

Attachment C

Plan of Management

Plan of Management

Banga Community Shed, Zetland

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1. Introduction

The Banga Community Shed is a community facility located at 3 Joynton Avenue, Zetland. It is part of the Green Square Community Cultural Precinct and on the same site as the former South Sydney Hospital. The building was previously used as the pathology unit before being redeveloped into a Community Shed by the owners City of Sydney.

Occupying approximately 80m² of ground floor space the Community Shed has been delivering community, cultural and creative workshops to community since 2017.

The building shares a common public green space opening to Matron Ruby Grant Park and is shared with the Joynton Avenue Creative Centre and a residential apartment block that are adjacent to the Community Shed. The green space allows for community egress through the property.

Whilst a Council owned site, the Community Shed will be operated by a future (currently unknown) tenant. However, the Shed will be operated in accordance with an approved plan of management and acoustic report, which are intended to minimise any perceived impacts for neighbouring residences.

This management plan was developed according to DA consent no D/2014/1686.

1.1 The Shed

The community shed is equipped with workable indoor space and covered deck. The indoor space is well ventilated and contains a dust extraction system. The shed holds three workshop areas large enough to host a range of activities for local community activities. The spaces have natural light and concrete floors.

1.2 The Tenant

The tenant operating the community shed will sign a 5-year lease agreement with the City. The lease will be monitored on a regular basis to ensure they are complying with the conditions set out in their lease and the DA conditions. The community shed tenant's contact details will be displayed in a visible location for recruitment of community users and to register noise, garbage, and hours of operations complaints. Any serious breach of the lease will lead to non-renewal of the lease and/or the eviction of the tenant.

1.3 Purpose of the Plan of Management

This plan is written to ensure the safe and successful use of Banga Community Shed, with consideration for the surrounding community facilities, public domain and the residential area of Green Square. This plan informs building users about operations and safety in the spaces.

1.4 Copies of Consents and Management Plans

A current copy of the development consent for the operation of the Banga Community Shed and the Management Plan must be kept on-site and made available to Police or Council Officers, or Special Investigator upon request. A complete copy of the consent will be appended to this management plan. Tenants/hirers will be inducted to ensure this requirement is met.

2. Building uses at Banga Community Shed

2.1 Building Usage – Overview

The purpose of the Banga Community Shed is to provide a community facility for the participation of various activities including but not exclusively for:

1. Provision of physical, social, cultural or intellectual development or welfare services or activities
2. Meetings, classes, workshops, conferences, functions, community events
3. Administrative, clerical, technical, professional, or similar activities relating to
 - a. Small scale cultural activities, this may include book launches, the presentation or rehearsal of music, film, performing arts, spoken word, comedy or dance, or the production or an event in association with an exhibition of art, craft, design, media, image or immersive technology,
 - b. live entertainment may be included in these events (being an event at which one or more persons are engaged to play or perform live or pre-recorded music, or a performance at which at least some of the performers are present in person)
 - c. teaching or discussion related to (a) or (b).

As examples, the use could include:

- Creative arts and craft workshops for community
- Operational functionalities of creative studio spaces (including ceramics firings, non-toxic processes etc.)
- Furniture restoration
- Toy making
- Woodwork
- Adjusting furniture for people and children with disabilities
- Small cultural and community events and activities (daytime and evening)
- Projects proposed by the tenant and community
- Other practical shed type activities involving making, building, repair and maintenance of objects and equipment.

2.2 Vision

The Banga Community Shed is part of the community property portfolio provided for the community by the City of Sydney. The primary use of the community shed is for community and creative practice and endeavour. The City aims to provide places for 'active' participation by the public: making, doing, interacting and skill-sharing.

2.3 Operating Hours

The currently approved hours of operation for the Community Shed are proposed to be expanded,

From:

- 8am to 6pm Monday - Friday;
- 9am to 5pm Saturday; and
- Closed Sundays.

To:

- 7am to 12 midnight Monday - Saturday
- 8am to 10pm Sunday

2.4 Capacity

A maximum of 31 participants may be inside the premises at any one time.

2.5 Equipment

The proposed equipment will be non-commercial use provided by the tenant. This includes items commonly found in residential garages such as angle grinders, power saws, jointing machinery, power drills, circular saws, and power sanders, and others. All equipment will be stored in a lockable cupboard and secured at the end of each day. Any persons using the equipment will first be inducted prior to using the shed or any equipment/tools.

3. Amenity of Neighbourhood and Noise

3.1 Noise from removal of glass

Glass must not be emptied or transferred from one receptacle to another anywhere in a public place outside the building. All glass must be emptied/transferred within the premises and removed in containers.

3.2 Noise

The tenant will implement a management plan to protect the acoustic amenity of the area: the community shed tenant must ensure that noise emission from community uses at the property are kept to a minimum as this facility is located within a residential area.

Tenants/hirers will be inducted to ensure the recommendations of the Noise Emission Management are implemented.

Management controls should align with the recommendations of the Noise Emission Assessment, including:

- During the evening (6-10pm) and night periods (10pm– midnight) no power tools - hand tools (no hammers), craft and low impact machines only
- Ensuring glass windows and doors are closed after 6pm when classes are held and noise generating equipment is being used
- Keeping glass windows/doors closed when internal noise levels are high
- If windows and doors are open, activity limited to conversation, no playback or performance of live music
- Restricting the use of low frequency speakers (sub-woofers) and ensuring any full range speakers are isolated from building services
- Ensuring noise from music remains lower than 75dB within the shed.
- Keep a consumer grade sound level meter on premises for use
- Music must not be played in any of the outdoor areas associated with the premises including the public domain.

- Signage at all entries and exits advising users that they must not generate excessive noise when entering and leaving the premises
- Staff monitoring users as they enter and exit to ensure noise is kept to a minimum

4. Behaviour of customers and responsible service of Alcohol

4.1 Policy

Alcohol will be served only with appropriate alcohol licences, to be obtained by future users of the site. Alcohol will only be served on an occasional basis, in association with small scale, catered, licensed events. Tenants/hirers are required by this Plan of Management to ensure the appropriate staffing is in place to manage Responsible Service of Alcohol requirements.

Alcohol will not be served past **10pm on Monday - Saturday** and **8pm Sunday**.

Responsible serving of alcohol is vital for legal, health and community reasons.

4.2 Regulations

- The tenant shall comply with the measures for responsible service of liquor set out hereunder.
- The following operational policies for the responsible service of alcohol shall apply, together with the NSW Liquor Industry Code of Practice.
- Any person serving alcohol shall complete an approved course in the Responsible Service of Alcohol unless they have already completed one.
- The tenant shall maintain a register, containing copies of certificates showing the satisfactory completions of Responsible Service of Alcohol courses undertaken by required staff to complete such a course. That register shall be made available for inspection on request from a NSW Police officer or special inspector.
- The tenant shall not engage in any liquor promotion that is likely to promote irresponsible service of liquor.
- The tenant shall not serve any alcoholic beverage to any person who is intoxicated. Any person who is intoxicated shall be refused entry.
- The tenant shall arrange (without charge) for a taxi to collect any patron upon receipt of a request from the patron to do so.
- The tenant shall not permit intoxication or any indecent, violent or quarrelsome conduct in the space. Any person causing such disturbance shall be refused service and asked to leave. Any patron whose behaviour is either extreme or repeatedly objectionable may be barred from entering the bar for a period to be determined by the tenant.
- No person under the age of 18 years shall be served any alcoholic beverage. Production of photographic identification will be required where age is an issue. The only acceptable proof of age identification shall be:
 - Photo current driver's license;
 - Proof of age card (RTA); or
 - Current passport.
- The tenant will ensure that the "No More It's The Law' and house policy posters developed by the Liquor Industry Consultative Council are displayed during times when alcohol is served.
- The official "Intoxication" sign and "Proof of Age" poster shall be prominently displayed during times when alcohol is served.
- Non-alcoholic beverages will be available at all times when full strength liquor is available.
- Food must be available whenever liquor is consumed on the premises.

4.3 Procedures

- Staff will have completed the Responsible Service of Alcohol course and a certificate register is to be kept ready for inspection. Any other staff serving alcohol at the space will have completed the RSA courses also.
- All staff to be instructed to follow the House Policy (see below), a copy is to be kept in the RSA register.

4.4 House Policy

The House Policy provides a framework for Responsible Service of Alcohol:

- “Proof of Age” to be provided on request to prevent underage drinking.
- Persons who are intoxicated will be refused access to the premises.
- Intoxication signs are to be displayed at the premises and will be referred to in order to support a responsible attitude and requirements of legislation.
- Any patron at the premises considered intoxicated will be denied services.
- The tenant will educate its staff and patrons as a part of their duty of care to ensure that they understand the implications and abide by the responsible service of alcohol policy.
- The tenant will support and promote initiatives to stop Drink Driving in order to safeguard the wellbeing of patrons.
- Promotion of non-alcoholic beverages, low-alcohol beers and food.

4.5 Management of liquor

The tenant will not allow the removal of liquor from the premises in either open or closed containers. All alcohol purchased is to be consumed on the premises, signage must be clearly displayed at all times that prohibit taking liquor beyond the premises.

4.6 Dispute Resolution

- The tenant will develop a dispute resolution policy for all groups and individuals who use the Centre. It will also include a dispute resolution policy for customers and neighbours.
- The tenant will develop a complaint register in which is noted any complaint made by the Police, Council, surrounding business owners, or residents and will endeavour to fully address any reasonable concerns of such persons.
- The tenant will endeavour to fully address any reasonable concerns of people in the surrounding area or other third parties without the involvement of the Council or the New South Wales Police Service.
- The tenant will provide a contact phone number attended during the premises’ operating hours to any person on request and encourage people to make any complaints to that number.

5. Food Services

5.1 Policy

With appropriate approvals, food may be served on the premises in conjunction with events such as gallery openings and artist talks; however, food will not be sold under any circumstances.

Responsible food services is vital for legal, health and community reasons. The City will uphold all regulations and recommendations in serving food as outlined in the Food Act 2003 and Food Standards Code.

6. Facilities Management

6.1 Waste Removal

The community shed tenant is responsible for the removal and disposal of all waste. The community shed tenant will ensure the area remains clean and tidy and clear of any flammable and noxious materials. Garbage bins used by the community shed tenants will be stored in a safe and secure location within the shed area. The community shed tenant will be required to employ a commercial garbage collection service. Bins will be placed on Joynton Avenue prior to collection and then returned to the shed after they are emptied. Bins are not to be left on the street.

6.2 Complaints Procedure

The community shed tenant's contact details will be displayed in a visible location to register noise, garbage and hours of operations complaints, as well as any other operational disputes or complaints. All other complaints can be registered with the City of Sydney's Properties Officer on **(02) 9265 9333** and registered in the City's complaints register.

6.3 Security

The shed is fitted with a security alarm system which is monitored by the City of Sydney Security and Emergency Management Unit. The alarm system provides perimeter protection of all doors through the installation of reed switches. The area will also be protected by way of passive infra red (PIR) motion detectors.

Access into the building is by way of swipe card reader on the main entry to the north of the building. Access to the rear fenced courtyard is controlled by swipe access. A large vehicle access gate has swipe access fitted to provide access for delivery vehicles to the workshop and recycled water facility in the adjacent building.

It is the responsibility of the users of the shed to ensure the community shed doors and windows are locked and secured at the end of each day.

External and selective internal doors are fitted with master keyed locks. The master key system is owned and managed by the City of Sydney on behalf of the shed operator. Only registered community shed members will have access to the shed.

Faulty locks are to be reported to the City of Sydney Customer Service Unit on (02) 9265 9333 immediately for replacement or repair. Any after-hours security issues should be reported to Town Hall Security on (02) 9265 9178.

6.4 Safety

It is the responsibility of the community shed tenant to comply with its obligations under the Work, Health and Safety Act 2011. The community shed tenant will ensure that all PPE relevant to the activities associated with the community shed (i.e. high visibility vests, safety goggles, proper footwear, etc.) are supplied and worn by the community shed members and visitors.

6.5 Parking

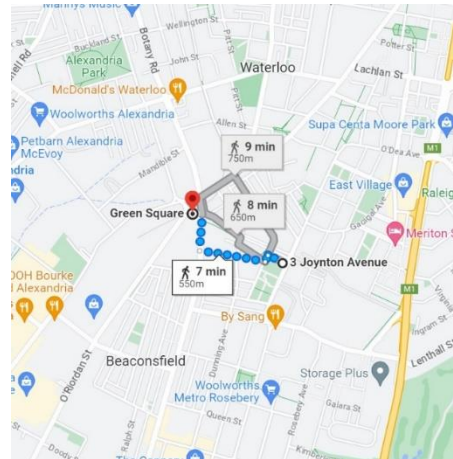
Timed Street Parking is available, but users are encouraged to use public transport to minimise the impacts on local residents. Bike racks are also located on Joynton Avenue for use by community shed members.

6.6 Public Transport

Bus Service M20 runs along Joynton Avenue from Central, the City and Mascot. Buses run every 10 minutes and Green Square Train Station is a 7-minute walk.

6.7 Accessibility

The ground level building is accessible.



6.8 Building Maintenance

The City of Sydney and the tenant will maintain the shed as outlined in the lease agreement. Any faults or damages must be reported immediately, and repair and maintenance requests should be made to the City of Sydney facilities maintenance provider Ventia by email: cityofsydney@ventia.com or phone: phone 1800 332 254 - 1

6.9 Delivery Vehicles

Deliveries associated with the site that involve the movement of vehicles, must only occur between the hours of 7.30am and 5.30pm on Mondays to Fridays, inclusive, and 7.30am and 3.30pm on Saturdays and Sundays.

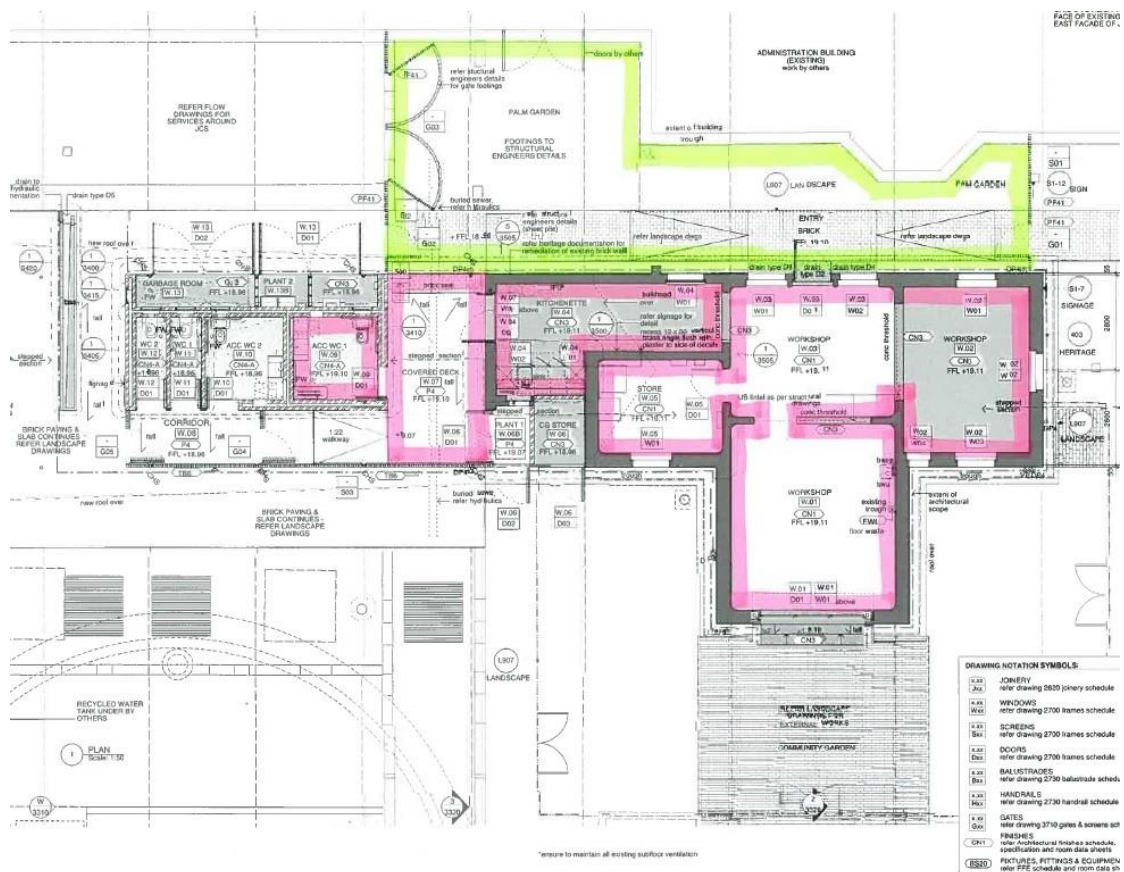
6.10 Sanitary Facilities

A unisex accessible toilet is provided onsite containing a shower.

6.11 Kitchen Facilities

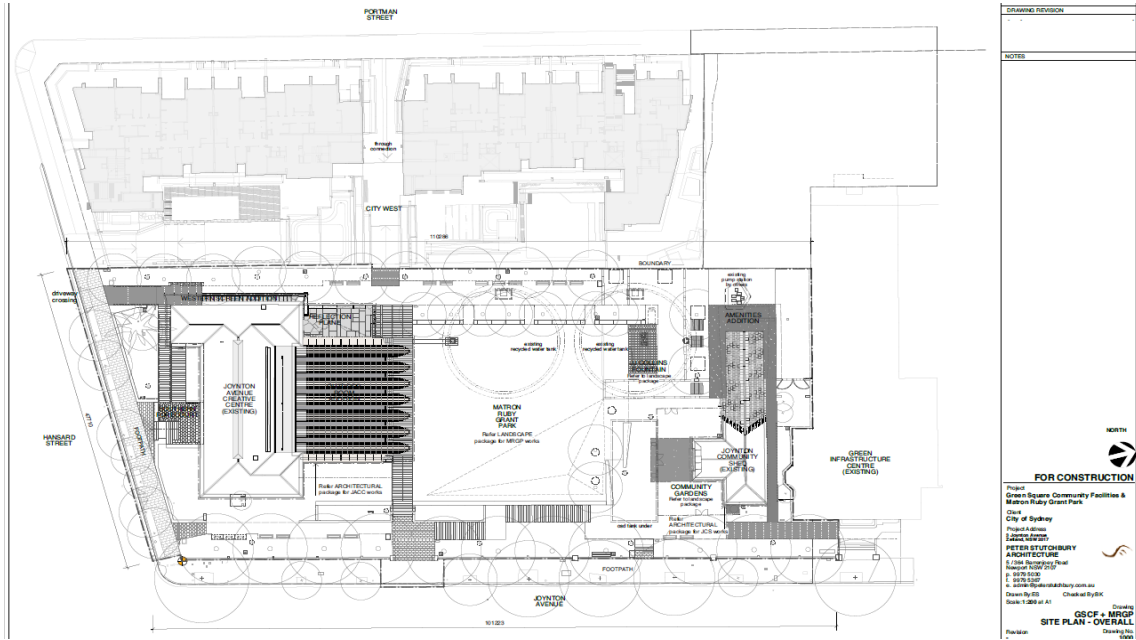
A kitchenette is provided onsite.

7. Floor Plan

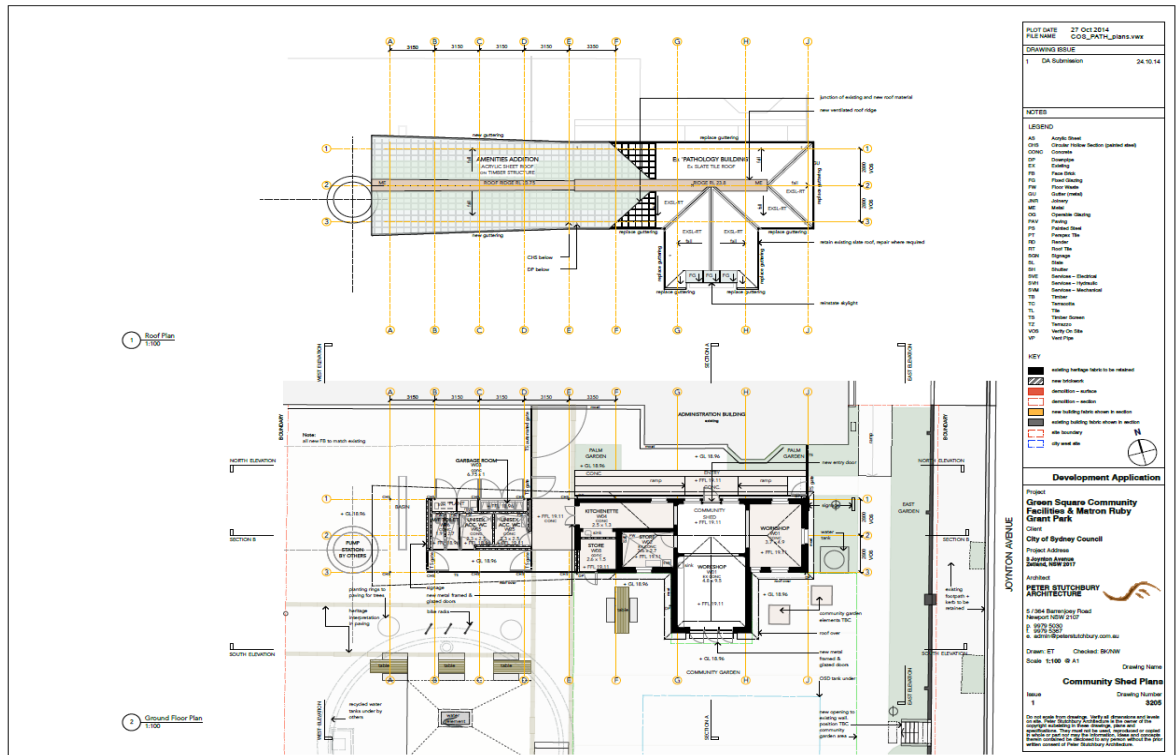


D/2014/148 Scope of Use

7.1 Site Plan



7.2 Architectural Plan



7.3 Emergency Evacuation Diagram

