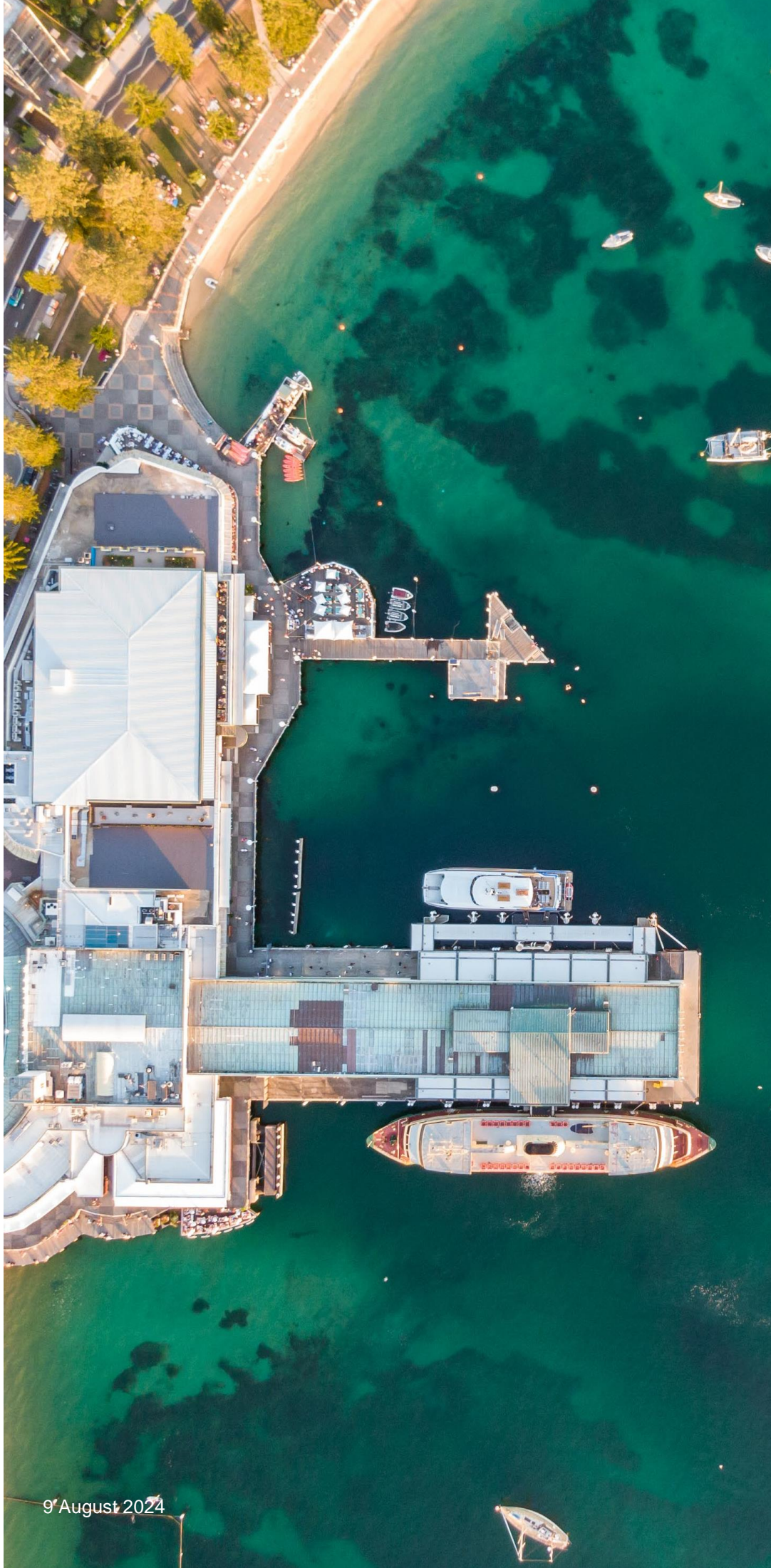


Plan of Management

Proposed Pub + Microbrewery

9th August 2024



Architectus Australia Pty Ltd
ABN 90 131 245 684

Adelaide
Level 1, 15 Leigh Street
57 Wyatt Street
Adelaide SA 5000
T +61 8 8427 7300
adelaide@architectus.com.au

Brisbane
Level 2, 79 Adelaide Street
Brisbane QLD 4000
T +61 7 3221 6077
brisbane@architectus.com.au

Melbourne
Level 25, 385 Bourke Street
Melbourne VIC 3000
T +61 3 9429 5733
melbourne@architectus.com.au

Perth
QV1 Upper Plaza West
250 St Georges Terrace
Perth WA 6000
T +61 8 9412 8355
perth@architectus.com.au

Sydney
Level 18, 25 Martin Place
Sydney NSW 2000
T +61 2 8252 8400
sydney@architectus.com.au

architectus.com.au

Report Contact

Tim Moore
Principal
Tim.moore@architectus.com.au

9 August 2024

Revision history

| Issue Reference | Issue Date | Issue Status |
|-----------------|---------------|--------------|
| A | 20 May 2024 | Draft |
| B | 19 July 2024 | Draft |
| C | 5 August 2024 | Draft |
| D | 9 August 2024 | Final Draft |

File Ref: manly wharf da 2_pom

Contents

| | |
|--|----|
| 1. Overview | 6 |
| 1.1 Purpose | 6 |
| 1.2 Scope | 6 |
| 1.3 Review and amendments to the Plan of Management | 6 |
| 1.4 Use of the Plan of Management | 6 |
| 2. Operational context | 7 |
| 2.1 Organisational overview | 7 |
| 2.2 Site details | 7 |
| 2.3 Locality details | 7 |
| 2.4 Trading hours | 8 |
| 2.5 Staffing arrangements | 8 |
| 2.6 Maximum occupancy | 9 |
| 2.7 Use of premises for events and functions | 9 |
| 2.8 Occasional use as a market | 9 |
| 3. Neighbourhood amenity | 10 |
| 3.1 Noise | 10 |
| 3.2 Signage | 10 |
| 3.3 Behaviour of Patrons | 11 |
| 3.4 Ingress and Queue Management | 11 |
| 3.5 Egress and Departure from Premises | 11 |
| 3.6 Managing Patron Numbers | 12 |
| 3.7 Safety and security | 12 |
| 3.8 Emissions | 12 |
| 3.9 Complaint Handling | 12 |
| 3.10 Northern Beaches Council Community Safety Plan (2021-2026) | 12 |
| 4. Safety and security | 13 |
| 4.1 Responsible Service of Alcohol | 13 |
| 4.2 ID Policy | 13 |
| 4.3 Patron Ejection | 14 |
| 4.4 Security Incident Register | 14 |
| 4.5 Police Notification of Violent Incidents and Crime Scheme Preservation | 14 |
| 4.6 Illegal Substances | 14 |
| 4.7 Surveillance | 15 |
| 4.8 Emergency Management | 15 |
| 5. Facility management | 17 |
| 5.1 Cleaning and Maintenance | 17 |
| 5.2 Waste Disposal | 17 |
| 5.3 Deliveries and servicing | 17 |

Figures & tables

List of figures

| | |
|---|----|
| Figure 1 Indicative layout of CCTV coverage | 15 |
|---|----|

List of tables

| | |
|---------------------------------------|----|
| Table 1 Site description | 7 |
| Table 2 Locality description | 7 |
| Table 3 Waste management arrangements | 17 |

Attachments

| | |
|--|----|
| Attachment A – Floor Plans, prepared by ACME | 19 |
| Attachment B – Emergency Evacuation Maps | 20 |
| Attachment C – Liquor Licence | 21 |
| Attachment D – Waste Management Plan | 22 |

1. Overview

1.1 Purpose

The purpose of this Plan of Management (POM) is to establish operational standards and measures for a proposed pub and microbrewery, located in Manly Wharf. The premises are supported by ancillary back of house spaces.

1.2 Scope

The premises will operate under a Hotel Licence and maintain compliance with all relevant regulatory requirements imposed under the *Liquor Act 2007* and the *Liquor Regulation 2018*. A separate producer / wholesaler licence will be obtained in relation to the micro-brewery area.

This POM also incorporates the venue specific Development Application (and succeeding Consent), and other relevant Council and organisational policies and procedures.

1.3 Review and amendments to the Plan of Management

Amendments to the POM may be made from time to time to improve the management of the premises, maintain compliance with legislative changes and as a response to incidents or complaints raised. Additional feedback from Police, Council and the Licencing Sargent will be included into the POM for implementation.

This POM will be periodically reviewed to ensure it is up to date and in line with contemporary operational practices.

1.4 Use of the Plan of Management

The premises will be operated in compliance with the POM.

A copy of the POM will be made accessible to key management personnel and staff. All staff will be briefed on relevant sections of the POM as required, generally during their induction to the company or through routine team briefings. It is the licensee's responsibility to ensure all operational strategies identified within the POM are complied with.

A copy of the POM will be kept on site and provided to any authorised Council or Police Officer upon request.

2. Operational context

2.1 Organisational overview

The registered licensee is Manly Wharf Hospitality Operations and is a company associated with the long-term leaseholder for Manly Wharf, with other premises within the Wharf operated by sub-tenants. The adjacent Manly Wharf Hotel will operate in conjunction with the proposed pub and microbrewery space.

The registered licensee is an active member of the local Manly Liquor Accord and will maintain membership.

2.2 Site details

Table 1 outlines key site details relating to Manly Wharf.

Table 1 Site description

| Area | Description |
|---------------------------|--|
| Access | <p>Primary entrance to the premises is through the entry way and vestibule from the Manly Wharf promenade.</p> <p>Access to the vestibule from basement parking is available through a lift.</p> <p>Secondary access is provided through a set of doors to the northwest of the pub leading to the interior Wharf concourse. These doors will be utilised as a secondary exit to disperse crowds after events.</p> |
| Pub | <p>The pub features two bars on opposite ends and an open space with tables and chairs for patrons.</p> <p>The pub features a portable stage and can be deployed and dismantled to suit the hosted performance.</p> |
| Micro-brewery | <p>The micro-brewery space is only open to guided public access and is separated from the pub by floor to ceiling glazing. It serves as a backdrop to the pub and allows patrons a view into micro-brewery operations.</p> |
| Food and beverage service | <p>Food preparation services will be undertaken within the proposed kitchen facilities.</p> <p>Alcoholic and non-alcoholic beverages will be prepared and served from the two bars within the pub space.</p> |
| Toilet Facilities | <p>Male and female toilet facilities are provided within the premises, positioned directly behind the bar to the west. An accessible bathroom is provided in close proximity.</p> |
| Back of house | <p>The back of house facilities include a small staff office, storage for furniture and performances, and additional food and beverage storage (e.g. cool room, dry store).</p> <p>The back of house area has direct access to the goods lift leading to the basement and a fire door leading to the exterior of Manly Wharf, facing East Esplanade.</p> |
| Parking | <p>Parking is available within Manly Wharf's basement levels however this is operated privately by Wilson Parking and there are no spots exclusive to the proposed premises. Basement parking is available daily from 6am to 12am.</p> |
| Waste storage | <p>Waste storage facilities are provided in the basement. Waste removal from the premises is further detailed in section 5.2 and the Waste Management Plan (WMP) in Appendix D.</p> |
| Plant Rooms | <p>Electrical, mechanical and ventilation plant equipment are within the plant room located on the first floor of Manly Wharf.</p> |

2.3 Locality details

Table 2 below outlines key locality information relevant to the premises.

Table 2 Locality description

| | |
|--|--|
| Surrounding places of interest and services | <ul style="list-style-type: none">– East Manly Cove Beach– East Esplanade Park– Manly Ferry Wharf– Manly Visitor Information Centre |
|--|--|

| | |
|--------------------------------------|--|
| | <ul style="list-style-type: none"> - Coles Manly Corso - Quest Manly Hotel |
| Surrounding licensed premises | <p>Within Manly Wharf:</p> <ul style="list-style-type: none"> - Hugo's - The Bavarian - Queen Chow Manly - Sake Restaurant and Bar - El Camino Cantina - Manly Wharf Hotel (including The Tropic and Jetty Bar) <p>Outside Manly Wharf:</p> <ul style="list-style-type: none"> - Four Pines - The Ivanhoe Hotel Manly - Maestro & Co - Bonsai Izakaya Restaurant |
| Noise sensitive areas | <ul style="list-style-type: none"> - Residential shop top dwellings across East Esplanade - Private dwellings across East Esplanade - Quest Hotel Manly |
| Acoustic environment | <p>A range of background noise sources include:</p> <ul style="list-style-type: none"> - Manly ferries incoming, docking, and outgoing; - Buses along East Esplanade Road; - Pedestrian traffic around the wharf, surrounding streets, Cabbage Tree Beach and East Esplanade Park; and - Patrons from other late-night dining and licensed premises. |
| Public transport | <ul style="list-style-type: none"> - Ferries from Manly Wharf to Circular Quay, Darling Harbour and Watsons Bay; - Bus routes to Balgowlah, Seaforth, Warringah Mall, Frenchs Forest and Palm Beach; - Taxi rank on Belgrave Street; and - Bicycle parking facilities are provided at Manly Wharf's frontage to East Esplanade. |
| Parking | <ul style="list-style-type: none"> - Wilson Parking below Manly Wharf; - On-street parking along East Esplanade Road; - On-street parking along Ashburner Street, Victoria Parade, Wentworth Street, and Belgrave Street; and - Parking beneath Coles in the Manly Corso. |
| Emergency services | <ul style="list-style-type: none"> - Manly Police Station 230 m north of Manly Wharf - Fire and Rescue NSW Manly Fire Station 1 km northwest of Manly Wharf - Northern Beaches Hospital 10 km northwest of Manly Wharf |

2.4 Trading hours

In line with the development consent and liquor licence, the premises' standard trading hours are:

- 7am to midnight, Monday to Wednesday and Sunday; and
- 7am to 1am, Thursday to Saturday.

Prior to the close of trade, management will facilitate orderly egress and dispersal of patrons from the premises.

2.5 Staffing arrangements

There will be up to 20 staff within the premises during peak trading hours (Thursday to Sunday 11am-2pm and 5pm-1am). This includes:

- 1 x Venue Manager
- 12 x casual food and beverage staff
- 5 x security staff
- 2 Cleaning and maintenance staff

A Venue Manager will be present at all times during trading hours and will be the licensee's delegate during these hours. As such, the Venue Manager is responsible for implementing the standards and procedures of the POM within the premises. They will also be the main point of contact for any incidents or reports or complaints.

Security staff will be on site 24 hours of the day. Security staff will be stationed at the entry / vestibule during trading hours.

At any given time, there will be at least 1 designated fire warden and 1 staff member trained in first aid. These staff members will be identified during every start of shift briefing with the Venue Manager.

Management and staff will be trained and hold all relevant accreditations to manage the hotel.

2.6 Maximum occupancy

In accordance with the development consent and liquor licence, the premises will have a maximum patron capacity of 700 persons.

2.7 Use of premises for events and functions

The licensee, at its discretion and subject to the range of permissible uses of the premises, may agree to allow the use of the premises (or part) for special events and group functions. These include, but are not limited to, private parties, product and/or service launches and other invitation-only functions.

The primary intent of the development will still be to provide a pub for the local area. When hosting events and functions, the licensee will be considerate of the following:

- Such events and functions will only take place within approved trading hours;
- Such events and functions shall be run in accordance with relevant Council rules and regulations governing the operations of licensed premises;
- Security personnel will be present;
- Appropriate insurance/s for holding such events and functions in the premises are current and in place;
- Proper records of the event shall be kept in accordance with the POM and other applicable regulations;
- External parties, including the Police, may be notified of the use of the premises; and
- Where required, the appropriate application will be made to the relevant consent authority for approval of use of the premises.

2.8 Occasional use as a market

An intermittent and occasional weekend market is proposed to be held in the premises, four Saturdays a year. The markets would be held during daytime trading hours and feature goods from independent stall holders.

Stalls and live music will be contained indoors and the operations team and security staff will manage the space throughout the operation of the market.

3. Neighbourhood amenity

The licensee and staff will consider the amenity of the neighbourhood, taking reasonable measures, including liaison with neighbours and police, to ensure that the premises' operations do not adversely impact the surrounding environment.

3.1 Noise

Sound emissions and noise management practices will comply with the conditions of consent and relevant liquor licence conditions. The potential noise sources and noise mitigation measures below are informed by an Acoustic Assessment undertaken by Pulse White Noise Acoustics.

Potential noise sources from the premises may include:

- Noise from engineering services including mechanical plant, hydraulic plant and electrical systems;
- Vehicular movement from guests entering / exiting the site as well as loading dock and waste collection vehicles;
- Operational noise from patrons entering and leaving the premises and amplified music from speakers; and
- Waste management and maintenance works on the premises.

To mitigate noise, the premises' walls and doors comply with the appropriate acoustic requirements recommended by the Acoustic Assessment. Further, the following noise mitigation measures will be implemented:

- Signs will be displayed at all exits reminding patrons to be mindful of noise when leaving the premise;
- Staff and security will actively encourage patrons to be mindful of noise levels and discourage loitering around the premises before, during and after trading hours;
- Plant and equipment generators are quiet and buffered with acoustic treatments and internalised within Manly Wharf,;
- All glazed openings in the façade will be closed when live or amplified music is being played (doors can remain open for background music);
- Removal of glass or waste will be done within the premises and using appropriate receptacles with buffered materials. This will not be undertaken after 10:00pm and before 7:00am;
- No external noise amplification will occur, and no external speakers will be installed; and
- Any complaints received will be managed in accordance with section 3.9 of the POM.

3.2 Signage

In order to keep patrons well informed, appropriate signage will be prominently displayed in the premises in accordance with the *Liquor Act 2007 (NSW)*.

The following signage will be placed at the entrance and within the premises to confirm:

- The name of the licensed premises and of the licensee;
- The type of licence for the premises;
- A warning that CCTV video surveillance cameras are in use;

- A prohibition on the sale or supply of liquor to persons under 18 years of age; and
- No access for patrons under the age of 18 years unless they are in the company of a responsible adult or as otherwise permitted by the Liquor Act.

Evacuation plans will be detailed by way of signage around the premises and exits will be appropriately marked with approved emergency signage in accordance with relevant Australian Standards.

3.3 Behaviour of Patrons

The licensee and premises staff will take reasonable steps to control the behaviour of patrons whilst on the premises and as they arrive and depart. Signage will be placed within the premises adjacent to all exits advising patrons to consider the amenity of the neighbourhood and depart the premises and area quietly.

3.4 Ingress and Queue Management

Staff will ensure that the behaviour of patrons who are entering the premises does not detrimentally affect the amenity of the neighbourhood. Security staff will ensure that patron noise is controlled and inhibit the littering and loitering of patrons outside the premises.

The primary ingress to the premises is via the main entrance facing the wharf.

An effective queuing system will be implemented at the entrance to ensure orderly entry and exit and so that pedestrian movement on the wharf promenade is not impeded. At all times, when there are patrons in a queue to enter the premises, a public thoroughfare will be maintained, and the queue will be clearly defined.

When hosting events, early entrance will be implemented to reduce queuing and grouping outside the premises.

The queue will be monitored for patrons displaying unacceptable signs of intoxication and indecent, violent, or quarrelsome behaviour, to allow for removing such patrons at the earliest opportunity, if necessary. Staff will be vigilant in managing noise created by patrons queuing to enter the premises.

Any queue will be regularly patrolled by security staff, and the number of patrons queuing for entry will be limited, to minimise potential disruption of public areas and to ensure reasonable and management waiting times.

3.5 Egress and Departure from Premises

While the primary ingress and egress to and from the premises is via the main entrance facing the wharf, the doors facing the wharf concourse will be utilised as a secondary egress. This ensures patrons are dispersed while exiting the premises, reducing the impact on patron and neighbourhood amenity. Signs will be posted at exits reminding patrons to be mindful of noise when exiting.

Given the variety of public transport options around Manly Wharf, staff will be on hand to direct patrons to available public transport options including:

- The closest taxi rank / rideshare pick-up point on Belgrave Street;
- Bus stops along West and East Esplanade and Belgrave Street leading to Seaforth, Chatswood, Palm Beach, Frenchs Forest, Warringah Mall, Wynyard and Milsons Point;
- Ferries to Circular Quay, Darling Harbour and Barangaroo;
- And any other available transport options.

Security staff will conduct an inspection of the premises at close of business to ensure no patrons are left within and around the premises. Cleaning staff will monitor the premises' egress points and surroundings to ensure no litter is left around the premises.

3.6 Managing Patron Numbers

Given the number of patrons permitted within the premises at any one time, the licensee will control patron numbers to ensure they do not exceed the premises' capacity. Capacity will be monitored by way of headcounts directed by management staff during peak trading periods.

3.7 Safety and security

The safety and security of the visitors and the local community is of high priority to the licensee. Part 4 of the POM identifies the premises' safety and security measures.

3.8 Emissions

The premises and its operations will be conducted in such a manner as to not interfere with or materially affect the amenity of the neighbourhood through the emissions of gases, vapours, dusts or other impurities which have the potential to create a nuisance, or are injurious or prejudicial to health.

Odours may occur as a result of kitchen and micro-brewery operations as well as waste management. However, mechanical ventilation systems are provided to dispel odours occurring from such.

The licensee will actively monitor emissions to ensure they do not adversely impact neighbours. Any complaints received will be managed in accordance with section 3.9 of the POM.

3.9 Complaint Handling

The licensee will respond to complaints, whether from patrons, the public, NSW Police or Council, in a timely and appropriate manner. The following contact email/telephone number will be made available to the public and can be contacted for any complaints regarding the premises.

Contact phone number: 0299771266

Contact email: reservations@manlywharfhotel.com.au

The premises will keep and maintain a record of any complaints made with respect to its operations within a Complaint Register. Upon receipt of a complaint, the licensee will respond in a courteous and efficient manner. Wherever possible, the appropriate remedial action will be implemented as a priority and the licensee or Manager in charge will contact the complainant within 48 hours to confirm details of action taken.

The Complaint Register will include:

- Name, contact and address details of person(s) making the complaint;
- Nature of the complaint;
- Name of staff on duty;
- Action taken by the premises to resolve the complaint;
- Follow-up; and
- Outcome.

Additionally, wherever applicable, Council and or Police may be consulted / advised to ensure a collaborative, solution-focused approach is adopted to resolve any issues.

3.10 Northern Beaches Council Community Safety Plan (2021-2026)

The premises will operate in compliance with the Council's 'Safe Business' requirements outlined in the Northern Beaches Community Safety Plan to ensure the safety of patrons, staff and the general public. These include engaging with council to build crime prevention capacity and to conduct safety audits. It also includes the delivery and maintenance of well-designed public areas that are safe, accessible and resilient.

4. Safety and security

4.1 Responsible Service of Alcohol

The licensee and staff will take reasonable steps to minimise harm through the promotion of responsible service of alcohol initiatives including:

- The premises will implement a “House Policy” regarding the responsible service of liquor at the premises, a copy of which will be provided to all staff on commencing employment at the premises;
- Not permitting service of alcohol to minors or any person who is intoxicated;
- Closely checking ID presented by young people. Any person suspected of being under the age of 18 years will be requested to provide acceptable identification before being sold or supplied liquor;
- Not selling undesirable liquor products or engaging in irresponsible liquor promotions. In this regard management will comply with any Liquor Promotion Guidelines issued by Liquor & Gaming NSW from time to time;
- Management and staff will take all reasonable steps to restrict activities (such as promotions and discounting) that could encourage misuse or abuse of liquor (such as binge drinking or excessive consumption);
- Management will encourage patrons to drink responsibly and let them know they will be asked to leave if they become intoxicated, violent or quarrelsome;
- Refusing entry to the premises of any person who is intoxicated, indecent, violent or quarrelsome;
- Ejecting any person who causes a disturbance including being indecent, violent or quarrelsome while on the premises;
- Barring from entry (for a pre-determined period) any person who is extremely or repeatedly objectionable;
- Management will comply with any Intoxication Guidelines issued by Liquor & Gaming NSW from time to time;
- Non-alcoholic beverages will be available at all times when full strength liquor is available;
- Water will be available free of charge at all times liquor is consumed at the licensed premises;
- Food commensurate to the responsible consumption of liquor will be available whenever liquor is consumed at the licensed premises; and
- Preventing patrons from leaving the premises with liquor in opened containers or glasses.

All staff who are required to have an RSA Competency card as part of their normal duties will possess one. In addition to performing their primary function, these staff will also perform RSA supervisory duties within the premises by monitoring patron intoxication levels.

4.2 ID Policy

Identification will be requested from all persons who could potentially be under the age of 18 years in accordance with relevant legislation. The only acceptable proof of identification will be:

- A driver's or rider's licence or permit (issued by an Australian State or Territory or any foreign country);
- Australian passport or a foreign passport issued by another country;

- NSW photo card (issued by Roads and Maritime Services NSW);
- Proof of age card issued by a public authority of the Commonwealth or of another State or Territory for the purpose of attesting to a person's identity and age; and
- Keypass (over-18) identity card issued by Australia Post.

4.3 Patron Ejection

Wherever practical, the licensee and staff will adopt the following procedure when involved in the removal of a person from the premises who is intoxicated, disorderly, violent or quarrelsome:

- Interception and verbal communication with the patron to explain the reason for the person being requested to leave the premises including, where appropriate, providing an explanation of any applicable breach of conditions of the Liquor Licence or Liquor Act;
- Under no circumstances is it permissible for any employee to strike a customer.
- In the event that a physical altercation occurs, staff's physical involvement will be limited to the necessary restraint required to escort the individuals involved from the premises as quickly and safely as possible so that other patrons are not unduly disturbed.
- Guests who are asked to leave for starting a disturbance are no longer welcome guests of the establishment; and
- Where required, patrons will be ejected via the safest and most direct route. In choosing an appropriate ejection route, factors such as CCTV coverage, patron safety, staff and other persons within the premises will be taken into consideration.

4.4 Security Incident Register

Incident reports will be completed promptly following an incident occurring at the premises or in the immediate vicinity, in accordance with all legislative requirements, guidelines and Liquor Licence / DA conditions. Staff will complete incident reports whenever they:

- Make forcible physical contact with, or physically restrain a person; or
- Eject a person from or direct a person to leave the premises.

4.5 Police Notification of Violent Incidents and Crime Scheme Preservation

Immediately after the licensee or a staff member becomes aware of an incident on the premises involving an act of physical violence that has caused an injury to a person, the licensee will ensure:

- First aid is offered and supplied if necessary;
- All reasonable steps are taken to preserve and keep intact the area where the incident occurred and that any implement or other thing associated with the act of violence is retained in accordance with guidelines issued by the NSW Police Force relating to the preservation of crime scenes;
- The Local Area Command is advised of the incident; and
- Any directions given by the Local Area Command to the licensee or a staff member to preserve or keep intact the area where the incident occurred are complied with.

4.6 Illegal Substances

The carrying, use or dealing in any form of illegal substances by any patron or staff member will not be tolerated. Any patron identified selling, purchasing or in possession

of an illegal substance will be ejected from the premises and may be handed over to Police for further investigation.

4.7 Surveillance

The premises are equipped with a digital video surveillance system. The cameras are high quality, motion controlled and will record in full colour. The cameras operate 24 hours, 7 days a week, with the time and date automatically indicated on footage whilst recording.

The following areas will be covered by the premises' CCTV surveillance system:

- Areas within the pub occupied by the public (excluding toilets);
- The microbrewery;
- The kitchen (excluding inside the freezer, cool room and dry storage);
- Back of house areas and back of house access to building exterior (excluding inside the storage, cool room, dry store and furniture storage);
- Principal entrance and exit toward the Wharf and the immediate footpath area surrounding this access point; and
- Secondary exit toward the interior of Manly Wharf.

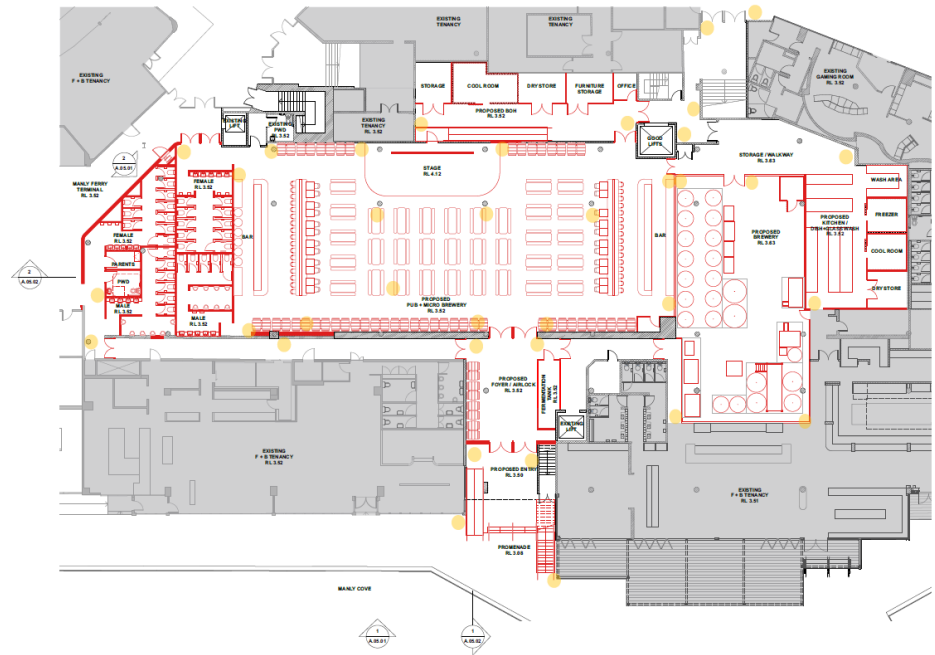


Figure 1 Indicative layout of CCTV coverage

Access to CCTV footage including downloading and reproducing copies of CCTV footage will be limited, with surveillance footage retained for a period of thirty (30) days.

Upon request, recordings will be provided to Police or any other authorised agency (e.g. Liquor and Gaming NSW) within a reasonable time.

To ensure the surveillance system is functioning correctly, the system will be checked daily and routine maintenance will be undertaken.

4.8 Emergency Management

Emergency and evacuation procedures

The premises maintain a Safety Plan which identifies effective emergency and evacuation procedures that are compliant with relevant Australian Standards.

Relevant staff are appropriately trained to facilitate these emergency procedures should they be required. In the event of an emergency staff are instructed to call 000.

Fire safety measures

The licensee will ensure the following fire safety measures are implemented:

- Management ensure that all fire escapes and stairways are kept clear of obstructions at all times;
- An annual fire safety statement is obtained;
- All fire safety equipment (e.g. smoke sensors, smoke alarms, fire extinguishers) installed at the premises are certified annually and remain in good working order;
- Where there any faults or malfunctions with these equipment, the licensee will ensure the fault is rectified as soon as possible;
- Fire extinguishers are located at various points within the premise which are highly prominent and easily accessible;
- Emergency exit signage is clearly visible and easily identifiable to all patrons and staff;
- Key staff are trained in the usage of fire extinguishers; and
- Staff conduct routine inspections of the premises.

Staff Training

Emergency and evacuation trainings will be organized by Manly Wharf Hospitality Operations. Floor managers, security staff and senior kitchen and maintenance staff are required to attend. Training sessions include:

- Warden Training - Four sessions over two years run at 6 monthly intervals meeting the requirements of AS3745. Each session will take into account the previous session.
- First Attack Fire Extinguisher training including Hose Reels and Blankets. This session is to be conducted annually.
- Practical Evacuation - This is a practical simulation of an evacuation. This session is to be conducted annually.
- Emergency Control Systems (Fire Panel and EWIS Training) - This covers the use of the EWIS and Fire Panels. This session is to be conducted annually.

5. Facility management

5.1 Cleaning and Maintenance

The premises will be kept in a clean and tidy condition and regularly maintained both internally and externally as part of an overall program of dedicated cleaning and management of Manly Wharf. An in-house maintenance and cleaning team will be providing services to the premises and common areas of Manly Wharf.

5.2 Waste Disposal

Waste handling will be performed as part of the roles and responsibilities of all staff employed at the premises. The designated commercial waste contractor (Bingo Industries) will service the premises and the whole of Manly Wharf. Table 3 provides a brief overview of how various waste streams on the premises are stored and collected. The WMP in Appendix D provides further detail on waste management arrangements. Any future revisions to the WMP will result in a corresponding update to this POM.

Table 3 Waste management arrangements

| Waste stream | Waste storage on premises | Waste collection |
|---|--|---|
| General waste | (1) 10 metre compactor with 240 litre bin lifter and safety cage located near underground carpark boom gate, on the left side of the dock entrance. 240 litre bins located around the premises are mechanically emptied into the compactor when full. | Collected 2 times weekly and increases to 3 times weekly over December and January trading periods. General waste will be transferred to the compactor through the back of house spaces via caddies. |
| Food waste | (7) 240 litre bins located on the right hand side of the loading dock entrance. | Collected 3 times weekly. |
| Paper / cardboard | (1) 14 metre compactor located on the right hand side of the dock entrance. | Collected fortnightly and increases to weekly over December and January trading periods. Paper / cardboard waste will be transferred to the compactor through the back of house spaces via caddies. |
| Co-mingled recycling (general) | (2) 1,100 litre bins located on the right hand side of the loading dock entrance. | Collected 3 to 4 times weekly. |
| Co-mingled recycling for larger plastic kegs | 240 litre and 1,100 litre mobile garbage bins | Collected weekly. |
| Glass | Glass will not be emptied or transferred from one receptacle to another anywhere in a public place (external to the premises). Whenever required, glass will be emptied / transferred within the premises and removed in containers. | Collected with other general co-mingled recycling. |
| Secure document disposal | (1) 240 litre bin located in office, with collection point at loading dock. | Collected on an ad hoc basis. |
| Maintenance waste | (1) 4 metre skip bin | Collected on an ad hoc basis. |
| Cooking oil | Servicing point is located behind general waste compactor unit. | Collection is undertaken by Sydney Recycling Services where required. |

5.3 Deliveries and servicing

Given the nature of the business, the following utility vehicles are expected to service the premises:

- Deliveries of food and beverage ingredients for the kitchen and bar;

- Deliveries of grains, hops and yeast for the microbrewery;
- Stage set-ups, furniture and decorations for performances and other events;
and
- Tradespeople that may be required for repairs and maintenance.

Service vehicle access will be accommodated via Manly Wharf's existing loading dock. The loading dock has direct access to the premises' back of house space via a goods lift.

Another goods lift is proposed to be installed and will provide vertical access between the basement parking (beside the basement toilets) and service corridor to the south of the pub.

Attachment A – Floor Plans, prepared by ACME

Attachment B – Emergency Evacuation Maps

Attachment C – Liquor Licence

Attachment D – Waste Management Plan