

**ST PAUL'S ANGLICAN CARLINGFORD AND NORTH ROCKS  
PREMISES 32 MOSELEY STREET, CARLINGFORD**

**PLAN OF MANAGEMENT  
FOR THE PROPOSED OPERATION OF A MINISTRY  
CENTRE & CHURCH**

**May 2022**

## **Part 1 Purpose and General Objectives**

1. This Plan of Management provides guidelines and management practices for the day to day operation of the Carlingford church site of St Paul's Anglican Carlingford & North Rocks and community uses.
2. The Plan aims to ensure that the Church and community uses:
  - a) Operate in a manner consistent with good management;
  - b) Operate with regard to the surrounding neighbourhood;
  - c) Take a proactive role in being a responsible neighbour/land owner within the surrounding area;
  - d) Operate in a manner so as not to disturb the surrounding area; and
  - e) Establishes a complaints handling register.
3. The premises shall be operated in accordance with this Plan and any changes shall be notified to the Council and appropriate approvals obtained where required.
4. A copy of this Plan is to be made available to staff and management of the Church and appended to the development consent for [insert Council's development consent reference/number].

## **Part 2 Seating Capacity and Number of Attendees**

5. The total seating capacity of the main auditorium in the church building will not exceed 455 at any given moment from Sunday to Saturday.
6. The total number of persons on site shall not exceed 550 at any given time.

## **Part 3 Staffing numbers**

7. A maximum of 30 permanent staff members will work from the whole site at any one time (inclusive in the maximum number of persons on site, see above).
8. Up to 60 volunteers may assist with various activities including worship, bible study or the children's and youth activities. The volunteer numbers are included in the estimated number people in the Schedule of Activities in Part 4 of the Plan of Management and is included in the maximum number of persons on site, see above.

## **Part 4 Church & Community Activities/Program**

9. The services and church and community activities conducted on the premises will be carried out generally in accordance with the schedule below, including the day and time of the specified activity and an estimate of the anticipated patron numbers.
10. The schedule is intended to be indicative and reflective of the nature of the anticipated activities. It may be changed from time to time in terms of the day or time that a certain activity is scheduled. The schedule of activities may also change to allow for the introduction, removal or replacement of activities to cater for the changing demands of the congregation. However, the usage will remain at all times within the conditions of the development consent issued by Council.
11. Church activities within the proposed Ministry Support Centre will not begin before 7:30am or continue past 10:00pm, with all operations being held with due consideration for neighbours, especially in regard to noise, car parking and other potential disturbances.  
Only on the Sunday before Christmas day, and Christmas Eve: 7:30am to 1am.  
NOTE: should the Sunday before Christmas day, and Christmas Eve coincide on the same day, then only one Christmas service shall occur that year.

## SCHEDULE OF PROPOSED REGULAR SCHEDULED ACTIVITIES

<b>Monday</b>					
<b>Time</b>	<b>Activity Name</b>	<b>Nature of Activity</b>	<b>Location</b>	<b>Estimated Current Numbers - 2021</b>	<b>Estimated Future Numbers - 2031</b>
9:00am-5:00pm	Church admin & Ministry	Administration and Ministry activities	Ministry Centre and Church Building	12 persons	Max of 30 persons
9:30am-10:30am	Organisational meeting	Organisational meeting of staff & members	Ministry Centre	10 persons	14 persons
10:30m-11:30am	Organisational meeting	Organisational meeting of staff & members	Church Building	10 persons	14 persons
9:30am-11:00am	Community Playgroup	Parents and children's group	Church building	20 persons (carers and children)	50 persons (carers and children)
7:00pm-9.30pm	Various meetings	Occasional Governance, Growth Group leaders, missionary meetings	Church building or Ministry Centre	10 - 30 persons (10 times per year) up to 150 persons (5 times per year)	10 - 30 persons (~10 times per year) up to 220 persons (~5 times per year)
<b>Tuesday</b>					
<b>Time</b>	<b>Activity Name</b>	<b>Nature of Activity</b>	<b>Location</b>	<b>Estimated Current Numbers - 2021</b>	<b>Estimated Future Numbers - 2031</b>
9:00am-5:00pm	Church admin & Ministry	Administration and Ministry activities	Ministry Centre and Church Building	8 persons	16 persons
9:00am-1:00pm	Community ESL classes	English as a second language classes for the community	Church building	65 persons	150 persons
7:30pm-9:30pm	Introducing God course	Course for the community (12 times per year)	Church building and Ministry Centre	18 persons	90 persons
<b>Wednesday</b>					
<b>Time</b>	<b>Activity Name</b>	<b>Nature of Activity</b>	<b>Location</b>	<b>Estimated Current Numbers - 2021</b>	<b>Estimated Future Numbers - 2031</b>
9:00am-5:00pm	Church admin & Ministry	Administration and Ministry activities	Ministry Centre and Church Building	6 persons	12 persons
9:30am-12:00pm	Women's bible study	Bible study group	Church building	75 persons	110 persons
7:00pm-9.30pm	Various meetings	Small groups meeting	Ministry Centre	Up to 10 persons	Up to 50 persons
<b>Thursday</b>					
<b>Time</b>	<b>Activity Name</b>	<b>Nature of Activity</b>	<b>Location</b>	<b>Estimated Current Numbers - 2021</b>	<b>Estimated Future Numbers - 2031</b>
9:00am-5:00pm	Church admin & Ministry	Administration and Ministry activities	Ministry Centre and Church Building	1 persons	10 persons
10:00am-11:30am	Senior's bible study	Bible study group	Church building	20 persons	35 persons
9:30am-11:00am	Community Playgroup	Parents and children's group	Church building	25 persons (carers and children)	60 persons (carers and children)
8:00pm-9:30pm	Music practice	Music practice	Church building	10 persons	10 persons
<b>Friday</b>					
<b>Time</b>	<b>Activity Name</b>	<b>Nature of Activity</b>	<b>Location</b>	<b>Estimated Current Numbers - 2021</b>	<b>Estimated Future Numbers - 2031</b>
9:00am-5:00pm	Church admin & Ministry	Administration and Ministry activities	Ministry Centre and Church Building	8 persons	16 persons
6:00pm-7:00pm	Kids club	Children's group	Church building	45 persons (leaders & children)	100 persons (leaders & children)
7:00pm-9:30pm	Youth group	Youth group	Church building and Ministry Centre	140 persons (leaders and youth)	280 persons (leaders and youth)

<b>Saturday</b>					
<b>Time</b>	<b>Activity Name</b>	<b>Nature of Activity</b>	<b>Location</b>	<b>Estimated Current Numbers - 2021</b>	<b>Estimated Future Numbers - 2031</b>
10:00am–5:00pm	Various occasional meetings	Wedding, funerals, Beach Mission, Parish Council etc. (two per month)	Church building and/or Ministry Centre	50-240 persons	50-240 persons
<b>Sunday</b>					
<b>Time</b>	<b>Activity Name</b>	<b>Nature of Activity</b>	<b>Location</b>	<b>Estimated Current Numbers - 2021</b>	<b>Estimated Future Numbers - 2031</b>
7:45am–8:45am	Traditional Church	Church service	Church building – Other spaces	30 persons	30 persons
9:15m–10:30am	Morning Church Service	Adult family Church service (English)	Church building – Main auditorium	230 persons (adults)	350 persons (adults)
9:15am–10.30am	Morning Church – children’s & youth programs	Children’s & youth groups associated with Morning Church	Church building – other spaces and Ministry Centre	90 persons (children, youth & leaders)	200 persons (children, youth & leaders)
11:15am-12:00pm	Chinese Church	Adult family Church service (Mandarin)	Church building – Main auditorium	120 persons (adults)	250 persons (adults)
11:15am-12:00pm	Chinese Church - children’s & youth programs	Children’s & youth groups associated with Chinese Church	Church building – other spaces and Ministry Centre	120 persons (children, youth & leaders)	250 persons (children, youth & leaders)
12.30pm-2.30pm	Chinese Church bible study	Bible study group	Church building – other spaces and Ministry Centre	100 persons	200 persons
4:00pm–5:15pm	Iranian Group	Iranian group meeting	Ministry Centre	15 persons	30 persons
4:00pm–5:15pm	Afternoon Church	Afternoon Church service	Church building – Main auditorium	95 persons	250 persons
6:00pm–8:00pm	Night Church	Night Church service	Church building – Main auditorium	220 persons	400 persons

12. In addition to the regular scheduled activities, the premises may also be used for unscheduled or irregular planning meetings, seminars, small groups and Youth group activities. No program whether scheduled or unscheduled will begin before 9am or continue past 10pm (with the exception of a small Traditional Sunday Church service which commences at 7.45am) and will always be held with due consideration for our neighbours, especially in regard to noise and potential disturbances. Administration will occur during office hours of 9am to 5pm on weekdays.

### **Part 5 Traffic and Parking Management**

13. Condition 5 of DA/338/2016 requires 84 off street car parking spaces to be provided at all times to facilitate the maximum capacity of 455 people. Whilst the maximum number of people on site is proposed to grow to 550 on Sunday morning, there will be no increase in the number of adults as the increase is for children only.

14. If, in the future, the number of attendees does grow towards the proposed 550 on a Sunday morning the church will actively encourage attendees to:

- a) car pool to reduce the car parking demand;
- b) make attendees aware of local public transport options;
- c) consider the neighbours and not obstruct their driveways;
- d) be mindful of the surrounding residential area when arriving and departing from the property; and

- e) encourage attendees to park within the car parking area provided for the Church

The methods to be used to encourage the members may include email, social media, website content and communications during the Sunday meetings.

### **Part 6 Noise Management**

- 15. The hours of operation will remain consistent with Condition 49 of DA/338/2016/D.  
Therefore, the current hours of noise generation remain the same as detailed below:
  - Main Church Building & Ministry Centre: 7.30am – 10pm
  - Sunday before Christmas day & Christmas Eve: 7:30am -1am (as per DA/338/2016/D)
- 16. The Ministry Centre has been designed to ensure activities conducted within the building will not impact on neighbours. For further acoustic details, please refer to the Acoustic Impact Assessment prepared by Acouras Consultancy.
- 17. No music played during activities will be external to the building.

### **Part 7 Site Response and Evacuation Plan**

- 18. Should there be an emergency, occupants should enact the emergency evacuation policy and should take directions from emergency services or the State Emergency Service (SES).

### **Part 8 Neighbourhood Relations**

- 19. The Church will continue to be mindful of its neighbours and will be open to the needs and considerations of its immediate neighbours in relation to activities and programs run by the Church which might affect the neighbours.
- 20. The Church's Administration shall use their best endeavours to resolve any complaint and advise the complainant of the action that has been taken.
- 21. The Church will advise its immediate neighbours of the details (date and time) of any large events or services, e.g. Christmas and Easter.
- 22. However, the Church shall not organise or schedule such an event or service if the attendee numbers are expected to exceed the seating capacity, as detailed in Part 2 of this Plan.
- 23. The Church will establish a complaints register. The register is to be managed by the Church's Administration. The complaints register shall be kept with this Plan and held on site and will be made available for inspection by Council's officers as requested.

### **Part 9 Cleaning and Waste Management**

- 24. Waste management will continue to be overseen by the Church and will utilise the current Council operated waste collection service.
- 25. Church staff, together with contractors and volunteers will be responsible for the transfer of waste from bins inside the buildings to wheelie bins stored in the enclosed bin storage area at the rear of the church building.
- 26. Church staff or volunteers will move the wheelie bins from the enclosed bin store to the kerb on the day prior to collection and return them promptly to the bin store after collection.
- 27. Church staff, together with contractors and volunteers will be responsible for the internal cleaning of the premises which will occur during the hours nominated in the Schedule of Activities in Part 4 of this Plan of Management.
- 28. Graffiti will be removed from the building as soon as practicable.

