

# Draft Plan of Management Randwick Community Centre



November 2013

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# EXECUTIVE SUMMARY

The Randwick Community Centre (the Centre) is located in Lot 11 DP 1042814, 21-29 Munda Street, Randwick. Owned and managed by Randwick City Council, the Centre operates as a multi-purpose community centre. The building is divided into three buildings connected by a covered walkway. The Centre is surrounded by approximately one hectare of open space including a shaded and fenced children's playground.

One section of the building provides leasehold accommodation to three not-for-profit community services: a respite dementia day care service (Annabel House); a family day care office; and a preschool centre.

The second section is comprised of offices, meeting rooms and a community hall. The Centre provides a wide range of community activities as described in this Plan.

The Centre also has utility as an environmental and sustainability education hub. To this end the Council's Sustainability and Strategic Waste Department is located on premises. In addition to educational uses the Centre is also a demonstration facility to show how a building can be refitted to create energy efficiency and water saving outcomes.

The Centre was constructed and dedicated to Randwick City Council by the Department of Defence as part of the residential redevelopment undertaken on an excised portion of Randwick Barracks, declared as surplus land. It was officially opened to the public in June 2006.

This Plan of Management (the Plan) has been prepared under the *Local Government Act 1993* (the LG Act) and comprises four major sections, including:

- Introduction
- Site Description and Building Details
- Management Objectives and Strategies
- Plan Monitoring

The Plan covers a comprehensive range of management issues and provides requirements, guidelines and strategies for each of the key issues to ensure that the Centre retains its importance as an active space to facilitate a variety of community events, as well as a venue for conducting sustainability education.

## 1 INTRODUCTION

### 1.1 Background of the Plan

The Centre has a "community land" classification under the LG Act. The LG Act requires all community land be used and managed in accordance with a Plan of Management prepared and adopted by a council.

This Plan was prepared to guide, monitor and assess the operation of the Centre and its surrounding open space as defined in *figure 2*. The Plan is strategic in its focus, and does not include the Centre's day to day management functions. This approach has been taken to allow for flexibility in the implementation of the Plan, and take advantage of opportunities in emerging leisure trends and community

needs. A flexible approach will also help Council staff to better manage the fluctuations in usage levels that may occur in the course of a given year.

## 1.2 Objectives of the Plan

The Plan has the following objectives:

- to outline the role of the Centre, and to describe the facilities and amenities that are available for community use over time;
- to meet the Council's obligations under Chapter 6 of the LG Act in respect to Public Land management;
- to accommodate both community and private uses e.g. birthday parties
- to enable the Council to either negotiate or enter into contracts, leases, licences and hire agreements for the Centre in relation to the provision of services and utilities; and
- to provide for an effective program of asset management, maintenance and improvements to the Centre.

## 1.3 Relationship with other plans

The Plan provides the framework, objectives and strategies for the management of the Centre over the next ten years. The management objectives in the Plan have been developed in response to key priorities identified in the following council documents aimed at achieving 'A Sense of Community' outcomes (see Figure 1):

- The Randwick City Plan
- 4 Year Delivery Program and 1 year Operational Plan
- A Cultural Randwick City
- Community Facilities Plan
- Plan of Management for Randwick Environment Plan

The Plan is also informed by a number of the Council's existing policies and procedures including the Council's generic assets, infrastructure and landscaping maintenance programs, waste management policies and Work, Health and Safety procedures. It falls within the Council's integrated planning and reporting framework as shown in Figure 1.



Figure 1 Integrated planning and reporting framework, Randwick City Council

## 2 SITE DESCRIPTION AND BUILDING DETAILS

### 2.1 Vision statement

The Randwick Community Centre is a multi-purpose facility designed to accommodate a wide range of community uses and Council run activities. The objective of the Centre is to provide residents with a range of community services and activities, including access to, and use of meeting rooms and the activity hall on a fee for hire basis. The Centre will also serve as the City's education hub for sustainability and environmental programs.

One section of the Centre will continue to be leased to not-for-profit organisations that provide community services to Randwick residents. The remaining portion of the Centre serves as office, community activity and meeting spaces managed by council staff. The Council's Sustainability and Strategic Waste Department is located at the Centre, and runs sustainability workshops for the community in keeping with the Centre's focus as a Sustainability and Educational Hub. The Hub underscores the Centre as a vibrant meeting and activity space.

### 2.2 Land covered by the Plan

This Plan applies to the land and building on Lot 11 of DP 1042814, known as 21-29 Munda Street, Randwick, as shown in Figure 1. The site, with an area of 1.424, Hectares is zoned RE1 Public Recreation under the *Randwick Local Environmental Plan (RLEP) 2012*. The Centre and its related outdoor activity space is a permissible use under the provisions of the RLEP.



Figure 2 Subject site and locational context

### 2.3 Site context

The subject site is bounded by the residentially zoned land owned by the Department of Defence at its western boundary and the Randwick Environment Park to its northern, southern and eastern boundaries. The subject site is part of an identified location for residential development, parks, community facilities and streets. The subject Lot 11 is rectangular in shape measuring approximately 99 metres wide and 145 metres long. The adjoining Randwick Environment Park site is subject to a separate Plan of Management.

The Australian Heritage Commission has identified the former Naval Stores (since demolished) as having European cultural heritage significance. In response, a remnant section of the stores building has been retained in the form of an interpretive structure, located within the grounds of the Permaculture garden, adjacent to the Randwick Environment Park.

The community centre and adjoining open space provides a focal point for leisure, recreational and educational pursuits for residents in potential future neighbouring development.

### 2.4 Classification and categorisation

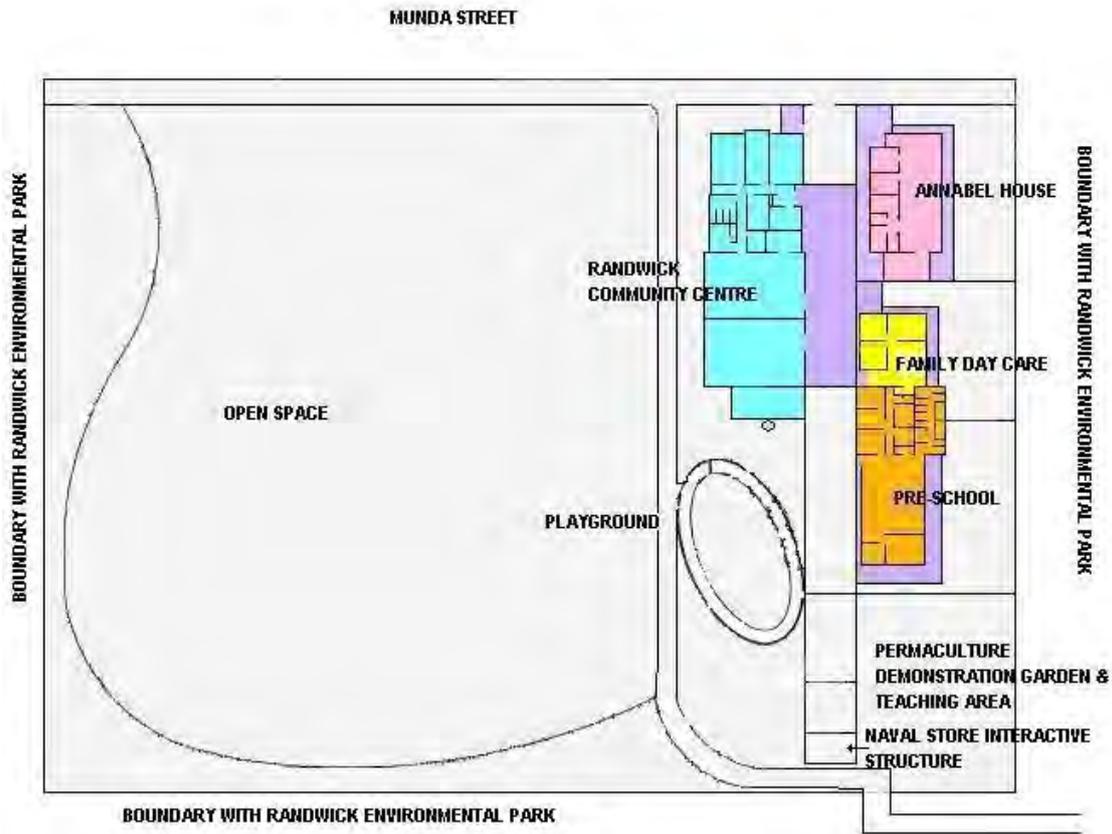
The land is classified as “**community land**” under the Local Government Act, 1993 (The Act). The Act (Clause 4, Section 36) also requires Plans of Management for community land to identify the category of the land. Thus, this Plan categorises the subject land as “**general community use**”.

The core objectives for management of community land categorised as general community use, as articulated in the LG Act, 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 for the following uses:

- public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public, and
- uses in relation to granting of a lease, licence or other estate in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).

### 2.5 Owner of the land

The land is owned by Randwick City Council.



**Figure 3 Land covered by the Plan**

## 2.6 Land and building descriptions

The Centre consists of three main buildings connected by a covered walkway, and a large open space area, as shown in figures 3 and 4, where community events and recreation take place. The building design is contemporary in style (2002), with external finishes of front elevations in render and paint.

The building's interior was subsequently improved with best practice sustainable fittings and fixtures. Located in the open space area to the east and south of the centre buildings are a number of recent improvements. These improvements include a paved BBQ area, a Permaculture demonstration garden and related outdoor classroom facilities.

Adjoining the southern side of the community centre building is an informal grassed open space area fringed with boundary planting which acts as a visual barrier between this site and the neighbouring Randwick Environment Park.

The Randwick Environment Park is owned and maintained by Randwick City Council and operates under its own Plan of Management because of the high value environmental quality and sensitivity of the Park.



Figure 4 Floor plan of buildings

The building has an overall floor area of approximately 1,500 m<sup>2</sup>, comprising of three buildings as follows:

### **Building 1: Annabel House Respite Care Centre**

Annabel House Dementia Day Care, a day respite centre, comprising of an activity area, a quiet room, associated offices and amenities, and an external courtyard area. This building is leased to South Eastern Area Health Services as a dementia respite day care facility.

### **Building 2: Family Day Care Service and SOS Pre-school**

Randwick South Sydney Family Day Care is a facility that provides a range of services for family day carers and their clients.

SOS Pre-School is a community based organisation, licensed to operate 46 pre-school places.

Both Buildings 1 and 2 are leased to the abovementioned not-for-profit community service organisations in accordance with the Council's Community Facilities Management Policy<sup>1</sup>.

### **Building 3: Multi-purpose centre with a hall, meeting rooms, offices and amenities.**

Building 3 is fully managed and operated by Randwick City Council, comprising of:

- **Hall**

The hall (295 m<sup>2</sup>) may be divided into two smaller activity rooms by a retractable screen. The walls have a built in gallery hanging system for art exhibitions. Carpeted, it has the capacity to house a wide range of activities such as art exhibitions, film showing, yoga and other such recreational and educational purposes.

- **Meeting Room**

A small meeting/training room (approximately 25.2m<sup>2</sup>) which is appropriate for meetings or educational programs. This room has direct access to the open space via a sliding door.

- **Kitchen**

The kitchen is equipped with a free standing domestic cook top and oven unit, a refrigerator, hot water unit dispenser, a sink, bench top and storage cupboard. The kitchen is available for use by council staff, community groups and hirers of meeting space and hall for on-site food preparation.

- **Sustainability Department Offices**

Comprising of 3 rooms: two on the ground floor and another located on the mezzanine level access via a staircase with a lift unit for people physically unable to use the stairs.

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<sup>1</sup> Adopted by Council 28<sup>th</sup> November 2006; Document No: D01652295

- **Outdoor facilities/Improvements**

Located at the north eastern end of the site and adjacent to the large and grassed open space area are:

- a. Children's fenced play area and equipment with soft-fall paving
- b. An interpretative heritage representation of the former Naval Stores (reflecting the previous use of the site)
- c. A Permaculture demonstration garden
- d. A paved BBQ area, outdoor furniture and shade structure used as outdoor classroom

Located to the north west of the Centre is a wind turbine which is connected to the power grid, to offset the Centre's electricity needs. The Permaculture demonstration garden is an important feature for the Centre as an education hub.

- **Parking/Delivery space**

There are no designated on-site car-parking spaces for centre visitors and staff. On street parking is available in surrounding streets.

While land adjoining the community centre remains undeveloped, visitors utilise the area adjoining the Centre's entrance for parking. When development of this area is complete, the street which will be constructed along the western front boundary of the Centre will have the capacity to accommodate on-street car parking for some 15 vehicles.

The car-parking arrangement is consistent with the Development Control Plan/Master plan provisions and the development consent for the construction of the Randwick Community Centre. A loading and delivery area is provided at the front of the Centre via a gate which vehicles may enter for loading and unloading purposes.

- **Landscaping**

The use of native and low-water use plant species is a central theme to the landscape design of the Centre. The Permaculture demonstration garden is maintained by the Council's Sustainability Department. The grassed open space and grounds are maintained by the Council's Infrastructure Services Department.

- **Supportive services**

Other supportive facilities include a storage room and toilets for staff and visitors.

## **Community Centre Open Space**

The large green open space area located on the southern side of the Community Centre is to be used for a range of recreation and educational purposes in association with the Community Centre. Spanning an area of approximately 1.1 hectare, it will also be used by the Council to stage a wide range of sustainability education and community events requiring an outdoor venue. It adjoins the Randwick Environment Park with a direct connection provided via a common gateway to the north eastern end of the subject site.

Principles for the management and use of the community centre open space are listed below:

- Provide a diversity of recreational opportunity in both scale and type;
- Multi-use should be maximised;
- Provide opportunities for both passive and informal recreation;
- Accommodate a sensory walking and cycle trails at its periphery, linked into the existing footpath and cycleway network respectively;
- Where appropriate, provide amenity buildings and other facilities that support both active and passive park users. All future developments are to be consistent with the Council's local planning instruments assessed in accordance with the State's environmental planning and assessment legislation.

It is noted that due to its proximity to the Randwick Environment Park, the impact of activities held on the subject site must not negatively affect the environmental qualities/values of the adjoining bushland ecosystem.

## 2.7 Leases and licences

Leases and licences and the granting of other estates are primarily governed by sections 44 - 47 of the LG Act. Section 46A of the LG Act requires a lease for a term exceeding 5 years may be granted only by tender unless it is granted to a non-profit organisation.

This Plan expressly authorises the Council to grant leases or licences to organisations or individuals in relation to the Centre. The existing community users such as SOS Pre-School and Annabel House, currently operate under a lease agreement. They were relocated, along with the local Family Day Care Service from accommodation since demolished to make way for the current residential development precinct. Other aspects (e.g. catering) may also be licensed at some point in the future provided that the uses are in accordance with the provisions of the Council's local planning instrument<sup>2</sup>.

## 2.8 Consents and approvals for activities on the land

The Randwick Community Centre was constructed and dedicated to Randwick City Council by the Department of Defence as part of its residential redevelopment and construction program.

Randwick City Council granted development to the Department of Defence on 13 May 2002 for the "Erection of community facility building construction of a park and provision of utility services." Since then, a number of development applications have been approved by the Council for alterations and improvements to the building and its surrounds as detailed below:

<b>Date of Consent</b>	<b>DA Number</b>	
September 2002	DA/426/2002	Build a Community Facility, construct a park and provide utility services

<sup>2</sup> At the time of writing, the prevailing planning instrument is The Randwick Local Environmental Plan 2012

November 2003	DA/426/2002/B	Extend the expiry date for the deferred commencement of consent
December 2003 May 2004	DA/426/2002/C DA/426/2002/D	Various modifications to buildings Application to provide a roof for garbage enclosure
March 2006	DA/123/2006	Construct two lightweight sunshade structures to the preschool/family day care centre
March 2006	DA/158/2006	Construct shade sunshade structure in preschool playground
May 2010	DA/206/2010	Retrofit of Randwick Community Centre to improve energy and water efficiency
June 2011	DA/311/2011	Construction of covered walkway adjacent to existing day care centre and alterations to pedestrian access to the Centre and relocate air-conditioning
October 2011	DA/311/2011/A	Various modifications to building to accommodate the installation of the covered walkway

The Council is investigating the feasibility of building an outdoor stage/classroom as part of its sustainability education program.

## 2.9 Current and permitted uses

This Plan authorises the use of the Centre for the following activities:

- Offices
- Educational uses
- Recreational and leisure purposes
- Performing and visual arts
- Public art installation and associated activities
- Community, corporate and private training and functions

Typical examples of meetings, events, activities and functions are listed below to show the variety of uses that is consistent with the Centre's objectives as a multi-purpose community centre:

- Meeting rooms for community groups
- Sustainability demonstration, education, courses and activities
- Dance, yoga and similar classes
- Council funded events/festivals
- Arts and craft markets
- Educational workshops, seminar lectures etc
- School Speech Day
- Movie screening or film festivals
- Private functions – birthday parties and other special occasions
- Music performances, e.g. classical, jazz or contemporary (not rock, pop or brass band)

- Council's own functions and events
- Public exhibitions for Development Applications, policies and plans etc
- On-site staff management
- Community awareness display boards
- Art exhibitions, launches and talks
- School vacation activities, holiday programs venue e.g movies, puppet shows, children's science workshops etc
- Special events functions e.g. fashion parades, food & wine tasting
- Drama, plays, and theatre workshops
- Public art installations/sculptures

These examples show the opportunities and potential uses of the Centre by the community, and are not an exhaustive list of possible uses. All hire fees and charges will be levied in accordance with Council's scheduled fees and charges.

## 2.10 Scale and intensity of permitted uses

The scale and intensity of the various activities held at the Centre is limited by the:

- Outdoor space and/or internal seating capacity, and
- hours of operation

The Hall, which can be divided into two separate rooms, can hold up to 150 people, depending on seating arrangements. The Meeting Room can accommodate up to 15 people sitting around a table. The recreational grassed open space area can be used for events and accommodate larger groups of people.

### Hours of Operation

- 8am – 11pm, Mondays to Fridays.
- 8am – 10pm, Saturdays, Sundays and Public Holidays.

These hours were established when the Centre first commenced its operation. Any variations to the hours of operation will require the Council's endorsement via a report.

The scale and intensity of the uses will comply with all council policies, development consent and state legislation relating to matters such as noise transmission and controls. Since food and beverages, may be served in some of the events/functions held on the premises, relevant legislation and guidelines including the Food Standards Code and the Food Act 2003 (NSW) are required to be met by the function/event organisers or their appointed caterers and agents.

## 2.11 Future uses and development of the land

This Plan authorises, within the requirements of Council policy and relevant legislation, the future uses and development of the Centre for the following:

- uses permitted in *RE1 Public Recreation* under the RLEP 2012;
- alterations and additions to the existing building to improve facilities for the uses permitted by this Plan, and

- improvement works to the landscape and aesthetics elements of the land.
- Improvement works to the building and community park to accommodate activities and events associated within the Centre's focus as an Environment and Sustainability Education Hub.

All future development or improvement of the land must meet any Council approval requirements.

The preparation of a Plan of Management for the adjacent Randwick Environment Park has been undertaken and opportunities to integrate the park with the Centre's activities uses have been identified in both Plans.



**Permaculture demonstration garden**



**Meeting Room**



**Open Space**



**Hall with the dividing wall in place**



**Art exhibition and award presentation event held in hall**



**Children's playground**



**Outdoor classroom**

### 3 MANAGEMENT OBJECTIVES AND STRATEGIES

Providing a well located and designed building does not in itself guarantee that a community centre will be successful in achieving the desired social outcomes. A variety of operational factors/issues are critical to ensuring that the Centre continues to serve the community well and supports our City Plan directions.

The management objectives and strategies applicable to the Centre are outlined below in terms of the following management issues:

- Access
- Asset management
- Environmental sustainability
- Landscaping
- Operational management
- Safety and security
- Waste management

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### 3.1 Issue: Access

To ensure that the community centre remains accessible to visitors and local residents, the following shall be addressed.

#### Building legibility

Clear and visible signage will be installed on the building premises or along adjacent streets to help guide first time visitors and users to the Centre.

#### Vehicular access

Formal vehicular access to the Centre is provided via Munda Street, a gazetted public road. However that section of Munda Street extending past the community centre has yet to be constructed. Until that happens, vehicular access to the community centre is provided via a right of way extension of Munda Street.

#### Pedestrian and cycle access

Pedestrian access to the Centre is provided only during daylight from Munda Street, Hendy Ave and via the Randwick Environment Park.

#### Disabled access

The topography within the Centre is relatively flat. All three buildings meet Australian Standards - Disabled Access. Apart from the staff office on the mezzanine level in Building 3, all the rooms and activity spaces are located on the ground floor with ramp access. The stairs leading up to the mezzanine level is equipped with a chair lift for disability access to the staff office.

#### Emergency access

Emergency exit signage all placed around the building, along with a built in emergency lighting and warning system.

Key Objectives	Means of achievement	Costs	Manner of assessment of performance
(1) Signage			Inspect these accessibility measures at least twice a year.
To provide adequate signage to ensure building and parking	<ul style="list-style-type: none"> <li>▪ Install and maintain clear signage of the Centre.</li> </ul>	Operational resources	
(2) Disabled access			
To provide convenient and sufficient access, facilities and car parking for people with disabilities.	<ul style="list-style-type: none"> <li>▪ Implement and maintain easy access parking at the frontage to the Centre for people with disabilities.</li> </ul>	Operational resources	
(3) Emergency access			
To comply with emergency access needs/requirements.	<ul style="list-style-type: none"> <li>▪ Implement an evacuation plan and procedures in accordance with legislative requirements and educate all users.</li> <li>▪ Inspect the emergency exits, the access for emergency vehicles and any emergency procedures that are in place.</li> </ul>	Staff resources	

### 3.2 Issue: Asset management

Under the requirements of the *Australian Accounting Standard 27 (AAS27)*, the Council must identify assets under their control and establish a framework for the management of these assets. A number of key actions are outlined below to ensure the Centre assets are maintained and managed to acceptable standards.

Key Objectives	Means of achievement	Costs	Manner of assessment of performance
<p>To effectively maintain the condition of the building to acceptable industry standards.</p>	<ul style="list-style-type: none"> <li>Undertake building condition audits, to identify building components requiring repair or replacement.</li> </ul>	<p>Operational resources</p>	<p>Annually assess the condition of the building's assets in accordance with the Council's Asset Management Plan and relevant Australian Standards.</p> <p>Attend to damages and graffiti incidents to the building immediately</p>
	<ul style="list-style-type: none"> <li>Develop and implement maintenance and asset management programs according to the condition audit.</li> </ul>	<p>Staff resources</p>	
	<ul style="list-style-type: none"> <li>Ensure the Centre's assets are maintained and managed in accordance with the Council's Asset Management Plan for Buildings.</li> </ul>	<p>Operational resources</p>	
<p>To maintain the landscaping and grounds to acceptable industry standards</p>	<ul style="list-style-type: none"> <li>Undertake landscaping condition audits on a regular basis to ensure that the grounds are maintained to the standard adopted for the Council's landscaping &amp; open space maintenance program</li> </ul>	<p>Operational</p>	<p>Condition maintained to required standards</p>

### **3.3 Issue: Environmental sustainability**

The aim of the sustainability initiatives for the Centre is to demonstrate environmental sustainability practices.

The sustainability goals of this development are to achieve:

- energy efficiency through design improvements,
- water conservation through water sensitive improvements, and
- ESD leadership with environmental and community responsive design features.

The following actions are to ensure the Centre operates in accordance with achieving the sustainability goals.

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Key Objectives	Means of achievement	Costs	Manner of assessment of performance
To optimise the environmentally sustainable operation of the Centre.	<ul style="list-style-type: none"> <li>Educate visitors about sustainable design with informative displays of environmental initiatives and examples of the sustainable improvements.</li> </ul>	Staff resources	Conduct quarterly/annual audit of the water and energy usage of the Centre as part of the Council's footprint audit.
	<ul style="list-style-type: none"> <li>Facilitate opportunities for more sustainable modes of travel, such as, the provision and maintenance of dedicated walking paths &amp; connections, secure bicycle parking areas for staff and visitors, and provision of a dedicated bus loading bay for passengers through appropriate street signage.</li> </ul>		
	<ul style="list-style-type: none"> <li>Monitor energy usage of the Centre and improve energy use by installing cross flow ventilation, natural light features, led lighting and draft proofing doors.</li> </ul>	Staff resources operational	
	<ul style="list-style-type: none"> <li>Maintain the Centre's water efficient features, including low water usage species, rainwater tanks for toilet and hose use and efficient new drip irrigation system.</li> </ul>	Staff resources	
	<ul style="list-style-type: none"> <li>Maintain the Centre's energy and water efficient equipment, such as energy efficient lighting, 3-star or better tap fittings, showerheads and toilets with cistern wash basins.</li> </ul>		
	<ul style="list-style-type: none"> <li>Implement the Council's green procurement policy (e.g. purchase of star rating equipment) and encourage a Green Events Checklist subject to the Council's events policy.</li> </ul>		

### 3.4 Issue: Operational management

The Council has developed a management structure to effectively manage, coordinate and market events and activities and enhance social interaction with the community. Key functions include:

- Initiating, planning and coordinating centre activities (Council and external);
- Marketing and promotion of the Centre for community use and private functions
- Maintaining bookings, including liaising with organisations and groups that initiate activities and services; and
- Achieving governance, social and economic sustainability through cost-efficient operation and effective procedures to manage and balance community/cultural uses and commercial uses of the Centre.

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Key Objectives	Means of achievement	Costs	Manner of assessment of performance
(1) A Vibrant Centre			<p>Annually report on operations and budgets.</p> <p>Ensure a range of the LG Activities and events held per year are community and sustainability related.</p>
<p>To activate and promote the Centre.</p>	<ul style="list-style-type: none"> <li>▪ Maintain appropriate support staff, as part of the Centre's community management team.</li> <li>▪ Promote the use of the Centre for a variety of cultural and community activities, commercial and Council business activities.</li> <li>▪ Develop long term business and budget plans for facilities and equipment required to support the uses of the Centre.</li> </ul>	<p>Operational</p> <p>Operational</p> <p>Staff resources</p>	
(2) Social, economic and governance sustainability			
<p>To manage and balance the needs of various user groups based on the principle that community use shall be the predominant use of the centre, while supported by private function uses.</p>	<ul style="list-style-type: none"> <li>▪ Implement clear and concise booking procedures for the hiring and use of the venue.</li> <li>▪ Implement the Council's Fee and Charges Policy for the bookings.</li> </ul>	<p>Staff resources</p>	
(3) Minimise impacts on adjacent land uses			
<p>To minimise any adverse impact of the Centre on adjacent land uses.</p>	<ul style="list-style-type: none"> <li>▪ Ensure activities, events and functions held at the Centre comply with approved operation hours, noise control requirements and related use restrictions, as specified in the development consent and Terms and Conditions of Hire.</li> <li>▪ Make available contact details to the community to enable public feedback or complaints regarding operational issues, and respond to complaints promptly.</li> </ul>	<p>Staff resources</p>	

### 3.5 Issue: Safety and security

It is important to ensure a safe environment for visitors, users and staff of the Centre. This can be achieved via a number of methods such as clearly marked exits, limited entry points and sufficient lighting, etc.

There is only one key entry point provided to each room, facilitating controlled access.

Key Objectives	Means of achievement	Costs	Manner of assessment of performance
To provide a safe environment for staff, visitors and users of the Centre.	<ul style="list-style-type: none"> <li>▪ Continue to review building and grounds security requirements and establish appropriate security and</li> </ul>	Staff resources	Follow up on incidents, antisocial behavior and complaints concerning safety and security issues as these arise.
	<ul style="list-style-type: none"> <li>▪ Ensure clear and adequate signage of emergency service information at all</li> </ul>	Operational	
	<ul style="list-style-type: none"> <li>▪ Ensure equipment/facilities do not pose any safety risks to visitors/users.</li> </ul>	Staff resources	
	<ul style="list-style-type: none"> <li>▪ Maintain safety procedures and guidelines for visitors/users who may operate equipment/facilities</li> </ul>	Staff resources	
	<ul style="list-style-type: none"> <li>▪ Maintain appropriate lighting in conjunction with the use of the Centre</li> </ul>	Operational	
	<ul style="list-style-type: none"> <li>▪ Implement the Council's Work, Health &amp; Safety Policy.</li> </ul>	Staff resources	

### 3.6 Issue: Waste management

A new waste area has been constructed with the inclusion of recycling bins, paper/cardboard, green waste and general waste bins with ongoing regular servicing.

A Waste Management Plan, consistent with the Council's Waste Management Plan – Part A, has been prepared.

Key Objectives	Means of achievement	Costs	Manner of assessment of performance
To ensure that waste is disposed of appropriately and encourage recycling.	<ul style="list-style-type: none"> <li>▪ Provide instructions in the waste disposal room to facilitate the recycling of and the sorting of waste streams into appropriate waste</li> </ul>	Staff resources	Comply with the adopted Waste Management Plan at all times.
	<ul style="list-style-type: none"> <li>▪ Ensure the location, storage and removal of waste does not cause a nuisance or pollution.</li> </ul>	Staff resources	
	<ul style="list-style-type: none"> <li>▪ Ensure any liquid trade waste materials are disposed of in accordance with the requirements of the Sydney Water, Trade Waste</li> </ul>	Staff resources	

## 4 PLAN MONITORING

The Plan will be reviewed every ten years, or earlier, if significant changes are required to the Centre's management and operations in the intermittent period.

The review will include:

- an operational performance report of the Centre;
- recommendations for objectives and strategies in response to identified issues; and
- any other necessary changes due to new usage trends or management needs of the Centre.

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