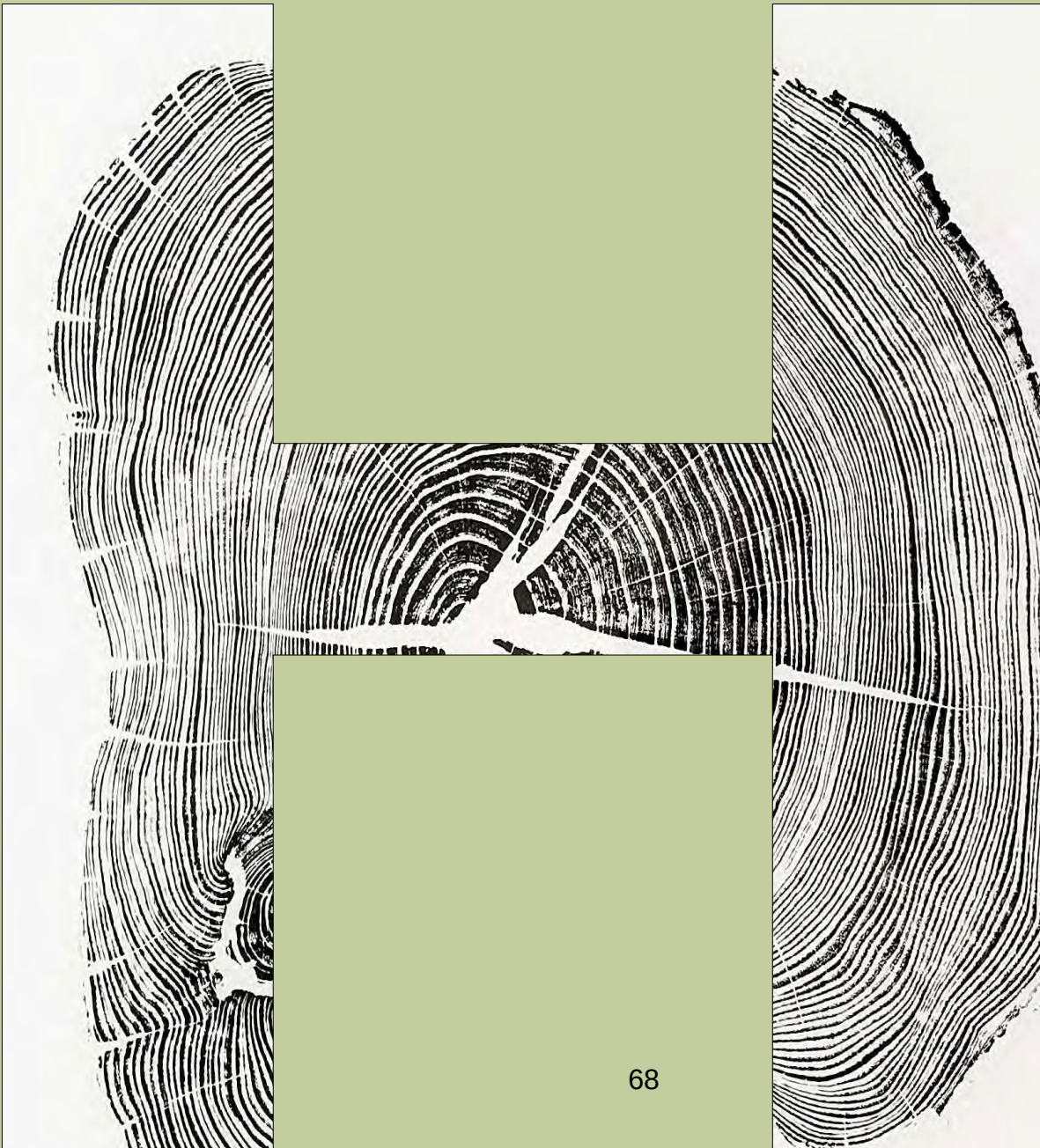


Attachment B

Plan of Management

LEVEL ORIENTATED SECTION



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Project Particulars

Project No.	2022080
Client	Pitch Properties Pty Ltd
Site Address	50-58 Sir John Young Crescent, Woolloomooloo
Document Name	Plan of Management

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INTRODUCTION

This Plan of Management (**PoM**) has been prepared by Hamptons Property Services (**Hamptons**) on behalf of Pitch Properties Pty Ltd (**owner**) for the use of the outdoor rooftop area by guests staying at the premises at 50-58 Sir John Young Crescent, Woolloomooloo (**site**). The purpose of this PoM is to establish operational parameters for use of the outdoor roof top area (herein **outdoor area**).

The outdoor area forms part of the premises known as Pacific House which is an operating backpacker's accommodation.

Purpose of POM

The purpose of this PoM is to govern the use of the outdoor area to ensure that:

- guests of the premises are respectful of each other and neighbouring properties when using this
- guests have an outdoor common open space area which can be utilized as part of their accommodation experience, that complements existing internal and external communal areas
- the community is provided with certainty in relation to the operational aspects pertaining to the use
- good management of the area is promoted from the outset by establishing performance criteria for the operation of this, having regard to the relevant matters in the Environmental Planning and Assessment Act 1979 (**EP and A Act**), the Sydney Local Environmental Plan 2012 (**LEP**) and the Sydney Development Control Plan 2012 (**DCP**).

The PoM and its attachments may be subject to change, based on legislative amendments and/or following further direction from City of Sydney (**Council**) from time to time. Any directed changes will be forwarded to Council and modified against the relevant development consent, as required.

Legislation that does not apply

The outdoor area is not subject to the provisions of the Liquor Act 2007 and the associated regulations.

HAMPTONS

The Site

The site is known as 50-58 Sir John Young Crescent, Woolloomooloo, and is legally described as Lot 1 in Deposited Plan 882499. The site is located at the southern intersection of Sir John Young Crescent and Crown Street, in the Cathedral Street Locality.

Figure 1: Site location and immediate locality (Source: Archistar)



Figure 2: Streetview elevation of the site (Source: Google Maps)

HAMPTONS



The Use

The use of the site is approved as for backpackers' accommodation, which has been in operation since 1998.

Purpose of the Outdoor Area

The outdoor area will:

- provide communal open space area for guests of the backpacker's accommodation in an era of contemporary expectations for outdoor spaces in association with this type of accommodation
- improve guest amenity by providing passive and small-scale active recreation spaces, with generous solar access
- promote social connection between guests in a passive environment
- maintain the heritage values of the site and its setting, particularly by conserving the aesthetic and historical values that are expressed within the building's façade, parapet silhouette and landmark presence within the townscape of Woolloomooloo
- provide a safe environment that is compliant with the requirements of the National Construction Code (NCC)

- maintain amenity for adjoining land uses with nil-negligible offsite arising impacts, principally controlled by limiting the hours of use and number of patrons.

Development Consent

The outdoor area will operate in accordance with Development Consent [insert upon receipt of consent], issued by Council on [insert date]. A copy of the development consent is at Appendix 1.

OPERATIONAL MATTERS

Guest Use and Capacity

Use of the outdoor area is limited to guests staying at the premises.

The outdoor area has a maximum capacity of 50 guests in the general area at any one time.

In addition, the Yoga/ Exercise Area which is to be used for exercise and wellness activities, located on the eastern side of the outdoor area has a maximum capacity of 12 guests at any one time. From time to time this area may be used by an organised group with an instructor coordinated by the operator, up to two times per week.

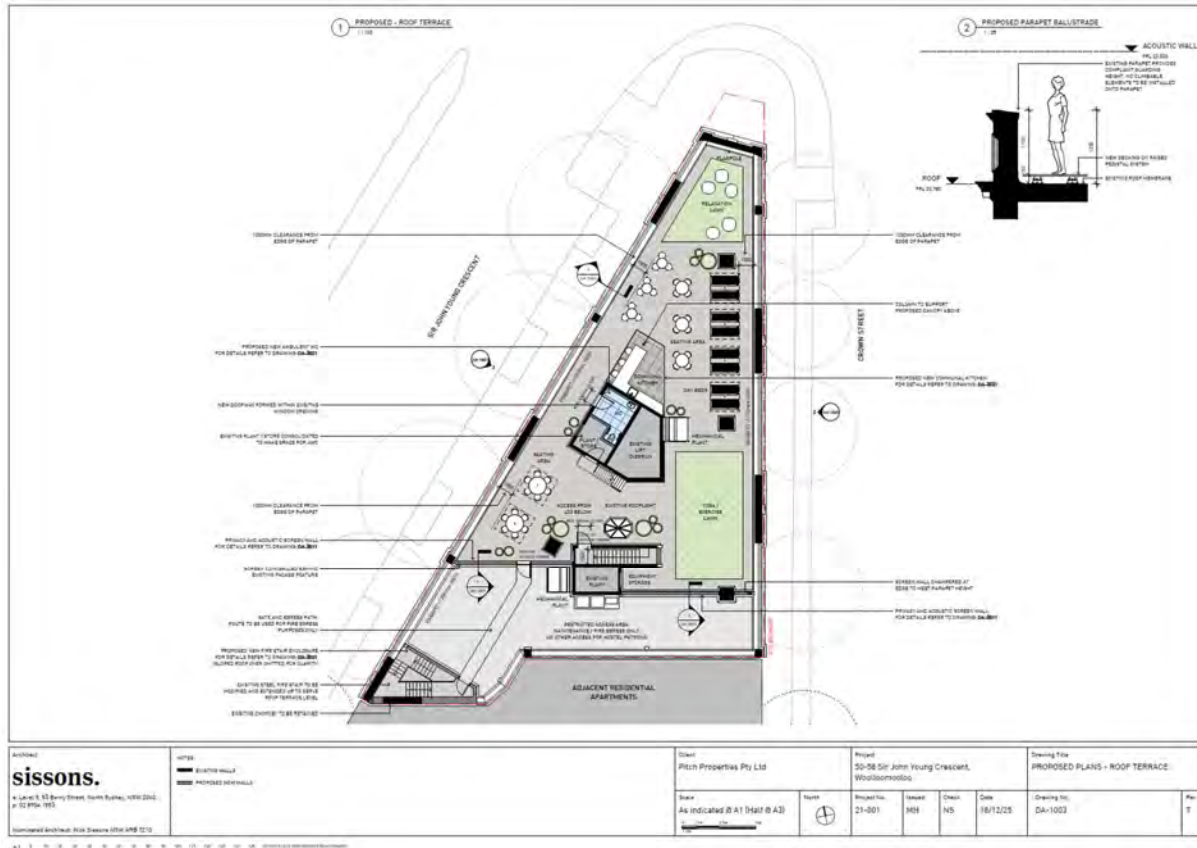
Guests are not permitted to access the southern fire stair, adjacent the edge of the building for general purpose use. This area is to be signposted to ensure that guests do not utilize the Restricted Access Area, other than in the event of an emergency.

Signage is to be placed on the gate at the entry to this area.

The fixed barriers are to always remain in place.

HAMPTONS

Figure 3: Layout of rooftop area (Source: Sissons Architects)



Permitted Hours of Use

The outdoor area is permitted to be used between 7:00am and 8:00pm, with a trial period for one hour until 9:00pm from the date of the Occupation Certificate.

Signage is to be placed around the outdoor area to remind guests of the hours of permitted use, in not less than four locations, one of which is the door leading from the main stairwell to the outdoor area.

Access

Access to the outdoor area is through the existing stairwell.

The door to the stairwell is to remain closed during the hours of permitted use of the outdoor area.

The door is to be locked by management outside of the permitted hours of use.

The umbrellas are to be closed when the rooftop area is not in use.

Tactile and braille identification signage is to be placed adjacent to the step that provides access to the common rooftop and maintained to ensure adequate caution to guests.

Directional tactile signage is to be provided throughout the rooftop area, including at emergency access points and where the exclusion zone is positioned, to ensure sufficient information in relation to exits.

All the above signage is to include braille and tactile text and include the international accessible symbol and be maintained between 1200mm and 1600mm above the floor level.

Tactile surface indicators must also be installed and maintained at the last step of the access stair, to caution occupants.

Tactile identification is to be maintained at all times.

Patrons which require accessible entry and egress to common areas within the building, will be directed to those and assisted by staff as required, noting that all other common areas are accessible within the building. An awareness for this will form part of formal staff training arrangements, including familiarization with this Plan.

GUEST MANAGEMENT

Staff Responsibility Regarding Guest Management

The House Rules displayed through the premises and the Terms and Conditions at the time of booking are to include the maximum number of guests permitted in the outdoor area and the hours of permitted use to ensure that guests have prior and ongoing knowledge of the use of this area.

A staff member is to attend the outdoor area once per hour, during operating hours, to monitor the behaviour of guests.

To minimise potential disruption caused by guests when they leave the outdoor area, fifteen minutes prior to the closing time of the outdoor area, a member of staff is to attend this and advise guests that this will be closing shortly and commence maintenance activities, such as cleaning of the area, to ensure it is left in a tidy manner.

Five-ten minutes prior to closing time, the staff member is to undertake a final walk of the area, asking guests to depart quickly and quietly from this.

Should the staff member not be the manager on duty, and have trouble with guests leaving this area, the staff member must contact the manager on duty *via* phone asking for their assistance in the outdoor area to ensure that all guests are removed from this.

Should a particular guest create difficulties for a staff member or the manager on duty, this is to be recorded in an incident log, detailing:

- the guest's name
- the room they are staying in
- contact phone number
- any complaints received from other guests or neighbours, , including their address and contact details
- any corrective actions undertaken.

Such incidents are to be advised at the next shift changeover to the incoming manager on duty.

Organised Events

Other than use of the yoga/exercise area which, from time to time, may be used by an organised group session, there are to be no organised gatherings or events on the roof top.

Signage

Signage is to be erected and maintained at the entry door to the stairwell and in not less than three additional locations around the outdoor area, displayed in a clear and prominent position, to remind guests to use the area in a respectful manner and be mindful of their neighbours, or wording to that effect.

Signage is also to be placed on the gate to the southern section where access is restricted, advising of this, other than in the event of an emergency.

Noise Management

The use of the outdoor area is to be controlled to ensure that any noise emitted does not create 'offensive noise' as defined in the Protection of the Environment Operations Act 1997, to any affected receiver.

The outdoor area is also to operate in accordance with the NSW Noise Policy for Industry.

Should instances of noise or anti-social behaviour arise, a staff member, or the manager on duty, is to prepare a written record of the complaint in an incident log, detailing:

- the guest's name
- the room they are staying in
- contact phone number
- the complaint received from other guests or neighbours, including their address and contact details
- any corrective actions undertaken.

A 24-hour contact number is to be made available to residents within the immediate vicinity of the site to enable them to make a complaint in relation to the use of the outdoor area. Any staff member taking such a call, must answer this in a polite, sympathetic and courteous manner. Where possible, action shall be taken to address any complaint made, including follow-up action, such as returning the resident's call to let them know what has been done to address the complaint or concern.

All complaints are to be responded to within 48 hours by management.

Closed Circuit Television Cameras

Closed circuit television cameras (CCTV) are to be installed on the outdoor area.

Amplified Music

Amplified music and speech is not permitted on the rooftop.

Amenities

The ambulant amenity provided on the rooftop is to be cleaned on the same cleaning regime as the balance of the building, noting that this is a unisex facility.

Waste Management

Waste and recycling bins are to be placed across the rooftop area as required. The area is to be cleaned at the completion of each day, with all waste removed by management to the existing waste room on the ground floor. This waste will be consolidated with waste from the premises and emptied by private contractor, as per the current practice.

Maintenance of Furniture

In the event that fixed furniture becomes loss, it is to be affixed to the surface as quickly as possible following the issue arising.

EMERGENCY AND EVACUATION PROCEDURES

Prior to commencement of use of the outdoor area, an Emergency Management Plan is to be prepared in accordance with regulation 43 of the Work Health and Safety Regulations. This is to be reviewed on an annual basis, or otherwise, if there is a material change in staff, or after the plan has been tested.

At all times, the Emergency Management Plan is to include, but not be limited to, the following matters:

- how to effectively respond to an emergency

- evacuation procedures from the outdoor area, including an evacuation plan that nominates evacuation routes from the premises
- notifying emergency services organisations, as required, at the earliest opportunity
- medical treatment and assistance
- effective communication between the person authorized to coordinate the emergency response and all people within the outdoor area
- testing of emergency procedures, including frequency of testing, and
- information, training and instruction.

The plan is to cover typical emergencies, including fire, explosion, medical emergency, rescues, incidents with hazardous chemicals, bomb threats, armed confrontations and natural disasters.

The Emergency Management Plan is to include:

- emergency contact details for key personnel who have specific responsibilities under the plan (e.g. fire warden, floor warden, first aid officer)
- contact details for local emergency services
- the mechanism for alerting people to an emergency (e.g. siren, bell alarm)
- evacuation procedures, including special needs assistance
- map of the premises with the location of fire protection equipment, emergency exits and assembly points
- processes for advising adjoining neighbours of an emergency, and
- post incident follow up process.

The Emergency Management Plan is also to include training processes.

APPENDIX 1: DEVELOPMENT CONSENT
