

MANAGEMENT PLAN

Read Park Multi-Purpose Community Space

1. Preamble

This Management Plan details the proposed operation of the multi-purpose community space, being the downstairs portion of the two retrofitted sea containers in Read Park.

The proposed development is to be located in the western portion of Read Park, in the space designated on the attached site plan. In accordance with the reservation under the Local Planning Scheme and the Deed of Trust that applies to the land, the facility is to be used for recreational purposes only. This management plan provides further details regarding permissible activities and other management requirements for the facility.

2. Purpose and Scope

This Management Plan has been prepared by Taylor Burrell Barnett on behalf of the proposed lessee (Finman Pty Ltd) for the proposed multi-purpose community space in Read Park.

This Management Plan contains information regarding the management of the space including information relating to the permitted activities, booking system, hours of operation, cleaning and maintenance, security, signage, contact details and complaints procedure.

3. Permitted Activities

The space is intended as a multi-purpose community space. In accordance with the reservation under the Local Planning Scheme and the Deed of Trust dated 21 October 1941, the facility is to be used for recreational purposes only. Specific permissible uses include but are not limited to:

- Community meeting space.
- Pop up events such as art displays.
- Community workshops.
- Parent groups.
- Other similar recreational uses.

The space is not permitted to be used for the following:

- Parties / social gatherings.
- Any event involving amplified music.

The lessee and/or the Town of Victoria Park (the Town) reserve the right to refuse the use of the space where it is of the view the event or use is likely to impact the enjoyment of the park by the public, or impact the amenity of surrounding businesses or residences.

4. Bookings

Event management is to be undertaken via online booking system. The booking system will contain details for the users and community members regarding:

- Instructions for how to book the space;
- Booking availability;
- Hours of operation;

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- Conditions of use;
- Complaints procedure;
- Contact details and emergency protocol;
- Instructions for how to operate the space (including operation in and out of Sonder Café business hours);
- Instructions and responsibilities for returning the space after use.

The lessee or the Town will be responsible for establishing the online booking system (subject to further discussions). If the lessee is responsible for booking, the Town of Victoria Park will provide information on its website and a link to the booking system.

5. Hours of Operation

The facility will be open daily with varied availability and access arrangement in alignment with the hours of operation detailed below.

Table 1 Hours of Operation

Time / Day	Open
Weekdays 7am – 2pm	Available for bookings or informal use
Weekdays 2pm – 8pm	Available by booking only
Saturdays 8am – 12pm	Available for bookings or informal use
Saturdays 12pm – 5pm	Available by booking only
Sundays and Public Holidays	Closed

6. Access

The facility will be open for informal use during the opening hours of Sonder Coffee so that access and usage can be monitored.

A lock box is to be installed externally at Sonder Café to store the set of keys to access the community space. The lock box will be accessible outside of Sonder Cafe business hours.

The keys will only be made available in the lock box in the event a booking is made. Therefore, bookings will need to be made at least 24 hours in advance.

The lessee will provide users with an access code to the lock box that can be used throughout the duration of the booking and will manage the bookings to ensure the keys are returned at the end of each use.

The lock box is to be monitored by the lessee who will ensure the keys are available prior to commencement and are returned at the completion of each booking.

7. Cleaning and Maintenance

A regular cleaning and waste management service will be provided by a private contractor, appointed by the lessee. Cleaning services are to be provided on a regular basis, to be determined in consultation with the Town of Victoria Park.

In addition to the regular cleaning service, users will be requested to ensure the facility is left in a tidy and orderly state after each booking.

The lessee is to undertake routine maintenance to ensure the development remains in a presentable state and internal fittings and appliances remain in good working order.

The Town of Victoria Park will assist with any required graffiti removal.

8. Security

The facility is in a prominent location, visible from Albany Highway and from most portions of Read Park. The location is intended to encourage the activation of Read Park and improve passive surveillance within the area.

The facility will be locked when Sonder Coffee is closed, with the keys available through the lock box (as detailed in section 5 and 6 above).

The structure will be fitted with sensor lighting, which is to be provided by the adjoining landowner, to discourage anti-social behaviour at night time.

9. Signage

Signage containing a summary of key information is to be provided on the ground floor façade in a prominent location. An indicative size and location are provided in Figure 1 below.

The lessee will provide a sign affixed to the structure that contains a brief summary of key information relating to the operation, management and booking of the space.

The sign is to be approximately A3 sized and placed in a prominent location to improve visibility for users and community members.



Figure 1 Indicative size and layout of proposed signage on the south-eastern facade of the structure

10. Contact Details and Complaints Procedure

The contact details for the lessee will be made available to users for all general queries and emergencies. A contact at the Town of Victoria Park will also be listed for use in emergencies only.

Information regarding the complaints procedure and emergency protocols will be made available via the online booking system. Additionally, this information will be made available to community members who are using the space informally on internal signage.

Complaints relating to the operations and management of the facility can be submitted directly to the lessee who is responsible for addressing community concerns directly. The online booking system contains a complaint management service to ensure community concerns are recorded and addressed. All complaints will also be submitted to the Town of Victoria Park by the lessee for record keeping and enforcement.