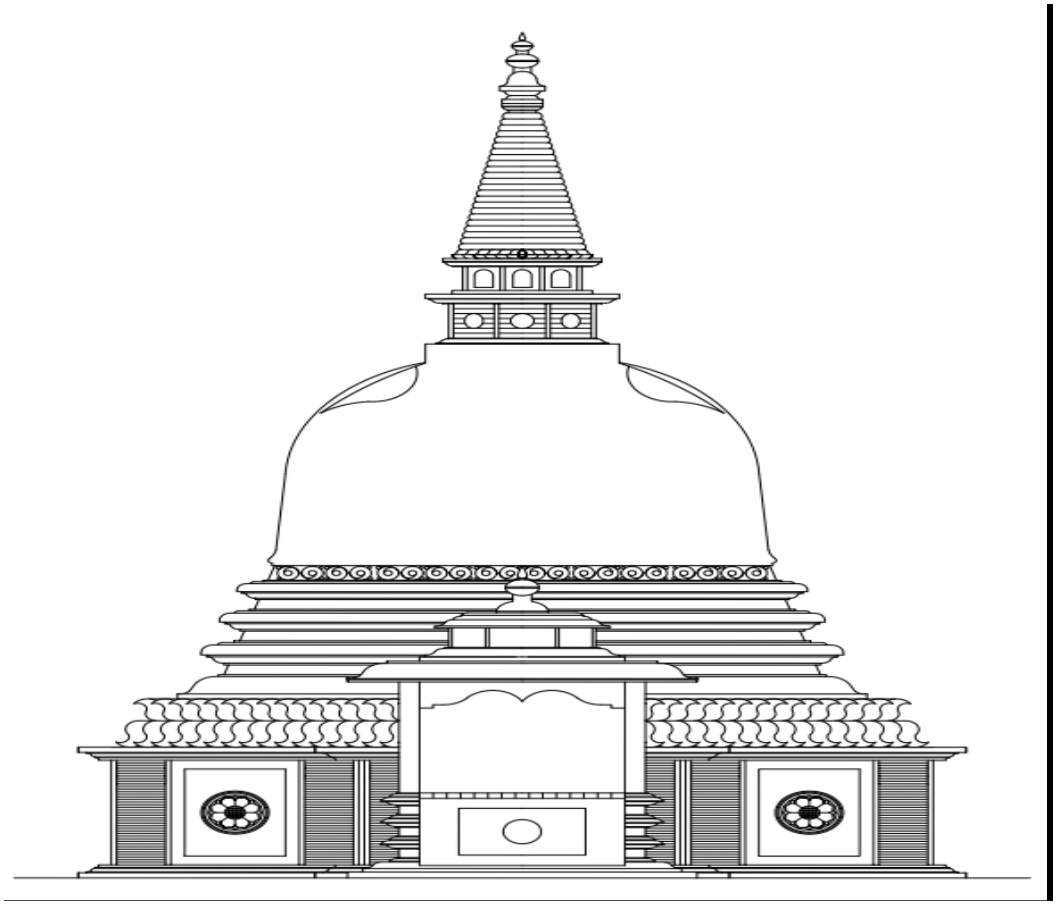
SRI LANKAN SINHALESE BUDDHIST SOCIETY
PERTH - WESTERN AUSTRALIA



OPERATIONS MANUAL

Prepared by:

SRI LANKAN SINHALESE BUDDHIST SOCIETY(SLSBS) INC.
78-82, AUSTIN AVENUE, KENWICK WA 6107

DATE: 8 SEPTEMBER 2026

VERSION 1.1

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Control Page

This document has been updated as part of Stupa Construction project and for submission to the City of Gosnells with the Application for Design Approval.

It is expected that this document in its entirety, including any related or referenced material and documentation shall be treated in strict confidence by the client.

Revision	Date	Author	Description / Summary of changes
0	8/09/2026	MA	Draft for SLSBS Management Committee Review
1.1	15/09/2026	MA/PH	Final vison for submission to City of Gosnells

	Name	Title	Date
Prepared by	Mahinda Amarasinghe	Financial Member of SLSBS	8/09/2026
Reviewed by	Management Committee	SLSBS	15/09/2026
Approved by	Pubudu Herath	President SLSBS	15/09/2026

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1 General

1.1 Background

The Sri Lankan Sinhalese Buddhist Society (SLSBS) manages and operates the Sri Lankan Buddhist Temple, located at 78 and 82 Austin Avenue, Kenwick. The Temple is a place of significant religious and cultural importance, providing a space for worship, meditation and spiritual practice for Sri Lankan Buddhists and the wider Australian community.

There has been growing interest among current members of the Society and the wider Buddhist community in constructing a Stupa (Pagoda) within the Temple precinct. The proposed Stupa would further enhance the Temple's religious significance and provide an additional place for Buddhist worship, reflection, meditation and religious ceremonies.

1.2 Purpose of the Plan

This Operations Manual (the Manual) sets out the framework for the safe, lawful and orderly operation and use of the buildings and facilities at 78 and 82 Austin Avenue, Kenwick, on land owned or occupied by the Sri Lankan Sinhalese Buddhist Society of WA Inc.

The Manual is intended to ensure that the facilities support the Society's primary mission of practising the teachings of the Buddha and cultivating loving-kindness. The facilities will also be available for gatherings of devotees to commemorate significant events in the life of the Buddha, while preserving the sanctity and appropriate conduct of the place of worship.

All activities will be managed to minimise, as far as practicable, any impact on the amenity of neighbouring residential properties and to meet the applicable statutory requirements of the City of Gosnells.

1.3 Objectives

The Manual has three principal objectives:

- Conflict mitigation — Ensure that religious practice, meditation and training activities are scheduled and managed so that they do not overlap in ways that cause congestion, noise or disturbance to other Temple users or neighbouring residents.
- Amenity and community relations — Manage vehicle movements, parking, noise and waste so that the operation of the facilities remains compatible with the residential character of the surrounding area.
- Safety and compliance — Address applicable requirements relating to public assembly, fire safety, emergency access, noise, food handling and child safety.

1.4 Site description

The properties are located at 78 and 82 Austin Avenue, Kenwick WA 6107, within the City of Gosnells local government area.

The site comprises the following existing and proposed structures and facilities, as identified on the detailed site survey plan:

- Property No 78:
  - Existing building comprising Shrine Room, Multipurpose Hall & Kitchen
  - Existing Bodhi-tree
  - Existing covered shed
  - Existing Bin store area
  - Existing Carpark totalling 37 bays (45 standard, 2 accessible)

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- Property No 82:
  - Existing House (currently used as accommodation for visiting monks)
  - Proposed Stupa, a single-storey, solid-brick structure with 49 m^2 reinforced-concrete pad footings.
  - Proposed 53 Car bays.

1.5 Sope of activities

The Manual identifies three operating modes:

Mode	Number of Persons (at any time)	Trigger	Activity Profile
Daily operation	50 (including multipurpose hall)	Default mode	Meditation, Guided Meditation and worship
Event operation	231(including meditation Hall)	Booked event in multipurpose hall	Special sermons, advanced small group meditation and general mindfulness training
Annual major religious event	500(including Meditation Hall & Multipurpose Hall)	Held annually in May each year	Annual Wesak celebration

1.6 Governance

The operating entity responsible for the facility is the Sri Lankan Sinhalese Buddhist Society Inc.

The Facility Management Team comprises the roles outlined in this Manual and is jointly responsible for implementing and ensuring compliance with its requirements.

The Society's Management Committee is responsible for appointing and assigning suitable personnel to the Facility Management Team to undertake the duties and responsibilities specified in this Manual.

- Facility Manager - Responsible for the day-to-day operation of the facilities, bookings, the Contact Register, and the Incident and Complaint Register.

- Community Liaison Officer — Acts as the primary point of contact for neighbouring residents regarding noise, traffic and amenity matters. The officer’s contact number will be published and available during operating hours and on all Special Event Days. The Manual should specify whether the contact number is monitored 24 hours a day.

- Authorised Office Bearer — A senior office bearer of SLSBS (for example, the President or Secretary) authorised to sign declarations submitted to the City of Gosnells and to approve material amendments to this Manual.

The current names, telephone numbers and email addresses for each role are maintained in the Contact Register at Appendix C. The Contact Register is updated whenever details change (refer to Section 10.3).
The Facility Management Team is responsible for conducting quarterly operational reviews. The SLSBS Management Committee is responsible for the annual review of the Manual, as described in Section 10.

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2 Site and buildings overview

2.1 Lot 132 Street No. 78

The site classified as a commercial property facing to Austin Avene from the front. It has also access to Posting Avenue from the rear gate. A single storey multipurpose building located in this site comprise following facilities;

- Shrine Room
- Meditation / Meeting rooms
- Multipurpose Hall
- Kitchen
- Toilet facilities

A Bodhi Tree for devotees to walk around, pray and meditate.
37 Car parking bays that include 2 bays for disability
Covered Shed

2.2 Lot 52 Street No. 82

The site comprises a single lot fronting Austin Avenue. There is a residential building used for visiting monks to say. The architect's site plan shows the area and confirms work footprint over the existing land where the proposed Stupa and Car Parking's will be built.

2.3 Stupa Building Summary

- Excavate up to 1.5m from ground level and remove soil.
- Fill excavated area with sand up to 1.0m high
- Reinforced concrete pad pooting to 7000x7000x600 mm
- Then 9.72 m high sold brick structure (Drawing: STUPA (S-01))

2.4 Capacity

- The existing multipurpose building can accommodate maximum of 221 persons
- No seating provided around the stupa
- Devotees worshiping while walking around the stupa or from anywhere in both premises.

2.5 Site map and emergency diagram

A site map showing the emergency exit, the muster point, fire hydrants and bin enclosure is provided at Appendix D. The Facility Manager shall ensure a copy of this map is displayed at the main entries to the existing building and stupa.

2.6 Operating hours

The standard opening hour for the temple is from 7.00am to 9.00am in weekdays and weekend. Devotees can worship Buddha, Stupa and involve with Meditation program and Damma sermons during this time.

3 Site use rules

3.1 Prohibited items

The following items are strictly prohibited anywhere on the property, including in the carpark:

- Alcohol
- Tobacco products and vaping devices

All event bookings (Appendix B) require the financial member making the booking to acknowledge these prohibitions and ensure that they are observed by event participants.

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3.2 Dress Code & rules

- Users and visitors are requested to dress modestly, in keeping with the spiritual nature of the Temple precinct. Where footwear must be removed for an activity in the Hall, it must be placed neatly on the racks provided.
- Children attending educational classes must be supervised at all times by a parent, guardian or appointed instructor.
- Children must not have unsupervised access to the meditation hall, kitchen or car park.
- Classroom furniture, including desks, chairs and audio-visual equipment, must be returned to its original arrangement at the end of each session.
- Food and drink, other than water, are not permitted in the meditation hall, library, classrooms or Stupa.
- Visitors must remain quiet while meditation is in progress.

4 Scheduling and demand management

4.1 Religious activities Calander

Dates for religious activities are set annually by the SLSBS Management Committee in accordance with the lunar calendar. The calendar is published six months in advance on the SLSBS website and on noticeboards.
To allow Dhamma teaching for children, no other religious activities may be held in the multipurpose building between 3:00 pm and 5:30 pm on Sundays during the Dhamma School term.

4.2 Bookings

Financial members may book the multipurpose building for special religious activities, subject to the following requirements:

- The financial member must submit a written booking request using the Facility Booking and Usage Agreement (Appendix B) at least 30 days before the proposed event.
- The Facility Manager checks the Temple's religious activities calendar and existing bookings.
- The Facility Manager checks the proposed start and finish times against peak Temple prayer times.
- The Facility Manager issues written confirmation and provide site plan with the booking conditions.

5 Traffic and Carpark Operational Plan (TCOP)

5.1 Carpark inventory

The existing car park at No. 78, located within the main Temple premises, provides 37 parking bays, together with a designated drop-off and pick-up area at the front of the main building. The proposed car park at No. 82 will provide a total of 87 parking bays, comprising 85 standard parking bays and 2 accessible parking bays.

Vehicular access to the proposed car park will be provided via Austin Avenue and Postling Street, with 5-metre-wide access gates and separate exit lanes onto Austin Avenue. The dimensions and layout of the parking bays are stated to comply with the relevant requirements of AS 2890.1 for standard parking facilities and AS 2890.6 for accessible parking facilities.

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5.2 Annual Vesak Celebration

The existing on-site parking is insufficient for the annual Vesak celebrations. Accordingly, temporary parking is arranged at the Maddington Bunnings car park, with a shuttle bus operating between that car park and the Temple. Variable Message Boards (VMBs) are displayed at required locations to provide information to motorists.

During the annual Vesak celebrations (two days), the bays closest to the entrance are reserved for older people and congregants with accessibility needs. These bays are clearly signposted and supervised by a responsible person appointed by the Management Committee.

Traffic management arrangements for the annual Vesak celebrations are informed to members in advance via email and published it on the SLSBS website, social media and on noticeboards.

Event and Traffic Management Plan has been developed solely for managing the traffic during Celebration of Vesak. The society to comply the requirements and recommendations in the Event and Traffic management Plan.

The existing on-site parking provision is insufficient to accommodate the anticipated parking demand during the annual Vesak celebrations. Accordingly, supplementary temporary parking arrangements are made available at the Maddington Bunnings car park, with a shuttle bus service operating between the temporary parking area and the Temple. Variable Message Boards (VMBs) are also installed at appropriate locations to provide motorists with relevant traffic and parking information.

During the two-day annual Vesak celebrations, parking bays located closest to the Temple entrance are reserved for older people and congregants with accessibility needs. These designated bays are clearly signposted and supervised by a responsible person appointed by the Management Committee to ensure their appropriate use.

Traffic management and parking arrangements for the Vesak celebrations are communicated to members in advance via email and are also published on the SLSBS website, social media platforms and community noticeboards to ensure members and visitors are adequately informed.

An Event and Traffic Management Plan (ETMP) has been prepared specifically to manage traffic movements, parking arrangements and associated traffic-related matters during the annual Vesak celebrations. The Society is required to implement and comply with the measures, procedures and recommendations outlined in the ETMP to ensure the safe and orderly management of traffic during the event.

5.3 Roles and responsibilities

Operational stage	Primary action	Responsible party
Normal day	Self-regulated parking; standard entry and exit	Facility Manager
216>Event operation attendees>135	Deploy signage. Self-regulated parking. Entry/exit - Austin Av & Postling St.	Facility Manager
Annual major religious event (Vesak Celebration)	Marshal at entry and drop-off;	Facility Manager + Volunteer traffic Marshals

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6 Noice Management Plan (NMP)

6.1 Regulatory objective

The existing Temple premises are operated in a manner that ensures assigned noise levels at the boundaries of neighbouring residential properties are not exceeded, in accordance with the Environmental Protection (Noise) Regulations 1997 (Western Australia). All activities undertaken on the premises are managed with due consideration for the acoustic amenity and quiet enjoyment of neighbouring residents.

An Acoustic Assessment has been undertaken by Marshall Day Acoustics to assess the potential noise impacts associated with the Temple's operations. The assessment specifically considers the following two scenarios:
Vehicle movements within the car park: Vehicles entering and exiting the car park at a maximum speed of 10 km/h.
Annual outdoor Vesak celebration: Noise emissions associated with the annual outdoor Vesak celebration held in May.

The acoustic assessment provides a basis for identifying and managing potential noise impacts associated with the above activities and ensuring that the operation of the premises complies with the relevant environmental noise requirements.

In addition to the recommendations of the Acoustic Assessment, the following guidelines are provided to guide the day-to-day operations and management of the Temple, with the objective of minimising noise emissions and protecting the acoustic amenity of neighbouring residents.

6.2 Operational noise controls

- Enclosed operations:
  During performances or any use of amplified sound in the Hall, all external doors and windows must remain closed. The internal heating, ventilation and air-conditioning (HVAC) system will provide fresh air while doors and windows are closed.

6.3 Arrival and departure protocols

Noise complaints associated with facilities of this type may arise from car park activity as well as. The following protocols apply:

- “Respect Our Neighbours” signs are displayed at car park exits, asking visitors to leave quietly, avoid slamming vehicle doors and refrain from socialising in the car park after 7:00 pm.
- During Wesak celebrations, marshals actively manage the car park to maintain a steady and quiet flow of vehicles and to prevent engine idling or loud conversations near residential boundaries.
- Vehicles must not idle for more than 60 seconds in the car park.

6.4 Time of day restrictions

In accordance with WA noise regulations, the following hours apply:

Period	Hours	Permitted Activities
Standard hours	7:00 AM – 7:00 PM (Mon–Sat)	Normal building operations, religious practices

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Sensitive hours	7:00 PM – 10:00 PM (Mon–Sat) 9.00AM-10PM (Sun & public holidays)	Operations permitted with stricter sound limits; doors closed during amplification
Night hours	After 10.00PM, all days	No activity; no amplified sound; no vehicle movement other than departure

6.5 Mechanical plant noise

Air-conditioning condensers, exhaust fans and other mechanical plant are to be located away from residential boundaries, appropriately screened and selected to meet the applicable daytime and night-time assigned noise levels under the Environmental Protection (Noise) Regulations 1997 (WA).

The Facility Manager will maintain a maintenance log showing that mechanical plant is serviced in accordance with the manufacturer's specifications, to help ensure that noise emissions do not increase over time.

6.6 Complaint resolution

- **Point of contact:** the Community Liaison Officer (see Contact Register, Appendix C) is available to resolve noise issues raised by neighbors in real time.
- **Complaint records:** Each complaint must be recorded in the Noise Log, including the time, the activity giving rise to the complaint and any corrective action taken. Corrective action may include reducing the volume of amplified sound.
- **Annual review:** The management team reviews the Noise log annually and considers whether additional acoustic shielding, programming changes or scheduling adjustment are required.

7 Kitchen Operations

7.1 Regulatory objective

The kitchen located in the multipurpose building and operated as an ancillary facility supporting the Temple.

- The kitchen may be used to prepare and serve meals and refreshments to people attending the Temple.
- Kitchen operating hours will align with the Temple's operating hours.
- All food handling must comply with the Food Act 2008 (WA) and the Australia New Zealand Food Standards Code. Food handlers must have the training required for their duties.
- The kitchen is registered with the City of Gosnells as a commercial kitchen.

8 Waste, lighting and amenity

8.1 Bin storage and waste streams

A dedicated bin store area is provided at a minimum 3 m offset from the property boundary. The bin area accommodates separate waste streams for:

- General waste
- Co-mingled recyclables
- Organic / food waste

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8.2 Bin Collection schedule

- Waste collection is scheduled to avoid Temple peak prayer times and to avoid early-morning collections on Sundays.
- Collection times are arranged with the bin services providers for special day events

8.3 Lighting

- Existing external security lighting is directed downwards and shielded to avoid light spill into neighbouring residential windows.
- Car park and security lighting is managed in zones, with only the areas in use illuminated where practicable.
- Decorative lighting on special occasions is limited to the Temple buildings and must not include flashing or strobing effects.

9 Safety, emergency and capacity

9.1 Maximum capacities

- Maximum capacities are set out in Section 2.3. No booking or event may exceed the applicable approved capacity. The Facility Manager is responsible for confirming expected attendance numbers in writing before each event.

9.2 Evacuation and muster point

- In the event of a fire alarm or other emergency requiring evacuation, occupants must leave the building through the nearest safe exit.
- The assembly point is located in the car park & identified on the site plan at Appendix D.
- The Facility Manager, or an appointed deputy, is responsible for conducting a headcount at the assembly point and liaising with emergency services when they arrive.

9.3 Fire hydrants & fire extinguishers

- A dual-outlet fire hydrant is located in the garden bed at the front of the multipurpose building, near the entrance gate from Austin Avenue, as shown on the site plan at Appendix D.
- A fire hose reel is located inside the multipurpose building.
- Portable fire extinguishers are located inside the building.
- Fire hydrants are inspected quarterly by the Facility Manager, and records of annual servicing are retained.

9.4 First aid and incident response

- A stocked first-aid kit is kept in the multipurpose building and in the kitchen.
- At least two person holding a current first-aid qualification must be on site during any event attended by more than 500 people.
- All incidents, including injuries, near misses and property damage, must be recorded in the Incident Register (Section 10) within 24 hours.

9.5 Child safety

- All instructors delivering educational classes must hold a current Working with Children Check, where required.
- Children must be supervised at all times by a parent, guardian or appointed instructor.

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- A Child Safe Code of Conduct, consistent with applicable Western Australian child-safety requirements, is provided to all instructors and displayed in each classroom.

9.6 Compliance references

This Manual has been prepared with regard to the following legislation, standards and planning instruments, as applicable:

- Environmental Protection (Noise) Regulations 1997 (WA)
- Health (Public Buildings) Regulations 1992 (WA)
- Food Act 2008 (WA) and the Australia New Zealand Food Standards Code
- Building Code of Australia/National Construction Code, including applicable requirements for Class 9b assembly buildings and mezzanine classrooms
- AS 2890.1 and AS 2890.6 — Parking facilities and accessible parking facilities
- City of Gosnells Town Planning Scheme and applicable local laws

10 Records, review and document control

10.1 Incident and Complaint Register

The Management Team maintains a single Incident and Complaint Register recording, for each entry:

- Date and time of the incident or complaint.
- Nature of the issue (e.g. parking complaint from a neighbour, noise complaint, slip-fall, equipment damage).
- Person reporting and contact details (where provided).
- Immediate corrective action taken.
- Any follow-up actions, dates and outcomes.

The Register is available for inspection by the City of Gosnells on reasonable notice and forms a standing agenda item at the quarterly operational review (Section 10.4).

10.2 Incident Noise Log

A dedicated Noise Log is maintained as a sub-register of the Incident and Complaint Register, as described in Section 6.6.

10.3 Live updates – the Contact Register

Names, roles and contact details for the persons performing the Management Team roles, the Traffic Marshal Coordinator and the rostered first aiders are maintained in a live Contact Register at Appendix C. The Contact Register is a controlled document and is treated as live, not as a periodic publication.

The following rules apply to the Contact Register:

- Update timing. Any change to a named role-holder, phone number or email address is recorded in the Contact Register within 5 business days of the change taking effect.
- Neighbour notification. A change to the Community Liaison Officer's name or 24- hour contact number is additionally communicated in writing to the adjoining residential neighbours within 10 business days.
- Council notification. A change to the Authorised Office Bearer is additionally notified to the City of Gosnells.
- Booking notification. A copy of the current Contact Register is provided to each new financial member together with the Facility booking and Usage Agreement (Appendix B).
- Version handling. Updates to the Contact Register do not require a version increment of this Operational Plan (see Section 10.7).
- The Facility Manager is responsible for keeping the Contact Register current.

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10.4 Quarterly operational review,

The Facility Management Team conducts a documented operational review every three months. Each review covers, as a minimum:

- Trends and recurring themes from the Incident and Complaint Register and Noise Log over the preceding quarter.
- Performance and any incidents from the preceding quarter's Vesak day and major events.
- Carpark and traffic operation, marshal feedback, drop-off lane performance, and any near-miss reports.
- Booking member feedback and any complaints.
- Currency of the Contact Register at Appendix C.
- Preparation for the upcoming quarter, including Vesak Day, marshal rosters and known major bookings.

Minutes are kept and action items are tracked through to closure at annual plan review.

10.5 Annual Plan review,

The full Operations Manual is reviewed by the SLSBS Management Committee at least once per calendar year. The annual review consolidates the outcomes of the four preceding quarterly reviews and considers:

- Changes in regulatory requirements or applicable Australian Standards.
- Changes in the Temple's event Calendar or operating pattern.
- Feedback from neighboring residents, members and instructors.
- Any structural, building or site changes that affect the operating envelope.

Material amendments are reissued under an incremented version number and lodged with the City of Gosnells (see Section 10.7).

10.6 Trigger-based off-cycle review,

In addition to the scheduled reviews above, an off-cycle review of the relevant section(s) of this Plan is mandatory whenever any of the following occurs:

- A serious incident on site (injury requiring medical attention, evacuation, or a vehicle accident in the carpark or access road).
- A pattern of three or more complaints of the same type within 90 days.
- A change in building use, capacity, layout or operating hours.
- A change in applicable Western Australian legislation, the Building Code of Australia, or City of Gosnells local laws relevant to the operation.
- A formal Council audit or inspection finding.

10.7 Document version control,

This Plan and its appendices are controlled documents. The version control rules are:

Change type	Example	Version increment	Council action
Live update	Contact Register name or phone change; Festival Calendar refresh	No increment to this Plan; the affected appendix carries a "Last updated" date	Council notified only where Section 10.3 requires (Authorised Office Bearer change)
Minor revision	Editorial corrections; clarifications; new procedures within existing operating envelope	Minor version (e.g. 1.0 → 1.1)	Notified to Council in summary form at the next interaction

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Major revision	Change to capacity, operating hours, or any safety-critical provision	Major version (e.g. 1.1 → 2.0)	Re-submitted in full to the City of Gosnells; re-signed by the Authorised Office Bearer

10.8 Audit cooperation,

The Management Team cooperates fully with any audit, inspection or review undertaken by the City of Gosnells or any other regulator with jurisdiction over the precinct. All Registers, the Noise Log, the Contact Register and the quarterly review minutes are made available on reasonable notice.

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Appendix A — Glossary of Terms

Term	Meaning
Acoustic Report	Acoustic Assessment Report done by Marshall Acoustics addressing Vehicle Noise and Annual Outdoor Religious Event (Vesak)
Vesak Day	Single event per year, set by the SLSBS Management Committee, on which the Temple receives a significantly higher than normal congregation.
NMP	Noice Management Plan (Section 6 of this document)
OM / / OMP	Operations Manual / Operational Management Plan – this document
TCOP	Traffic and Carpark Operational Plan (Section 5 of this document)
ETMP	Event & Traffic Management Plan
TIA	Transport Impact Assessment

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Appendix B — Booking Application & Terms & Conditions

SRI LANKAN SINHALESE BUDDHIST SOCIETY
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SLSBS POLICY STATEMENT FOR ALLOCATING PERTH SLSBS BUILDING FACILITIES FOR ANY LARGE EVENTS

Objective:
Sri Lankan Sinhalese Buddhist Society (SLSBS) is happy to facilitate the membership in organizing religious events at its premises at Kenwick. However, as a responsible organization, it is legally and socially bound to adhere to certain rules when organizing large events that can impact neighbours and attendees. The following guidelines are developed to ensure these obligations are met when an event attending more than 25 persons needs to be organized.

Terms and Conditions:

- An event is categorised as a large event if the expected number of attendees is above 25 persons, including children.
- The application form named 'Application Form to Organize a Large Event at SLSBS premises at Kenwick' MUST be filled for all the large events organized by anyone other than the SLSBS management committee.
- Duly filled application form must be sent by email to the President of SLSBS at slsbspresident@gmail.com before inviting people to attend the event, through public or private announcements of the event.
- Attendees should be invited ONLY after the approval of the President of SLSBS is received.
- All events organized without prior approval of the President of SLSBS are deemed as illegal. Legal and other necessary actions will be taken to disperse illegal gatherings and claim damages from the organizers.
- The application form must be signed by at least one financial member of SLSBS who will be responsible for organizing the event, except for applications to organize an Alms-giving (Dana) to resident monks, which must be signed by the organizer, who will be responsible for paying any applicable fees and adhering to all terms and conditions stated herein.
- In the case of an application by an association, a signatories must include the President and the Secretary, of the requesting Association. The designation of each signatory should be clearly defined.
- Requests should not conflict with regular activities at the Perth Sri Lankan Buddhist Temple such as Dhamma School on Sundays, Sheela and meditation programs on Saturdays and any alms giving/Pirith chanting arranged by devotees at the temple.
- The events are expected in general to last no more than 4 hours subjected to the scheduled activities at the temple.
- The application is valid only for one calendar day. These events are not expected to recur over many days.
- Announcements of fund- raising activities are not permitted during the proposed activity.

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Function Requirements

- SLSBS incurs substantial expenses for the operation and maintenance of the temple, including utility costs associated with its use by devotees. Therefore, applicants are kindly requested to contribute towards these expenses.
  The SLSBS Management Committee suggest following contributions towards the utility expenses:
  - Almsgiving (Dana) organised by a member at the temple: $50 per event.
  - Almsgiving (Dana) organised by a non-member at the temple: $150 per event.
  - Religious day event organised by a member: $200 per day.
- SLSBS does not bear any responsibility towards the well-being and security of attendees.
- Ensure that all parties leave the premises within the allocated time period.
- No rooms or space can be provided to store any items overnight.
- Ensure that no damages had been taken place to the building or any other.
- Ensure A/C, Heaters, unwanted lights switched off at end of the event.
- No chairs can be used at the Budu-Madura unless for attendees who have medical conditions.
- No food items should be served or displayed in the Budu-Madura.
- Attendees should adhere to the traditions of Sri Lankan Theravada principles in their actions and attire.
- The premises should be used in a controlled manner and at all-times must refrain from creating excessive noise which may inconvenience neighbours of the temple.
- Parking will be allowed at designated parking bays only and strictly no unauthorised parking on verges and other non-designated parking areas.
- Traffic management according to the guidance provided by SLSBS is the responsibility of the organizer. Rear gate should be used to enter the car park to avoid unnecessary blockage at Austin Avenue entrance.
- Attendees need to be inducted to fire exits and muster points before the commencement of the event.
- At least one trained First Aid officer should be arranged to be on site.
- Toilets, Kitchen, Hall area should be cleaned after the program.
- All garbage bins need to be emptied and removed from the site.

This application may be amended by SLSBS as when required. Therefore, please request or use the latest version of this application.

All applications will be assessed for approval on an individual basis as per given guidelines. All attempts will be made to convey the outcome of the application within 72 hours. Please note that SLSBS Committee decision will be final.

*Please contact the President (*Email: *slsbspresident@gmail.com,) for any enquiries or clarifications.*

[redacted]

SLSBS Committee.

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APPLICATION FORM TO ORGANIZE A LARGE EVENT AT SLSBS PREMISES

1. **Name of the Primary Event Organizer:**

2. **Membership Number of the Primary Event Organizer (if any):**

3. **Name of the Association (if any):**

4. **Contact Details of Three Key Organizers:**

No.	Name	Email	Mobile/Home Phone
1 (Primary)			
2 (Traffic)			
3 (Halls)			

5. **Event Details:**

   Date: **Start Time:** **End Time:**

   Expected Number of Participants:

6. **Names of the speakers/monks invited:**

The SLSBS cordially invites all participants of these events to become financial members of SLSBS. All membership contributions will further strengthen SLSBS potential to support dhamma learning, religious harmony and welfare of all visiting the temple.

☐ **I as the primary event organizer signed below, understand that I am fully responsible for the security and wellbeing of attendees as well as any damages to temple properties.**

☐ **I hereby confirm that I have read and understood all the terms and conditions related to this application. I assure that I and attendees will comply with aforesaid guidelines and conditions.**

Name:
……

Signature ……..

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Appendix C — Contact Register

Status: Live, controlled document. **Maintained by:** Facility Manager.
Last updated: 15th September 2026

This Register holds the current name and contact details for the persons performing the roles named in this Plan. It is updated as changes occur, in accordance with Section 9.3.
Updates to this Register do **not** require a version increment of the Operations Manual.

C.1 Management Team

Role	Name	Phone	Email	Effective from
Facility Manager	[redacted]	[redacted]	[redacted]	31/10/2026
Community Liaison Officer (24h contact for neighbours)	[redacted]	[redacted]	slsbssecretary@gmail.com	31/10/2026
Autorised Office Bearer	[redacted]	[redacted]	slsbspresident@gmail.com	31/10/2026

C.2 Operational support

Role	Name	Phone	Email	Effective from
Traffic Marshal Coordinator	{Insert name}	{Insert phone no.}	{Insert email address}	{Insert date}
Lighting Coordinator	{Insert name}	{Insert phone no.}	{Insert email address}	{Insert date}
Multimedia & security system	{Insert name}	{Insert phone no.}	{Insert email address}	{Insert date}
Plumbing & drainage system				

C.3 External contact

Organisation	Purpose	Contact
City Of Gosnells	Statutory authority — planning, environmental health, noise complaints, Regulation 18 approvals	08 9397 3000
Western Australia Police (non-emergency	Non-urgent reporting	131 444
Emergency services	Fire, ambulance, police	000
Waste Contractor	Additional pickups post Vesak day event	{Insert phone no/email.}

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C.4 Update log

Each change to this Register is logged below. The Facility Manager makes the entry within 5 business days of the change. Where the change is to the Community Liaison Officer or the Authorised Office Bearer, the additional notifications required by Section 10.3 are recorded in the "Notifications sent" column.

Date of update	Field changed	Previous value	New value	Notification sent

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Appendix D — Site map and emergency evacuation



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