

Place of Public Worship

88-92 Botany Street, Carlton

Client: Nasscon

Date: 14 July 2021

Contact:

Kim Samuel
kim.samuel@elton.com.au
0418 122 480

**SYDNEY
02 9387 2600**

Level 6, 332 - 342 Oxford Street
Bondi Junction NSW 2022

www.elton.com.au
consulting@elton.com.au
Sydney | Brisbane | Canberra | Darwin | Melbourne | Perth
ABN 56 003 853 101

Prepared by	Justin Foong
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Reviewed by	Kim Samuel
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Table of Contents

TABLE OF CONTENTS	2
1 INTRODUCTION	3
1.1 About the Hurstville Muslim Community & Association	3
2 SUMMARY	4
3 THE SITE	6
4 PLACE OF PUBLIC WORSHIP	8
5 OPERATION	13
5.1 Administration	13
5.1.1 Management Committee	13
5.1.2 Centre Manager	13
5.2 Staff	13
5.3 Induction, awareness of rules, regulations and operations	14
5.4 Hours of worship and capacity	15
5.5 Community rooms	18
5.6 Call for Prayer	19
5.7 Key events	19
5.8 Imam’s Accommodation	19
6 MANAGEMENT	20
6.1 Worshipper capacity	20
6.2 Noise control measures	20
6.3 Lighting impacts	23
6.4 Parking and traffic	23
6.5 Security	24
6.6 Communications, complaints and feedback	25
6.6.1 Process	25
6.6.2 Review Mechanism	26
7 REQUIREMENTS	27
APPENDIX A - SUBMISSIONS REGISTER AND ACTION FORM	29
APPENDIX B – POM REGISTER	31
APPENDIX C – NOISE MANAGEMENT PLAN	32

1 Introduction

This Plan of Management (PoM) has been prepared to support the operation and management of the Place of Public Worship (POPW) for the Hurstville Muslim community at 88-92 Botany Street, Carlton (the site). The PoM has been prepared based on feedback from the community and local Council. It provides a comprehensive set of guidelines and operational criteria to ensure that the POPW is appropriately managed to avoid and minimise any environmental or amenity impacts on the surrounding area.

The POPW provides a much-needed facility for the local Muslim community to undertake religious practices and participate in limited ancillary community activities. The POPW also provides opportunities to welcome members of the broader community to engage with the local Muslim community and understand the culture. This PoM has been prepared to provide the community with assurance that the POPW is appropriately managed and operated to a high standard and to protect the amenity of the surrounding area. The POPW is required to operate strictly in accordance with this PoM to ensure the Hurstville Muslim community can continue to provide a POPW for its members whilst mitigating any potential impacts.

The PoM provides the instructions necessary for all staff and managers to administer the routine functions and worship of the POPW and limited special religious events. It also provides strict guidelines for worshippers/members of the community to ensure the premises are used in accordance with the PoM. This PoM clearly identifies the roles/responsibilities for members of all staff, management and volunteers at the centre. The PoM identifies the procedures for operation of the POPW and procedures to ensure the operation complies with the requirements of the development approval for the premises, Council requirements and community expectations.

The PoM outlines the expected operational and management practices for the POPW including:

- » Permitted uses, operational hours and capacities
- » Staff numbers and responsibilities
- » Management of user/worshipper numbers in the premises
- » Communications, complaints and feedback procedures
- » Off-street parking arrangements and management, as well as servicing of the site
- » Measures to ensure no potential adverse impacts occur as a result of potential on-street parking demand
- » Noise management measures
- » Managing prayer times as well as changeover periods to avoid noise to surrounding properties.
- » Allow for the ongoing amendment of this PoM as requirements change

It also provides a framework for educating worshippers, staff and volunteers about using the POPW including the management system and requirements.

1.1 About the Hurstville Muslim Community & Association

The Muslim residents of the St George - Hurstville region have had a presence in the area since the 1950s. Over the years, the Muslim community has grown and now make up a significant portion of the local population.

Hurstville Community Centre is a non-profit organisation that meets the religious needs of Georges River region. This includes prayers, education, study circles, and attending to community matters. Unfortunately, Muslims in this area have never had an appropriate permanent place of worship. Previously, Friday and obligatory prayers have been offered in small musallahs, or in community halls.

The POPW fills a void in the community's yearning to come together - a place where Muslims of all ages can unite to partake in various community-based activities, from prayer, to youth activities, to consulting, to counselling, and education. **No functions (e.g. weddings, funerals etc) are permitted on the premises.**

2 Summary

- » **POPW prayer operational range**
 - > 5:30am to 9.45pm
- » **POPW opening hours (seasonal)**
 - > 5:30am to 9:55pm (inclusive of close up time)
- » **POPW total effective hours of usage for prayers (except month of Ramadan)**
 - > Monday, Tuesday, Wednesday, Thursday, Saturday and Sunday – 1.5 hours per day
 - > Fridays – 2 hours per day
- » **POPW total effective hours of usage for prayers - Month of Ramadan**
 - > Monday, Tuesday, Wednesday, Thursday, Saturday and Sunday – 2 hours per day
 - > Fridays – 3 hours per day
- » **POPW ancillary community uses**
 - > Infrequent, short duration, casual attendance of the POPW for meetings and mentoring and the like
 - > Only permitted 10am to 2pm, 7 days a week
 - > Is not to take place where/when prayer sessions are scheduled
 - > This equates to a window where members of the community can attend the POPW as follows:
 - Monday, Tuesday, Wednesday, Thursday, Saturday and Sunday – 3 hours per day
 - Fridays – 1.5 hours per day
 - > All community uses do not coincide with any peak traffic periods
- » **Capacity**
 - > 34 of the 35 sessions in a 7 day week will have a capacity maximum of 20 worshippers
 - > 1 of the 35 sessions in a 7 day week on a Friday will have a maximum capacity of 50 people over two sessions (100 total) for the Friday communal prayer
 - > During the month of Ramadan, a maximum of 100 worshippers will attend the evening prayer
 - > Up to 10 times a year, 120 worshippers will attend the site for the 'special prayer session'
- » **Friday communal prayer**
 - > The Friday prayer session where up to 100 worshippers are at the POPW
 - > This prayer session shall be split into two sessions of 50 worshippers in each session
 - > This occurs only once a week on a Friday close to midday
- » **Special prayer session of 120 worshippers**
 - > This prayer session is not to occur more than 10 times a year
 - > This prayer session shall be split into two sessions if it occurs on Friday midday
 - > Additional support staff are to be assigned for these prayer sessions
- » **Ramadan**
 - > Once a year, running for a month each time Ramadan prayers (known as Taraweeh) are held at the POPW where a maximum of 100 worshippers are permitted during the evening prayer. The POPW's closing time and all other management and operational obligations shall be observed at all times.

- > Ramadan prayer sessions follow sunsets of whichever season they fall onto
- > The latest a Ramadan prayer session would commence is 9:10pm but these do not always span over the full Ramadan month. For example, the next time late Ramadan prayer sessions will occur will be in 2029 (11 late sessions), 2030 (21 late sessions), 2031 (29-30 late sessions), 2032 (22 late sessions) and in 2033 (15 late sessions). From 2034 and ongoing – no late sessions for the remaining 28 years in the 33 year cycle
- > All other Ramadan commencement times will be commensurately earlier and align with sunsets of the relevant season
- » **Information poster**
 - > A clear, concise one page summary poster is displayed in prominent locations at the POPW. The summary poster outlines the key PoM rules, regulations and practices that worshippers should observe when arriving, attending and leaving the facility.
- » **Induction**

All new worshippers are briefed on the PoM by a staff member as part of an induction session for the POPW's operational and regulatory practices, including but not limited to the PoM requirements of worshippers such as:

 - > Parking operation
 - > Noise impacts
 - > Maximum capacities
 - > Hours of operation
 - > Which celebrations are included or excluded at this POPW
 - > Locations of sensitive receivers (neighbours)
- » **Contacts sheet**
 - > A full contact list with email address, phone numbers and contact person/s shall be prepared as a letter box drop to the neighbours in a 150 metre radius from the site
 - > A display signage with key information including contact sheet (as above) is to be affixed in a prominent location of the building's entry shall be kept
 - > Council shall keep POPW records on file in the event community members contact Council to make feedback
- » **Parking**
 - > A total of 22 parking spaces is provided on the site (with 1 to a maximum of 3 provided for staff)
 - > No parking is permitted on Ethel Lane and Xenia Avenue
 - > 34 of the 35 sessions in a typical week will have the parking requirements accommodated on site
 - > For other events (10 in the year for 120 worshippers, Ramadan evening prayers and Friday communal) these are 1 hour or less in duration and parking is able to be accommodated on Botany Street and Ethel Street. Prayer periods occur outside of any traffic or parking peak
- » **Staff**
 - > Staff may include nominated members of the committee, trained volunteer, formally hired staff, trained community member or the like. The responsibilities of staff will be formally instated through an induction program and signed acknowledgement to upkeep the PoM

3 The Site

The site is located in the suburb of Carlton with frontages to the following streets:

- » Botany Street - western boundary;
- » Ethel Street - northern boundary; and
- » Xenia Avenue - eastern boundary.

It has a legal property description of Lots 21, 22, 23 & 24 in DP87691.

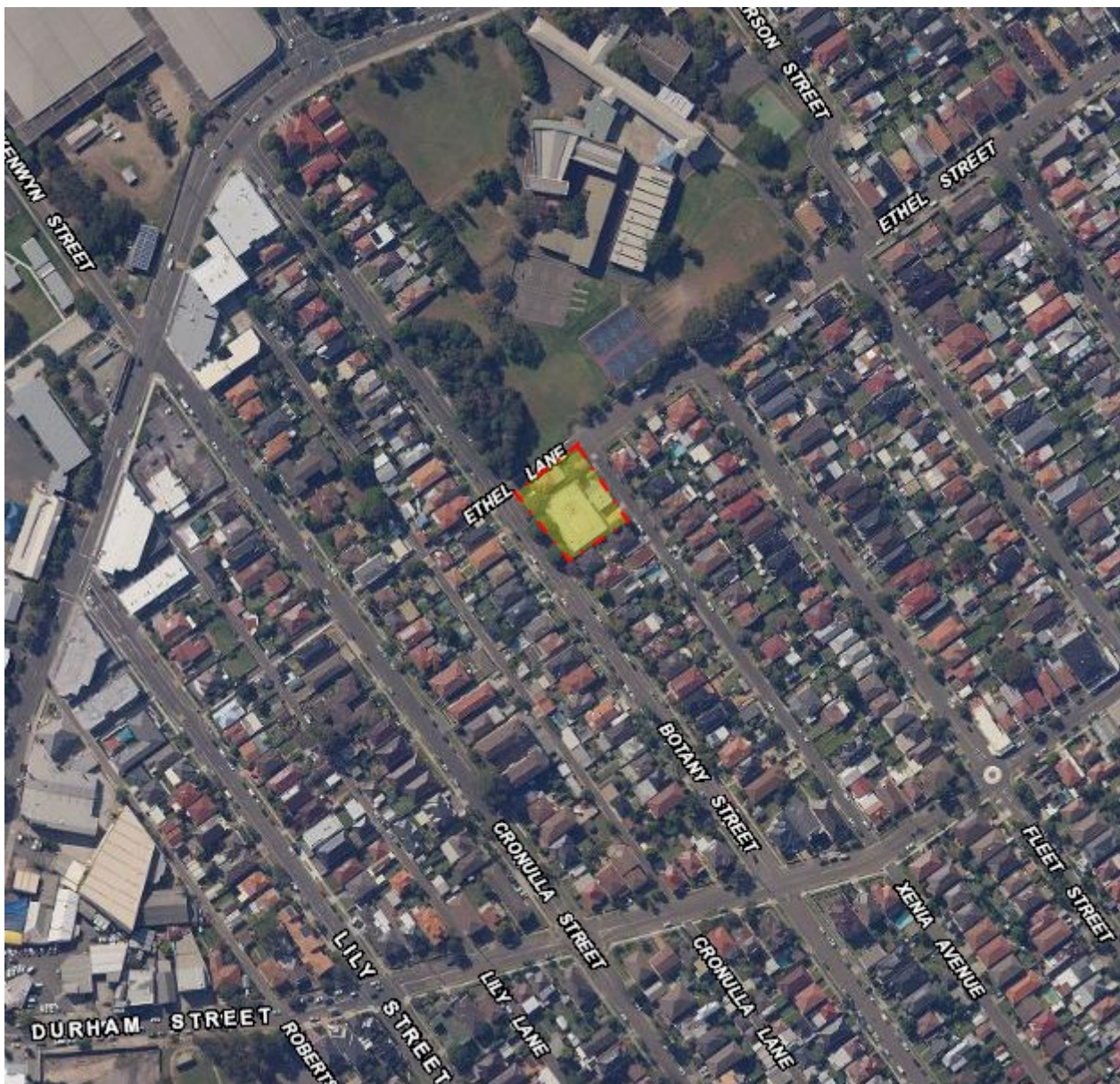
The site is located in an area characterised by low-density residential development. Directly across the road from the site is the Sydney Technical High School. The site is also within walking distance of the Allawah Train Station, Hurstville Train Station and Westfield Hurstville.

A site location plan and aerial images are provided below.

Figure 1 Site plan



Figure 2 Site context



4 Place of Public Worship

The existing aged care building on the site has been re-purposed for use as a POPW and has been specifically designed to integrate within the existing built form on the site to avoid any potential adverse amenity or streetscape issues resulting from significant built form changes on the site. At the same time, it provides for the upgrade of the existing facility to improve its appearance to the streetscape including landscape planting at street frontages.

The POPW also includes the demolition of the existing dwelling at 92 Botany Street to provide at-grade parking for the POPW. The location for parking, away from any residential boundaries, has been specifically selected to ensure that parking and traffic impacts are limited.

The design principles of the centre provide an inclusive and welcoming communal atmosphere, while still meeting the needs of the users. The layout of the centre has taken into great consideration the segregation of genders in accordance with the requirements of the faith with males and females each having their own facilities. This is to provide females with their own privacy, particularly related to the wearing of the veil (hijab).

Key Facilities and Uses

The following key facilities and uses are provided within the POPW:

Ground Floor – Entry of Botany Street

- » Administration office
- » Staff kitchen (not to be used for commercial purposes)
- » Separate female and male washing areas
- » Male prayer room
- » Storage areas to store chairs, table and cleaning equipment and the like
- » Bathroom
- » 16 at-grade car parking spaces
- » Reading/library rooms

First Floor

- » Administration rooms
- » Female prayer room
- » Separate female and male senior community rooms
- » A combined community room
- » Separate male and female youth community rooms
- » Male and female bathroom facilities
- » One-bedroom short-stay accommodation for visiting clerics including an outdoor terrace at-grade with the car park at 92 Botany Street.
- » 2 double stacked at-grade car parking spaces
- » 4 at-grade parking spaces

Lift and stair access are provided between the floors.

The above facilities support the use of the premises as a POPW with limited ancillary community services (e.g. youth and senior group meetings), as well as accommodation for visiting clerics.

No functions or commercial activities are permitted on the site at any time. Eid celebrations will not take place on the premises.

Hours of Operation

The POPW opening hours are between 5:30am and 9:55pm seven days a week. All worshippers and staff are required to leave the premises by no later than 9:55pm. Accordingly, all prayer sessions end at 9:45pm to allow worshippers enough time to depart and staff enough time to close the premises before 9:55pm.

The effective hours of usage per day are approximately as follows:

- > Monday, Tuesday, Wednesday, Thursday, Saturday and Sunday – 1.5 hours per day
- > Fridays – 2 hours per day

The effective hours of usage per day during the month of Ramadan are approximately as follows:

- > Monday, Tuesday, Wednesday, Thursday, Saturday and Sunday – 2 hours per day
- > Fridays – 3 hours per day

Maximum Capacity

- » The facility shall have a maximum capacity of 20 people for 34 of the 35 prayer sessions per week.
- » 1 of the 35 sessions in a 7 day week on a Friday will have a maximum capacity of 50 people over two sessions (100 total) for the Friday communal prayer
- » During the month of Ramadan, occurring once a year for a month, a maximum of 100 worshippers will attend the POPW for 60 minutes in place of the evening prayer.
- » Up to ten times per year, a maximum of 120 users are permitted on the site (typically expected to be public holidays that fall on a Friday, and first two days and last two days of Ramadan). Additional traffic control measures have been put in place during these times and these prayer sessions shall be split into two (see **Section 5.4**).

Management and operational matters are detailed in **Section 5** and **6**.

Prayer Times

- » The dawn prayer is held from 5:30am to 6:30am (noise mitigation measures have been developed for this period and can be found in the **Section 6.2** 'Noise control measures').
- » All other prayer times commence at or after midday.
- » Friday Communal prayers (12:00pm to 1:15pm in winter and 12:45pm to 2:00pm in summer) permit a maximum of 100 worshippers in the POPW which are split into two staggered sessions).
- » During the month of Ramadan, Taraweeh prayers are offered at the mosque. In non-daylight savings time - 6.30pm to 8.00pm, and in daylight saving period - 8.45pm to 9:45pm. A maximum of 100 worshippers are accommodated in the POPW for this prayer service.
- » Ancillary use of the site for community services and support (e.g. quiet meetings or gatherings of the community senior and youth members) and shall occur outside of any prayer periods and generally takes place between 10am and 2pm when no other uses are taking place on the site.
- » Up to ten times per year, up to 120 worshippers are accommodated on the premises (and typically include Easter Friday and other Friday prayers that fall on a public holiday, or the first two days and last days of Ramadan). These periods where 120 worshippers may be accommodated on site occur after 12pm with all worshippers leaving before 9:45pm. The prayer periods where up to 120 worshippers are permitted on site do not occur during school morning or afternoon peak periods. If these special prayer sessions fall on a Friday communal midday prayer, then they must also be split into two staggered sessions.

This is set out in further detail **Section 5**.

Prayer Duration

- » Prayer duration for 34 of the 35 prayer sessions per week are typically 15-20 minutes
- » Prayer duration for Friday communal prayers are 30 minutes each session and will also require a 15 minute changeover time (1 of the 35 prayer sessions per week)
- » Prayer duration for the month of Ramadan, occurring once a year for a month is for 60 minutes each day, replacing the evening prayer for that day
- » Prayer duration for the ten special prayer sessions per year where a maximum of 120 users are permitted on the site is 60 minutes, unless they fall during the Friday communal prayers which would then be split into two staggered 30 minute sessions and will also require a 15 minute changeover time.

Parking and Management

Parking

22 parking spaces are provided in total for the POPW. There are three locations for this parking:

- » 16 spaces in the main car park for worshippers (accessed via Botany Street north end shown in **Figure 3**)
- » 2 stacked spaces for staff (accessed via Botany Street south end shown in **Figure 4**). As staff for each prayer time will arrive and leave at similar times the limited use of stacked parking is appropriate and flexible.
- » 4 spaces (including 1 accessible space) in the smaller car park for staff or worshippers that require accessible parking (accessed via Xenia Ave shown in **Figure 4**)

No more than 3 parking spaces will be used by staff.

Figure 3 Main car park

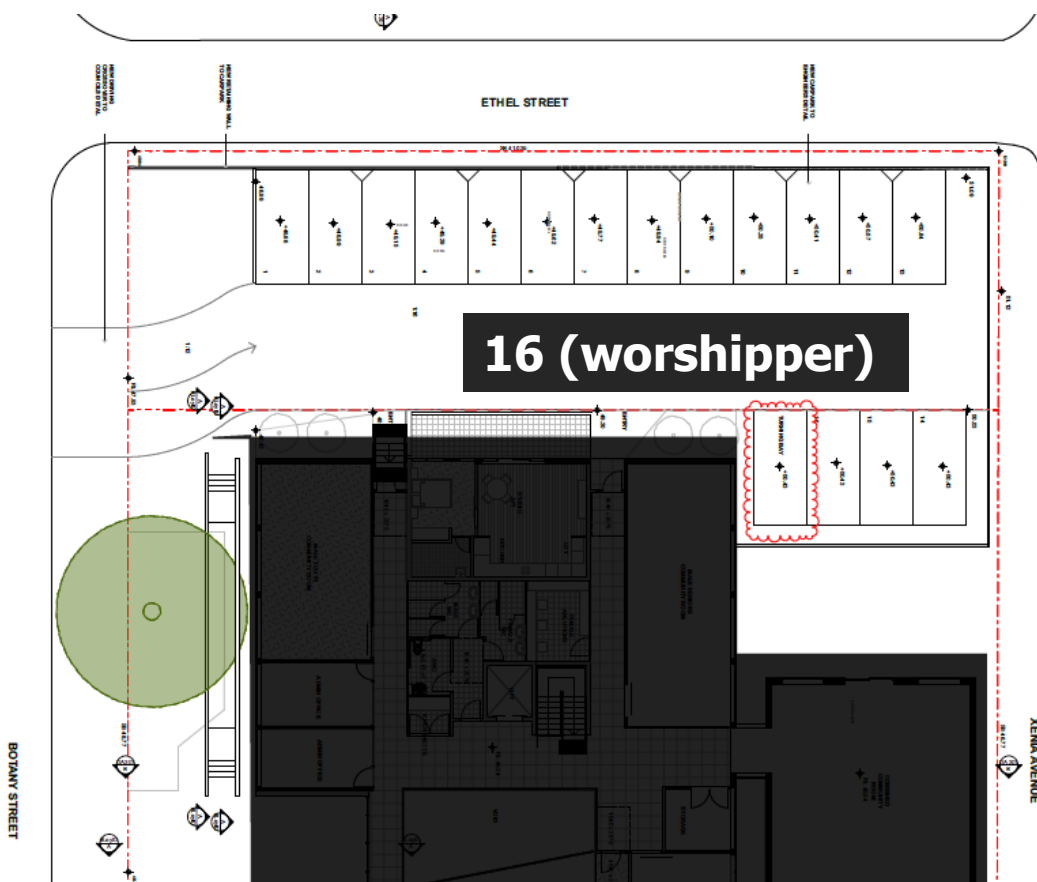
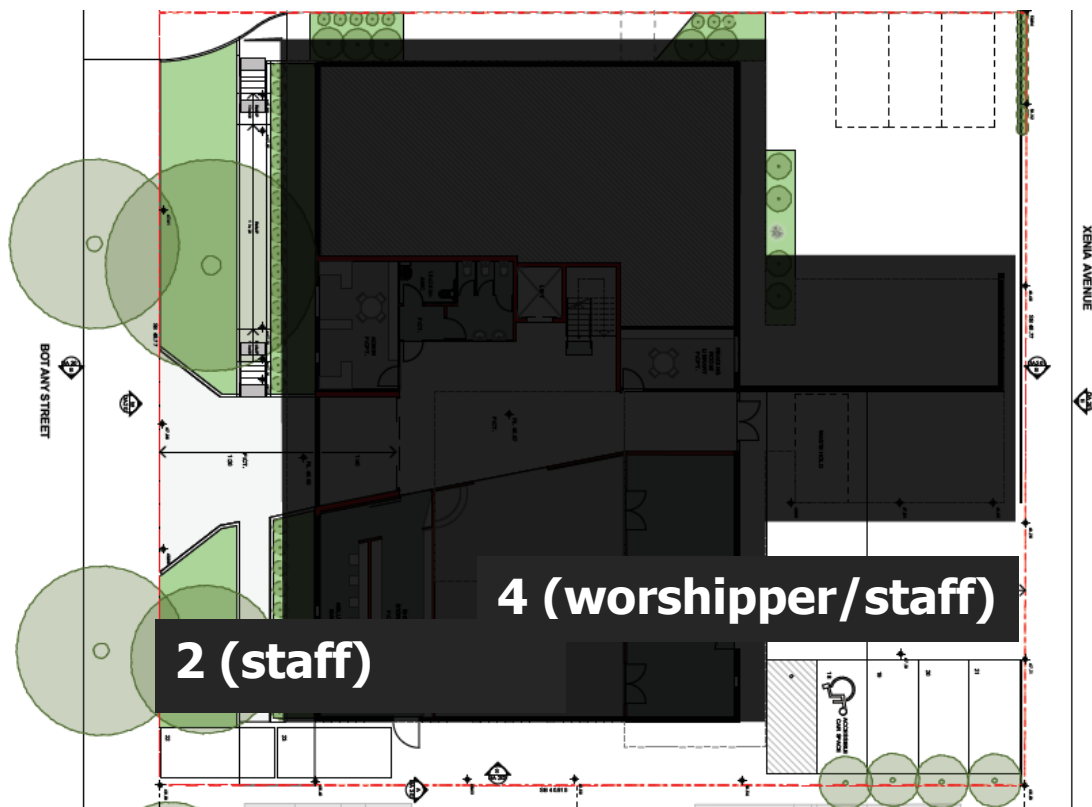


Figure 4 Stacked car park and parking

Parking arrangements and management

In a typical week, 34 of the 35 prayer sessions have worshipper parking requirements met by the site's on-site parking. An induction process and posters will advise staff and worshippers of the preference to use on-site parking ahead of street parking wherever possible (see **Section 5.3**).

On-street parking is utilised for the limited prayer events unable to catered entirely by the on-site parking provided by the POPW. This occurs for Friday communal prayers (once a week), during Ramadan (evening prayer session for a month in duration, once a year), and the ten occasions per year where up to 120 worshippers will attend. These prayer times are located outside of school peak hours to avoid conflict with the adjoining school use.

On-street parking is governed by the rules and regulations that affect the area and non-compliances would be handled accordingly by the relevant authorities. Not abiding by the rules and regulations shall act as a deterrent for non-compliance.

To further support compliance, during the Friday communal prayer (and the ten times per year when 120 worshippers are permitted on the premises) additional staff (who will be trained on traffic marshal and management) shall be present to monitor local streets and parking compliance. This will involve frequent patrols of local streets by staff, communications with worshippers to convey importance of parking compliance, including providing instructions to worshippers to move cars if they are parked in a non-complying manner. Staff shall wear florescent vests during these periods with name badges displayed to ensure that any residents in the surrounding area that wish to raise an issue regarding parking compliance can find nominated staff easily. Should a worshipper's vehicle be impacting any residential driveways, the license plate of that vehicle is announced over the internal POPW audio system with instructions for the vehicle to be moved immediately.

Parking on Ethel Lane is not practical and by default is not expected to require formal education or patrolling, though it will be included in the induction program, nonetheless. Xenia Avenue's constraints for parking shall be made known as part of the induction program and information posters. Surveys conducted in 2019 and 2020 confirm that there is ample parking on Botany Street and Ethel Street alone.

Servicing and Loading

Provision of a loading area in the main car park immediately north of the existing building allows for servicing of the site without on street impacts. This area is adequate for use by small rigid trucks and vans/utes which is sufficient to service the needs of the facility as no functions/commercial activities occur on the site.

POPW management arrange for limited deliveries to the site outside of prayer time to ensure servicing occurs outside peak prayer periods to limit conflicts and traffic congestion. Vehicles are required to enter and exit the site in a forward direction. No reversing of service vehicles on entry or exit is permitted.

Waste collection occurs from the kerb with staff managing the waste bins as required by Council waste collection services. The POPW recycles waste wherever possible.

5 Operation

5.1 Administration

The Management of the POPW is controlled by a committee, selected for their capacity and skills to administer the functions of the centre. This includes a centre manager, staff and traffic marshals and selected volunteers from the community.

5.1.1 Management Committee

The Management Committee aims to manage the affairs of the POPW. The Committee is made up of the following arrangement:

- » President
- » Treasurer
- » Five Committee members
- » Two community members

The Committee reviews and manages the requirements of this PoM including communications, complaints handling, centre activities, noise control and traffic management. The Committee takes responsibility for managing the premises in accordance with the PoM including communicating effectively with surrounding neighbours and worshippers. The management committee will double its role to become the Neighbourhood Liaison Committee.

5.1.2 Centre Manager

It is the role of the Centre Manager to ensure all staff are adequately trained and equipped to complete the day to day activities of the centre in compliance with any specific Council approval conditions and this PoM. The Centre Manager must have a thorough understanding of the development consent conditions related to the POPW use, Council's conditions and this PoM and is to ensure that the requirements are conveyed to staff and volunteers who assist with day to day operation of the POPW.

It is the Centre manager's obligation to ensure each staff member is provided with a copy of this PoM and that they have signed the register confirming that it has been provided and the obligations contained within. The Centre Manager's contact details will be made available to the community and Council.

The Centre Manager shall be a nominated member from the Management Committee.

5.2 Staff

Staff may include nominated members of the committee, trained volunteer, formally hired staff, trained community member or the like. The responsibilities of staff will be formally instated as part of the induction process. The induction process will train all staff members on their requirements and responsibilities.

All staff are required to study and uphold this PoM as well as carry out any actions and implement any requirements arising from the use of the POPW. A signing sheet for the induction, receipt and acknowledgement of the PoM is kept on site and completed for each new staff member.

The Development Application consent conditions are to be incorporated into this PoM for clarity and certainty. Staff are instructed to understand their obligations to comply with the conditions and procedures set out in this PoM. Both documents shall be consistent with each other. Each staff member is to comply with the operational and requirements contained in this PoM.

The staff members will provide the following services in accordance with the timetable and role requirements provided for in this PoM:

- » Managing the centre: Ensuring the premises’ systems and air-conditioning are operating in accordance to council conditions and any other external report or document stipulating such activities.
- » Managing the attendees: Ensuring all attendees participate in scheduled activities in a safe and orderly manner
- » Community Liaison: Complaint and feedback manager and community awareness initiatives, posters, communications
- » Traffic marshals: managing cars entering and exiting the centre and the flow of traffic through surrounding streets and surveying streets for parking compliance
- » Entry control: Ensuring that the maximum number of occupants permitted in the premises is not exceeded.

An administration area is provided to maintain the functions and operations of the centre. This area facilitates the effective running of all administrative affairs and serves as a central place to administer and manage worshippers/users and operations of the POPW. The operating hours of the administration area are 7am to 7pm.

At least one staff member is on site during all operating times of the POPW. Two administration staff are required to administer support for up to 100 worshippers (Friday communal). During peak periods of 100 or 120 worshippers (such as Friday communal, Easter Friday and other Friday prayers that fall on a public holiday, or first two days and last days of Ramadan), additional staff (minimum of 3) are required to assist with events and management of the premises. This includes traffic marshals to manage parking during special prayer sessions.

Table 1 Staff allocation

	Standard prayer session	Friday communal	Ramadan	Special event
Duration	15-20 minutes	75 minutes	60 minutes	60 minutes (unless it falls during Friday communal prayer – then 75min)
Frequency	5 sessions a day	Once a week	Once a night, for a month, occurring once a year	10 times per year
Maximum Number of worshippers	20	100 (split into two sessions)	100	120
Staff / volunteer present	1	2	2	3

5.3 Induction, awareness of rules, regulations and operations

All new worshippers are to be briefed about the worshipper obligations in the PoM by a staff member as part of an induction session for the POPW’s operational and regulatory practices, including but not limited to the PoM requirements of worshippers such as:

- > Parking operation and locations
- > Noise impacts
- > Maximum capacities
- > Hours of operation
- > Which celebrations are included or excluded at this POPW
- > Locations of sensitive receivers (neighbours)

Worshippers shall be asked and reminded that they are to complete induction programme.

A clear, concise one page summary poster is displayed in prominent locations at the POPW. The summary poster outlines the key PoM rules, regulations and practices that worshippers should observe when arriving, attending and leaving the facility. The poster is to be written in language/s deemed suitable for patrons and shall be updated as required.

The poster shall also include tips and suggestions in how to be aware and cognisant of neighbours when arriving, praying and leaving the POPW.

5.4 Hours of worship and capacity

The POPW has a typical capacity of twenty (20) worshippers for 34 of the 35 prayer sessions per week. This is made up of five daily prayers. The prayer times follow the lunar calendar and day light savings and those variations are accommodated in the below table. The POPW will facilitate 1.5 hours of prayer time during these days, despite the POPW’s opening hours.

A single occurrence in a typical week will permit a maximum capacity of 100 worshipers for Friday communal prayer and commence at the earliest time of 12:00pm in winter or 12:45pm in summer and will complete entirely 75 minutes after commencement (these sessions will be split into two sessions of 50 people with a 15 minute interval to allow changeover for second session and improve impact mitigation).

Up to 10 times per year for special prayer events, a maximum of 120 patrons will be permitted on the site for 60 minutes¹ (typically expected to be public holidays that fall on a Friday, and first two days and last two days of Ramadan). This 60 minute prayer where 120 patrons may be accommodated on site occurs after 12pm with all worshippers leaving before 9:45pm. However, these late prayer sessions are not persistent and only occur where Ramadan falls over long days (where sunsets occurs from 8:00 to 8:10pm) in the summer season. **Ramadan late prayer sessions would only occur yearly, for 5 years and not happen again for 28 years.** The prayer periods where up to 120 worshippers are permitted on site will not occur during school morning or afternoon peak periods (except for public holidays or school holidays when the adjoining school is closed). Additional traffic management will be in place during these times with additional staff patrolling the local streets and advising patrons of local rules and regulations. Education and information conveyance are also going to be enforced and will form the basis for worshipper compliance (see **Section 5.3** ‘Induction, awareness of rules, regulations and operations’).

No services will be held during Eid as this is a major religious event and worshippers will celebrate at other larger mosques in the Sydney region.

The tables below outline the maximum times and maximum worshippers for prayer activities.

Standard, typical week

Table 2 Prayer Times & Capacity – all days, excluding Friday

	Dawn		Midday		Afternoon		Sunset		Evening	
	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish
Winter Prayer Time	5:30 am	6:30 am	12:20 pm	12:40 pm	4:00 pm	4:15 pm	4:45 pm	6:00 pm	6:30 pm	7:30 pm
Summer Prayer Time	5:30 am	6:30 am	1:20 pm	1:40 pm	5:00 pm	5:30 pm	6:45 pm	8:15 pm	8:45 pm	9:45 pm
Prayer duration	20		20		15		15		20	
Max Worshippers	20		20		20		20		20	
Staff present	1		1		1		1		1	

¹ Unless it falls during Friday communal prayer in which case it will be 75 minutes in duration (split 30 minute sessions and changeover).

Table 3 Prayer Times & Capacity – Friday

	Dawn		Friday communal (midday)		Afternoon		Sunset		Evening	
	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish
Winter Prayer Time	5:30 am	6:30 am	12:00 pm	1:15 pm	4:00 pm	4:15 pm	4:45 pm	6:00 pm	6:30 pm	7:30 pm
Summer Prayer Time	5:30 am	6:30 am	12:45 pm	2:00 pm	5:00 pm	5:30 pm	6:45 pm	8:15 pm	8:45 pm	9:45 pm
Prayer duration	20		2 sets of 30min with 15min interval between sessions		15		15		20	
Max Worshippers	20		100 (split into 2 sessions of 50)		20		20		20	
Staff present	1		2		1		1		1	

The start times of each prayer are in accordance to the Islamic jurisprudence and cannot be changed by any individual or group. All worshippers to the site will be notified via Facebook and SMS the new prayer start times as they are changed to ensure that worshippers arrive in close proximity to the prayer time and hence the impact to the surrounding area is minimised.

The typical prayer service takes approximately 15 to 20 minutes, while the Friday Communal service takes 30 minutes each session (out of two sessions). The two sessions shall be separated by a 15 minute changeover time.

To minimise impacts onto neighbouring properties, all prayers shall be undertaken in the designated prayer areas with windows and doors closed. In addition, the PoM is an enforced document and staff are be present at all times to ensure noise is kept at a minimum, that maximum capacities are not exceeded and there is efficient vacating of and admission into the premises.

For all prayer sessions, staff will monitor and limit how many people are admitted inside the premises with a simple hand operated counting device. Once maximum patron capacity has been reached the doors to the premises are closed. A staff member is then stationed at a prominent location and signage on a-frames is provided to advise worshippers that there is no more capacity at the premises and to direct them to the nearest alternative POPW.

Ramadan

Once a year, running for a month each time Ramadan prayers (known as Taraweeh) are held at the POPW. The Ramadan event follows the lunar calendar and therefore its commencement and conclusion periods shift with each year. An explanation of the effect of the lunar calendar against the Gregorian calendar is provided below.

- » The Muslim calendar is 10-12 days shorter than the Gregorian calendar
- » Ramadan therefore commences earlier each year until it progressively returns back to the start of the cycle every 33 years
- » Ramadan prayer sessions follow sunsets of whichever season they fall onto
- » Ramadan prayers commence the latest (in the day) when Ramadan falls over the longest days of a summer season (19 December to 26 January), where the sunset is so late that it occurs between 8-8:10pm.
- » In these scenarios, Ramadan can span up to 1 month in duration (though most preceding and following years is less, see below) and take place each year for 5 years of the 33 year cycle.
- » In accordance with Islamic practices, a minimum 1 hour time is necessary before evening prayer can commence equating to a 9:10pm commencement time for prayers
- » The next time a scenario where Ramadan will occur return to a cycle that affects the longest days of the summer seasons in the year of 2029

- » For the remaining 28 years in the 33 year cycle, all other Ramadan commencement times will be commensurately earlier and align with sunsets of the relevant season
- » The next time these late Ramadan prayer sessions will occur will be in 2029

In 2029 – 11 days

In 2030 – 21 days

In 2031 – 29-30 days

In 2032 – 22 days

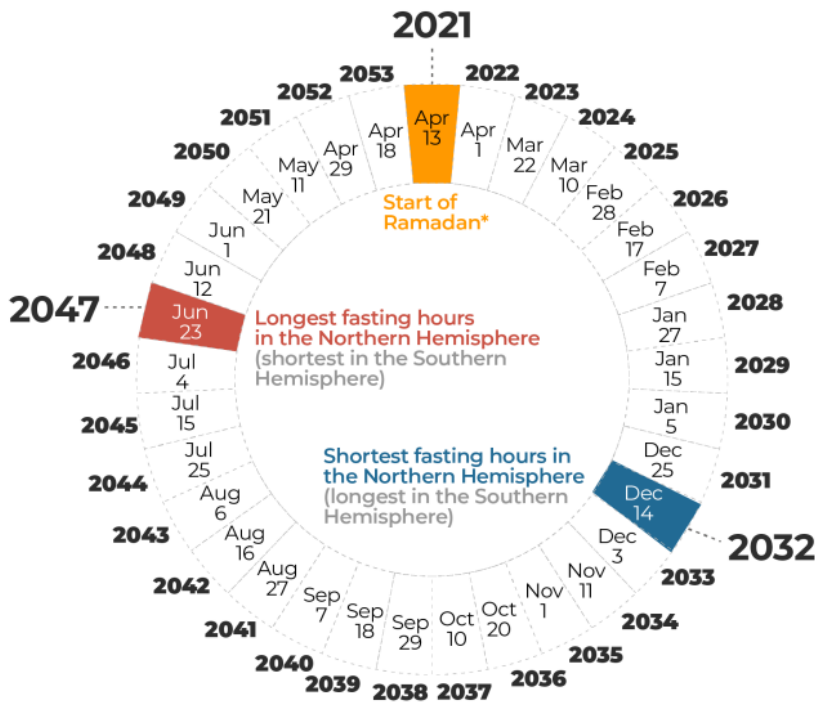
In 2033 – 15 days

From 2034 and for the next 28 years – no late prayer sessions (until next cycle)

The above explanation provides an accord of how the month of Ramadan is affected by the lunar calendar through its natural shifts and cycles. It shows that over the 33 year cycle, only over 5 years would Ramadan have a commencement time of 9:10pm and they would all complete by 9:45pm. Over this 5 year span, only in the year of 2031 would commencement times of 9:10pm span the full Ramadan month with years 2031 and 2032 spanning over 21 and 22 days, respectively. For years 2029 and 2033 Ramadan would only affect 11 and 15 days out of the full month, respectively.

RAMADAN 2021 33-year Ramadan cycle

The next time Ramadan will **start around April 13** will be approximately 33 years from now or **the year 2054**.



*Subject to moon sighting
Source: aladhan.com



The table shows the time range that the prayer sessions will commence and conclude for their respective seasons at their extremes. The prayer sessions run for 60 minutes each time. The POPW’s closing time, all other management and operational obligations shall be observed at all times.

Table 4 Prayer Times & Capacity – Holy month of Ramadan

	Ramadan	
	Start	Finish
Winter Prayer Time (range)	6:30pm	8.00pm
Summer Prayer Time (range)	8.45 pm	9:45pm
Duration	60 minutes	
Frequency	One month a year	
Maximum Number of worshippers	100	
Staff / volunteer present	2	

Special prayers (up to ten times a year)

Table 5 Prayer Times & Capacity – Special prayer

	Special prayer	
	Start	Finish
Prayer time (range)	12:00pm	9:45pm
Frequency	Up to 10 times a year	
Maximum Number of worshippers	120	
Duration	60 minutes	
Staff / volunteer present	3	

Management of larger prayer sessions (split into two sessions)

Friday communal prayers and special prayer sessions (that fall on a Friday midday) are to be conducted over two sessions within their allocated time range. The sessions will distribute the attendees evenly across each of the two sessions. The second session shall commence 15 minutes after the previous session to allow for the vacation of earlier worshippers.

Additional staff and support are provided to facilitate the efficient entry and exit of worshippers as well as advising worshippers of any impending or capacity limits through signage, verbal advice and electronic means such as emails, SMS.

Table 6 Two session timetable

	Friday Communal - Winter		Friday Communal - Summer	
	Start	Finish	Start	Finish
Session 1	12:00pm	12.30pm	12:45pm	1.15pm
Change over	12:30 pm	12:45 pm	1:15 pm	1:30pm
Session 2	12:45 pm	1:15pm	1:30 pm	2:00pm
Frequency	Once a week on a Friday		Once a week on a Friday	
Maximum Number of worshippers	50 in each session		50 in each session	
Staff / present	2		2	

5.5 Community rooms

Outside of prayer times, community activities are permitted to take place on the site within the POPW’s operational hours and would typically be during daytime 7 days a week between 10am and 2pm. The community rooms do not operate during prayer services to limit total patron capacity and contiguous uses on the site from occurring. In anticipation for prayer services, all other activities cease, users of the community rooms (and non-praying areas) are asked to vacate approximately 30 minutes prior to prayer services commencing. This equates to a window where members of the community can attend the POPW as follows:

- » Monday, Tuesday, Wednesday, Thursday, Saturday and Sunday – 3 hours per day
- » Fridays – 1.5 hours per day

Community uses will not coincide with any peak traffic periods.

These rooms are predominantly used for quiet meetings or gatherings of the community senior and youth members. Some of the uses include providing a place and forum to discuss issues and provide support with members of the community. Additional uses include mentoring programs for the youth concentrating on social and community issues and leadership programs encompassing essential life skills. The community activities are only proposed for the mosque congregation.

Attendance of these community rooms is not intended to be formal, such as requiring formal identification checks. However, contact tracing processes shall be enforced for as long as practicable or as long as NSW Health guidelines require.

5.6 Call for Prayer

The call for prayer, known as Athaan, is given out before every prayer. However, under the Islamic jurisprudence this does not have to be made/announced via external speakers.

The call for prayer is made within the prayer hall without the use of any external speakers and will typically be for a duration of 1-2 minutes at the start of the prayer session.

5.7 Key events

Ramadan is the single religious event that occurs once a year at the POPW. The Islamic calendar follows the Lunar calendar and not the Gregorian calendar, so the dates of Ramadan shift 10 – 12 days earlier every year, but the duration of the event spans a month.

During the month of Ramadan, Taraweeh prayers are offered at the mosque. Under the Islamic jurisprudence, this is not compulsory prayer, however it is very popular and hence numbers will be similar to the typical Friday communal prayers during the beginning few days and final few days of Ramadan. Families usually arrive together thereby reducing the number of cars arriving at the site. The prayer sessions run for 60 minutes each time. The POPW's closing time and all other management and operational obligations shall be observed at all times.

It is noted that Eid celebrations are **not** held at this POPW to limit the impact on the neighbours. This is managed by closing the POPW to prayer or celebratory sessions on the premises. Members of the POPW that wish to celebrate Eid will celebrate at other POPW such as the larger facilities in Lakemba, or the Hurstville Aquatic Centre.

The timing, frequency, occurrences of prayers is detailed further in the **Section 5.4** 'Hours of worship and capacity'.

5.8 Imam's Accommodation

The Imam's accommodation is used only for visiting clerics. It will not be used for any commercial purposes or be made available on the leasing or sales market.

6 Management

6.1 Worshipper capacity

A number of management mechanisms have been incorporated to ensure maximum capacities are not exceeded and that appropriate measures are enforced to manage worshippers.

Staff shall monitor and communicate with attendees as a session reaches the maximum. For all prayer events a staff member is stationed at the door with a hand operated counter device to confirm how many worshippers have entered the premises. Once the capacity is reached, the staff member closes the door and puts up a sign with information for other potential worshippers with a mobile contact number for a staff member and details of other mosques in the surrounding area that may have capacity. A-frame signs shall also be placed at the vehicle entry to the mosque and prominent locations so that worshippers in cars or on foot can see if the POPW has reached maximum capacity. A staff member is also stationed in a prominent location near the POPW entry to communicate status verbally with worshippers. This regulation and monitoring practice will encourage worshippers to be punctual and understand that late arrivals would result in reduced chances of entry, avoiding unnecessary dwell or wasted vehicle trips.

Entrances are also to be closed for the duration of the prayer session and reopened once completed. Attendees are also regularly informed of other places of public worship within the area in the scenario where capacity is reached. There are two other mosques in relatively close proximity of the POPW including the Penshurst Mosque and the Masjid Arrahman in Kingsgrove.

Friday communal prayers and up to 10 times a year during special prayer sessions additional traffic and management measures shall be implemented with additional staff in attendance. It is the primary responsibility of the staff to ensure that the worshipper numbers do not exceed these maximums.

Ramadan prayers (known as Taraweeh) are held at the POPW once every year for a month's duration. The prayer sessions run for 60 minutes each time. The capacity maximum for each session shall be no more than 100 worshippers. The same processes to track and enforce capacity maximums apply for all prayer sessions (**See Section 5.4**).

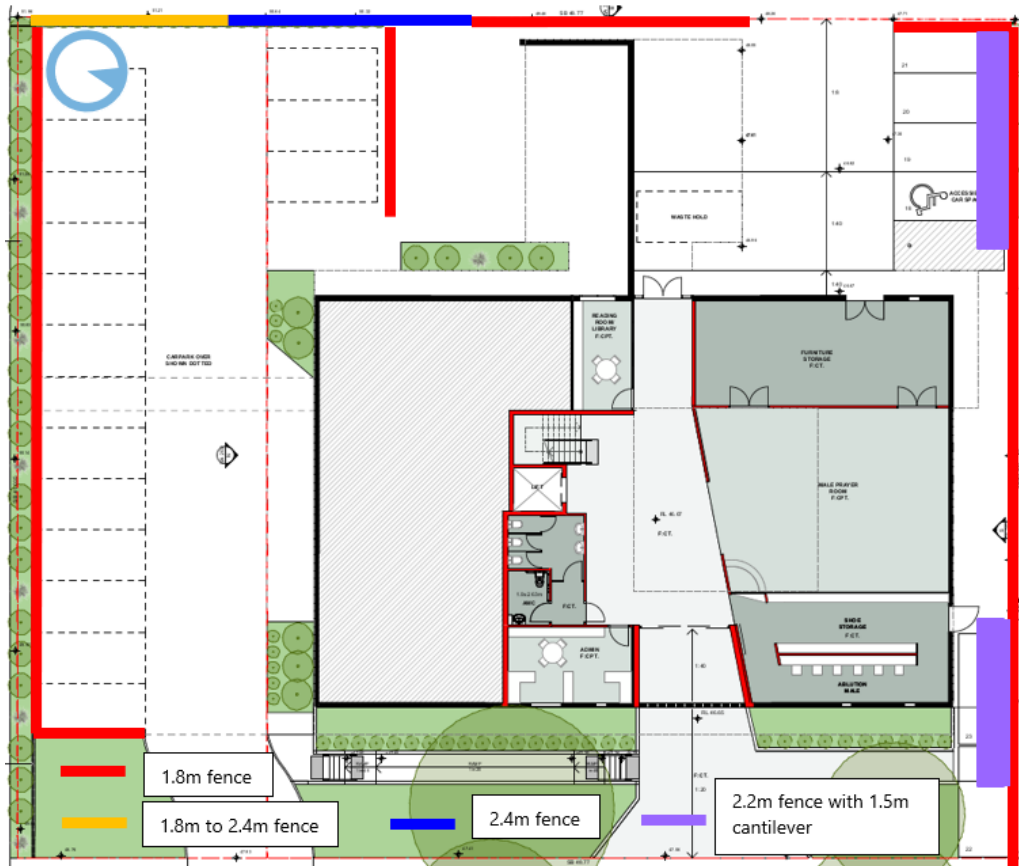
The vacation of 120 (or less people) to clear a large building with multiple exits shall be conducted in an efficient and effective manner with the training and awareness of the worshippers and the staff. In the irregular 120 persons event, the vacation of 12 people per minute over 10 minutes is necessary and achievable with the mosque's 2 exit points. Staff should ensure that both exits are free and clear with the Botany Road exit's double-width door with auto sliding function active and/or set open. During these events, the POPW will have 2 staff for 100 persons events and up to 3 staff for 120 persons event. Staff will be trained and familiar with the PoM and will be dedicated to assisting and encouraging worshippers to vacate through any of the two exits, ensuring the POPW is being vacated of worshippers and that people exit the premises during these prayer sessions (that are irregular occurrences given the influence of the Lunar calendar (see Section 5.4 of PoM)).

6.2 Noise control measures

An acoustic impact report has been prepared to support the operation of the POPW. The report also includes a Noise Management Plan (NMP) for the appropriate management of noise at the POPW. The key recommendations are listed below and the POPW is operated in accordance with these recommendations with the full NMP in the Appendix to this PoM.

- » Windows and doors of the development are closed at all times and mechanical ventilation provided.
- » During the night-time period or dawn prayer session (5:30am to 7:00am) only the northern carpark is utilised. An expected maximum number of cars is 14 for this period due to the expected quantity of car sharing.

- » (If) An internal audio system is installed and shall only be for the purposes of sound transmission across internal, allocated prayer areas.
- » The audio system shall be controlled by an RMS compressor/limiter and have a permanent sound limiting device installed.
- » Boundary fencing shall be installed and maintained generally in accordance with the specification and design as provided in the Renzo Tonin report. Significant deviation from this brief will require confirmation from a suitably qualified acoustic consultant.



- » Acoustic screening to be installed generally in accordance with the POPW's acoustic report and the following plan:



- » A noise monitoring program is proposed for the POPW to ensure compliance and periodic tracking of performance and is to be conducted as follows:

Period	Frequency / type of monitoring	Location	Number of measurements at each location	Personnel	Equipment	Documentation
Month 1 & Month 12	Long-term noise monitoring (with audio) to cover morning shoulder / daytime and evening operations	At 4 locations identified in below table	One week	Qualified Acoustic engineer	Type 1 or 2 instrument	Prepare a noise compliance report
	Short-term attended monitoring to cover morning shoulder and evening operations	At 4 locations identified in below table	1 x 30 minute measurements			

ID	Receiver address	Possible Monitoring location	Receiver type
R1	86 Botany Street, Carlton	On or in front of the first-floor balcony on the northern side (a pole is to be used to achieve the necessary height) Alternative: At the southern site boundary in front of the first-floor balcony on the northern side (a pole is to be used to achieve the necessary height)	Residential
R2	27 Xenia Avenue, Carlton	In front of the first-floor window on the northern façade (a pole is to be used to achieve the necessary height) Alternative: At the southern site boundary in front of the first-floor window on the northern façade (a pole is to be used to achieve the necessary height)	Residential
R3	1 Ethel Street, Carlton	In front of window on the western façade (a pole is to be used to achieve the necessary height)	Residential

ID	Receiver address	Possible Monitoring location	Receiver type
R4	89 Botany Street, Carlton	Alternative: On public footpath in front of window on the western façade (a pole is to be used to achieve the necessary height)	Residential
		On driveway, in front of first floor eastern balcony (a pole is to be used to achieve the necessary height)	
		Alternative: On public footpath in front of first floor eastern balcony (a pole is to be used to achieve the necessary height) ¹	

Note:

Monitoring on private property is subject to owner consent and where relevant, occupier consent

¹ 0.9dB to be subtracted from measured noise level to account for distance correction (dB value based on CadnaA noise model)

- » If compliance monitoring shows that the external noise levels are above the noise criteria and/or the L_{Amax} predictions within the relevant and approved Renzo Tonin Acoustic report, an investigation will be undertaken to understand the cause of the exceedance and additional mitigation and management measures will be devised and implemented.
- » The POPW shall undertake any other recommendations or obligations as defined in the Renzo Tonin acoustic assessment report.

The acoustic impact assessment also includes a number of design measures to mitigate against noise impacts including plant location, use of noise insulating material and fencing. These shall be installed as part of the POPW refurbishment and do not require any further ongoing management except for standard design and operational compliances with BCA/AS/Council.

6.3 Lighting impacts

All lighting on site shall be installed in accordance with the recommendations as set out in the SLR report for Light Spill.

- » Lights should be aimed downward as much as possible and be shielded to prevent light escaping above the horizontal plane or off the site. This is especially important for the carpark area lighting.
- » Lights placed on the outside of the building should be kept as low as possible and correctly aimed to prevent light spilling on to areas where it is not needed.
- » Lighting should be recessed into awnings or eaves where possible.
- » Lighting shall be installed according to any applicable Australian Standards or relevant codes.
- » The site slope through the car park should be maintained as much as possible.

6.4 Parking and traffic

On-site parking for 22 vehicles is provided for the POPW. Multiple parking surveys conducted in 2019 and 2020 have indicated sufficient capacities (both on-site and on-street) to accommodate all prayer sessions.

All attendees of the POPW, like members of the public using shared street parking shall equally abide and be obligated to comply with all necessary road rules and regulations. POPW staff support this through education and patrolling of the proximate area to ensure no driveways are impeded, no illegal parking is committed, and no excess noise or vehicle noise is prevalent.

General flow of worshippers typically sees attendance to the centre 15 minutes before the allocated time (except dawn prayer session) and dispersal within 15 minutes after the prayer.

The 20 person prayer sessions of a typical week are modelled to generate car parking demand able to be accommodated on-site (approximately 14 cars).

Friday communal services and 120 person prayers (that fall on a Friday midday prayer) shall be split into two sessions to manage any potential impacts arising from traffic and parking. For these sessions, there is a minimum of two staff present 30 minutes before the first session and 30 minutes after the second service. Staff manage traffic flow, assist attendees of the site in parking cars correctly and continue to assist attendees and manage traffic for the duration of the prayer session (even after capacity is reached). All staff shall be trained and hold relevant certification at all times when controlling traffic / pedestrians at the site and wear high-vis clothing.

Staff duties include:

- » Guiding movement of vehicles and pedestrians into and out of the site.
- » Managing the safe and orderly entry and exit of vehicles to minimise any potential impacts to neighbours.
- » Once the on-site car parking reaches capacity, closing the vehicle entry, erecting signage and directing vehicles to appropriate off-site car parking areas.
- » Guiding the flow of vehicles within the car park both on arrival and departure.
- » Patrolling local streets to ensure parking compliance and efficient movement of cars and people so as to reduce dwelling and noise impacts.

Staff communicate in the event that the session is getting close to the maximum. In the event that the session reaches its maximum, worshippers will be notified at the prayer hall and refused entry. A 'house full' sign will be placed outside the entry door as well as signage on a-frames when maximum capacity is reached. The main entrances will be closed for the duration of the prayer session. Attendees are also regularly informed of other places of public worship within the area in the scenario that capacity is reached.

During Friday communal prayer, two staff must be responsible for counting and managing the number of attendees. The two staff must operate in the manner described below:

- » One staff must be stationed at the main entry to the prayer hall. An additional staff member must act as the other observer.
- » The main entry door staff will be responsible for overseeing the number of attendees within the prayer hall. When it appears the prayer hall will soon reach its maximum capacity of attendees, they will be required to advise the other observer.

This system will allow the continued monitoring of worshipper arrivals and counts as well as incoming vehicular and pedestrian traffic. It allows the two staff members to collaborate to respond quickly as and when maximums are reached. On notice that maximum is reached, the assigned observer must then inform any potential attendees that capacity has been reached, before they reach the premises. As described above, when the POPW reaches its worshipper limit, signage notifying of this must be placed in prominent locations at the front, rear and carpark (if not already up), and one staff member must remain in front of the premises, and another at the rear door during the prayer to ensure that no further persons enter the centre.

Delivery and service vehicles are scheduled outside of peak hours and utilise available service and access locations. No heavy vehicle deliveries are required for the POPW.

6.5 Security

Security cameras are installed in strategic locations to monitor POPW site activities and premises with CCTV recording footage for records keeping. Records shall be kept electronically for a 1 year period (unless otherwise instructed by an authority within reason). Any requests to obtain this information shall be made available for authorities as necessary. The security system's purpose, amongst others is to restrict out of hours access and deter trespassers or anti-social behaviour.

The upkeep of data, infrastructure and enquiry handling of CCTV shall be managed by POPW centre management.

6.6 Communications, complaints and feedback

The POPW recognises that people may have concerns or issues that require answering or resolution and in a manner that is fair, sensitive and prompt. Concerns and submissions can be used as a feedback mechanism to improve the organisation's practices, policies and procedures. All staff and POPW management are aware of this PoM, the need to be familiar with the requirements and acknowledgement to enforce the requirements of the PoM. **Appendix B** includes a register of acknowledgement and agreement to comply with this PoM.

Generally, the POPW seeks to:

- » encourage complaints to be raised at an early stage by displaying a poster at a prominent location of the POPW describing the multiple contact methods to submit feedback to the POPW and ensure Council has all POPW's contact details in the event they are contacted about feedback,
- » handle complaints promptly by providing multiple mediums for feedback to be submitted and adhering to a targeted response time of no more than 2 working days,
- » provide immediate responses to urgent complaints (e.g. illegally parked cars),
- » maintain transparent communications with complainants and advise of updates as they arise through the submitter's choice of communication,
- » establish and maintain a comprehensive set of guidelines and operational criteria to ensure that the POPW is appropriately managed to avoid and minimise any environmental or amenity impacts on the surrounding area through the adherence of this PoM,
- » treat complaints seriously and sensitively,
- » handle complaints with procedural fairness, and
- » treat all information with due confidentiality.

6.6.1 Process

All communications will be forwarded to the Centre Manager for consideration and action. Responses will aim to be made within 2 working days (depending on matter) with further time required for final resolution of complex matters after the initial response.

Communications can be submitted to the POPW's email and/or Centre manager's mobile number. This will be made available through the following means:

- » A full contact list with email address, phone numbers and contact person/s shall be prepared as a letter box drop to the neighbours in a 150 metre radius from the site
- » A display signage with key information including contact list (as above) is to be affixed in a prominent location of the building's entry shall be kept
- » Council shall keep POPW records on file in the event community members contact Council to make feedback
- » The POPW's contact details are to be published in the Google Maps listing

The methodology will be as follows:

1. Once communication is received, site staff will formally record the submission using the standardised form and ascertain the desired outcome with the submitter
2. Each submission will be assessed, the nature of the complaint ascertained, issue investigated and devise an appropriate response and course of action. A targeted response time of two working days,
3. Based on the scale and nature of the submission, it may be presented to the Committee for consideration and approval. Once the Committee approves the response and plan, the required actions are to be promptly implemented. For low-impact submissions the managing staff will respond to the submission and act accordingly. If necessary, the submitter is then advised of the response and outcome. In the event a

satisfactory resolution is not able to be reached and the issue persists, an incident report shall be submitted to Council for their records and an independent mediator will be appointed to resolve the issue.

4. A written record of all submissions, their response, actions and outcomes are to be maintained and made available to Council upon request.

The Complaints Register, Action Form and Standard Complaint Form templates have been provided in **Appendix A**.

6.6.2 Review Mechanism

This PoM is subject to ongoing review and updated to respond to any improvements and changes that may occur at the site and/or for the POPW. This evolution and adaptability are to ensure a harmonious coexistence between of members of the community.

Amendments are to be submitted and considered by the Centre staff, Management Committee and Centre manager. Matters must be responded to in a reasonable time frame.

Council is to be involved in approving changes to the PoM and both POPW and Council must act reasonably and in a timely manner. Changes and communications will be not unreasonably withheld. Council may be called on for mediation in the event a matter is not able to be resolved or addressed. Updates to PoM versions will be provided in electronic format to Council for records keeping.

When the PoM is updated, the signatories in the PoM Register are to be notified (**Appendix B**).

7 Requirements

POPW

- » Six (6) copies of this PoM must be available for review on site at all times. The copies must be retained permanently within the prayer hall, and in the Centre Manager's office.
- » A display sign with key information including contact list is to be affixed in prominent locations at the premises
- » Council is to be notified and is to maintain a copy of the POPW contact list
- » The POPW's contact details are to be published in the Google Maps listing
- » Submissions of feedback, complaints and communications shall be processed, managed and responded to as described in **Section 6.6.1** and **6.6.2**.
- » Records of submissions, security footage and records are to be kept electronically for a 1 year period (unless otherwise instructed by an authority within reason). Any requests to obtain this information shall be made available for authorities as necessary. The upkeep of data, infrastructure and enquiry handling of CCTV shall be managed by POPW centre management committee.

Staff

- » Copies of this PoM are to be issued to all staff, support members, management and associates.
- » Induction program - All staff, support members, management and associates must undertake an induction program whereby the intent and particulars of this plan will be discussed in full. Each individual will be advised of their responsibilities to achieve its intent and the application of the relevant procedures and be provided with any safety equipment and necessary training. Updates of the PoM will be pushed to staff and support members through email and in person. **Appendix B** is a register form for induction.

Worshippers

- » All new worshippers are to be briefed by a staff member for an induction session for the POPW operational and regulatory practices, including but not limited to the PoM requirements of worshippers such as:
 - > Parking operation
 - > Noise impacts
 - > Maximum capacities
 - > Hours of operation
 - > Which celebrations are included or excluded at this POPW
 - > Locations of sensitive receivers (neighbours)
- » A clear, concise one page summary poster of the PoM requirements shall be prepared and displayed in prominent locations at the POPW.

Appendices

No table of contents entries found.

Appendix A - Submissions register and action form

Table 7 Submissions register

No.	Date Received	Person who received	Received by (phone/email etc.)	Summary of submission	Action Approved	Person responsible for action	Date Resolved	Date submitter informed
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Submission Action Form

Name: _____ Date: _____

Email: _____ Phone No: _____

Complaint description:

Location:

Date of event/incident: _____ Time of event/incident: _____

Signature:

Note: This form will be treated with complete privacy and no personal details shall be released.

Office Use Only

Complaint No: _____ *Urgency: _____

Received by: _____ Assigned to: _____

Initial assessment:

Action required:

Notification to Complainant: Yes / No Completion/Action Date: _____

Signature:

* Urgency level: Very High, High, Medium, Low, Noted

Appendix B – PoM Register

By signing the following register, the signatory confirms they have received their copy of the Plan of Management and agree to abide by it.

Table 8 PoM Register

Date	Document version number	Name	Signature

Appendix C – Noise Management Plan

Plan of Management

It is recommended that the necessary controls be determined during post-operation compliance testing and incorporated into the approved Plan of Management.

Acoustic performance of building envelope

- » This assessment has assumed closed windows/doors to have a moderate acoustic performance of RW 26 (indicatively 6mm float glass) and RW 21 for male mosque skylight. Higher acoustic performance can be readily achieved through the provision of improved glazing and/or sealing of areas of noise emission if necessary, however, this assessment has not deemed additional improvements being needed.
 - > Windows and doors of the development to be closed at all times. Mechanical ventilation to be provided

Carpark usage

- » During the night-time period (5:30am to 7:00am) only the northern carpark will be utilised, and the maximum number of cars to be restricted to 14.

Fencing

All fencing is located the property boundary and heights are above existing ground level:

- » Property fencing of 1.8 metres high along the eastern boundary of the site.
- » A property fence of 2.2 metres high with a 1.5 metre horizontal cantilever along the southern side of the south east carpark and south west carpark. Property fencing of 1.8 metres high along the remaining portion of the southern boundary of the site.
- » Property fencing of 1.8 metres high along the western, northern, and southern sides of the northern carpark.
- » A property fence of 1.8 to 2.4 metres high along a portion of the eastern side of the northern carpark. The fence is 21 metres long, with a height of 1.8 metres at the north east corner of the site, a height of 2.4 metres at the mid-point and a height of 2.4 metres at the southern end, see **Section 6.2**.

In addition to the above, all fences should give regard to the following to maintain acoustic integrity and for the fences to perform as noise screens:

- » An acoustically rated fence can be constructed of common building materials but needs to be from a durable material with sufficient mass (min. 10kg/m²) to prevent direct noise transmission eg. masonry, fibrous-cement, lapped and capped timber fence, polycarbonate, or any combination of such materials, provided they meet material requirements and withstand weather elements.
- » Any penetrations through the fabric of the fence should be sealed airtight with a suitable material of suitable density.
- » All joints and gaps between fence panels / planks should be sealed airtight with a suitable material of suitable density.
- » Any gaps between the fence and the ground / retaining walls should be filled with a suitable material of suitable density to ensure that the fence provides appropriate noise attenuation.

Sound system limiting devices

If an in-house sound system is installed, it is recommended that the noise level is controlled by an RMS compressor/limiter (eg. a Galaxy Audio DS-CP22, Rane HAL, BSS Blu, Symetrix Jupiter or MediaMatrix X-Frame 88). Multi-band compression is recommended for greater control over frequency content. Alternative sound-pressure measurement/limiter devices are also available (eg. CESVA LRF-04 and LRF-05, APEX Argos and HERA). Where different noise limits are to apply at different operating times, the device should include or support multiple time-based settings.

The noise limits and setting of the device will be made during acoustic compliance testing by an appropriately qualified acoustic consultant in conjunction with the system engineer/technician. The limits and setting of the device is typically undertaken prior to Occupation Certification (OC), when the sound system has been installed or during a typical event and where compliance measurements can be undertaken at a suitable location.

Applicable noise source	Frequency Weighting	Octave band centre frequency - Hz dBZ								
		31.5	63	125	250	500	1k	2k	4k	8k
Male Mosque sound system The setting of the noise levels is to be done internal, on the second level, close to the ceiling.	Z	-	-	56	65	72	71	66	60	51
Female Mosque sound system The setting of the noise levels is to be done internal, in front of the window.	Z	-	-	31	57	63	66	63	56	49

Mechanical plant and equipment

A quantitative assessment of mechanical plant associated with the development was completed as part of the Renzo Tonin acoustic report. It recommended screening to be undertaken as part of the development. Any new equipment, should it be required as part of the future development should be considered by an acoustic consultant to ensure compliance and/or development of mitigation strategies.

Noise monitoring program

The following approach will be adopted with regard to noise monitoring during the first 12 months of operation (i.e. during the requested 12-month trial period).

Within first month and last month of the 12-month trial period, noise monitoring will be undertaken by a qualified acoustic engineer to verify that the mosque is complying with the noise criteria (**Table 2**) and is consistent or below the L_{Amax} predictions within (**Table 3**). Given the amount of extraneous noise sources in the vicinity of the site (i.e. road traffic), so that site noise emission can be more readily quantified, short-term attended noise monitoring and long-term compliance monitoring with audio recording is recommended. Details of the procedures for noise monitoring are presented in Appendix of the approved Renzo Tonin acoustic report, which outlines short-term and long-term methodology.

Table 2 Project noise trigger levels

Receiver Location	$L_{Aeq, 15min}$ Project noise trigger levels, dB(A)		
	Morning Shoulder ²	Day ³	Evening ⁴
Residential R1 & R2	40	41	41
Residential R3 & R4	43	43	42
School classroom (external) ¹	48 (when in use)		
School playground	58 (when in use)		

Receiver Location	L _{Aeq, 15min} Project noise trigger levels, dB(A)		
	Morning Shoulder ²	Day ³	Evening ⁴
Note:	<ol style="list-style-type: none"> Conversion of trigger levels from internal to external for school classroom assumes 10dB(A) loss from outside to inside through open window. Shoulder period: 5:00-7:00 Monday to Saturday and 6:00 to 8:00 Sunday & Public Holidays Day: 7:00 to 18:00 Monday to Saturday and 8:00 to 18:00 Sundays & Public Holidays Evening: 18:00 to 22:00 Monday to Sunday & Public Holidays 		

Table 3 Maximum noise level assessment with proposed fencing

Assessment Location	Predicted noise level range and number of L _{max} events during Morning Shoulder						
	Project related, dB(A)			Existing dB(A) ¹		Percentage increase due to project	
	Above 52	Above 55	Max	Above 52	Above 55	Above 52	Above 55
5am to 6am - Cars arriving (door slams)²							
R3b - 1 Ethel Street, Carlton	8	0	55	97	54	8	0
R4b - 89 Botany Street, Carlton	8	1	56			8	2
85 Botany Street, Carlton	5	0	53			5	0
87 Botany Street, Carlton	9	0	55			9	0
6am to 7am - Cars departing (door slams and engine starts)³							
R3b - 1 Ethel Street, Carlton	13	0	55	128	78	10	0
R4b - 89 Botany Street, Carlton	15	2	56			12	3
85 Botany Street, Carlton	9	0	54			7	0
87 Botany Street, Carlton	15	0	55			12	0

- Notes:
- Based on measurement location L2, daily average for that hour
 - Based on 21 door slams
 - Based on 21 door slams and 14 engine starts

The noise monitoring program is outlined in Table 4 and the noise monitoring locations are identified in Table 5.

Table 4 Nominated monitoring program

Period	Frequency / type of monitoring	Location	Number of measurements at each location	Personnel	Equipment	Documentation
Month 1 & Month 12	Long-term noise monitoring (with audio) to cover morning shoulder / daytime and evening operations	At 4 locations identified in Table 5	One week	Qualified Acoustic engineer	Type 1 or 2 instrument	Prepare a noise compliance report
	Short-term attended monitoring to cover morning shoulder and evening operations	At 4 locations identified in Table 5	1 x 30minute measurements			

The noise monitoring locations are identified in Table 5. These locations have been selected as they present the best opportunity to determine compliance, as the predicted noise are highest at these locations. Noise monitoring shall be undertaken when the mosque is running at full capacity for the dawn prayer service (20 patrons) and evening (120 patrons).

Attended monitoring on private property is subject to obtaining the property owner/occupier's consent (where required). In cases, where access isn't possible, alternative measurement locations have been provided. If alternative locations are still not practical, then consultation with an acoustic engineer is recommended.

The output documentation is anticipated to be a noise compliance report, similar to those prepared for Occupation Certificates. The documentation will be submitted to POPW committee for action.

Table 5 Nominated monitoring locations

ID	Receiver address	Possible Monitoring location	Receiver type
R1	86 Botany Street, Carlton	On or in front of the first-floor balcony on the northern side (a pole is to be used to achieve the necessary height) Alternative: At the southern site boundary in front of the first-floor balcony on the northern side (a pole is to be used to achieve the necessary height)	Residential
R2	27 Xenia Avenue, Carlton	In front of the first-floor window on the northern façade (a pole is to be used to achieve the necessary height) Alternative: At the southern site boundary in front of the first-floor window on the northern façade (a pole is to be used to achieve the necessary height)	Residential
R3	1 Ethel Street, Carlton	In front of window on the western façade (a pole is to be used to achieve the necessary height) Alternative: On public footpath in front of window on the western façade (a pole is to be used to achieve the necessary height)	Residential
R4	89 Botany Street, Carlton	On driveway, in front of first floor eastern balcony (a pole is to be used to achieve the necessary height) Alternative: On public footpath in front of first floor eastern balcony (a pole is to be used to achieve the necessary height) ¹	Residential

Note:

Monitoring on private property is subject to owner consent and where relevant, occupier consent

¹ 0.9dB to be subtracted from measured noise level to account for distance correction (dB value based on CadnaA noise model)

If compliance monitoring shows that the external noise levels are above the noise criteria set within **Table 2** and/or the L_{Amax} predictions within **Table 3**, an investigation will be undertaken to understand the cause of the exceedance and additional mitigation and management measures will be devised and implemented.

Submissions management

Noise levels generated by the operation of the mosque must aim to comply with the noise criteria set within this report.

The mosque staff and committee are responsible for implementing the Plan of Management and ensuring that all mitigation measures are implemented such as the provision of a submissions process, to manage worshipper movements and behaviour, to educate worshippers and to minimise the generation of excessive noise levels from the site to nearby sensitive areas.

The community will have opportunities to provide submissions or communicate with mosque staff and committee and shall be informed, by email, mail, telephone and/or in person where any noise complaints related to the operation of the mosque can be reported.

All noise complaints shall be investigated in accordance with the Communications, complaints and feedback process and feedback system in the Plan of Management.

Community members of 120 metre radius will receive a letter box drop with the contact details of the staff and committee. Clear and concise posters shall also be displayed and Council is to maintain a copy of the mosque's latest contact details.