



Plan of Management

Jerrabomberra Community Centre and Scout (Youth) Facility

Amendment No. 3

(General Community Use)

Adopted by Council:	17 December 2014
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Plan of Management – Jerrabomberra Community Centre and Scout (Youth) Facility

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Introduction

Amendment No. 2 of this Plan of Management introduced the following changes:

- A comprehensive revision of the content and format of Amendment No. 1
- Inclusion of the duck pond (drainage reserve at 130-23 Firethorn Place) into the plan of management.

Amendment No. 3 of this Plan of Management introduces the following:

- A comprehensive revision of the content and format of Amendment No. 2
- Inclusion of a new building extension to the community centre, relocation of playground and construction of additional parking.
- The Jerrabomberra Precinct Advisory Committee is no longer active.
- Addition of Work Health & Safety Policy considerations.

1. Land Covered by this Plan of Management

This Plan of Management applies to land known as 25-31 Jerrabomberra Parkway, 7 and 13-23 Firethorn Place, Jerrabomberra shown on Map 1 and Map 2.

The current real property descriptions and other details are shown as follows.

Lot and DP	Street Address	Area (Ha)
Lot 1 DP 1008497	25-31 Jerrabomberra Parkway	0.8674
Lot 2 DP 1008497	7 Firethorn Place	0.0928
Lot 20 DP 1027718	13-23 Firethorn Place	2.22

For the purpose of this Plan of Management for the Jerrabomberra Community Centre and Scout (Youth) Facility includes:

- The two buildings and land surrounding them including, open space areas, car parking areas and driveways, fencing, a drainage reserve (duck pond) and picnic equipment (See Map 2 – highlighted in red).

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Map 1: Locality Map



13-23 Firethorn Place
Jerrabomberra – Lot 20 DP
1027718 – Zoned: RE1 Public
Recreation (22,200 sq m)

25-31 Jerrabomberra Parkway
Jerrabomberra – Lot 1 DP 1008497 –
Zoned: R3 Medium Density Residential
(8,674 sq m)

7 Firethorn Place Jerrabomberra
– Lot 2 DP 1008497 – Zoned: R3
Medium Density Residential
(928.2 sq m)

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Map 2: Aerial Photograph – Locality Map (highlighted in Red - May 2014)



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2. Category and Classification of Land

This land is categorised as **General Community Use** under section 36l of the *Local Government Act 1993*.

The core objective the *Local Government Act 1993* for management of community land categorised as **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:

- in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public
- 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)

Land at 13-23 Firethorn Place also falls within the sub-category of drainage reserve as per section 51 of the *Local Government Act 1993*.

1) Owner of the Land:

This land is owned by Queanbeyan City Council.

2) Management of the Land:

The land is managed by the Queanbeyan City Council.

3. Background to the Management of this Land

This plan of management seeks to:

- Comply with the core objective for this type of community land and all other statutory provisions
- Authorise the continuing use of part of the site by the Scout's Association of Australia, New South Wales Branch, for scouting (youth) activities as well other uses of the site, which are consistent with the core objective for general community use land and the objectives and provisions of this plan
- Continue the provision of community and recreational facilities and activities on the site
- Set up a management regime which will result in minimising public risk as well as the proper management of the site

The management of the site involves most Divisions of Council. However the operation of the Community Centre is primarily the responsibility of the Community and Cultural Development Division of Council and its operation must be consistent with the objectives and provisions of this Plan.

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The action priorities for the Jerrabomberra Community Centre and Youth Facilities are shown in the following tables which have been arranged according to the following management issues:

- Compliance with the Core Objective applicable to this type of community land
- Maintenance
- Landscape Upgrade of the Precinct
- Community Consultation
- Public access
- Community Centre management

4. Community Consultation

Council acknowledges that community consultation is an important component of its business, as illustrated by the Queanbeyan City Council – Community Consultation and Engagement Policy.

As set down in Section 381 of the *Local Government Act 1993*, Council must give public notice of a draft plan of management, and place the draft plan on public exhibition for no less than 28 days while allowing a minimum of 42 days to comment. Any submissions made to Council in respect of the draft plan will be considered by Council prior to the final adoption of the Plan of Management. The Queanbeyan community will be able to have input into this draft plan of management through the public exhibition and submission stage.

Council's policy ensures that the community (all interested community groups, sporting groups, local land owners and local residents) are given a reasonable opportunity to participate in local decision making of Council at all levels and the community is provided with greater knowledge of Council decision making process.

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5. Compliance with Core Objective

Management Issues	Core Objective	Performance Target	Means of Achieving the Objective	Manner of Assessing Performance	Responsibility
<p>Compliance with the Core Objective for this Land (As Prescribed Under <i>The Local Government Act 1993</i>)</p>	<p>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:</p> <ul style="list-style-type: none"> • in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public, and • 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). 	<p>Compliance all times with the core objective for this type of community land.</p>	<ul style="list-style-type: none"> • Consider the core objective when amending this plan of management and ensure that any leases, licences or other grants of estates made pursuant to it and other activities conducted on this land comply with it and other applicable statutory provisions. 	<ul style="list-style-type: none"> • Review this plan when necessary and any leases, licences or other grants made pursuant to it and activities conducted on the land in terms of the core objective and other applicable statutory provisions. 	<p>Strategic Land Use and Economic Development Section. Group Manager.</p>

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6. Maintenance of Buildings

Management Issues	Objective	Performance Target	Means of Achieving the Objective	Manner of Assessing Performance	Responsibility
General Site Maintenance Jerrabomberra Community Centre Buildings	To minimize public risk and to ensure the proper management of the site.	Minimisation of public risk and the proper management of the structures at all times.	<ul style="list-style-type: none"> • Continued financial and administrative support for the maintenance of the building and surrounding areas. • Bi-annual inspection of all buildings and structures with regard to structural integrity and maintenance and the preparation of a budgetary amount to maintain the buildings in good repair. • Continue to report all damaged structures / embellishments to Engineering Operations for repair/replacement. 	<ul style="list-style-type: none"> • The tendered service providers will visually inspect the property as per its service agreement to determine the general maintenance standard of the buildings and surrounding areas / structures/ embellishments. • The buildings are included in the Building Conditions Assessment and Valuation Report of 2012 (Trim SF120461/05 - File C12114975 Planned Maintenance Report) which will be reviewed bi-annually. 	Infrastructure - Engineering Operations Section. Manager.
General Site Maintenance	As above	As above	<ul style="list-style-type: none"> • Continue to finance the Property Building Maintenance Cost Centre Fund for the Jerrabomberra Community Centre for the long term protection of this asset. • Continue to finance 	<ul style="list-style-type: none"> • Whether or not funds for the Property Maintenance Fund are included in the annual management plan. • General state of the grounds. • General state of ancillary embellishments 	Infrastructure - Engineering Operations Section. Manager. Infrastructure - Parks and Recreation Services Section. Manager.

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Management Issues	Objective	Performance Target	Means of Achieving the Objective	Manner of Assessing Performance	Responsibility
			<p>maintenance accordance with the Jerrabomberra seasonal maintenance programme.</p> <ul style="list-style-type: none"> • Continue to monitor existing ancillary embellishments and structures (public assets) with regard to their usefulness / appropriateness, risk, condition, long term maintenance, and compliance with the relevant Australian Standards and Council's playground equipment replacement policy. • Conduct an annual risk assessment of the entire site. • Salvaging or discarding embellishments surplus to the Centre's requirements or which exceed Council's risk management assessment. • Use the property Maintenance Cost Centre for the Jerrabomberra 	and assessment of whether or not they comply with the relevant Australian Standards or are high risk.	

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Management Issues	Objective	Performance Target	Means of Achieving the Objective	Manner of Assessing Performance	Responsibility
			Community Centre for the long term protection of this asset.		
Leased Land (Lot 2 DP 1008497)	<ul style="list-style-type: none"> • To manage the building on Lot 2 in accordance with the provisions of the lease to the Scouts. • To minimise public risk and to ensure the proper management of Lot 2. 	Minimisation of public risk and the proper management of the building on Lot 2 at all times.	Management of this part of the site by the Scouts in accordance with the applicable lease conditions.	<ul style="list-style-type: none"> • Periodic check of the state of the building. • Continue to maintain the grounds (when not being used as a temporary car park) in accordance with the Jerrabomberra seasonal maintenance program. 	Scouts Association of Australia, NSW Branch (Inside of the building). Infrastructure - Engineering Operations Section. Manager.

7. Maintenance of Landscape around Buildings

Management Issues	Objective	Performance Target	Means of Achieving the Objective	Manner of Assessing Performance	Responsibility
<p>General Site Maintenance General Community Centre Grounds including fenced area on the northern side of the new extension and the playground (Lot 20 DP 1027718) and Lot 1 DP 1008497).</p>	To minimise public risk and to ensure the proper management of the external grounds and playgrounds.	Minimisation of public risk and the proper management of the site at all times.	<ul style="list-style-type: none"> Continued financial and administrative support for the maintenance of the site and surrounding areas. Ensure that all playground equipment meets the design and installation standards of AS 1924, AS/NZS 4422, and AS/NZS4486.1 as outlined in Council's Playground Replacement and Upgrade Policy. 	<ul style="list-style-type: none"> The tendered service providers will visually inspect the landscape around the buildings as per its agreement to determine the general maintenance standard of the surrounding areas / structure / embellishments. Extent to which all fixtures meet Australian standards and / or are in good order. 	Infrastructure - Parks and Recreation Services Section. Service Manager.
Drainage Reserve (Duck Pond) And Adjoining Open Space Areas (Lot 20 DP 1027718) and Lot 1 DP 1008497).	To minimise public risk and to ensure the proper management of the drainage reserve (duck pond) and other lands and structure / embellishments	Minimisation of public risk and the proper management of the drainage reserve and other lands and structures / embellishments	<ul style="list-style-type: none"> Maintenance of the current picnic facilities and park furniture to be maintained to the current level as part of a weekly inspection and cleaning prior to weekend use by the community. 	<ul style="list-style-type: none"> Visual inspection each week and before each weekend. 	Infrastructure - Parks and Recreation Services. Manager.

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			<ul style="list-style-type: none"> • Insert warning signage in accordance with the Best Practice Guidelines issued by Statewide. 		
Vehicle Access and Car Park Area (Lot 1 DP 1008497).	To minimise public risk and to ensure the proper management of the car park area.	Minimisation of public risk and the proper management of the car park area at all times.	<ul style="list-style-type: none"> • Bi - annual inspection of the pavement and line marking of the car / driveways • Inspection after every storm event. 	<ul style="list-style-type: none"> • Visual inspection of the car park and driveways at least twice a year. 	Infrastructure Engineering Operations Section. Manager.

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8. Work Health & Safety Policy

Management Issues	Objective	Performance Target	Means of Achieving the Objective	Manner of Assessing Performance	Responsibility
Work Health and Safety (WH&S)	<ul style="list-style-type: none"> • To provide a safe and health work environment for all workers including councillors, contractors, volunteers and visitors. • Ensure that all workers and others are not exposed to a risk to their health and safety as required by the <i>Work Health and Safety Act 2011</i>. 	<ul style="list-style-type: none"> • Undertake a risk management approach to Council activities. • Ensure compliance with Work, Health and Safety legislation, codes and standards wherever possible, whilst striving towards industry best practice and safe working environment. • Ensuring the implementation of Council's (WH&S) Management System. 	<ul style="list-style-type: none"> • Identifying hazards, assessing risks and making decisions about how to eliminate or minimise risk. • Making decisions about facilities for welfare of workers. • Making decisions about the procedures for resolving WH&S and other issues and monitoring of the work environment. • Providing appropriate information, training, instruction, resources to support safety. • Ensuring plant, equipment and material are safe and without risk to health when properly used: and the safe systems of work are provided for the handling, storage and transportation of such items. 	<ul style="list-style-type: none"> • Compliance with the requirements of the <i>Work Health and Safety Regulation</i>. • Effective systems are in place for monitoring the health of workers and workplace conditions. • Ensuring those injured returned to duties in a safe and timely manner. 	<p>Legal and Risk Section. All appointed Work Health Safety Officers.</p> <p>Infrastructure - Engineering Operations Section. Manager.</p> <p>Infrastructure - Parks and Recreation Services Section. Manager.</p> <p>Community and Cultural Development - Venue and Events. Manager.</p>

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Footnote:

A 'person conducting a business or undertaking' (PCBU – the new term that includes employers) may be an individual person or an organisation conducting a business or undertaking. PCBU include local authorities (municipal corporations or councils) and applies to principals, contractors and sub-contractors.

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Map 3 Aerial Photograph – Jerrabomberra Community Centre - 11 Firethorn Place Jerrabomberra – (Highlighted in Red – May 2014)



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Map 4: Aerial Photograph – Jerrabomberra Scout Hall - 7 Firethorn Place Jerrabomberra (Youth Services) – Highlighted in Red - May 2014.



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9. Public Access to the Site

Management Issues	Objective	Performance Target	Means of Achieving the Objective	Manner of Assessing Performance	Responsibility
Public Access and Community Safety	<ul style="list-style-type: none"> • To facilitate the ongoing community and recreational use of this land and the associated consistent with the core, objective for this land. • To provide facilities which are safe and secure and for the use of all members of the community. • To facilitate safe access by the public to land surrounding the drainage reserve (i.e. duck pond). 	<ul style="list-style-type: none"> • Maintenance of reasonable and safe public access during normal business hours to the public areas of the community building and surrounding areas. • Safe access for the public during daylight hours to land adjoining the drainage reserve (i.e. duck pond). • Take additional measures where necessary to enhance the safety and security of uses and visitors. 	<ul style="list-style-type: none"> • Provide adequate security lighting, signage, access and surveillance/public sight lines measures. 	<ul style="list-style-type: none"> • Annual check of public access Promapps by the Centre Co-ordinator and if necessary alteration of these. • Annual check of responsibilities under Civil Liability Act 2002 and taking of remedial action as appropriate. 	<p>Community and Cultural Development - Venue and Events Group Manager.</p> <p>Infrastructure - Engineering Operations Section. Manager.</p> <p>Infrastructure - Parks and Recreation Services Section. Manager.</p>

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10. Community Centre Management

Management Issues	Objective	Performance Target	Means of Achieving the Objective	Manner of Assessing Performance	Responsibility
Community Centre Management	<ul style="list-style-type: none"> • To ensure the community facility is appropriately managed in an efficient and equitable manner. 	<ul style="list-style-type: none"> • Structures being in place that is appropriate for the facility being managed in an efficient and equitable manner. • Provide information and training sessions for potential residents involved in the management of the community facilities. • Encourage community groups to seek funding for the improvement of the community facilities. 	<ul style="list-style-type: none"> • Continue to manage the centre in a manner that is efficient, equitable and safe • Continue to review centre policies and programmes with regard to equity, efficiency and consistency. • Formalise the regular use of the Jerrabomberra community centre by non-council organisations through a booking system. 	<ul style="list-style-type: none"> • Periodic review of community centre management in terms of their efficiency, equity and consistency with this plan of management. 	Community and Cultural Development – Venue and Events. Manager.

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Management Issues	Objective	Performance Target	Means of Achieving the Objective	Manner of Assessing Performance	Responsibility
Community Centre Management (Continued)	<ul style="list-style-type: none"> To provide a reasonable level of service to the community. 	<ul style="list-style-type: none"> Provision of a reasonable level of service to the community at all times. 	<ul style="list-style-type: none"> Follow Community Centre Promapps for Operations. 	<ul style="list-style-type: none"> Review Promaps annually to identify service improvements. 	Community and Cultural Development – Venue and Events. Manager.

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11. Condition of the Land and Structures on Adoption of the Plan

Feature	Description/Condition
Location	7, 13-23 Firethorn Place and 25 Jerrabomberra Parkway
Area	3.18 ha
Landform and Surrounding Land Use	Flat, (less than 1 in 15 - 1 in 25) low lying featureless land adjoining a natural drainage line that has been the subject of substantial engineering (hydraulic) works to create a permanent water body. (drainage basin). Although considered a landscape feature, the water body's primary purpose is to provide a sediment control function for associated upstream urban run off.
Vegetation	The site exhibits a highly modified vegetation pattern comprising scattered amenity plantings, a single stand of remnant Eucalypts and extensive areas of exotic grassing (irrigated in areas of high use/ high visual exposure).
Improvements	<ul style="list-style-type: none"> • 1 x wooden building (162 m²) used by the Scouts Association of Australia, New South Wales Branch. • 2 x Interconnected community/recreational centres with covered balcony (Original community centre 400 sq m, new addition 370 sq m built in 2013 – Total useable area 770 sq m). • 1 x identification sign and a flag pole. • 14 x street lights in the car park. • 2 x brick piers/entry gates for pedestrians. • 2 x stainless steel flag poles either side of brick piers. • Assorted fencing (metal). • Bitumen sealed car park (109 spaces), plus 5 accessible spaces (disability parking) plus 1 delivery / loading space. • 2 way access to car parking via Jerrabomberra Parkway. • Picnic and BBQ facilities (2 x tables/chairs – under metal gazebo, 1 bench, 1 bins, 4 barbeque plates set on brick base with gas bottles). • 1 x windmill surrounded by metal fence. • Children's playground (northern side of western building) – fenced off with metal fence and covered by metal roof. • Within playground a sandpit under a metal roof and fenced. • Playground equipment under a tall roof shed (no sides). • Assorted landscaping (trees, grass and footpaths). • 1 drainage reserve (duck pond). • Two way fire hydrant.
Urban Services	The following services are provided to the site: electricity, gas, telephone stormwater, town water, and sewerage. Currently there is no National Broadband Network (NBN) access.
Summary	The original contemporary commercial building dates from 1985 and is located at the entry to Jerrabomberra Park. In 2013, an additional building was completed on the western side. The area is embellished by a modest amenity landscape and includes car parking and other embellishments/structures. In addition the site contains a wooden building used and leased by the Scouts Association of Australia, New South Wales Branch.

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12. Use of the Land and Structures at the Date of Adoption of the Plan

The Jerrabomberra Community Centre and Youth Facilities provide a base and venue for community/recreational oriented use, programmes and activities.

Council took over management of the centre in November 1995 where upon an advisory committee was formed initially to assist in the formulation of policy and program development. However for some years now, the immediate management of the Centre is generally the responsibility of the Community Centres Supervisor.

Formulation of the Community Centre's policies and programme development is carried out by Community and Cultural Development – Venue and Events.

Short term (1-2 day duration) irregular (one off or annual) exclusive use of the grounds surrounding the Jerrabomberra Community Centre (lot 1) is subject to administration similar to the booking system for use of the Jerrabomberra Community Centre (JCCAC).

The day to day, week to week administration of the Jerrabomberra Community Centre will be conducted by the Community Centres Supervisor who ensures that:

1. The booking and hiring of the Centre is consistent with this Plan of Management
2. Community feedback is sought on the needs of the Jerrabomberra Community.
3. Affordable fees are set with the long term aim of cost recovery with regard to Centre Administration

Use of the Centre for a particular purpose is by means of a pre-arranged booking as administered by the Community Centres Supervisor, consistent with policy developed by the centre and this Plan of Management.

Vehicular access and the provision of 109 car parking spaces, plus 5 accessible spaces plus 1 delivery/loading space, central to the site have been provided. Originally the community centre had 28 car parking spaces and this has been expanded considerably with the construction of the new additional building.

Land associated with the Jerrabomberra Community Centre (Lot 1) contributes to informal recreational activities of the community. Its aesthetic setting beside the drainage reserve (duck pond) has been embellished allowing for public (passive) recreation including picnic and barbecues.

The site currently enjoys unrestricted public access to the grounds surrounding the Community Centre. An area to the north of the Centre has been fenced for safe use by children attending the centre for play groups and other child focused activities. Tracks leading from the car park and across the allotment to various destinations (public telephone, adjoining shop) are informal.

The use of this area and the general grounds that surround the Jerrabomberra Community Centre will remain publicly available. The occasional use for special outdoor functions that require exclusive use for events such as family gatherings, community cultural events, fetes, swap meets, combined garage sales, jamborees, promotional activities and the like is the responsibility of the Community Centres Supervisor.

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All future outdoor use activities will need to satisfy the objectives of this Plan of Management.

The Scouts Association of Australia, NSW Branch, have a long term lease on the building on the southern side of the car park (See Map 4).

13. Threatened Species Laws

Land covered by this Plan is not affected by the *Threatened Species Conservation Act 1995*.

14. Future Use of the Land

There is no intention by Council to dispose of land associated with Jerrabomberra Community Centre and Youth Facilities and the drainage reserve. Consequently the future use of the land is likely to be similar to current uses. The site has been intensified in recent years with the construction of an additional building and increase in car parking spaces.

Encouragement or otherwise of recreational activities and /or public access to the drainage reserve (duck pond) will be the subject to annual risk assessment with regard to public safety and risk management.

Any further building work will be required to obtain the appropriate consents and approvals and will have to comply with the principles below.

15. Scale and Intensity

The scale and intensity of permitted land uses associated with Jerrabomberra Community Centre shall continue to:

- a) Be similar to those currently occurring.
- b) Reflect the surrounding residential/rural interface.
- c) Be compatible with the adjoining commercial land uses and school site.
- d) Be designed to respect the visual prominence (high public profile) of the location being the “entry” to Jerrabomberra Park.

16. Leases, Licences and Other Estates

Leases and licences and the granting of other estates are primarily governed by sections 44-47 of the *Local Government Act 1993*.

This plan of management authorises the lease, licence or grant of any other estate over Jerrabomberra Community Centre and Youth Facilities for recreational and community purposes which is consistent with the core objective of this plan and which is permissible under *Queanbeyan Local Environmental Plan 2012*.

The Scout Association of Australia (NSW Branch) has a Licence Agreement in place with Council for 7 Firethorn Place, Jerrabomberra. The commencement date of Licence Agreement is 25 August 2010 and the Licence expires on 24 August 2015.

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17. Approvals for Activities on the Land

Section 68, Part D, Community Land of the *Local Government Act 1993* requires approvals issued by Council for certain activities on community land.

These include the following:

- a) Engage in a trade or business.
- b) Direct or procure a theatrical, musical or other entertainment for the public.
- c) Construct a temporary enclosure for the purpose of entertainment.
- d) For fee or reward, play a musical instrument or sing.
- e) Set up, operate or use a loudspeaker or sound amplifying device.
- f) Deliver a public address or hold a religious service or public meeting.