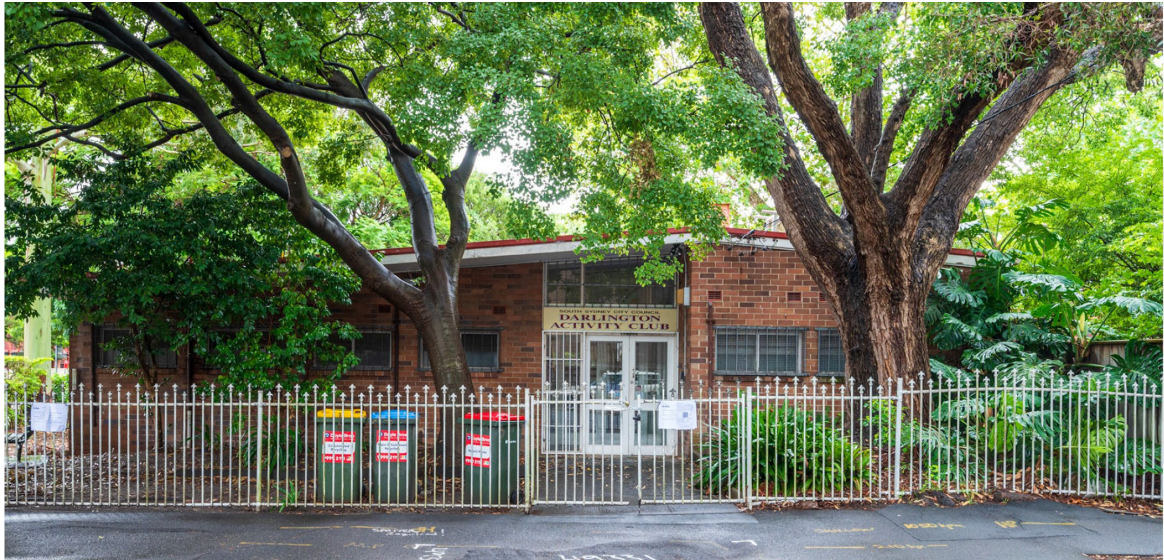


# **Attachment C**

<h2><b>Plan of Management</b></h2>
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# Plan of Management

## Darlington Activity Centre 132-134 Shepherd St, Darlington



Date: 8 October 2024  
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## 1. Introduction

Darlington Activity Centre at 132-134 Shepherd St, Darlington has variously been known as Harry Burland Activity Centre, Harry Burland Welfare Centre, South Sydney Activity Centre, and Pine St Creative Arts Annex. The Centre is bordered by Ivy Street to the north, Rose Lane to the south, Boundary Street to the east and Shepherd Street to the west. The front entrance is located on Shepherd Street.

The site is an existing single storey building and garden. Surrounding properties include The University of Sydney, private terrace housing, a warehouse conversion, student housing, and public housing. This property has a freehold title owned by the City of Sydney.

The building features a hall, offices, activity rooms, toilets, a kitchenette, outside seating, and garden areas. The property has 362 sqm of internal space, on a trapezoidal shaped parcel of land with total area of 970 sqm.

This property was built in 1960 by the former South Sydney Council and has delivered services for community purposes.

This facility plan of management (the Plan) is an operational plan for the ongoing use and operation of this facility.

An aerial photograph of the site is shown below.



Source: Google Maps





Source: Geocortex

## 1.2 Purpose of the Plan of Management

This plan is written to ensure the safe and successful use of Darlington Activity Centre, with consideration for the surrounding residential area of Darlington. This plan informs building users about operations and safety in the spaces.

## 1.3 Copies of Consents and Management Plans

A current copy of the development consent for the operation of the Facilities 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.

## 2. Building uses at Darlington Activity Centre

### 2.1 Overview

The land is zoned R1 General Residential. Under the Sydney Local Environmental Plan (LEP) 2012, community facilities are permitted with consent. This allows the building to be used for the physical, social, cultural or intellectual development or welfare of the community.

This building has multiple rooms and spaces that are available for a range of community activities. These may include, but are not limited to provision of physical, social, cultural or intellectual development, welfare services or activities, meetings, classes, rehearsals, workshops, conferences, functions, community events, administrative, clerical, professional or similar activities.

### 2.2 Vision

Darlington Activity Centre is a multi-use facility used by individuals and organisations to conduct a range of developmental, recreational, social and cultural activities that enhance the community's wellbeing.

### 2.3 Operating hours

The proposed hours of operation are between 7:00am to 10:00pm on Mondays to Sundays inclusive.

### 2.4 Capacity

A maximum of 40 participants may be inside the premises at any one time.

### 2.5 Size

Internal area 362m<sup>2</sup>

External area 408m<sup>2</sup>

Total area 970m<sup>2</sup>

Room	Size
Hall	133m <sup>2</sup>
Activity Room including Kitchenette	32m <sup>2</sup>
Activity Room 2	27m <sup>2</sup>
Office 1	13m <sup>2</sup>
Office 2	16m <sup>2</sup>
Office 3	13m <sup>2</sup>
Ancillary areas	128 m <sup>2</sup>
<b>Total</b>	<b>362m<sup>2</sup></b>

## 3. Management of Darlington Activity Centre

Occupancy will be dependent on the type of operational model as outlined below. All users of Darlington Activity Centre facilities will access the centre using an access code. Access provided will be dependent on the type of operational model in place for each facility and will be controlled by City of Sydney Security.

The operational model may include (but is not limited to):

- City of Sydney delivered services and programs subject to the policies and procedures of the City.
- Temporary use of facilities through venue hire administered by the City of Sydney through a hire agreement.
- Services and programs delivered by a third-party provider under a lease or license agreement.
- Temporary use of facilities through venue hire administered by a third-party provider through a hire agreement, subject to a lease or license agreement.

The operational model, as well as specific activities to be undertaken, will be reviewed regularly in line with City strategies to ensure this community facility continues to meet the City's strategic priorities and changing community needs and this Venue Plan of Management.

## 4. Amenity of Neighbourhood and Noise

### 4.1 Policy

The City of Sydney is responsible to maintain positive relationships within the community and respect neighbouring residents. The City will monitor noise and

respond to any complaints promptly on each occasion. The City will endeavour to ensure that the purpose and use of the Centre is aligned to the appropriate consent.

The City will take a proactive approach to engage with the residents and surrounding facilities. This will include regular communication and notifications with these stakeholders about activities occurring in the Centre and actively promote inclusive programming opportunities to engage the stakeholders with relevant Centre activities.

Positive stakeholder engagement will be monitored and managed alongside any complaints received. All feedback will be carefully considered when balancing the needs and interests of all.

#### **4.2 Noise**

Darlington Activity Centre is located among residences opposite Boundary Street and Ivy Street. This site can be hired and used as per 2.3 Operating Hours, but there are specific clauses in the hire agreements and lease/licence to minimise disturbance to neighbours.

Regardless of the operating model, all tenants and hirers will be responsible for noise associated with the premises including that which is produced using musical instruments and the operation of equipment (including sound equipment).

Hirers will be advised of additional conditions relating to noise at the time of making a Booking and must adhere to these requirements during each Booking Period, as set out in the Special Conditions of hire signed by every hirer. Tenants will be advised of additional conditions relating to noise in their lease agreement.

#### **4.3 Procedure**

In order to manage noise and to maintain neighbourhood amenities, tenants and hirers will be obliged to the following conditions:

- Any user of the facility must immediately comply with any request from the nominated City officer to reduce sound levels.
- Hirers and tenants are reminded that most venues are in residential areas and consideration should be taken to keep noise to a minimum.
- Manage noise so that it does not interfere with neighbouring residential properties and businesses.
- Ensure that the behaviour of patrons entering and leaving the premises does not detrimentally affect the amenity of the neighbourhood.
- Music sound levels must not cause annoyance to other occupants of the facility, building or centre of which the Venue forms part, if applicable. Any breach of noise regulations may result in the City taking action under the Protection of the Environment Operations Act 1997 (NSW).
- All music is to cease at least 30 minutes prior to the end of the event or booking period.
- The City reserves the right to impose additional Special Conditions relating to individual bookings. The Hirer will be advised of additional conditions regarding noise at the time of making the Booking, and must adhere to these requirements during each Booking Period, as set out in the Special Conditions.
- The City may also impose additional conditions in any licence or lease to use the facility to manage noise and maintain neighbourhood amenity.
- If an event attracts a large crowd, queuing mechanisms and security personnel will be put in place to minimise disturbance to residents and inconvenience for patrons. The hirer or tenant will develop an event

management policy and procedures manual to ensure events do not adversely affect neighbours.

- Prior written consent from the City must be obtained for supply and consumption of alcohol at the Venue.
- No alcohol is to be consumed outside the Venue.
- Supply to, or consumption of alcohol by minors at the Venue is prohibited and will result in Police action.
- Ensure doors and windows are closed from 10:00pm onwards to contain noise within the development.
- The facility will strictly adhere to the operating hours as outlined in Section 2.3.
- Patrons must not use outdoor areas of the centre after 10:00pm, unless to enter or exit the development.
- Patrons finishing at 10:00pm should use the main entrance / exit via Shepherd Street to minimise the impact on residences to the north of the site.
- An appropriately qualified audio-visual engineer or acoustic consultant shall be engaged to assist in the calibration of the recommended output levels if speakers are installed:

**Table 7.1 Maximum LA<sub>oct</sub> Sound Pressure Levels at 1 Metre from a Speaker**

Time	Maximum L <sub>10, 15minute</sub> Sound Pressure Level [dB] At Octave Band Centre Frequency [Hz]									Overall [dB(A)]
	31.5	63	125	250	500	1K	2K	4K	8K	
7:00am – 12:00am	65	68	69	70	68	65	62	58	55	70

- Air conditioning equipment should be regularly maintained and serviced to maintain low mechanical noise emission levels.
- All façade constructions should be closely reviewed to ensure gaps are minimised. Gaps should be sealed using suitable mastic sealant where possible.
- At the cessation of trade, ensure staff and patrons leave the premises quietly and respectfully to minimise any potential impacts on the surrounding amenity, including signage reminding staff and patrons to be aware of their neighbours and to leave in a respectful manner.
- Any complaints or feedback regarding noise will follow the City of Sydney Complaints procedure as outlined in the Plan of Management.

Tenants and hirers will be obliged to comply with the following security measures:

- Be responsible for the security of patrons when the building is open to the public.
- Maintain unobstructed access to all exits at all times to ensure people can safely leave the building during an emergency.
- Providing a list of emergency telephone numbers clearly displayed within the venue.
- Ensuring all staff members are aware of the fire safety requirements and follow procedures if there is a fire at the premises.
- Providing an after-hours contact to the City in case the security alarm is activated after hours (the City will provide the pin codes for the alarm system on request to individual users).

Tenants have additional obligations under Australian Standard 3745 Planning for emergencies in facilities:



- Formation of an Emergency Planning Committee and Emergency Control Organisation;
- Development of emergency plans;
- Provision of evacuation diagrams
- Provision of training and fire evacuations.

If The City is operating the site, it will be responsible for these procedures.

## **5. Facilities Management**

### **5.1 Cleaning and Waste Removal**

Hirers:

Regardless of the operating model in place for each facility, Hirers must leave all hired areas of the Facility secured as instructed by the City in a clean and tidy condition, removing all personal property, all decorations and refuse of any kind, disposing of refuse in the rubbish bins provided, wiping down all benches and sinks, and sweeping floors if required to return the venue to a clean condition. If the Hirer does not comply the Hirer will accept responsibility for, and pay the cost of, any additional cleaning of the Venue.

Tenants:

The tenant is responsible for cleaning and minor maintenance in accordance with the licence/lease agreement.

Refer to Waste Management Plan for full details.

### **5.2 Behaviour of patrons and responsible service of Alcohol**

With appropriate approvals, alcohol may be served on the premises in conjunction with events related to cultural and community activity; however, alcohol will not be sold on the premises.

Responsible serving of alcohol is vital for legal, health and community reasons. The City will uphold all regulations and recommendations in serving alcohol.

Strict adherence to 4.3 Procedures must be observed for service of alcohol.

### **5.3 Food Use and Safety**

With appropriate approvals, food may be served on the premises in conjunction with related to cultural and community activity. Responsible food service 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.

Where a hirer is self catering, the hirer must be aware of and comply with the health guidelines for the safe preparation, handling and serving of food at functions.

Any third party caterer organised by a hirer must hold appropriate public liability insurance and show evidence of this. Third party caterers or other commercial providers of food must also be registered and follow NSW Health and NSW Food Authority requirements.

### **5.4 Complaints Procedure**

The City's aim is to allow the buildings to function without causing disturbance to neighbours. Any complaints or feedback can be raised with the City following the City

of Sydney Complaints Procedure. Complaints or feedback can be made by visiting the Council's website or by calling 9265 9333 and speaking to the Customer Services team. Every effort will be made to resolve complaints at first point of contact.

For complaints received in writing, email, and on-line, the responding City staff member will send an acknowledgement to the complainant within 2 working days. The responding City staff member will record the complaint, investigation, outcome, and response in the relevant City system.

Depending on the nature of the complaint, it may be investigated by the City's Health and Building team or City Rangers. If the review or investigation is going to be longer than 10 working days, the responding City staff member will inform the complainant of the new timeline and keep them updated on the progress.

The complainant may also be encouraged to refer the matter to Police for urgent action.

If the complainant is dissatisfied with the response to their complaint, they can refer the complaint for review to:

- NSW Ombudsman
- NSW Department of Local Government
- The Independent Commission Against Corruption
- The Information and Privacy Commission NSW
- The Office of the Small Business Commissioner NSW

If the facility is operated under a lease or licence, the tenant will have a formal process for resolving disputes. This will include:

- Drawing up a dispute resolution policy (including for dealing with complaints from neighbours) that will apply to organisations and individuals hiring areas within the Community Space.
- Having a register for complaints made by the NSW Police, Council, surrounding business owners and residents.
- Addressing reasonable complaints without involving Council or the NSW Police.
- Providing a contact phone number for lodging complaints during operating hours and encouraging people to use that number to lodge complaints.

For hirers of the facilities, any dispute arising between the Hirer and the City will first be referred to the City's representative noted on the Booking Confirmation. If the dispute is not resolved within 10 business days, then the dispute will be referred to the Chief Executive Officer whose decision on the matter will be final and conclusive.

## **5.5 Security**

All facilities are protected by a security system, which is also used to help manage access to areas. The system comprises a building intruder alarm system, with electronic access control on the main building entrance.

Access instructions for Hirers, including details of alarm codes, will be sent to the Hirer prior to each start date, provided that all fees associated with the booking have been paid in full and required documents provided. If the facility is operated under a lease or licence, the tenant will be provided with their own alarm code.

The security alarm system is monitored by the City of Sydney Security Team. Any security issues should be reported to Security on (02) 9265 9178.

## **5.6 Safety**

It is the responsibility of hirers to comply with its obligations under the Work, Health and Safety Act 2011. Hirers will ensure that all PPE relevant to the activities associated with the Facilities are supplied and worn.

## **5.7 Parking**

On-street parking is available on Shepherd Street and Ivy Street, subject to the existing parking restrictions as follows:

- Authorised Council Vehicles Parking on Monday-Friday from 10:30am-3:00pm
- 5-minute parking on Monday-Friday from 8:30am-10:30am and 3pm-6pm (Shepherd Street only)

## **5.8 Public Transport**

The site is serviced by a range of public and active transport options with bus stops along Cleveland Street and City Road. Redfern Station is located 500m from the Site.

## **5.9 Accessibility**

The ground level building is wheelchair accessible. Wheelchair access is via a ramp at the Ivy Street entry of the building. Entry doors to all facilities are manually operated.

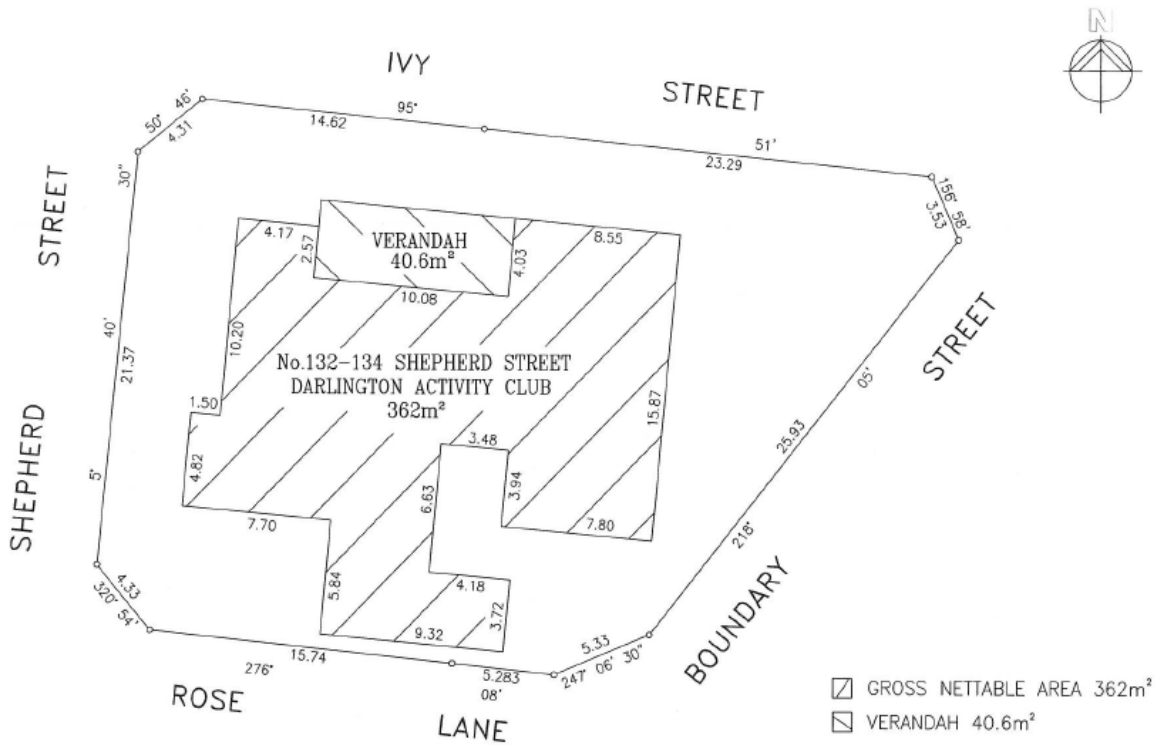
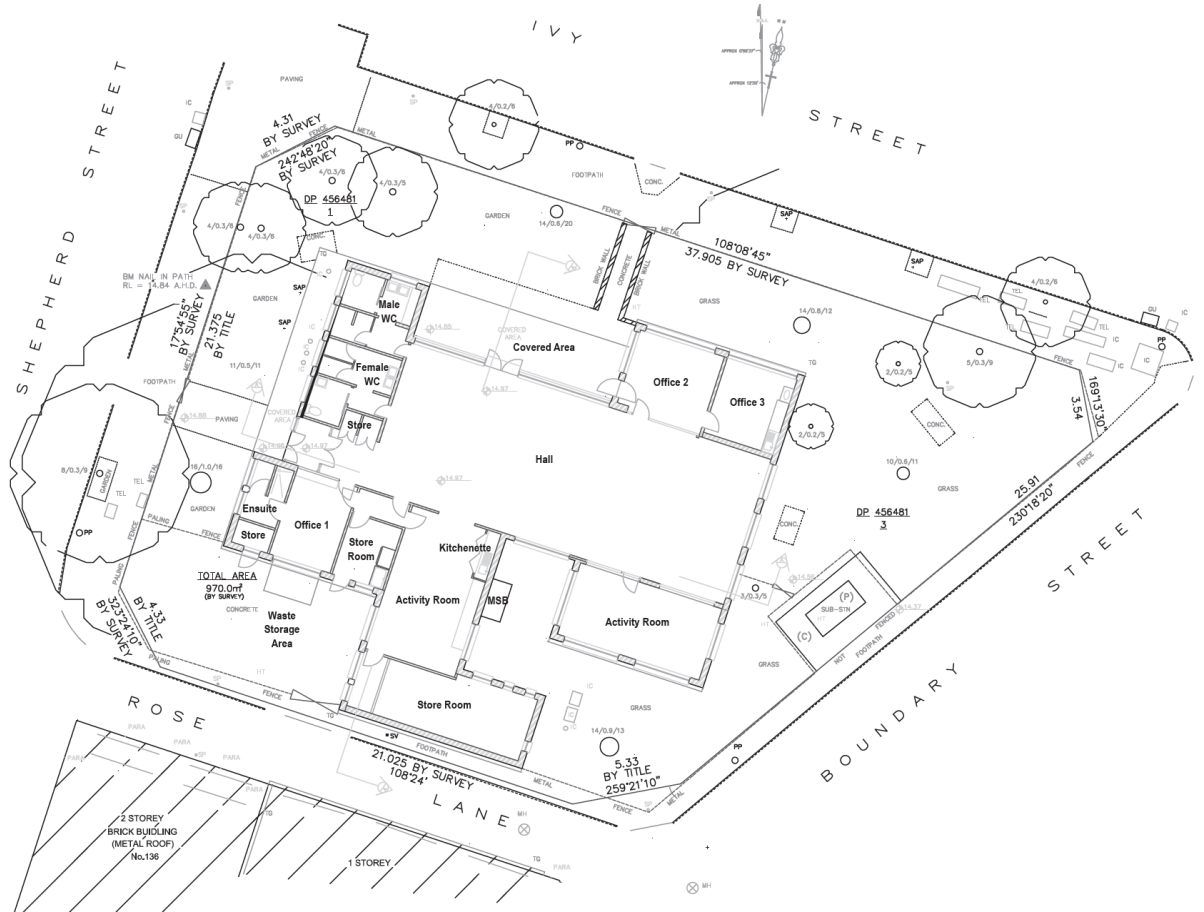
## **5.10 Building Maintenance**

The City of Sydney and the tenant will maintain the Facilities. Any faults or damages must be reported immediately to the City of Sydney Customer Service Unit on (02) 9265 9333.

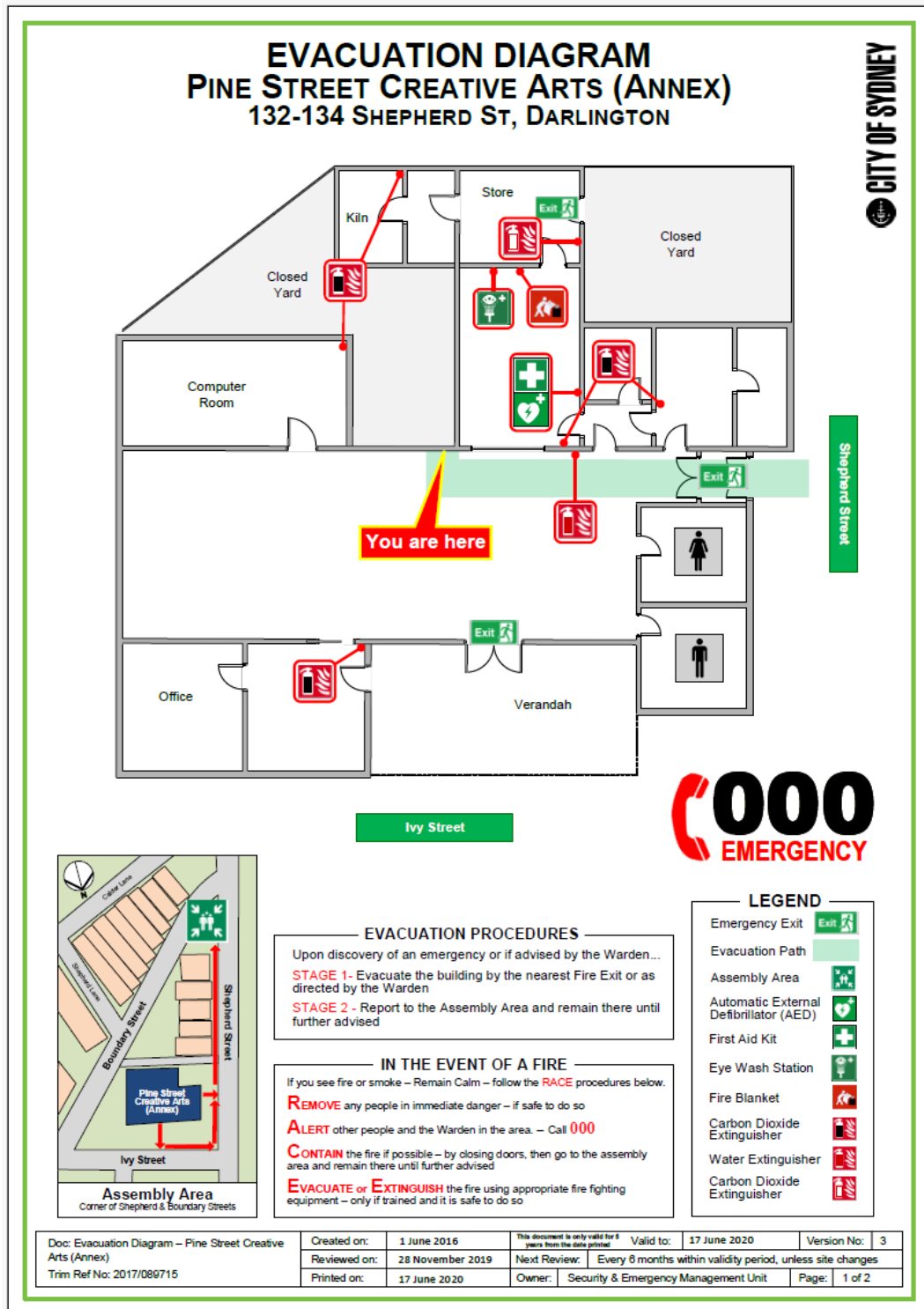
The City of Sydney will be responsible for:

- Cleaning and maintaining the common areas and exterior of the building.
- Maintaining essential services including emergency lighting and fire services.
- Maintaining park areas.
- Planned and reactive maintenance under the terms of the agreement.
- Managing all soft and hard services.

## 6. Site and floor plans

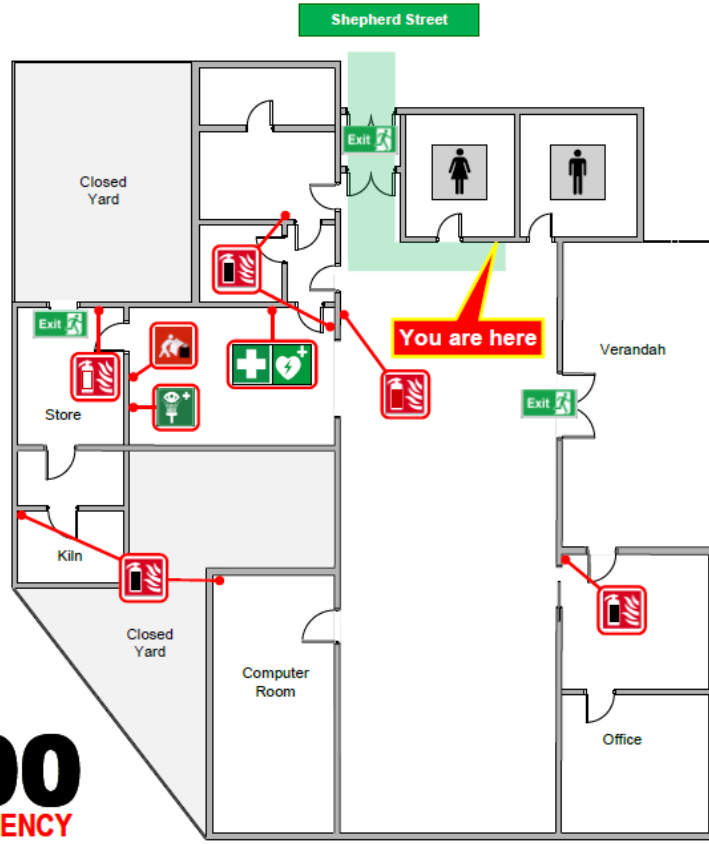


## 7. Emergency Evacuation Plan





# EVACUATION DIAGRAM PINE STREET CREATIVE ARTS (ANNEX) 132-134 SHEPHERD ST, DARLINGTON



**LEGEND**

Emergency Exit	
Evacuation Path	
Assembly Area	
Automatic External Defibrillator (AED)	
First Aid Kit	
Eye Wash Station	
Fire Blanket	
Carbon Dioxide Extinguisher	
Water Extinguisher	
Carbon Dioxide Extinguisher	

**EVACUATION PROCEDURES**

Upon discovery of an emergency or if advised by the Warden...

**STAGE 1** - Evacuate the building by the nearest Fire Exit or as directed by the Warden

**STAGE 2** - Report to the Assembly Area and remain there until further advised

**IN THE EVENT OF A FIRE**

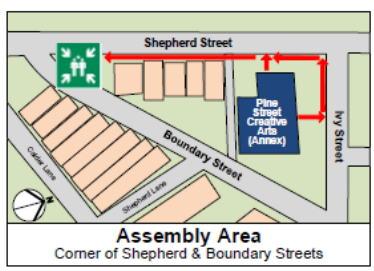
If you see fire or smoke – Remain Calm – follow the **RACE** procedures below.

**REMOVE** any people in immediate danger – if safe to do so

**ALERT** other people and the Warden in the area. – Call **000**

**CONTAIN** the fire if possible – by closing doors, then go to the assembly area and remain there until further advised

**EVACUATE** or **EXTINGUISH** the fire using appropriate fire fighting equipment – only if trained and it is safe to do so



Doc: Evacuation Diagram – Pine Street Creative Arts (Annex) Trim Ref No: 2017/089715	Created on:	1 June 2016	This document is only valid for 4 years from the date printed	Valid to:	17 June 2020	Version No:	3
	Reviewed on:	28 November 2019	Next Review:	Every 6 months within validity period, unless site changes			
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				Page:	2 of 2		

