



PLAN OF MANAGEMENT

RECREATION FACILITY (INDOOR) 'GYMNASIUM'

**39 CABBAGE TREE ROAD
BAYVIEW**

OCTOBER 2019

plan of management

Submission to

NORTHERN BEACHES COUNCIL

RECREATION FACILITY (INDOOR)

'GYMNASIUM'

39 CABBAGE TREE ROAD BAYVIEW

Prepared on behalf of

JASON CRAWFORD AND JANINE ELIZABETH CRAWFORD

Pierre Le Bas

BA (Geog) (UNE) LLB (Hons1) Grad Cert Leg P (UTS) MTCP (Syd)
Law Society of NSW Practising Certificate No. 28661

Director and Legal Counsel



Town Planners

Suite 2301

Quattro Building 2

Level 3

4 Daydream Street

WARRIEWOOD NSW 2102

Phone: 02 9979 4922

Fax: 02 9979 4811

October 2019

T:\Property Folders\Current Matters\cra.cab39b\Development Application for Gym (2019)\POM\
cra.cab39b3_POM_final_EMCWIEJPLB_101019
www.turnbullplanning.com.au
info@turnbullplanning.com.au

Copyright © Turnbull Planning International Pty Limited and Peter A Le Bas 2019.

This document is copyright. Apart from any fair dealings for the purposes of private study, research, criticism or review, as permitted under the *Copyright Act 1968* (Cth), no part may be reproduced in whole or in part, without the written permission of Turnbull Planning International Pty Limited, Suite 2301, Quattro Building 2, Level 3, 4 Daydream Street Warriewood NSW 2102.

Whilst this document is not a statement of evidence, the author is familiar with Division 2 of Part 31 of the *Uniform Civil Procedure Rules 2005* and the *Expert Witness Code of Conduct* contained within Schedule 7 of those Rules. The author has prepared this document on the basis that his opinions expressed herein would also be those put as expert opinions expressed within a statement of evidence prepared in accordance with those Rules. The opinions in the statement represent the professional opinions of the author, based on an assessment of the facts and circumstances as have been cited in the document.

TABLE OF CONTENTS

1.0 INTRODUCTION	1
1.1 Background	1
1.2 Plan of Management	1
1.3 Site Location and Description	2
1.4 Facility Services and Clientele	3
1.5 Organisation Structure	5
1.6 Fees and Pricing	6
2.0 ACTIVITY SPECIFIC POLICY STATEMENT	6
2.1 Vision Statement.....	6
2.2 Key Objectives	6
2.3 Key Strategies	6
2.4 Key Tasks.....	7
3.0 ENVIRONMENTAL PLANNING FRAMEWORK	7
3.1 Zoning	7
3.2 Development Consent.....	8
4.0 ENVIRONMENTAL RISK ASSESSMENT	8
4.1 Risks and Issues	8
4.2 Objectives	9
4.3 Control Measures.....	10
5.0 OPERATIONAL DETAILS	11
5.1 Staff	11
5.2 Hours of Operation	11
5.3 Access Parking and Traffic	12
5.3.1 Onsite Car Park	12
5.3.2 Private Van Service.....	12
5.4 Noise	12
5.5 Security Safety and Misbehaviour.....	14
5.6 General Amenity	16
6.0 WORK HEALTH AND SAFETY	16
6.1 Work Health and Safety	16
6.2 Customer Service	17
7.0 REVIEW OF PLAN	18



TABLE OF ANNEXURES

ANNEXURE 1 – LOCATION PLAN

ANNEXURE 2 – PLANNING FOR AND RESPONDING TO EMERGENCIES

While we have made every effort to make sure the information in this document is accurate, up-to-date and correct, the information is provided in good faith and without any express or implied warranty. We do not accept any responsibility for any loss or damage occasioned by reliance upon the whole or any part of this document.



1.0 INTRODUCTION

1.1 Background

This document constitutes a plan of management ('the plan') that describes, controls and regulates the way in which environmental issues and considerations, as well as day-to-day operational issues, are to be managed for and with respect to an indoor recreation facility ('the facility') in the form of a rehabilitation gym ('rehab gym') located on the land known as No 39 Cabbage Tree Road, Bayview ('the site').

The plan has been drafted on the basis that, by the time the plan becomes fully operational, development consent will have been granted by the relevant consent authority (namely, Northern Beaches Council) for the construction of the facility.

The plan integrates environmental management into the daily operation of the facility, long-term planning and other quality management systems.

Ensuring the safety of patrons of the facility while onsite, as well as preserving and maintaining the amenity of neighbouring landowners and residents, requires the active involvement of the facility's management and staff as well as contractors.

Managing adverse impacts, including emergencies, requires effective planning and organisation so as to mitigate environmental harm, preserve human life, and promote the business success of the facility.

1.2 Plan of Management

The plan outlines strategies and approaches for and with respect to the prevention and minimisation of environmental impacts associated with the use of the site as an indoor recreation facility in the areas surrounding the facility as well as within the facility itself.

The plan outlines environmental goals and strategies, lists supporting actions, and provides a framework with a view to meeting legislative, administrative, policy and requirements and legitimate community expectations,



including but not limited to complying with relevantly applicable conditions of development consent.

The environmental policy forming the basis of this plan takes account of the objects of the *Environmental Planning and Assessment Act 1979* (NSW) (the 'EPA Act'), the principles of ecologically sustainable development, corporate and individual responsibility, and compliance with relevantly applicable legislation.

Except insofar as the context or subject-matter otherwise indicates or requires, where any matter or thing is by or under this plan directed or forbidden to be done, the management personnel of the facility are responsible for ensuring that that the matter or thing if so directed to be done is done, or if so forbidden to be done is not done.

1.3 Site Location and Description

The site is legally described as Lot 2 in Deposited Plan 531960 and is located at No 39 Cabbage Tree Road, Bayview, on the southern side of Cabbage Tree Road.

The site, which is triangular in shape, has an area of 980.2sqm and a frontage of 77.23m to Cabbage Tree Road. The other boundaries of the site have lengths of 54.84m and 36.25m, respectively. The site is relatively level but falls gently in a south-easterly direction.

Both the south-eastern and south-western boundaries of the site adjoin Bayview Golf Course which otherwise surrounds the site to both the south-east and south-west. The maintenance depot for the Golf Course adjoins the site to the south-west.

The streetscape character of Cabbage Tree Road consists for the most part of a visual dominance of canopy trees on the south side of the road. In close proximity, under the canopy trees, continuous open space in the form of the Golf Course occurs along the southern alignment of the site, while residential development occurs on the northern alignment. This combination provides a distinctive, albeit somewhat unusual, visual and physical streetscape character.



On the opposite side of Cabbage Tree Road from the site is residential development dominated by single dwelling houses of one and two storeys, of a diverse style and architecture. To the north-east of the site, on the opposite side of Cabbage Tree Road, is the Aveo Bayview Gardens which provides assisted living apartments and independent living units.

The site is located within the Mona Vale locality under *Pittwater 21 Development Control Plan 2014* ('PDCP'): refer Mona Vale Locality Map in PDCP).

Annexure 1 provides a location plan of the site.

1.4 Facility Services and Clientele

The development on the site takes the form, and is carried out for the purpose, of a 'recreation facility (indoor)' and, more particularly, a rehab gym, together with associated facilities, car parking spaces and landscaping.

The rehab gym focuses on senior members of the community but also caters to younger persons, both male and female. To cater to the nearby seniors' schemes, one (1) van parking space and one (1) van drop off space are incorporated into the design of the development.

Anecdotal evidence suggests that facilities of the kind in question are very popular and much in demand. There are, however, no such facilities in close proximity to the subject site.

We have an aging population and there is the new rehabilitation hospital (namely, Arcadia Private Hospital) in Daydream Street, Warriewood, which provides synergy as regards the proposed development.

The design of the development was prepared by Blue Sky Building Designs, and the recreation facility is located on two enclosed levels above an open ground level parking area.

The ground level, is permeable and open and was specially designed to, firstly, reduce any possible appearance of bulk; secondly, to provide transparency

to local vegetation and the Golf Course; and, thirdly, to mitigate against any impacts arising from flooding.

In terms of parking, there are 10 ground level car parking spaces, one of which is for use by persons with a disability and another of which is for van parking. There is also a 'drop off space' for a van.

A bicycle stand, bin storage area, water tank and entry area are also located at the ground level.

The main gym hall, together with the reception area and main entry hall, lounge area, and showers and change rooms are located on the first floor of the premises. A staff room, plant room and staff amenity area are also located on the first floor.

On the second level of the premises there is an exercise room with a mirrored wall (suitable for yoga, stretching, dancing, Pilates, Nia and Zumba), a second foyer/lounge area, toilets, an office, a top floor terrace, and a 'green roof'.

In addition to a staircase, a lift services the facility.

Access to the recreation facility is via an access ramp/walkway from Cabbage Tree Road. Further, as per Council's recommendations, the proposal takes into account the possible future location of a shared path along the site's Cabbage Tree Road frontage and complements possible future infrastructure in the immediate area, namely, a new shared pathway and bus stop.

The primary purpose of the facility is the provision of indoor recreation, utilising the proposed gym, exercise room, and other associated facilities and amenities.

Customers of the facility mostly come from nearby retirement villages or private homes for light recreation and rehabilitation purposes. The facility will provide a private shuttle service which will collect customers from nearby retirements villages or private homes by prior arrangement. The van will be subject to demand and is intended to reduce the use and need for on-site car parking notwithstanding that the scheme complies with parking requirements referred to in the PDCP.

Management personnel of the facility must ensure that the facility primarily operates as a recreation establishment for seniors (meaning those over 55), with details as follows:

- the maximum building capacity of the recreation facility is 50 persons at any one time; and
- approximately 20 to 30 persons would be customers (that is, clientele) of the facilities offered in the premises at any one time.

The maximum number of staff to be employed or otherwise engaged in the recreation facility is 10. However, at any one point in time, only two staff members (namely, one coach and one other staff member [administration/management]) are required to be present and active at the facility.

Cleaners would work outside of opening hours.

It should be noted that client numbers are transient and will be staggered throughout the day, hence the numbers specified above are calculated on a maximum hourly basis.

The facility is to be managed so as to protect and enhance its value to the community whilst minimising any environmental impacts to neighbouring landowners and residents, patrons of the facility and staff.

The owners of the facility must ensure that there is appropriate and ecologically sustainable asset management and maintenance in accordance with business best practice.

1.5 Organisation Structure

The owners of the facility shall determine, and may review and re-determine from time to time, the following:

- the organisation structure of the business;
- the roles and reporting lines of staff members;
- the resources to be allocated towards the employment or engagement of staff;



- the terms and conditions of employment or engagement of staff including matters relating to the remuneration of staff; and
- management and administration systems.

1.6 Fees and Pricing

Fees and pricing schedules, including any discounting of fees and prices, will be as determined by the owners and managers of the facility.

Management personnel of the facility shall ensure that a noticeboard, detailing current fees and pricing schedules, is prominently displayed at or near the entrance to the facility.

2.0 ACTIVITY SPECIFIC POLICY STATEMENT

2.1 Vision Statement

- To be a safe, healthy and enjoyable focal point for interaction by members of the local community with minimal impact on surrounding land users and residents.
- To provide high-quality but affordable indoor recreational facilities for patrons of the facility.

2.2 Key Objectives

- To operate the facility in a cost-efficient manner whilst ensuring that the relevant needs and desires of patrons are satisfied.
- To ensure that surrounding land users and residents maintain a reasonable level of amenity.
- To ensure that patrons of the facility behave in a safe and responsible manner.

2.3 Key Strategies

- To put in place management systems and procedures and otherwise foster a working environment with a view to ensuring compliance at all times with the provisions of this plan, conditions of development consent, relevantly



applicable legislation, regulations, codes of practice, policies, administrative requirements, and best practice.

- To build up and retain a satisfied clientele.

2.4 Key Tasks

- To manage ingress and egress to and from the premises as well as vehicular parking onsite.
- To prevent and minimise noise impacts upon neighbouring properties.
- To implement and monitor the implementation of the control measures described in this plan.
- To keep and maintain the registers and records required by this plan.
- To keep and maintain landscaped areas around the site.
- To implement and otherwise comply with a work, health and safety ('WHS') policy.
- To train and supervise staff of the facility so that they can properly perform their duties and responsibilities.
- To review the contents of this plan, and to make changes to the plan, as otherwise required by the plan.

3.0 ENVIRONMENTAL PLANNING FRAMEWORK

3.1 Zoning

The site is zoned RE2 Private Recreation under *Pittwater Local Environmental Plan 2014* ('PLEP').

The objectives of the RE2 zone are as follows (refer item 1, land use table, RE2 zone):

- To enable land to be used for private open space or recreational purposes.
- To provide a range of recreational settings and activities and compatible land uses.
- To protect and enhance the natural environment for recreational purposes.

- To allow development of a scale and character that is appropriate to the nature of its recreational use and is integrated with the landform and landscape.

3.2 Development Consent

As mentioned in section 1.1 ('Background') of this plan, the plan has been drafted on the basis that, by the time the plan becomes fully operational, development consent will have been granted by the relevant consent authority (namely, Northern Beaches Council) for the construction of the facility. That is the reason why this plan refers to the existence of the facility as a present reality. In the event that consent is not granted, the plan will have no effect and will not operate.

The facility is to be operated strictly in accordance with the relevantly applicable development consent and the provisions of this plan.

In the event that any provision of this plan is inconsistent with a condition of development consent, or any provision of a statute or other statutory instrument, as in force from time to time, the condition or provision as the case may be shall prevail to the extent of the inconsistency.

To the extent that the conditions of development consent require any variation of or amendment to the contents of this plan, whether initially or at any time thereafter, then this plan will be varied or amended accordingly as relevantly required.

In addition, to the extent to which any legislation or regulation is promulgated, varied or amended such that a provision of this plan requires variation or amendment, then the plan will be varied or amended accordingly.

4.0 ENVIRONMENTAL RISK ASSESSMENT

4.1 Risks and Issues

The following matters have been identified as *potential* risk impacts to both patrons of the facility as well as the surrounding area, being impacts associated with the use of the premises as an indoor recreation facility:

- anti-social, offensive and otherwise unacceptable behaviour of patrons internally and externally to the premises;
- noise emanation from inside and outside the premises;
- altercations between patrons, or between patrons and other members of the community, and civil disturbance generally;
- malicious damage to property including property of the facility as well as community property;
- littering and waste management issues;
- fire and arson;
- chemical spills and odours; and
- hazards to staff and patrons occurring as a result of operation of the facility including but not limited to injuries to those persons.

4.2 Objectives

The objectives in management of environmental issues for the facility are multiple.

The objectives are described below using an issue-based approach:

- To provide a safe and friendly environment for patrons and staff of the facility.
- To operate the facility in accordance with all relevantly applicable legislation, regulations, codes of practice, policies, administrative requirements, and best practice.
- To maintain the amenity of the locality for the benefit of the community and patrons of the facility.
- To ensure a safe and healthy environment for patrons of the facility.
- To avoid emergency situations through appropriate planning and prevention.



- To prevent illegal or undesirable activities within the precincts of the facility.
- To provide ongoing and continuous training to staff when engaged in activities associated with the operation of the facility.
- To ensure that patrons of the facility do not litter the site (including the curtilage) or local streets and, where this does occur, to provide personnel to undertake waste removal and encourage a responsible approach by patrons of the facility.

4.3 Control Measures

Management personnel of the facility are responsible for ensuring that:

- administrative procedures are adopted and implemented so as to ensure that the objectives referred to in section 4.2 ('Objectives') of this plan are achieved;
- all staff and clientele are made aware, and stay aware, of the fact that the site is located in close proximity to residential land uses; and
- control measures relating to the risks and issues referred to in section 4.1 ('Risks and Issues') of this plan are adopted and implemented.

The control measures described below are to be used to prevent or minimise environmental impacts caused by the use of the site as an indoor recreation facility in the areas surrounding the facility as well as within the facility itself.

The control measures are as follows:

- the provision of instructors/coaches and other staff commensurate with the number of patrons on the premises, so as to ensure the safety of patrons of the facility;
- the maintenance of a complaints management system, so as to ensure that complaints are recorded and properly addressed;



- ensuring the safety of staff, contractors and patrons of the facility whilst they are on the premises;
- the prevention and minimisation of anti-social, offensive and other unacceptable behaviour by patrons of the facility;
- the reporting of serious incidents to the NSW Police;
- the provision of on-going and continuing training for staff;
- the clearing of litter from streets in the immediate vicinity of the facility; and
- the proper collection of waste as required by the development consent and the waste management plan, so as to prevent disturbance to residential neighbours and loss of amenity generally.

5.0 OPERATIONAL DETAILS

5.1 Staff

The expected maximum number of staff to be employed or otherwise engaged in the facility is 10. However, at any one point in time, only two staff members (namely, one coach/trainer and one other staff member [administration/management]) would be required to be present and active at the facility.

Security and cleaning personnel/contractors are employed or otherwise engaged as required. Cleaners will work outside of the ordinary opening hours of the facility.

5.2 Hours of Operation

The operating hours of the indoor recreation facility are 8.00am to 6.30pm from Monday to Saturday (both inclusive).

5.3 Access Parking and Traffic

5.3.1 Onsite Car Park

Management personnel of the facility are responsible for ensuring that the requirements of the development consent in relation to the onsite car park are complied with at all times so as to ensure safe and convenient ingress to and egress from the premises as well as parking on the premises.

The car park must be appropriately signposted at points of ingress and egress and within the car park itself, so as to:

- ensure the safe and orderly movement of vehicles to and from the facility and within the facility; and
- minimise noise and other impacts to neighbouring properties and their occupants.

The pedestrian access from Cabbage Tree Road has been designed and constructed so as to minimise its visual impact, provide pedestrian safety and ensure an effective road drainage system.

5.3.2 Private Van Service

The facility will provide a private shuttle service to collect customers of the facility from nearby retirements villages or private homes by prior arrangement. The van will be subject to demand and is intended to reduce the use and need for on-site car parking.

5.4 Noise

The site and general area is affected by minimal noise, being for the most part noise generated by activity associated with the use of Cabbage Tree Road as a public road.

Noise sources associated or potentially associated with the use of the facility include the following:



- patrons entering and exiting the site;
- noise within the premises and the precinct of the premises;
- plant and machinery (air conditioning); and
- noise generated in association with waste disposal and loading and unloading activities.

Management personnel of the facility are responsible for ensuring that the following noise mitigation measures are to be employed:

- measures required by the conditions of the development consent as well as relevantly applicable legislation, regulations and the like;
- in addition, but otherwise subject to the measures specifically required by conditions of consent:
 - signage at entrances and exits to the facility, instructing patrons to minimise noise generated by their entry and exit;
 - physical separation between sound generating areas and external areas (by closure of doors and provision of passageways and separation distances);
 - no playing of music outside the premises; and
 - use of noise limiters as required.

Management personnel of the facility are responsible for ensuring that a register of complaints is kept by the facility. In respect of each complaint received, an entry shall be made in the register by management or staff setting out, as a bare minimum, the following information:

- the date and time of the complaint;
- the date and time of the alleged incident the subject of the complaint;
- details of the complaint (being careful to preserve privacy and, where so requested by the complainant, anonymity); and



- the action taken to address the subject-matter of the complaint and the date on which such action was taken.

Management personnel of the facility are also responsible for ensuring that a complaint is dealt with by staff in the following manner:

- accepting responsibility;
- listening with respect and empathy;
- promptly and accurately logging the abovementioned details of the complaint in the register; and
- following up with management with a view to a quick resolution of each complaint.

5.5 Security Safety and Misbehaviour

One of the most important aspects of the continuing successful operation of the facility and the maintenance of an appropriate relationship with the general community is the provision of adequate and effective security and safety in respect of the site.

Management personnel of the facility may engage the services of a security company with a view to ensuring the security of the premises after closing hours. The level of service to be provided will be determined after consultation by management with the security company. In addition, security cameras (CCTV) may be installed onsite in order to monitor and record on an ongoing basis the activities of patrons, with a view to ensuring the safety and security of the premises and patrons of the facility and maintaining local amenity and security.

Emergency situations may arise due to a fire, explosion, chemical spill, medical emergency, natural disaster, bomb threat or violence. A workplace that stores or handle hazardous chemicals—the facility on the site involves such a workplace—is recognised as being a higher-risk workplace. Management personnel of the facility are responsible for developing and implementing an emergency plan as required by the *Work Health and Safety Regulation 2017* (NSW).

Please refer to **Annexure 2** with respect to planning for and responding to emergencies.

Insofar as anti-social, offensive and otherwise unacceptable behaviour is concerned, management personnel of the facility must ensure that:

- there is conspicuously displayed on and throughout the premises appropriate signage (including signage under the *Inclosed Lands Protection Act 1901* (NSW) [the 'Inclosed Lands Act']) warning that any patrons who engage in any conduct deemed anti-social, offensive or otherwise unacceptable by management and staff shall be required to leave the facility, failing which NSW Police shall be called;
- all staff are appropriately trained on how to respond appropriately to incidents of anti-social, offensive and otherwise unacceptable behaviour; and
- an incident register is to be kept by the facility.

Incidents of criminal misconduct are to be reported by management or staff to NSW Police.

Management has the capacity, in appropriate cases, to invoke the provisions of the Inclosed Lands Act to deal with people who enter onto or remain on the premises without authority. In that regard:

- The powers available under the Inclosed Lands Act are wide and may be exercised in appropriate circumstances and after full consideration of the seriousness of the matter.
- The Inclosed Lands Act provides a basis for taking action in relation to what is commonly referred to as trespass.
- Remaining on inclosed lands (premises with boundaries clearly identifiable and related to the subject property) after a request to leave is given by the owner, occupier or person apparently in charge of the land is a punishable offence under the Act, as is remaining on inclosed lands and behaving in an offensive manner after a request

to leave is given by the owner, occupier or person apparently in charge of the land.

Where an incident is one involving violence or threatened or apprehended violence, the management or staff of the facility should report the matter immediately to NSW Police. In accordance with approved Police procedures, details of the incident will then be entered in the NSW Police database.

5.6 General Amenity

The facility is nominately permissible with consent within the zoning and conditions of the relevantly applicable development consent have been imposed with a view to, among other things, ensuring maintenance of local amenity.

Management personnel of the facility shall ensure that measures, as required by this plan, conditions of consent and relevantly applicable legislation, are taken to minimise noise and disturbance to adjoining and nearby properties and to appropriately manage waste. See, in that regard, the ameliorative measures relating to noise impacts outlined in section 5.3 ('Access, Parking and Traffic') of this plan.

Management personnel of the facility shall ensure that the premises are cleaned regularly by a professional cleaning service.

Waste is to be collected onsite within an enclosed storage area. Waste collection is to be conducted so as not to disrupt neighbourhood amenity, in accordance with relevantly applicable consent conditions.

6.0 WORK HEALTH AND SAFETY

6.1 Work Health and Safety

Management personnel of the facility shall prepare or cause to be prepared a work, health and safety ('WHS') policy.

The aim of the WHS policy is to:



- prevent injuries to workers, contractors and volunteers (if any) while at work and otherwise ensure their safety and health while at work;
- protect property from damage;
- provide safety equipment;
- provide information, training, instruction and supervision to protect workers while at work and others from any workplace health and safety risks;
- consult with and train employees in safe operating procedures and practices;
- develop injury management procedures for employees;
- make provision with respect to the first-aid arrangements and personal protective equipment to be provided at the facility; and
- do such other things as are required to be addressed by law and best practice.

The WHS policy is to reflect the importance the management of the facility places on the wellbeing of employees, patrons and the general community.

6.2 Customer Service

Staff of the facility must respect the importance of customers to the business operated at the facility and be courteous, pleasant, respectful, responsive and welcoming to patrons at all times.

Staff must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their duties and responsibilities and must not act in a way that:

- contravenes any relevantly applicable legislation or regulations or this plan;
- is unlawful, improper or unethical;
- is an abuse of power or otherwise amounts to misconduct;
- causes, comprises or involves intimidation, harassment or verbal abuse;



- causes, comprises or involves discrimination, disadvantage or adverse treatment; and
- causes, comprises or involves prejudice in the provision of a service to the community.

In addition, staff are expected at all times to:

- provide the best possible services to patrons of the facility;
- provide transparency and accountability in service provision;
- treat all patrons of the facility equally and fairly;
- deliver on the reasonable service expectations of patrons and members of the public seeking advice with respect to the facility;
- guide patrons and the organisation in dealing with client requests, so that the highest possible level of service and commitment is achieved;
- give clear and accurate information;
- listen to feedback; and
- respond to complaints promptly.

7.0 REVIEW OF PLAN

This plan will be reviewed on an annual basis.

Management personnel of the facility are responsible for overseeing each annual review and making changes to the plan, including but not limited to changes required by conditions of consent and changes in legislation and the like.

The annual review is to be commenced one month prior to the end of each financial year and will be completed by June 30 of each year.

Management personnel of the facility are responsible for documenting the reasons for changes to the plan.

Management personnel of the facility are also responsible for ensuring that a copy of this plan, as in force from time to time, is located on the premises at all times.



ANNEXURE 1

LOCATION PLAN



LOCATION PLAN

Courtesy of Six Maps



TOWN PLANNERS
Suite 2301, Quattro Building 2
Level 3, 4 Daydream Street
WARRIEWOOD NSW 2102
P > 02 9979 4922
F > 02 9979 4811
E > info@turnbullplanning.com.au
W > www.turnbullplanning.com.au
ABN 12 061 186 409

Sep 2019
Ref: cra.cab39b

DRAWN: TG

Annexure 1

**39 Cabbage Tree
Road
Bayview**



ANNEXURE 2

PLANNING FOR AND RESPONDING TO EMERGENCIES

PLANNING FOR AND RESPONDING TO EMERGENCIES

1. Emergency situations may arise due to a fire, explosion, chemical spill, medical emergency, natural disaster, bomb threat or violence.
2. A workplace that stores or handle hazardous chemicals – the facility on the site involves such a workplace – is recognised as being a higher-risk workplace.
3. Management is responsible for developing an emergency plan as required by the *Work Health and Safety Regulation 2017* (NSW) which:
 - a. must include:
 - i. an effective response to an emergency;
 - ii. evacuation methods;
 - iii. notifying emergency services at the earliest opportunity;
 - iv. medical treatment and assistance;
 - v. effective communication with everyone at the workplace;
 - vi. how often the emergency procedures are to be tested; and
 - vii. instruction and training about implementing the emergency procedures.
 - b. may include practical information for workers such as:
 - i. emergency contact details for key personnel who have specific roles or responsibilities under the emergency plan, for example fire wardens, floor wardens and first aid officers;
 - ii. contact details for local emergency services, for example, NSW Police, Fire and Rescue NSW, and NSW Poisons Information Centre;
 - iii. a description of the mechanisms for alerting people at the workplace to an emergency or possible emergency, for example siren or bell alarm;
 - iv. evacuation procedures including arrangements for assisting any hearing, vision or mobility-impaired people;
 - v. a map of the workplace illustrating the location of fire protection equipment, emergency exits, assembly points;



- vi. triggers and processes for advising neighbouring businesses about emergencies, and
 - vii. the post-incident follow-up process, for example notifying the regulator, organising trauma counselling or medical treatment.
- 4. The emergency plan should be based on a practical assessment of hazards associated with the work activity or workplace, and the possible consequences of an emergency occurring as a result of those hazards. External hazards should also be considered in preparing an emergency plan.
- 5. In developing the emergency plan, management shall give consideration to the application of all relevant laws including public health and WHS laws and disaster plans of the State.
- 6. Procedures for testing the emergency plan including the frequency of testing must be included.
- 7. Emergency procedures are to be tested on a regular basis, so as to ensure that they are up-to-date and effective.
- 8. Management personnel of the facility shall ensure that:
 - a. the Code of Practice for Managing the Work Environment and Facilities is implemented and complied with;
 - b. all general WHS laws, policies and codes of practice, including those with respect to emergency plans, are complied with;
 - c. the relevantly applicable emergency procedures, including a copy of the emergency plan (or a summary its key elements) are displayed in a prominent place on the premises at all times;
 - d. all staff are appropriately trained in emergency procedures and on how to implement the emergency procedures within the workplace, with such training including, among other things, advice, assistance and practical training on practising evacuations, identifying assembly points, the location of emergency equipment, first aid arrangements and how to safely shut down machinery;
 - e. a medical emergency plan poster is developed in conjunction with NSW Ambulance and appropriately displayed, so as to help emergency services access an injured worker quickly and easily;
 - f. a fire and evacuation plan is developed prior to the commencement of operations of the facility and that a

copy of the plan is prominently displayed on and throughout the premises as otherwise required by law; and

- g. the emergency plan is reviewed and revised (if necessary) on a regular basis (including when there are changes to the workplace such as refurbishments or changes in the number or composition of staff including an increase in the use of temporary contractors, when new activities have been introduced, and after the plan has been tested).

Checklist – Emergency Plans

	Yes	No
Responsibilities <ul style="list-style-type: none"> Has someone with appropriate skills been made responsible for specific actions in an emergency, for example managing an evacuation or assigning area wardens? Is someone responsible for making sure all workers and others in the workplace, for example contractors, customers and visitors are accounted for in an evacuation? Do workers working alone know what to do in an emergency? Are specific procedures in place for critical functions, for example power shut-downs? 		
Emergency contact details <ul style="list-style-type: none"> Are emergency contact details relevant to the types of possible threats, for example NSW Police, Fire and Rescue NSW, and NSW Poisons Information Centre? Are the emergency contact details displayed at the workplace in an easily accessible location? Are contact details updated regularly? 		
Evacuations generally <ul style="list-style-type: none"> Have all emergencies requiring an evacuation at the workplace been identified? Has an evacuation procedure been prepared (if applicable)? Does the procedure: <ul style="list-style-type: none"> ~ address all types of situations and hazards which may arise at the workplace? ~ cover everyone who may be present at the workplace? ~ allow for quick and safe evacuation when needed? 		

<p>~ clearly identify routes to safe assembly areas consider special assistance for hearing, vision or mobility-impaired people? ~ include a process for accounting for persons?</p>		
<p>Evacuations for a fixed workplace</p> <ul style="list-style-type: none"> • Is the evacuation procedure clearly and prominently displayed at the workplace, where practicable? • Is there a mechanism, for example a siren or bell alarm for alerting staff of an emergency? If yes, is it regularly tested to ensure its effectiveness? • Is there a documented site plan that illustrates the location of fire protection equipment, emergency exits and assembly points? If yes, is it posted in key locations throughout the workplace? • Are all exits, corridors and aisles readily accessible and kept clear of obstructions? • Does the workplace have illuminated exit signs? 		
<p>Fire protection equipment</p> <ul style="list-style-type: none"> • Does the workplace have appropriate fire protection equipment? Is it suitable for the types of risks at the workplace, for example foam or dry powder type extinguishers for fires that involve flammable liquids? • Is it properly maintained and regularly checked and tested by the local fire authority or fire equipment supplier? • Is the area where the equipment is stored kept clear of obstructions? • Are adequate numbers of workers trained to use fire extinguishers? Do they know what type of extinguisher to use for different types of fires? 		
<p>Extreme weather conditions</p> <ul style="list-style-type: none"> • If there is a risk of extreme or dangerous weather conditions, for example bushfire, floods or storms, will the control measures be effective in these conditions? In that regard: <ul style="list-style-type: none"> • Do emergency procedures accommodate declarations of extreme weather warnings? Examples of extreme weather warnings may include warnings such as a code red in the case of extreme bushfires or categories 3, 4 or 5 for cyclone warnings. Do declarations of extreme weather warnings in the emergency plan include matters such as: safe exit routes, for example the process for 		



<p>identifying and communicating roads that may be closed?</p> <ul style="list-style-type: none"> • Do procedures identify the closest designated 'safe place'? • Do procedures accommodate evacuation procedures of the relevant local authorities for example, Fire and Rescue NSW, NSW State Emergency Service and NSW Police? • Do workers have access to reliable communications equipment? • Are workers trained in emergency evacuation and related procedures? • If workers travel into areas where extreme weather warnings may be declared, have appropriate policies and procedures been developed for when such declarations are made? 		
<p>Chemical safety</p> <ul style="list-style-type: none"> • Are current safety data sheets available for all hazardous chemicals on site? • Are all hazardous chemicals labelled and stored in a safe manner? • Is appropriate equipment available to initially respond to a chemical incident, for example absorbent material to contain a liquid spill? • Is appropriate personal protective equipment and training provided to protect workers who are called on to deal with an unplanned chemical release? 		
<p>First aid</p> <ul style="list-style-type: none"> • Has a first aid assessment been conducted? • Does the workplace have trained first aiders and suitable first aid facilities? • Are workers aware of where first aid facilities are kept and who first aiders are? 		
<p>Neighbouring businesses</p> <ul style="list-style-type: none"> • Have neighbouring businesses been considered if an emergency occurs? How would they be advised of an emergency situation arises (if applicable)? • Should they be consulted about the preparation and coordination of emergency plans? • Have the risks from neighbouring businesses been considered, for example fire from restaurants and takeaway food outlets or vehicle accidents on major roads? 		



Post incident follow-up <ul style="list-style-type: none"> • Are there procedures in place to notify the relevant regulator about a notifiable incident where necessary? • Are there procedures in place to ensure the cause of the emergency is determined and action is taken to prevent a similar incident occurring again? • Are there procedures in place to ensure the welfare of workers after an emergency or an incident, for example medical treatment or trauma counselling? 		
Review <ul style="list-style-type: none"> • Are emergency plan practice runs undertaken to assess the effectiveness of the emergency plan, for example evacuation drills? • Is someone responsible for documenting and retaining the results of emergency plan practice runs? • Is someone responsible for reviewing the emergency plan and informing workers of any revisions? 		