergency incidents requiring the facility for emergency administration, services or refuge.

Provisions for temporary closures of a facility are covered in user group agreements as specified by Council's **Policy for the Management of Community and Recreation Land and Facilities (2009)**.

Promotion

Promotion of Council's community facilities and related activities plays an important role in encouraging an active and engaged community.

Council has several forms of promotional methods available to reach a greater proportion of our community. These methods include e-newsletters, Council website updates and specific email user group information. Additionally, Council can use the print media through local newspapers and targeted posters located at facilities and/or shopping centres/villages within the community.

Sponsorship and donations

Sponsorship is a commercial arrangement in which a sponsor provides a contribution in money or in kind to support an activity in return for certain specified benefits.

In 2007, Council adopted a ***Sponsorship Policy*** in accordance with the *ICAC Guidelines for Sponsorship in the Public Sector (2006)*. Sponsorship of Council events is an ideal way to provide quality events in a cost effective manner. Sponsorship, in return, delivers benefits for the sponsor.

Joint partnership between Council and user groups is also facilitated through Council's **Policy for the Management of Community and Recreation Land and Facilities (2009)**.

Commercial opportunities

Potential exists to increase commercial usage of community facilities without compromising community activities.

Capital funding

Capital funding is required for long term improvements to community facilities and supporting infrastructure such as lighting, landscaping, drainage and irrigation.

To achieve these upgrades, Council seeks funding from other sources such as grants, user group contributions, sponsorships, advertising as well as funding from Council's capital infrastructure and facilities reserve.

Local voluntary support is acknowledged and recognised for the role it plays in supporting Council to undertake service provision of managing and maintaining various halls and meeting rooms.

Council acknowledges that grants, fundraising and other opportunities will allow user groups to provide works not prioritised in Council's current Capital Works Program or its contribution will move projects forward in Councils

program. There is however, no long term link or right between capital input and tenure unless formally requested by the user group and agreed to by Council.

Infrastructure

Improve our facility infrastructure through strategic and opportunistic approaches

Primary and Ancillary infrastructure

Council provides infrastructure that supports the use of community facilities which is crucial for the use of the sites.

This infrastructure includes local roads, driveways, pedestrian pathways, pedestrian footpaths, kerbs and gutters, accessible ramps, and carparks.

Council's objective is to maintain and plan for new or improved primary and ancillary infrastructure across the Local Government Area as it applies to Community Hall and Meeting Room facilities.

Community Halls

The Community Halls covered by this Plan of Management are between 45 and 85 years old. Aging buildings have inherent limitations. All Council assets are currently being documented, assessed and included in Council's long term Asset Management Plan.

Meeting Rooms

Meeting Rooms covered by this Plan of Management are located in buildings that are between 60 and 135 years old. These meeting rooms fall within the umbrella of the Asset Management Plan for long term maintenance, upgrade and financial purposes.

Storage

Storage of equipment at community facilities is not permitted at any time without a current licence agreement or seasonal facilities rental contract. Council reserves the right to remove and dispose of any materials or equipment left without Council consent. Charges for their removal will apply to the hirer.

Council will not be held responsible for the loss or damage of property belonging to the hirer, their members or guests.

Temporary structures

A permit from Council is required should a user group erect an advertising sign or banner.

Written approval must be obtained from Council prior to the erection of temporary fencing.

Children's play equipment including jumping castles or marquees are permitted upon written approval from Council. Professional insurance documents must be provided prior to approval being given for a booking.

These may be weighted structures only, with no tent pegs permitted. Australian Standards must apply to all such temporary play equipment, tents or marquees.

Farm animals and temporary animal enclosures are permitted providing professional insurance documentation is provided to Council prior to approval being given for a booking.

Telecommunication infrastructure

Under the Telecommunications Act 1997, the Commonwealth has the power to erect any telecommunications device on State or Council owned land.

User groups or individuals must have regard to this and accommodate any directions from the utilities provider or from Council.

Public art

In 1997 Council adopted a Public Art Policy aimed at “*guiding and encouraging the exhibition and inclusion of art within public places, ensuring the valued characteristics of Ku-ring-gai are enhanced*”.

The *Public Art Policy* has the following objectives:

- encourage art in the Ku-ring-gai Council area
- contribute to raising the profile and recognition of art and arts development
- ensure public art complements and enhances the valued characteristics of the Council area
- ensure a co-ordinated and planned approach to the development and management of public art
- provide clear guidelines for Council and the community regarding public art development and responsibility;
- where relevant, ensure the *Public Art Policy* is reflected within Council's strategic directions, policies and planning controls and vice versa.

The risk of potential vandalism needs to be considered when assessing locations and types of art to be displayed.

Heritage

The two facilities as listed below and forming part of this Community Halls and Meeting Rooms Plan of Management are listed in the Ku-ring-gai Planning Scheme Ordinance section 7 part 2 as having *heritage* value. These are:

Ku-ring-gai Town Hall (CH2)

Ku-ring-gai Town Hall Meeting Room (MR2)

Council's management, maintenance and preservation of community facilities is sympathetic to and supportive of recognized heritage values.

Heritage issues are to be addressed through the production of operational plans.

The Ku-ring-gai Town Hall requires the development of a conservation management plan as a medium term strategy.

Capital improvements

Capital works are projects that involve the planning and construction of new assets or improvement of existing assets. Council's Capital Works Program is an evolving program of capital projects that have been adopted and formally approved by Council.

Council is committed to upgrading and enhancing existing facilities. To assist in the allocation of resources, determining the level of facility provision and the specifications of these facilities is essential. This should take into consideration (but is not limited to) amenities blocks, lighting, irrigation, drainage, spectator facilities, car parking and signage and pedestrian access.

Where community groups offer to undertake alteration, upgrading, or development of facilities without financial assistance from Council or as a joint redevelopment with Council, it is essential that Council provide prior written approval for such works and that these works conform to relevant standards.

Capital improvements are subject to development approval through either a formal development application (DA) to Council or Council approval under the State Environmental Planning Policy (Infrastructure) 2007, unless the proposed improvements are assessed as being of such minor nature that development approval is not required under Council's Local Environment Plan or other legislation (ie. SEPP (Infrastructure)).

Security and vandalism

Acts of vandalism include graffiti on and damage to buildings; damage to playgrounds and equipment and other items including furniture, trees and other vegetation, broken glass around buildings and theft of or damage to signage. Theft of facility furniture, BBQs, and fittings is also a potential risk.

The annual cost for Council to repair damage caused by acts of vandalism is significant. Apart from the resultant financial cost, there is a reduction or loss in the use of facilities and the general amenity until the affected areas have been repaired. While the threat of being caught and prompt repairs to vandalised facilities have been identified as good deterrents, they do not solve the problem.

While vandalism cannot be eliminated, the following strategies can help to reduce vandalism:

- good design and facilities
- prompt response to repair damage when vandalism occurs
- where necessary, target enforcement to known problem areas
- appropriate education and interpretation and community awareness
- appropriate lighting and fencing of facility

Hirers are informed of the requirement to return access key/s within 24 hours following end of use, or first working day following hire period.

After hours service

Many of Council's community facilities are used outside Council's standard business hours.

Council provides 24 hour access to facility support to enable service requirements to be addressed either through Council's on-call Ranger or Community and Recreation Services department.

Safety and risk management

The issues of safety and risk management relate to providing a safe environment for permanent and casual users of community halls and meeting rooms and to the safety of residents whose properties adjoin them.

Site-specific risk management issues have been identified informing future possible maintenance regimes and capital improvement works. The location of fencing to protect nearby property has the potential to reduce risks.

In addition to Council undertaking its own measures to reduce and minimise safety risks, responsibility is also placed with the users of facilities to provide event specific insurance and/or group public indemnity insurance.

Current insurance certification is required by Council. Insurance documentation must be provided to Council before a booking request is approved. Council reserves the right to terminate any agreement with a non-compliant user group or individual.

Usage impacts

Increase positive impacts and minimise adverse impacts from use of community halls and meeting room facilities

Impact on adjoining land uses

Residents living adjacent to or nearby community halls and meeting rooms can be adversely impacted by use of these facilities. Potential impacts on local residents include traffic congestion, loss of on-street parking during usage times, excessive noise, and loss of privacy. The type and degree of impact varies between properties adjoining the same venue due to differences in orientation, topography, setback and perception.

Whilst it is not possible to eliminate all of these impacts, there is a need to minimise adverse impacts where possible and to consider the needs of local residents when planning, developing or upgrading community halls and meeting rooms.

Council's policy, where possible, is to ameliorate potential impacts over time while recognising that living in proximity to community facilities inevitably brings both positive and negative effects to these properties and residents.

Where Council is considering the development of additional facilities, redevelopment or upgrade, that may generate significant additional noise or usage, this will be considered as part of the site assessment. In consideration of the needs of residents, Council needs to engage adjoining land users in a consultation processes when proposals are being considered which may impact upon those residents.

Smoke Free Zones

All Council owned facilities are regulated as *Smoke Free Zones*. Cigarette, tobacco, cigar or pipe smoking is not permitted within 10 metres of Council-owned or managed buildings and gardens, including balconies or covered areas and car parks associated with these facilities. This ban complements the existing NSW legislation that prohibits smoking in public places.

Smoke free zones will increase community protection against passive smoking related illnesses. It will also significantly improve the local environment by reducing the amount of cigarette butt litter discarded outdoors across Ku-ring-gai.

Traffic and parking

Increased traffic flow and vehicle parking is an area of concern at many facilities. Some venues have inadequate parking facilities for current and increasing usage. As a result there is spill over to adjacent residential streets. The creation of additional parking is either physically impossible or would alienate/eliminate valuable recreation/parkland areas adjoining the facility. Those areas where known traffic flow problems occur require further investigation in consultation with the Ku-ring-gai Traffic Committee.

Hirers must actively encourage participants to park their vehicles in allocated areas only. Clubs and permanent groups should develop policies to manage car parking particularly over weekends.

Consideration must be given to surrounding residents when arriving and leaving venues. Vehicles must not be parked illegally at any time.

Impacts on natural areas

Some community facilities are located adjacent to natural areas. The unique management requirements of these areas must be recognised and identified in order to avoid potentially adverse impacts.

Adjacent bushland areas can also be affected by increased vehicular, pedestrian and bicycle traffic which may damage vegetation and increase erosion. Through limiting access points into surrounding bushland and reducing informal parking arrangements physical damage should be minimised.

Threatened species have been mapped by Council on and adjacent to community facilities. This mapping will inform Council during any decision making processes relating to facilities.

Climate change

Council's community facilities have the potential to both affect climate change and to be affected by climate change. In response, Council must respond to both the mitigation of greenhouse gas emissions and the adaptation to atmospheric and weather changes. In September 2009, Council adopted the **Climate Change Policy** and set a corporate emission target of 20% reduction on year 2000 emissions by 2020.

To achieve this, Council needs to assess Council managed facilities where reductions in electricity consumption can be planned and implemented. One source of greenhouse gas emissions is through the process of electricity and fuel production. This includes electricity consumption at community halls and meeting rooms, libraries, and amenity blocks and through fuel consumption of

maintenance and waste removal vehicles. Council needs to continue to plan for methods of reducing corporate greenhouse emissions.

Climate change effects as predicted by the CSIRO will see Ku-ring-gai experience longer inter-rain periods, extreme wind and rain events and an increase in frequency of extreme temperature days. Secondary impacts may include increased bush fire events, disruption to electricity, water, gas and sewer services, extremes in heat, more intense and frequent storms, local flooding and prolonged droughts.

Sustainable management

The Local Government Act 1993 includes a Charter of Councils (Section 8). This charter includes the following:

to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecological sustainable development.

Sustainable management, in the context of community facilities, refers to resource consumption including energy and water consumption.

Irrigation systems are also becoming automated which improves the efficiency of vegetated areas.

Waste management

Groups that use halls and meeting rooms are to dispose of litter from food/drinks and alcoholic beverages created by such hire or use.

Alcohol consumption

A current liquor licence is required if alcohol is to be sold at a Council community facility.

A liquor licence must be provided to Council in writing prior to a booking being approved for a community facility. The Club or hirer must provide documented evidence that it has met the requirements of the State Liquor Licensing Board.

To ensure no undue detriment to the amenity of the urban area is caused during or after booking hours, arising out of or in connection with the serving of alcohol at Council's facility, the hiring body is required to monitor and control the level of noise emitted.

Responsible Service of Alcohol guidelines must be promoted and applied where a hirer sells liquor at a Council owned community facility.

Food serving and preparation

















































The selling of food or mobile food vendors can provide income to not-for-profit community organisations, assisting in fundraising and other financial activities. Not only do they provide a financial benefit, but they also provide a food source where there may be no established food or retailer accessible to users.





















































Any hirer or clubs planning to sell food must follow Council's Temporary Food Stalls Code, Mobile Food Van Code and the Guidelines laid out in the Fact Sheets for Charities and Community Organisations on the Food Safety Standards.





























































Hirers planning to sell cooked or heated foods must contact Council's Environmental Health Officers to discuss food hygiene requirements. Hirers are responsible for stock left in kitchens.





























































Action Plan

<i>Performance Target</i>	<i>Action</i>	<i>Responsibility</i>	<i>Priority</i>	<i>QBL</i>
Population increase and demographic changes				
Council's community halls and meeting room facilities meet the demands of an increasing and changing population.	Monitor participation trends and quantify latent demand where possible to better plan for facilities to meet community needs in the future	Manager Community & Recreation Services	Ongoing	
	Analyse updated demographic data and assess relevant changes on the future demands of Council's community facilities	Manager Community & Recreation Services	Ongoing	
	Ensure the effect on community facilities from population and demographic changes are taken into consideration in Council's long term capital works program and Section 94 Plan	Manager Community & Recreation Services	Ongoing	
Future supply and demand				
Pedestrian access to sportsgrounds for users, including those with disabilities and/or limited mobility is improved	Identify constraints and opportunities to maximise access and circulation	Manager Community & Recreation Services	Medium	
	Develop a prioritised program of access improvements.	Manager Community & Recreation Services	Medium	
	Provide appropriate levels of disabled parking, wheelchair accessible paths and spectator facilities	Manager Community & Recreation Services	Medium	
	Provide and maintain regulatory signage to prevent unauthorised parking in disabled car spaces	Manager Community & Recreation Services	Medium	
	Progressively implement pathway installation program in accordance with budgetary constraints and Council's Access Policy	Manager Community & Recreation Services	Low	
Private vehicle access is regulated at community facilities	Provide appropriate barrier systems to regulate vehicular access to community facilities	Manager Community & Recreation Services	Medium	
Emergency and service vehicle access is provided at all community facilities	Provide and maintain regulatory signage to ensure unimpeded access to community facilities for emergency and service vehicles	Manager Community & Recreation Services	Medium	
Emergency use				
Council's community facilities are made available for emergency uses	Appropriate community facilities identified for refuge sites	Manager Community & Recreation Services	Medium	
	Promotion of safe refuge sites provided and sign posted	Manager Community & Recreation Services	Low	
	Emergency services notified of community facilities for marshalling sites and staging areas	Manager Engineering Services	Medium	
	Users of community facilities affected by emergency use provided with alternative arrangements where practicable	Manager Community & Recreation Services	Low	
Bookings management				
Bookings administration is delivered in an efficient and effective manner	Compliance with: Councils Booking Guidelines; Conditions of Hire; and	Community & Recreation Properties Manager	Ongoing	

The administration of facility hire is open and transparent	Special Major Events Guidelines for all permanent and casual organised users			
	Raise the awareness of the existence of these documents amongst the wider community and users	Community & Recreation Properties Manager	Low	   
	Leases, licences and other estates are granted in accordance with the core objectives of the <i>Local Government Act 1993</i> and other relevant legislation and policy	Community & Recreation Properties Manager	Ongoing	   
	Facility hire is administered in accordance with Council's Booking Policy	Community & Recreation Properties Manager	Ongoing	   
	Assessment of facility allocation is undertaken in accordance with Council's Bookings Policy	Community & Recreation Properties Manager	Ongoing	   
Fees and Charges				
Fees and charges will be administered fairly and equitably	Any costs to users will be administered in accordance with Council's Fees and Charges	Community & Recreation Properties Manager	Ongoing	   
	Facility hirers will be charged cost recovery rates for excessive energy and water consumption in accordance with Council policy	Manager Community & Recreation Services	Ongoing	   
Unbooked and unpaid usage				
Unbooked unpaid usage will be minimised	Ensure appropriate regulatory signage and actions allow control of unauthorised use	Manager Community & Recreation Services	Medium	   
	Monitoring of community facilities to ensure compliance with occupancy agreements, identify unauthorised use and assess conditions	Manager Regulations & Compliance	Ongoing	   
Disruption of use				
Disruption of use will be minimised	Restricting access to community facilities for the purpose maintenance, emergency use, upgrading, repair due to vandalism will be minimised and users will be notified as early as is practicable.	Manager Community & Recreation Services	Ongoing	   
Promotion				
Community halls and meeting room facilities and related activities will be actively promoted, where appropriate	Relevant clubs and user groups notified of promotional opportunities available	Manager Community & Recreation Services	High	   
	Clubs and user group contact information promoted on Council's web site	Manager Community & Recreation Services	Medium	   
	Locations of community facilities available on Council's website	Manager Community & Recreation Services	High	   













	Print and electronic media utilised to promote Council's community facilities and related programs	Manager Community & Recreation Services	Ongoing	   
	Provide opportunities for clubs to promote registration days	Manager Community & Recreation Services	Ongoing	   
	Event information promoted at community facilities	Manager Community & Recreation Services	Ongoing	   
	Bookings information promoted at community facilities	Manager Engineering Services	High	   
Primary infrastructure				
Provision of local roads, pedestrian pathways, pedestrian footpaths, kerbs and gutters, mobility ramps, and car parks	Monitor and maintain community facilities under Council's capital works program	Manager Engineering Services	Medium	   
Primary & Ancillary infrastructure				
Primary and Ancillary infrastructure is provided and maintained	Regular maintenance of primary ancillary infrastructure at community facilities is undertaken	Manager Engineering Services	Ongoing	   
Storage				
Storage provided where appropriate and managed to improve the use of facilities by organised users.	User groups to be notified of their responsibility for any items left in a storage facility	Manager Community & Recreation Services	Medium	   
Temporary structures				
Activities requiring temporary structures are accommodated where site damage can be avoided	The use of temporary structures managed in accordance with Council's Bookings Policy	Manager Community & Recreation Services	Ongoing	   
Telecommunication infrastructure				
User groups and adjacent properties notified of any proposed telecommunications infrastructure installation	Notification to all user groups and adjacent land owners undertaken in the event of proposed telecommunications installation at community facilities	Manager Strategic Assets & Services	Low	   
	Opportunities for financial contribution from telecommunications companies and opportunities to combine with existing or future infrastructure	Manager Strategic Assets & Services	Low	   
Public art				
Opportunities for the display of public art are provided at Council's community facilities	Consider opportunities for public art in accordance with relevant Council policy	Manager Community & Recreation Services	Low	   
Capital improvements				
Capacity and potential of sites maximised through a prioritised program of capital improvements	Implement prioritised open space capital works programs based on current and forecasted needs	Manager Engineering Services	High	   
	Review criteria, weightings and assessment of the capital works prioritisation matrix on an annual basis	Manager Engineering Services	Ongoing	   

	Adjust maintenance budget to reflect any additional maintenance demands from capital works improvements or additions	Manager Engineering Services	Medium	   
	Development approval for capital works assessed under relevant legislation including associated community consultation.	Manager Engineering Services	Ongoing	   
Service standards				
Service standards are identified and adhered to.	Undertake review of service standards and maintenance schedules	Manager Engineering Services	Low	   
	Promote service standards to user groups through Council's booking administration	Manager Community & Recreation Services	Low	   
	Implement Council's Service Levels	Manager Engineering Services	Ongoing	   
	Monitor planned maintenance regimes to ensure that building standards are maintained	Manager Engineering Services	Medium	   
Maintenance				
Facilities are clean and consistently well maintained.	Increase the opportunity for users to share maintenance responsibilities through longer-term tenancy arrangements where appropriate	Manager Community & Recreation Services	High	   
	Community halls and meeting rooms are maintained according to the specifications detailed in Council's Service Level	Manager Engineering Services	High	   
	Inspections of community halls and meeting rooms undertaken on a regular basis	Manager Engineering Services	Medium	   
Waste management				
Appropriate waste facilities provided at community facilities	All leases, licences and hire agreements contain requirements for user responsibility of waste management	Manager Community & Recreation Services	Medium	   
	Waste receptacles provided at all community facilities	Manager Waste, Drainage & Cleansing	Medium	   
	Waste removed from community facilities in accordance with Council's Waste Policy	Manager Waste, Drainage & Cleansing	High	   
Drought and water restrictions				
Water restrictions are adhered to and alternate water sources identified	Potable water use for irrigation to be reduced by 6% <i>per annum</i> at Council sports facilities	Manager Open Space Services	High	   
	Alternate water source projects incorporated into long term capital works plan	Manager Environment & Sustainability	High	   
Security and vandalism				
Vandalism and inappropriate use identified and responded to in a timely manner	Provide a timely response to reported damage or vandalism at community facilities.	Manager Engineering Services	High	   













	Community facilities are well maintained to reduce motivation factors for vandalism.	Manager Engineering Services	Medium	   
	Keys made available to casual hirers of Council community facilities to be returned within 24 hours of use, or first working day	Manager Community & Recreation Services	Medium	   
	Records of the location of all keys maintained and lost keys reported to Council. Replacement keys organised.	Manager Community & Recreation Services	Medium	   
	Buildings must be secured when not in use	Manager Community & Recreation Services	Medium	   
	Non-approved locks fitted to a facility access door or storage area to be removed	Manager Community & Recreation Services	Low	   
After hours service				
After hours service is provided where required at Council's community facilities	Staff available to assist booked users when required after business hours, if pre-arranged and required	Manager Community & Recreation Services	Medium	   
Safety and risk management				
To provide a safe environment for users of Council's community halls and meeting rooms.	Regular monitoring and review of risk management strategies	Manager Community & Recreation Services	High	   
	Ensure that community facilities are safe and comply with Statutory requirements	Manager Community & Recreation Services	High	   
Impact on adjoining land uses				
Negative impacts on adjoining land are mitigated and prevented where possible	Encourage user groups to be considerate of nearby residents.	Manager Community & Recreation Services	Medium	   
	Investigate potential impacts and prepare mitigating plans in conjunction with local residents and user groups as required	Manager Community & Recreation Services	Medium	   
	Monitor and patrol sites with known impacts	Manager Regulations & Compliance	Medium	   
	Engage adjoining land users in consultation processes when upgrades, maintenance works or improvements are being considered at community facilities	Manager Community & Recreation Services	Ongoing	   
	Respond expediently to complaints from adjoining land users in relation to unlawful impacts (ie. noise, parking) caused by users of community facilities.	Manager Community & Recreation Services	Ongoing	   
Smoke Free Zones				
Smoke Free Zones	Council community halls, meeting rooms and community facilities and surrounds are Smoke Free Zones	Manager Community & Recreation Services	Low	   
Traffic and parking				
Traffic and parking is managed at community facilities	On-going monitoring of traffic management and traffic flows within the wider local government area.	Manager Urban Planning	Low	   

Performance Target	Action	Responsibility	Priority	QBL
Inappropriate use				
Inappropriate use of community facilities discouraged and prevented where possible	Ensure community facility users are aware of and adhere to the requirements of their bookings agreement	Manager Community & Recreation Services	Medium	
	Reported damage to community facilities caused by inappropriate usage, be investigated and addressed	Manager Community & Recreation Services	Medium	
Impacts on natural areas				
Adverse impacts on natural areas minimised	Educate community facility users of the potential impacts of inappropriate use of the natural environment	Manager Community & Recreation Services	Medium	
	Where relevant landscape native plants of site specific provenance used as a buffer or 'exclusion zone' to delineate a boundary and protect natural bushland at the periphery of community facilities.	Manager Open Space Services	Medium	
	Use of physical barriers such as retaining walls, logs or rocks as a physical barrier to invasive turf	Manager Open Space Services	Medium	
Greenhouse gas emissions				
Greenhouse emissions through Council management of community facilities reduced by 20% by 2020	Reduce electricity consumption at community facilities by 20% on 2000 levels by 2020.	Manager Community & Recreation Services and Manager Environment & Sustainability	High	
	Facility hirers will be charged cost recovery rates for excessive energy and water consumption in accordance with Council policy.	Manager Community & Recreation Services	High	
	Investigate alternate energy sources for community facilities	Manager Environment & Sustainability	High	
	Educate community facility users on their role in reducing consumption	Manager Community & Recreation Services	Medium	
Sustainable management				
Sustainable management inefficiencies identified and modified	Water consumption at community facilities reduced by 15% by 2020	Manager Community & Recreation Services	High	
	Alternative water supplies e.g. storm-water, recycled water are identified	Manager Open Space Services	High	
Alcohol consumption				
Facility users conform to booking policy and liquor licence legislation when applying for approval to sell alcohol at a community facility	The hirer or licensee must provide evidence that it has met the requirements of the State Liquor Licensing Board	Manager Community & Recreation Services	Medium	
	The responsible consumption of alcohol is promoted with hirer.	Manager Community & Recreation Services		
	The amenity of the urban area during or after trading hours is not altered by increased noise levels or inappropriate behaviour both in and around the venue. ,	Manager Community & Recreation Services		













Food serving and preparation

Food serving and preparation is undertaken at community facilities in accordance with relevant legislation and policy	Make users aware of relevant legislation regarding food handling practices or sources for regulations and guidelines.	Manager Community & Recreation Services	High	   
	Periodic inspections of food preparation facilities undertaken when and where appropriate	Manager Regulations & Compliance	Ongoing	   
An appropriate maintenance budget is allocated commensurate to the maintenance of any additional capital infrastructure	Review maintenance budget annually and adjust commensurate with any additional maintenance requirements of new or upgraded capital infrastructure	Manager Community & Recreation Services	High	   













Income and fees

An equitable pricing structure is implemented for users of Community halls and meeting rooms.	Apply Council's pricing policy for permanent and casual hirers of Community halls and meeting rooms	Manager Community & Recreation Services	High	   
	Annually review fees and charges for community facilities in accordance with relevant policies.	Manager Community & Recreation Services	High	   
	Negotiate leases/licences in accordance with Council's adopted Policy for Leasing of Community Facilities	Manager Community & Recreation Services	High	   

Sponsorship and donations

Sponsorship and donations are encouraged for Council's community facilities	Sponsorships are undertaken in accordance with Council's Sponsorship Policy	Manager Community & Recreation Services	High	   
	Optimise the number and type of clubs/organisations contributing to partnerships	Manager Community & Recreation Services	Medium	   
	Consider tenancy agreement options that reflect club, organisation, or business investment in community assets	Manager Community & Recreation Services	Medium	   

Capital Works funding

Capital works funding sourced from a range of funding options	Prepare grant applications for suitable projects as opportunities arise	Manager Community & Recreation Services	High	   
	Assist user groups in applying for grants that will improve facilities.	Manager Community & Recreation Services	High	   
Capital works funding allocated annually to implement key priorities in accordance with Council's Capital Works Prioritisation Model.	Capital works programs undertaken in accordance with project prioritisation	Manager Community & Recreation Services	High	   

Monitoring

Monitoring and Review

This Plan of Management identifies a series of recommendations that will result in updated community halls and meeting rooms facility provision and management practices. Implementing recommendations aims to deliver best practice outcomes in supporting equitable access to community facilities.

Implementation will require ongoing consultation and planning between relevant stakeholders to ensure the recommended actions continue to meet the community's changing needs. Council is committed to a consultative implementation process that ensures a smooth transition between current and future provision models.

The Plan will be reviewed every five years to ensure that priorities remain in line with community needs and Council objectives.

References

1. Local Government Act 1993, No. 30
Chapter 6, Part 2, Division 2 Use and Management of Community Land, Section 36
Preparation of draft plans of management for community land
2. Local Government Act 1993, No. 30, Chapter 6, Part 2, Division 2 Use and Management of Community Land, Section 36A-N (36I)
3. Public Land Management, Practice Note No. 1. Revised May 2000. ISS 1320-6788
4. **Ku-ring-gai Council:** Policy for Management of Community and Recreation Land and Facilities 10 November 2009
(Council's Record System Trim No. 2009/146281)
5. **Ku-ring-gai Council:** Community Use of Council's Community Facilities (2010).
6. The Disability Discrimination Act 1992 and the Anti Discrimination Act 1977
7. **Ku-ring-gai Council:** Management Plan 2009 - 2012
(Council's Record System Trim No. 2009/120976)
8. **Public Art Policy:** Ku-ring-gai Council, May 1997
9. **East Roseville Community Hall Plan of Management**, last adopted 14 December 1999
10. Other Plans of Management referred to include -
 - East Roseville Community Hall Plan of Management**, adopted 14 December 1999
 - Car Parks Generic** Plan of Management, adopted 24 February 2009
 - Ku-ring-gai **Bicentennial Park** Plan of Management, adopted 20 September 2011
 - Ku-ring-gai **Community Groups Centre and Car Park, St Ives** Plan of Management, adopted 16 October 2001
 - Ku-ring-gai Council **Children Services** Plan of Management, adopted 19 March 2002
 - Ku-ring-gai Library Site**, Plan of Management No. 33, adopted 9 December 2003
 - Ku-ring-gai **Performing Arts Resource Centre**, Plan of Management, adopted 20 March 2001
 - Lindfield Library Site**, Plan of Management (*incorporating the Lindfield Community Centre and the Lindfield Resource Centre*), adopted 3 September 2002
 - St Ives Village Green**, Plan of Management, adopted 14 June 2011

Appendix A

Detailed description of sites



FORMER GORDON LIBRARY Community Centre - (CH1)

4 Park Road, Gordon 2075

Permitted Hours:

Whilst occupied by Lifeline or similar counselling organisations - 24 hours a day, 7 days a week is permitted under lease.

7am – Midnight available for all other purposes if not under lease.

Facilities:

Refer to Council's website for specific facilities at this location.





KU-RING-GAI TOWN HALL - (CH2)

1186 Pacific Highway, Pymble 2073

Permitted Hours: 7am – 1am Daily

Facilities: Refer to Council's website for specific facilities at this location.

History:

The Ku-ring-gai Town Hall, which was formally the *Sacred Heart Roman Catholic* church was designed in the Spanish Mission style by the Architectural Company Hennessy and Hennessy and built in 1934 by Welch Brothers. Both the Council and the State government have listed the building as having *Heritage* value for its Spanish Mission style of architecture. The building was purchased by Ku-ring-gai Council in 1989.





LADY GAME Community Hall - (CH3)

2-10 Bradfield Road, West Lindfield 2070

Permitted Hours: 7am – 1am Daily

Facilities: Refer to Council's website for specific facilities at this location.

History:

On 3 October 1958, Ku-ring-gai Council was appointed as the Trustee for land at Killara – Lindfield West, designated for public recreation (hall, library, clinic, kindergarten, parking). On 5 December 1958, a 530A committee was constituted to oversee the establishment of a community hall on the site. The building was completed in May 1961.





EAST LINDFIELD Community Hall - (CH4)

9 Wellington Road, East Lindfield 2070

Permitted Hours:

Sunday – Thursday: 7am – Midnight
Friday and Saturday: 7am - 1am

Facilities:

Refer to Council's website for specific facilities at this location.

History:

The East Lindfield Memorial Community Centre Association was formed in 1958.

A 530A committee was appointed in 1958. Stage 1 of the building commenced in 1960 & completed in 1962. Stage 2 of the project commenced in 1967.





WEST PYMBLE WAR MEMORIAL Community Hall - (CH5)

Lofberg Road, West Pymble 2073

Permitted Hours: Sunday – Thursday: 7am - 11pm
Friday and Saturday: 7am - 1am

Facilities: Refer to Council's website for specific facilities at this location.

History:

The West Pymble Memorial Community Centre Committee was formed in 1955. A 530A Committee was appointed in 1957. Building on the site commenced in 1959 with completion in 1960. The Committee was dissolved in 1961. Council repaid the balance of debt over a period of four and a half years.

N.B. External areas are specifically covered by Bicentennial Park Plan of Management & not this plan of management.





EAST ROSEVILLE Community Hall - (CH6)

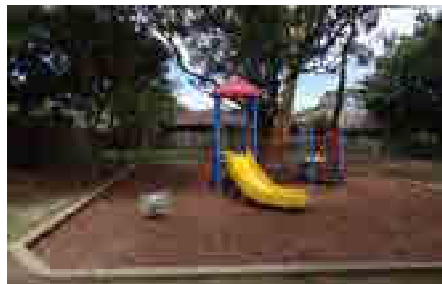
6 – 12 Babbage Road, Roseville 2069

Permitted Hours: 7am – Midnight Daily

Facilities: Refer to Council's website for specific facilities at this location.

History:

The East Roseville Community Centre Fund was established in 1946. A Section 527 committee was appointed in 1946. A temporary shed was erected for a branch library in 1949. a temporary toilet was erected in 1950. A larger temporary shed for the hall was erected in 1950/51. A 530A committee was appointed in 1950. The temporary shed was furnished and equipped by the local committee in 1951. The Baby Health and Community Centre commenced in 1959 and was completed in 1961.





ST IVES Community Hall - (CH7)

Memorial Avenue, St Ives 2075

Permitted Hours:

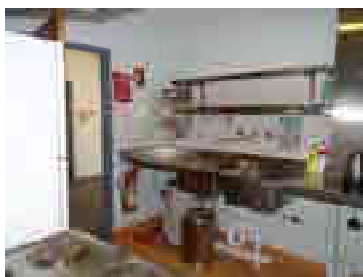
7am – 1am Daily

Facilities:

Refer to Council's website for specific facilities at this location.

History:

The St Ives Community Memorial Community Centre Fund was established in 1945. A 530A committee was established in 1950. The local Committee commenced building in 1955. The Committee applied for reimbursement from the Council as expenditure was incurred. The building was opened in 1957 and completed in 1964. The final cost of the building was \$22,887. Of this figure, the Committee had raised \$6,925.





TURRAMURRA Community Hall (Seniors Centre) - (CH8)

1 Gilroy Road, Turramurra 2074

Permitted Hours: 7am – Midnight Daily

Facilities: Refer to Council's website for specific facilities at this location.





HAMILTON PARK Meeting Room - (MR1)

Kissing Point Road, Turramurra 2074

Permitted Hours: 7am – 10pm Daily

Facilities: Refer to Council's website for specific facilities at this location.

Note: Hamilton Park Meeting Room is indicated by small yellow square between Kissing Point Rd / Barellan Avenue and Waratah Road, Turramurra





KU-RING-GAI TOWN HALL Meeting Room - (MR2)

1186 Pacific Highway, Pymble 2073

Permitted Hours: 7am – 1am Daily

Facilities: Refer to Council's website for specific facilities at this location.



N.B. Car park area is specifically covered by the Car Parks Plan of Management & not this plan of management.





ST IVES LIBRARY Meeting Room - (MR3)

St Ives Shopping Village
Memorial Avenue, St Ives 2075

Permitted Hours: 7am – 11pm

Facilities: Refer to Council's website for specific facilities at this location.

History:

The St Ives Library Meeting Room was established following a refurbishment of the St Ives Shopping Village in 1994. The Meeting Room, Early Childhood Centre and St Ives Library are important community elements within this commercial complex.

