

# **PLAN OF MANAGEMENT**

**380 Pittwater Road, North Manly**

**February 2020**

## 1.0 INTRODUCTION

1. The purpose of this Plan of Management ("*the Plan*") is to outline the operation and on-going management of the premises as an Urban Winery.
2. The POM demonstrates a commitment by the owner and operator to recognise and address the necessary aspects of the business management including complaints reporting and management procedures and an ongoing review mechanism.
3. All staff will be made familiar with this Plan. A copy of this Plan and development consents shall always be available on site and produced for inspection upon request by Council Officers.

## 2.0 ADMINISTRATION

### 1. Hours of operation:

Monday – Wednesday	6am – 10pm (outdoors until 9pm)
Thursday – Saturday	6am – 11pm (outdoors until 10pm)
Sunday	6am – 9pm (outdoors until 9pm)

### 2. Staffing

Café/Food preparation	3
Wine making	1
Brewery	1
Wine tasting/ Bar	3
Total:	8 staff

### 3. Seating

Tables of 5 ( x4 tables) = 20 seated  
Outdoor seating will be at tables of 4 ( x3 tables) = 12 seated  
Pavilion/ cabana inside bar area seating 8 = 8  
Wine tasting will be standing at the tasting/sales bar (8-10 persons) plus

communal table with seating for 10 = 20

Maximum patronage is expected to be 60.

### **3.0 PARKING/TRANSPORT**

1. Two car spaces on the roof top will be available for staff/patrons and 2 additional spaces will be available by a shared agreement with unit 2. Car parking is available in neighbouring streets.
2. Public transport by bus is available to both staff and patrons with a bus stop at the front of the site.
3. All staff travel to the site by public transport.
4. Many clients will also travel by bus. The operator and staff will provide details of public transport available to the site to their clients to encourage its use.
5. Clients will be encouraged to carpool to reduce the number of vehicles coming to the site.
6. Clients will be encouraged to walk to the site.
7. Organised groups will be provided with details of shuttle buses to reduce possible vehicles visiting the site.

### **4.0 ODOUR**

1. Waste will be managed in accordance with the Waste Management Plan.
2. Mechanical ventilation and odour nullifying measures are to be used during cooking, wine making and brewing activities.
3. The use of the venue must not give rise to the emission into the surrounding environment of any odour.

## **5.0 WASTE**

1. Waste collection will operate as detailed in the waste management plan.
2. All deliveries and waste collection will be via the Rowe Street loading dock before 10.30am.
3. All care will be taken to ensure that any use and movement of garbage bins is efficient and quiet.
4. Waste generated by the use of the premises will be collected and stored discretely on site until collection is scheduled.

## **6.0 FLOOD**

1. All staff will be familiar with the requirements for storage of material and electrical use above the flood level.
2. All staff will be aware and trained regarding the evacuation management plan in the event of flood. Two designated employees will take responsibility for executing the flood management plan as Flood Wardens. This will require staff to gather all people on site at the existing driveway roller door, off Rowe Street, then direct them to leave along Oliver Street to higher ground.
3. Signage will be available on site within the premises to assist patrons in the event of a flood event.

## **7.0 NOISE**

1. Operation of the venue will be in accordance with the Acoustic report.
2. Hours of operation will not vary from those approved by Council.
3. Use of outdoor tables will cease at 10pm (9pm Monday to Friday).
4. Music will be contained to the indoor area.

5. Staff of the premises shall take all reasonable steps to ensure that the behaviour of customers entering and exiting the premises does not detrimentally affect the amenity of the neighbourhood, the use of the premises loitering and any litter generated within the immediate vicinity of the premises.

## **8.0 DOG ACCESS**

1. Dog owners will be allowed to use the outdoor seating area and all dogs must always be on a leash. Water bowls and eco-friendly litter bags will be provided.

## **9.0 SERVICE OF ALCOHOL**

1. All staff serving alcohol will have Responsible Service of Alcohol qualifications.

## **10.0 SAFETY AND SECURITY**

1. Comprehensive security and safety measures, including personal duress alarms and monitoring system will be provided on site.
2. The owner and operator will be responsible for the maintenance of these systems and ensure they are in good working order at all times.
3. Doors are to remain locked for areas that are not in use.

## **11.0 FIRE SAFETY, EMERGENCY PROCEDURES AND ESSENTIAL SERVICES**

1. A first aid kit and fire safety equipment shall be made available in all applicable areas of the premises.
2. The telephone numbers for all relevant emergency agencies will be readily available at all times within the premises for access by staff and clients.
3. All staff shall be made aware of fire safety requirements and the procedures to be followed in the event of an emergency at the premises including the street number

and nearest cross street for emergency personnel contact. This information shall be readily available at all times within the premises for access by staff and clients.

4. All essential services relating to fire safety and other essential services shall be installed within the premises where required and maintained in good working order at all times. These will be in accordance with the class of building as specified by the BCA consultant, including Fire Evacuation plans.
5. The premises will conduct an occupational health and safety review between qualified occupational health and safety inspectors and staff of the premises on a quarterly basis.

## **12.0 AMENDMENTS TO THIS PLAN**

1. If, in circumstances where better management or improved amenity outcomes can be achieved by amendments to this Plan such amendments can be made with written consent of Council, following consultation with the Council who shall be provided with a copy of any modified Plan.

## **13.0 COMPLAINTS**

1. Any and all complaints from neighbours will be dealt with within 24 hours with a register of issues to be retained as an appendix to the POM.

This Plan of Management will be annually reviewed, with any changes provided to Council for comment and formal incorporation and documentation.

**Name:**

**Position:**

**Signature:**

**Date:**