

**682 Castlereagh Road
Agnes Banks NSW 2753**

**Management Plan for a
Community Facility**

Vaishnav Sangh of Sydney

March 2018

Introduction

This operational management plan sets out the various requirements and responsibilities of management for Vaishnav Sangh of Sydney Community Facility located at 682 Castlereagh Street, Agnes Banks NSW 2753.

Property Address: 682 Castlereagh Rd Agnes Banks

Community Facility

Operational Details

Opening Hours

- The community facility will be open seven days a week.
- Administrative duties staff will be attending the site during the week, and their work hours are as follows: Monday–Friday—five people (max.), Saturday–Sunday—seven people (max.); timings—any time during the day.
- Community site users attend the site: Monday–Friday—15 persons between 5 p.m. and 7 p.m. Saturday–Sunday—50 to 100 people between noon and 7 p.m.
- Event Day is represented by a regular fortnightly event, with 200 persons attending fortnightly, approximately 25 times per year.

Total Number of Staff

- The proposed maximum number of staff is seven.

Maximum Number of Visitors

- The maximum number of visitors proposed is 200 on Event Days. Monday to Friday will be maximum 15, Saturday–Sunday 100.

How Often Will Events Occur

- Daily—small groups (15 people)
- Weekly—100 people
- Event Days—fortnightly on a Sunday

Staff at Any One Time

- The proposed number of staff on site at any one time is Seven.

Fire Safety

- All fire safety features within the building are to be regularly inspected and maintained annually.
- A floor plan is provided and will be displayed onsite indicating emergency exit routes.

Cleaning and Maintenance

- The premises will be thoroughly cleaned by staff on a regular basis and will be consistently kept tidy during operational hours.
- Additional cleaning will be carried out after each event held at the premises.
- At the beginning of each week a pest control inspection of the premise will be carried out.

Waste and Recycling

- Waste and recyclable matter generated by the community facility is to be collected, stored and disposed of weekly by either Councils collection service or a contracted collection firm.

Parking Statement

- Dedicated parking is provided onsite and includes car parking, disabled parking and mini bus parking.