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| Plan of Management |
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Plan of Management

12A Dadley St, Alexandria



Date: 21 May 2025
Revision: v1
TRIM Ref: 2024/503046-05

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1. Introduction

12A Dadley Street is an existing single storey building and garden. It is bordered by Renwick Street to the south, Dadley Street to the west, and Allen Lane to the east. The site is surrounded by low to medium density housing. The Jack Shuttleworth Reserve is located on the opposite side of Renwick Street. The front entrance is located on the corner of Dadley Street and Renwick Street.

This octagonal shaped building features open plan and lockable offices, kitchen, toilets, outside seating, and garden areas. The property has an internal area of 134 sqm, on a quadrilateral shaped parcel of land with total area of 386 sqm. The property has a freehold title owned by the City of Sydney.

This property was built in 1964 by the former South Sydney Council and has delivered services for community health purposes.

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

An aerial photograph of the site is shown below.



Source: Geocortex

1.1 Purpose of the Plan of Management

This plan is written to ensure the safe and successful use of 12A Dadley Street, with consideration for the surrounding residential area of Alexandria. This plan informs building users about operations and safety in the spaces.

Building users are required to comply with this Plan of Management and the conditions of development consent.

1.2 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 12A Dadley Street Alexandria

2.1 Overview

This operational land is zoned SP2 Community Facility. Under the Sydney Local Environmental Plan (LEP) 2012, community facilities are appropriate for the identified infrastructure land use and 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 activities. These may include, but are not limited to provision of meetings, workshops, clerical, and administrative or similar activities.

2.3 Vision

12A Dadley Street is a community facility used by individuals and organisations to conduct a range of developmental, recreational, social and cultural activities that enhance the community's wellbeing.

2.4 Operating Hours

The proposed hours of operation are between 7:00am to 12.00am on Mondays to Sundays inclusive. Use of the external area is not permitted after 8pm

2.5 Capacity

A maximum of 25 participants may be inside the premises at any one time.

2.6 Size

Internal area: 134m²

External area: 253m²

Total area: 386m²

| Room | Size |
|----------|------------------|
| Entry | 9m ² |
| Office 1 | 32m ² |
| Office 2 | 11m ² |
| Kitchen | 13m ² |
| Office 3 | 44m ² |
| Office 4 | 9m ² |

| | |
|----------------------------|-------------------------|
| WC | 4m ² |
| Accessible WC | 6m ² |
| External store | 6m ² |
| Total lettable area | 134m² |

3. Management of 12A Dadley Street Alexandria

Occupancy will be dependent on the type of operational model as outlined below. All users of 12A Dadley Street 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.

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

12A Dadley Street is located among adjacent residences, and opposite Dadley Street and Allen Lane. This site can be hired and/or used as per 2.3 Operating Hours, but there are specific clauses in the hire agreements and lease/licences to minimise disturbance to neighbours.

Regardless of the operating model, all tenants and hirers will be responsible for noise management.

- 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.
- Sound levels must not cause annoyance to other occupants of the facility.
- Small portable speakers are permitted, but permanent inbuilt speakers are not to be installed
- Music is to cease at least 30 minutes prior to the end of the event or booking period.
- Use of the external area is not permitted after 8pm.
- Amplified sound is not permitted after 10pm.
- A maximum of 25 participants may be inside the premises at any one time.
- Ensure that the behaviour of patrons entering and leaving the premises does not detrimentally affect the amenity of the neighbourhood.
- Signs must be placed in clearly visible positions within the building requesting patrons upon leaving the premises to do so quickly and quietly, having regard to maintaining the amenity of the area. The signage shall be in bold letters not less than 25mm in height on a contrasting background.
- Any user of the facility must immediately comply with any request from the nominated City officer to reduce sound levels.
- Any breach of noise regulations may result in the City taking action under the Protection of the Environment Operations Act 1997 (NSW).
- The City may also impose additional conditions in any licence or lease to use the facility to manage noise and maintain neighbourhood amenity.
- 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.

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:

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.

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 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.

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.

5.3 Food Use & 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. 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

In the event that any complaints need to be elevated to the City of Sydney, complaints and feedback can be made by visiting the Council's website or by calling 9265 9333 and speaking to the Customer Services team.

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. The City will respond to the complaint in accordance with its processes and policies. In event of any necessary significant investigation, or compliance action, the customer will be informed as to any relevant progress or outcome as appropriate.

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

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 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.

5.6 Parking

Unrestricted on-street parking is available on Renwick Street. On-street parking is available on Dadley Street, subject to existing parking restrictions as follows:

- 2P free parking Monday to Friday 8am – 6pm (Area 36 Permit Holders Excepted).

5.7 Public Transport

The site is serviced by a range of public and active transport options including;

- Bus stops along Mitchell Street, Henderson Road, and Wyndham Street;
- Redfern Train Station and Erskineville Train Station are located 850m and 950m from the site respectively.
- Waterloo Metro Station is located 1.4km from the site.

5.8 Accessibility

The ground level building is accessible. Entry doors to all facilities are manually operated.

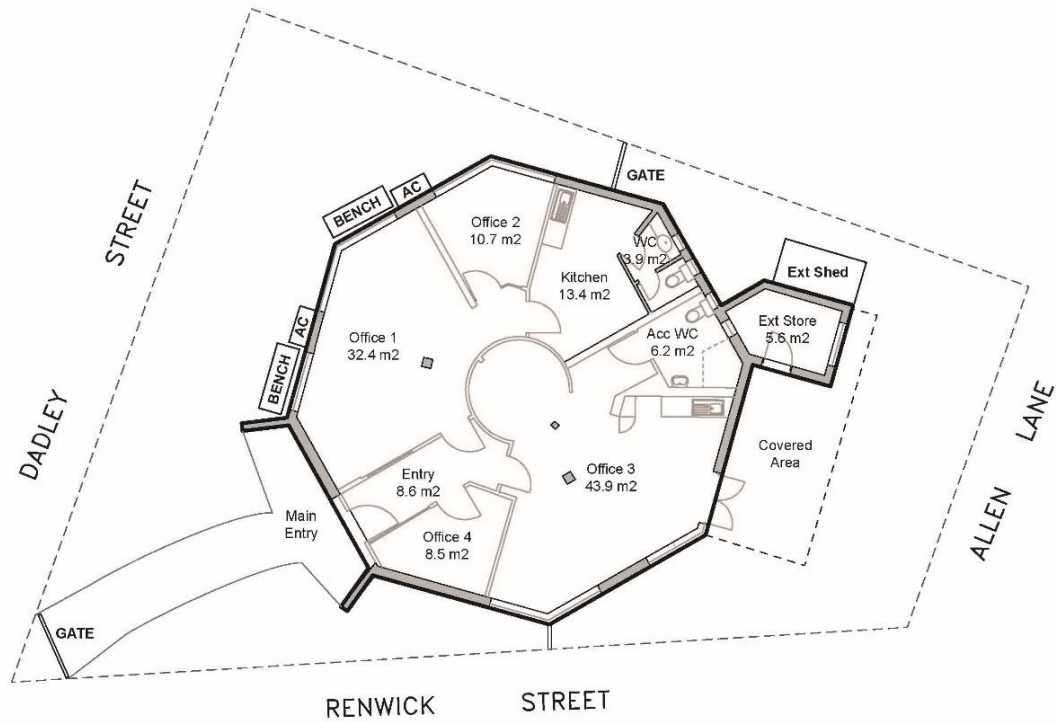
5.9 Building Maintenance

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.

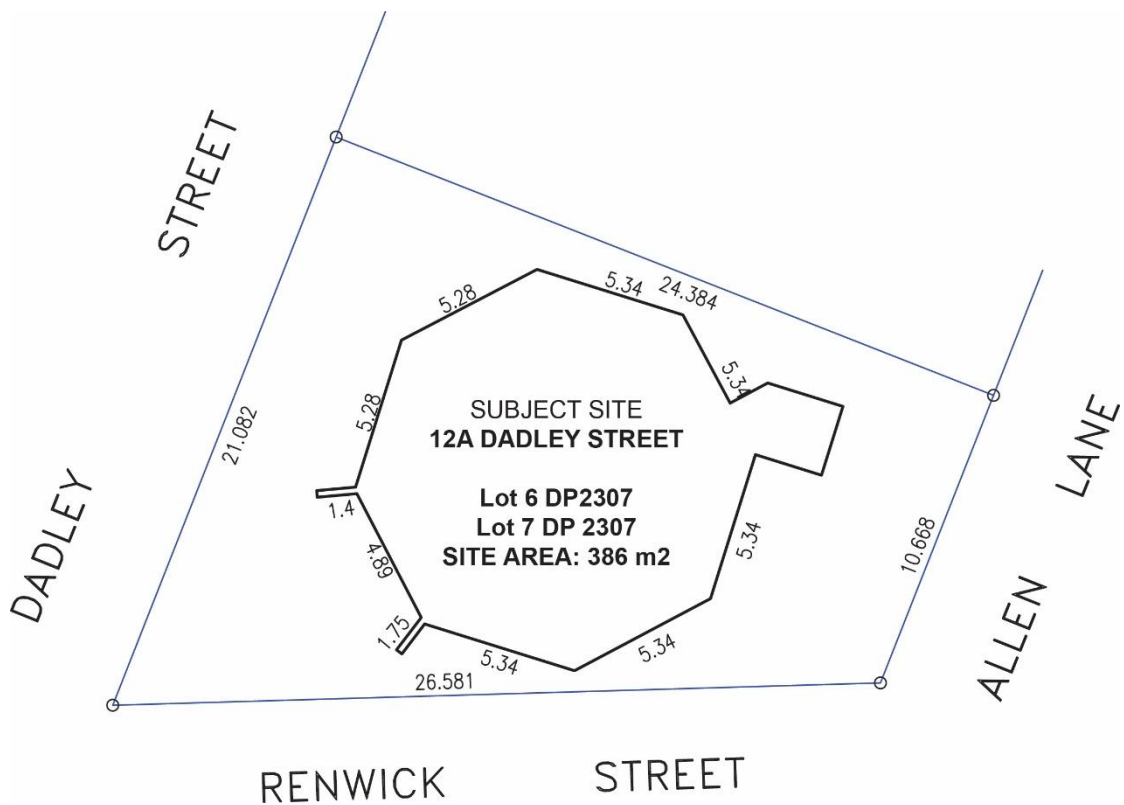
The City of Sydney will only be responsible for:

- Maintaining essential services including emergency lighting and fire services.
- Planned and reactive maintenance under the terms of the agreement.

6. Site and floor plans



12A Dadley Street - Floor Plan



12A Dadley Street – Site Plan

7. Emergency Evacuation Plan

