

## **OPERATIONAL PLAN OF MANAGEMENT**

### **DEVELOPMENT APPLICATION FOR DEMOLITION, ALTERATIONS AND ADDITIONS TO THE EXISTING BUILDING FOR THE PURPOSE OF AN INDOOR RECREATION FACILITY INCLUDING A SWIM SCHOOL, WELLNESS CENTRE, SWIMMING POOLS INCLUDING ASSOCIATED BUSINESS IDENTIFICATION SIGNAGE**

**SHOP 6CC2, 145 OLD PITTWATER ROAD, BROOKVALE (LOT 103 DP 1247294)**

**OCTOBER 2021**

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## **INTRODUCTION**

This Operational Plan of Management supports a Development Application (DA) for the change of use to an indoor recreation facility including a swim school, hydrotherapy pool, a wellness centre, alterations and additions to the existing building and the display of business identification signage at No. 145 Old Pittwater Road, Brookvale.

This Operational Plan of Management has been prepared for Aqua Culture Swim Academy Pty Ltd (Aqua Culture Swim), lessee and operator of the subject building in general accordance with the meeting notes issued by Northern Beaches Council following a Development Application Pre-Lodgement Meeting No. PLM2021/0091 on Thursday 20 May 2021. Pages 5 to 7 of the notes require that the following document accompany the DA:

- "4. An operational plan of management should be developed to address who is responsible for the ongoing operation of the facility as well as listing disinfecting dosing equipment, testing frequency of pool water, responses to non-compliant water quality, backwashing frequency of filters, super chlorination frequency/schedule."*
- *"Operational Plan of Management detailing (at least):*
    - *Operating hours;*
    - *Number of staff in attendance;*
    - *Customer/membership restrictions;*
    - *Car parking and pick-up/drop-off arrangements;*
    - *Evacuation measures and procedures;*
    - *COVID-Safe operating procedures; and*
    - *Emergency contact details."*

The above matters have been addressed in this Operational Plan of Management.

## 1. SITE LOCATION AND DETAILS

The site is located at No. 145 Old Pittwater Road, Brookvale and is situated within a single lot legally described as Lot 103 DP 1247294. The parcel of land is irregular in shape and is approximately 17ha. The site is located in the northern part of the Westfield Shopping Centre located at Warringah Mall and the site is approximately 552.06m<sup>2</sup> in floor area.

The site is identified as Shop 6CC2 in Westfield Shopping Centre and is used for the purposes of the Westfield Maintenance Depot in the southern portion of the building and a child care centre with an associated external play area in the northern portion of the site. The child care centre is currently vacant.

The site contains 53 car parking spaces associated with the Westfield Shopping Centre and includes 4 accessible car parking spaces. Primary access to the site is achieved via Old Pittwater Road through a boom gate entry point.

## 2. OPERATIONAL DETAILS

The swim school will cater for the growing number of children involved in aquatic activities on the Northern Beaches and will allow for water safety, drowning prevention, learn to swim, water polo and swim squad training as well as hydrotherapy. The wellness centre seeks to provide contemporary and high-quality services that assist members of the community in their physical recovery. The proposal involves the use and operation of a swim school and hydrotherapy pool, described as Aqua Culture Swim, and a wellness centre, Rigs Recovery, on the subject site at No. 145 Old Pittwater Road, Brookvale.

### Staffing

The premises will employ between 25 to 30 people to assist in the operation of the use of the site as an indoor recreation facility including a swim school, hydrotherapy pool wellness centre. The following employment positions will be fulfilled:

- Management staff.
- Reception staff.
- Support staff.
- Café staff.
- 'Learn-To-Swim' staff.
- Coaching staff.
- Physiotherapy staff.

It is estimated that between three (3) and thirteen (13) staff will be working on the premises at any one time. During particular events, staff numbers will increase to accommodate any additional patronage or capacity.

### Customer/Membership Restrictions

The customer and membership restrictions of the Aqua Culture Swim indoor recreation facility will be based on two (2) offerings:

- **Wellness Centre** – Patronage to the wellness centre will be accessed via a membership subscription fee or a single visitation fee, similar to that of a gym.
- **Swim School and Hydrotherapy Pool** – All patrons are required to be members of Aqua Culture Swim and be enrolled in a class, program or squad. As the premises will not be offering life guard services, no public swimming will be permitted.

### Aqua Culture Swim Class Sizes and Staffing

The swim school and hydrotherapy pool will contain the following general class sizes for each pool:

- **25m (L) x 11m (W) x 1.5m (D) Training Pool** – Catered for squad and junior water polo training with a maximum of 25 swimmers for each class and a maximum of 2 staff on-site at any one point.
- **13.5m (L) x 7.5m (W) x 1-1.5m (D) ‘Learn-To-Swim’ and Hydrotherapy Pool** – Catered for infants and toddlers with a maximum of 6 toddlers or 4 infants per lesson. The pool will also be used for the purposes of hydrotherapy for members of the community at separate times.

### Wellness Centre Capacity and Staffing

The wellness centre and ancillary café area will have a maximum capacity of 20 customers at any one time, with a maximum of 5 staff on-site at any one point.

### **3. HOURS OF OPERATION**

This Development Application seeks to establish the following proposed operating hours to the users of the swim school, hydrotherapy pool and wellness centre:

<i>Monday:</i>	5:00am to 12:00am midnight.
<i>Tuesday:</i>	5:00am to 12:00am midnight.
<i>Wednesday:</i>	5:00am to 12:00am midnight.
<i>Thursday:</i>	5:00am to 12:00am midnight.
<i>Friday:</i>	5:00am to 12:00am midnight.
<i>Saturday:</i>	5:00am to 10:00pm.
<i>Sunday:</i>	6:00am to 10:00pm.

### **4. PARKING AND ACCESS**

#### Parking

The site is adjacent to an at grade car parking area containing fifty-three (53) off-street car parking spaces, including four (4) accessible spaces, in association with the Westfield Shopping Centre that is able to be immediately used by customers of the swim school, hydrotherapy pool and wellness centre.

Customers of the swim school, hydrotherapy pool and wellness centre are able to utilise approximately 4,500 off-street car parking spaces associated with Westfield Warringah Mall. It is anticipated that some parents of children attending the squad or junior water polo training sessions are likely to make a dual-purpose trip whereby they visit other sites within the Westfield Shopping Centre whilst their child is being supervised by staff.

#### Access

The site is well-served by multiple access and egress driveways from Old Pittwater Road, Condamine Street and Cross Street in connection with the existing transport network associated Westfield Warringah Mall. Primary vehicular access to the site is achieved via Old Pittwater Road through a boom gate entry point and it is expected that the majority of customers will use this access and egress point.

#### Swim School Pick-Up/Drop-Off Arrangements

Parents or guardians of infants or toddlers who will use the 15m ‘Learn-To-Swim’ pool will be required to remain on the subject site to supervise their child whilst they are attending their classes, which means that pick-up and drop-off arrangements will not be required for this aspect of the swim school.

## 5. LOADING AND UNLOADING

Loading and unloading associated with the premises will be daily. The vehicles performing these activities will be small commercial vans or similar B99 vehicles that are able to utilise existing standard car parking spaces in the adjacent on-site car park.

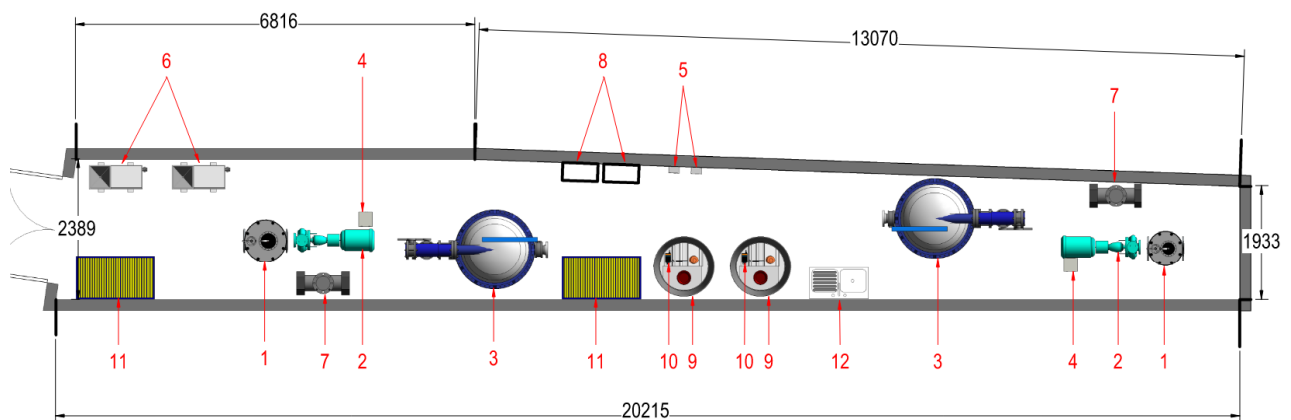
The loading and unloading of pool and plant equipment associated with the premises will occur via a separate access point on the south-western side of the building to ensure safety for staff and customers when transporting chemicals.

## 6. ENVIRONMENTAL HEALTH

### Filtration System and Disinfecting Dosing Equipment

The filtration system comprises ultrafine filters (UFF) using media assisted precoat to the filter socks within the filter. The precoat media will be perlite as specified to avoid additional workplace risks in using DE. Perlite is manufactured from heated volcanic rock and is harmless to the environment. The UFF filters provide superior water quality and filter out larger chlorine resistant pathogens.

The filters are backwashed to a holding tank approximately monthly. The tank will hold the backwash water until the media has settled to the bottom of the tank. The clarified water is pumped to sewer at a rate not exceeding 2 l/s. Media can be emptied periodically using an alternate slurry pump or vacuum suction and the material removed to land fill. The solid waste from this project will be approximately 410kg per annum occupying a volume of approximately 1m<sup>3</sup> when wet. **Figures 1 and 2** show the conceptual layout of the pool and plant equipment area on the south western side of the building and the associated equipment schedule.



**Figure 1: Pool and Plant Equipment Concept Layout Plan**  
**Source: SCP Consulting dated October 2021**

25M POOL EQUIPMENT SCHEDULE				
ITEM	MAKE	MODEL	CAPACITY	
1	PRE-PUMP STRAINER	FULFAB	500x250/250	60 L/S MAX
2	RECIRCULATION PUMP	SOUTHERN CROSS	125x100-250	46.3 L/S
3	FILTER (ULTRAFINE)	DEFENDER	SP 27/48/487	3.42 M3/HR/M2 @ 167 M3/HR
4	VARIABLE SPEED DRIVE	ZENER	IP 30/ IP 66	
5	CHEMICAL CONTROLLER	BECSYS	BECSYS5	
6	DISINFECTION UNIT	PROMINENT	PROCAL	
7	UV DISINFECTION UNIT	EVOQUA	M525	176
8	UV CONTROL PANEL	EVOQUA		M3/HR MAX
9	CHEMICAL STORAGE TANKS	PROMINENT		250L
10	DOSING PUMP	PROMINENT		

LTS/HYDROTHERAPY POOL EQUIPMENT SCHEDULE				
ITEM	MAKE	MODEL	CAPACITY	
1	PRE-PUMP STRAINER	FULFAB	400x200/200	35 L/S MAX
2	RECIRCULATION PUMP	SOUTHERN CROSS	100x65-250	31.15 L/S
3	FILTER (ULTRAFINE)	DEFENDER	SP 27/48/487	3.42 M3/HR/M2 @ 112 M3/HR
4	VARIABLE SPEED DRIVE	ZENER	IP 30/ IP 66	
5	CHEMICAL CONTROLLER	BECSYS	BECSYS5	
6	DISINFECTION UNIT	PROMINENT	PROCAL	
7	UV DISINFECTION UNIT	EVOQUA	M525	176
8	UV CONTROL PANEL	EVOQUA		M3/HR MAX
9	CHEMICAL STORAGE TANKS	PROMINENT		250L
10	DOSING PUMP	PROMINENT		

COMMON POOL EQUIPMENT SCHEDULE	
ITEM	
11	PALLET FOR CHEMICAL STORAGE
12	SINK

**Figure 2: Pool and Plant Equipment Schedule**  
**Source: SCP Consulting dated October 2021**

### Pool Water Testing

Pool water associated with the swim school, hydrotherapy pool and wellness centre will be monitored via a Brauer Remote Monitoring Wireless system using Brauer Swim Remote Alert Hardware. Pool water testing will automatically occur on a daily basis, allowing for daily chemistry logs and alerts to be provided to the operator in real time.

### Responses to Non-Compliant Water Quality

If pool water quality is deemed to be non-compliant, water will be treated with ozone, UV light and hydroxyl radicals to deactivate and remove chlorine resistant parasites that may potentially form in the pool water. A combination of treatment methods will be utilised to increase their effectiveness.

### Super Chlorination

In the event of an outstanding issue, the pool may need to be super chlorinated however this is not a solution for the filtration system that will be used.

### Storage

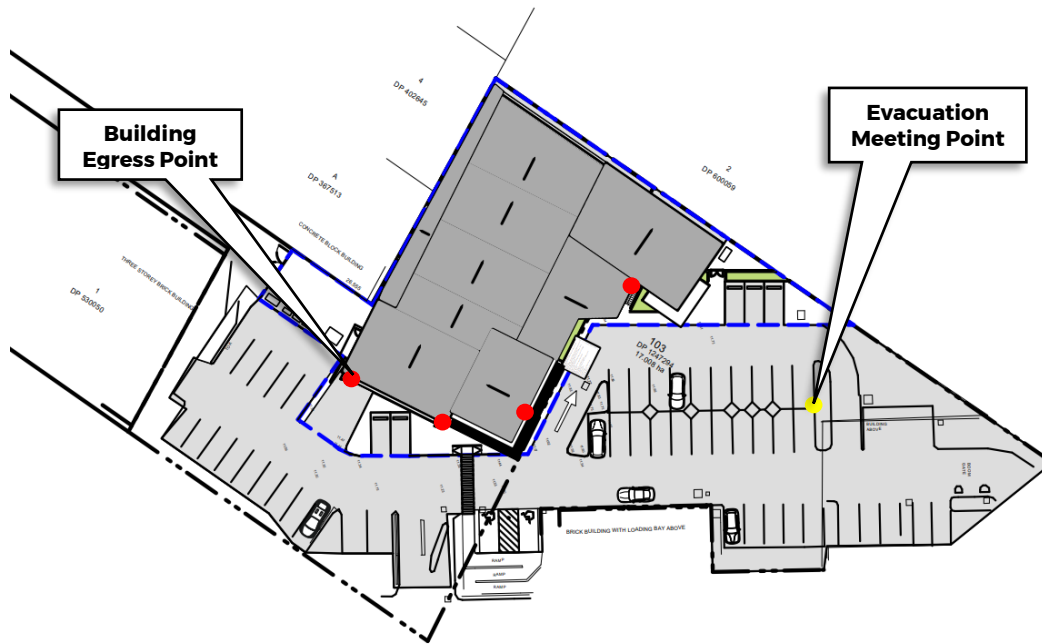
All chemical associated with the operation of the premises will be kept separately in an internal pool and plant equipment area including separate access point for chemical transport on south-western side of building, including an external plant and equipment area on the western side of the building that cannot be publicly accessed.

### Ventilation/BCA Compliance

The proposal is able to achieve BCA compliance for a proposed indoor recreational facility comprising the particular needs of a swim school and wellness centre.

## 7. EMERGENCY PROCEDURES

In the event of an emergency, all customers and visitors to the subject site will be instructed of all safety egress points from the subject building by staff of the swim school, hydrotherapy pool and wellness centre as shown in **Figure 3**. All staff will be instructed of all safety egress points from the Ground Level and Level 1 to ensure the safe movement all persons from the building to the Evacuation Meeting Point located in the adjacent car parking area to the south east of the site.

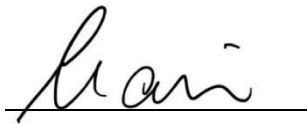


**Figure 3: Site Plan, Notification Plan, Drawing No. DA-A-010**  
**Source: Quattro Architecture dated 6 October 2021**

## 8. COVID-19 SAFETY PLAN

The premises will operate in accordance with the current NSW Government Guidelines. A COVID-19 Safety Plan for Aqua Culture Swim has been prepared by Sean Davis dated 20 September 2021 and is held at **Appendix A** of this Operational Plan of Management. The COVID-19 Safety Plan will implement the following actions that include, but are not limited to the following:

- All staff will be required to be fully vaccinated from COVID-19 as part of their employment conditions.
- All staff, volunteers and visitors will be excluded from the premises if they are unwell.
- All customers will be signed in through the Service NSW COVID-19 QR Code Check-In System.
- Relevant and up-to-date documentation on NSW Government Guidelines will be displayed in the staff area and throughout the premises.
- Customer capacity, lesson sizes and group bookings will be managed to ensure that no more than 250 patrons and 15 staff will be in premises at any one time.
- Capacity in each room will be maintained in accordance with NSW Government Guidelines.
- Swimming pool areas and associated facilities will be cleaned on a daily basis.



Signature

01/11/2021

Date

**Name:** Sean Davis

**Position:** Director, Aqua Culture Swim Academy Pty Ltd

**Emergency Contact Details:**

[sean@xceler8.net.au](mailto:sean@xceler8.net.au)

(0419) 637 884

**ATTACHMENT A**

**AQUA CULTURE SWIM COVID-19 SAFETY PLAN**

**PREPARED BY SEAN DAVIS DATED 20 SEPTEMBER 2021**



**> BE COVID SAFE.  
HELP NSW STAY IN BUSINESS.**



## Your COVID-19 Safety Plan

### Gyms and indoor recreation

#### Business details

Business name	Aqua Culture Swim
Business location (town, suburb or postcode)	Sydney, Brookvale, 2100
Select your business type	
Swimming pools, saunas and spas	
Completed by	Sean Davis
Email address	<a href="mailto:sean@xceler8.net.au">sean@xceler8.net.au</a>
Effective date	11 September 2021
Date completed	20 September 2021

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#### Wellbeing of staff and customers

**Exclude staff, volunteers and visitors who are unwell from the premises.**

Agree

Yes

### **Tell us how you will do this**

All staff have to be double vaccinated as part of their employment conditions.

Staff will have a reminder about their health before they accept shifts. For staff that enter the centre and look unwell, we will test their temp and send home if above 37.5°C or higher.

For Customers - everyone will need to sign-in and agree terms of entry. Access will be permitted once the Service NSW app is shown. Face masks must be worn inside the centre as per the NSW government guidelines

### **Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.**

#### **Agree**

Yes

### **Tell us how you will do this**

The staff room will have all relevant NSW Government documentation display. All staff have to be double vaccinated as a condition of employment. All staff that travel to hot zone or interstate will need to be tested, prior to returning to work.

Monthly staff meetings will cover COVID updates and government regulations. Social distancing and compulsory mask posters will be displayed throughout the centre.

### **Display conditions of entry including requirements to stay away if unwell and record keeping.**

#### **Agree**

Yes

### **Tell us how you will do this**

All Service NSW posters will be displayed on entry, including QR codes. All people entering will need to wear a face mask. People that are unwell, will not be permitted into the centre and will be asked to leave by reception staff.

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access**

**to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.**

**Agree**

Yes

**Tell us how you will do this**

All members need to scan in on entry to the centre to register their attendance. All attendance records are kept in our CRM and available to be exported to PDF files for evidence.

**Encourage staff to access COVID-19 vaccination.**

**Agree**

Yes

**Tell us how you will do this**

We will support paid time off to be vaccinated for all new employees.

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## **Physical distancing**

**Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.**

**Note: Gym and group dance classes must not exceed 20 persons.**

**Agree**

Yes

**Tell us how you will do this**

Class sizes will be limited and regulations followed. We have 1250 square metres under roof, so we will be permitted to have 312 people in the centre at one time. Customer

counts, lesson sizes and group bookings will all be managed to ensure we have no more than 250 patrons and 15 staff in the centre at any one time.

**Ensure 1.5m physical distancing where possible, including:**

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

**Agree**

Yes

**Tell us how you will do this**

We will display Service NSW Posters, mark seating and use contactless check in / check out procedures.

**Avoid congestion of people in any specific areas within the venue where possible, such as change rooms and other communal facilities.**

**Agree**

Yes

**Tell us how you will do this**

Change rooms will have a max 4 people per room rule, based on NSW Government regulations. Signs will display max capacity. We will use contactless check-in / Check-out to avoid congestion.

Accessibility rooms will have a limit of 2 people.

**Have strategies in place to manage gatherings that may occur immediately outside the premises.**

**Agree**

Yes

### **Tell us how you will do this**

The space outside the building will limit gatherings and posters will be displayed to encourage people to go straight to their car, once they leave the centre.

**Singing by audiences is not allowed in indoor areas.**

**Dancing is not allowed in indoor areas except for group dance classes, where no more than 20 people are permitted to dance.**

**Patrons can only consume alcohol when seated in indoor areas.**

**Agree**

Yes

### **Tell us how you will do this**

This is not applicable to our business or centre. No singing, dancing or alcohol is permitted in the centre.

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## **Ventilation**

**Review the 'COVID-19 guidance on ventilation' available on [nsw.gov.au](https://www.nsw.gov.au) and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.**

**Agree**

Yes

### **Tell us how you will do this**

Regular inspections, maintain and clean heating, ventilation and air conditioning systems. Limit using only recirculated air in HVAC systems, and increase the outside air intake. Ventilation system to increase air flow has been installed in the building.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

Not applicable as we have no outdoor areas

**In indoor areas, increase natural ventilation by opening windows and doors where possible.**

**Agree**

Yes

**Tell us how you will do this**

We have a cross ventilation system designed with the building including roof louvers, roller doors and window systems that can open to allow air flow throughout.

**In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).**

**Agree**

Yes

**Tell us how you will do this**

See above

**Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).**

**Agree**

Yes

**Tell us how you will do this**

Regular servicing and weekly inspections by maintenance staff.

**Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.**

**Agree**

Yes

**Tell us how you will do this**

As the building will be new, we have engaged specialist mechanical engineers to design the Ventilation and Air Conditioning system for the building.

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## **Hygiene and cleaning**

**Face masks must be worn by staff and customers in indoor areas, unless exempt.**

**Note: People engaging in strenuous physical exercise are exempt, unless they are participating in an indoor gym class or dance class.**

**Agree**

Yes

**Tell us how you will do this**

We will provide face-masks for all staff and customers will not be able to enter the premises unless they are wearing a face mask.

**Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.**

**Agree**

Yes

**Tell us how you will do this**

Hand sanitiser will be available on entry and also in all change rooms, toilets and seating areas.

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.**

Agree

Yes

**Tell us how you will do this**

Our cleanliness policy will allow for 4 hourly checks of the toilets and change facilities to clean using detergent/disinfectant spray and restock soaps and towels.

**Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day. Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use. Encourage visitors to wipe down equipment after they have finished using it**

Agree

Yes

**Tell us how you will do this**

Daily cleaning systems for the pool areas and facilities.

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## **Record keeping**

**Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.**

**Note: Community centres and halls are not required to collect electronic entry records but are strongly encouraged to do so.**

Agree



Yes

**Tell us how you will do this**

Display Service NSW Posters, QR codes on entry.

**Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.**

**Agree**

Yes

**Tell us how you will do this**

Posters on the entry to the building and proof of scanning checked by reception staff.

**If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.**

**Agree**

Yes

**Tell us how you will do this**

We will have a paper based form to be completed, scanned and then filed on our reception computer.

**I agree to keep a copy of this COVID-19 Safety Plan at the business premises**

Yes