

8.15. Neutral Bay Community Centre Joint Strategic Plan 2022-24

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ENDORSED BY: Rebecca Aukim, Director Community and Library Services

ATTACHMENTS:

1. Draft Neutral Bay Community Centre Joint Strategic Plan 2022-24 [**8.15.1** - 18 pages]
2. Submissions Summary NBCC JSP [**8.15.2** - 2 pages]

PURPOSE:

To seek endorsement for Neutral Bay Community Centre's Joint Strategic Plan 2022-24.

EXECUTIVE SUMMARY:

The Neutral Bay Community Centre (NBCC) is an independent, not-for-profit community organisation, supported by Council and operated by a volunteer Board.

At its meeting 28 June 2021, Council endorsed the following recommendation:

THAT Council enters into a Joint Strategic Plan with Neutral Bay Community Centre, consistent with other Council-owned community centres.

This is Neutral Bay Community Centre's first Joint Strategic Plan which was placed on public exhibition for 28 days for public review and comments. During the public exhibition phase, one submission was received.

The NBCC Joint Strategic Plan 2022-24 is a planning document developed by Council and the Neutral Bay Community Centre Board to outline the shared commitment by Council and NBCC to deliver programs and services that meet and respond to local community need.

FINANCIAL IMPLICATIONS:

Council leases the first-floor community hall at 190-192 Military Road, Neutral Bay to the NBCC for a peppercorn rent. This lease was renewed on 1 July 2022 and expires on 30 June 2024.

The Association is provided access to the two meeting rooms on the second floor to run programs and activities via an external hire booking system managed by Council's Customer Services Team. Council has allocated an annual budget of \$50,000 in its Grants & Subsidies budget to contribute towards the employment of a part-time Centre Coordinator.

RECOMMENDATION:

- 1. THAT** Council adopt the Neutral Bay Community Centre Joint Strategic Plan 2022-24.

LINK TO COMMUNITY STRATEGIC PLAN

The relationship with the Community Strategic Plan is as follows:

2. Our Built Infrastructure

2.1 Infrastructure and assets meet diverse community needs

4. Our Social Vitality

4.1 North Sydney is connected, inclusive, healthy and safe

4.2 A centre for creativity and learning

5. Our Civic Leadership

5.3 Community is engaged in what Council does

BACKGROUND

Over the last two years NBCC has experienced a period of significant changes and growth in which the Centre established a new volunteer board, undertook community consultation, introduced new programs and activities and membership increased by 400%.

With increased engagement and membership it was recommended that NBCC join Council's other community centres in developing a Joint Strategic Plan with Council and reviewing this annually.

In order to meet its strategic objectives, the association formally changed its name from Neutral Bay Seniors Citizens Club Inc to Neutral Bay Community Centre Inc in August 2022.

At its meeting 28 June, Council endorsed the following recommendation:

THAT Council considers in its 2022/23 community grants & subsidies budget providing an additional grant to Neutral Bay Community Centre to support the employment of a part time coordinator.

As a result of this recommendation, NBCC received a grant of \$50,000 from Council to put towards employment of a Community Centre Coordinator.

CONSULTATION REQUIREMENTS

Community engagement has occurred in accordance with Council's *Community Engagement Protocol*. The detail of this report provides the outcomes from the engagement for Council to consider prior to adoption.

DETAIL

The Neutral Bay Community Centre Joint Strategic Plan is a joint planning statement by Council and the Neutral Bay Community Centre. The Centre is an independent, incorporated association, supported by Council and managed and operated by a volunteer Board.

The updated Neutral Bay Community Centre Joint Strategic Plan 2022-24 also incorporates the Neutral Bay Community Centre Strategic Plan 2022-2024, which identifies goals under which specific priorities and measurable indicators are identified.

The Neutral Bay Community Centre is committed to continuing to work with Council on joint projects. The updated joint strategic plan outlines the support of Council to help the NBCC achieve these goals and a commitment to act in the best interest of members and the community more broadly.

The NBCC provides a central place for the Neutral Bay community to access a wide variety of free and low-cost activities including community events, health and fitness classes, computer lessons, and special interest groups. Historically the Association provided activity and programming for people aged 65 and over, however it has since broadened its target audience to appeal to a wider demographic and provide services for all community members, with the number of paid memberships rising from 168 to 311.

Over the years, the NBCC has been a significant contributor to various events and projects within Council, whilst also supporting and responding to requests from the local community. Such projects include the North Sydney Seniors Festival and Lost Bird Found.

Public Exhibition

Public exhibition of the draft Neutral Bay Community Centre Joint Strategic Plan 2022-24 ran from 2 August – 30 August 2022.

The public exhibition was promoted via Council's website; the YourSayNorthSydney site; via a memo to all active Precinct Committees (the weekly Precinct Enews item ran weekly during the exhibition period which has 162 subscribers); the Neutral Bay Community Centre Members Mailing List (311 subscribers); and A3 signage at the following locations: Customer Service Centre, Stanton Library and Civic Park.

Between 2 August to 30 August 2022 there were 120 views on the YourSay page (via Council's website). Of these, 61 visitors downloaded the document, and 120 visitors viewed the web page but did not download the document. One email submission was received during the exhibition period.

No changes to the Plan are recommended as a result of the submission.



Neutral Bay Community Centre



JOINT STRATEGIC PLAN 2022-24

North Sydney Council
Neutral Bay Community Centre



Neutral Bay Community Centre Joint Strategic Plan – 2022-2024

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North Sydney Council Ten Year Asset Management Plan for Neutral Bay Community Centre

Community, Cultural & Recreational Facilities Policy

Neutral Bay Community Centre Joint Strategic Plan – 2022-2024

1.0 INTRODUCTION

1.1 Preamble

The Neutral Bay Community Centre Joint Strategic Plan is a joint planning statement by North Sydney Council and Neutral Bay Community Centre Inc. It is based on the Association's own Strategic Plan 2022-24 (Appendix 1), indicative programs of works (Appendix 2), and Council's Community, Cultural and Recreational Facilities Policy (Appendix 3).

Located in the north east of the local government area (LGA), Neutral Bay Community Centre is a multi-use three story building owned and managed by Council. The main community room on level one is leased to Neutral Bay Community Centre Inc., a not for profit incorporated association.

1.2 Community Consultation

North Sydney Council has a long and proud commitment of engaging with the community through consultative decision making. Community engagement is an essential part of local government planning, policy development and service delivery. It demonstrates Council's long-standing commitment to open government and its guiding principles of integrity, accountability, transparency and community participation.

Community consultation plays an important role in the production of any Joint Strategic Plan. It provides Council and the Association with an understanding of the important issues for the community and the role of community centres in improving social and community wellbeing.

Public involvement and consultation generates an understanding of Council's facilities management plans, combats misinformation and misunderstanding, and fosters support for Council's and the Association's programs and policies.

Writing a submission:

Submissions give members of the public an opportunity to express their opinions, provide information and suggest alternatives to the proposed management strategies for Neutral Bay Community Centre.

To ensure submissions are as effective as possible:

- (1) List all points according to the sections and page number in the Joint Strategic Plan.
- (2) Briefly describe each subject or issue you wish to discuss
- (3) State which strategies you agree or disagree with, and give your reasons
- (4) Suggest alternatives to deal with any issue with which you disagree

Written submissions should be sent to: council@northsydney.nsw.gov.au

The General Manager
North Sydney Council
PO Box 12
NORTH SYDNEY NSW 2059
Attention: Director, Community and Library Service

Neutral Bay Community Centre Joint Strategic Plan – 2022-2024

1.3 Purpose of Joint Strategic Plan

The Neutral Bay Community Centre Joint Strategic Plan is a planning document developed by Council to outline the shared commitment by Council and Neutral Bay Community Centre Inc. to deliver programs and services that meet and respond to local community need.

The Joint Strategic Plan includes the intended program of works for the community centre, with assigned priorities and associated budgets to ensure the facility is maintained and upgraded to meet community need.

The Joint Strategic Plan is reviewed annually, in partnership with Neutral Bay Community Centre Inc. to assess implementation and performance. A review and update of the Joint Strategic Plan will occur at the end of the lease period.

1.4 Council's Community, Cultural and Recreational Facilities Policy

Council developed a Community, Cultural and Recreational Facilities policy in 2013, which was readopted in 2018. It outlines Council's commitment to establishing and supporting community facilities to deliver place based programs and services.

By entering into a Joint Strategic Plan with Council Neutral Bay Community Centre Inc. agree to manage the Association in accordance with the objectives set out in Council's Community, Cultural and Recreational Facilities Policy as follows;

- a) Provide a network of community spaces/programs throughout the North Sydney local government area, fostering among residents, students, the local workforce and Council, a sense of belonging to the North Sydney community
- b) Provide or facilitate provision of high quality and appropriate services
- c) Strive towards making centre based, and outreach, programs and activities for residents affordable and accessible
- d) Overcome social isolation and encourage social networking
- e) Provide the major community facilities, which would not otherwise be available to the North Sydney community
- f) Maximise the community's use of Council facilities
- g) Facilitate community involvement in management of centres
- h) Support a mix of management models, each appropriate to the centre concerned, so as to tap the skills and enthusiasm of the widest cross section of the community
- i) Provide for centres which, in total, give an adequate level of support to the following key areas - child care, including vacation care; youth services; aged and disability services; family services; arts and culture; activities and services for culturally and linguistically diverse communities; community health, including mental health; adult education; information dissemination; recreation; library services; and historical services
- j) Develop and maintain strategic alliances with other councils, the State and Federal government departments, and the non-government community services sector, to enrich the range and depth of services available of the North Sydney community
- k) Maximise developer contribution, where appropriate, to the cost of new or expanded centre provision
- l) Facilitate grant applications, relevant to centre programs
- m) Maintain the centre buildings and grounds to agreed standards

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- n) Upgrade and enhance centres where appropriate, based on consultation with users and providers
- o) Promote the centres as a council/community good
- p) Monitor, and assist where appropriate, the centres' financial and management performance through a range of strategies
- q) Facilitate and initiate new uses/services
- r) Ensure that services provided through the centres are accessible to all members of the public of the North Sydney local government area; and
- s) Ensure that sub-leasing or room hire of centres by Centre Management is restricted to groups serving the same needs as those identified in i) above.

1.5 Leasing of Community Facilities

Council has leased the first floor meeting room to Neutral Bay Community Centre Inc. for a period of two years. This lease was renewed on 1 July 2022 and expires on 30 June 2024. The Association is provided access to the two meeting rooms on the second floor to run programs and activities on a booking system. External venue hire for the second floor meeting rooms is managed by Council's Customer Service Team in accordance with Council's Community Centres Community, Cultural and Recreational Facilities Policy.

The purpose of granting a lease of a public facility constructed within community land is to facilitate the management of the community resource for the ultimate benefit of the community. In this regard the terms and conditions of any lease of community land must ensure that the lessee will manage the community facility in the public interest.

Activities under a lease must be compatible with the zoning of the land and must provide a direct community benefit. In this regard the terms and conditions of lease must require that the lessee be accountable to ensure proper management of the community facility such that it functions in accordance with Council's policy and meets the wishes and expectations of the community.

Management of the community centre is monitored by the Council to ensure the lessee's compliance with the terms and conditions of lease and to ensure that the performance targets established under the Joint Strategic Plan for the community land are met.

Upon expiry of each two-year term the lessee's performance will be reviewed to determine whether the lessee has satisfactorily complied with the conditions of lease, and the conditions of lease will be reviewed to ensure consistency with Council policy.

1.6 Council Facility Management Goals

The production of the Neutral Bay Community Centre Joint Strategic Plan is linked with North Sydney Council's Property and Design strategic objectives, as set out in the North Sydney Council Delivery Program 2021/22.

The objectives of Strategic Asset Management are to:

- ensure assets meet their service needs
- achieve appropriate standards
- identify and plan forward commitments

Neutral Bay Community Centre Joint Strategic Plan – 2022-2024

- maximise utilisation
- deliver cost effective asset services
- obtain required funding
- identify the relative importance of each asset

1.7 Neutral Bay Community Centre's Purpose, Mission, Vision and Values

PURPOSE:

To encourage the wellbeing of our community in a safe and welcoming environment

MISSION/VISION:

To be a sustainable, respectful and welcoming centre for all members of the community to engage, learn and connect.

VALUES:

Collaborative

We ensure everyone is heard and decisions are reached by the majority. We have honest discussions together and with our community. Our decision-making process is open and transparent.

Transformative

We make change for the good of our community, not for the sake of change. We are receptive to all ideas, feedback and opportunities to improve our organisation.

Community-minded:

We are a sustainable community centre that is inclusive and open to everyone.

Neutral Bay Community Centre Joint Strategic Plan – 2022-2024

2.0 CHARACTERISTICS AND RESOURCES

2.1 Site Location History and Heritage

Neutral Bay Community Centre is located at 190-192 Military Road, Neutral Bay. It was built in 1973 and has operated as a community centre since. From establishment, Neutral Bay Community Centre has operated a mixed use community facility, offering a counselling service, a community room, as well as a community hall and meeting room. Neutral Bay Community Centre is not a heritage listed site.

The community room, located on the first floor, has been leased to Neutral Bay Community Centre Inc. since 1998. The Association provides drop in activities, healthy ageing classes and workshops and special interest groups to residents living in the Neutral Bay and Cremorne area.

Historically, the Association has provided activity and programming for people aged 65 and over, however since the establishment of a new board in 2020 the Association has broadened its target audience to appeal to a wider demographic. The Association's decision to formally change its name from Neutral Bay Senior Citizens Club Inc. to Neutral Bay Community Centre Inc. is one of several changes made to the Association's operation to meet its strategic objectives.

3.0 PLANNING ISSUES

3.1 Background

Neutral Bay Community Centre comprises a three level building in Neutral Bay, which occupies land classified under the Local Government Act, 1993, as Community Land. Under North Sydney LEP 2013 190-192 Military Road is zoned SP2 Community Facility.

The Military Road Corridor Planning Study has identified the need for a new, purpose built community facility to accommodate a new community centre that will allow Neutral Bay Community Centre Inc. to expand membership and broaden community reach.

3.2 Building and Lease Arrangements

Council has adopted a mixed model of service delivery for community centres, some of which operate independently, whilst others have a shared model of management with Council. Regardless of the management structure, each community centre and facility enter into a Joint Strategic Plan with Council.

The ground floor of Neutral Bay Community Centre has operated as a counselling service since the community centre was built. Relationships Australia provided an outpost service from the community centre for over 20 years, choosing not to renew the lease in 2019. North Shore Women's Benevolent Society have since been granted a lease for a four year period, offering a counselling service to women and children escaping domestic violence.

The main community room is located on the first floor, and is the room leased to Neutral Bay Community Centre Inc. The lease provides Neutral Bay Community Centre Inc. with exclusive use of this room.

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The meeting room and hall located on the second floor are available for public hire. Permanent hirers, including Neutral Bay Community Centre Inc. and North Shore Benevolent Women's Society, are granted priority bookings at the beginning of each calendar year. Other permanent hirers predominantly include self-help groups (e.g AA, NA) who use these rooms outside of core business hours. Council's Customer Service Team manage venue hire of the meeting room and hall.

3.3 Access

Neutral Bay Community Centre predates legislative requirements for Council's building and facilities to meet the Access to Premises Standards (2010) and is one of only two community facilities that is not fully accessible, limiting capacity of use. The two meetings on the second floor are only accessible via stairs.

3.4 Military Road Corridor Planning Study

The Military Road Corridor Planning Study commenced in 2018, recognising the Neutral Bay precinct was experiencing significant development pressure. There was benefit in preparing a planning study to address these matters and to ensure that development sought to meet the needs and expectations of the community as well as ensuring that tangible public benefits could be derived from any future development. The need for an updated community facility that is accessible has been identified as a priority in the Military Road Corridor Planning Study.

3.5 Relationship with Council and other Community Centres

Whilst Council encourages the independence and autonomy of our community centres, collaboration with Council and other community centres is considered vital. Participation in formal and informal networking groups provides opportunity for information exchange, project and event collaboration and capacity building. Being part of the community centre network also minimises the risk of duplication.

3.6 Indicative Program of Maintenance and Upgrade

In 2021/22 Council, in partnership with the Association, undertook a refurbishment of the building, including interior repainting, upgraded kitchens, branding and signage, carpet and a new entry vestibule to improve access and safety.

An indicative ten-year programme of maintenance and capital upgrade for Neutral Bay Community Centre has been included in this Joint Strategic Plan.

4.0 BASIS FOR MANAGEMENT

4.1 Philosophical Basis for Joint Strategic Plan

The primary aim of the Neutral Bay Community Centre Joint Strategic Plan is to provide guidelines for the future use, development, management and maintenance of the centre.

Overall, the board of Neutral Bay Community Centre Inc. holds responsibility for management of the Association. The board consists of up to nine board members who are elected annually at the AGM.

Neutral Bay Community Centre Joint Strategic Plan – 2022-2024

Council supports the management of the building and service delivery through the provision of xxx including through adequate support, maintenance and by ensuring that any future development of the centre is compatible with the objectives of the board.

Council and Neutral Bay Community Centre Inc. must be responsive to the changing needs of the community and users of the facility. The Joint Strategic Plan must have the flexibility to incorporate and take advantage of future requirements and respond to changing needs and local changes as they arise.

4.2 Joint Management Objectives

Based on legislative requirements, community needs and expectations, and the values and assets of Neutral Bay Community Centre Inc., the following broad, primary management objectives have been identified by Council as follows;

- to maintain the centre for community use in accordance with the overall objectives of the Delivery Program 2022/2023 and associated documents
- to manage the centre in accordance with the Neutral Bay Community Centre Strategic Plan 2022-24 (see attached)
- to manage the centre in accordance with the aims and objectives of Council's Community Centres and Facilities Policy (see attached)
- to provide and maintain a high-quality community centre which meets the needs of the local and wider community
- to cater for people with disabilities within the physical constraints of the centre
- to provide for public safety
- to ensure the joint strategic plan is flexible and able to evolve with changing community attitudes.
- to be prepared to look beyond the Centre's immediate locality, through maximising existing resources, to enable delivery of outreach services where appropriate and needed.
- to grant a lease to Neutral Bay Community Centre Inc., the terms of which require the lessee manage the operations of the community facility for the benefit of the community in accordance with the general objectives set out in this Joint Strategic Plan

4.3 Association Strategic Objectives

Neutral Bay Community Centre have developed their first strategic plan as a newly established board. Within the plan they have identified three goal areas, under which specific priorities and measurable indicators are identified. Refer to Appendix 1

Goal 1 – Engagement: *with community and business*

Neutral Bay Community Centre Joint Strategic Plan – 2022-2024

Key Priorities

- Mutually beneficial community partnerships
- Comprehensive communications plan

Goal 2 – Offering: *range and quality of activities*

Key Priorities

- A program that appeals to a broader audience to increase engagement with community
- Increased facility usage outside of core business hours

Goal 3 – Sustainability: *resources, funding, physical space*

Key Priorities

- Develop an ongoing source/s of income for NBCC
- Increase membership and volunteer base
- Develop necessary policies, procedures and guidelines to ensure NBCC is functional and can maintain operations in future

4.4 Reporting

Neutral Bay Community Centre Inc. will review the Joint Strategic Plan annually and provide the review and an audited Statement of Finances to Council by April. This timing allows Council to review the progress of the Plan prior to finalising its estimates for the following financial year.

Purpose		
To encourage the wellbeing of our community in a safe and welcoming environment		
Mission/Vision		
To be a sustainable, respectful and welcoming centre for all members of the community to engage, learn and connect.		
Values		
<p>Collaborative: We ensure everyone is heard and decisions are reached by the majority. We have honest discussions together and with our community. Our decision-making process is open and transparent.</p> <p>Transformative: We make change for the good of our community, not for the sake of change. We are receptive to all ideas, feedback and opportunities to improve our organisation.</p> <p>Community-minded: We are a sustainable community centre that is inclusive and open to everyone.</p>		
Goal 1. Engagement: with community and business		
Key Priorities	What success looks like	Actions
Mutually beneficial community partnerships	<ul style="list-style-type: none"> Presentations to members from community 	<ul style="list-style-type: none"> Identify list of potential speakers/ topics to invite/ one every 3 months
	<ul style="list-style-type: none"> Ongoing and positive relationship with Council and businesses Increased exposure of NBCC in community Increased opportunities for education to members 	<ul style="list-style-type: none"> Meetings with Council/ other community centres 6 monthly, invite Council representatives to join Board meetings when suitable Identifying businesses for partnership (through Council – Economic Development contact) Surveys with the community Local business forums to understand their needs/ expectations
	<ul style="list-style-type: none"> Refreshed premises 	<ul style="list-style-type: none"> Complete planned upgrade works for safety and aesthetics
Comprehensive communications plan	<ul style="list-style-type: none"> Regular interactive communications with community 	<ul style="list-style-type: none"> Active social media/online presence, engage with media, updated noticeboards
	<ul style="list-style-type: none"> Live and current website with increased traffic 	<ul style="list-style-type: none"> Updated website, with traffic drivers to encourage repeat visitation
Goal 2. Offering: range and quality of activities		
Key Priorities	Success factors	Actions
A program that appeals to a broader audience to increase engagement with community	<ul style="list-style-type: none"> Increased membership base Increased number of diversified activities and wider program 	<ul style="list-style-type: none"> Identify new activities to trial regularly Identify list of annual days/ weeks of celebration to draft a calendar of events e.g. Senior's week,

		<p>NAIDOC week, Mother's Day, Biggest Morning Tea, etc</p> <ul style="list-style-type: none"> Review community survey to identify new programs that could be trialed
Increased facility usage outside of core business hours	<ul style="list-style-type: none"> Increased use of community spaces by wider community, including as potential revenue sources More diverse/inclusive program outside core hours 	<ul style="list-style-type: none"> Review community survey and identify opportunities for activities out of hours e.g. after school care, paint n sip, etc
Goal 3. Sustainability: resources, funding, physical space		
Key Priorities	Success factors	Actions
Develop an ongoing source/s of income for the NBCC	<ul style="list-style-type: none"> Increase in revenue/ via membership and casual visitors/participants in individual programs Increase sponsorship and funding 	<ul style="list-style-type: none"> Map the community ecosystem for the NBCC e.g. what is the demographic? What types of businesses/ organisations/ schools exist in our community and how do we communicate with them effectively? Identify opportunities for sponsorship / fundraising
Increase membership and volunteer base	<ul style="list-style-type: none"> Increased volunteer base Increased membership base 	<ul style="list-style-type: none"> Plan to attract broader volunteer base Plan to increase membership base
Develop necessary policies, procedures and guidelines to ensure NBCC is functional and can maintain operations in future	<ul style="list-style-type: none"> Complete set of draft policies, procedures and guidelines 	<ul style="list-style-type: none"> Identify list of necessary policies, procedures and guidelines and assign responsibilities/ timelines for completion

Neutral Bay Community Centre

Item Description	Code	Cost	Cycle	Ledger year									
				2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Plumbing	RR1	\$2,600	1	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600
Electrical	RR1	\$2,300	1	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300
Building repairs	RBR	\$5,200	1	\$5,200	\$5,200	\$5,200	\$5,200	\$5,200	\$5,200	\$5,200	\$5,200	\$5,200	\$5,200
Touch up painting	PTU	\$2,000	1	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Air conditioning	RR1	\$6,600	1	\$6,600	\$6,600	\$6,600	\$6,600	\$6,600	\$6,600	\$6,600	\$6,600	\$6,600	\$6,600
Fire services	RR1	\$1,700	1	\$1,700	\$1,700	\$1,700	\$1,700	\$1,700	\$1,700	\$1,700	\$1,700	\$1,700	\$1,700
Exit and emergency lights	RR1	\$1,100	1	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100
Sand and reseal timber floor	SRF	\$3,300	3	\$0	\$0	\$3,300	\$0	\$0	\$3,300	\$0	\$0	\$3,300	\$0
Pest control	RR1	\$1,100	1	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100
Cleaning	FC1	\$27,500	1	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500
Electricity	FC1	\$27,900	1	\$27,900	\$27,900	\$27,900	\$27,900	\$27,900	\$27,900	\$27,900	\$27,900	\$27,900	\$27,900
Council Rates	FC1	\$12,000	1	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
Rates - Water / sewer	FC1	\$11,300	1	\$11,300	\$11,300	\$11,300	\$11,300	\$11,300	\$11,300	\$11,300	\$11,300	\$11,300	\$11,300
Telephone charges	FC1	\$600	1	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600
Insurance	FC1	\$4,300	1	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300
Other expenses - misc., keys etc	RR1	\$1,200	1	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Share of admin costs	FC1	\$3,300	1	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300
Total Recurrent Expenditure				\$110,700	\$110,700	\$114,000	\$110,700	\$110,700	\$114,000	\$110,700	\$110,700	\$114,000	\$110,700
Capital Works Program													
External re-painting	PEB	\$25,000	5	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000	\$0
Internal re-painting	PGA	\$22,000	7	\$0	\$0	\$22,000	\$0	\$0	\$0	\$0	\$0	\$0	\$22,000
Replace kitchen-Senior Citizens Rm	RKA	\$12,000	15	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Air conditioning duct cleaning	ACC	\$10,000	12	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0
Upgrade fire system & panel		\$45,000				\$45,000							
Upgrade public toilets		\$180,000							\$180,000				
Replace Awning		\$200,000											
Install Tesla Battery		\$20,000		\$20,000									
Upgrade air-conditioning system		\$75,000								\$75,000			
Total Capital Works Expenditure				\$20,000	\$0	\$67,000	\$25,000	\$10,000	\$180,000	\$75,000	\$0	\$25,000	\$22,000



COMMUNITY, CULTURAL AND RECREATIONAL FACILITIES POLICY

D4-06

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Policy Owner: Director Community and Library Services

Category: 4. Our Social Vitality

1. STATEMENT OF INTENT

- 1.1 Community Centres in North Sydney local government area vary widely in ownership, management, purpose and funding levels and they deliver a mix of community services. It is North Sydney Council's intention to preserve this mix, and where possible enhance it. Community Centres are essentially non-profit or break-even ventures managed or facilitated by Council in the interests of the whole community.
- 1.2 To objectives of this Policy are to:
- a) provide a network of community spaces/programs throughout the North Sydney local government area, fostering among residents, students, the local workforce and Council, a sense of belonging to the North Sydney community;
 - b) provide or facilitate provision of high quality and appropriate services;
 - c) strive towards making centre based, and outreach, programs and activities for residents affordable and accessible;
 - d) overcome social isolation and encourage social networking;
 - e) provide the major community facilities, which would not otherwise be available to the North Sydney community;
 - f) maximise the community's use of Council facilities;
 - g) facilitate community involvement in management of centres;
 - h) support a mix of management models, each appropriate to the centre concerned, so as to tap the skills and enthusiasm of the widest cross section of the community;
 - i) provide for centres which, in total, give an adequate level of support to the following key areas - child care, including vacation care; youth services; aged and disability services; family services; arts and culture; activities and services for culturally and linguistically diverse communities; community health, including mental health; adult education; information dissemination; recreation; library services; and historical services;
 - j) develop and maintain strategic alliances with other councils, the State and Federal government departments, and the non-government community services sector, to enrich the range and depth of services available of the North Sydney community;
 - k) maximise developer contribution, where appropriate, to the cost of new or expanded centre provision;
 - l) facilitate grant applications, relevant to centre programs;

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- m) maintain the centre buildings and grounds to agreed standards;
- n) upgrade and enhance centres where appropriate, based on consultation with users and providers;
- o) promote the centres as a council/community good;
- p) monitor, and assist where appropriate, the centres' financial and management performance through a range of strategies; and
- q) facilitate and initiate new uses/services;
- r) ensure that services provided through the centres are accessible to all members of the public of the North Sydney local government area; and
- s) ensure that sub-leasing or room hire of centres by Centre Management is restricted to groups serving the same needs as those identified in i) above.

2. ELIGIBILITY

- 2.1 Community Centres covered by this Policy are listed in the Register of Council Owned/Leased Properties as reported to Council.

3. DEFINITIONS

- 3.1 Community centres - are publicly accessible premises owned by Council, or over which Council has care, control and management, whose principal function is the delivery of community services, which support and enhance the quality of life for those living, working and studying in the area, in response to identified need.

4. PROVISIONS

- 4.1 Council funding of community centres includes but is not restricted to:
- a) Construction of new centres and upgrades funded through the capital works programme (including developer contributions through Section 94 levies);
 - b) Maintenance of the centres funded through the Engineering and Property Services Division operating budget annual allocation;
 - c) Rent payable by centres is nominal i.e. Council subsidises property rents;
 - d) The Community and Library Services Division advises Council annually through the estimates on whether provision has been able to be made for CPI increases to recurrent grants;
 - e) Sole use centres meet their own cleaning costs;
 - f) Centres wholly managed by Boards independent of Council are able to offer room hire and are entitled to retain the income;
 - g) Council supports markets in public open space run by centres for their own sakes and to subsidise the centre activities, conditional upon the centre adhering to a markets management plan drafted by Council;

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- h) Council co-ordinates and funds cleaning of multi-use centres;
 - i) Staff support for community development activities funded through Community and Library Services Division annual operating budget annual allocation;
 - j) Discretionary funding for specific activities and services through the Donations Program (refer to Council's *Community Grants and Subsidies Policy*).
- 42 In many cases the programs within centres/facilities are designed to attract 'other levels of government' funding to the North Sydney local government area e.g. to support aged, multicultural or disability services, or alternatively, to attract fully developed and significantly funded services which fulfil an identified local need.
- 43 In other cases the programs within the centres/facilities are complementary to existing commercial operations. In these circumstances, Council's complementary role is designed to:
- a) Contribute to social equity by providing some measure of affordability in the service e.g. child care; and
 - b) Provide a 'whole of community' environment for quality of life pursuits e.g. education, arts and crafts, where the pursuit, while already provided to some degree by either commercial interests or 'other levels of government', is insufficiently accessible and deserves further support.
- 44 Finally, the programs include direct service (e.g. Youth Centre, Olympic Pool, Library Services and Museum Services) which may benefit from 'other level of government' grants or regular but minor subsidies, but which are essentially a council/community initiative, funded by the local community, with a history of this support, annually renewed, through the estimates.
- 45 Where community centres are sited on community land, a plan of management will be developed, as required under the *Local Government Act 1993*.

5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 The elected Council is responsible for the allocation of resources with respect to this Policy, through the annual budget process.
- 5.2 Council will nominate annually representatives to the Boards/Trusts of community organisations only where the Constitution of the Board in question specifically provides for that. Where no such provision is made, Councillors wishing to serve on these boards would be required to nominate themselves as Board members at the Annual General Meeting of the body concerned.
- 5.3 Council's Community and Library Services Division is responsible for:

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- a) Management of Stanton Library, Don Bank and Sextons Cottage Museums, Greenwood Child Care Centre, the Vacation Care Program and Planet X Youth Centre (this last with the community based management board);
 - b) Policy and program development for community halls not wholly managed by Boards independent of Council;
 - c) Evaluation of applications under the *Community Grants and Subsidies Policy* and recommendations to Council;
 - d) Information dissemination through community centres;
 - e) Development of new centres or new programs;
 - f) Specification and special conditions of leases;
 - g) Joint Plans of Management with centres eligible for grants towards operating expenses;
 - h) Policy on maintenance and upgrading on centres; and
 - i) Specification of consultations required.
- 54 Council's Director Community and Library Services is responsible for reporting about proposed activities, including fees and charges for the year ahead; and requiring an annual financial statement and review of the year's activities.
- 55 Council's Engineering and Property Services Division is responsible for:
- a) Leasing agreements-preparation and signing;
 - b) Building and grounds maintenance, including where appropriate, cleaning;
 - c) Centre upgrade feasibility studies - recommendations to the Community and Library Services Division and implementations of approved projects; and
 - d) Advice to the Community and Library Services Division on 10 year program of works for centres on community land.
- 56 Council's Open Space and Environmental Services Division is responsible for the management of North Sydney Olympic Pool and the North Sydney Oval complex.
- 57 Council's Customer Service Department is responsible for booking and hiring of Council managed centres.

6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Community Grants and Subsidies Policy
- Fees and Charges Schedule
- Register of Council Owned/Leased Properties

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Version	Date Approved	Approved by	Resolution No.	Review Date
1	2 August 2004	Council	794	2008/09
2	16 February 2009	Council	61	2012/13
3	18 February 2013	Council	61	2016/17
4	25 June 2018	Council	214	2020/21

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ATTACHMENT [#]

DRAFT NEUTRAL BAY COMMUNITY CENTRE JOINT STRATEGIC PLAN 2022-24 Summary of submissions received during public exhibition period (2 August – 30 August 2022)

The following criteria are used to analyse all submissions received, and to determine whether or not the plan would be amended:

1. The Neutral Bay Community Centre Joint Strategic Plan 2022-24 **would be** amended if issues raised in the submission:
 - a provided additional information of relevance.
 - b indicated or clarified a change in government legislation, Council's commitment or management policy.
 - c proposed strategies that would better achieve or assist with Council's objectives.
 - d was an alternate viewpoint received on the topic and is considered a better option than that proposed or;
 - e indicated omissions, inaccuracies or a lack of clarity.

2. The Neutral Bay Community Centre Joint Strategic Plan 2022 **would not be** amended if the issues raised in the submission:
 - a addressed issues beyond the scope of the proposal.
 - b was already in the proposal or will be considered during the development of a subordinate plan (prepared by Council).
 - c offered an open statement, or no change was sought.
 - d clearly supported the proposal.
 - e was an alternate viewpoint received on the topic but the recommendation was still considered the best option.
 - f was based on incorrect information.
 - g contributed options that are not possible (generally due to some aspect of existing legislation or government policy) or; involved details that are not appropriate or necessary for inclusion in a document aimed at providing a strategic community direction over the long term.

Draft Neutral Bay Community Centre Joint Strategic Plan SUBMISSIONS SUMMARY (Exhibition Period 2 August – 30 August 2022)				
No.	Name and Address	Submission	Recommended Action/Response	Criteria
1	Georgia Napier 18/37 Barry Street Neutral Bay 2089	<p>1.This is an excellent Community Service. I am there every day. I attend six exercise classes per week.</p> <p>2.There is a problem in sustainability with a lack of sufficient Council funding. The Centre relies on a few hard working people. What happens when someone like Janice Bergheim leaves? She currently runs four of the exercise classes and does a huge job on the executive committee.</p> <p>3.The online payment system (Try Booking) a difficult system for the customer to navigate and it charges per ticket rather than per total. Cancellation is also a problem. It seems additionally to create a lot of office work checking and filing all the class payments, attendances and any cancellations. Surely an IT person could create a direct online payment record for the Community Centre</p>	<p>Service compliment noted.</p> <p>The broad elements of the feedback provided are covered by the Neutral Bay Community Centre Strategic Plan and the specific issues raised will be subject to further investigation as part of implementation of that Strategy.</p>	2a