

MANAGEMENT PLAN FOR COMMUNITY HALLS

This management plan applies to the following buildings:

- **Belair Community Centre**
- **Colonel Light Gardens Institute**
- **Mitcham Village Institute & Mitcham Village Art & Crafts**
- **Pasadena Kindergarten**
- **Richmond Road Memorial Hall**
- **Westbourne Park Memorial Hall**

Management Plan for Community Halls

1.0 Identification Details

The details of all facilities are found in Appendix A

2.0 Owner

City of Mitcham

3.0 Purpose for Which the Facility is Held

- Passive and active recreation
- Community facility
- Historical significance
- Community and social development

4.0 Reasons Why the Management Plan is Required

- Land specifically modified for the benefit and enjoyment of the public.
- The land is subject to a licence/lease.

5.0 Objectives for the Management of the Facility

- To provide a public facility to the local and wider community for recreation, community activities and services, training etc.
- To ensure equitable access to diverse recreation and social opportunities across the City.
- To encourage multiple use of Council facilities.
- To safeguard the community by taking appropriate measures to control risk.
- To effectively manage assets held by Council on behalf of the community.
- To include the ability to offer short term leases/licences/permits for short term one-off events or short term use.
- To allow for future leases/licences of a similar nature should current lease/licence holders not renew their agreements.
- To improve access for disadvantaged groups to recreational and community facilities in order that all members of the community are able to participate in a range of activities.
- To develop a sense of belonging
- To build a sense of place/sense of community.
- To develop community wellbeing and increase community health.
- To facilitate an active community.
- To increase community participation.
- To provide an economic return to council commensurate with the use of the facility.
- To manage facilities in an environmentally sensitive manner where appropriate.

6.0 Policies and Proposals for the Management of the Facility

- Consideration to be given to Council's policies which relate to the management of open space and community facilities.
 - Consideration to be given to Mitcham (City) Development Plan and Open Space Strategy.
 - Consideration to be given to the existing heritage of the area.
 - Consideration to be given to By-Law No.3 - Local Government Land regarding the activities which can be undertaken on community land.
 - Reference to be made to the general maintenance schedule for community facilities.
 - Consideration to be given to Council's Community Focal Point Framework Discussion Paper.
 - Consideration to be given to the strategic planning document 'Building Tomorrow's Mitcham Today'.
 - Consideration to be given to Council's non-smoking policy.
 - To be considered in the context of the strategic community focal point study.
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- Proposals - see Schedule

7.0 Performance Targets

- See Schedule

8.0 Performance Measures

- See Schedule

9.0 Current Lease/Licence Details

- Mitcham Village Art and Crafts is currently renegotiating its lease.
- Pasadena Kindergarten operates under a lease agreement.

Date prepared: July 2004

Management Issues	Proposals	Performance Targets	Performance Measures
Facilities	<p>Adhere to the building maintenance program each year and have completed each stage within the allocated time frame.</p> <p>Usage</p> <p>Rationalisation</p>	<p>Inspections of all facilities conducted once a year.</p> <p>All facility inspections are documented in an Audit report.</p> <p>Optimise the use of community facilities by investigating the potential for increased utilisation of facilities through rearrangement of users and co-location.</p> <p>Council to investigate opportunities for rationalisation of its community facilities</p>	<p>Building complies with the annual audit by budgeting, programming and completing the identified works.</p> <p>All building work complies with DDA Plan.</p> <p>Community facilities are effectively managed and used to their potential.</p> <p>Council to adopt strategy for rationalisation.</p>
Surrounding Landscape Character	<p>Maintain facility for general community use in keeping with the character of the surrounding area.</p> <p>Litter</p> <p>Fences and park furniture (inc. gazebos).</p> <p>Lighting (where installed)</p> <p>Paths</p> <p>Graffiti</p>	<p>Maintain existing character of the neighbourhood while providing an amenity for the local community.</p> <p>Bins/grounds checked regularly.</p> <p>State of furniture checked on a regular basis.</p> <p>Regular checks to replace faulty/broken lights.</p> <p>Check and repair as required.</p> <p>Offensive graffiti to be removed in 24 hours. All highly visible graffiti to be removed from Council property.</p>	<p>Reduction in the level of complaints regarding misuse of facilities or maintenance of facilities.</p> <p>Area to be free of litter.</p> <p>Located in suitable areas and kept in good repair.</p> <p>Lights are operational.</p> <p>Safe to use and clear of obstructions.</p> <p>Highly visible park structures and surrounds to be graffiti free.</p>

APPENDIX A

BELAIR COMMUNITY CENTRE

1. Identification details

1.1	Name of facility	Belair Community Centre
1.2	Location	Lots 1 & 2 Sheoak Road, Belair
1.3	Certificate of Title	CT 5280/289
1.4	Area (hectares)	
1.5	Current usage	Recreation/Casual hire
1.6	Owner	City of Mitcham

COLONEL LIGHT GARDENS INSTITUTE

1. Identification details

1.1	Name of facility	Colonel Light Gardens Institute
1.2	Location	Lot 254, 53 West Parkway, Colonel Light Gardens
1.3	Certificate of Title	CT 5863/453
1.4	Area (hectares)	
1.5	Current usage	Recreation/Casual hire
1.6	Owner	City of Mitcham

MITCHAM VILLAGE INSTITUTE / ART & CRAFTS

1. Identification details

1.1	Name of facility	Mitcham Village Institute & Mitcham Village Art & Crafts
1.2	Location	Lots 54 & 55, 105 Princes Road, Mitcham
1.3	Certificate of Title	CT 5842/342 Lot 54 CT 5868/896 Lot 55
1.4	Area (hectares)	
1.5	Current usage	Recreation/Art & craft/Historical society/ Casual hire
1.6	Owner	City of Mitcham

PASADENA KINDERGARTEN

1. Identification details

1.1	Name of facility	Pasadena Kindergarten
1.2	Location	Lot 395, 39 Cash Grove, Pasadena
1.3	Certificate of Title	CT 5553/025
1.4	Area (hectares)	
1.5	Current usage	Kindergarten
1.6	Owner	City of Mitcham

RICHMOND ROAD MEMORIAL HALL

1. Identification details

1.1	Name of facility	Richmond Road Memorial Hall
1.2	Location	Lot 318, 1 Richmond Road, Westbourne Park
1.3	Certificate of Title	CT 5830/746
1.4	Area (hectares)	
1.5	Current usage	Guides/Recreation/Casual hire
1.6	Owner	City of Mitcham

WESTBOURNE PARK MEMORIAL HALL

1. Identification details

1.1	Name of facility	Westbourne Park Memorial Hall
1.2	Location	Lots 17 & 250, 388 – 390 Goodwood Road, Cumberland Park
1.3	Certificate of Title	CT 5862/267 Lot 17 CT 5887/384 Lot 250
1.4	Area (hectares)	0.19
1.5	Current usage	Recreation/Casual hire
1.6	Owner	City of Mitcham