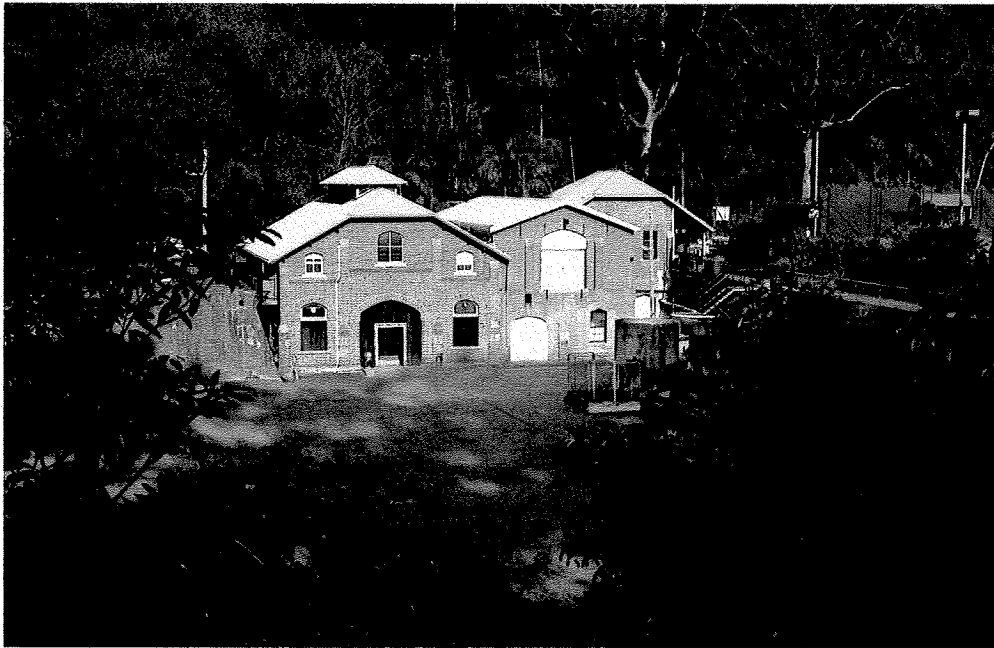




Primrose Park Art & Craft Centre



PLAN OF MANAGEMENT 2008-11

*North Sydney Council
Primrose Park Art and Craft Centre Inc*

1.0 INTRODUCTION

1.1 Preamble

The Local Government Act 1993, Sections 36 & 37 requires Council to adopt a Plan of Management for any buildings erected on community land before a lease can be signed. The Primrose Park Art and Craft Centre Plan of Management is a joint planning statement by North Sydney Council and PPA & CC Inc. It is based on the Centre's own Strategic Plan 2008-11 Council's Community Centres and Facilities Policy' Policy and indicative maintenance programme.

1.2 The proposal

It is proposed that Council enter into a lease with Primrose Park Art and Craft Centre Inc for a term of 3 years commencing 1 Jan 2010, for the PPA & C Centre building.

1.3 Community Consultation

Community consultation plays an important role in the production of any Plan of Management. It provides Council and the Co-operative with a sound understanding of the important issues for the community with regard to the important role community centres play in their lives.

Public involvement and consultation generates an understanding of Council's land management plans, combats misinformation and misunderstanding, and fosters support for Council's and the Co-operative's programs and policies. The consent and co-operation of the users of the centres facilitates management and lends weight to the status of the Plan of Management.

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 Kirribilli Neighbourhood Centre

To ensure submissions are as effective as possible:

- (1) List all points according to the sections and page number in the Plan of Management
- (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:

The General Manager
North Sydney Council
PO Box 12
NORTH SYDNEY NSW 2059

Attention: Martin Ellis
Director, Community and Library Services

1.3 The Plan of Management

The Plan of Management arises jointly from the legal requirements of the Local Government Act, 1993, and the shared desire of Council and the Co-operative to co-ordinate our two activities.

The plan provides a basis for assigning priorities in works programming and budgeting.

The plan will be reviewed annually to assess implementation and performance, and a review at the end of the lease to allow policy and planning issues to be updated.

1.4 Purpose of the Plan of Management

The aim of this document is to produce a Plan of Management for Primrose Park Art and craft Centre in accordance with the Local Government Act, 1993.

Primrose Park Art and Craft Centre is a major resource to that community in that it is the only Artists co-operative workshop of its kind in the local government area. A Plan of Management setting out clearly the existing and anticipated future uses of the building and land is seen as an essential guide to the community and to Council and the co-operative.

1.5 Council's Land management goals

The production of this Plan of Management is closely linked with North Sydney Council's overall Property and Design objectives, as set out in the North Sydney Council Management Plan 2009-10: To provide for the planned construction, renovation and maintenance of Council buildings that ensures:

- the safety and satisfaction of users;
- a high standard of urban and civic design
- a security of the asset;
- cost effective operations

1.6 Council's Community Centres Policy

After extensive consultations involving those centres with community based management boards, Council adopted a revised Community Centres Policy in February 2009. Management of Primrose Park Art and Craft Centre should be in accordance with the objectives set out in this policy:

To provide a network of community spaces/programmes throughout the LGA, fostering among residents, students, workforce and Council a sense of belonging to the "*North Sydney neighbourhood*"

To provide or facilitate provision of high quality and appropriate services

To strive towards making centre based, and outreach, programmes and activities affordable and accessible

To overcome social isolation and encourage social networking

To provide the major community facilities, which would not otherwise be available to the North Sydney community.

To maximise the community's use of facilities

To facilitate community involvement in management of centres where appropriate

1.7 Leasing of community centre buildings

Primrose Park Art & Craft Centre & Community Hall are part of a complex of buildings on Crown land in Primrose Park, Cremorne. With the introduction of the Crown Lands Act 1989 the Reserve Trust system came into effect, under which the responsibilities for the management of Primrose Park Reserve are in the hands of a statutory corporation, namely the Primrose Park Reserve Trust, whereby Council is the appointed Manager. In this respect Council as Trust Manager has resolved to enter into a lease, for Primrose Park Art & Craft Centre only, with Primrose Park Art and Craft Centre Inc. from January 1997 to June 2002.

The granting of a lease formalises the use of the space by groups such as sporting clubs, commercial organisations or individuals who are providing facilities or services for public use.

No lease is proposed for the Community Hall, which will be available for public hire. The change rooms beneath the Community Hall are not part of this management plan, nor are the rooms associated with the tennis courts.

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. The lessee is therefore duly appointed to undertake the management of the community facility on behalf of the Council.

The management of the community centre is required to be 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 Plan of Management for the community land are met. Upon expiry of each three year term the lessee's performance will be reviewed in order 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.

2.0 CHARACTERISTICS AND RESOURCES

2.1 Site Location History and Heritage

Primrose Park Art and Craft Centre and Community hall are located at the end of Matora Lane, off Young Street, Cremorne.

The Centre is housed in a fine example of early 20th century industrial architecture. The building was the compressor house (completed 1922) of the Willoughby Bay Sewerage Works (the Northside's first sewerage works). With the completion of the ocean outfall in 1927, sewerage was diverted to North Head and the works were closed down.

The Department of Lands deeded the old sewerage works in trust to Council in 1930 for "recreational purposes". The building with the wider façade (now the Art & Craft Centre) was occupied by local groups of the Scout Association from 1938 to 1984/85 when amalgamations of Scout Troops saw them vacate the premises. The empty building then fell into disrepair for the next four years.

The building with the narrower façade (now the Community Hall) was occupied by the North Sydney District Hockey Club who used it from 1965 until recently as club premises. Between 1960

and 1964 the Club constructed a roof and stairs and made other alterations downstairs. The work took approximately four years to complete. Adjacent to the buildings is a tennis complex built on the site of a Council tip in 1985/86.

In 1985 Council resolved to seek assistance in renovating the old Scout Hall as an Art & Craft Centre and in 1985 received grants totalling \$50,000 from the NSW Heritage Council and the Office of the Minister of the Arts (NSW). Matching funds from Council, allowed for the planned refurbishment under the supervision of John Kinstler, Council Architect. In 1988 The Primrose Park Art & Craft Centre interim Management committee was incorporated as a non-profit, community based organisation.

In 1999, the Hockey Club was refurbished with new change rooms constructed and a Community Hall in the upper level.

In 2004 the Community Hall was fitted with a lighting track suited to exhibitions and other improvements made; it was renamed the Primrose Park Art Gallery. In 2006 a floorless storage space beneath the tennis court office was converted to an artist's studio for public hire; the artists being chosen on a competitive basis as determined by Council's Community Services Reference Group

3.0 PLANNING ISSUES

3.1 Relation to other Centres

The two most important facilities with regard to Primrose Park Art and Craft Centre are the adjacent Primrose Park Art Gallery and the Primrose Park Artists Studio. The Management of these are vested in Council's Art and Cultural Development Team. For the strategic purposes of these spaces the reader is directed to *The Arts and Cultural Development Strategic Plan 2008-2010*

The next most important spaces would be the Art and Craft room contained with North Sydney Community Centre and the Hutley Hall. Again the Reader is directed to *The Arts and Cultural Development Strategic Plan 2008-2010* for more information.

3.3 Access

Car Parking is available at the Centre and the area is lit till 11pm each night. A Government bus stop is nearby on the corner of Young and Earle Streets. The Centre has a mobile ramp, making its main door (lower level, facing the playing fields) accessible. However, arrangements have to be made for vehicular access to these doors. Neither the mezzanine in the Centre not the art gallery is wheelchair accessible. Funds have been identified to improve access to the art gallery in 2009/10

3.6 Indicative program of maintenance and upgrade

An indicative ten-year programme of maintenance and capital upgrade is provided.

4.0 BASIS FOR MANAGEMENT

4.1 Philosophical basis for the plan of management

The primary aim of the Primrose Park Art & Craft Centre plan of management is to provide guidelines for the future use, development, management and maintenance of the Centre. Primrose

Park Art & Craft Centre is one of the LGA's most important community centres. Overall the board of Primrose Park Art & Craft Centre holds responsibility for management of this centre.

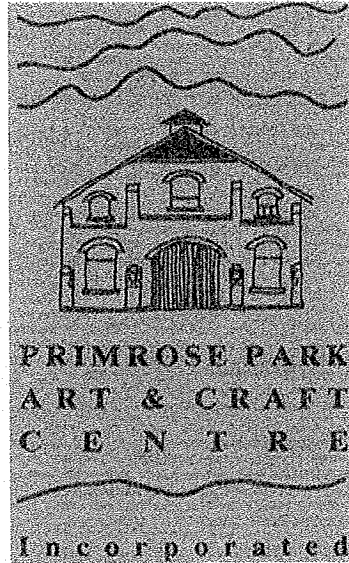
Council supports this management model in several ways, including through adequate maintenance and by ensuring that any future development of the area is compatible with the desired character of the Centre.

Council and Primrose Park Art & Craft Centre must be responsive to the changing needs of the community and users of the Centre. The Plan of Management 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 Management objectives

Based on legislative requirements, community needs and expectations, and the values and assets of Primrose Park Art & Craft Centre itself, the following broad, primary management objectives have been identified.

- to maintain the centre for community use in accordance with the overall objectives of the Management Plan July 2009-10
- to manage the centre in accordance with the Primrose Park Art & Craft Centre Strategic Plan 2008-11 (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 plan of management 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 Primrose Park Art & Craft Centre, the terms of which will require that the lessee will manage the Primrose Park Art & Craft Centre for the Benefit of the community in accordance with the general objectives of this Plan of Management.
- to grant a lease to Primrose Park Art & Craft Centre, the terms of which will require that the lessee will manage the Centre for the benefit of the community in accordance with the general objectives of this Plan of Management.



Primrose Park Arts & Craft Centre Inc Strategic Plan 2008 - 2011

**Matora Lane Cremorne
(P O Box 152 Cremorne Junction) NSW 2090**



Overview

The purpose of this Plan is to set out the strategies with which PPACCI will provide services over the next three years to the North Sydney community, consistent with the Articles of Incorporation of PPACCI and the lease between PPACCI and North Sydney Council.

PPACCI has four core groups with varying levels of activity and attractiveness to participants:

Australian Society of Calligraphers;

This group uses the centre on two weekends each month and on the Friday preceding the weekends. It also runs occasional week-long workshops with visiting (usually overseas) tutors (usually annually) and occasional general lecture meetings (1-2 a year).

Bookbinders;

Meets on Tuesdays of most weeks, but the group is negatively affected in winter and because of the cold weather, rarely meets in Winter. Most bookbinders work on their own sometimes difficult projects rather than attend to learn basic principles of the craft.

Primrose Paper Arts Inc

This group uses the centre on Mondays and Thursdays for papermaking activities by members and public accessible basic papermaking workshops and two weekends per month when workshops open to non members are run. Paper Arts also holds children's workshops in school holidays.

Primrose Park Photography.

This group has a regular monthly meeting on the first Wednesday evening and generally an additional less formal meeting on the third Wednesday evening of the month. When there is a fifth weekend in a month, it is assigned to the Group for workshop activity.

PPACCI management is through a committee elected at an Annual General Meeting ("AGM") held in November each year and includes at least one representative of each of the core groups and a "free position" as community representative. The Committee of Management meets formally at least four times each year and maintains regular contact by email on issues which can be resolved without the need for formal resolutions. In 2009, the AGM will be held in September and in that month thereafter.

The Arts and Craft Centre is set in the heritage listed former Folly Point sewage treatment works pump house.

Services and Facilities

- | | |
|-------------|---|
| Sponsorship | Although funds are limited, the Committee has approved expenditure for many years to provide a "works on paper" prize for the annual North Sydney Art Prize. The Committee chair has also independently supported the Art Prize for the last three years with a photographic prize. |
| Bookbinding | All necessary equipment for the repair or binding of books is available. |
| Calligraphy | Calligraphers equipment stored in the Centre comprises a photocopier, whiteboard, comprehensive calligraphic library and miscellaneous equipment to assist with the art form. |



- Paper Arts** Primrose Paper Arts Inc has a range of equipment including a printing press an electric copper to boil fibres and six kitchen blenders. A new more compact drying rack has replaced the older racks.
- Photography** The darkroom is maintained for the complete process of developing and printing. It can be used at any time, even when others are in the Centre.
- Studio lights have been acquired over the years and with recent additions through a Commonwealth Government grant, a well performing studio can be set up for portrait and lighting training.
- Frame making** Equipment is available to cut timber to make picture frames of any size. It includes an accurate mitre cutter, matte cutting table and "vee nailer" for corner joining. It is mostly used by the photography group, but members of other groups have been trained in its use.
- Computer** Commencing with a grant from North Sydney Council some years ago, a computer was purchased together with a hutch in which to store both computer and peripheral equipment including printers and scanners. Over time the original computer has been replaced with improved and faster operating systems. It is also the base for audio visual presentations using a digital projector set on a purpose built stand.
- The computer is available for all members of all groups.
- Sound System** A sound system is integrated with the computer for digital presentations or music can be played through the system independently of the computer
- Gallery** Members can reserve the mezzanine gallery space to exhibit their work for a four week period. Many who exhibit also have a private viewing with friends and family at some point.
- Storage** At least yearly, the Groups arrange a clean up to discard surplus "stuff" and broken equipment which is beyond repair. However, storage of all equipment when not being used is an ongoing problem. More unified storage (cupboards) would be advantageous enabling efficient organisation of the area.
- Some storage cabinets have been donated by members from their own workplaces, being surplus to requirements, but often with a minor fault. Storage has been a problem for Primrose Paper Arts and could be alleviated if a small storage space could be allocated in the change room area.
- Open Day** An Open Day is to be held in November 2008. Over the past 8 years Paper Arts have organized an Open Day bi-annually in November. This year all groups are included.
- Access** Although there is a "disabled" parking point on the grass outside the lower level of the centre, a "disabled" person still needs to be independently mobile to access the centre. A person in a wheel chair requires two people to assist access to the mezzanine and a strong person to use the removable ramp at the lower level.
- Paper Arts Friday courses for people with disabilities were discontinued at the Centre because of access difficulties.
- Facility Use** A computer based reservation system exists for members to use the Main Hall, Mezzanine, darkroom, computer, etching press and framing equipment. It is not sophisticated enough to provide historical reports of use, but manual collection of most large equipment is also maintained.



School Holidays Courses were run for a time in some paper arts for school children, but all with volunteer labour. The courses gradually dropped off as volunteer interest in running courses declined. In late 2008 and early 2009, there is to be a revival of such courses.

SWOT ANALYSIS

| | |
|---|---|
| <p>Strengths</p> <p>The strong volunteer ethic of the Committee and the Group convenors;</p> <p>Various and numerous skills which assist in maintaining all equipment and installing new technologies</p> <p>The 16 year history of the Centre demonstrating an enduring service to the local Arts community</p> <p>Lease with Council for a peppercorn rent</p> | <p>Weaknesses</p> <p>The lack of paid staff and changing office holders leading to lack of continuity</p> <p>Restricted access for people with a physical disability.</p> <p>Temptation for different groups to work "in silos"</p> |
| <p>Opportunities</p> <p>Joint Gallery exhibitions;</p> <p>Contributions to assist other local community groups (such as Sisters of St Joseph)</p> <p>Vacant times in the centre allowing opportunity for expansion in range of crafts</p> | <p>Threats</p> <p>Council receiving an application for the space from a more productive and community-involved Arts group</p> <p>Size and storage of equipment limits numbers of groups which can use the Centre</p> <p>Appeal from a member against difficulty of access.</p> |

Strategies to be Maintained or Developed

A: Intent: Maintain the financial stability & Management Continuity of the Centre.

Strategies:

1. Encourage member use of Centre when not being used by a Group at a small fee
2. If a Group does not use an assigned day, another Group may use the Centre for a fee payable to the PPACCI account.
3. Support North Sydney Council's assigned use of Gallery and Artist's Studio, by continuing membership and insurance coverage of Gallery and Studio users





4. That the position of Chairperson of PPACCI be held for no more than 3 successive years by the one incumbent.

B: Intent: Build and maintain stronger intergroup relationships

Strategies:

1. Regular joint exhibitions of work;
2. Bi annual exhibition of members' of each groups work at Hutley Hall;
3. Interaction of Groups by cross training skills for members interested in:
 - a. Computer use;
 - b. Handmade paper in photography;
 - c. Manufacture of display frames
 - d. Open days for public access

C: Intent: Organise and run publicly accessible courses in the context of the Groups' activities.

(Both Paper Arts and Bookbinding run courses open to non members, however most activities are membership based)

Strategies:

1. Prepare Survey and information sheet to be available at Hutley Hall exhibition.
2. Permit individual members who wish to run fee based courses to use the centre on "free" days with a proportion of the fee payable to cover "membership" and therefore insurance indemnification
3. promote these activities through Annual Reporting on Joint management Plan with Council

D: Intent: Address Occupational Health and Safety Standards

Strategies:

1. Signage is being developed together with evacuation plans.
2. Explore co-ordinated ownership and electrical tagging of equipment
3. Explore Access improvements with Council's Age and Disability Worker

E: Intent: Improve storage capacity to reduce storage on parts of the floor

Strategies:

1. Cost and develop storage similar to that installed in the artists' studio.
2. Regularly inspect and remove/repair/replace broken cabinets. Eventually replace with more functional units.

Primrose Pk Art & Craft and Gallery

| Item Description | Code | Cost | Cycle | Ledger year | | | | | | | | | |
|--|------|----------|-------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | | | | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 |
| Plumbing | RR1 | \$1,400 | 1 | \$1,400 | \$1,400 | \$1,400 | \$1,400 | \$1,400 | \$1,400 | \$1,400 | \$1,400 | \$1,400 | \$1,400 |
| Electrical | RR1 | \$600 | 1 | \$600 | \$600 | \$600 | \$600 | \$600 | \$600 | \$600 | \$600 | \$600 | \$600 |
| Building repairs | RBR | \$1,000 | 1 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 |
| Touch up painting | PTU | \$500 | 1 | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 |
| Fire services | RR1 | \$400 | 1 | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 |
| Exit and emergency lights | RR1 | \$500 | 1 | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 |
| Pest Control | RR1 | \$800 | 1 | \$800 | \$800 | \$800 | \$800 | \$800 | \$800 | \$800 | \$800 | \$800 | \$800 |
| Cleaning | FC1 | \$4,500 | 1 | \$4,500 | \$4,500 | \$4,500 | \$4,500 | \$4,500 | \$4,500 | \$4,500 | \$4,500 | \$4,500 | \$4,500 |
| Rates - Water / sewer | FC1 | \$800 | 1 | \$800 | \$800 | \$800 | \$800 | \$800 | \$800 | \$800 | \$800 | \$800 | \$800 |
| Share of admin costs | FC1 | \$1,600 | 1 | \$1,600 | \$1,600 | \$1,600 | \$1,600 | \$1,600 | \$1,600 | \$1,600 | \$1,600 | \$1,600 | \$1,600 |
| Total Recurrent Expenditure | | | | \$12,100 | \$12,100 | \$12,100 | \$12,100 | \$12,100 | \$12,100 | \$12,100 | \$12,100 | \$12,100 | \$12,100 |
| Capital Works Program | | | | | | | | | | | | | |
| External re-painting | PEB | \$10,000 | 5 | \$10,000 | \$0 | \$0 | \$0 | \$0 | \$10,000 | \$0 | \$0 | \$0 | \$0 |
| Internal re-painting | PGA | \$10,000 | 7 | \$0 | \$0 | \$10,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$10,000 |
| Major repair to roof leaks | | \$10,000 | | \$10,000 | | | | | | | | | |
| Total Capital Works Expenditure | | | | \$20,000 | \$0 | \$10,000 | \$0 | \$0 | \$10,000 | \$0 | \$0 | \$0 | \$10,000 |



COMMUNITY CENTRES, CULTURAL AND RECREATIONAL FACILITIES POLICY

SV01-C

Page 1 of 5

NORTH SYDNEY COUNCIL 2020 VISION COMMUNITY STRATEGIC PLAN “OUR SOCIAL VITALITY”

Responsible Director: Community & Library Services

1. STATEMENT OF INTENT

- 1.1 Community Centres in North Sydney vary widely in ownership, management, purpose and funding levels. They deliver a mix of community services for the North Sydney LGA. It is 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.

In many cases the programmes within the centres are designed to attract ‘other levels of government’ funding to the North Sydney LGA (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.

In other cases the programmes within the centres are complementary to existing commercial operations. In these circumstances, Council’s complementary role is designed to:

- Contribute to social equity by providing some measure of affordability in the service (e.g. child care)
- 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.

Finally, the programmes include direct service (eg. Youth Centre, Olympic Pool, Library Services, 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.

Where centres are sited on community land a plan of management will be developed, as required under the Local Government Act

- 1.2 Elements of Council funding of its community centres policy include but are not restricted to:

-
- Construction of new centres and upgrades funded through the capital works programme (including developer contributions through Section 94 levies)
 - Maintenance of the centres funded through EPS operating budget annual allocation
 - Rent payable by centres is nominal (i.e. Council subsidises property rents)
 - Division of CLS advises Council annually through the estimates on whether provision has been able to be made for CPI increases to recurrent grants
 - Sole use centres meet their own cleaning costs
 - Centres wholly managed by Boards independent of Council able to offer room hire and are entitled to retain the income
 - 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.
 - Council co-ordinates and funds cleaning of multi-use centres
 - Staff support for community development activities funded through Community and Library Services annual operating budget annual allocation
 - Discretionary funding for specific activities and services through the Donations Programme (see Donations Policy)

2. ELIGIBILITY

Community Centres covered by this policy are listed in Council's Register of Council Owned/Leased Properties as reported to Council.

3. DEFINITIONS

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 To provide a network of community spaces/programmes throughout the LGA, fostering among residents, students, workforce and Council a sense of belonging to the 'North Sydney Neighbourhood'.

4.2 To provide or facilitate provision of high quality and appropriate services.

-
- 4.3 To strive towards making centre based, and outreach, programmes and activities for residents affordable and accessible.
- 4.4 To overcome social isolation and encourage social networking.
- 4.5 To provide the major community facilities, which would not otherwise be available to the North Sydney Community.
- 4.6 To maximise the community's use of facilities.
- 4.7 Facilitate community involvement in management of centres.
- 4.8 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.
- 4.9 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
 - Historical services
- 4.10 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.
- 4.11 Maximise developer contribution, where appropriate, to the cost of new or expanded centre provision.
- 4.12 Facilitate grant applications, relevant to centre programmes.
- 4.13 Maintain the centre buildings and grounds to agreed standards.
- 4.14 Upgrade and enhance centres where appropriate, based on consultation with users and providers.
- 4.15 Promote the centres as a council/community good.

-
- 4.16 Monitor, and assist where appropriate, the centres' financial and management performance through a range of strategies.
 - 4.17 Requiring reporting about proposed activities, including fees and charges for the year ahead
 - 4.18 Requiring an annual financial statement and review of the year's activities
 - 4.19 Facilitate and initiate new uses/services

5. RESPONSIBILITY/ACCOUNTABILITY

5.1 Elected Council

The elected Council is responsible for the allocation of resources with respect to the Community Centres Policy, through the annual programme budget process.

Council will nominate representatives to the Boards of centres 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

5.2 Division of Community and Library Services

The Division of CLS is responsible for:

- 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)
- Policy and program development for community halls not wholly managed by Boards independent of Council
- Evaluation of applications under the Donations Programme and recommendations to Council
- Information dissemination through the centres
- Development of new centres, or new programmes
- Specification and special conditions of leases
- Joint Plans of Management with centres eligible for grants towards operating expenses.
- Policy on maintenance and upgrading on centres
- Specification of consultations required

5.3 Division of Engineering and Property Services

The Division of EPS is responsible for:

-
- Leasing agreements-preparation and signing
 - Building and grounds maintenance, including where appropriate, cleaning
 - Centre upgrade feasibility studies: recommendations to CLS, and implementations of approved projects
 - Advice to CLS on 10 year programme of works for centres on community land

5.4 Division of Open Space and Environmental Services

The Division of OSES is responsible for the management of North Sydney Olympic Pool and the North Sydney Oval complex.

5.5 Division of Corporate Services

The Customer Service Centre is responsible for:

- Booking and hiring of Council managed centres
- Public consultation through the Precinct System

6. RELATED POLICIES AND DOCUMENTS

- Donations Policy
- Management of Council Land & Facilities Policy
- Council Fees & Charges
- Register of Council Owned/Leased Properties