



# LOADING DOCK MANAGEMENT PLAN (LDMP)

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**Freshwater Surf Lifesaving Club**  
**Kooloora Avenue, Feshwater**

Reference: 16.397r02v01  
Date: November 2024

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## DOCUMENT VERIFICATION

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<b>Revision</b>	<b>Date</b>	<b>Prepared By</b>	<b>Checked By</b>	<b>Signed</b>
v01	15/11/2024	Stephan Hoang	Justin Pindar	

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# 1. INTRODUCTION

This Loading Dock Management Plan (LDMP) has been prepared by TRAFFIX on behalf of the Freshwater Surf Lifesaving Club (FSLSC) to govern the day-to-day loading dock operations for the Freshwater Surf Lifesaving Club at Kooloora Avenue, Freshwater. The development is located within the Northern Beaches Council Local Government Area.

The report is structured as follows:

- Section 2: States the relevant conditions of consent.
- Section 3: Describes the site and its location.
- Section 4: Describes the loading dock in terms of delivery requirements and scheduling.
- Section 5: Outlines the loading dock management requirements and responsibilities.
- Section 6: Outlines the driver procedures and responsibilities.
- Section 7: Presents the overall conclusions.

The LDMP sets out procedures for the utilisation of the above loading dock facilities as well as management strategies to ensure equitable use. It will be administered by a Loading Dock Manager (LDM) (or delegated person), whom will be responsible for overseeing the operation of the Loading Dock.

## 2. SITE FEATURES

### 2.1 Location

The subject site is located at Kooloora Avenue, Freshwater and is known as Freshwater Surf Life Saving Club. It is located approximately 12.2 kilometres northeast of Sydney central business district (CBD) in a regional context and adjacent to Freshwater Beach to the west, in a local context. The site is located within the area bounded by Gore Street to the north, Moore Road to the west, Kooloora Avenue to the east and Freshwater Beach to the south.

Vehicular access is provided via Kooloora Avenue. Onsite parking is not provided.

A Location Plan is presented in **Figure 1**, with a Site Plan presented in **Figure 2**.



**Figure 1: Location Plan**



Figure 2: Site Plan

## 2.2 Vehicular Access

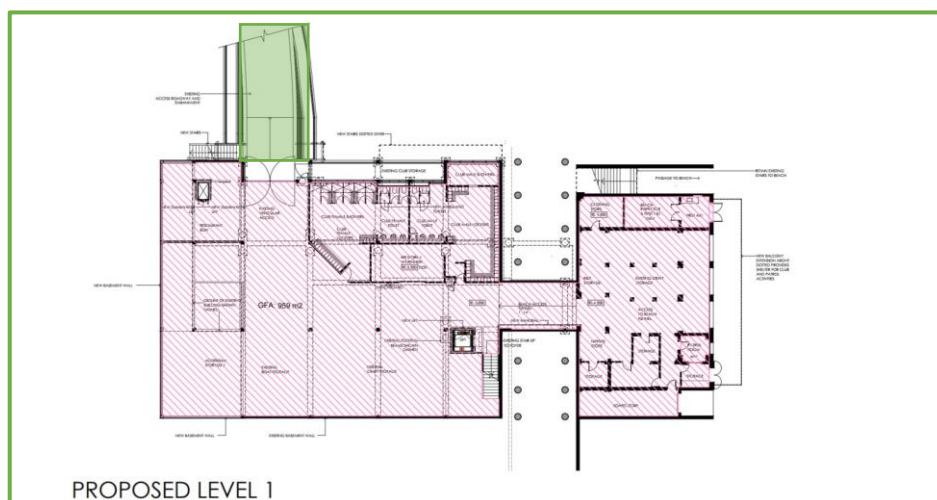
The largest service vehicle requiring access to the subject development is a B99 design vehicle including vans, Utes, small utility vehicles and the like. Loading and servicing will occur via the subject developments internal loading bay provided on Level 1 accessed via the service road from Kooloora Avenue as shown in green in **Figure 3** below and is provided within the existing building. Service vehicles are to access the subject development via the existing vehicular access driveway from Kooloora Avenue in a forward direction, proceed to park within the loading bay provided on level 1, undertake a three-point turn and reverse into the designated loading bay. Service vehicles are to depart the loading bay in a forward direction and egress onto Kooloora Avenue in a forward direction. Reference should be made to the plans provided in **Appendix A** and the swept path analysis provided in **Appendix B**.

It is noted that the access roadway will also be utilised for boat and craft pickup/drop off. Use of the loading dock will be scheduled to minimise conflicts with other users.

## 2.3 Loading Dock Layout

The on-site loading dock is located on Level 1 as shown in **Figure 3** below. The at-grade loading dock can accommodate vehicles up to a B99 vehicles which is sufficient for the servicing requirements of the café.

Adjacent to the loading dock is a dumbwaiter servicing Level 1 to Level 2 which will be used to transport deliveries to the café. Additionally, a lift from Level 1 to Level 3 is located adjacent to the boat/craft storage to transport deliveries for the other components of the development.



**Figure 3: Service Lane and Loading Dock**



## 3. LOADING DOCK

### 3.1 Loading Dock Manager

A Loading Dock Manager (LDM) (or delegated person) will be responsible for managing all deliveries and servicing for FSLSC including the café and restaurant.

### 3.2 Delivery Requirements

#### 3.2.1 Café / Restaurant

The café / restaurant will have all servicing and deliveries managed by the LDM. The café and restaurant team are to inform the LDM of any loading dock usage requirements.

The deliveries and servicing requirements will be primarily conducted using vehicles no larger than B99 vehicles including vans, Utes, small utility vehicles and the like with no substantial changes to the servicing frequencies or delivery vehicle requirements in relation to the existing café.

#### 3.2.2 Waste/Recycling Collection

All waste/recycling collection continue to be conducted using Council's rear lift waste vehicle. The LDM is to liaise with Council to confirm the regular collection periods for each waste stream, although it is noted that the waste collection times, and frequency will be maintained as per existing arrangements.

The waste/recycling bins will be transferred between the Level 1 bin room and on-site loading dock by FSLSC employees for collection and subsequent retrieval.

### 3.3 Servicing Schedule

Based on information provided by the client regarding the expected servicing requirements of each use, a delivery schedule has been drafted in **Table 1** below. It is important to note that the indicative delivery and servicing frequency closely resembles the existing, however, the delivery requirements are expected to be slightly larger in quantity to accommodate the expanded café and restaurant.

**Table 1: Indicative Frequency and Types of Deliveries**

Type	Delivery Frequency	Location	Type of Vehicle	Time	Duration for Loading
Food Deliveries	Once per a day	Onsite Loading Bay	B99 Van	Before 11:00am	10 mins
Beverage Deliveries	3 times a week	Onsite Loading Bay	B99 Van	Before 11:00am	15 mins
General Waste Collection	Once per a week	On-street	8.8m MRV	Before 11:00am	10 mins
Recycling Collection	Once per a week	On-street	8.8m MRV	Before 11:00am	10 mins
Greasy Waste Collection	Once per a quarter	On-street	8.8m MRV	Before 11:00am	30 mins

### 3.4 Scheduling

A weekly schedule of all servicing requirements is to be maintained by the LDM and updated as new requests are received and allocated a specific period. The schedule will ensure that no vehicle is required to queue on street. The schedule will also allow for a prompt resolution of any potential conflicts.

## 4. MANAGEMENT

### 4.1 General Requirements

A LDM (or designated personnel) will be appointed to monitor and coordinate the centre's servicing and waste collection activities. The LDM is to manage an electronic database of all servicing schedules, including the details of the receiver, delivery contractor, delivery times and size of vehicles.

The operation of the site and movements of vehicles shall comply with the following requirements:

- All personnel within the loading area shall observe relevant workplace health and safety regulations and policies.
- All vehicles utilising the Level 1 loading area comply with the following specifications:
  - Maximum Size: B99 van (5,200mm length x 1,940mm wide);
  - Maximum Height: 2.2 metres; and
  - Operation must be monitored by the LDM or authorised personnel.
- All vehicles shall be parked within the marked bay only.
- The loading dock shall be allocated and set aside for loading/unloading activities only and shall not be used for other purposes (e.g. longer term parking and storage of goods).
- All waste/recycling collection shall be undertaken before 11am.
- All service vehicles are required to stop at the boundary and give way to pedestrians, prior to egressing the site.

### 4.2 Loading Dock Manager Responsibilities

It will be the responsibility of the LDM to ensure that the Loading Dock is coordinated well and operates efficiently for all users. It will be the responsibility of the LDM to:

- advise centre personnel on the procedures when the loading dock is in use.
- ensure the service lift for deliveries is always operational, particularly prior to delivery vehicles arriving to site.
- vacate any pedestrians inside the loading area prior to service vehicles entering or leaving the loading dock.

- ensure all deliveries are scheduled
- ensure the Driver Procedures and Driver Responsibilities, included below, are provided to the respective contractor.
- schedule servicing to ensure that vehicles are not required to layover on the public road at any time.
- ensure that the loading dock and service lift is vacant at the times deliveries are scheduled.
- ensure deliveries do not clash with scheduled bus drop-off/pick-up operations.

### 4.3 Monitoring

A monitoring and review process for the LDMP will be set out by the LDM to ensure that the LDMP is updated regularly, thereby improving its relevance and effectiveness. Any changes will require approval from the Centre Manager.

The LDM will be designated with the responsibility of maintaining the LDMP. Regular review of the success measures outlined in this plan should be undertaken intermittently to determine whether alternative or supplementary measures are necessary. It is recommended that a review be conducted on a yearly basis to monitor the plan.

## 5. DRIVERS

### 5.1 Driver Procedures

Drivers are to observe the following procedures when using the Loading Dock:

1. Drivers should have confirmation from the LDM that they are permitted to use the Loading Dock at their allocated timeframe. They are to ensure that their vehicle does not exceed 5.2m in length and 2.2m in height. All vehicles must be fitted with a 'beep' system when in reverse.
2. Drivers are to enter the site access from Kooloora Avenue and are to give way to pedestrians.
3. While loading and unloading the engine must be switched off. The driver must ensure they do not block vehicle circulation.
4. The driver must leave the Loading Dock within the specified timeframe or under the direction of the LDM. Vehicles must exit in a forward direction onto Kooloora Avenue.

### 5.2 Driver Responsibilities

Drivers should comply with the following to ensure the Loading Dock causes minimum disruption to other stakeholders:

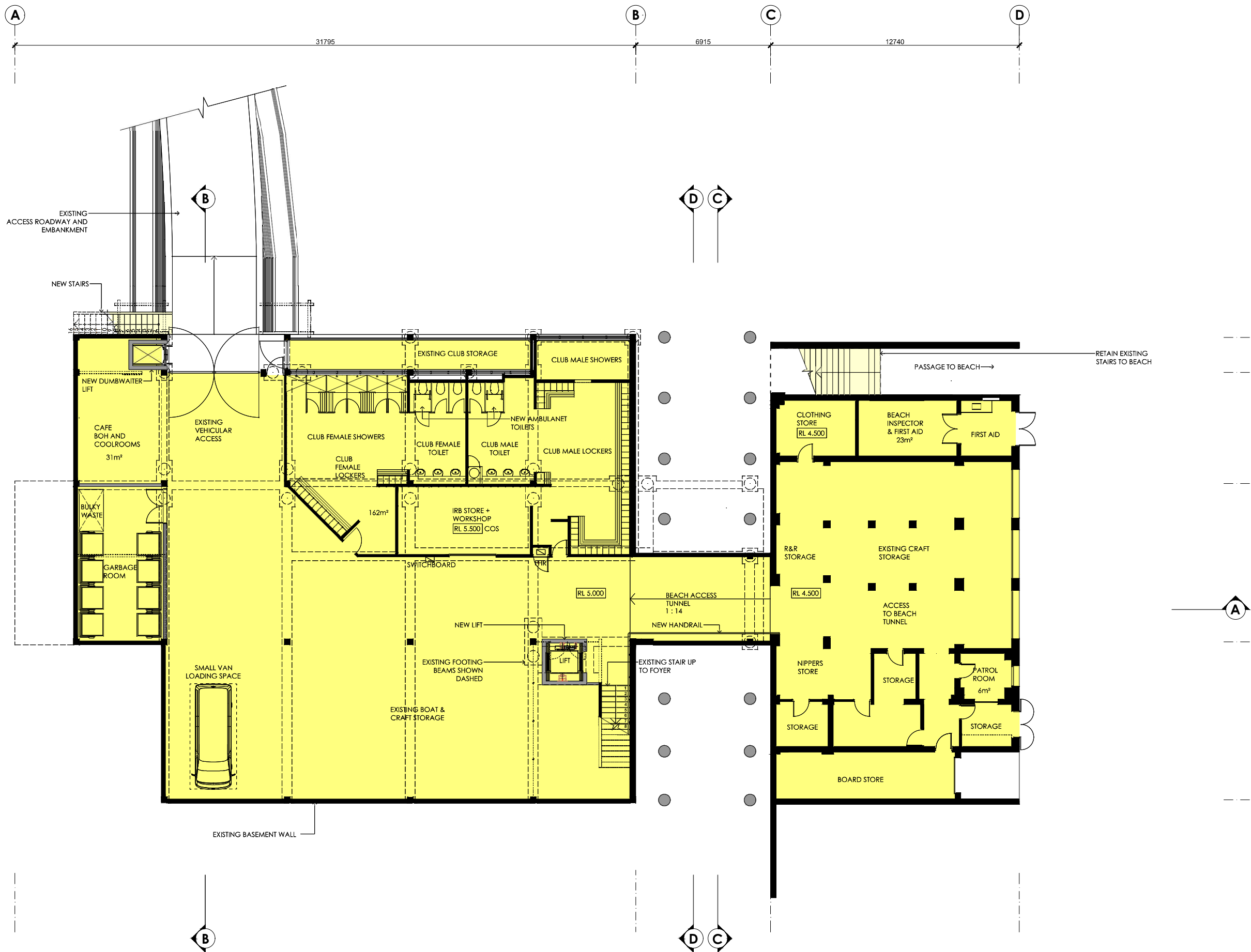
- All personnel within the loading area shall observe relevant workplace health and safety regulations and policies.
- Unnecessary noise impacts will not be tolerated, and the following are to be abided at all times:
  - Comply with all maximum gazetted speed limits on all roads, or a lesser speed as dictated by the site-specific signage.
  - Not use engine braking where noise is likely to adversely impact neighbours.
  - Not use obscene language on radio or intercom communication.
- Avoid any other noise emitting activities for example loud music or raised voices:
  - Raised voices should be avoided.
  - No shouting or yelling permitted.
  - Radio volume to be turned down.
- All delivery and service vehicles are to be parked in the Loading Dock only.
- Bins are to be clear of the Loading Dock at all times except during waste collection.

- No vehicle is to wait on-street in the vicinity of any public road.
- As far as practicable, all reverse movements should be performed under supervision.

# APPENDIX A

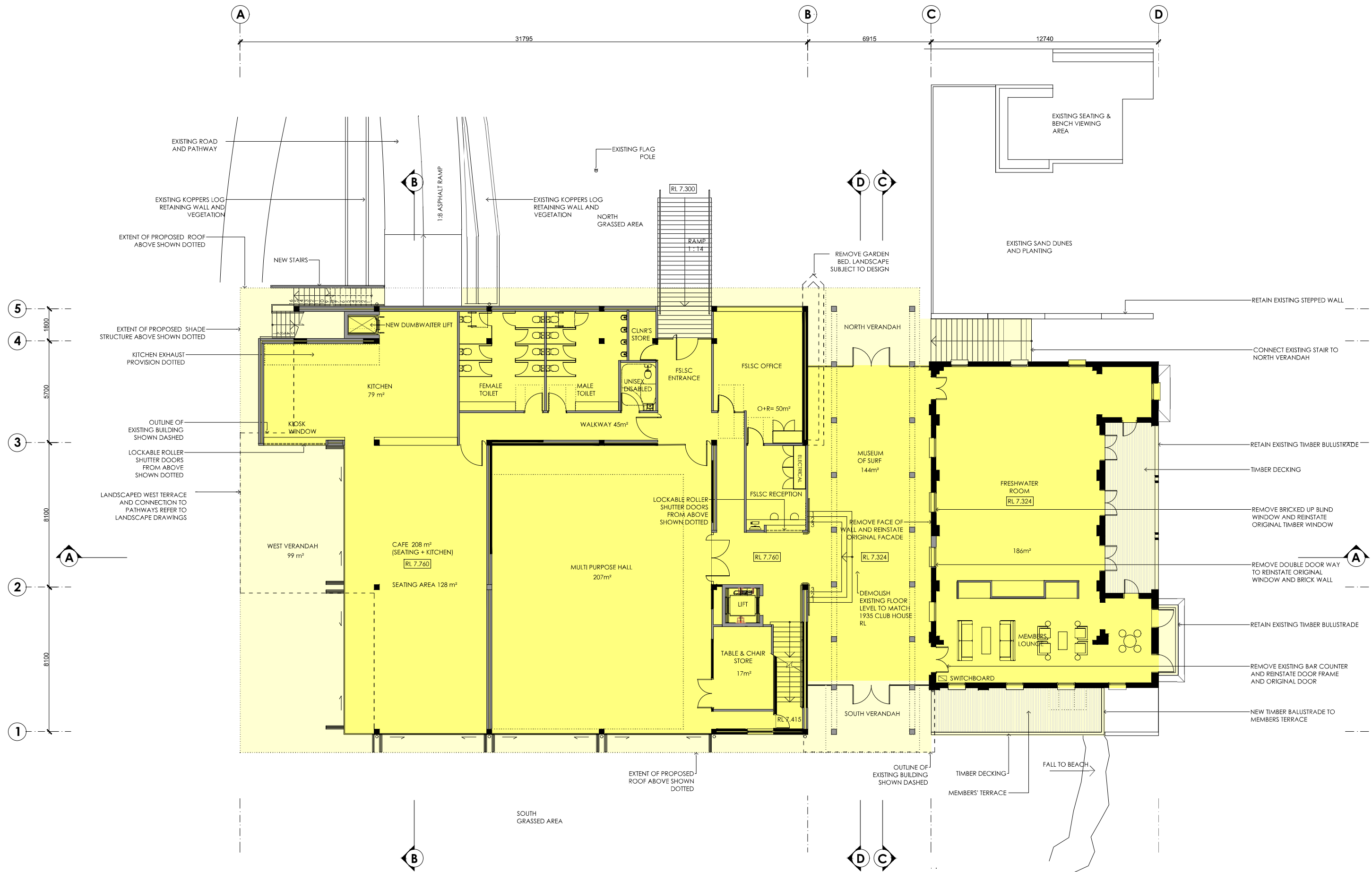
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Reduced Plans



NEW WALLS  
EXISTING WALLS





— NEW WALLS  
 — EXISTING WALLS



BSA File Reference: 11671

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**SUMMARY OF BASIX COMMITMENTS - ALTERATIONS AND ADDITIONS**

This is a summary of the BASIX Commitments as detailed in the BASIX Certificate. Refer to the CURRENT BASIX Certificate for complete details. For definitions refer to basix.nsw.gov.au

**FIXTURES AND SYSTEMS**

**Hot Water System (if applicable)**

Type | Title

Lighting

A minimum of 40% of new or altered light fixtures must be fitted with fluorescent, compact fluorescent, or light-emitting-diode (LED) lamps.

Fixtures

All new or altered water fixtures (toilet cisterns, shower roses or taps) must have a minimum 3 Star water rating.

**CONSTRUCTION**

Insulation to be installed to all new or altered floors, walls, ceilings and roofs as described below. The recommended values are standard construction practice and will exceed or be equal to minimum BASIX requirements.

Floors	Added R Value	Other Specifications

Walls	All	R2.0

Ceilings	Adjacent to roof space	R2.5

Roofs	Metal	Foil = R1.0	Medium colour

Glazing to all new or altered windows or doors can be as described for clear or toned glazing.  
Other glazing systems must have U and SHGC values no greater than those listed.  
All values calculated to NFRC conditions.

Glazing & frame	U Value	SHGC Value	Details
Single clear in aluminium	7.63	0.75	To all windows UNO

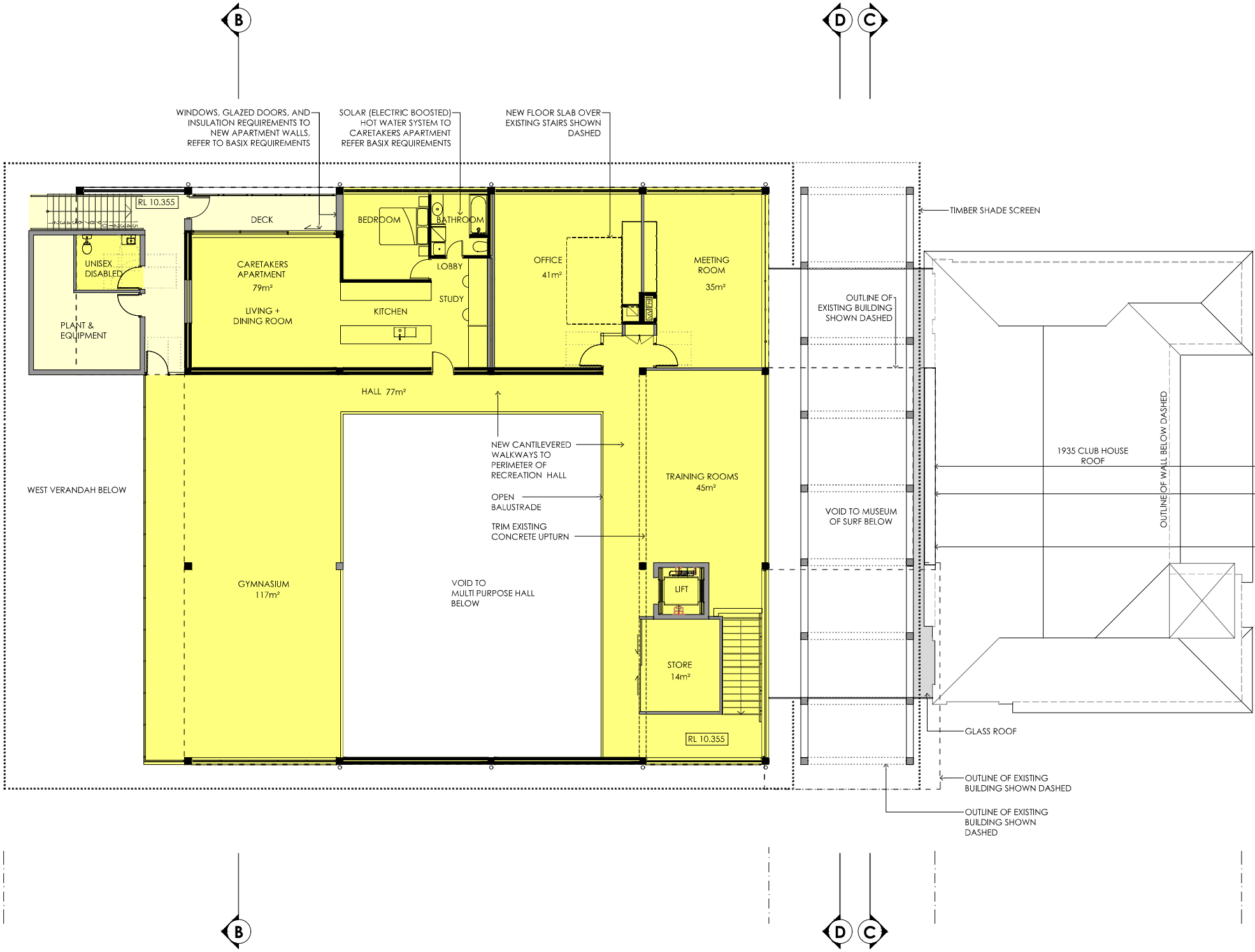
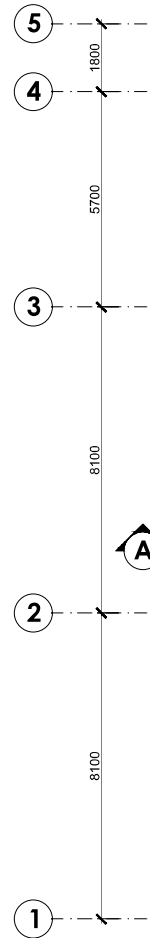
Shading details (eaves, sunshades, awnings, blinds etc.) are those as drawn on the plans and elevations.

Skylights to be as described OR no greater than the U and SHGC values listed.

Frames	Glazing	U Value	SHGC Value

For construction in NSW the BCA Vol 1 or 2 must also be complied with, in particular the following:

- Thermal construction in accordance with Vol 1 Section 3.2 or Vol 2 Part 3.12.1.1
- Thermal breaks in accordance with Section 3.3(6) & (5)(c) or Part 3.12.1.2(1) & 3.12.1.4(b)
- Compensating for loss of ceiling insulation in accordance with Section 3.12.1.2(e)
- Floor insulation in accordance with Section 3.12.1.2(f) or Part 3.12.1.3(a)(ii) or (c) & (d)
- Building sealing in accordance with Section 3.2 or Part 3.12.1.1 to 3.12.1.6



REINSTATE ORIGINAL QUAD GUTTER TO MATCH EXISTING

REINSTATE ORIGINAL FASCIA TO MATCH EXISTING

REINSTATE ORIGINAL EAVE TO MATCH EXISTING

NEW WALLS

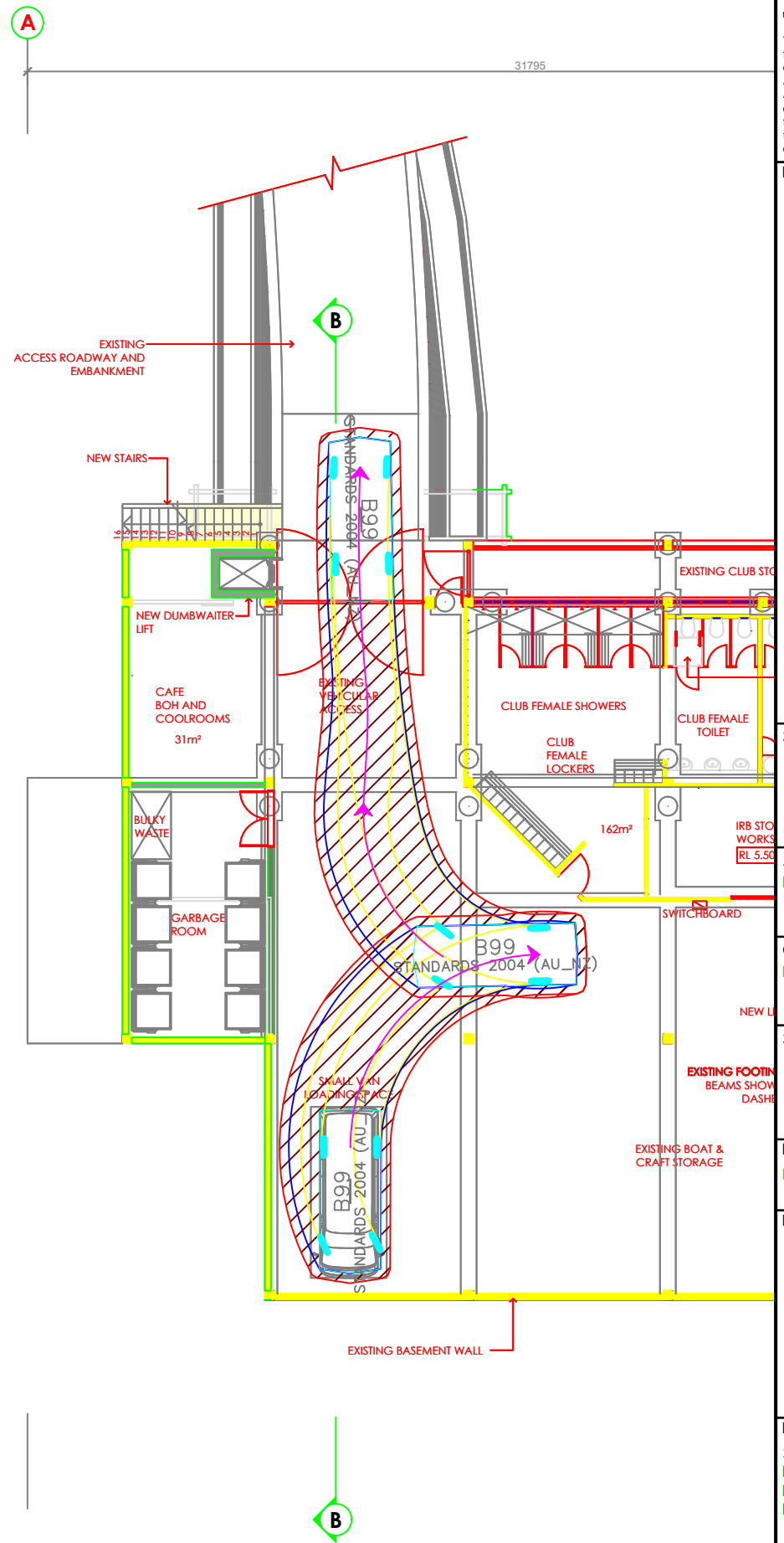
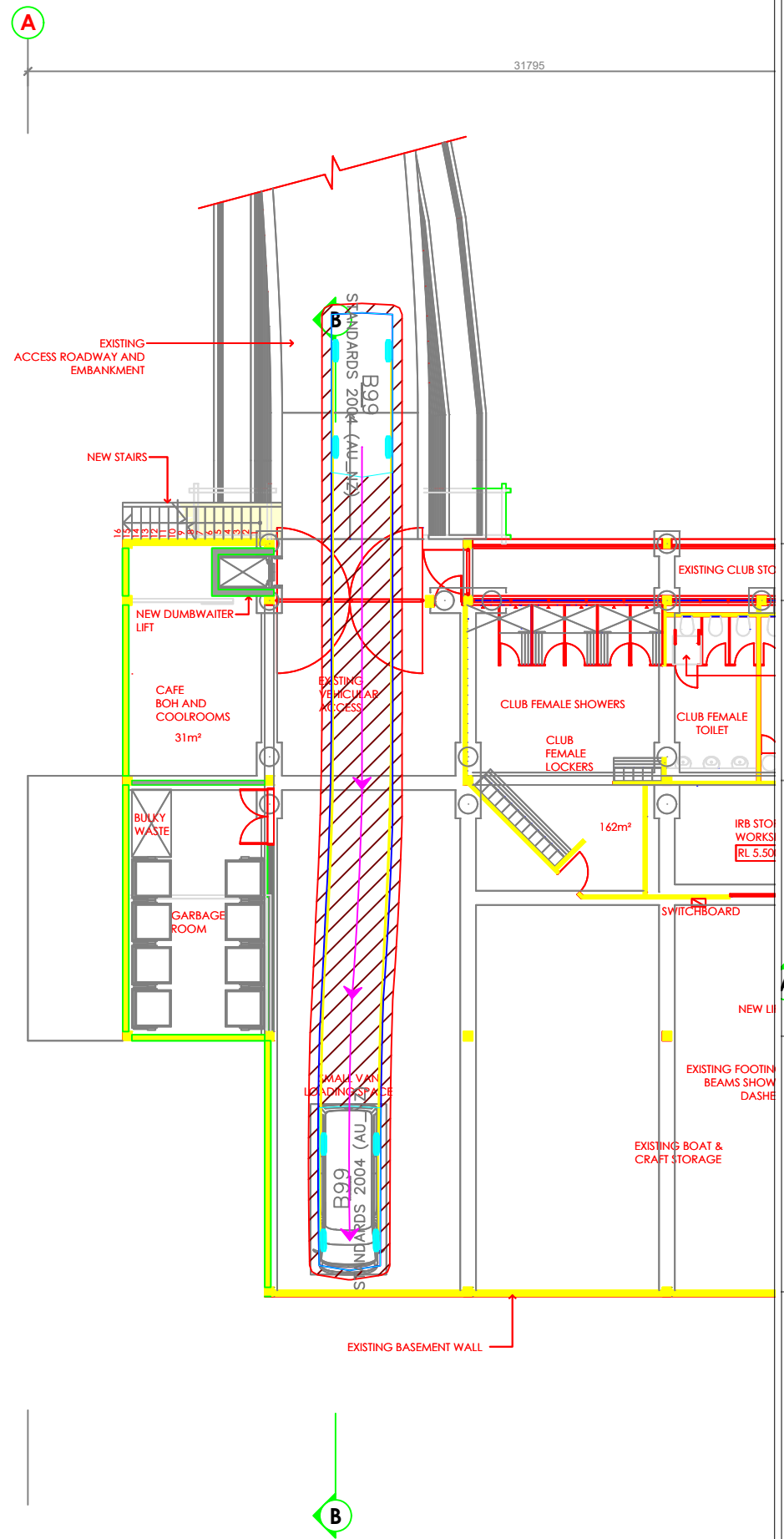
EXISTING WALLS



# APPENDIX B

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Swept Path Analysis



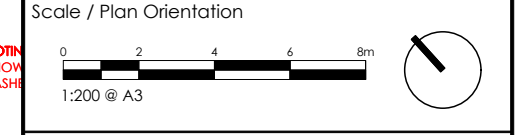
Notes:  
 This drawing is prepared for information purposes only. It is not to be used for construction.  
 TRAFFIX is responsible for vehicle swept path diagrams and/or drawing mark-ups only. Base drawing prepared by others.  
 Vehicle swept path diagrams prepared using computer generated turning path software and associated CAD drawing platforms. Vehicle data based upon relevant Australian Standards (AS/NZS 2890.1:2004 Parking facilities - Off-street car parking, and/or AS2890.2:2002 Parking facilities - Off-street commercial vehicle facilities). These standards embody a degree of tolerance, however the vehicle characteristics in these standards represent a suitable design vehicle and do not account for all variations in vehicle dimensions / specifications and/or driver ability or behaviour.

Rev.	Revision Note	By.	Date

Swept Path Legend	
	Wheel Path
	Vehicle Body Envelope
	Clearance Envelope (300mm)

Architect  
 Bonus + Associates Pty Ltd

Client  
 Freshwater SLSC and Northern Beaches Council



Project Description  
 Freshwater Surf Lifesaving Club

Drawing Prepared By  
**TRAFFIX**  
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Drawing Title  
 Swept Path Analysis  
 Level 1  
 Left: B99 Vehicle Entry Movement  
 Right: B99 Vehicle Exit Movement

Drawn: SH Checked: JP Date: 14-11-24

16.397d01v01 TRAFFIX [241114 Plans] Design Review.dwg

Project No.	Drawing Phase	Drawing No.	Rev.
16.397	LDMP	TX.01	A