

# Plan of Management Children's Services & Community Halls

Adopted 13/10/2010



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## **Acknowledgements**

This Plan of Management has been prepared by Wingecarribee Shire Council's Administration Branch. In its preparation, Council staff, various individuals and groups have contributed assistance, knowledge and skills.

The plan was drafted in consultation with key user groups, stakeholders and the local community and their input and submissions are an integral part of the plan. Thank you to all who made a contribution.

## **Disclaimer**

This document relies upon existing documentation and data, surveys and site inspections undertaken at or under the particular time/date or conditions specified herein. Legislation, guidelines and other documentation is revised regularly and readers should check for currency and/or obtain up to date information.

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## Table of Contents

Your comment is now sought on the Children's Services & Community Halls, Plan of Management .....6

<b>1.0</b>	<b>INTRODUCTION .....</b>	<b>7</b>
1.1	Land Summary.....	7
1.2	Plans of Management .....	8
1.3	Purpose of the Plan of Management .....	8
1.4	Land Ownership .....	9
1.5	Land covered by the Plan.....	10
1.6	Locations.....	10
1.7	Zoning .....	12
	Wingecarribee Local Environmental Plan 2010 .....	12
1.8	Classification and Categorisation of Land.....	14
	How are the categories decided? .....	14
	Categorisation Hearing.....	14
	Guidelines for Categorisation- <i>Local Government (General) Regulation 2005</i> .....	15
1.9	Public Consultation .....	15
<b>2.0</b>	<b>DESCRIPTION AND LAND VALUES.....</b>	<b>17</b>
2.1	Site Specific Details (By Location).....	17
<b>2.1.1</b>	<b>Bowral Memorial Kindergarten.....</b>	<b>18</b>
	Land description.....	18
	History.....	18
	Current use .....	18
	Current Management Bowral Memorial Kindergarten .....	19
	Current condition.....	20
	Figure 2 Bowral Memorial Kindergarten 50 Wingecarribee Street Bowral.....	21
	Figure 3 Categorisation Map Bowral Memorial Kindergarten (Gumnut) .....	22
<b>2.1.2</b>	<b>Moss Vale Long Day Care.....</b>	<b>23</b>
	Land description.....	23
	Current Management Moss Vale Long Day Care .....	23
	Current condition.....	23
<b>2.1.3</b>	<b>Broulee Park, Mann Crescent &amp; Willow Drive, Moss Vale .....</b>	<b>25</b>
	Land description.....	25
	Current condition.....	25
	Figure 4 Broulee Park and Moss Vale Long Day Care.....	27
	Figure 5 Categorisation Map Broulee Park Moss Vale & Moss Vale Long Day Care .....	28
<b>2.1.4</b>	<b>Wingecarribee Children's Services and Family Day Care and East Bowral Community Centre, Boardman Road, Bowral .....</b>	<b>30</b>
	Land description.....	30
	History.....	30
	Current use .....	31
	Current Management Wingecarribee Children's Services and Family Day Care.....	32
	Current condition.....	35
	Figure 6 East Bowral Community Centre and Wingecarribee Children's Services.....	36
	Figure 7 Categorisation Map East Bowral Community Centre & WCS.....	37
<b>2.1.5</b>	<b>Hill Top Community Centre and Waratah Park, Rosina Street, Hill Top .....</b>	<b>38</b>
	Land description.....	38
	Current use Hill .....	39
	Current condition.....	39



Figure 8	Hill Top Community Centre including Waratah Park .....	42
Figure 9	Categorisation Map Hill Top Community Centre .....	44
	Including land know as Waratah Park.....	44
<b>2.1.6</b>	<b>Penrose Hall, Oval &amp; Tennis Courts, Mill Street &amp; Kareela Road, Penrose.....</b>	<b>45</b>
	Land description.....	46
	Current Use.....	46
	Current condition.....	46
Figure 10	Penrose Hall incorporating Penrose Oval & Tennis Courts.....	49
Figure 11	Categorisation Map Penrose Hall, Penrose Oval & Tennis courts .....	50
<b>2.2</b>	<b>Current Management .....</b>	<b>51</b>
2.4.1	General .....	51
2.4.2	Current Management East Bowral & Hill Top Community Centre's & Penrose Hall .....	51
2.4.3	Current Management Broulee Park, Waratah Park & Penrose Oval.....	52
<b>3.0</b>	<b>COUNCIL'S OVERALL PLANNING FRAMEWORK .....</b>	<b>53</b>
3.1	Aim of this Plan of Management.....	53
3.2	Relevant Council Planning Documents.....	53
3.2.1	Wingecarribee Local Environmental Plan 2010 .....	53
3.3	Children's Services Regulations and Standards .....	63
3.4	Other Council Policies .....	64
3.5	Other Relevant Legislation .....	64
<b>4.0</b>	<b>BASIS FOR MANAGEMENT.....</b>	<b>65</b>
4.1	Permitted uses .....	65
4.2	Management Principles.....	67
4.3	Core Management Objectives .....	69
	Core objectives for management of community land categorised as General Community Use ..	69
	Core objectives for management of community land categorised as a Park .....	69
	Core objectives for management of community land categorised as a Sportsground.....	69
4.4	Activities on Community Land .....	69
<b>5.0</b>	<b>MANAGEMENT ISSUES AND ACTION PLAN .....</b>	<b>71</b>
5.1	Underlying premise .....	71
5.2	Management Issues.....	71
5.3	Authorisation of Leases / Licences .....	74
5.4	Hire .....	75
5.5	Easements.....	75
5.6	Authorised Developments .....	75
5.7	Lifespan and Review of Plan .....	75
<b>6.0</b>	<b>ACTION PLAN .....</b>	<b>77</b>
<b>7.0</b>	<b>REFERENCES .....</b>	<b>90</b>
<b>8.0</b>	<b>APPENDICES.....</b>	<b>91</b>
Appendix 1	Penrose Precinct Bush Fire Map.....	91
Appendix 2	Penrose precinct Soil landscape .....	93
Appendix 3	Categorisation Hearing Report.....	95
Appendix 4	Broulee Park Flood Map.....	96
Appendix 5	Hill Top Community Centre Natural Vegetation Map 2002 .....	97
Appendix 6	Bush Fire Map Hill Top Community Centre & Waratah Park .....	98
Appendix 7	Family Day Care Licence .....	99
Appendix 8	Broulee Park – Community Questionnaire .....	100
Appendix 9	Penrose Precinct – Community Questionnaire .....	102
Appendix 10	Penrose Sketch Plan.....	106

## **Your comment is now sought on the Children's Services & Community Halls, Draft Plan of Management.**

The *Local Government Act 1993* requires a Plan of Management to be prepared for all Public Open Space classified Community Land.

A Plan of Management is a legal document that outlines how Community Land will be managed in the years ahead.

The procedure for the adoption of this Plan of Management, as specified in the *Local Government Act 1993*, includes;

- After Wingecarribee Shire Council considers all the submissions it receives it may decide to amend the draft plan or to adopt it without amendment as the Plan of Management for Children's Services & Community Halls.
- If Council decides to amend the draft plan it must either:
  - Publicly exhibit the amended draft plan in accordance with the provisions of the Act relating to the public exhibition of draft plans, or
  - Adopt the amended draft plan without public exhibition as the Plan of Management for Children's Services & Community Halls, if it is of the opinion that the amendments are not substantial.
- If Council adopts an amended plan without public exhibition of the amended draft plan, it must give public notice of that adoption and of the terms of the amended Plan of Management, as soon as practicable after the adoption.

Once Council has adopted the plan, no operations may be undertaken on the parcels of land (listed in Children's Services & Community Halls Plan of Management), except those which are in accordance with the plan. The plan may also apply to any future additions to the Parcels. Where management strategies or works are proposed for any additions that are not consistent with the plan, an amendment to the plan will be required.

### **A copy of this draft plan may be viewed at:**

[www.wsc.nsw.gov.au](http://www.wsc.nsw.gov.au)  
Your Environment  
Plans of Management  
Children's Services & Community Halls

### **Written submissions on this draft plan of management for the site are now sought. Submissions should be forwarded to:**

Children's Services & Community Halls – Draft Plan of Management  
The General Manager  
Wingecarribee Shire Council  
Civic Centre,  
Elizabeth Street,  
MOSS VALE NSW 2577

Attention      Mr Scott Hayes  
Assistant Property Officer  
File Number: 7124/1

**The closing date for comments on this draft plan is Wednesday 16 June 2010.**

## 1.0 INTRODUCTION

The *Local Government Act 1993* ('the Act') requires that Councils must classify Public Land as "operational" or "community" and that Plans of Management must be prepared for Community Land.

All of the land in this Plan of Management is Public Land located throughout the Wingecarribee local government area. Wingecarribee Shire Council is the owner and is responsible for the care, control and management of the Land.

The Land has been classified Community Land and must be managed in accordance with the Act, including the *Local Government Amendment (Community Land Management) Act 1998*.

The ways in which Community Land can be used and managed are strictly governed in accordance with the Plan of Management and any law permitting the use of the Land for a specified purpose or otherwise regulating the use of the Land.

A Plan of Management is a legal document that outlines how Council will manage Community Land in the years ahead.

The Children's Services and Community Halls Plan of Management has combined several parcels of land under the one plan, as permitted under Division 2 Section 36(2) of the *Local Government Act 1993*.

The parcels of land (Land) all have by way of commonality a Community Hall or Council Building enabling provision of community services; and all of, or an area of each parcel is classified General Community Use.

This Plan of Management is to provide a framework for the operational and strategic use and management of the Land. The Plan aims to define the values, use, management practices and directions of the Land and be consistent with its public purpose or categorisation.

### 1.1 Land Summary

**Name of Land and Location**

1. Bowral Memorial Kindergarten Wingecarribee Street, Bowral.
2. Moss Vale Long Day Care Centre and Broulee Park, Mann Crescent Moss Vale.
3. Wingecarribee Children's Services & Family Day Care and East Bowral Community Centre Boardman Road, Bowral.
4. Hill Top Community Centre and Waratah Park Rosina Street, Hill Top.
5. Penrose Hall, Oval & Tennis Courts Mill Street & Kareela Road Penrose.

**Owner**

Wingecarribee Shire Council

**Permissible uses**

Uses permissible under the current zoning of the *Wingecarribee Local Environment Plan 2010* and consistent with this Plan of Management.

**Permissible Tenures**

Leases and Licences for any purpose consistent with the purpose of the Land or the core objectives as categorised under the *Local Government Act 1993* and are permissible under this Plan of Management. (See section 5.3)

## 1.2 Plans of Management

The Act requires that Council prepare a Plan of Management to identify the important features of the Land, clarify how Council will manage it and how it may be used or developed.

These plans become regulatory instruments, which bind the land owner and can give statutory authority to other types of plans, such as conservation management plans for heritage components.

Following preparation, a Plan of Management for Community Land needs to be placed on public exhibition for not less than twenty eight days. Public comments are taken into account before Council considers adopting the plan.

## 1.3 Purpose of the Plan of Management

Wingecarribee Shire Council (WSC) has prepared a Plan of Management for the Land to meet legislative requirements of the *Local Government Act 1993*, and to reinforce and conserve the Land's values and gain acceptance through public consultation for proposed works.

This Plan of Management is designed to provide clear guidelines for the effective management of Community Land within the Wingecarribee Shire local government area – General Community Use.

This Plan is part of Council's overall open space planning activities reflecting Council's priorities and input from community and stakeholder consultation.

Where a more specific approach is necessary for the management of Community Land, a subsequent individual Plan of Management may be required.

The Plan of Management will identify the important features of the Land, clarify how Council will manage it and how it may be used or developed. This will result in clear and achievable management strategies that reflect the Council's and the community's expectations.

### Specific objectives of the Plan are to:

- Identify the values of the Land to the community and values common to Community Land – General Community Use.
- Identify and address the key issues, including leases and licences, conflict between users, and the needs of residents.
- Identify potential opportunities for sustainable future development of the Land based on community priorities and budgetary considerations.
- Recommend performance measures by which the objectives of the Plan shall be achieved, and the manner in which those measures will be assessed.
- Prepare guidelines for future management and establish directions for resource management, planning and the ongoing maintenance of the Land.
- This Plan of Management will provide a basis for assigning priorities in the programming of works and budgeting for new or upgraded facilities.

### To summarise:

#### Purpose of Plan

- To balance the continued existing uses of the Land with improving the Lands facilities within budgetary constraints.

- The plan evaluates the various issues and challenges associated with competing uses, management of the Land and its ongoing protection.

### Outcomes

- Management strategies developed with all stakeholders with the aim of addressing the community's issues and expectations.
- Develop a prioritised list of actions, improvements and proposed future works to the Lands while maintaining the desirable aspects of the Land.
- To ensure the current management practices are suitable and in the best interest of the Land, Council and user groups
- Protect, manage and restore the area's ecological, scientific, cultural and aesthetic values

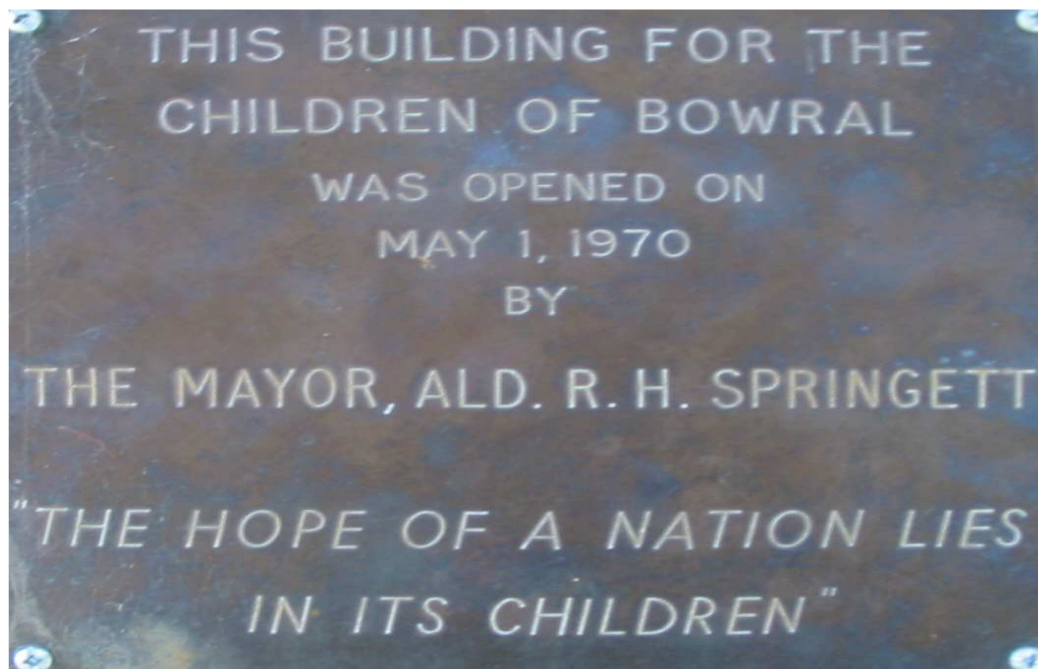
## 1.4 Land Ownership

All of the Land contained within this Plan of Management is owned by Wingecarribee Shire Council and therefore under Council's care and control.

This Plan of Management covers Community Land categorised as General Community Use, with the exception of land that has its own specific Plan of Management. The Plan also includes adjoining Community Land of other categories for practicality.

These public General Community Use areas generally consist of leased or licenced community facilities generally within open space areas which contain differing levels of facilities for community use.

The Land owned by Wingecarribee Shire Council covered by this Plan generally provides social, cultural, educational, recreational and leisure opportunities for the community and the wider public.



Plaque attached to the Gumnut Memorial Hall



## 1.5 Land covered by the Plan

The details of the Land covered by this Plan of Management are contained within the following tables.

**Table 1**

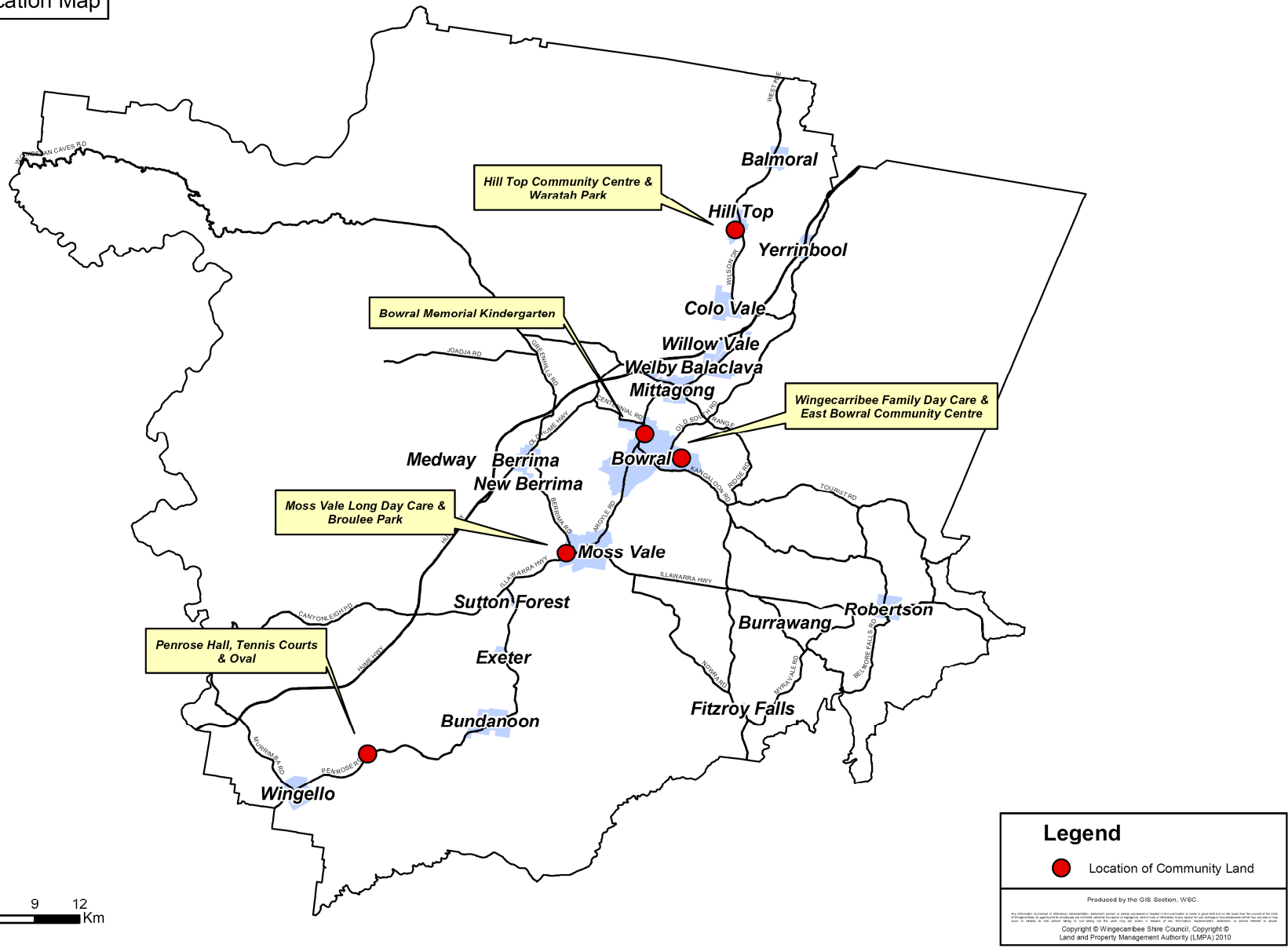
No.	Community Land	Address	Title Reference
1.	Bowral Memorial Kindergarten	Wingecarribee Street, Bowral	Lot 22 DP530121
2.	Moss Vale Long Day Care Centre incorporating Broulee Park	Mann Crescent, Moss Vale	Lot 180 DP861514 Lot 181 DP861514
3.	Wingecarribee Children's Services and Family Day Care incorporating East Bowral Community Centre	Boardman Road, Bowral	Lot 1 DP1104268
4.	Hill Top Community Centre incorporating Waratah Park	Rosina Street, Hill Top	Lot 1 DP 829827
5.	Penrose Hall, Oval Tennis Courts	Mill Street & Kareela Road Penrose	Lots 145-152 DP 751259; Lots 155-157 DP 751259; Lots 163 DP 751259; Lot 154 DP1144429; Lot 1 DP 327438

## 1.6 Locations

The following is a list of figures indicating the locations of the Land for this Plan of Management.

Figure 1	Location map – Shire wide .....	11
Figure 2	Bowral Memorial Kindergarten 50 Wingecarribee Street Bowral .....	21
Figure 3	Broulee Park and Moss Vale Long Day Care .....	27
Figure 4	East Bowral Community Centre and Wingecarribee Childrens Services .....	36
Figure 5	Hill Top Community Centre incorporating Waratah Park .....	42
Figure 6	Penrose Hall incorporating the Penrose Oval & tennis courts.....	49

Figure 1 - Location Map



## 1.7 Zoning

The new and current plan for zonings throughout the shire is the *Wingecarribee Local Environmental Plan 2010* (WLEP 10)

The current and proposed zoning for each parcel can found in Section 2.1.

### Wingecarribee Local Environmental Plan 2010

Date accessed 24 September 2010.

For a current version see New South Wales Government legislation website, [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

#### Zone R2 Low Density Residential

##### 1 Objectives of zone

- To provide for the housing needs of the community within a low density residential environment.
- To enable other land uses that provide facilities or services to meet the day to day needs of residents.

##### 2 Permitted without consent

Environmental protection works; Home-based child care; Home occupations

##### 3 Permitted with consent

Bed and breakfast accommodation; Boarding houses; Child care centres; Community facilities; Dual occupancies; Dwelling houses; Environmental facilities; Exhibition homes; Exhibition villages; Group homes; Health consulting rooms; Home businesses; Home industries; Places of public worship; Recreation areas; Recreation facilities (indoor); Recreation facilities (outdoor); Roads; Seniors housing; Serviced apartments; Signage

##### 4 Prohibited

Any development not specified in item 2 or 3

#### Zone RE1 Public Recreation

##### 1 Objectives of zone

- To enable land to be used for public open space or recreational purposes.
- To provide a range of recreational settings and activities and compatible land uses.
- To protect and enhance the natural environment for recreational purposes.
- To enable ancillary development that will encourage the enjoyment of land zoned for open space.

##### 2 Permitted without consent

Environmental protection works

##### 3 Permitted with consent

Caravan parks; Child care centres; Community facilities; Entertainment facilities; Environmental facilities; Function centres; Kiosks; Markets; Places of public worship; Recreation areas; Recreation facilities (indoor); Restaurants; Roads; Signage; Take away food and drink premises; Water storage facilities

#### 4 Prohibited

Any development not specified in item 2 or 3

### Zone B1 Neighbourhood Centre

#### 1 Objectives of zone

- To provide a range of small-scale retail, business and community uses that serve the needs of people who live or work in the surrounding neighbourhood.
- To generally conserve and enhance the unique sense of place of business centre precincts in villages and towns by ensuring that new development integrates with the distinct village scale, character, cultural heritage and landscape setting of those places.
- To ensure that new development has regard to the character and amenity of adjacent and nearby residential areas.

#### 2 Permitted without consent

Environmental protection works; Home-based child care; Home occupations

#### 3 Permitted with consent

Boarding houses; Business premises; Child care centres; Community facilities; Information and education facilities; Neighbourhood shops; Roads; Shop top housing; Any development not specified in item 2 or 4.

#### 4 Prohibited

Agriculture; Air transport facilities; Amusement centres; Attached dwellings; Bulky goods premises; Caravan parks; Cellar door premises; Cemeteries; Correctional centres; Crematoria; Depots; Electricity generating works; Exhibition homes; Exhibition villages; Extractive industries; Farm buildings; Forestry; Freight transport facilities; Function centres; Home occupations (sex services); Hospitals; Hostels; Industrial retail outlets; Industries; Landscape and garden supplies; Mortuaries; Multi dwelling housing; Passenger transport facilities; Public administration buildings; Recreation facilities (indoor); Recreation facilities (major); Recreation facilities (outdoor); Registered clubs; Research stations; Residential flat buildings; Restricted premises; Roadside stalls; Rural industries; Rural workers' dwellings; Seniors housing; Sex services premises; Shops; Storage premises; Timber and building supplies; Tourist and visitor accommodation; Transport depots; Vehicle body repair workshops; Vehicle repair stations; Vehicle sales or hire premises; Waste or resource management facilities; Water recreation structures; Water supply systems



Plaque for the playground in Broulee Park

## 1.8 Classification and Categorisation of Land

The Act requires that Councils must classify Public Land as “operational” or “community” and that Plans of Management must be prepared for Community Land.

All the Land included in this plan is classified as “Community Land” under the *Local Government Act, 1993* (the Act).

Community Land is land intended for public access and use. Community Land cannot be sold, and cannot be leased, licensed or any other estate granted in the land for more than twenty one (21) years.

Pursuant to Section 36(4) of the *Local Government Act 1993* all Community Land must be categorised.

### How are the categories decided?

Community Land must be categorised as one, or more, of the following:

- 1 sports ground;
- 2 park;
- 3 general community use;
- 4 area of cultural significance;
- 5 natural area.

Natural areas must be further categorised as:

- a. foreshore;
- b. bushland;
- c. wetland;
- d. escarpment;
- e. watercourse.

A category describes the land and each category has a set of core objectives with which the uses of the Reserve must comply.

*The Local Government (General) Regulation 2005* provides guidelines for each of the categories. When Council is preparing a plan of management it must have regard to these guidelines.

### Categorisation Hearing

Pursuant to Section 40A of the *Local Government Act 1993*, a Public Hearing was held on Wednesday 10 February, 2010.

The Lands were categorised as per the proposals, as follows:

1. Gumnut Memorial Kindergarten, Bowral: **General Community Use**
2. Broulee Park & Moss Vale Long Day Care Moss Vale: **Park, General Community Use**
3. East Bowral Community Centre & Wingecarribee Children's Services: **General Community Use**
4. Hill Top Community Centre, Hill Top: **General Community Use**  
Waratah Park, Hill Top: **Park**
6. Penrose Precinct Penrose: Hall - **General Community Use**  
Oval/Tennis Courts – **Sportsground**

For more details see categorisation maps for each location.



## Guidelines for Categorisation- *Local Government (General) Regulation 2005*

### Part 4 Community Land

#### Division 1 Guidelines for the categorisation of community land

##### 101 Application of this Division

- (1) This Division sets out guidelines for the categorisation of community land.
- (2) A council that is preparing a plan of management under *section 36 of the Act* must have regard to the guidelines set out in this Division.

##### 103 Guidelines for categorisation of land as a sportsground

Land should be categorised as a sportsground under *section 36 (4) of the Act* if the land is used or proposed to be used primarily for active recreation involving organised sports or the playing of outdoor games.

##### 104 Guidelines for categorisation of land as a park

Land should be categorised as a park under *section 36 (4) of the Act* if the land is, or is proposed to be, improved by landscaping, gardens or the provision of non-sporting equipment and facilities, for use mainly for passive or active recreational, social, educational and cultural pursuits that do not unduly intrude on the peaceful enjoyment of the land by others.

##### 106 Guidelines for categorisation of land as general community use

Land should be categorised as general community use under *Section 36 (4) of the Act* if the land:

- (a) may be made available for use for any purpose for which community land may be used, whether by the public at large or by specific sections of the public, and
- (b) is not required to be categorised as a natural area under *Section 36A, 36B or 36C of the Act* and does not satisfy the guidelines under clauses 102–105 for categorisation as a natural area, a sportsground, a land or an area of cultural significance.

### 1.9 Public Consultation

Public Consultation Meeting for Broulee & Waratah Parks was held on 1 December 2009 starting at 5pm. The meeting was advertised in the Highland Post on the 18 & 25 November 2009 on Council's page. Members of the public, key user groups and adjoining land holders were invited to attend the meeting which also included an information session on the Lands issues and discussion on the proposed works.

A Public Hearing was held on Wednesday 10 February, 2010 at 5.00 pm at Wingecarribee Shire Council Civic Centre to categorise the Community Land in this Plan with a submission period of 42 Days. No objections to the proposed categorisation were received.

Consultation and meetings have been held on site with user groups, management, management committees and staff at each location. Further meetings have been held to ensure all parties were provided with adequate opportunity for consultation.

Site visits to each location have also been undertaken to record the condition of the Land, determine issues and investigate proposed and possible future works.

**Gumnut Memorial Kindergarten Bowral**

Meeting held 10.00 am Friday 27 November 2009 Jellore Room, Civic Centre.

Contributors include Deanne Allen Director and Katie Gubbins Vice President. The Public Consultation Notice was also sent to staff for comment or input.

**KU Moss Vale Long Day Care / Broulee Park**

Meeting held 11.00 am Friday 27 November 2009 Jellore Room, Civic Centre.

Contributors include Debbie Lowery Director & Joanne Semmens. The Public Consultation Notice was also sent to other staff for comment or input. The staff and customers of the centre have been encouraged to comment.

**Wingecarribee Children's Services**

Meeting held 1.00 pm Friday 27 November 2009 Jellore Room, Civic Centre.

The Public Consultation Notice was also sent to 18 Carers for comment or input. Other contributors include- staff of Family Day Care (FDC) and WSC - Mark Pepping, Kim Harber, Robyn Winslow and Melissa Lefterys

**East Bowral Community Centre**

Meeting held 6.00 pm Friday 11 December 2009 at the East Bowral Community Centre.

Contributors to the plan include the East Bowral Community Centre, Section 355 Committee (355) and user groups such as University of the Third Age.

**Penrose Hall / Oval / Tennis Courts**

Meeting held 7.00 pm Tuesday 8 December 2009 at the Penrose Hall.

Contributors to the plan include the Penrose Section 355 Committee, Penrose Tennis Club, Penrose School Penrose/Wingello Playgroup, Penrose Fire Brigade and Penrose Bushcare Group.

**Hill Top Community Centre/ Waratah Park**

Meeting held 7:30 pm Thursday 19 November 2009 at the Hill Top Community Centre.

Contributors to the plan include the Hill Top Community Coordinator Bonnie Nadine, Section 355 Committee and user groups.

**Waratah and Broulee Park**

An advertised meeting was held 5.00 pm Tuesday 1 December 2009 Theatrette, Civic Centre to allow input or comment from a wide area of the community, not just the key stakeholders and adjacent property owners.

**Questionnaires for Penrose Precinct and Broulee Park**

A questionnaire was developed to canvas the community for these areas of open space. A summary of the information collected can be found in the Appendix.

The Exhibition of this Plan of Management has been advertised and the Plan placed on public exhibition for a period of 28 days with a submission period of not less than 42 days.



## 2.0 DESCRIPTION AND LAND VALUES

### 2.1 *Site Specific Details (By Location)*

1.	Bowral Memorial Kindergarten, Wingecarribee Street, Bowral.	Page 18
2.	Moss Vale Long Day Care, Mann Crescent, Moss Vale.	Page 23
3.	Broulee Park, Mann Crescent, Moss Vale.	Page 25
4.	East Bowral Community Centre, Wingecarribee Children's Services and Family Day Care Boardman Road, Bowral	Page 30
5.	Hill Top Community Centre Incorporating Waratah Park, Rosina Street, Hill Top	Page 38
6.	Penrose Precinct (Penrose Hall, Oval & Tennis Courts, Mill Street & Kareela Road Penrose	Page 45



The Gumnut backyard



### 2.1.1 Bowral Memorial Kindergarten

<b>Lot / DP:</b>	22 / 530121
<b>Locality:</b>	Bowral
<b>Parish:</b>	Mittagong
<b>County:</b>	Camden
<b>Local Government Area:</b>	Wingecarribee Shire
<b>Area:</b>	1448m2
<b>Zoning:</b>	R2 Low density residential

**Permissible uses:**

Uses permissible in a R2 zoning - Low density residential, under the *Wingecarribee Local Environment Plan 2010* and consistent with this Plan of Management.

**Adjoining Details:**

The Lot is bounded to the east and north by private residential property; the western boundary is shared with a church group and a public road forms the boundary to the south. The Bowral Police Station is opposite the Kindergarten.

**Property description:**

LOT	SECTION	DEPOSITED PLAN	AREA	PROPERTY NUMBER	LAND NUMBER
22	-	530121	1448m2	1641400	151850

**Land description**

The **Bowral Memorial Kindergarten** (Gumnut) can be described as a standard residential block and brick building with a number of outbuildings situated within the Bowral town centre. The Land and building has been renovated to suit its purpose.

**History**

The Kindergarten has been operating out of this building since 1970; however Gumnut was actually established in 1952 according to records and operated out of an old Bowling Club building in what are now Corbett gardens.

**Current use**

The grounds and building are currently occupied and in use by the Bowral Memorial Kindergarten Incorporated (Gumnut). Gumnut is a "not for profit" community based organisation. An annually elected parent committee manages the Centre with the Director.

The current activities are made possible by a lease of the Land to Gumnut.

### **About The Centre**

Gumnut is a double unit preschool, licensed for forty children to attend each day in two groups of twenty. One hundred children are enrolled in the service each week.

Each group is under the care of a trained Early Childhood Teacher and an assistant, who ensure that each child's educational, social, emotional, creative and physical needs are met in the daily programme.

In addition, the Centre is licensed by and operates in line with the *Department of Community Services Licensing Regulations 2004* and is licensed every three years by this State Department. The current Licence was issued on 20 December 2008. The centre has formulated Policies and Procedures in regards to the day to day operation of the service which include safety, health and hygiene, enrolment, employment, programming, children etc.

### **Staffing**

The child ratio is 2 staff for a class of 20 children as per licencing regulations stipulated by the New South Wales (NSW) Department of Community Services (DOCS)

### **Hours and Days of Operation**

Hours are 8.55 am to 2.55 pm each day. Gumnut operates school terms only in line with the NSW Department of Education.

### **Current Management Bowral Memorial Kindergarten**

Council is responsible for management of the Land as lessor within this Plan of Management.

The responsibility for this Land under Council control lies with Council's Parks and Property Branch as the asset managers.

### **Administration and Management**

While the Pre School is conducted by the Director, the Centre is managed by an annually elected Management Committee of parents

The committee is responsible for overseeing the budget, maintenance, occupational health and safety (OH&S), employment, policy development and review and social and fundraising activities, amongst other things.

### **The Role of the Director**

The Director is responsible for the overall operation of the service which includes enrolments, children, parents, the educational programming, management of staff administration, policy development and review and requirements associated with licensing regulations, funding applications, accountability, and OH&S.

### **Maintenance and upgrades**

Gumnut have undertaken and self-funded an extensive maintenance and upgrade program, including items such as upgrading of softfall (\$14,000), installation of water tanks, craft shed construction, air conditioning and central heating, replace playground carpark fence and a storeroom renovation (\$13,500).



## Current condition

The following table describes existing infrastructure and its current condition for each location. The conditions have been provided by Council's Parks and Property Branch.

**Table 2.1: Summary of current use and condition of the land, buildings and improvements**

### Key

#### Ratings

1

2

3

4

5

#### Condition

Very Good

Good

Fair

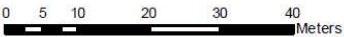

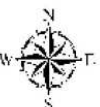
Poor

Very Poor or Failed

Land: Bowral Memorial Kindergarten	
<i>Facility</i>	<i>Condition</i>
<b>Category: General Community Use</b>	
Building	The building is in good condition.
Gardens	Minimal gardens – could be upgraded
Land	Fair
Car parking	Fair
Fencing - southern boundary - remainder	Very Good (New) Fair

**Figure 2 Bowral Memorial Kindergarten 50 Wingecarribee Street Bowral**



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**Figure 3    Categorisation Map    Bowral Memorial Kindergarten (Gumnut)**



Categorisation:  General Community Use

## 2.1.2 Moss Vale Long Day Care

<b>Lot / DP:</b>	180 / 861514
<b>Locality:</b>	Moss Vale
<b>Parish:</b>	Bong Bong
<b>County:</b>	Camden
<b>Local Government Area:</b>	Wingecarribee Shire
<b>Area:</b>	2668m <sup>2</sup>
<b>Zoning:</b>	RE 1 Public Recreation

### Permissible uses:

Uses permissible in a RE1 zoning - Public Recreation, under the *Wingecarribee Local Environment Plan 2010* and consistent with this Plan of Management.

### Adjoining Details:

The Lot is bounded by a public road with residential properties opposite to the south. All other boundaries of the lot border Broulee Park.

LOT	SECTION	DEPOSITED PLAN	AREA	PROPERTY NUMBER	LAND NUMBER
180	-	861514	2668 m <sup>2</sup>	1610301	35681

### Land description

The Land is used for **Moss Vale Long Day Care**, a long day care centre with a parking area and enclosed play area. The centre is situated in the corner of Broulee Park.

### Current Management Moss Vale Long Day Care

Council is responsible for management of the Land as lessor within this Plan of Management.

The responsibility for this land under Council control lies with Parks and Property Branch as the asset managers.

The Moss Vale Long Day Care is operated by KU Children's Services. The centre is called **KU Moss Vale Children's Centre** and is currently operating with 39 Children daily with a licence for 45 places.

### Current condition

The following table describes existing infrastructure and its current condition for each location. The conditions have been provided by Council's Parks and Property Branch.

## Key

### Ratings

1

2

3

4

5

### Condition

Very Good

Good

Fair

Poor

Very Poor or Failed

**Table 2.2: Summary of current use and condition of the land, buildings and improvements**

Land: Moss Vale Long Day Care	
<i>Facility</i>	<i>Condition</i>
<b>Category: General Community Use</b>	
Building	Good
Gardens	Poor
Land	Fair





## 2.1.3 Broulee Park, Mann Crescent & Willow Drive, Moss Vale

<b>Lot / DP:</b>	181 / 861514
<b>Locality:</b>	Moss Vale
<b>Parish:</b>	Bong Bong
<b>County:</b>	Camden
<b>Local Government Area:</b>	Wingecarribee Shire
<b>Area:</b>	1.338 ha
<b>Zoning:</b>	RE 1 Public Recreation

### Permissible uses:

Uses permissible in a RE1 zone - Public Recreation, under the *Wingecarribee Local Environment Plan 2010* and consistent with this Plan of Management.

### Adjoining Details:

The Lot is bounded by public roads on all sides, with all neighbouring properties residential except for a small suburban commercial area opposite the south east corner.

### Property description:

LOT	SECTION	DEPOSITED PLAN	AREA	PROPERTY NUMBER	LAND NUMBER
181	-	861514	1.338 ha	1610302	35682

### Land description

**Broulee Park** is a large suburban park in Moss Vale with a parcel subdivided for the construction and subsequent operation of a children's services facility.

The Park is classified as Local Park (in towns) providing passive open space for recreational activities. The classification is determined by the following criteria;

1. local residential patronage
2. playground equipment
3. open recreational space

### Current condition

The following table describes existing infrastructure and its current condition for each location. The conditions have been provided by Council's Parks and Property Branch.

#### Key

<u>Ratings</u>	<u>Condition</u>
1	Very Good
2	Good
3	Fair
4	Poor
5	Very Poor or Failed

## Playground Rating

## Playground Condition

0	No equipment
1	Near perfect condition
2	Superficial deterioration with no work required
3	Minor repairs/Improvement required
4	Major repairs/Improvement required
5	Un-serviceable – to be removed

**Table 2.3: Summary of current use and condition of the land, buildings and improvements**

Land: Broulee Park Moss Vale	
<i>Facility</i>	<i>Condition</i>
<b>Category: Park</b>	
Park	Very Good
Landscaping	Fair
Playground	Forpark unit & spring animal - Rating 4 Some components do not conform with Australian Standards
Trees and vegetation	Poor with some good specimen trees
Environmental Areas	Fair
Picnic tables & benches	Fair
Pathways	Fair
Signage	Fair

## Memorial

A memorial stone and plaque are located near the children's play ground. The plaque by Rotary International states "This equipment was donated in memory of J.D. R (Jack) Whyte a charter member of the Rotary Club of Moss Vale." (See figure page 13)

## Maintenance

**Broulee Park is designated a Category 'B' Park, Category B Service includes:**

- Mow
- Edge
- Maintain garden beds
- On request trees are maintained and other infrastructure repairs are carried out
- Herbicide



**Figure 4 Broulee Park and Moss Vale Long Day Care**



0 15 30 60 90 120 Meters



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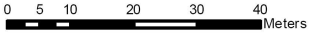

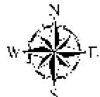
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

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**Figure 5    Categorisation Map    Broulee Park Moss Vale & Moss Vale Long Day Care**



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Categorisation:  General Community Use  Park





Moss Vale Long Day Care



Broulee Park



### 2.1.4 Wingecarribee Children's Services and Family Day Care and East Bowral Community Centre, Boardman Road, Bowral

<b>Lot / DP:</b>	1 / 1104268
<b>Locality:</b>	Bowral
<b>Parish:</b>	Mittagong
<b>County:</b>	Camden
<b>Local Government Area:</b>	Wingecarribee Shire
<b>Area:</b>	4330m <sup>2</sup>
<b>Zoning:</b>	B1 Neighbourhood Centre

**Permissible uses:**

Uses permissible in a B1 - Neighbourhood Centre Zone, under the *Wingecarribee Local Environment Plan 2010* and consistent with this Plan of Management.

**Adjoining Details:**

The Lot is bounded by residential properties to the north and east; the west and south have a public road on the boundary. The Lot adjoins commercial land (a pub) which forms the south western boundary.

**Property description:**

LOT	SECTION	DEPOSITED PLAN	AREA	PROPERTY NUMBER	LAND NUMBER
1	-	1104268	4330m <sup>2</sup>	1757370	1731350

**Land description**

**Wingecarribee Children's Services** is an operation of Wingecarribee Shire Council to provide community based children's services. The service operates from the western end of the building.

The **East Bowral Community Centre** is a neighbourhood style centre in the heart of the suburb of East Bowral with facilities available to the community for hire.

**History**

The service was established in 1985 when Council signed an agreement with the Commonwealth Government agreeing to be a sponsor.

Family Day Care was initially housed in a small office behind the old library in Bowral and operated there until 1992 when it moved to a Council owned house in Argyle Street Moss Vale.

The service moved to its current location (East Bowral Community Centre) in late May 2003 and the building was officially opened on 16 June 2003. Family Day Care and the administrative component of Mittagong After School Care and Wingecarribee Vacation Care operate from this location. The Out of School Care Services (After School Care and Vacation Care) operate from Mittagong Public School hall.

## Current use

The grounds and building are currently occupied for the management and administration of Family Day Care and Out of School Hours Care.

### Family Day Care

The Family Day Care Scheme provides registered home based long day care in the Wingecarribee Shire, offering care for children aged 0-12 years with options to cater for permanent, casual, before and after school and pre-school care, vacation care, overnight, weekend and emergency care. The availability of care is dependent upon many factors, including:

- Age of child and days/ hours / area required / date of original inquiry
- Individual Carer's preferences, especially in providing extended hours, weekend and overnight care
- Priority of Access Guidelines as defined by the Australian Government Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA)

Priority 1: a child at risk of serious abuse or neglect

Priority 2: a child of a single parent who satisfies, or of parents who both satisfy, the work / training / study test under section 14 of the Family Assistance Act.

Priority 3: any other child.

The 18 Carers with the scheme are considered self-employed and set their own hours, with an eight hour minimum, except for those carers only doing before and After School/Vacation Care. The office is generally manned from 9.00am - 3.00pm with all staff working on a permanent part time basis.

The Scheme is managed according to the requirements of the Quality Assurance Guidelines and endeavors to constantly identify areas for continuous improvement.

### Out of School Hours Care

Wingecarribee Shire Council provides the Service, with the valuable support of Mittagong Public School where the Service operates from the School Hall. Trained staff operate the Service and provide a variety of activities each session.

The Service is open to all families whose children currently attend primary school. A priority of access operates according to Government requirements. Priority is assessed according to work, study, respite requirements as well as parental status. Parents will need to arrange transport for any child who does not attend Mittagong Public School.

The Out of School Hours Service provides activities including art, craft, music, cooking and sport. Excursions are also arranged both locally and to venues outside the Shire especially in vacation time.

The program is non-threatening and provides a safe and happy experience while parents are away. Parents and children are encouraged to be actively involved with the service program and policy development

After School Care (ASC) - Operates from Mittagong public school each afternoon of the school term from 3.00pm - 6.00pm.

Vacation Care - Operates all school holidays from Term 1 to 3 and the three weeks in the January School Holiday break. Service is open 8.00am - 6.00pm daily.

The OOSH (Out of School Hours) Supervisor also works in an administrative capacity from East Bowral Community Centre along side the Children's Service Administration Assistant.

## Current Management Wingecarribee Children's Services and Family Day Care

### Wingecarribee Children's Services

Family Day Care (FDC) and the administrative component of Mittagong After School Care (ASC) and Wingecarribee Vacation Care operate under Wingecarribee Children's Services.

### Family Day Care

The FDC service is licenced by the New South Wales Department of Community Services (DOCS) under the *Children & Young Persons (Care and Protection) Act 1998*.

The licensee is Wingecarribee Shire Council with Melissa Lefterys as the current Authorised Supervisor. The licence is currently effective until 14 August 2012.

Funding to assist with operational costs and Child Care benefit is provided by the Australian Government via the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA), while Council is the sponsoring body having responsibility for overall management of the Scheme.

### Activity Goals

- FDC services support and administer a network of FDC carers who provide flexible care and developmental activities in the carer's own home, or in another venue (as In Venue Care), subject to approval, for other people's children
- A FDC service is responsible for the effective operation of all components of FDC, including recruiting, training and supporting carers: monitoring care provision; and providing advice, support and information for parents. The service also assists parents to select an appropriate FDC carer for their child.
- A FDC service can provide flexible care, including all-day care, part time, casual, before and after school care, and care during school holidays. This care takes place in the carer own home, or in another venue (as In Venue Care), subject to approval

### Obligations include:

- a. Deliver high quality and inclusive early childhood education and child care;
- b. Provide families and communities with access to flexible child care that meets their needs;
- c. Support and assist carers and staff to provide quality child care
- d. Maintain sound business and financial management practices including income and expenditure planning and management of Child Care Benefit and fees.

### Child Care Services Support Program.

Funding is received from the Department of Education, Employment and Workplace Relations (DEEWR) under the terms of DEEWR Short Form Funding Agreement.

### Program Aims:

- The Commonwealth Government Department of Education, Employment and Workplace Relations (DEEWR) administers the Child Care Services Support Program (CCSSP).
- The CCSSP supports and promotes access to quality child care for children, families and communities through strategies that complement the significant assistance provided to families through Child Care Benefit (CCB) and Child Care Tax Rebate (CCW).
- The CCSSP supports the provision of sustainable, quality child care and provides information to assist families to make informed decisions about child care.

**The Program Aims are to:**

- a. promote, support and enhance quality child care;
- b. improve access to child care for children and families with special or additional needs; and
- c. support equitable access to child care for children and families in areas and/or circumstances where services would not otherwise be available.

The Children's Services Division of Council (of which the Family Day Care Scheme is a component), forms part of the Strategic and Community Development Branch of the Environment and Planning Division of Council. The Co-ordination Unit Staff are Council employees and are therefore bound by Council policy and practice. The Scheme must adhere to strict guidelines and responsibilities, especially with regard to budgets and financial accountability. The General Manger of Wingecarribee Shire Council is the Licensee of the Scheme.

**Out of School Hours Care**

Wingecarribee Children's Services also looks after the administration for Wingecarribee Vacation Care and Mittagong After School Care. These services are accredited in accordance with the requirements of Outside School Hours Care Quality Assurance (OSHCQA) by the National Child Care Accreditation Council (NCAC).

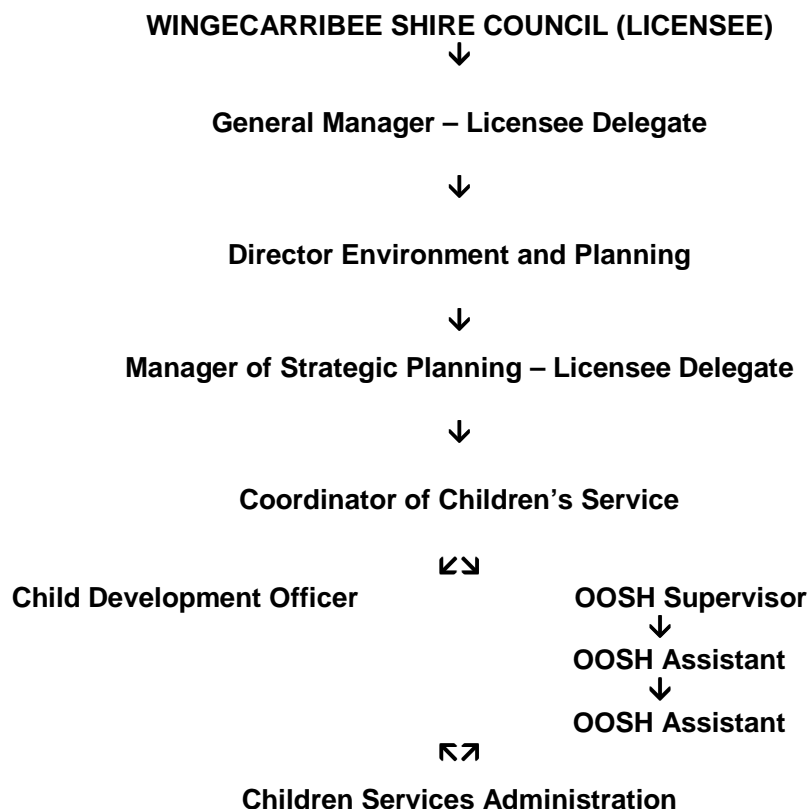
**Funding**

**Family Day Care:** The Coordination Unit sources it's funding through three different methods:

- 1) Funding Agreement with DEEWR. FDC receive this ¼ based on the estimated fulltime places of children within the scheme.
- 2) Carer levy – Carers pay an hourly levy, to Coordination unit.
- 3) Parent Levy – Parents pay an hourly levy, to the Coordination Unit.

**Out of School Hours:** All income for both the After School Care program and Vacation Care program are derived from fees paid by the service users.



**Current Management Structure - Children's Services**

East Bowral Community Centre and Wingecarribee Children's Services



## Current condition

The following table describes existing infrastructure and its current condition for each location. The conditions have been provided by Council's Parks and Property Branch.

### Key

#### Ratings

1

2

3

4

5

#### Condition

Very Good

Good

Fair

Poor

Very Poor or Failed

**Table 2.4: Summary of current use and condition of the land, buildings and improvements**

Land: Wingecarribee Children's Services and Family Day Care, East Bowral	
<i>Facility</i>	<i>Condition</i>
<b>Category: General Community Use</b>	
Building	Good
Gardens	Fair
Lawn	Poor
Carpark	Good
Fencing	Good





**Figure 6 East Bowral Community Centre and Wingecarribee Children's Services**



0 45 90 180 270 360 Meters

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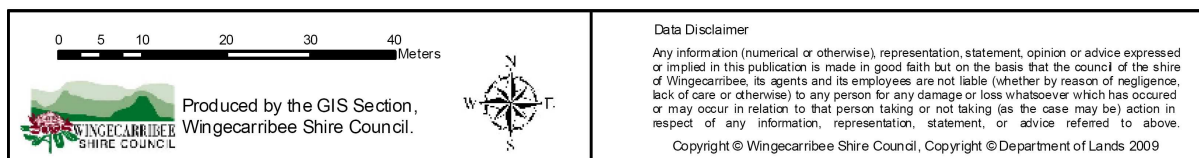
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**Figure 7 Categorisation Map     East Bowral Community Centre & Wingecarribee Children's Services**



Categorisation:  General Community Use

## 2.1.5 Hill Top Community Centre and Waratah Park, Rosina Street, Hill Top

**Lot / DP:** 1 / 829827  
**Locality:** Hill Top  
**Parish:** Cumbertine  
**County:** Camden  
**Local Government Area:** Wingecarribee Shire  
**Area:** 5379m2  
**Zoning:** RE 1 Public Recreation

### Permissible uses:

Uses permissible in a RE 1 zone - Public Recreation under the *Wingecarribee Local Environment Plan 2010* and consistent with this Plan of Management.

### Adjoining Details:

The Lot is bounded to the east and north by the Hill Top Primary School; the southern and western boundary adjoins a public road with residential properties opposite.

### Property description:

LOT	SECTION	DEPOSITED PLAN	AREA	PROPERTY NUMBER	LAND NUMBER
1	-	829827	5379 m2	1701400	175657

## Land description

### Hill Top Community Centre

A large multi purpose building with a large indoor sports facility and various rooms enabling community based activities. The building allows and supports a wide variety of community activities with the facilities available to the community for hire.

The centre is located next to the Hill Top Primary School in a tranquil natural bush setting which is very appealing to many of our user groups.

The facility is double storey and comprises a sporting stadium, canteen, large shower/ toilet areas, disabled toilets and large function room and storage facilities. Upstairs the facility has 3 separate function rooms with kitchenette access, storage rooms, computer room, kitchen, office and toilet. This upstairs area is not accessible to the disabled.

### Waratah Park

A small suburban park with playground located to the rear of the Hill Top Community Centre.

The Park is classified as a Local Park (in villages) providing passive open space for recreational activities. The classification is determined by the following criteria:



1. local residential patronage
2. playground equipment
3. open recreational space

## Current use Hill

The **Hill Top Community Centre** is a community used facility currently used by a wide variety of groups and disciplines such as:

- Sporting
- Childcare
- Private business
- Community/ public consultation meetings
- Adult education
- Private functions and parties
- Children's holiday programs.

The facility internally is very well maintained and is on Wingecarribee Shire Council's scheduled maintenance list for annual painting. Council has allocated a cleaner for general cleaning. The committee organises and pays for commercial cleaning, annual carpet cleaning, regular pest inspections and annual tagging of electrical equipment. All Occupational Health and Safety requirements are adhered to and the facility is subject to inspections and meets all WSC standards.

The committee is dedicated to maintaining the facility and continues to seek funding and other opportunities for ongoing improvements that meet our communities' needs. The opportunities sourced not only improve the facilities but provide the community with many options that encourage community cohesion and improve and enrich our community member's lifestyles.

## Place of Public Entertainment

The Hill Top Basketball Stadium as an auditorium is an approved place of public entertainment under Section 68 of the *Local Government Act 1993* with a maximum capacity of 400 persons under approval PF 10003-51.

## Current condition

The following table describes existing infrastructure and its current condition for each location. The conditions have been provided by Council's Parks and Property Branch.

### Key

#### Ratings

<u>Ratings</u>	<u>Condition</u>
1	Very Good
2	Good
3	Fair
4	Poor
5	Very Poor or Failed

#### Playground Rating

<u>Playground Rating</u>	<u>Playground Condition</u>
0	No Equipment
1	Near Perfect Condition
2	Superficial Deterioration with no work required
3	Minor Repairs/Improvement Required
4	Major Repairs/Improvement Required
5	Un-serviceable – To Be Removed

**Table 2.5: Summary of current use and condition of the land, buildings and improvements**

Land: Hill Top Community Centre	
<i>Facility</i>	<i>Condition</i>
<b>Category: General Community Use</b>	
Building	Generally Rating 2, but roof needs replacement
Gardens	Poor
Carpark 21 spaces with 2 dedicated disabled spaces	Good, but requires remarking
Fencing - between school and hall - around playground	Fair Poor, needs repair

**Table 2.6: Summary of current use and condition of the land, buildings and improvements**

Land: Waratah Park Hill Top	
<i>Facility</i>	<i>Condition</i>
<b>Category: Park</b>	
Play equipment	Ausplay Unit, Signs, Spring Animal & See-Saw – Rating 4 Some components do not conform with Australian Standards
Park	Poor
Fencing	Fair
Carpark	Road side only - Poor
Picnic tables & benches	Poor
Vegetation/Trees	Fair
landscaping	Poor
Environmental area	Fair

## Maintenance

Waratah Park is designated a Category 'C' Park

**Category C Service includes:**

On a 3-weekly basis, the same as Category B however Council conducts an audit and maintenance on playgrounds.

**Category B Service includes:**

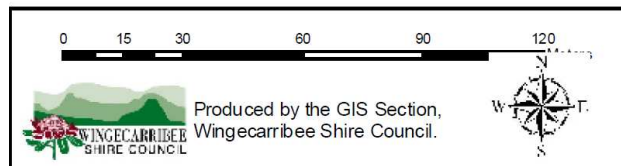
- Mow
- Edge
- Maintain garden beds
- On request trees are maintained and other infrastructure repairs are carried out
- Herbicide



Waratah Park Hill Top



**Figure 8 Hill Top Community Centre including Waratah Park**



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







**Figure 9    Categorisation Map    Hill Top Community Centre  
Including land know as Waratah Park**



Categorisation:  General Community Use  Park

## 2.1.6 Penrose Hall, Oval & Tennis Courts, Mill Street & Kareela Road, Penrose

<b>Lot / DP:</b>	(see property description below)
<b>Locality:</b>	Bowral
<b>Parish:</b>	Mittagong
<b>County:</b>	Camden
<b>Local Government Area:</b>	Wingecarribee Shire
<b>Area:</b>	1448m <sup>2</sup>
<b>Zoning:</b>	RE 1 Public Recreation

### Permissible uses:

Uses permissible in a RE 1 zone - Public Recreation, under the *Wingecarribee Local Environment Plan 2010* and consistent with this Plan of Management.

### Adjoining Details:

The Lot is bounded to the North by the industrial operation Penrose Pine Products operating a timber mill. All other boundaries adjoin public roads with residential properties opposite.

### Property description:

LOT	SECTION	DEPOSITED PLAN	AREA M <sup>2</sup>	PROPERTY NUMBER	LAND NUMBER
145	-	751259	1834	784400	112810
146	-	751259	1606	784400	182475
147	-	751259	1277	784400	182476
148	-	751259	1138	784400	182477
149	-	751259	1012	784400	182478
150	-	751259	879	784400	182479
151	-	751259	1404	784400	182480
152	-	751259	1239	784400	182481
155	-	751259	1214	784400	182484
156	-	751259	1353	784400	182485
157	-	751259	2188	784400	182486
163	-	751259	1199	784400	182487
154	-	1144429	544	784400	1738830
1	-	327438	1492	784400	182482

A total of 14 Parcels make up the Penrose Precinct with a total area of 18.379 ha

## Land description

**Penrose Hall, Oval & Tennis Courts** can be described as a village precinct with community hall, tennis courts and sports oval. The facilities are available to the community for hire.

## Current Use

The **Penrose Hall** is a community facility currently used by a variety of groups, such as:

- Tennis Club
- Playgroup/ Childcare
- Community/ public consultation meetings
- Private functions and parties

## Place of Public Entertainment

The Penrose Hall as an auditorium is an approved place of public entertainment under Section 68 of the *Local Government Act 1993* with a maximum capacity of 70 persons under approval PF 6094.

## Current condition

The following table describes existing infrastructure and its current condition for each location. The conditions have been provided by Council's Parks and Property Branch.

### Key

#### Ratings

1	Very Good
2	Good
3	Fair
4	Poor
5	Very Poor or Failed

#### Condition

#### Playground Rating

0	No Equipment
1	Near Perfect Condition
2	Superficial Deterioration with no work required
3	Minor Repairs/Improvement Required
4	Major Repairs/Improvement Required
5	Un-serviceable – To Be Removed

#### Playground Condition



**Table 2.7: Summary of current use and condition of the land, buildings and improvements**

Land: Penrose Precinct	
<i>Facility</i>	<i>Condition</i>
<b>Category: Sportsground</b>	
<b>Penrose Oval</b>	Fair
Cricket pitch	Good
Car park	Fair
Landscaping	Fair
Trees	Fair
Fencing	Fair
Paths	Fair
Entrance/exit - pedestrian	Fair
- vehicular	Fair (no formal parking identified)
Environmental Areas	Good
<b>Tennis Courts</b>	
Courts	Poor
Fencing	Fair
Lighting	Nil
Storage shed	Fair
Equipment	Fair
Penrose water bore	Bore licence no.SN/10PT900611D Located near the south east corner of the tennis courts License fee currently \$70 p/a
<b>Category: General Community Use</b>	
<b>Penrose Hall</b>	
Building	Good

Playground	Ausplay Free Standing Slide, Swings & See-Saw - Rating 4 Some components do not conform with Australian standards
Amenities	Fair
Gardens	Fair
Carpark	Good
Water tanks	Poor requires upgrading of stand and tanks
Paths	Fair
Storage Shed	Fair
Fences	Fair

## Maintenance

**Penrose Oval is designated a Category 'B' Oval**

**Category B Service includes:**

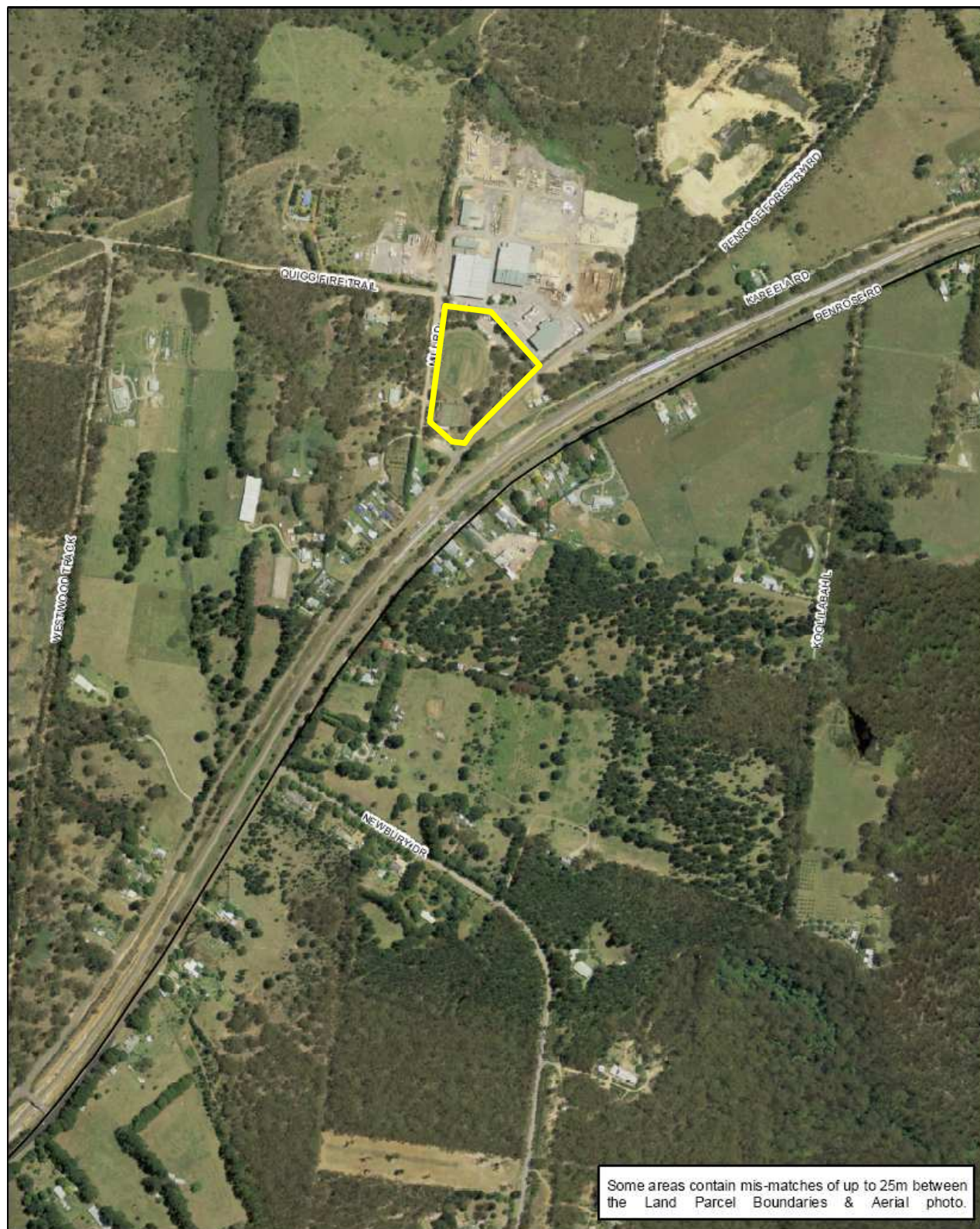
- Mow outer grounds on 3 weekly basis
- Edges are maintained with herbicide
- Mow playing services as required
- Line marking as required seasonally
- Renovations as resources are available
- Mow inner ground weekly within season



Penrose Hall playground



**Figure 10 Penrose Hall incorporating Penrose Oval & Tennis Courts**



0 55 110 220 330 440 Meters

Produced by the GIS Section,  
Wingecarribee Shire Council.

**Data Disclaimer**

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**Figure 11**    **Categorisation Map**    **Penrose Hall including the Penrose Oval & Tennis courts**



Categorisation:  General Community Use  Sportsground

## 2.2 Current Management

### 2.4.1 General

Wingecarribee Shire Council is responsible for management of the Land within this Plan of Management.

Council has an ongoing commitment to ensuring that community facilities and resources are available to meet the broad needs of the local community.

Over a period of time, Council has accumulated and constructed significant assets including halls, community centres, youth and children's centres, parks, reserves and sporting facilities. Where possible, Council has undertaken to involve the community in the planning, development and management of these facilities and to encourage individuals, each with their own level of skills and experience, to participate in activities and to promote the inclusion of all sections of the community.

Council has developed a range of policies to reflect the organisation's way of thinking and direction. Strategic policies deal with the aspirations and long term goals of Council while operational policies articulate and standardise a particular practice, service delivery or function.

A list of some of the specific policies that relate to this plan can be found in section 3.2 & 3.5.  
(For more detail see Section 2.1 site specific detail)

### Working with Children Declaration

The Commission for Children and Young People require any person who remains on the premises for an extended period of time or acts in a voluntary capacity (including staying during morning activities, visiting during the day, accompanying staff and children on excursions etc) to complete a 'Prohibited Persons Declaration' as part of the working with children check.

### 2.4.2 Current Management East Bowral Community Centre, Hill Top Community Centre & Penrose Hall

As with many other organisations, Council relies on volunteers to assist with the provision of services and facilities for the community. Volunteers are involved on a formal and informal basis in working with Council in a wide variety of activities to improve the amenity of local areas.

Council manages the East Bowral Community Centre, Hill Top Community Centre & Penrose Hall in conjunction with their respective Section 355 Committees.

### WHAT IS A SECTION 355 COMMITTEE?

Section 355 of the *Local Government Act 1993* sets out how a Council is permitted to exercise its functions. One option is through the delegation of a range of powers and responsibilities to a Committee.

Wingecarribee Shire Council has a number of Committees and most of them fall into the categories of Management or Advisory Committees.

The committees for the East Bowral Community Centre, Hill Top Community Centre & Penrose Hall have been delegated authority therefore they form a Management Committee.

**Management Committees** are primarily responsible for the care, control and management of community facilities.

Council takes a pro-active role in supporting the Committees operating under Section 355 of the *Local Government Act 1993* and aims to define clear guidelines for participation by volunteers to allow them to have a clear understanding of the nature and commitment of their involvement in Council activities.

Upon Council's formal approval of a Committee, its members are required to adopt and adhere to the conditions set out in the **355 Volunteer Committees Manual** (Version 3). The Manual aims to support the efforts of our volunteers by suggesting ways for Committees to work effectively together and explaining common procedures which will facilitate better co-ordination between Council staff and Committees. The information contained in this Manual is a basis upon which Committees might develop procedures appropriate to their circumstances, while at the same time advising them of their statutory requirements and other obligations.

## **ROLES AND RESPONSIBILITIES**

Both Council and volunteers have an obligation to make a positive contribution to the infrastructure required for the maintenance of effective volunteer participation. This includes allocation of adequate budget provisions to achieve the identified roles and responsibilities of each activity area. To define responsibilities Council has developed service guidelines.

## **SERVICE GUIDELINES**

For the provision of services associated with Council Building Assets managed by Parks & Property Branch and the use of Building Assets as managed by the Administration Branch.

**Note: Information current at time of writing. Readers should check for currency.**

### **1. Aim of Service Agreement**

- 1.1 To clearly define and outline the responsibilities of Parks & Property and Administration Branches in relation to Community Halls & Facilities including Council buildings and their immediate surrounds managed by 355 Management Committees. The intent of these guidelines are to define the mechanism by which Parks and Property are responsible for the building fabric and Administration are responsible for the uses of the buildings through the Committees.
- 2.1 To enhance the working relationship and liaison between Administration, Parks & Property branch and the 355 Management Committees.

### **2. Role of Parks & Property, Administration & 355 Management Committees**

- 2.1 Parks & Property: The Branch of Council that is responsible for ensuring that Council's Community Halls & Facilities (buildings & their immediate surrounds) are maintained structurally and in safe repair and comply with current industry standards and safe for use by the community. The grounds and surrounds are maintained according to the annual maintenance programs.
- 2.2 Administration: The Branch of Council that is responsible for co-ordinating and managing the 355 Management Committees to ensure their compliance with Council's 355 Volunteer Committee Manual. (Adopted as Council Policy 27 November 2002 M/N 536/02)
- 2.3 Section 355 Management Committees: These Committees appointed by Council to maximise the use of the facilities they manage on behalf of Council. The Committees hire the facilities to users at fees approved by Council and ensure that the facilities are kept secure and in a safe, clean and tidy condition at all times. The Committees must comply with Council's policies and procedures and any relevant training.

Note: see Section 7. Special Clause Reference to Hill Top Community Centre

## **2.4.3 Current Management Broulee Park, Waratah Park & Penrose Oval**

Council is responsible for management of the Land within this Plan of Management. These open space areas are managed by Council through the Parks and Property Branch. As asset managers Council has responsibility for such items as general maintenance and improvements to the Land.



## 3.0 COUNCIL'S OVERALL PLANNING FRAMEWORK

### 3.1 *Aim of this Plan of Management*

The aim is to develop a Plan of Management for Children's Services and Community Halls which complies with the *Local Government Act 1993* and which is consistent with Council's corporate goals and policies. These goals and policies are set out in various Council planning documents and assist in providing a consistent approach to the management of these Lands.

### 3.2 *Relevant Council Planning Documents*

#### 3.2.1 Wingecarribee Local Environmental Plan 2010

(Current version: 24 September 2010)

##### **Aims of Plan**

1) This Plan aims to make local environmental planning provisions for land in Wingecarribee in accordance with the relevant standard environmental planning instrument under section 33A of the Act.

(2) The particular aims of this Plan are as follows:

(a) to conserve and enhance, for current and future generations, the ecological integrity, environmental heritage and environmental significance of Wingecarribee,

(b) to maintain Wingecarribee's original settlement pattern of towns and villages dispersed throughout a rural and native vegetation landscape,

(c) to encourage the efficient use and development of urban land, minimising the spread of urban areas into rural and native vegetation environments, thereby increasing the accessibility of the population to urban facilities and services,

(d) to provide opportunities for development and land use activities that:

(i) make an effective contribution towards the economic wellbeing of the community in a socially and environmentally responsible manner, and

(ii) do not adversely impact on natural systems and processes and the overall quality of Wingecarribee's natural environment, and

(iii) retain the critical natural, rural and built environmental landscape elements that make up the scenic and cultural heritage value of Wingecarribee,

(e) to provide opportunities for a range of new housing and housing choice in locations that have good access to public transport, community facilities and services, retail and commercial services and employment opportunities, including opportunities for the provision of adaptable and affordable housing,

(f) to provide for a range of living opportunities that address differing lifestyle needs without compromising the environmental quality of Wingecarribee, and the value of its natural resources such as water, biodiversity and agricultural land,

(g) to strengthen the viability of Wingecarribee's business centres as central places for investment, employment and cultural activity, and encourage a majority of future housing opportunities to be located in relatively close proximity to those centres,

(h) to promote the economic wellbeing of the community in a socially and environmentally responsible way, focusing new employment growth at identified employment hubs like business centres and enterprise zones that can be better accessed by public and private transport,

- (i) to protect the primary production potential of suitable rural land, and prevent the fragmentation of agricultural holdings,
- (j) to conserve the Aboriginal and European cultural and environmental heritage of Wingecarribee,
- (k) to protect areas of high scenic landscape value,
- (l) to develop an ecologically sustainable future for Wingecarribee through the conservation, rehabilitation and regeneration of native vegetation (particularly threatened species populations and ecological communities), soil, waterways, riparian land and water quality (surface and groundwater),
- (m) to prevent loss of life and property by bush fires, by discouraging the establishment of incompatible uses in bush fire prone areas and incorporating as part of compatible developments protective measures that minimise bush fire risk without unacceptable environmental degradation,
- (n) to provide for a range of sustainable development opportunities in harmony with recreation and lifestyle choices, emerging markets and changes in technology, and capitalise on Wingecarribee's regional distinctiveness and existing tourism asset base,
- (o) to ensure that extractive resources and mineral deposits are not rendered sterile by future development, but at the same time ensuring that subsequent extraction, mining and transportation activities are undertaken in a way that maintains residential amenity,
- (p) to protect and enhance waterways, riparian land and water quality in the drinking water catchments of Wingecarribee.

### **3.2.2 Wingecarribee Our Future- Strategic Plan, 2002**

#### **Purpose**

The specific purpose of the 'plan' is to provide a framework for Council decision making, for the future use and development of land within the Shire, over the next ten (10) years.

The Plan concerns itself both with Council's overall planning directions and outcomes, but goes further to specify recommended alterations to the Shire's current planning laws and regulations. The Plan is structured to reflect an intent to express the Council's land use and development planning policies, as they apply to the Shire as a whole, and on a more discrete and local 'place' basis.

#### **Driving Forces for the Future**

##### **Retention of the Shire's 'sense of place'**

There is overwhelming community support for the Council to retain the Shire's aesthetic character. This character is determined by:

- a prevalence of scenically attractive and distinctive historic cultural rural landscapes,
- a diversity of highly valued natural landscapes including wetlands, temperate rainforests, heathland, and a range of woodland vegetation groups, some of which are classified as endangered ecological communities,
- the Shire's settlement pattern of separate small towns and villages scattered across a rural and bushland landscape,
- a wide range of heritage places including villages, township neighbourhoods, individual buildings, gardens and streetscapes, and special items like industrial buildings (breweries and shale oil refinery remnants) and engineering structures like stone bridges, tunnels and roads,

##### **Ecological Sustainability and Protecting the Environment.**

There is forecast to be an increasing level of understanding held by the public, over the significance of planning for ecological sustainability. The community and higher levels of government will support means to protect environmental quality and preserve important ecological resources like endangered ecological communities, threatened species, and fauna habitat of high value.

The long term strategic challenge for the Council, in partnership with other stakeholder groups, is to ensure that future decisions taken about the ways and extent to which land and "places" are used and developed, at the least, maintain, but preferably enhance the Shire's:

- unique sense of place,
- self dependence, and
- natural resources and opportunities for an enriched quality of life.

The Council wants to work towards assuring future generations' access to opportunities for life enrichment, which have similarly been afforded to the Shire's past and present communities. To achieve this end, the Council has embraced an overall theme of "sustainability and balance" for the Wingecarribee Our Future Strategic Plan.

The Strategic Plan must be affordable. Future growth must be assured of being properly serviced, so as not to significantly compromise existing levels of amenity enjoyed by the current community, and to protect environmental quality. The Shire's environmental assets (both ecological and aesthetic) must be protected.

### **Key Strategic Directions and Outcomes for Future Planning include:**

The Wingecarribee Strategic Plan embraces a set of critical or key strategic directions that will be incorporated into a new statutory Shire Plan. They can be summarised as:

- Retain the Shire's environmental and cultural place character and settlement pattern.
- Provide for and manage a sustainable (economic, social and ecological) level of future population growth through a mix of new housing opportunities.
- Protect the Shire's key ecological resources like natural bushland, fauna habitat, and water resources.
- Provide for a range of opportunities for employment development and wealth generation, that match with 'environmental, cultural and place fit'.
- Strengthen the viability of the Shire's four (4) business centres as central places for investment, employment and cultural activity, and encourage a majority of future housing opportunities to be located in relative close proximity to these centres.
- Maintain the Shire's level of amenity and minimise potential conflicts between incompatible land uses.
- Recognise and plan for environmental constraints and risks to future development including bushfire risks and physical land and water capability.
- Support and encourage a culturally rich environment across the Shire.
- Plan in anticipation of a diverse community (including an increasing aged person's component) structure and strengthening demands for ....widened access to.... support facilities and services.

### **3.2.3 Wingecarribee 2031+**

Council together with the community is developing a Community Strategic Plan for the Wingecarribee Shire. The plan 'Wingecarribee 2031+' will set the agenda for the next 20 years plus, by identifying the long term aims and aspirations of the community and how to achieve them. Wingecarribee 2031+ will address economic, environmental, social and civic leadership issues and provide a vision for the community's future.

Using all the ideas shared and developed at the Community Workshops together with the results of the W2031+ survey and workshops held with Councillors and council staff, the goals for Wingecarribee 2031+ have been drafted.

#### **Wingecarribee 2031+ Goals**

Following are some of the goals pertinent to this plan:



## Environment

- Wingecarribee achieves continuous reduction of waste to landfill
- Wingecarribee communities live sustainably by choice
- Wingecarribee's distinct and diverse natural environment is protected and enhanced
- Wingecarribee community has a carbon neutral economy

## Places

- Wingecarribee is linked by an integrated and efficient transport network
- Wingecarribee has maintained a distinct character of separate towns and villages
- Urban design in Wingecarribee creates inspiring places where people want to be
- Wingecarribee housing options are diverse
- Wingecarribee is recognised as a place of significant heritage conservation

## People

- Wingecarribee community has access to a variety of cultural, recreational and sporting opportunities
- Wingecarribee people have a healthy lifestyle and inclusive community
- Services and facilities are locally provided to meet the needs of our community
- Wingecarribee fosters a diverse, creative and vibrant community

## Economy

- Wingecarribee is a centre for learning
- The 'Southern Highlands' is a recognised tourist destination throughout Australia
- Wingecarribee has agri-business suited to our distinct climate and geography
- Sustainable business and industry thrive in the Wingecarribee
- Wingecarribee's diverse economy drives a wide range of job and career opportunities

### 3.2.4 Wingecarribee Shire Council Corporate Plan 2008

Note: that this plan is being replaced by the Community Strategic Plan 2031+

The aims of that Corporate Plan which are of particular relevance to this plan are:  
'Wingecarribee will:

- Maintain the richness and diversity of its existing natural, historical and built environment to improve the lifestyle it affords residents and visitors;
- Rationalise and upgrade existing community facilities, ensuring the continuing availability of a basic infrastructure to meet community needs;
- Encourage ecologically sustainable development; and
- Promote and encourage cultural activity.

This plan forms the basis for long term planning within the Wingecarribee Shire.

### 3.2.5 Wingecarribee Shire Council Management Plan 2010 - 2013

The Management Plan (as adopted 23 June 2010) provides a summary of the strategic thinking of Council, outlines a medium term (3 year) plan as well as operational detail for the next financial year.

The Management Plan provides information to the community about Council's future activities. It sets out a plan for delivery of services to the community and identifies the strategies by which Council will fulfil its Mission.

## **OUR STRATEGY**

### **OUR MISSION**

To create and nurture a vibrant and diverse community, growing and working in harmony with our urban, agricultural and natural environments.

### **OUR VISION**

- A community that values and protects the natural environment enhancing its health and diversity
- A strong economy that encourages and provides employment, business opportunities and tourism
- An innovative and effective organization with strong leadership
- A vibrant and diverse community living harmoniously, supported by innovative services and effective communication with Council
- Places that are safe, maintained, accessible, sympathetic to the built and natural environment, that support the needs of the community

### **OUR VALUES**

- Integrity, Trust and Respect
- Responsibility and Accountability
- Communication and Teamwork
- Service Quality

Wingecarribee Shire Council provides a wide range of essential services and infrastructure that underpins the community. Pressure to improve the quality of our services and a legacy of a ageing physical infrastructure puts increasing financial pressures on the organisation. For the organisation to be financially sustainable there is always consideration of funding constraints and therefore a process of prioritisation needs to be applied for new projects in alignment with the assessed strategic direction of the organisation.

### **PRIORITY AREAS**

The Councillors have identified the following ten broad priority areas to be addressed within and by the organisation over the next few years.

The Management Plan is a tool used to develop structured approaches for managing our Council in the four main priority areas; those priorities are:

- Governance
- Economic
- Environmental
- Social

The following priority areas are to be addressed within and by the organisation over the next few years:

#### **Governance**

- Attracting and retaining a motivated workforce to achieve our plans

- Improving procedures and processes for improved efficiency and effectiveness
- Adopting communication methods between our staff and Councillors that promote clarity and trust
- Improving transparency and accountability of Council's finances

**Economic**

- Facilitating the growth of new business within the Shire that provides local jobs across a wide range of skills and professions
- Prioritise the Moss Vale Enterprise Zone and the tourism industry to develop sustainable environmentally responsible business development.

**Environmental**

- Reaffirming our commitment to preserving and improving our natural environment
- Retaining rural, village and town character with appropriate planning controls

**Social**

- Adjusting service provision to community priorities with particular emphasis on the projected aging of our community
- Increasing support services to members of our community

**Sustainability**

**Wingecarribee Shire Council embraces the principles of sustainable development, that is, "development that meets the needs of the present without compromising the ability of future generations to meet their own needs"**

Council is now looking at the quadruple bottom line, which means the decisions Council makes take into account not only the financial implications, but also the long term social, environmental and governance impacts on the sustainability of the shire.

**3.2.7 Wingecarribee Social Plan 2005-2010**

The Wingecarribee Social Plan contains the following commitments relevant to this Plan of Management:

"Over 2006-2010 Council will promote healthy environments and lifestyles through:

**Action for healthy Lifestyles**

- Improving and maintaining to a high standard sports and recreational facilities
- Grant funding is sought annually to enhance amenity of community & recreational facilities
- A council commitment to community consultation regarding construction of, or major alterations to children's playgrounds

**Action for safe environs**

- A high standard of maintenance and safety in Council places and spaces including playgrounds, parks and sports fields
- Safety upgrades progressed to Council places, spaces, facilities and premises.

**Action for universal access**

- ...implementation of a shire disability plan



- shire works are monitored and if necessary supervised to ensure compliance

**Action for volunteering**

- Project funding is targeted to promoting and supporting volunteering

**Action for families and children**

- Council advocacy for funding to improve support services for families raising children
- Advocacy for better funding to support children with a disability in child care
- Lease agreement are completed for child care providers in council owned premises

**3.2.8 Wingecarribee Open Space, Recreation, Cultural and Community Facilities Needs – Study, Strategy and Action Plan, 2004.**

This Plan provides a framework to guide the planning, development and ongoing management of Wingecarribee's open space in line with Council's Strategic Outcomes. The overall purpose of this Study was:

- to properly identify the existing and likely future community needs for open space, recreation, cultural and community facilities in Wingecarribee for the next ten (10) years;
- to identify a strategic planning and management direction for integrated and corporate approach to the provisions of recreation, cultural and community activity opportunities through public facilities and open space; and
- to develop a policy framework for Council to provide quality recreational, cultural and community activity opportunities that meet the needs of the Wingecarribee community for the next five (5) to ten (10) years.

**Key Conclusions****Parks**

- ...lack of interesting design features including landscaping, 'different' playground features, cultural/heritage interpretation and walkways. – this is likely to impact on patronage levels and recreation value...
- cycleways do not generally link up..
- ....playgrounds need upgrading to meet safety standards and provide opportunity for exploration or imagination.

**Community halls**

The shires community halls ...are used for a range of community meetings, act as performance or presentation spaces, and are hired out for cultural and recreational activities. They can also be hired for private functions.

**Community halls**

- Inspections revealed some constraints regarding barrier-free access for people with a disability.
- There is a lack of storage areas.

**Issues**

- Access to Council sponsored services by children with special needs
- Availability of and access to Council facilities for children

**Objectives**

- To ensure that children's needs are taken into account in the planning and design of new public facilities and in the upgrading of facilities

## **Children**

While the licensing and funding of childcare services involves both the State and Commonwealth Governments, child care provision is now largely market driven ...

## **Open space**

Recreational walking is a popular activity within the community and therefore there was a particular focus during consultations on the quality of local parks and lands. The maintenance of these spaces was a key issue and the implementation of adequate seating for the elderly and disabled was seen as a priority for the Shire.

### **Key findings from survey responses were that:**

- passive recreational activities such as walking and gardening are more popular than active recreational activities in Wingecarribee;
- close to 50 percent of the general community survey respondents use the Shire's natural areas, parks and gardens, hiking trails/cycle paths;

## **Needs Analysis**

- to better promote and upgrade existing walkways, improve signage, weed control, fencing and pest control in Council owned/managed assets and land

### **Active sporting/recreational facilities**

- quality improvements are recommended at Penrose.

### **Demand for facilities**

- Facilities for youth must be accessible and low cost
- Facilities and services should be flexible, accessible and varied – to allow for population change, access by disadvantaged groups, social change and varying needs
- There is a need to make better use of public-private partnerships to fund and manage facilities; and
- There is a need to maximise the shared use of spaces

## **Community needs and opportunities**

### **Council's Role**

General principles that describe Council's role in the provision of facilities and services are described in Section 8 of the *Local Government Act 1993*. The Council's charter, as follows;

- to provide directly or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively
- to exercise community leadership
- to exercise its functions in a manner that is consistent with and actively promotes the principles of multiculturalism
- to promote and to provide and plan for the needs of children
- to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible. In a manner that is consistent with and promotes the principles of ecologically sustainable development
- to have regard to the long term and cumulative effects of its decisions
- to bear in mind that it is the custodian and trustee of public assets and to effectively account for and manage the assets for which it is responsible
- to facilitate the involvement of councillors, members of the public, users of facilities and services and council staff in the development, improvement and co-ordination of local government

- to raise funds for local purposes by the fair Imposition of rates, charges and fees, by income earned from investments and, when appropriate, by borrowings and grants
- to keep the local community and the State Government (and through it, the wider community) informed about its activities
- to ensure that, in the exercise of Its regulatory functions, it acts consistently without bias, particularly where an activity of the Council is affected
- to be a responsible employer

## **Shire-wide needs and opportunities**

### **Council's Role**

#### **Parks and Gardens**

- encourage, promote and facilitate recreational cultural. social and educational pastimes and activities
- provide for passive recreational activities or pastimes and for (be casual playing of games; and
- improve the land in such a way as promote and facilitate its use to achieve the other core objectives for its management

#### **Playgrounds**

- Under the *Council Charter* local government must "promote and provide and plan for the needs of children"
- Council must also ensure that the shires playground meets Australian standards

#### **Open space/recreation facilities**

- Its asset management responsibilities, and its responsibility to provide appropriate community facilities and services (also as per charter)
- Its recreation planning role...
- Its desire to provide for healthy communities in the shire...

#### **Existing sports ovals**

- The existing over supply considering the aging population and international and national trends towards unstructured recreational and indoor recreation
- Local community demand for alternative indoor facilities, cultural facilities and passive recreation

#### **Community facilities (halls etc)**

- Council's charter requires Council to provide adequate, equitable and appropriate services and facilities for the community and to ensure that those facilities and services are managed efficiently and effectively. Council also has asset management responsibilities in regard to its community facilities

## **3.2.9 Wingecarribee Shire Council Environment Policy, 2007**

Parts of the policy relevant to this Plan of Management are:

"Council is committed to protection of our local environment, the prevention of pollution and improving the sustainability of our operations; (and) will demonstrate this commitment by

- Implementing effective environmental management practices for our sites and activities under our control to protect the environment and prevent pollution;



- Working cooperatively with stakeholders, including government, organizations and the community and availing ourselves of knowledge, programs and educational initiatives that will improve and maintain the local environment."

### 3.2.10 Strategic Plan 2008-2016

This strategy is designed to assist Council and the business community with decision-making relating to economic development initiatives. The strategy explains what Council can do in building and maintaining a quality environment in which businesses can succeed and prosper.

Council has adopted five strategic options to achieve the long-term economic development goals of the Shire. The **Green Shire** option is an overarching option aimed at maintaining what this Council believes will be a highly valued asset in the future: its environment.

The other four core strategic options are: **Clever, Investment, Enterprising** and **Destination** Shire.

- Promote the liveability of the Shire to current and prospective new residents.

### 3.2.11 Wingecarribee Shire Council Parks and Property Ten Year Financial Plan (reviewed March 2007)

The Plan lists the strategy for the increased maintenance and capital works for the next ten years.

#### Maintenance and upgrading programs

The funds will be distributed based on the following criteria and placed in a priority list;

- 1 User requirements taking into account OH&S and Risk Assessment.
- 2 Maintaining the asset at a level to sustain user requirements
- 3 Long term improvement to reduce ongoing maintenance costs
- 4 Overall appearance

Specific actions for the Land within this plan include;

#### Broulee Park

2009/10	Weed control and soft fall maintenance
2012/13	Tree maintenance and tree planting programs

<b>Penrose Oval</b>	Classed 'B' sportsfield
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#### Maintenance

Funds have been assigned every year to improve the playing surface.  
Funds for tree planting are assigned for 2009/10, 2012/13 and 2016/17

#### Capital works

2009/10	seating and furniture and installation of a synthetic cricket wicket
2010/11	fencing
2016/17	resurface tennis courts

#### 2009/10 Current priority lists for all general fund infrastructure (Schedule 6)

#### Penrose Hall / Oval

2009/10	Upgrade Penrose Hall kitchen
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2010/11	playground and softfall upgrade
2011/12	expansion of water conservation tanks / irrigation
2015/16	park landscaping renewal

### Hill Top Community Centre

2009/10	Infrastructure for Place of Public Entertainment (POPE)
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There is no specific breakdown of funding actions in this financial plan for the other Land included in this Plan of Management.

## 3.3 Children's Services Regulations and Standards

DOCS are the principal agency that is responsible for monitoring regulations for centre based children's services under the *Child and Young Persons (Care and Protection) Act 1998*.

The regulations provide a minimum standard which the children's services facilities must achieve to obtain and maintain their license to operate. It must be noted that out of school hours care and playgroup services are not covered by these regulations.

A National Quality Improvement Accreditation System and Voluntary Codes of Practice and National Standards exist for out of school hours care services. These requirements must be observed by the facilities and codes and standards are strongly recommended for adherence.

### 3.3.1 Children and Young Persons (Care and Protection) Act 1998

#### What are the objects of this Act?

The objects of this Act are to provide:

- (a) that children and young persons receive such care and protection as is necessary for their safety, welfare and well-being, having regard to the capacity of their parents or other persons responsible for them, and
- (b) that all institutions, services and facilities responsible for the care and protection of children and young persons provide an environment for them that is free of violence and exploitation and provide services that foster their health, developmental needs, spirituality, self-respect and dignity, and
- (c) that appropriate assistance is rendered to parents and other persons responsible for children and young persons in the performance of their child-rearing responsibilities in order to promote a safe and nurturing environment.

#### Principles for administration of Act

The overriding principle of the *Children and Young Persons (Care and Protection) Act 1998* is; "This Act is to be administered under the principle that, in any action or decision concerning a particular child or young person, the safety, welfare and well-being of the child or young person are paramount."

### 3.3.2 Children's Services Regulation 2004

This Regulation makes provision for licensing and management of children's services under Chapter 12 of the *Children and Young Persons (Care and Protection) Act 1998*. All Children's Services will operate in accordance with this regulation.

In particular, this Regulation deals with the following matters;

- (a) the making of applications for a licence for a children's service,

- (b) the granting of licences for a children's service,
- (c) the conditions of licences for different classes of children's services, which include requirements for
  - (i) staffing of children's services, and
  - (ii) the number of children who may be provided with a children's service, and
  - (iii) the facilities and equipment of children's services,
  - (iv) the administration of children's services, and
  - (v) practices for providing children's services, and
  - (vi) the conduct of probity checks of certain persons involved in providing Children's Services,
- (d) appeals to the Administrative Decisions Tribunal against certain decisions involving licences for children's services.

### **3.4 Other Council Policies**

- 3.4.1 Pets – Family Day Care  
Dogs are to be separated at all times from Family Day Care Children.
- 3.4.2 Co-Carers – Family Day Care
- 3.4.3 Changes to Policy/Operating Procedure – Family Day Care

### **3.5 Other Relevant Legislation**

The Plan must also be in accordance with the provisions contained within relevant state and federal legislation including (but not limited to) the *Local Government Act 1993*, *Local Government Regulation 2005*, *Environmental Planning and Assessment Act 1979*, *Noxious Weeds Act 1993*, *Water Management Act 2001*, *Threatened Species Conservation Act 1995* and the *(Federal) Disability Discrimination Act 1992*, *New South Wales Heritage Act 1977*. Other sources of relevant information can be found listed in the reference section.



Broulee Park



## 4.0 BASIS FOR MANAGEMENT

Key users of the Land, neighbours, managers, and Council staff were consulted in the process of identifying the management values and issues. A report of the Public Hearing for categorisation of the Land is shown in Appendix 3.

### 4.1 *Permitted uses*

#### 4.1.1 In general

This Plan of Management provides for and authorises the following current and permitted uses for the Land identified as **General Community Use** in this Plan:

- Community events & activities with the approval of Wingecarribee Shire Council; and
- All activities permissible and consistent with the core objectives for community land categorised general community use.

This Plan of Management provides for and authorises the following current and permitted uses for the Land identified as **Park** in this Plan:

- Community events & activities with the approval of Wingecarribee Shire Council; and
- All activities permissible and consistent with the core objectives for community land categorised Park.

This Plan of Management provides for and authorises the following current and permitted uses for the Land identified as **Sportsground** in this Plan:

- Community events & activities with the approval of Wingecarribee Shire Council; and
- All activities permissible and consistent with the core objectives for community land categorised sportsground.

#### 4.1.2 Site Specific

##### ***Bowral Memorial Kindergarten***

This Plan of Management provides for and authorises the following current and permitted uses for the land identified as Bowral Memorial Kindergarten in this Plan:

- Childcare
- Occasional care
- Extended Hours Preschools
- Preschools/Kindergarten
- Before and after school care
- Children's recreational and leisure activities
- Landscaping within the children's services context.

Pursuant to *Wingecarribee Local Environmental Plan 1989*, the site of Bowral Memorial Kindergarten is authorised to be used as a preschool kindergarten.

The use of the land has been permitted by lease to Bowral Memorial Kindergarten Inc.

**Moss Vale Long Day Care – part Broulee Street Park**

This Plan of Management provides for and authorises the following current and permitted uses for the land identified as Moss Vale Long Day Care in this Plan:

- Childcare
- Occasional care
- Long Day Care
- Family Day Care
- Extended Hours Preschools
- Preschools/Kindergarten
- Before and after school care
- Children's recreational and leisure activities
- Landscaping within the children's services context.

Pursuant to *Wingecarribee Local Environmental Plan 1989*, the site of Moss Vale Long Day Care is authorised to be used as a preschool kindergarten.

The use of the land has been permitted by lease to K.U. Children's Services.

**Wingecarribee Children's Services and Family Day Care**

This Plan of Management provides for and authorises the following current and permitted uses for the land identified as Wingecarribee Children's Services in this Plan:

- Occasional care
- Family Day Care
- Children's recreational and leisure activities
- Carparking and drop off zones relating to children's services
- Landscaping within the children's services context.

Pursuant to *Wingecarribee Local Environmental Plan 1989*, the site of Wingecarribee Family Day Care is authorised to be used for the purpose of administration of the Wingecarribee Family Day Care scheme, administration of Out of School Hours (OOSH) services and for playgroup.

**East Bowral Community Centre**

This Plan of Management provides for and authorises the following current and permitted uses for the land identified as the East Bowral Community Centre in this Plan:

- Delegation of management to volunteer committee under Section 355 of the *Local Government Act 1993*
- Community events & activities with the approval of Wingecarribee Shire Council; and
- Community events & activities with approval from the Section 355 committee as delegated by Council; and
- All activities permissible and consistent with the core objectives for community land categorised general community use.

Pursuant to *Wingecarribee Local Environmental Plan 1989*, the site of East Bowral Community Centre is authorised to be used as a community hall.

**Hill Top Community Centre**

This Plan of Management provides for and authorises the following current and permitted uses for the land identified in Schedule 1 of this Plan:

- Delegation of management to volunteer committee under Section 355 of the *Local Government Act 1993*

- Community events & activities with the approval of Wingecarribee Shire Council;
- Community events & activities with approval from the Section 355 committee as delegated by Council; and
- All activities permissible and consistent with the core objectives for community land categorised general community use.

Pursuant to *Wingecarribee Local Environmental Plan 1989*, the site of Hill Top Community Centre is authorised to be used as a community hall and recreation facility.

### ***Penrose Hall***

This Plan of Management provides for and authorises the following current and permitted uses for the land identified in Schedule 1 of this Plan:

- Delegation of management to volunteer committee under Section 355 of the *Local Government Act 1993*
- Day care services
- Community events & activities with the approval of Wingecarribee Shire Council;
- Community events & activities with approval from the Section 355 committee as delegated by Council; and
- All activities permissible and consistent with the core objectives for community land categorised general community use.

Pursuant to *Wingecarribee Local Environmental Plan 1989*, the site of Penrose Hall is authorised to be used as a community hall.

### ***Penrose Tennis Courts and Oval***

- Use of tennis facilities under a Council user agreement on a regular or casual basis
- Community events & activities with the approval of Wingecarribee Shire Council;
- All activities permissible and consistent with the core objectives for community land categorised sportsground.

Pursuant to *Wingecarribee Local Environmental Plan 1989*, the Land of Penrose Oval and Tennis Courts are authorised to be used as a sports ground.

## **4.2 Management Principles**

### **Background**

The management of Community Land is one of the most important functions of Council. Prior to 1993 there were very few specific guidelines describing the way in which such land should be managed.

The *Local Government Act 1993* introduced new requirements on all Councils to ensure Council owned land is managed appropriately and that the community is actively involved in decisions effecting the management and use of Council owned land.

Community land is defined for the purposes of the Act to be land which is set aside for community use. Development and use of community land is subject to strict controls set out in the Act. In addition to those controls, community land must be governed by a Plan of Management.

The Act, amended in 1998, provides Council with guidelines to ensure all community land is appropriately categorised and managed.



Community land must be categorised as one or more of the following:

- Sports ground
- Park
- General community use
- Natural area
- Area of cultural significance.

This document meets the requirements of the *Local Government Act 1993*.

This Plan of Management identifies:

- a) the category of the land;
- b) the objectives and performance targets of the plan with respect to the land;
- c) the means by which Council proposes to achieve the Plans objectives and performance targets; and
- d) the manner in which Council proposes to assess its performance with respect to the Plans objectives and performance targets.

Effective community consultation and community input is necessary to ensure that the Plan of Management meets the needs of the local community and has the support of the local community at implementation stage. The management principles of the Land should reflect protect and enhance the values attributed to it by the community.

The principles provide the direction for the management of the Land. They have been developed taking into account Council's existing planning framework (see Section 3), *Local Government Act* Core Objectives, community values and community issues.

## **The Principles**

The following principles are to provide a framework for the management and use of the land. They should be referred to when decision making and have formed the basis for setting out the Management Objectives and the Management Strategies to achieve them.

That:

- Appropriate multi-use of the Land be encouraged;
- Encourage appropriate public use and enjoyment of the Land;
- Community involvement and user understanding of the Land be encouraged.
- The Land is to be occupied, used, licensed or otherwise dealt with in the best interests of the community;
- To ensure the Land contributes to community wellbeing, education and cohesion;
- Environmental protection principles be observed in relation to the management and administration of the Land;
- The Land's historical, aesthetic and cultural items and resources be protected and sustained in perpetuity where appropriate;
- Manage the Land with the safety of all users in mind as a priority;
- Manage the Land to provide equal physical access to all users;
- Maintain the Land to a level consistent with its categorisation as a general community use, park and sportsground Land; and
- Any use of the Land is to be consistent with the core objectives of the land categorisation.

### **4.3 Core Management Objectives**

The core objectives are listed in Section 36 the *Local Government Act 1993* and vary according to the category of the land.

#### **Core objectives for management of community land categorised as General Community Use**

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

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

#### **Core objectives for management of community land categorised as a Park**

The core objectives for management of community land categorised as a Park are:

- (a) to encourage, promote and facilitate recreational, cultural, social and educational pastimes and activities, and
- (b) to provide for passive recreational activities or pastimes and for the casual playing of games, and
- (c) to improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management.

#### **Core objectives for management of community land categorised as a Sportsground**

The core objectives for management of community land categorised as a Sportsground are:

- (a) to encourage, promote and facilitate recreational pursuits in the community involving organised and informal sporting activities and games, and
- (b) to ensure that such activities are managed having regard to any adverse impact on nearby residences.

### **4.4 Activities on Community Land**

In light of the demand for children's services within the Shire this Plan of Management allows for the expansion of children's services facilities on community land, within the existing children's services lands covered by this Plan. Expansion must be to meet genuine demands from the community and expansion must be in accordance with the objectives of this Plan, Council Policy and relevant legislation.

All activities other than the current permitted uses and uses enabled under an approved lease require approval from council. Approvals can be granted by application of a user agreement or through councils planning process to be determined by Council.

Activities that require the prior approval of the council under the *Local Government Act 1993, Section 68* are listed below:

**Part D Community land**

- 1 Engage in a trade or business
- 2 Direct or procure a theatrical, musical or other entertainment for the public
- 3 Construct a temporary enclosure for the purpose of entertainment
- 4 For fee or reward, play a musical instrument or sing
- 5 Set up, operate or use a loudspeaker or sound amplifying device
- 6 Deliver a public address or hold a religious service or public meeting



Penrose Oval surrounds



## 5.0 MANAGEMENT ISSUES AND ACTION PLAN

### 5.1 *Underlying premise*

The premise underlying the Plan of Management is that the Lands in this Plan belongs to the community and any formal or informal arrangements relating to any part of the land must make adequate provision for use of the land by the community.

### 5.2 *Management Issues*

#### **Asset Management and Maintenance**

Management and Maintenance of Council Assets includes but is not limited to the review of assets, building inspections, preparation of condition reports. To ensure that the appropriate levels of service can be provided, it is important that Council's assets are appropriately managed and maintained.

Maintenance is an essential aspect of the management of General Community Use facilities. Maintenance is dependent upon the type of facilities, levels of usage, lessee or licensee arrangements. Maintenance may include cleaning, building or amenity repairs, addressing acts of vandalism, mowing, weed removal etc.

The following major issues have been identified:

#### **5.2.1 Condition of the open space in general**

Wingecarribee Shire Council needs to address various issues to improve the general condition, appearance and maintenance of the open spaces. Methods to achieve include implementation and completion of the actions as set out in the action tables of Section 6.0.

**Penrose** Excerpt from the Penrose hall committee submission.

*"Our submission incorporates improvements which we believe would benefit the Penrose Community and provide an amenity for families from other parts of the Shire."*

#### **5.2.2 Planning issues**

Planning issues of concern regarding children's services land covered by this Plan of Management include:

- Privacy for neighbouring properties as well as the children's services and General Community Use covered by this Plan;
- Privacy should be maximized where possible;
- Mixed uses of the land should be encouraged to ensure that the lands potential is maximized.
- Overshadowing and loss of use. Loss of any use of neighbouring properties as a result of land uses permitted on the land should be genuinely considered and avoided as far as practicable.
- Recreational Opportunities need to be maximised for improved health shire wide
- Noise and Parking Impact

#### **5.2.3 Maintenance**

##### **General**

This is an issue for each of the Lands listed in this plan. The ability of Council to maintain or improve Land is impacted by the number of open spaces throughout the shire and the budget available.

Maintenance is carried out as per Councils Parks and Property, Asset Management Plan (AMP). The AMP covers building, land and garden maintenance.

With maintenance, service costs such as waste services and other insurance requirements consistency across the shire is required. Current variances need to be removed with clear and equitable charges.

### **Open Spaces**

The Penrose Oval will be maintained in accordance with its status but with an increase in maintenance levels for the garden, painting and cleaning of gutters.

Waratah Park will be maintained in accordance with its status but with an increase in maintenance levels for the garden.

### **Hill Top Community Centre**

The facility requires Council to develop achievable management strategies that address the external issues as listed in the action plan. The committee will endeavor to seek opportunities through funding to support Council in achieving our community's expectations in this Plan of Management.

## **5.2.4 Risk management**

Council is concerned with ensuring the safety of all users of Community Land. Regular inspections of General Community Use facilities are undertaken to address risk management concerns regarding equipment surfaces, safety of built structures and access arrangements. The community is actively encouraged to report any safety concerns immediately to Council to minimize the risk of injury and litigation.

The on-going assessment of risk and liabilities is a critical element of land management. A risk assessment process needs to be used in implementation of this plan. This process will form an important risk management tool. Key risk areas for the Council to address include;

- Occupational Health & Safety
- Environmental management including
  - Erosion
  - Water quality
  - Dangerous trees
- Liability including visitor safety and signage
- Emergency management including evacuation planning
- Contract management and authorisation of volunteers
- Asset management including management and maintenance of facilities.

## **5.2.5 Safety and Security**

### **Children's Services - Safety and Security**

The *Children (Care and Protection) Act 1987* prescribes regulations in regards to safety and security for children's services. In addition to general safety and security issues, specific concerns include:

- Appropriate fencing and gate design to contain children;
- Appropriate fencing and gate design to deter intruders;
- Security for assets contained on the land;
- Fire hazards and other emergencies;

- Potential presence of toxic chemicals in children's services facilities, possibly including cleaning agents, toiletries, first aid materials, medications, art and craft materials, building materials, pest control substances. All potentially toxic chemicals must be managed appropriately in accordance with the relevant legislation ideally the purchase of items containing toxic chemicals should be avoided;
- Vandalism

### **General Community Use – Safety and Security**

The General Community Use facilities have the same issues as listed above. Point 1 need only apply to locations where activities involve children such as playgroups etc.

### **Waratah Park**

It is located behind the stadium and at the back of the school with vegetation obscuring direct line of site which can increase the risk for children's safety due to lack of public visibility. The Park location and or the vegetation need to be reviewed.

## **5.2.6 Access and Circulation**

### **Children's Services - Traffic and Parking**

There are significant risks for small children in carparking areas adjacent to or forming part of children's services land. Safe carparking and drop off zones are paramount for the safety of small children attending the children's services.

### **General Community Use – Traffic and Parking**

#### **Hill Top Community Centre Car Park**

This is not adequate as there is no alternative parking around the facility unless you park along the sides of the roads which have no footpaths or room to park safely. If the car park is full the facility is not accessible for the disabled, elderly or mothers with prams.

The carpark is used by the primary school parents, as a pick up and drop off point for parents. The car park is used as there is inadequate parking at the front of school due to again no footpaths or space allocated for parking. Council will investigate extending the car park to allow for safe school pick up / drop off and users of the centre.

- More parking spaces are required.
- More lighting is required for safety.
- The guards need to be replaced or maintained.
- Barriers need to be built to stop patrons from parking on the lawn area.

## **5.2.7 Bush Fire Management**

Both the **Penrose Precinct** and **Hill Top Community Centre / Waratah Park** contain areas known as "vegetation buffers". Council fire maps for these areas can be referenced in Appendix 1 & 5. The information in these maps and the following documents should be referenced for current and future management of these locations in relation to bush fire management and emergency procedures.

- the Bush Fire Management Plan for Wingecarribee Shire Council ;
- the *Bush Fire Environmental Assessment Code February 2006*; and
- the *Rural Fires Act 1997*.



## 5.2.8 Vandalism

Vandalism is a significant problem in the Shire which negatively impacts on the community's use and enjoyment of public infrastructure and areas. Vandalism within the Shire is an ongoing issue that requires constant monitoring and review.

Council will address issues as resources permit and in accordance with adopted Budgets and Management Plan which are reviewed annually.

Budgets and strategies are developed taking the following in to consideration;

- Location and type of damage,
- Level of risk and potential for further damage,
- Consultation with stakeholders,
- The history and frequency of damage.

## 5.3 Authorisation of Leases / Licences

### Leases or Licenses Permitted by this Plan

This Plan of Management expressly authorises Council to enter into a lease, licence or other agreement with an appropriate organisation, of its choice currently as follows:

Facility	Activity	Purpose	Agreement	Maximum permissible term	Advertise
Bowral Memorial Kindergarten	Preschool/ kindergarten	Children's services	Lease	21 years	Yes
Moss Vale Long Day Care	Preschool/ kindergarten – extended long hours	Children's services	Lease	21 years	Yes
Wingecarribee Children's Services and Family Day Care	Family Day Care	Children's services	Lease	21 years	Yes

### Issues

The Community Land covered by this Plan of Management includes Community Land leased or licensed by Council.

In establishing leases or other licenses with regard to the Community Land covered by this Plan, the following matters need to be considered:

- It is the Lessee's responsibility to conform with all of the DoCS regulations with respect to provision of Children's services;

- Assessment for leasing community land will take into consideration the ability of the Lessee to meet DoCS regulations in determining operations on the land. It is noted that DoCS regulations and requirements provide the standard which the facility must achieve in order to obtain or maintain its license to operate;
- The lease agreement will outline and clarify the roles, responsibilities and obligations of all parties to the agreement: establish the level of services expected from Council as Lessor and from the Lessee;
- The Lessee must provide insurance relevant to the services it provides and in accordance with Council's policies and the negotiated lease arrangement;
- Consultation between Council and the Lessee will be undertaken before and during the period of the lease agreement;
- The Lessee will be required to apply to Council for approval of any proposed improvements to the leased premises, in accordance with the terms of the lease.

Leases and licences can be granted by council in respect to Community Land pursuant to the *Local Government Act 1993* Sec 46 & 47 and the *Local Government (General) Regulation 2005* Division 3 Sec 116-119.

## **5.4 Hire**

This Plan of Management authorises short or long-term hire of Public Open Space and facilities listed within this Plan providing the terms and conditions comply with Wingecarribee Shire Council requirements and do not impact on the Land's values.

## **5.5 Easements**

This Plan of Management authorises the granting of easements as required for utilities and access over the Land provided appropriate impact assessments and best practice environmental management is in place.

## **5.6 Authorised Developments**

In accordance with the *Local Government Amendment (Community Land Management) Act 1989*, a Plan of Management must expressly authorise any proposed developments on community land.

This Plan of Management authorises the works included in this Plan, including the developments proposed in the following Action Plan (Section 6.0)

This authorisation gives 'in principle' support for an activity to proceed to the development assessment stage. This Plan does not grant consent. Proposed developments are still subject to the normal development consent process of Council.

## **5.7 Lifespan and Review of Plan**

This Plan of Management for Children's Services and Community Halls should be regarded as a dynamic document requiring review and modification over time. The catalyst for change could include alterations in the availability of funding and budget, shifting community perceptions and values, legislative change, changes to permissible uses or the areas planning strategies.

The Plan of Management will be reviewed on a needs basis as a result of organisational or legislative changes. It is proposed that a review after two (2) years from adoption will allow policy and planning

issues to be updated and to ensure that the strategies are kept up to date and that they accurately reflect the views of the community and other stake holders. In any event, a thorough review every ten (10) years is required as a minimum, to ensure the ongoing relevance of Children's Services and Community Halls Plan of Management.

The core values held by the community are not likely to change significantly over the ten (10) year time frame; however significant changes in the relative importance of core values will necessitate the need for a completely new Plan to be prepared.





## 6.0 ACTION PLAN

This section outlines the Actions that will be implemented by Council with respect to all Community Land covered by this Plan of Management. The priority assigned to each strategy listed gives an indication of the proposed timing for its implementation.

The following action plans set out the requirements under *Section 36(3) of the Local Government Act 1993* in respect to:

- The objectives and performance targets of the plan
- The proposed means in which to achieve the objectives and performance targets.
- The proposed manner in which the objectives and performance targets are assessed for performance.

A priority has been given to each action with the following time frames.

- High – commenced within 2 years
- Medium – commenced within 2-5 years
- Low – commenced after 5 years
- Ongoing – Throughout time as the Plan of Management is in operation

Responsibility;

WSC	Wingecarribee Shire Council
355	Section 355 Committee
Gumnut	Bowral Memorial Kindergarten Inc. (Gumnut)
MVLDC	Moss Vale Long Day Care (KU Moss Vale)
PTC	Penrose Tennis Club Inc.
WCS	Wingecarribee Children's Services

**Note: The implementation of these actions is dependent on available funding and resources allocated, which will impact on for the ability to commence and complete the actions.**

No.	Performance Target	Action	Priority	Performance Indicator	Responsibility
<b>General</b>					
1.	Increase the patronage of council facilities	Develop a plan to increase usage Develop plan to market facilities	Medium	Usage increased	Wingecarribee Shire Council (WSC) 355
2.	Ensure maximum usage of space and facilities	Develop ways to maximise shared usage of space and facilities	Medium	Usage increased	WSC 355
3.	Improve risk management	Conduct regular safety audits, assessing property on a risk assessment basis	Ongoing	Regular safety audits undertaken	WSC, 355 and Lessee
4.		Eliminate or minimise identified risks	Ongoing	Risks identified and minimized	WSC, 355 and Lessee
5.	Sustainability to be considered for all works and plans	All works to consider sustainability including: - energy efficiency - water efficiency - use of recycled materials and/or - materials sourced from sustainable resources	High	Increased level of sustainability. Decrease "footprint" Positive community and visitor response	WSC, 355 and Lessee
6.	Remove perception of or instances of discrepancies with charges	Develop policy covering service costs such as waste services, garden maintenance, insurance requirements, building maintenance	High	Equitable services and costs	WSC

No.	Performance Target	Action	Priority	Performance Indicator	Responsibility
<b>Playgrounds</b>					
1.	Ensure upgrades of the shires playgrounds meet Australian standards	Develop upgrade plan to meet standards. Carry out works to ensure standards are met	Ongoing	Australian Standards met	WSC
1.	Upgrades and new construction strategically planned	Assess future needs for each playground including community consultation Community consultation undertaken	Medium	Upgrades and new construction meets needs, expectations and has community acceptance	WSC
2.	Include more interesting design and equipment (diversity throughout the shire)	Investigate more interesting design and equipment	Medium	Upgrades and new works contain items of better design quality	WSC

No.	Performance Target	Action	Priority	Performance Indicator	Responsibility
<b>Open Space and Parks</b>					
1.	Benefit community through enhancement of open space and parks recreational value	Develop and install more interesting features in parks and open spaces. e.g. heritage interpretation, public art/sculpture, landscaping, walkways.	Medium	Items and features installed and utilised	WSC
2.	Reduce inhibiting factors to walking as a recreational activity	Investigate footpaths and better maintained verges for access to and around open spaces and parks	Medium	Increased incidence of users walking and access to open space and parks	WSC



No.	Performance Target	Action	Priority	Performance Indicator	Responsibility
<b>Gumnut Bowral Memorial Kindergarten</b>					
1.	New room for parent consultations, meetings, therapy sessions	Develop plans, time line and funding Construct room	High (1)	Improvement in service More confidentiality Higher productivity	WSC Gumnut
2.	Improve gardens	Upgrade gardens Remove invasive species	Medium	Gardens upgraded	WSC Gumnut
3.	Manage site to meet safety issues for children	Examine ways to prevent reversing out across footpath eg Vehicle barrier	High	Improved safety	WSC 355
4.	Examine universal access issues	Examine access & safety issues Including front gate	High	Review complete Recommendations considered	WSC Gumnut
5.	Improve building functionality	Plan additional multi purpose indoor /outdoor room	Medium	Works planned Service and building functionality improved	WSC Gumnut
6.	Improve safety and ease of work	Upgrade store room	Underway	Works completed Improved safety	Gumnut

No.	Performance Target	Action	Priority	Performance Indicator	Responsibility
<b>Moss Vale long Day Care</b>					
1.	A suitable amount of parking available for the centre	Develop plan for more on site parking	Medium	Plan for parking developed	WSC
2.	Improve road safety	Investigate road side parking and possible drop off zone.	High	Safety improved	WSC

No.	Performance Target	Action	Priority	Performance Indicator	Responsibility
<b>Broulee Park Moss Vale</b>					
1.	Improve playground	Upgrade playground	Medium	Upgrade complete	WSC

## Priority

High	– commenced within 2 years
Medium	– commenced within 2-5 years
Low	– commenced within 5-10 years
Ongoing	– Throughout time as the Plan of Management is in operation

## Responsibility

WSC	– Wingecarribee Shire Council
355	– Section 355 Committee
Gumnut	– Bowral Memorial Kindergarten Inc.
MVLDC	– Moss Vale Long Day Care (KU Moss Vale)
PTC	– Penrose Tennis Club Inc.
WCS	– Wingecarribee Children's services



No.	Performance Target	Action	Priority	Performance Indicator	Responsibility
<b>Wingecarribee Family Day Care and East Bowral Community Hall</b>					
1.	Clear signage for building	Review signage Investigate Logo and signage for building	Low	Adequate signage Positive feedback	WSC
2.	Investigate occupancy licence and flexibility issues	Investigate an occupancy licence for small meeting room	High	Increased flexibility	WSC
3.	Plan for future growth	Ensure WSC makes provision for the expansion of the Coordination Unit and Play Room Facilities to accommodate the growth of the service	Medium	Plans to accommodate growth developed	WSC WCS

## Priority

High	– commenced within 2 years
Medium	– commenced within 2-5 years
Low	– commenced within 5-10 years
Ongoing	– Throughout time as the Plan of Management is in operation

## Responsibility

WSC	– Wingecarribee Shire Council
355	– Section 355 Committee
Gumnut	– Bowral Memorial Kindergarten Inc.
MVLDC	– Moss Vale Long Day Care (KU Moss Vale)
PTC	– Penrose Tennis Club Inc.
WCS	– Wingecarribee Children's services

No.	Performance Target	Action	Priority	Performance Indicator	Responsibility
<b>Hill Top Community Centre</b>					
1.	Compliance with approval as place of public entertainment	Obtain approval for place of public entertainment Ensure compliance with conditions of approval	High	Approval and compliance achieved	WSC
2.	Better utilise the facility as a recreation and community facility	Develop a plan to increase utilisation of facility Investigate leasing of all or part of the facility Better promotion to enhance patronage Consider alternative uses	High	Under utilisation reduced Higher usage of the facility	WSC 355
3.	Examine options for a new recreation slab adjacent to Centres car park	Investigation and consultation with section 355 committee undertaken	Medium	Plans investigated	WSC
4.	Improve safety and access	Investigate paths along side of building to connect carpark, building and park Review current lighting Feedback to 355 committee	High	Improvement in access and safety  Lighting reviewed	WSC
5.	Improve roof	Plan and budget for roof repairs	Low	Roof repaired	WSC
6.	Improve car parking	Plan for improvement to car park issues including: more spaces, and adequate lighting	Medium	Plan complete	WSC

No.	Performance Target	Action	Priority	Performance Indicator	Responsibility
<b>Hill Top Community Centre</b>					
7.	Review disabled access from upstairs	Review fire stairs and disabled access	High	Access planned and works complete. Fire escape meets relevant standards	WSC
8.	Investigate building issues	Investigate issues and improvements including: Improve Anzac room acoustics; Improve Board room ventilation; Reduce cross over of noise between groups.	Medium	Improvements planned and budgeted	WSC 355

No.	Performance Target	Action	Priority	Performance Indicator	Responsibility
<b>Waratah Park</b>					
1.	Maintenance level determined and budgeted	Develop maintenance program	High	Maintenance program developed	WSC
2.	Upgrades planned and funded	Undertake community consultation re upgrades, develop plan and budget	High	Works planned and budgeted	WSC
3.	Complete planned upgrades	Upgrade playground Install shade cover Upgrade landscaping	10-15 Years Medium Low	Works complete	WSC
4.	Review need for lighting	Investigate possible lighting	Medium	Review complete	WSC
5.	Parking for playground	Develop designated parking for playground	Medium	Parking developed	WSC

## Priority

High	– commenced within 2 years
Medium	– commenced within 2-5 years
Low	– commenced within 5-10 years
Ongoing	– Throughout time as the Plan of Management is in operation

## Responsibility

WSC	– Wingecarribee Shire Council
355	– Section 355 Committee
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MVLDC	– Moss Vale Long Day Care (KU Moss Vale)
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WCS	– Wingecarribee Children's services



No.	Performance Target	Action	Priority	Performance Indicator	Responsibility
<b>Penrose Precinct</b>					
1.	Ensure hall is flexible to meet uses and needs	Investigate storage options to encourage more frequent and flexible use Allocate funds	Medium	Hall and spaces adapted to be more useful and flexible	WSC 355
2.	Eliminate inconsistencies between fees and hire costs across Council assets.	Develop a Memorandum of Understanding between Council, the Penrose Tennis Club and the Penrose Hall Committee.	High	Agreement reached between parties An equitable arrangement regarding fees and hire costs reached and adopted by Council.	WSC (Penrose Tennis Club Inc.) PTC 355
3.	Clear delineation of roles and responsibilities	Clarify the roles and responsibilities of the different parties in relation to the different areas. Hall, tennis courts, oval Consultation with groups.	High	A Memorandum of Understanding or similar has been agreed to and signed off by all parties	WSC 355 PTC and the community
4.	Investigate long term hall improvements (see plan appendix 10)	Investigate possible extensions 1) enclosed verandah northern side 2) extension on western side	Medium	Proposal investigated	WSC 355
5.	Investigate improvements	Investigate covered walkway from hall to toilets	Medium	Proposal investigated	WSC 355
6.	Improve universal access	Investigate works to improve universal access	High	Access improved	WSC 355
7.	Provide an appropriate level of public facilities	Review potential seating areas on the Land	Medium	Positive community and visitor response	WSC

No.	Performance Target	Action	Priority	Performance Indicator	Responsibility
<b>Penrose Precinct</b>					
8.	Investigate plan for development of the oval. Items include more shade trees around perimeter, picnic tables, electric BBQ, cricket pitch, adventure playground, cycleway/ jogging/walking track and new fence.	Develop an Oval Improvement Plan Budget for works (see proposal appendix 10 and notes in dataworks 27/1/2010)	Medium	Plan developed	WSC
9.	Plan for conversion of one of the tennis courts into a recreation slab	Plan developed	Medium	Existing need utilised	WSC
10.	Plan for future use of tennis courts	Decision made on plan for future upgrade. Improve to acceptable standard to allow tournaments or not? Community consultation	High	Planning complete Consultation complete	WSC PTC
11.	Ensure suitable shade for playground	Upgrade shade and playground as required	High	Works complete	WSC
12.	Investigate sealing roads on all sides of hall	Decision on inclusion in Council works program to be completed when priorities and funds allow. Provide community feedback	Low	Decision complete Outcome feedback provided	WSC
13.	Determine boundaries	Survey precinct	Medium	Boundaries determined	WSC

No.	Performance Target	Action	Priority	Performance Indicator	Responsibility
<b>Penrose Precinct</b>					
14.	Remove exclusive use of park that is not approved	Remove business parking from sports ground	Medium	Agreement reached Private business parking removed Better access for the community	WSC
15.	Precinct consolidated	Consolidate Land titles	Medium	Consolidation completed	WSC
16.	New recreation facilities	Implementation as per section 94 plan	High	Works complete	WSC

## Priority

High	– commenced within 2 years
Medium	– commenced within 2-5 years
Low	– commenced within 5-10 years
Ongoing	– Throughout time as the Plan of Management is in operation

## Responsibility

WSC	– Wingecarribee Shire Council
355	– Section 355 Committee
Gumnut	– Bowral Memorial Kindergarten Inc.
MVLDC	– Moss Vale Long Day Care (KU Moss Vale)
PTC	– Penrose Tennis Club Inc.
WCS	– Wingecarribee Children's services

## 7.0 REFERENCES

- 1) *Local Government Act 1993*
- 2) *Environmental Planning and Assessment Act 1979*
- 3) *Threatened Species Conservation Act 1995 No 101*
- 4) *Nature Conservation Trust Act 2001 No 10*
- 5) *Water Management Act 2000 No 92*
- 6) *Native Vegetation Act 2003 No 103*
- 7) *National Parks and Wildlife Act 1974* - Conservation of native fauna and flora.
- 8) *National Parks and Wildlife Regulation 2002*
- 9) Sydney Catchment Authority, Moss Vale, Soil Landscapes Summary Report, 8/7/2004.
- 10) Sydney Catchment Authority, Moss Vale, Geology types throughout Wingecarribee.
- 11) Wingecarribee Shire Council Pre 1750 Modelled Vegetation, 2008
- 12) *Protection of the Environment Operations Act 1997 No 156*
- 13) *Rural Fires Act, 1997*
- 14) *Rural Fire Regulation, 1997*
- 15) *Protection of the Environment Operations Act 1997 No 156*
- 16) *Noxious Weeds Act 1993*
- 17) Department of Environment and Climate Change [www.dnr.nsw.gov.au](http://www.dnr.nsw.gov.au)
- 18) Land and Property Management Authority (various documents and the Trust handbook)  
[www.lands.nsw.gov.au](http://www.lands.nsw.gov.au)
- 19) National Parks and Wildlife Service [www.nationalparks.nsw.gov.au](http://www.nationalparks.nsw.gov.au)
- 20) NSW Rural Fire Service [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)
- 21) The Department of the Environment and Water [www.environment.gov.au](http://www.environment.gov.au)
- 22) 355 Volunteer committees manual V3 Adopted by WSC 27/11/2002
- 23) Service guidelines PP Admin Oct 2005
- 24) Bowral Memorial Kindergarten Inc. 2010 Information for parents and families
- 25) Eco-logical Australia, Pre 1750 Modelled Vegetation Modelled representation of vegetation communities pre 1750 (European Settlement).
- 26) Eco-logical Australia, Natural Vegetation 2002 Vegetation communities throughout Wingecarribee Shire.

Various Wingecarribee Shire Council documents were consulted, a summary of these is listed in the planning framework.



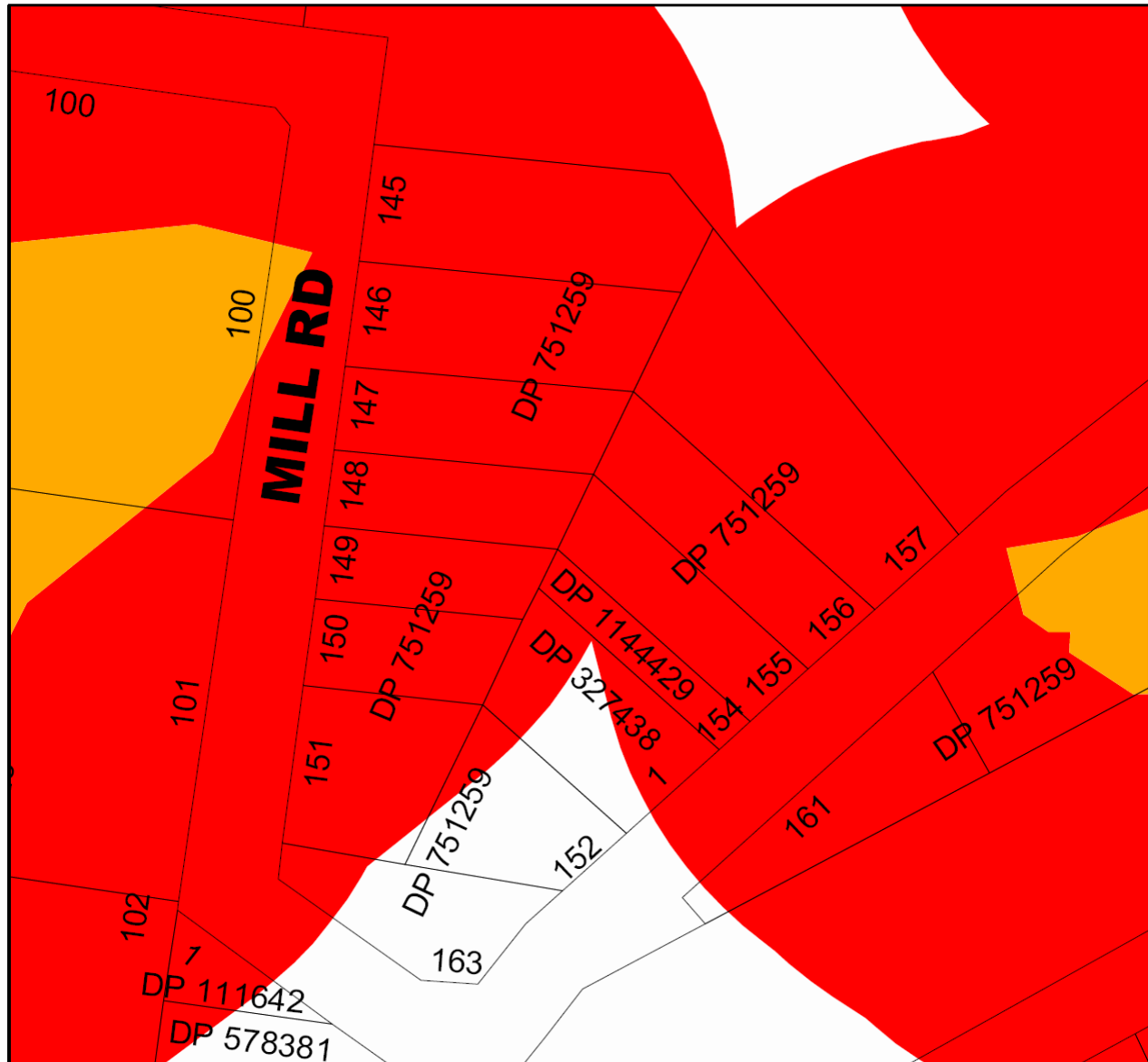
## 8.0 APPENDICES

Appendix 1	Penrose Precinct Bush Fire Map.....	91
Appendix 2	Penrose precinct Soil landscape .....	93
Appendix 3	Categorisation Hearing Report.....	95
Appendix 4	Broulee Park Flood Map.....	96
Appendix 5	Hill Top Community Centre Natural Vegetation Map 2002 .....	97
Appendix 6	Bush Fire Map Hill Top Community Centre & Waratah Park .....	98
Appendix 7	Family Day Care Licence .....	99
Appendix 8	Broulee Park – Community Questionnaire .....	100
Appendix 9	Penrose Precinct – Community Questionnaire .....	102
Appendix 10	Penrose Sketch Plan.....	106

**Appendix 1 Penrose Precinct Bush Fire Map**

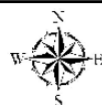
Wingecarribee Shire Council

**Bushfire Prone Land Map**



**Legend**

- Bushfire Prone Land (Vegetation Category 1)
- Bushfire Prone Land (Vegetation Category 2)
- Bushfire Prone Land (Vegetation Buffer)



0 12.5 25 50 75 100  
Meters



Produced by the GIS Section,  
Wingecarribee Shire Council.

**AN IMPORTANT MESSAGE FOR INTENDING PURCHASERS**

Wingecarribee Shire contains large tracts of land that are considered to be bushfire prone.

Council has prepared this Bushfire Prone Land Map pursuant to section 146 of the Environmental Planning and Assessment Act 1979. Notwithstanding the fact that Council has prepared the map in accordance with statutory guidelines, the NSW Rural Fire Service has deleted from the land identified as bushfire prone land, significant areas of pasture land. Accordingly, intending purchasers are strongly advised to consult the publication - Planning for Bushfire Protection 2001 - prepared by Planning and Environment Services and the NSW Rural Fire Service in cooperation with Department of Planning, Infrastructure and Natural Resources (DIPNR). It is available on a couple of websites - [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au) or the Rural Fire Service website [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au). This publication identifies possible restrictions on any proposed development of the land. Council also strongly recommends that intending purchasers inspect the subject land to confirm that there has been no physical change to the land which may increase bushfire risk.

Council is not liable for any changes to the Bushfire Prone Land map [as certified on 12 April 2007] in respect of changes made by the NSW Rural Fire Service to the said map which depart from the statutory guidelines relating to the preparation of bushfire prone maps.

**Data Disclaimer**

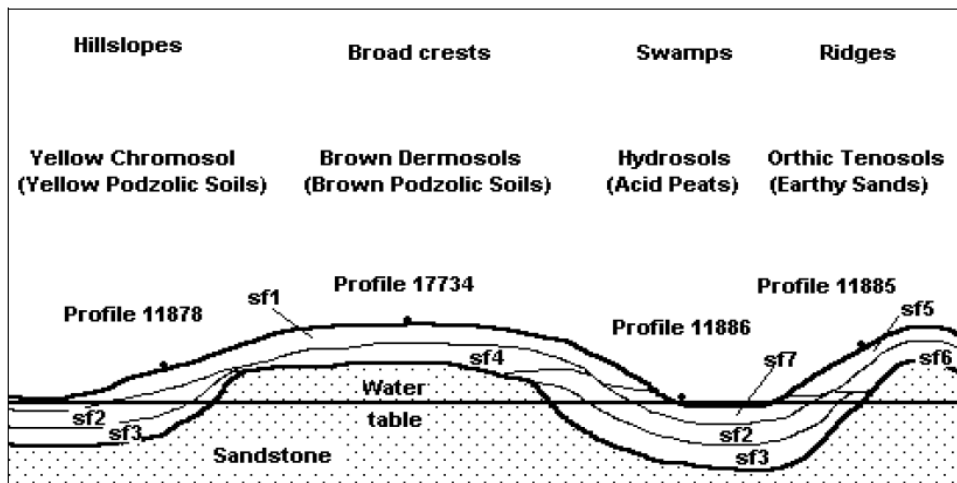
Any information (numerical or otherwise), representation, statement, opinion or advice expressed or implied in this publication is made in good faith but on the basis that the council of the shire of Wingecarribee, its agents and its employees are not liable (whether by reason of negligence, lack of care or otherwise) to any person for any damage or loss whatsoever which has occurred or may occur in relation to that person taking or not taking (as the case may be) action in respect of any information, representation, statement, or advice referred to above.

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## Appendix 2 Penrose precinct Soil landscape

Information sourced from Sydney Catchment Authority Soil Landscapes Summary Report

### REsf Soapy Flat Residual



**Landscape summary:** Gently undulating rises to undulating low hills on Hawkesbury Sandstone in the Moss Vale Tablelands. Small unmapped swamps occur at heads of drainage lines. The original woodland vegetation has been extensively cleared for pasture, although some areas of Crown Reserve remain.

Gently undulating rises to Undulating low hills		<table border="1"> <thead> <tr> <th></th> <th>Min</th> <th>Max</th> </tr> </thead> <tbody> <tr> <td><b>Slope</b></td> <td>2%</td> <td>10%</td> </tr> <tr> <td><b>Relief</b></td> <td>10m</td> <td>30m</td> </tr> <tr> <td><b>Elevation</b></td> <td>560m</td> <td>730m</td> </tr> </tbody> </table>			Min	Max	<b>Slope</b>	2%	10%	<b>Relief</b>	10m	30m	<b>Elevation</b>	560m	730m	Variant <input type="checkbox"/> Associated <input type="checkbox"/>
	Min	Max														
<b>Slope</b>	2%	10%														
<b>Relief</b>	10m	30m														
<b>Elevation</b>	560m	730m														
Dominant Landform Pattern	low hills															
Dominant Landform Element	hillslope															
Physiographic Region	Moss Vale Tablelands	Rock outcrop	<2%													
Geology Code	Rh	Dominant Lithology	sandstone-quartz													
Geological Unit	Hawkesbury Sandstone.															
Included Landscapes	Nattai Tablelands (nt) Stockyard Swamp (ss) and Lower Mittagong (lm).															
Variants	sfa - Sandy footslopes with deep soils. sfb - Small hanging swamps and sandy drainage lines.															
Typical Location	Soapy Flat.	Map Ref.	255***E, 6189***N													
Dominant Land Use	voluntary/native pasture	Subdominant Land Use	improved pasture													
Vegetation Unit	Woodland	Dominant Vegetation Community	woodland shrub understorey													
Hydrology and Climate Notes	N/A.		Veg. % Cleared:	80												

#### Landscape Limitations

L=Localised within the landscape W=Widespread across the landscape

	L	W		L	W		L	W		L	W
Steep slopes	<input type="checkbox"/>	<input type="checkbox"/>	Wind erosion hazard	<input type="checkbox"/>	<input type="checkbox"/>	Wave erosion hazard	<input type="checkbox"/>	<input type="checkbox"/>	Salinity hazard	<input type="checkbox"/>	<input type="checkbox"/>
Mass movement	<input type="checkbox"/>	<input type="checkbox"/>	High run-on	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gully erosion hazard	<input type="checkbox"/>	<input type="checkbox"/>	Seepage scalds	<input type="checkbox"/>	<input type="checkbox"/>
Rock fall hazard	<input type="checkbox"/>	<input type="checkbox"/>	Shallow soils	<input type="checkbox"/>	<input type="checkbox"/>	Sheet erosion hazard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Woody weeds	<input type="checkbox"/>	<input type="checkbox"/>
Flood hazard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non-cohesive soils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Complex soils	<input type="checkbox"/>	<input type="checkbox"/>	Complex terrain	<input type="checkbox"/>	<input type="checkbox"/>
Poor drainage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rock outcrop	<input type="checkbox"/>	<input type="checkbox"/>	Periodically frozen soils	<input type="checkbox"/>	<input type="checkbox"/>	Poor moisture availability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High water tables	<input checked="" type="checkbox"/>	<input type="checkbox"/>	High foundation hazard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Potential saline recharge	<input type="checkbox"/>	<input type="checkbox"/>	Dieback	<input type="checkbox"/>	<input type="checkbox"/>
Waterlogging	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Groundwater pollution haz	<input type="checkbox"/>	<input type="checkbox"/>	Saline discharge zone	<input type="checkbox"/>	<input type="checkbox"/>	Soil fire hazard	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Landscape described by Linda Henderson  
Burragorang 1:100 00 Soil Landscapes

Printed: 08-Jul-04 10:07 AM

## Facets

### Swampy areas.

	Layer	Horizon	Depth (m)	Texture	pH	Structure	Soil material
	1	P	0.3	sapric peat	5.5	massive	sf7
	2	A2	0.4	sandy clay loam	5.5	massive	sf2
Soil type(s): Hydrosols (Acid Peats)	3	B	0.5	sandy clay	6	massive	sf3

Percentage of landscape: 5

Typical soil profile: 11886

### Ridges and footslopes.

	Layer	Horizon	Depth (m)	Texture	pH	Structure	Soil material
	1	O1	0.2	-	-	massive	sf5
	2	A	0.5	loamy sand	5.5	massive	sf6
Soil type(s): Orthic Tenosols (Earthy Sands)	3	B	0.8	clayey sand	6	massive	N/A

Percentage of landscape: 15

Typical soil profile: 11885

### Imperfectly drained hillslopes.

	Layer	Horizon	Depth (m)	Texture	pH	Structure	Soil material
	1	F	0.68	silty loam	7	massive	fill
	2	A1	0.85	silty clay loam	6.5	massive	sf1
Soil type(s): Yellow Kurosols and Chromosols (Yellow Podzolic Soils)	3	A2	0.9	silty clay loam	6	massive	sf2
	4	B	1.5	sandy clay	-	moderate pedality	sf3

Percentage of landscape: 30

Typical soil profile: 11878

### Well drained hillslopes and crests.

	Layer	Horizon	Depth (m)	Texture	pH	Structure	Soil material
	1	A	0.15	sandy loam	9	weak pedality	sf1
	2	B1	0.3	clay loam sandy	8	weak pedality	sf4
Soil type(s): Brown Dermosols (Brown Podzolic Soils)	3	B2	0.8	silty clay loam	8.5	moderate pedality	sf4

Percentage of landscape: 50

Typical soil profile: 17734

## Soil Materials

### sf1 Brown weak loam (topsoil - A1 horizon).

SM fertility: Low	Sodicity/Dispersion <input type="checkbox"/>	Low permeability <input type="checkbox"/>	Acidity <input checked="" type="checkbox"/>
PAWC: High	Hardsetting surface <input type="checkbox"/>	High permeability <input type="checkbox"/>	Stoniness <input type="checkbox"/>
Erodibility: Moderate	Water repellence <input type="checkbox"/>	Shrink-swell potential <input type="checkbox"/>	Salinity hazard <input type="checkbox"/>

### sf2 Brown hardset loam (topsoil - A2 horizon).

SM fertility: Low	Sodicity/Dispersion <input type="checkbox"/>	Low permeability <input type="checkbox"/>	Acidity <input checked="" type="checkbox"/>
PAWC: High	Hardsetting surface <input checked="" type="checkbox"/>	High permeability <input type="checkbox"/>	Stoniness <input type="checkbox"/>
Erodibility: Moderate	Water repellence <input type="checkbox"/>	Shrink-swell potential <input type="checkbox"/>	Salinity hazard <input type="checkbox"/>

### sf3 Yellow mottled sandy clay (subsoil - B horizon).

SM fertility: Low	Sodicity/Dispersion <input type="checkbox"/>	Low permeability <input type="checkbox"/>	Acidity <input checked="" type="checkbox"/>
PAWC: Low	Hardsetting surface <input type="checkbox"/>	High permeability <input type="checkbox"/>	Stoniness <input type="checkbox"/>
Erodibility: Moderate	Water repellence <input type="checkbox"/>	Shrink-swell potential <input type="checkbox"/>	Salinity hazard <input type="checkbox"/>

Landscape described by Linda Henderson

Printed: 08-Jul-04 10:07 AM

Burraborang 1:100 00 Soil Landscapes



## Appendix 3      Categorisation Hearing Report

### MMA Planning

ABN: 99 776 806 227

February 11<sup>th</sup> 2010

6/193 Darling St

Balmain 2041

EMAIL: [mmc455@bigpond.net.au](mailto:mmc455@bigpond.net.au)

The General Manager  
Wingecarribee Shire Council  
PO Box 141  
Moss Vale 2577

Attn. Scott Hayes, Assistant Property Officer

Dear Sir

#### **Re: Report from Public Hearing to categorise Community Land**

Under Section 40A of the Local Government Act 1993 a Public Hearing was held on Wednesday February 11<sup>th</sup>, 2010 at 5.00 pm at Wingecarribee Shire Council Civic Centre to categorise Community land at five locations within the Shire.

The hearing opened at 5.00 pm. In attendance were:

Melanie McGrane, Consultant and Meeting Convenor  
Scott Hayes, WSC

There were no other attendees.

An information pack and map showing the proposed categorisation were available.

The lands were categorised as per the proposals, as follows:

1. Gumnut Memorial Kindergarten, Bowral: General Community Use
2. Broulee Park Moss Vale: Park, General Community Use
3. East Bowral Community Centre and Wingecarribee Children's Services: General Community Use
4. Hill Top Community Centre, Hill Top: Park, General Community Use
5. Penrose Precinct (Hall/Oval/Tennis Courts), Penrose: Sportsground, General Community Use.

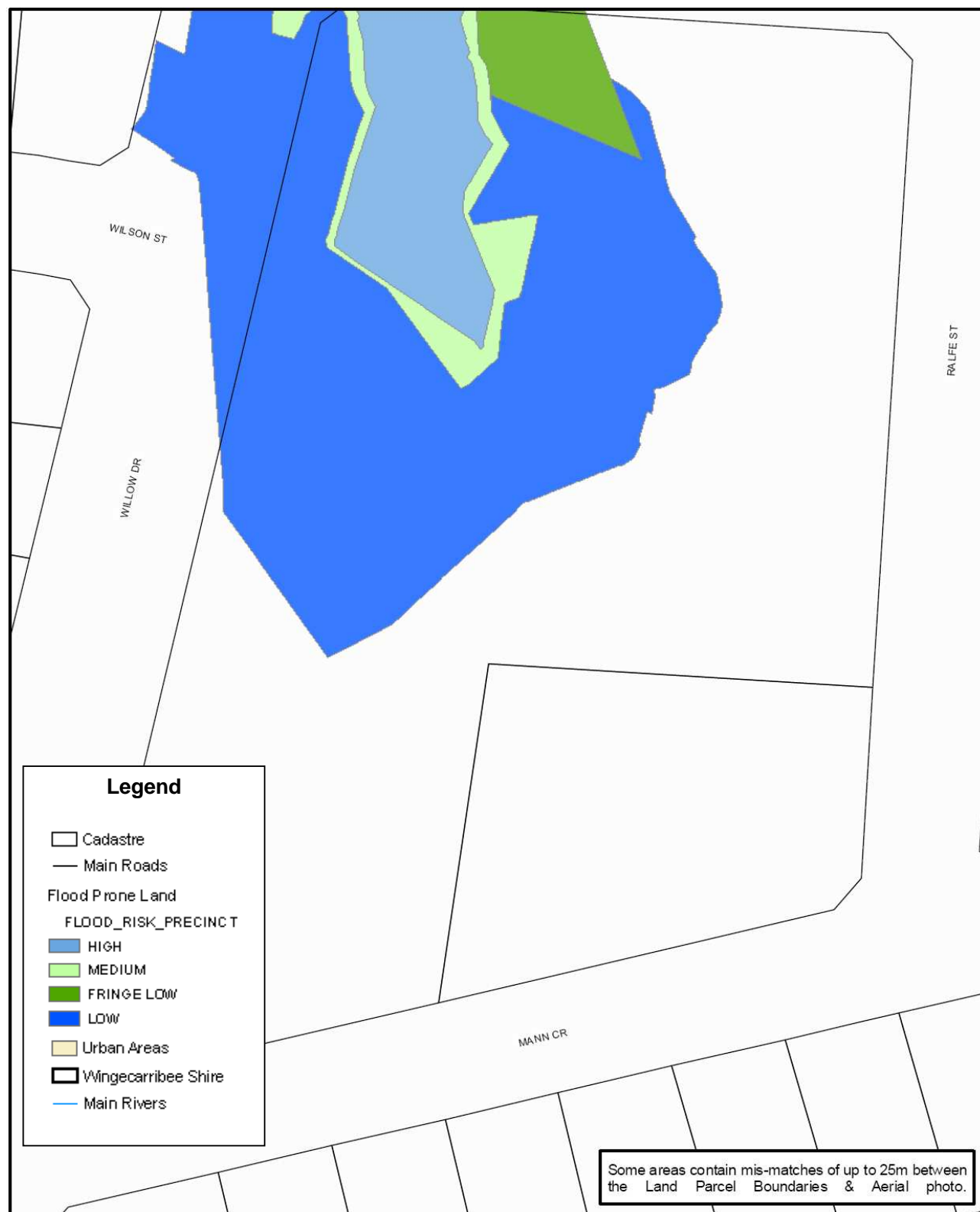
The hearing closed at 5.45 pm.

Yours faithfully



Melanie McGrane

## Appendix 4 Broulee Park Flood Map



0 5 10 20 30 40 Meters

Produced by the GIS Section,  
Wingecarribee Shire Council.

### Data Disclaimer

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## Appendix 5 Hill Top Community Centre Natural Vegetation Map 2002



0 5 10 20 30 40 Meters

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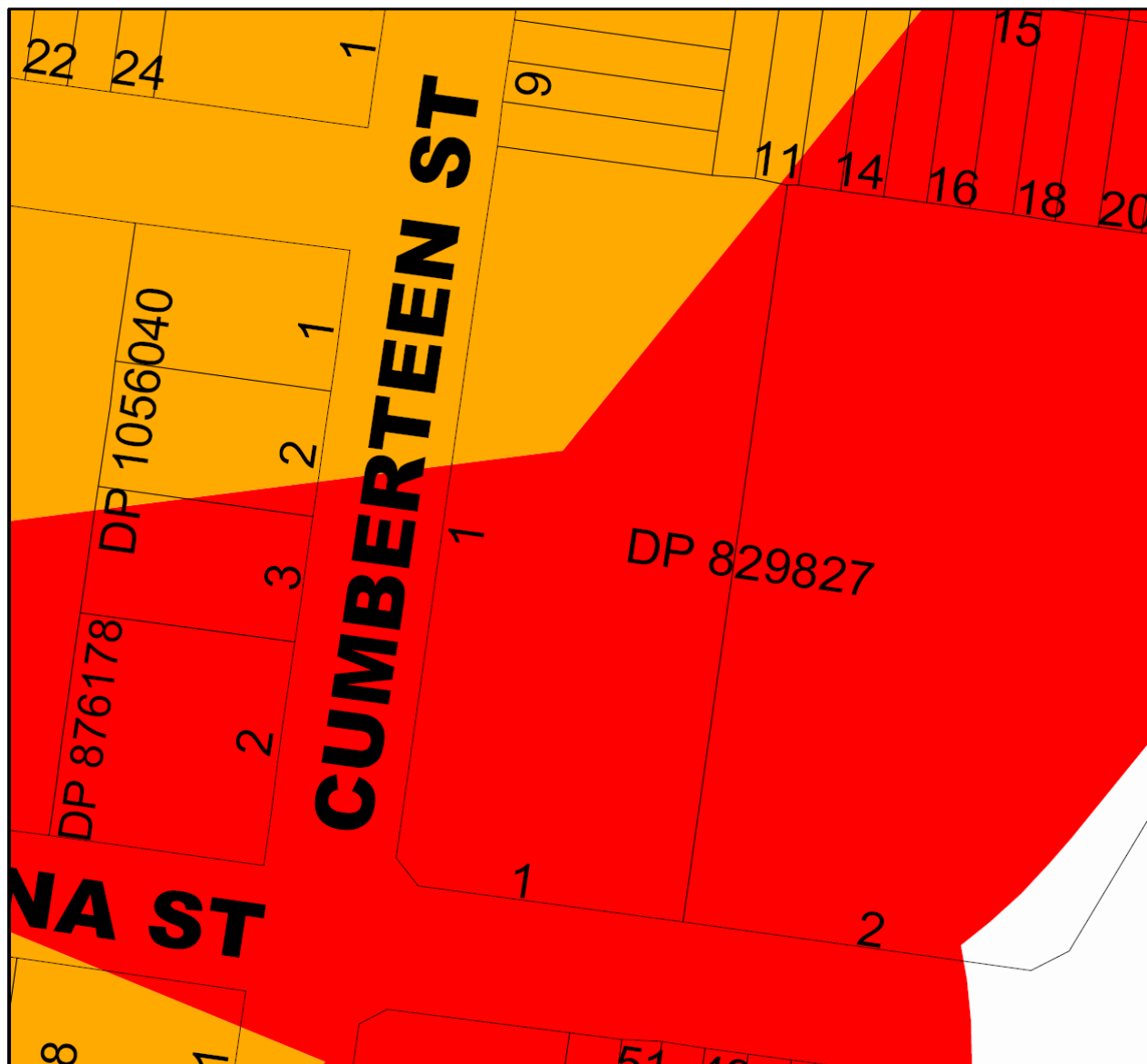


Mittagong sandstone woodland

## Appendix 6 Bush Fire Map Hill Top Community Centre & Waratah Park

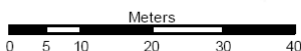
Wingecarribee Shire Council

### Bushfire Prone Land Map



#### Legend

- Bushfire Prone Land (Vegetation Category 1)
- Bushfire Prone Land (Vegetation Category 2)
- Bushfire Prone Land (Vegetation Buffer)



Produced by the GIS Section,  
Wingecarribee Shire Council.

#### AN IMPORTANT MESSAGE FOR INTENDING PURCHASERS

Wingecarribee Shire contains large tracts of land that are considered to be bushfire prone.

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**Appendix 7      Family Day Care Licence****NSW DEPARTMENT OF COMMUNITY SERVICES**

**Head Office** 4-6 Cavill Avenue, Ashfield NSW 2131 • Locked Bag 4028, Ashfield 2131  
DX 21212 Ashfield • Tel (02) 9716 2222 • Fax (02) 9716 2999

**LICENCE FOR A FAMILY DAY CARE CHILDREN'S SERVICE**  
*Children & Young Persons (Care & Protection) Act 1998*

**Licensee:** *Wingecaribbee Shire Council*

**Licence Number:** *93/672/031*

**Name of Children's Service:** *Wingecaribbee Family Day Care*

**Service Office Address:** *71 Boardman Road*  
*BOWRAL 2576*

**Authorised Supervisor:** *Melissa Lefterys*

**Authorised Supervisor 2:**

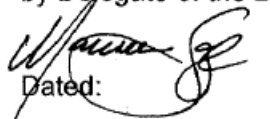
Where two authorised supervisors are specified only one of the authorised supervisors is to have overall responsibility for the service on any given day or at any given time.

**Additional Conditions of Licence:**

**Licence Effective:**

**From:** *15 August 2009*  
**To:** *14 August 2012*

by Delegate of the Director-General of the Department of Community Services

  
Dated: *13/8/09*

## Appendix 8 Broulee Park – Community Questionnaire

A questionnaire was distributed to each of the adjoining properties and to Park users during the site visits. Total issued 30

Number	Question	Results
1	<b>Do you use Broulee Park?</b>	
	Yes	10
	No	
2	<b>How often do you use the park?</b>	
	Daily	4
	Weekly	3
	Fortnightly	
	Monthly	
	2-6 times a year	
	Not sure/don't know/irregular	1
3	<b>Who do you use the park with?</b>	
	Alone	2
	Family and or friends	10
	Pets	5
	Part of a school group or organisation or other	
4	<b>Which parts of the Park do you or did you use?</b>	
	Open space	10
	Playground equipment	7
	Picnic facilities	4
	Landscaped areas	1
	Other (please specify)	
	Walking track	1
5	<b>What activities do you usually do in the Park?</b>	
	Walking	9
	Jogging	1
	Lunch/Picnic/BBQ	3
	Children's playground	6
	Passive recreation	4
	Other	1
6	<b>How long do you usually spend in the Park?</b>	
	Less than 10 Minutes	
	Between 10 & 20 Minutes	2
	Between 20 & 30 Minutes	
	Between 30 Minutes & 1 Hour	5
	Over 1 Hour	1
7	<b>What do you like about Broulee Park?</b>	
	Gardens/floral displays	
	Open space	9
	Trees and grass	5
	Children's playground	6
	Picnic facilities/ Barbeques	2
	Cleanliness/park maintenance	4
	Other (please specify)	
	- You couldn't make it any better for me	1

- 8 **What don't you like about Broulee Park?**
- |  |   |
|--|---|
| Gardens/floral displays                            | 2 |
| Open space   |   |
| Trees and grass                                    |   |
| Children's playground                              | 1 |
| The condition of gardens                           |   |
| Picnic facilities/ Barbeques                       |   |
| Picnic Shelters                                    |   |
| Cleanliness/park maintenance                       | 3 |
| Other (please specify)                             |   |
| - No lighting                                      | 2 |
| - Graffiti, glass bottles                          | 1 |
| - maintenance of play equipment                    | 1 |
| - picnic facilities need a garbage receptacle      | 1 |
| - Woodchips in playground area - glass found in it | 1 |
| - broken glass                                     | 1 |
- 9 **Overall how would you rate Broulee Park?**
- |                         |   |
|-------------------------|---|
| Excellent               | 2 |
| Very Good               | 1 |
| Good                    | 4 |
| Fair                    | 1 |
| Poor                    |   |
| Don't Know              |   |
| Other                   |   |
| - the park is wonderful | 1 |
- 10 **Are there any issues with the Long Day Care facilities adjoining the park?**
- Comments included:
- Anyone is free to talk to the children
  - No issues: it's wonderful to hear the children at play
  - No issues
- 11 **Are there any improvements to current facilities/spaces that you would like to see happen at Broulee Park eg, lighting, security, maintenance (specify)?**
- Comments included:
- |  |   |
|--|---|
| - lighting security  | 4 |
| - graffiti and glass   | 2 |
| - security at night  | 1 |
| - lighting, bathrooms, more covered areas and seating, more bins | 1 |
| - maintenance  | 1 |
| - garbage bins   | 1 |
- 12 **Are there any additional recreational facilities or improvements that you would like at Broulee Park? (specify)?**
- toilet facilities
  - playground for smaller children - 2 years and under
- 13 **Why don't you use the park?**
- Would use it more if it catered for smaller children - baby swings etc

## Appendix 9 Penrose Precinct – Community Questionnaire

Questionnaires were distributed to and by the Hall Committee to user groups. They were also delivered to Park users during the site visits. Total issued 25.

Number	Question	Results
1	<b>Do you use Penrose Precinct?</b>	
	Yes	8
	No	
2	<b>What do you like about Penrose Precinct?</b>	
	Open space	8
	Trees and grass	8
	Children's playground	7
	Gardens/floral displays	1
	Picnic facilities/ Barbeques	4
	Cleanliness/park maintenance	3
	Other (please specify)	2
	- Hall and facilities	2
	- focus of community for socialising, fire safety back-to-Penrose gatherings	1
3	<b>Who do you use the facilities with?</b>	
	Alone	1
	Family and or friends	5
	Pets	1
	Part of a school group or organisation or other	6
	- Penrose School uses the facilities for concerts, presentations and sport	
	- Penrose Playgroup	
	- community parties, public meetings & elections	
4	<b>Are there any issues with different user groups using different facilities at the same time? (Specify)</b>	
	- No because the community works very well together	6
5	<b>Are there any additional recreational facilities or improvements that you would like at The Penrose Precinct? (specify)</b>	
	- Oval given new use eg, combined Botanical garden, picnic area, children's bike track and sensory garden	
	- bike track	
	- running surface	
	- adventure playground	
	- more shade facilities	
	- outdoor sink	
6	<b>Do you use Penrose Oval/Hall?</b>	
	Yes	4
	No	4
7	<b>How often do you use the Oval?</b>	
	Daily	
	Weekly	1
	Fortnightly	



	Monthly	
	2-6 times a year	3
	Not sure/don't know/irregular	1
<b>8</b>	<b>Which parts of the Oval do you or did you use?</b>	
	Open space	3
	Playground equipment	4
	Picnic facilities	1
	Landscaped areas	
	Other (please specify)	
	- Hall/ Tennis courts	1
	- BBQ	1
	- Toilets	1
<b>9</b>	<b>What activities do you usually do in the Oval?</b>	
	Organised Sport	1
	Walking	1
	Jogging	1
	Lunch/Picnic/BBQ	1
	Children's playground	2
	Passive recreation	1
	Other	
	- School, functions, concerts, play practice, music ensembles	
	- riding bikes	
<b>10</b>	<b>How long do you usually spend in the Oval?</b>	
	Less than 10 Minutes	
	Between 10 & 20 Minutes	1
	Between 20 & 30 Minutes	
	Between 30 Minutes & 1 Hour	3
	Over 1 Hour	1
<b>11</b>	<b>Why don't you use the Oval?</b>	
	Not interested	
	To busy	
	Go to other Community Hall	
	Poor condition of facilities	2
	Other -No activity there to attract our family	1
	- -We are seniors - don't have pets, don't play sport	1
	- -not fenced	1
	- -no equipment for children	1
<b>12</b>	<b>Overall how would you rate Penrose Oval?</b>	
	Excellent	1
	Very Good	1
	Good	2
	Fair	2
	Poor	2
	Don't Know	
	Other (please specify)	
	- Essential for local gatherings, safety assembly point	1
	- Close to fire shed for helicopters	1
	- Adequate for small community	1

<b>13</b>	<b>Do you use the Tennis Courts?</b>	
	Yes	3
	No	5
<b>14</b>	<b>How often do you use the Tennis Courts?</b>	
	Daily	
	Weekly	1
	Fortnightly	
	Monthly	
	2-6 times a year	
	Not sure/don't know/irregular	3
<b>15</b>	<b>Why don't you use the Tennis Courts?</b>	
	Not interested	1
	To busy	1
	Go to other Community Hall	1
	Poor condition of facilities	
	Other	
	- Seniors-don't play sport	2
<b>16</b>	<b>Overall how would you rate Penrose Tennis Courts?</b>	
	Excellent	
	Very Good	
	Good	1
	Fair	4
	Poor	1
<b>17</b>	<b>Have you or your family/household ever used the Community Hall?</b>	
	Yes	7
	No	
<b>18</b>	<b>How often do you use the Hall?</b>	
	Daily	
	Weekly	2
	Fortnightly	
	Monthly	2
	2-6 times a year	2
	Not sure/don't know/irregular	1
	- irregular times for concerts, school functions, presentations	1
<b>19</b>	<b>What activities have you used and or attended in the Community Hall?</b>	
	Public Meeting	7
	Club Meeting	1
	Family get-togethers	3
	Special ceremonies	4
	Exhibitions	1
	Public Day celebrations	4
	Other	
	- concerts, school presentations, functions	3
	- Community functions	2
	- elections	1
	- playgroup	2
	- Parties	1

<b>20</b>	<b>How would you rate the general quality &amp; facilities of the Community Hall?</b>	
	Excellent	
	Very Good	
	Good	5
	Fair	1
	Poor	
	Don't Know	
<b>21</b>	<b>Why don't you use the Community Hall?</b>	-
<b>22</b>	<b>Why don't you use the Penrose Precinct?</b>	-
	Not interested	
	To busy	
	Go to other Community Hall	
	Poor condition of facilities	
<b>23</b>	<b>What don't you like about The Penrose Precinct?</b>	
	Gardens/floral displays	1
	Open space	
	Trees and grass	
	Children's playground	
	The condition of gardens	1
	Picnic facilities/ Barbeques	1
	Picnic Shelters	1
	Cleanliness/Oval maintenance	3
<b>24</b>	<b>Are there any improvements to current facilities/spaces that you would like to see happen at The Penrose precinct? Eg lighting, maintenance (specify)</b>	
	<b>Hall</b>	
	- Heating	1
	- more storage	2
	- curtain for the stage	1
	- side entrance to stage	1
	- shade cloth for children's pre-school	1
	- Additional refrigerator	1
	- Improved fencing	1
	- fencing and gate to be improved for security	1
	- Security outside lighting	1
	<b>Oval</b>	
	- fence around the oval	4
	- cricket pitch	1
	- top soil	1
	- Oval given new use eg, combined Botanical garden, picnic area, children's bike track and sensory garden	1
	- smoother surface	1
	- BBQ area	1
	- shelters	1
	- Trees for shade	1
	<b>Courts</b>	
	- Courts need re-surfacing	4
	- roller door on shed	1

## Appendix 10 Penrose Sketch Plan

