



FRESHWATER
SURF LIFE SAVING CLUB

SINCE 1908

Operational Management Plan - Freshwater SLSC Building

Prepared by Freshwater Surf Life Saving Club in accordance with DA2023/0998

Date:

Insert date



Amendment List.

Date	Name	Reason for change	Version
Updated	Nil	Draft – Operational Management Plan	D01

Contents

Appendix 1 – Floor Plans..... **Error! Bookmark not defined.**

Appendix 2 – Emergency Evacuation 18



1. Overview

Northern Beaches Council has worked with the Freshwater Surf Life Saving Club (the Club) to develop a new building for the shared use of the Club and the community.

This Operational Management Plan (OMP) details the operation and management of the Freshwater Surf Life Saving Club (SLSC) building that comprises the Club area, community function rooms, a commercial café/kiosk.

This document may be updated from time to time, with any changes submitted to Northern Beaches Council (Council) for endorsement.

2. Location

The Freshwater Surf Life Saving Club building is located at 50 Kooloora Avenue, Freshwater NSW.





3. Club Contacts

The Executive Committee is responsible for the management of all aspects of the club and has wide ranging operational, financial and management powers. The current Executive Committee is -

Position	Name	E-mail
President	Michael Bate	president@freshwaterslsc.com
Executive Officer	Richard Hawtin	executiveofficer@freshwaterslsc.com
Treasurer/Finance Director	Michael Rees-Evans	treasurer@freshwaterslsc.com
Chief Instructor/Director of Education	Kelly Dobrow	education@freshwaterslsc.com
Club Captain / Director of Life Saving	David Price	captain@freshwaterslsc.com
Director Sport	Paul Stormon	sport@freshwaterslsc.com
Facilities Director	Michael Kirkby	facilities@freshwaterslsc.com
Sponsorship & Marketing Director	Kimberley Dales	sponsorship@freshwaterslsc.com
Chairperson Junior Activities	Tony Wessling	nipperschairman@freshwaterslsc.com
Director Member Services	Shanny Dyer	memberservices@freshwaterslsc.com
Director Youth Services	Joshua Orr	youth@freshwaterslsc.com
Surf Club Administrator	Carla Thornton	admin@freshwaterslsc.com

The responsibilities of the Club and its members include but are not limited to:

- ensuring compliance with conditions of Development Consent DA2023/0998 and the provisions contained within this OMP;
- ensuring that a copy of this OMP is readily available to club members as well as members of the public during hours of operation;
- ensuring all Club members are made aware of this OMP and are aware of their responsibilities;
- liaising with members, Club users and hirers regarding the approved operation and appropriate use of the function room and meeting room;
- complying with the Ocean Beach Plan of Management for Freshwater Beach;
- implementing noise management procedures;
- ensuring all relevant insurances are current and in effect;
- overseeing emergency procedures such as the evacuation of the premises and contacting emergency services; and
- any other reasonable responsibilities identified from time to time.

The Objectives of the Club and its members include but are not limited to:

- Work in conjunction with Council lifeguards to administer first aid and assist the public who use Freshwater Beach and its immediate environs;
- Study and train in the methods of life saving and first aid;
- Educate and instruct all members in the elements of surf safety and awareness;
- Provide efficient life saving and first aid equipment to support the club's objectives;



- e) Provide members of the Club with opportunities to improve their ability to engage in SLSA competition;
- f) Have a Youth Program designed to encourage junior activity members and their families to remain actively involved with the Club;
- g) Operate in an environment where at all times the safety of children is paramount;
- h) Assist the local council in improving the facilities for the community;
- i) Provide all members of the club with equipment and facilities to support their involvement with club activities;
- j) Provide a safe and healthy environment for all club members and users of the club facility;
- k) Adopt best practice in the administration, financial and general operations of the club;
- l) Have a one club approach to all activities;
- m) Participate as a member of SLSA.

4. Facilities in the Building

a. Basement

- Surf club storage and Life Saving store
- Toilet amenities for the surf club members
- Shower amenities for surf club members
- Patrol room
- Nippers store
- First Aid room

b. Ground Floor

- Club clothing store
- Café/Kiosk
- Amenities for use by users of the club
- Club Office
- Members (Club) Lounge
- Heritage Room/Museum of Surf
- Freshwater Room and Koolooro Room

c. First Floor

- Surf club gym
- Club Board Room / Meeting Room
- Club training and education equipment storage.

Refer to floor plans in Appendix 1.



5. Key building occupier/hirers

The key building users of the facility are:

- a) Freshwater Surf Life Saving Club;
- b) The café/kiosk operator
- c) The venue hirers
- d) Public visitors

6. Permissible Use and Activities

- a) Surf Life Saving Club and associated activities including fundraising and hiring of facilities to the community including:
 - SLS training;
 - Pilates, tai chi, yoga, meditation, relaxation;
 - Fitness classes;
 - Corporate events, meetings, conferences and seminars;
 - Weddings, birthdays and social functions;
 - Community and public gatherings;
 - Fundraising events for non-profit organizations such as trivia nights, presentations, and exhibitions; and
 - Seniors activities and youth development activities.
- b) Commercial operation of a Café/Kiosk
- c) The Club holds Liquor Licence - LIQO660032952
- d) Other reasonable uses as may be specified or approved by Northern Beaches Council.

7. Capacity

The Club will ensure that the maximum capacity for the facility is not exceeded. The total capacity of the building is 310 patrons.

Functional Area	Maximum No.
Members lounge	60
Freshwater Room	90
Balcony	20
Kooloora Room	140
Board Room	15
Café/Kiosk	70



8. Access

The public accessible amenity, family change and accessible change rooms are open between 6am to 9pm every day. Access is controlled by an automatic door Access Control system managed by Council. The public amenities are cleaned daily by Council contract cleaners.

9. Air conditioning

Ceiling fans are provided in the Freshwater, Kooloora Rooms function room and an Air Conditioning Unit in the Board Room operated by a wall mounted control unit.

10. Club Hours of Operation

The club will be open with access to members via a FOB system between 5.00am to 9.00pm (including the club gym), Monday to Sunday. FOB access to relevant areas of the building for each member, will be managed via the fobbed doors according to the members role within the club.

a. Maximum hours

The maximum hours of operation shall be in accordance with the conditions of consent.

Location	Operating Hours	When
Members lounge, Function rooms	10am - 10pm	Sunday - Thursday
	10am - 12am	Friday - Saturday
	10am - 2am	Following NYE
	12pm - 10pm	Good Friday
	12pm - 10pm	Christmas Day
Café/Kiosk	7am - ?	7 days including public holidays

Upon expiration of the permitted hours, all service (and entertainment) shall immediately cease, no patrons shall be permitted entry and all customers on the premises shall be required to leave within the following 30 minutes.

Note: Emergency Surf Life Saving club operations and activities may operate outside of the above set times.

11. Noise Management

The Club, commercial operators, hirers and their guests shall ensure that noise associated with entertainment within the premises including but not limited to background music must be in accordance with the following:



- a) The LA10 noise level emitted from the licensed premises shall not exceed the background noise level in any Octave Band Centre Frequency (31.5Hz - 8kHz inclusive) by more than 5dB between 07:00 am and 12:00 midnight at the boundary of any affected residence.
- b) The LA10 noise level emitted from the licensed premises shall not exceed the background noise level in any Octave Band Centre Frequency (31.5Hz - 8kHz inclusive) between 12:00 midnight and 07:00 am at the boundary of any affected residence.
- c) Notwithstanding compliance with the above, the noise from the licensed premises shall not be audible within any habitable room in any residential premises between the hours of 12:00 midnight and 07:00 am.
- d) The users must adhere to the approved maximum building capacity.
- e) The number of people on the balconies shall be restricted to a maximum of 25 people.
- f) The door opening into the balcony from the members lounge must not remain in an open position.

Generally, an hirer/occupier must not unreasonably interfere with the peaceful enjoyment of other lessees and hirers of the building or of any person lawfully using a common area.

12. Security

The building is keyed to Council's key system and also functions with a proximity card reader.

The responsibilities for the security of the building are:

1. The Club to keep all club areas locked and secured when not in use. It is the responsibility of the club to ensure venue hirers secure the club after bookings.
2. The café/kiosk operator to keep the leased space locked after trading ceases.

A security CCTV system covers the exterior of the building and immediate surrounds. The Club will manage the CCTV system including costs associated with back to base monitoring, equipment maintenance and replacement, and adhere with the appropriate legislation (Privacy and Personal Information Protection Act 1998).

13. Emergency Evacuation

Emergency Evacuation Plan for:	Freshwater SLSC
Premises address and contact number:	50 Kooloorra Avenue, Freshwater. Phone number: +61 2 9905 3741
Sound of the alarm	
The sound of the alarm will be: A shouted warning/whistle sounding/loudspeaker etc	
Raising the alarm	



<p>In the event of a fire beginning:</p> <p>If the fire is discovered by a member or a visitor notifies a member of a fire, the alarm will be raised by activation of the nearest call point or commencing manual warning (whistle, shout etc)</p>
<p>Action member should take on hearing the alarm</p>
<p>The following actions will be taken upon the fire alarm being sounded/raised:</p> <p>Member/Staff will take charge and lead in the fire evacuation.</p> <p>Dial 000 and request attendance by the Fire Service. Member gives their name, name of building, building address (as detailed above).</p> <p>Members/Staff will commence evacuation of the building - ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating.</p> <p>Members/Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out.</p> <p>If safe to do, electrical mains and gas supplies should be switched off before leaving the building.</p> <p>Ensure nobody re-enters the building until confirmed safe to do so by the Fire Department.</p> <p>Meet at assembly point and check all Members and Staff members are accounted for.</p> <p>Liaise with Fire Service upon their arrival.</p>
<p>Escape routes</p>
<p>The escape routes from the building are:</p> <p>All members/visitors in the venue space to move down from the First Floor to the Ground Floor and exit via Entrance Door</p> <p>All members and guests on the Ground Floor will exit via the Entrance Door or the Emergency Exit Doors in the rooms.</p> <p>Café/Kiosk staff will exit by the nearest door.</p>
<p>Fire assembly point</p>
<p>The assembly point is at the easterly side of the Childrens Playground.</p>
<p>Fighting fires - Extinguisher use</p>



<p>Fire extinguishers will only be used where:</p> <p>Members/staff have received training and feel confident in their use</p> <p>Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small</p> <p>Personal safety always takes priority and, if in any doubt, members/staff should not attempt to extinguish a fire.</p>	
Location of key safety hazards or other fire related equipment	
<p>Gas supply shut off: Behind louvre door on western face between roller doors, gas path valve located in front of enclosure</p> <p>Main switchboard (MSB): Lobby in main electrical cupboard</p> <p>Main water inlet and meters: Surf Club Bin room</p> <p>Gas/oxygen cylinders: First Aid room</p> <p>Location of fire indicator panel (FIP): Lobby under stairs opposite MSB</p>	
Number of staff needed to carry out evacuation plan	
<p>To implement the evacuation plan, 2 trained members/staff are needed on duty.</p> <p>Between: 4pm and 11:30pm: during special events etc, 2 members/staff need to be always on duty.</p>	
Equipment needed to affect the emergency plan	
Mobile phone, torches, emergency exit plans.	
Responsibilities	
For ensuring plan is up to date	<p>Executive Officer and Bar Operations Manager</p> <p>Surf Club Administrator</p>
For ensuring adequate staff are on duty to carry out the evacuation plan	As above
For training staff on the evacuation plan and in their roles and responsibilities	As above
For providing site induction to hirers	As above



Personal Emergency Evacuation and General Emergency Evacuation Plans to this document:

- Plan to be reviewed and training to be done annually.
- Evacuation Plan and Assembly Point (refer Appendix 2).

Emergency Procedures

The hirer/occupier must be aware of and observe the Emergency Evacuation Management Plan for the premises.

The hirer/occupier must take direction from Freshwater SLSC management committee in the case of an emergency, when such persons are present.

The hirer/occupier is responsible for ensuring that fire doors and emergency exits are not obstructed.

The hirer/occupier is responsible for ensuring that fire-fighting equipment is not discharged, used or interfered with for any reason other than its designated or manifest purpose, and only by trained personnel.

The club will notify the café/kiosk operators of any Emergency Evacuation training that is carried out. Attendance at two Emergency Evacuation training sessions yearly at intervals not greater than 6 months as per the Emergency Evacuation Management Plan.

The hirer/occupier is responsible for ensuring that the capacity of the premises and any equipment associated with it is not exceeded.

14. Complaints Procedures

The Club and café/kiosk are required to develop their own complaints management procedures. A copy of the procedures shall be kept on site by the Club and available on request.

Club follows SLSA protocols for Complaints Procedures.

Council shall address complaints relevant to Council issues in accordance with its normal policies and procedures.

While the Lease and Sub-Lease agreements are meant to address this matter, all parties are required to work collaboratively with each other to resolve complaints promptly.

COMPLAINTS:

All complaints to be received in writing and referred to executiveofficer@freshwaterslsc.com and be responded to within 7 days.



15. Major Events (including multiple functions)

Functions

Functions and Venue booking enquiries are received through the club website via a booking's enquiry form. The enquiry is responded to and when a confirmed booking is received it is recorded to the relevant bookings calendar for the required venue space, date, and time.

The clubs Functions Manager will be responsible for all bookings and associated processes.

The Club has one entry points which can be used for patron access flow if 2 events are being held simultaneously.

The Club have control and management of the function room and all bookings.

16. Building Management

a. Gym

Access to members via a FOB system between 5.00am to 9.00pm, Monday to Sunday.

b. First Aid

The hirer/occupier is responsible for providing first aid at the premises and undertakes that the hirer/occupier has, and will keep current, appropriate first aid training and an appropriately stocked first aid kit.

c. Security

The hirer/occupier must observe the secure closing of the premises; windows and doors must be secured, all lights, fans, air conditioners, heaters etc. and accessories must be turned off and any alarm must be "armed" if instructed by Freshwater SLSC. Failure to "arm" the alarm system will incur a call out fee of \$200 (or as updated from time to time according to Council's Fees and Charges).

d. Food and Alcohol

The surf club are permitted to serve and/or supply food and/or alcohol during any function but only in strict compliance with the surf club's relevant licence conditions.

e. Signs & Decorations

The hirer/occupier is not permitted to use any adhesive materials to secure signs, posters or decoration on any internal or external wall or floor surfaces. Nails, screws or any other fastenings must not be driven into or attached in any way to the walls, floors, timberwork, furniture or fittings. The hirer/occupier is not permitted to supply or permit the use of any coloured hairspray, glitter, paint, rice or confetti, balloons, party poppers, crepe and paper



streamers. The hirer/occupier is liable to the Club for full restoration and repair costs in connection with any damage resulting from their occupation.

The hirer/occupier must not erect any signs on or outside the premises without Freshwater SLSC's prior written approval.

Decorations are not to be placed on any fans, heaters or electrical fittings.

f. Damage to Premises

The hirer/occupier is responsible for the cost of making good any damage caused to the premises, furniture or fittings during the course of the hirer/occupier's use or occupation of the premises, including scratches on floors caused by items being dragged across floor surfaces. Table and chair trolleys are to be used where available.

The hirer/occupier must report immediately to the Club any damaged or dangerous electrical fittings and ensure that steps are taken to prevent use of the same until repaired.

The setting up of tables, chairs and other equipment is the responsibility of the hirer/occupier (except where otherwise negotiated with the Club).

Furniture and fittings must not be removed from the premises.

The hirer/occupier shall not store any of the hirer/occupier's furniture or equipment upon the premises.

All portable electrical equipment or leads that are brought into or used in the premises shall comply with the Work Health and Safety Act 2011 No. 10 and the applicable Regulations.

The hirer/occupier is responsible for any equipment and/or goods used and left upon the premises.

g. Cleaning

Building cleaning will be carried out by the Club Caretaker. Surf Club building amenities shared by the surf club, and café/kiosk will be cleaned by the Club daily and in accordance with the lease conditions. All common areas will be cleaned 3 times a week. Cleaners to be engaged ad hoc as required with regards to functions.

Members lounge, meeting rooms, surf club storage room, canteen, club shower rooms, and first aid room are to be maintained by the club.

Function room cleaning is the responsibility of the Club.

The hirer must at the conclusion of the booking:

- leave the premises in a neat and tidy condition free of decorations, dirt, grit, water, obstacles, etc. to ensure the safety and convenience of future users of the premises;
- sweep the floor (mop floors to remove drinks spillages, etc.) using equipment provided;
- remove all garbage and refuse from the venue space and dispose of such garbage and refuse into the waste bins provided;
- wipe clean and pack away the Club's furniture and equipment as agreed in the hire agreement.



Refer to the hire agreements and/or permits for further venue hire cleaning details.

h. No Smoking/BBQ/Naked Flames

The hirer must not or permit upon the premises any smoking, candles (save for candles in protective covers), naked flames, BBQs, or sparklers.

i. Waste management

The Club and café/kiosk are all required to prepare a waste management plan approved by Council. The waste management plans are to be prepared considering the Northern Beaches Council Waste Management Guidelines.

The Club, lessees and hirers will comply with the Northern Beaches Council's Single Use Plastic Policy, aimed at eliminating the use of single use plastics by way of minimising the use of plastic bags, balloons, plates and cutlery, providing products and services that do not rely on single use plastics, promoting alternatives to single use plastics, and not distributing or selling plastic straws.

The Club, lessees and hirers will also comply with Council's Waste Minimisation for Functions and Events policy, aimed at promoting best practice waste management.

The Club has a contract with Rentokil Initial.com to provide sanitary bin services to the toilet facilities throughout the building.

Club waste bins are stored in the bin storage room and the cleaning company will put the bin out as required.

j. Trade waste disposal

Grease arrestors are installed to service the café/kiosk trade waste.

Maintenance and servicing of the grease traps must be organised outside of peak hours and weekends with approved Sydney Water service providers and in accordance with the tenancy leases.

k. Traffic management

IRB and ATV Usage:

Signage to be used while ATV and IRB are moving in and out of the building via the public pathways.

Surf Boat:

Signage to be used while Surf Boats are moving in and out of the building via the public pathways. Care should be taken pulling in & out of buildings onto roadways.

Board and Ski Trailers:

Signage to be used while Board/Skis are moving in and out of the building via the public pathways. Care should be taken pulling in & out of buildings onto roadways.



A traffic management plan will be developed to ensure the safe movement of large equipment.

17. Liquor Licence

The Club may sell or provide liquor (within the meaning of the Liquor Act 2007) in connection with the Permitted Use or Fundraising activities as defined under the lease agreement with Northern Beaches Council and will ensure compliance with the lease agreement and any relevant liquor licence conditions.

Trading hours for the licenced areas:

Monday:	10am to 10pm
Tuesday:	10am to 10pm
Wednesday:	10am to 10pm
Thursday:	10am to 10pm
Friday:	10am to Midnight
Saturday:	10am to Midnight
Sunday:	10am to 10pm

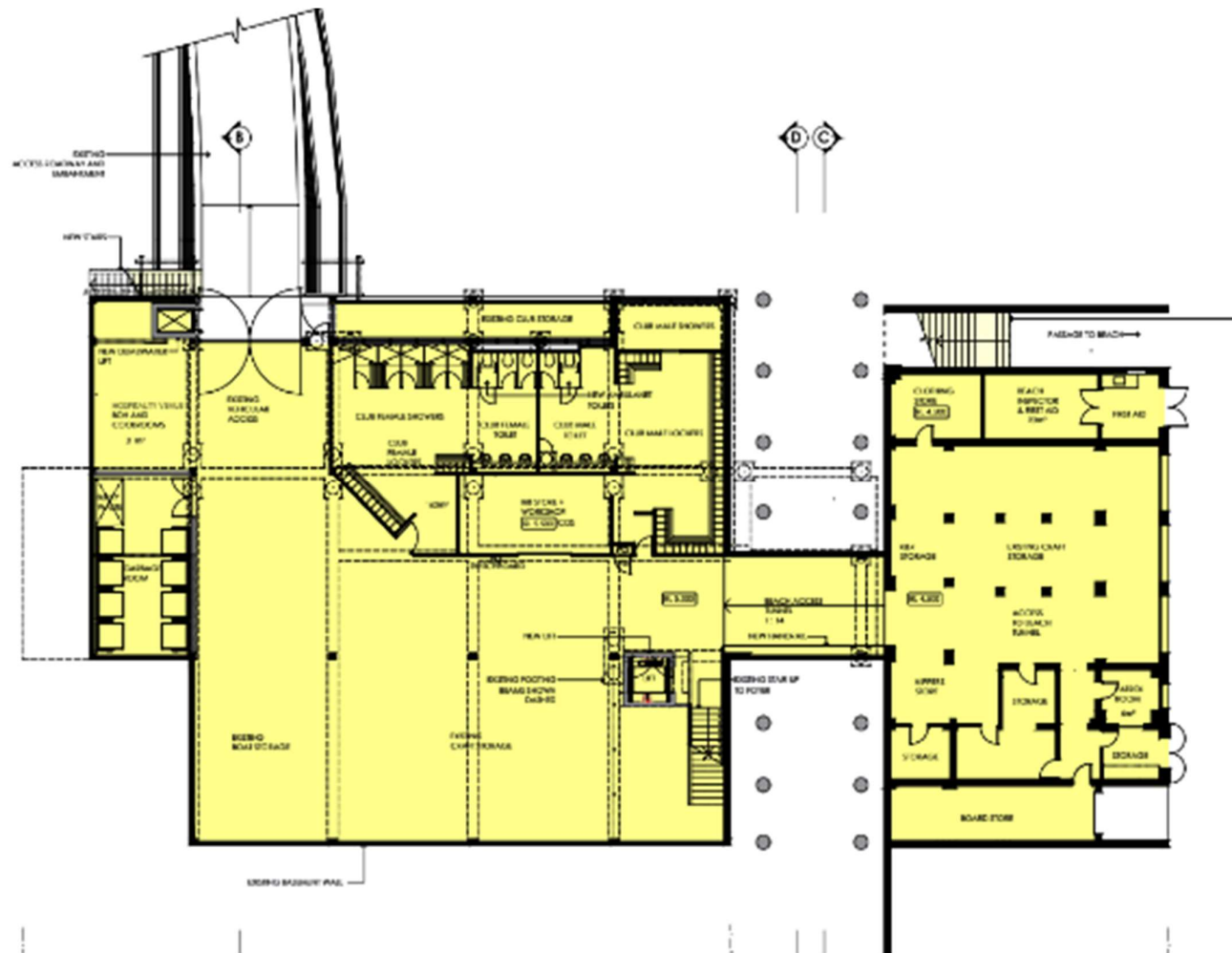
Approved by:

Insert Club Name:

Insert Council Name

Signature:

Operational Management Plan – Freshwater Surf Life Saving Club



[illegible]



