



CUMBERLAND
CITY COUNCIL

Operational Management Plan

Guildford Pool Modernisation Project

July 2024 – Revision Number 1.0

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1. Introduction

1.1 Overview

Guildford Aquatic Centre, located in the Greystanes Ward within the Cumberland City Council LGA, is a multi-faceted aquatic facility designed to service the wider community through the provision of leisure & recreational swimming and the delivery of aquatic & leisure-based programs designed to teach participants the fundamentals of swimming whilst providing enhanced education in relation to the principles of water safety.

This Operational Management Plan (OMP) forms an essential part of the process of guiding and ensuring Cumberland City Council staff and members of the wider community are kept safe whilst working in or visiting one of our Council operated Swim Centres.

The OMP also outlines the necessary operational requirements required to aid the provision and promotion of enhanced, positive and welcoming experiences through the encouragement of increased utilisation and participation that further creates welcoming, safe, inclusive and supportive assets to the wider Cumberland LGA community.

1.2 Purpose

Cumberland City Council, as an operator of Aquatic facilities, holds the responsibility for the safety of Council staff who work at our Swim Centres and members of the public who may visit our Swim Centres. This involves ensuring safe work processes and practices are undertaken across all our Swim Centre venues through the programs and services we provide the wider community.

It is essential that all Swim Centre staff are made familiar with this document and each specific section of it during the onboarding process and throughout their employment with Council, by providing direction for staff on fulfilling their responsibilities as management, lifeguards and customer service officers across all Cumberland City Council managed Swim Centres.

In Australia there are numerous documents in place to regulate and guide swimming pool operations. This OMP follows the Royal Life Saving Australia Guidelines for Safe Pool Operation (GSPO), which contains invaluable information for Local Government, Facility Owners & Designers, Engineers, Management, Duty Supervisors, Pool Lifeguards & Learn to Swim Instructors.

The development of the Guildford Aquatic Centre Operational Management Plan was the result of:

- The need for a uniformed and compliant approach regarding the management of the facility.
- The need for a uniformed and compliant approach regarding the operations and running of the facility.
- To ensure the safety and wellbeing of all Cumberland City Council Swim Centre staff and members of the wider community is provided when attending the facility for work or leisure purposes.
- To enable staff to the opportunity to gain enhanced knowledge of all operational policies and procedures required to complete all tasks in a safe and timely manner.

1.3 Review

This Operational Management Plan will be reviewed on an annual basis in conjunction with the review of the safe work procedures and operational task checklists. The next review is planned for July 2025. This review will be conducted concurrently with the WHS Manual review.

1.4 Pre-Lodgement Meeting

Cumberland City Council have reviewed the Pre-Lodgement Meeting Advice dated 24 April 2024 and confirm that this document addresses items raised under 'Parks/Open Spaces' which requests:

Plan of Management which details the ongoing care and maintenance of the proposed facility.

This Operational Management Plan details the ongoing care and maintenance of the proposed facility. Please see this document as evidence.

2. Facility Overview

2.1 Facilities

The Guildford Aquatic Centre consists of the following facilities:

- 25m Indoor Pool (five lanes plus adjoining aquatic program space)
- 25m Outdoor Pool and shade structure (six lanes)
- Toilets & amenities
- Wheelchair-accessible toilets, showers, amenities and parking
- Shower facilities
- Change facilities
- Parking facilities
- Merchandise & retail area
- Multi-purpose meeting room

2.2 Programs and Services

The following programs and services are offered at Guildford Aquatic Centre:

- Newborn (0-6 months)
- Infant & Toddler (6-36 months)
- Preschool (3-5 years)
- Youth (13-24 years)
- Adults
- Culturally and Linguistically Diverse Programs
- School Holiday Programs
- School Programs
- Birthday Parties
- Recreational & Leisure Swimming
- Squad Programs

- Aqua Aerobics Program
- Private Lessons
- Access and Inclusion Programs

2.3 Accessibility

The following accessibility provisions are available at Guildford Aquatic Centre:

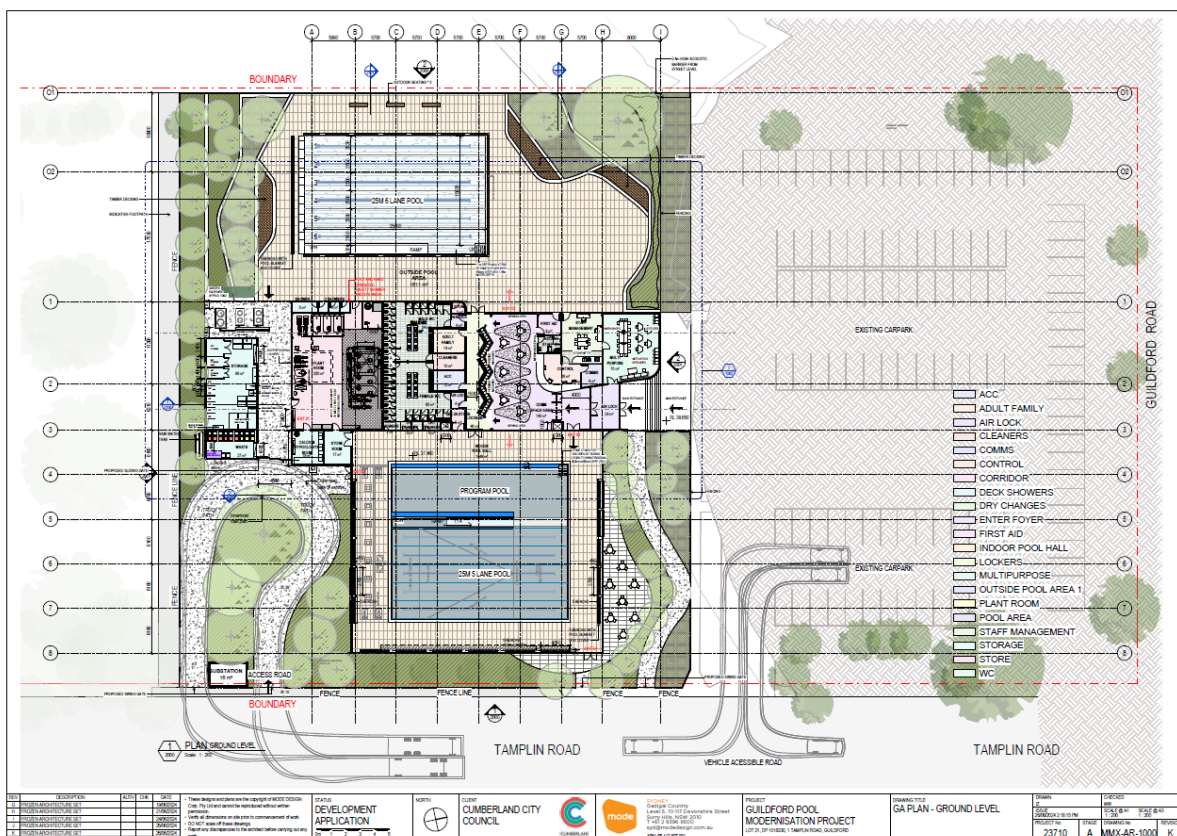
- Designated disabled parking
- Wheelchair access into the centre
- Access ramps into indoor & outdoor pools
- Disabled toilet and change room
- Lockers at wheelchair height
- Lifts and pool hoists
- Slip resistant surfaces

2.4 Operational Hours

Guildford Aquatic Centre operates (all year round) under the following trading hours:

- **Monday to Friday:** 6:00am to 8:00pm
- **Saturday:** 6:00am to 5:30pm
- **Sunday and Public Holidays:** 7:30am to 5:30pm

2.5 Physical Layout

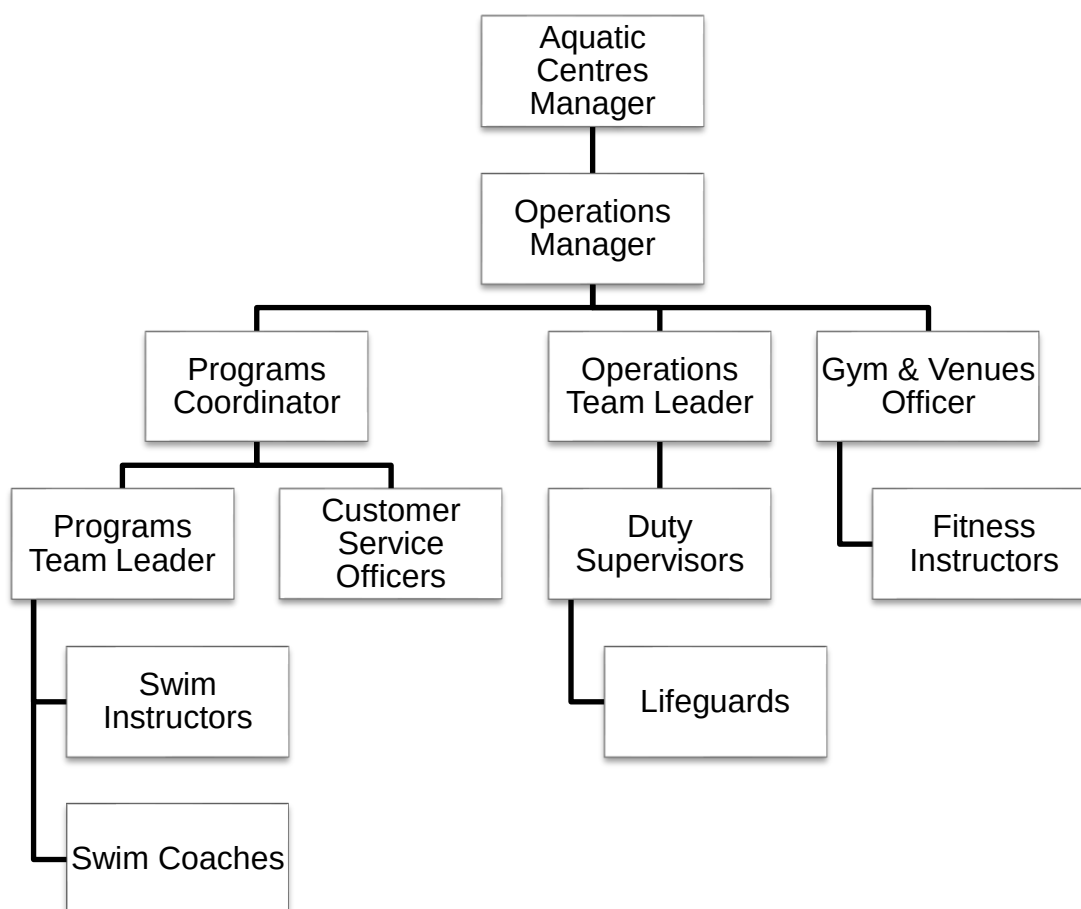


2.6 Waste Management

Waste management is referenced in Appendix A – Waste Management Plan prepared by WSP. This document contains information on how waste will be managed during operation.

3. Staffing Expectations & Requirements

3.1 City Services - Swim Centres Organisational Chart



3.2 Contact details

Aquatic Centres Manager	8757-9792	0499 693 436
Operations Manager	8757-9858	0405 440 539
Programs Coordinator	8757-9465	0421 859 579
Operations Team Leader	8757-9464	0410 185 945
Gym and Venues Officer	8757-9188	0406 991 833

Programs Team Leader

8757-9467

0466 935 986

3.3 Staff Roles and Responsibilities

Aquatic Centres Manager	• Lead the aquatic, health and fitness centres to support local recreation activity and participation. • Contract & stakeholder management of the Auburn Ruth Everuss Aquatic Centre site and management agreement. • Actively promote and develop learn to swim (LTS), wellness & aquatic programs within the LGA. • Advise the Executive Manager Assets, Capital and Facilities on state government policies, legislation and regulations, community needs and trends, and sector best practice to guide new and innovative initiatives for direct service aquatic centres. • Develop and manage the long-term financial plan and capital expenditure for the replacement of pool assets and equipment. • Provide expert advice and information and manage relationships to maximise local recreation activity and participation in an environment of increasing residential population and density. • Strategic service planning, resourcing and risk management • Review, develop, update and execute operational policies, procedures, goals and business plans that ensure relevance, effectiveness and compliance. • Ensure strong technical (e.g. project, operational, financial and contract management) skills are developed, adopted and practised at all times by staff within the team. • Coordinate the preparation of contract and tender specifications, evaluation of tender and contract documents, performance review and reporting on service delivery by external contractors. • Coordinate the investigation and establishment of partnerships with the community, private and government sectors to sponsor and develop recreation programs and opportunities in the local government area, including ongoing administration of grant and funding applications. • Represent Council as required which includes delivering high standard presentations, preparing professional reports, submissions, policy documents and contracts.
Operations Manager	• Assist the Aquatic Centres Manager in the management of Council managed and operated Swim Centres. • Develop, manage and report on the cost effective and efficient provision of services within area of responsibility consistently within budget and corporate objectives whilst exploring avenues of increasing the viability of the Council's Swim Centres.

	• Ensure that all Council Swim Centres are maintained to achieve the highest level of health and safety standards according to the relevant legislation and Industry Guidelines. • Write reports for the Section regarding such matters as customer requests, insurance claims, accident reports, workers compensation, etc. • Ensure all requirements of Council Policies, Australian Standards and Government Acts and Swim Centre's Operations Manual and Regulation are adhered to, always. • Maintain a high standard of workmanship, safety and environmental protection in all operations under the position's control. • Implementation and maintenance of sound risk management processes and structures within their area of responsibility in conformity with Council's risk management framework. • Create an environment where the management of energy and water resources is accepted as the personal responsibility of all staff, volunteers and contractors.
Programs Coordinator	• Lead and manage a team to ensure the effective delivery of aquatic programs and services at all of Council's managed facilities. • Develop and implement operational plans for the effective management of the business unit. • Preparation and review of the Swim Centres Programs Manual ensuring compliance and in line with industry best practice. • Develop and implement a workforce plan and liaise with the Operations Manager about future workforce needs. • Contribute to the development of marketing plans and strategies for the future growth of the Swim School and other related services. • Coordinate and conduct the recruitment and selection process for Swim School staff. • Accurate recording and reporting of key performance indicators relevant to the business unit. • Provide support and training on the use of the Swim Centres point of sale system (POS).
Operations Team Leader	• Management of staff and public at Council managed Swim Centres • Assist in the administrative function of the Recruitment, Selection & Placement process • Training of staff in Swim Centre operations and lifeguarding • Determine and set rosters for the staffing of all centres. • Process and administer fortnightly payroll in line with hours worked across each Swim Centre

	• Raise and reconcile purchase orders & commitments in a timely manner • Supervision of staff of the facility at all times, ensuring the behaviour of all staff is conducive to the provision of a safe and enjoyable experience • Act in accordance with the current Royal Lifesaving NSW Guidelines for Safe Pool Operation • Make suggestions for improvements and actively and positively contribute to team goals • Conduct regular inspections that ensure Swim Centres are clean and maintained to the highest level. • Accurate financial reconciliation and process of revenue from the swim centres management • Organise regular team meetings making suggestions for continual improvements.
Gym and Venues Officer	• Assist the Manager in the planning, supervision and evaluation of all gym and wellness programs, and room casual & permanent bookings. • Coordinate the management and programming of the Wellness program, including Aqua Aerobics and various other gym and stretch related classes. • Oversee all gym programs and room bookings ensuring effective operation. • Order, receive and store stock as and when required. • Perform administrative duties such as membership sales, facility tours, equipment set-up, and pack down & cleaning-up, cleaning of equipment, dealing with customer complaints and member feedback, cash-handling and program bookings. • Collect customer feedback and report any patterns, concerns or incidents to the Coordinator/ Manager and respond positively, efficiently and diplomatically to the needs of Council's customers in a timely manner.
Programs Team Leader	• Assist the Programs Coordinator in the planning, supervision and evaluation of all aquatic programs. • Lead a team and oversee all programs ensuring effective operation. This will involve the coordinator of breaks and coverage and any assistance with program requests. • Supervise all Swim Centre Program staff and their respective areas. This will involve closely observing and managing the performance of direct reports and notifying the coordinator of developments and training requirements. • Recognise and resolve conflicts amongst team members, customers and students. • Always Maintain a high level of communication with the Programs Coordinator.

	• Perform general administrative duties such as membership sales, equipment set-up and pack down-up, dealing with customer complaints and member feedback, cash-handling and program bookings.
Duty Supervisor	• Lead and supervise a small team ensuring efficient operation of the facility and report any issues that may arise to the Operations Manager. • Ensure the provision of a safe, professional, functional, well presented and clean aquatic environment, implementing standard operating procedures where applicable. • Ensure the facility is set up for programs or bookings in accordance with the daily booking schedule. • Active lifeguard and supervision of staff for the use of the facility always, ensuring the behaviour of all customers is conducive to the provision of a safe and enjoyable experience. • Respond to emergencies in accordance with departmental and role specific training. • Perform water rescues where required, in accordance with lifeguard training. • Respond to and manage first aid and other incidents within the centre and complete the relevant report forms.
Swim Instructors	• Provide professional, safe, practical and theoretical instruction to participants in Councils Learn to Swim programs. • instruct according to teaching methodologies outlined by Austswim and Royal Life Saving Society Learn to Swim Programs. • Ensure the safety and wellbeing of all patrons and user groups to the nominated aquatics program by the provision of high-quality surveillance and teaching techniques. • Respond accordingly to any First Aid or Emergency situation and to work cooperatively with other staff/professionals/others in the treatment of such.
Swim Coaches	• Develop a program suitable to the needs of the community that is inclusive and promotes a pathway to competitive swimming. • Design performance training programs to address the needs of competitive athletes. • Implement and conduct the squad levels and associated training across all levels within the program. • Maintain up to date knowledge and industry standards to deliver high quality service ensuring that sessions are engaging and adapted to suit the needs of the athletes. • Implement personalised development plans to assist athletes to achieve competitive goals.

Lifeguards	• Active lifeguarding and pool patron supervision, ensuring the behaviour of all customers is conducive to the provision of a safe and enjoyable experience. • Support the provision of a safe, professional, functional, well presented and clean aquatic environment, implementing standard operating procedures where applicable. • Support the facility set up for programs or bookings in accordance with the daily booking schedule. • Respond to emergencies in accordance with departmental and role specific training. • Perform water rescues where required, in accordance with lifeguard training. • Respond to and manage first aid and other incidents within the centre and complete the relevant report forms.
Fitness Class Instructors	• Assist in the coordination, programming and delivery of the Wellness program, including gym and stretch related classes • Assist in overseeing the design & delivery of all individually tailored gym & wellness programs, and room bookings ensuring effective operation. to meet the needs of members and clients to deliver their desired results. • Conduct fitness testing & assessments for a broad range of clients and individuals including clients with special needs (e.g. rehabilitation and medical constraints). • Regularly clean and maintain various pieces of fitness & wellness equipment and always adhere to basic gym hygiene practices.

3.4 Personnel Policies and Procedures

Uniforms & Expectations

Employees will be issued a Council branded sun-safe uniform that they are expected to always wear in a professional standard of presentation whilst on shift. Uniform packages will include jumpers/jackets and a wide-brim hat.

It is not permissible to utilise personal wear or other organisation uniforms in place of Cumberland City Council issued uniforms, and it is important that staff are easily recognisable by patrons whilst on shift. Footwear or sunglasses are not provided, and staff are required to always wear fully enclosed shoes whilst on shift.

In addition to wearing Council issued uniform, Lifeguards are expected to carry:

- Fully stocked personal lifeguard bum-bag
- Personal pocket-mask
- Council provided two-way radio

Pre-Operational Inspections

Pre-operational procedures should be developed and documented, forming part of the Supervision Plan for Guildford Aquatic Centre. Pre-operational procedures will detail how communication amongst Lifeguards in a team environment occurs to ensure that; Previous shift notes are reviewed to understand what is scheduled to happen and how this impacts the teams' activities throughout the day; Safety checks have been completed and documented; Plans for any required changes as a result are discussed and agreed upon; Weather and scheduled events and the plan of implementation is discussed and agreed upon; Tasks to be completed have been discussed and agreed upon/allocated.

First Aid Equipment

Lifeguard bum bags should be worn by Lifeguards when on duty. At a minimum, bum bags should be stocked with a resuscitation mask, two (2) pairs of gloves, adhesive bandages, gauze pads, zip lock bags, a pen and notepad. Minor first aid should not interrupt Lifeguard supervision. Area coverage should take place prior to the Lifeguard performing minor first aid treatment.

Lifeguard Team Meetings

Lifeguard and Duty Manager team meetings should occur monthly at each facility to ensure adequate consultation, review, and implementation of the Supervision Plan.

Team meetings should ensure; the feedback provided from Lifeguards, other staff and customers is addressed; a review/discussion on any information collected from facility attendance, past incidents, and Lifeguard intervention over periods of time; the results from regular training and re-testing of the Supervision Plan through drills and scenarios is analysed.

Where changes to the Supervision Plan are identified or referenced in these meetings, minutes and action items of the meeting should be recorded and kept for a minimum of seven (7) years, from the date of the meeting.

Lifeguard Interventions

A Lifeguard Intervention process should be implemented which requires Lifeguards to record any preventative or reactive interactions made with aquatic users. Lifeguards record details such as time, description, location, Lifeguard name and one of three categories (described below):

- Keep Watch (promotion or enforcement of the RLS Keep Watch at Public Pools Program)
- Non/weak Swimmer intervention
- Other (rescues, first aid and enforcement of facility specific rules diving, running, etc.).

Intervention data should be used to help quantify the effectiveness and efficiency of educational programs such as Keep Watch at Public Pools and drowning prevention. In addition, analysing intervention data along with visitation data can result in clearer identification of the number of patrons within the facility at any time throughout operation, patron demographics and swimming capabilities, trends of patron movements, use of pool space and activities within the aquatic centre.

It can result in better prediction and management of pool space, assist with the deployment of Lifeguards and how to train and induct staff and can potentially lead to a reduction in operational costs.

Rostering

Cumberland City Council utilise a software package named 'Deputy' for its rostering and timesheet requirements. All employees will be setup on the system and be sent their login details to their preferred email address on commencement of employment.

It is the **employee's responsibility** to submit their unavailability's to the Operations Team Leader and to regularly check the Deputy app for scheduled shifts. If for any reason you are unable to work a scheduled shift, the Operations Team Leader must be informed prior, with as much notice as possible, to ensure any cover arrangements being made.

The **Swim Centre Operations Team Leader** is responsible for preparing rosters, which will be prepared and released at a minimum two weeks in advance where practically possible. They must ensure the safety of staff and pool patrons alike by rostering the adequate number of trained and competent lifeguards. Supervision requirements are detailed in section 7 of this operational management plan.

Full-time permanent employees will be required to work 9 days a fortnight, or in line with the individual's employment agreement, and be entitled to one rostered day off (RDO) per pay period. It may be possible to change the day of the RDO with approval from the Swim Centre Operations Manager if operationally viable. For Full-time permanent employees required to work a **rotating roster**, an additional week of annual leave will be provided.

Timekeeping

Upon commencing your shift, taking a break and finishing your scheduled shift, timestamps are to be recorded on the Deputy app. A 'Deputy' check-in kiosk is made available at each of Council's operated Swim Centres that may be used for the purpose of timekeeping if you choose not to use the mobile application. Falsifying the sign-on process is considered fraudulent and will not be tolerated and may lead to disciplinary action being taken.

Shift Punctuality

If you are going to be late arriving for your shift, you **MUST** contact your Duty Supervisor no later than 15 minutes after the time you are due to start your shift. If no notice is received within 15 minutes after the time you are due to start your shift, your shift may be filled by another lifeguard.

If you do not contact your Duty Supervisor, you will not be guaranteed work on that particular shift. There are minimum staffing levels that must be maintained when a pool is open. This is a WHS and Operational safety issue that must be complied with.

Reporting Absences

All staff must contact their immediate Duty Supervisor if unable to report for duty (i.e. sick leave). If it is not possible, contact the Swim Centre Operation Manager by calling 0405 440 539. If the phone is not answered, please leave a message.

Breaks

As per conditions of employment, meal breaks are permitted within 5 hours of work. As per conditions of employment, meal (lunch) breaks are of a minimum 30-minute duration. During the winter maintenance period, a 20-minute morning tea break is also permissible.

Overtime

All staff overtime must be authorised by the Swim Centre Operation Manager in all circumstances. At the Duty Supervisor's discretion and when authorised by the Swim Centre Operation Manager, casual staff are permitted to work up to 10 hours per day, at normal pay rates. Trainee staff are paid overtime rates after working more than of 70-hours in one fortnight. Fulltime staff are paid overtime rates after working their rostered hours.

4. Training, Performance and Development

4.1 Lifeguard & Duty Supervisor Induction

Prior to starting their operational duties as a Pool Lifeguard and/or Duty Supervisor, all new staff must undergo a comprehensive induction at Guildford Aquatic Centre.

The staff induction must include, the following steps, at a minimum:

- Orientation to the physical layout of the facility
- Completion of site and role specific induction checklist with direct line manager
- Induction covering the Operational Management Plan and any associated equipment, policies, procedures or locations
- Induction covering the Emergency Plan of the facility and any associated equipment, procedures or locations
- Induction to the team they will be working with.

All new Lifeguards are required to undertake a minimum of three (3) shadow shifts with an experienced Lifeguard/Supervisor at different stages of operation, prior to the new employee working independently.

During this time, the new employee should be required to demonstrate a range of pre-determined competencies related to supervision and Lifeguarding duties. These (3) sessions are in line with RLSSA NSW Pool lifeguard induction criteria and must be completed to gain the RLSSA NSW Pool Lifeguard Licence.

4.2 Personal Development & In-Service Training

All staff who undertake lifeguarding duties at Guildford Aquatic Centre are required to participate in a minimum of four (4) organised site-specific training sessions per year to ensure currency of necessary skills and competencies. Staff who do not attend a minimum of four (4) sessions per year should not undertake supervision duties.

Facility specific in-service training sessions will be carried out every three months (at a minimum). Sessions will focus on proactive Lifeguard training (while continuing to include reactive training) and will relate directly to each facility.

The training system is to form part of the Guildford Aquatic Centre Supervision Plan and should be developed in consultation with the Aquatics team. All sessions must be documented and include the following details:

- Date of training session
- Person instructing/leading the session
- Those in attendance
- Content of the training session
- Comments on employees unable to complete aspects of the training

4.3 Minimum Standards of Training – Lifeguard

It is important that staff at Guildford Aquatic Centre have the skills and knowledge required to always provide a safe aquatic environment. The following Lifeguard Skillset is required for staff supervising patrons at the facility:

- HLTAID011 - Provide first aid, (HLTAID003 currently still accepted June 2024)
- HLTAID009 - Provide cardiopulmonary resuscitation.
- PUAEME001 - Provide emergency care.
- PUAEME003 - Administer oxygen in an emergency.
- PUAOPE010 - Operate an automated external defibrillator in an emergency.
- SISCAQU002 - Perform basic water rescues.
- SISCAQU006 - Supervise clients in aquatic locations.
- SISCAQU007 - Perform advanced water rescues.

Guildford Aquatic Centre Lifeguard staff are required to complete re-accreditation training (Pool Lifeguard Update) every twelve (12) months to remain qualified.

4.4 Minimum Standards of Training – Duty Supervisor

Staff assigned to the Duty Manager/Supervisor position must hold the following skill sets, at a minimum:

Pool Lifeguard Skills Set SISSS00133 (SISSS00129 currently still accepted)

- HLTAID011 - Provide first aid, (HLTAID003 currently still accepted)
- HLTAID009 - Provide cardiopulmonary resuscitation.
- PUAEME001 - Provide emergency care.
- PUAEME003 - Administer oxygen in an emergency situation.
- PUAOPE010 - Operate an automated external defibrillator in an emergency.

- SISCAQU002 - Perform basic water rescues.
- SISCAQU006 - Supervise clients in aquatic locations.
- SISCAQU007 - Perform advanced water rescues.

Aquatic Technical Operator Skill Set SISSS00131 (SISSS00110 currently still accepted)

- BSBWHS308 - Participate in WHS hazard identification, risk assessment and risk.
- SISCAQU015 - Test pool water quality
- SISCAQU016 - Manage pool water quality.
- SISCAQU017 - Monitor and maintain aquatic facility plant and equipment.
- SISXFAC009 - Coordinate facility maintenance

Upon starting their operational duties as a Duty Manager/Supervisor, all new Duty Manager/Supervisors should consider completing the Royal Life Saving - Aquatic Duty Manager, online training course. Candidates will learn how to supervise and lead a Lifeguard team and what skills, knowledge and qualities are required by a professional Duty Manager.

4.5 Minimum Standards of Training – Other Staff

Other staff, volunteers and contractors who have first aid responsibilities within their roles are required to hold the following skill sets:

- HLTAID011 - Provide First Aid
- HLTAID010 - Provide Basic Emergency Life Support
- HLTAID009 - Provide Cardiopulmonary Resuscitation.

Guildford Aquatic Centre staff, volunteers and contractors who have first aid responsibilities within their roles are required to complete refresher training in Cardiopulmonary Resuscitation (CPR) every twelve (12) months and First Aid qualifications are to be renewed every three (3) years.

Pool Duty Supervisor	- First Aid - Pool Lifeguard Licence - Pool Operations or equivalent
Permanent Pool Lifeguard	- First Aid - Pool Lifeguard Licence - Pool Operations (desirable or willing to obtain)
Casual Pool Lifeguard	- First Aid - Pool Lifeguard Licence
Swim Centres Customer Service Officer	- First Aid
Learn To Swim Instructor	- CPR - Austswim Certificate or equivalent

4.6 RLSSA NSW Pool Lifeguard Licence

The Aquatic Industry in NSW recommend Pool Lifeguards to be licenced to their specific workplace. Therefore, all Lifeguards (new and experienced) need to complete a Royal Life Saving NSW Licence Application Form, as part of their induction process. After completing the necessary sections of the licence application, it must be forwarded to RLSSA NSW, where an industry assessor will determine whether it meets the required standard.

This process enables Pool Lifeguard course graduates to apply the knowledge and skills they have obtained during the course while under supervision and ensures both experienced and new lifeguards are inducted into the site. On successful completion of the licence application, candidates will gain their Pool Lifeguard Licence to that specific facility.

Lifeguards must also hold a Pool Lifeguard Statement of Attainment or have completed their RLSSA NSW Induction Application for any additional facility.

4.7 Lifeguard Performance Assessment

Regular performance assessments of all the Lifeguards at the Guildford Aquatic Centre are imperative to maintain the safety of the visitors and patrons. These assessments will be conducted randomly and without prior notice to the lifeguards during operational hours. The assessments will be carried out by Duty Supervisors/Team Leaders, or the Aquatic Centres Manager to evaluate individual performance.

4.8 Lifeguard Annual Health Assessment

To minimise the risk of a Lifeguard's health affecting the safety of aquatic users, all Guildford Aquatic Centre staff responsible for Lifeguard duties / patron supervision must:

- a) Undertake an annual medical assessment by an Authorised Health Professional (registered Medical Practitioner or General Practitioner)
- or**
- b) Complete an annual self-declaration medical questionnaire, which may be further assessed by a General Practitioner, if Cumberland City Council deems it necessary.

Both Cumberland City Council and individual Pool Lifeguards must keep records of Medical Assessments and self-declarations. Based on the results of the medical assessment or self-declaration medical questionnaire, Lifeguards may be categorised using the following assessment categories:

- Category 1 – Fit unrestricted
- Category 2 – Fit with restrictions.
- Category 3 – Unfit pending further assessment
- Category 4 – Permanently Unfit.

If a Pool Lifeguard falls into category 3 or 4, the employment of the Lifeguard should not commence until further assessment is undertaken or further medical evidence is provided.

4.9 Diversity, Equity and Inclusion

Access and Equity Policy

Cumberland City Council is committed to respecting the human rights of all residents, celebrating their diversity and promoting their participation in all aspects of community life. This policy recognises that diversity is inclusive of, but not limited to:

- age
- gender
- physical, sensory or intellectual ability
- mental health
- income or educational level
- birthplace or cultural background
- religious or other beliefs
- sexual orientation, identity or status

Understanding and responding to diversity leads to an inclusive community where all people experience equal rights and opportunities. However, many people continue to experience exclusion due to barriers relating to mobility, communication or self-care; limited financial means; lack of educational or employment opportunity; discrimination; limited family or social support; violence and abuse within the home or relationships; language and literacy; and other conditions.

Accordingly, inequity and disadvantage might not be redressed by treating all people the same, but by acknowledging differences among members of the community and adapting services, communication and facilities to meet their diverse needs. Council also recognises that being able to access, or having equal access to, a service, information or facility that does not meet a person's individual needs, does not equate to access and equity.

Read the full policy on Council's website:

<https://www.cumberland.nsw.gov.au/sites/default/files/inline-files/access-and-equity-policy.pdf>

4.10 Equal Employment Opportunity

Council is committed to ensuring that equal employment opportunities (EEO) are observed and people with equal skills and qualifications have an equal chance of obtaining employment with Council. An individual's race, sex, age, disability, marital status, sexual preference or membership of an ethnic or minority group will not reduce their chances of employment.

We value EEO and Work Health Safety (WHS) practices, cultural diversity, ethical practices, a smoke-free work environment and are committed to ensuring that recruitment and selection is free from discrimination.

4.11 Cultural Competence Program

Cumberland City Council swimming facilities are recognised as 'Culturally Qualified Centre's' by Royal Life Saving Society NSW (RLSSNSW). As part of this program, all employees will be required to complete the free course available on the RLS learning portal: learning.royallifesaving.com.au

5. Programs & Services

5.1 Recreational/Lap Swimming

The Council will endeavour to always have recreational and lap lanes available during operating hours. Lanes designated for recreation and/or lap swimming will be marked appropriately and must be monitored by lifeguards to ensure correct usage. By adhering to correct lane usage, the business ensures that all variety of customers can have their preference met and enjoy the facility.

5.2 Learn to Swim Program

Swimming lessons with Cumberland Swim School operate on a continual basis forty-eight weeks per annum. Clients are charged through direct debit fortnightly and will renew indefinitely unless a request to cancel is submitted by the client. Cumberland operate the 'Swim and Survive' program by Royal Life Saving Society Australia which is catered to the needs of people of all ages and abilities.

Infant & Toddler Swimming Lessons (6-36 months)

Students enrolled into this program will be required to always have a parent/carer in the water with them. The program serves as an introduction to the water and provides parents with the knowledge necessary to understand their role in aquatic education and safety in aquatic environments.

Preschool Swimming Lessons (3-5 years)

Students enrolled into this program may be required to always have a parent/guardian in the water with them. The program aims to transition students to independence without a parent/carer and prepare them for group classes conducted solely by a qualified instructor.

School-age Swimming Lessons (5-17 years)

Students enrolled into this program must be able to independently participate with the instructor. Parents/carers will not be permitted into the water during the class. The program aims to develop basic water confidence, survival skills and competence in the four swimming strokes.

Youth Swimming Lessons (10-24 years)

The youth/teenage swimming program caters to students that are more mature than their peers in the school-aged swimming lessons, however, at a similar swimming ability. This allows for faster progression and greater comfort participating with other students of a similar age group.

Adult Swimming Lessons (18+ years)

Similar to the youth/teenage swimming program, the concept of the adult swimming lessons is to provide a learning environment that groups individuals of similar age to ensure comfort and faster progression. The adult swimming program will likewise develop basic water confidence, survival skills and progression on technique in the four swimming strokes.

Private Swimming Lessons

Private lessons can either be one-on-one or two-on-one, providing a greater amount of individual time with the instructor. These lessons can be specialised to focus on areas of improvement for the student given the individual setting of the class.

Access and Inclusion Swimming Lessons

These classes are conducted by a specialist instructor with further training in access and inclusion. Catering to participants living with a disability, this program reduces class sizes to ensure adequate class control and specialised attention can be provided to the students.

5.3 Squad Swimming Programs

Cumberland City Council have a number of external operators conducting squad swimming programs, including Merrylands Swim Club, Parramatta Swim Club and SW Sports Academy. In addition to the external operators, Cumberland Council also run squads internally through the swim school. This program is intended for students who have a solid foundation in swimming and can perform all four basic strokes with correct technique. Participants should also be able to swim continuously for at least 45 minutes.

5.4 Holiday Intensive Swimming Program

Whilst Cumberland Council does not conduct term-based programs, we do offer intensive programs in addition to the perpetual program during school holidays. These programs are conducted over the period of a week, generally consisting of five weekdays unless affected by a public holiday. Clients can opt to book into multiple weeks to fast-track their progression within their perpetual program.

5.5 Group Bookings & School Groups

The facilities are available to be booked by user groups such as local schools to conduct their varying programs such as swimming carnivals. Group bookings can either be invoiced or paid upfront depending on the requirements of the hirer. In the event of lane hire, user groups will be required to pay entry fees in addition to the booking fee. However, if a hirer requests a pool-booking (entire main pool), entry fees will be included in the cost.

A full work instruction on group bookings, including the process for securing a reservation, contracts, invoicing and associated terms and conditions can be found in the document library located in General > Policies and Procedures > Generic Procedures > Work Instructions.

5.6 Birthday Parties

The facility can also accommodate birthday parties upon request which includes the provision of relevant equipment in addition to a designated location within the facility to host the event. Birthday parties must go through a similar process to the group bookings to prevent overbookings and ensure adequate supervision on premises.

5.7 Aqua Aerobics

Aqua aerobic classes are available on site and provide an option for gentle exercise with minimal impact on the joints. Classes are conducted by qualified aqua instructors for a duration of 60 minutes. Attendance to the program can be purchased by either a single entry or 10 visit passes at the reception or is included as part of the Full Access (Gold) or Wellness & Swim (Silver) memberships.

5.8 Facility User Groups

Pensioners, Students, Carers and Seniors

Cumberland City Council provide discounted entry rates for pensioners, students, carers, and senior card holders. This discounted rate applies on any given day, however; will require the individual to present to reception with appropriate proof **every time they attend** e.g. pension card, student card, seniors' card. Primary Carers and/or Companion Card Holders accompanying an elderly individual or person with a disability will receive free entry into the facility.

Cumberland City Council residents that are pensioners and senior card holders will receive free entry to the facility on Tuesdays and Thursdays. It is a requirement that both residency and either pension and/or senior card is sighted upon entry to the facility **every time they attend**.

Fitness Passport Members

Some clients may be a member of the Fitness Passport program and will be entitled to free entry into any of Councils managed swimming facilities and/or gyms, wellness classes and aqua fitness programs as part of their membership. Any clients wishing to utilise Councils facilities and/or services must be verified as active Fitness Passport members and setup within Councils recreation management software (XPLORE). It is important to verify identity and ensure that a photo is attached to the profile before issuing a membership card and assigning the appropriate access.

A full work instruction (SCWI-1401) on Fitness Passport members access, setup and check-in processes can be found in the document library located in General > Policies and Procedures > Generic Procedures > Work Instructions.

Swim School Members

Any member that is currently enrolled in Councils perpetual swim school and learn to swim program will receive a free swim school membership that entitles them to access any of Councils swimming facilities. This offer is only available to the enrolled participant and accompanying spectators or swimmers will be required to pay standard entry fees or purchase an appropriate visit-pass/membership.

During periods of suspension, including non-teaching periods such as the festive break at the end of the year, clients will be unable to utilise their swim school membership to access the facility and be required to pay standard entry fees.

Swim Club Members

Guildford Aquatic Centre is home to the McCredie Park Aquatics Swim Club. Every Friday night, the club will get together at either 6pm during winter or 6:30pm during summer to conduct their club night races. Club-members will receive discounted entry into the facility (during club events only) when they present to reception with a valid Swimming NSW membership card.

The club is also entitled to free entry for up to 10 volunteers per event. All volunteers must enter their details into the appropriate register located at reception **every time they attend**. Spectators and non-club member participants attending the club events will be required to pay standard entry fees into the facility.

Group Bookings

User groups may wish to hire all or parts of the facility to conduct their programs and carnivals. Facility bookings will have exclusive use of those parts of the facility for the duration of the reservation. All bookings will be entered into the recreation management software and can be viewed from the facilities module under 'advanced reservation'.

The Department of Education is an example of a group that will frequently hire out areas within the facility to conduct learn to swim programs. It is important to ensure that the group booking register (located at reception) is completed by the user group at both the time of entry and exit to the facility. This register contains important information such as the number of students that attended that is later used in the invoicing process.

A full work instruction on group bookings, including the process for securing a reservation, contracts, invoicing and associated terms and conditions can be found in the document library located in General > Policies and Procedures > Generic Procedures > Work Instructions.

6. Customer Service

6.1 Customer Service Charter

The customer service charter sets out Cumberland Councils commitment to providing excellent customer service, as we aim to deliver a welcoming, consistent, and positive customer experience on every interaction.

Who are our customers?

Any person or organisation that has any interaction with Cumberland Council is a customer. This includes residents, ratepayers, business operators, council staff, contractors and elected members.

Our service commitment to our customers...

- Be friendly, efficient, and consistent on every interaction
- Handle your enquiry with confidentiality and respect
- Resolve your enquiry at first contact where we can, or explain how your matter will be progressed and who is responsible
- Provide information which is timely, accurate and reliable
- Provide you with a reference number and timeframe for your service requests
- Continually review and improve our services to you

What do we ask from our customers?

- Provide information that is timely, accurate and complete to assist us in meeting our service levels and your expectations
- Be open and honest in your dealings with us
- Treat our staff with courtesy and respect
- Provide us with honest and constructive feedback to help us improve service delivery

When customers visit us, we will...

- Greet you at the customer contact counter within 3 minutes
- Advise you if your appointment time is delayed and explain why
- Process your transactions efficiently with a smile

When customers phone us, we will...

- Strive to answer your call within 60 seconds
- Greet you courteously and introduce ourselves by name
- Strive to have your enquiry resolved by the first person you speak to otherwise direct you to the relevant person or department without you repeating your request details
- Return phone calls and messages within 2 working days

When customers write to us, we will...

- Respond to you within 10 working days
- For complex enquiries, requests will be acknowledged with the responsible officer noted, and regular updates will be provided along with a timeframe for completion
- Ensure we communicate with you using easy to understand language

With website and social media, we will...

- Ensure regular monitoring of social media and respond if action is necessary within 2 working days.
- Continuously review our website to ensure it is easy to use, with clear navigation and content so that you can quickly find the exact information you need

6.2 Compliments and Complaints

Council is committed to providing the highest standards of customer service. If this has not been the customer's experience, it is important that we know so that we can make things right.

The complaint process

- Tell us about your complaint and the practical outcome you seek
- We will acknowledge your complaint and give you a reference number
- Your complaint and any supporting documents will be fairly considered
- We will seek to resolve what has caused your complaint
- You will be informed of our progress and provided with an outcome
- We seek to deliver outcomes within 15 business days of receipt. If we need more time due to the complexity of the complaint and/or enquiries, we will let you know

Anonymous complaints

Council will record anonymous complaints and act when there is sufficient information provided at the time the complaint is lodged. Council may be unable to validate a complaint or seek further information to progress a complaint when the source of the complaint is unknown. Anonymous complaints, therefore, may not be investigated.

Make a submission

Online: Complaint and Feedback Online Form (online form)

<https://www.cumberland.nsw.gov.au/complaint-and-feedback-online-form>

Paper form: Complaint and Feedback Form (Located on site)

Email: council@cumberland.nsw.gov.au

Post:

Cumberland Council

Complaints and Feedback Coordinator

PO Box 42

Merrylands NSW 2160

Phone: 02 8757 9000

In person at:

Merrylands Service Centre

16 Memorial Ave

Merrylands NSW 2160

Business hours: 8am to 4.30pm

Auburn Service Centre

1 Susan Street

Auburn NSW 2144

Business hours: 8am to 4.30pm

6.3 Conflict Resolution

All Cumberland City Council Aquatic employees need to have solid public relations, customer service and conflict resolution skills. A conflict is a state of opposition between two people, ideas or interests. It is important to remember that conflict:

- Is neither good nor bad, it just is
- Is a part of life, however it is defined
- Has the potential to be destructive and cause problems
- Can be constructive and lift us to new levels of performance.

What is important is recognizing and dealing with conflict constructively. The following are helpful tools in reaching a resolution:

- Listen to and discuss the conflict
- Show empathy
- Be assertive (not aggressive), constructive and well informed
- Be cooperative
- Define the conflict
- Develop the solutions.

The priority for a Lifeguard is the safety of patrons. Unfortunately, there are times when the behavior of some patrons may place themselves, or others, at risk. At these times, a Lifeguard must intervene to prevent an accident. The Lifeguard approach depends on the age and character of the patron and determines if they respond positively, with little likelihood of the incident being repeated or reacting more assertively.

Staff should undergo conflict resolution training before the summer season starts. Strategies should be developed to help staff deal with conflict that may arise. A suggested strategy for dealing with infringements is as follows:

- **Education:** Educate the offender about the consequences of his/her action.
- **Re-enforcement/Warning:** If someone persists with dangerous activities after the initial approach, explain to them that their behaviour is distracting you from supervising the pool and something serious may happen as a result.
- **Final Warning:** If undesirable activities persist the patrons shall be advised that a further breach of the rules will result in them being asked to leave the Centre.
- **Eviction:** If someone persists with these dangerous activities, the Supervisor/Manager should be engaged to approach them in a non-aggressive manner and remind them that they have already received their final warning and that they will have to leave the Centre.

6.4 Hours of Operation

The customer service hours of operation for Guildford Aquatic Centre are as follows:

Monday – Friday	6:00am – 7:30pm
Saturday	6:00am – 5:00pm
Sunday	7:30am – 5:00pm
Public Holidays	7:30am – 5:00pm

6.5 Cash Handling

Cumberland City Council is committed to providing a framework to effectively manage the risks inherent in cash handling and ensure financial and service delivery obligations are fulfilled. The cash handling procedures have been developed to assist Swim Centre staff and to ensure that proper procedures are followed and maintained.

Swim Centre Work Instructions (SCWI) 1700 – 1708, or collectively known as the cash handling procedures, are located on the Swim Centre Intranet within the cloud document library and must be read in conjunction with the operations manual.

Document Location:

Cumberland City Council\Swim Centres - General\Policies and Procedures\Generic Procedures\Work Instructions\1000-1999 Customer Service\1700-1799 Cash-Handling

7. Supervision & Scanning Requirements

7.1 Number of lifeguards

The number of Lifeguards required will depend on:

- Number of bathers
- Type of bathers e.g. adult swimmers/young children
- Water features in use
- Pool layout – blind spots etc.
- Activities taking place
- Admission Policy (supervision of children and minors as per “Keep Watch at Public Pools” policy in appendices)

During peak times the facility is open the minimum number of Lifeguards are:

- A minimum of six (6) licenced Lifeguards (including the Duty Supervisor) are to be rostered on during peak times and when all bodies of water are open for public use.
- At least five (5) Lifeguards are dedicated to the task of pool supervision during peak times of operation.

During non-peak times the minimum number of Lifeguards are:

- A minimum of three (3) licenced Lifeguards (including the Duty Supervisor) are to be rostered on during non-peak times when both indoor & outdoor 25m pools are open to the public.

7.2 Minimum Lifeguard to Bather Ratios

Patron surveillance is key to preventing aquatic injury. It involves maintaining a constant watch over persons both in and out of the water across the aquatic facility, in order to identify circumstances that may cause injury. Determining the number of Lifeguards per number of persons using the facility is paramount when planning supervision systems.

However, determining levels of Supervision should not be based solely on patron numbers. Many other elements associated with the environment must be factored in to ensure the most effective use of Lifeguards and to achieve the safest outcomes for patrons.

As a general guide the ratio of Lifeguards to Patrons within their designated zones should not exceed **1:50**, based on facility specific risk assessments.

7.3 Maximum Bather Loads

Bather load is a measure of the number of bathers in the pool. The Maximum Safe Bather Load is based on the surface area of the pool and a function of the water depth. Ratios are applied to determine the number of bathers that may be in the pool at any one time to ensure sufficient space for aquatic activity and effective supervision.

The maximum safe bather load is used in determining the bather capacity regarding safety. It does not take into consideration the maximum number of bathers the filtration and treatment system can manage to maintain water quality. The Maximum Instantaneous Bather Load is considered when designing the filtration and treatment systems and may be provided by the hydraulic contractors. The Maximum Safe Bather Load may not exceed the Maximum Instantaneous Bather Load.

As a general guide, the following is used:

- For shallow water (<1.0m) - One bather per 2.2m² of water surface area.
- For water depths (1.0m – 1.5m) - One bather per 2.7m² of water surface area.
- For deeper water (>1.5m) - One bather per 4.0m² of water surface area.

7.4 Surveillance and Scanning

Lifeguards should continually observe and supervise their areas of responsibility for the purpose of direction, control, safety, and security. Given the variation of lighting conditions throughout operating hours, layout of the facility and blind spots created by physical structures, Lifeguards will be required to undertake a combination of stationary and roving scanning strategies.

Roving (mobile) supervision is effective for getting close to a number of different problem locations and will allow the Lifeguard to closely monitor several areas within their designated zone.

It is important to note, when undertaking mobile/roving supervision, Lifeguard movement should be limited to what is necessary, and reasonable, for an effective scanning strategy. Roving should not create a scenario whereby the act of moving distracts a Lifeguard from the task of providing effective supervision.

There may be times (during combined coverage) where stationary/fixed supervision is required. The primary purpose of a stationary location is to allow close contact and supervision of patrons in a particular area.

The pattern of scan demonstrated by the Lifeguard needs to include the entire area of their responsibility and should be no more than 30 seconds in length. Each individual scan should start and end at the same point. The pattern of scanning employed by the Lifeguard should be determined by the Lifeguard dependent on the number of bathers in the area, the concentration of bathers, type of activity undertaken and the swimming ability of bathers.

At no time should a Lifeguard have their back to the pool in which they are deployed to supervise. Lifeguards must be able to scan the bottom, middle and top of the water in their assigned area within a 180-degree scan.

Surveillance and scanning requirements will vary across the facility depending on the body of water; types of patrons and their swimming abilities; activities and programs being conducted; weather and environmental conditions such as lighting.

Lifeguards rostered on and deployed to supervise bodies of water within the facility are not to undertake recreational/lap swimming during periods of supervision. Lifeguards must have their area covered before leaving their position/going on a break/finishing their shift.

7.5 Frequency of Rotations

To remain vigilant, Lifeguards are to change zones and rotate regularly. Below are the suggested rotation times based on operating conditions:

Operating Conditions	Rotation Frequency
Peak Times	Change zones (rotate) every 10 minutes (maximum)
High Temperatures Outdoors	Change zones (rotate) every 10 minutes (maximum)
Off Peak Times	Change zones (rotate) every 30 minutes (maximum)

Rotations include moving from one zone to another as well as breaks from surveillance duty. Lifeguards should receive a 10-minute break every hour from surveillance duty, to help stay alert and decrease fatigue.

Rotations are to begin with the incoming Lifeguard. While rotating, each Lifeguard is required to carry a rescue tube. Lifeguards moving to a new position are required to walk the edge of the pool and scan the entire top and bottom of the pool, with no lapse in patron surveillance. Each Lifeguard must know who is responsible for scanning the zone and verifying ownership of the new zone.

Lifeguards should exchange information about high-risk situations, certain activities occurring, potential patron behaviour challenges and anyone who may need reminders of pool rules, and patron swimming abilities/special needs within a particular zone/area. The discussion should occur without interrupting active scanning.

During rotations, a loss of surveillance of the area of responsibility is to be avoided. Where a loss of surveillance is unavoidable, the duration of lost surveillance must be no more than 60 seconds. These situations should be identified in the Supervision Plan and be accompanied by a recovery scan, both before and after the loss of surveillance.

7.6 Lifeguard Contingency Plan

Diversifying staff roles and responsibilities will ensure patron supervision is not affected in the unexpected absence of a Lifeguard. Lifeguard deployment plans should be flexible and broad to allow for partial or full closure/configuration of water space with minimal Lifeguard Supervision.

7.7 Program Supervision

When the Pools are in use for lessons (either sole usage or a combination of lessons and general public) it is expected that suitably qualified instructors will take responsibility for teaching. However, Lifeguards, in addition to Program Instructors, will be deployed to supervise program participants for the duration of swim lessons and water exercise/therapy sessions.

Lifeguards have a duty of care to all patrons visiting Guildford Aquatic Centre. Therefore, active supervision of program water space, as well as recreational areas is required. In addition, all teachers/instructors should be factored into supervision ratios. The number of Lifeguards deployed during program duration will be in accordance with the Lifeguard numbers and ratios detailed in the Guildford Aquatic Centre Supervision Plan.

The teacher to pupil ratios is expected to be controlled through the booking system and are expected to be in accordance with the Guidelines for Safe Pool Operations – Swimming, Water Safety and Exercise Programs.

Program Conditions	Maximum
For the teaching of beginners, with little or no experience, in shallow water (<900mm).	1 Teacher / Instructor to 10 Students.
For the teaching of intermediate students who have basic skills and can swim 25 metres with a recognisable stroke and can demonstrate comfort and confidence in the aquatic environment (out of own depth).	1 Teacher / Instructor to 12 Students.
For the teaching of advanced students who are able to swim 50 metres using two recognisable strokes, demonstrate one survival stroke in deep water and display comfort and confidence in the aquatic environment.	1 Teacher / Instructor to 15 Students.
Aqua Aerobics.	1 Aqua instructor / 30 Students. 1 Aqua instructor plus 1 Lifeguard / 40 Students.

Effective parent/guardian supervision should be enforced by Lifeguards during program duration (Pre-school learn to swim programs as a minimum). The parent or guardian of the child must be present, adjacent to and observing their child for the duration of each lesson unless otherwise directed by the Swim School Supervisor at the time of the class.

Lifeguards and Swim School Staff must ensure they adhere to the practice of the child/children being handed over to the parent or guardian at the end of each class or that the child remains seated on the pool edge until this occurs. Children are not to leave the program and enter other bodies of water unless directed to do so and under active supervision from the parent/guardian.

7.8 Carnivals and Group Bookings

Supervision is required for all group bookings, swimming carnivals, and other aquatic related activities due to the varying swimming abilities and needs of each activity.

Each group must have a minimum number of supervisors provided by Guildford Aquatic Centre and the activity organiser. Supervision requirements must be determined through a risk assessment prior to each booking/event taking place.

7.9 Change Rooms and Isolated Areas

All change rooms and toilets within the facility should be checked and inspected at a minimum of 30 to 60 minutes by a member of staff to ensure the safety of patrons.

Staff undertaking the inspections are not required to be Pool Lifeguard qualified. However, appropriately trained staff should be able to respond in the case of an emergency.

Inspections must be systematic and recorded. Checklists should include at minimum; Date and time of inspection; Activities during inspection; Name of staff member undertaking the inspection.

7.10 High Risk Locations

The location and layout of pools, play equipment and change rooms, within a facility can have a major effect on safety and the ability for Lifeguards to offer adequate supervision. Therefore, the following areas have been identified as high risk, and movement on and around these areas must be closely monitored by Lifeguards during operating hours:

- Change room entry/egress points
- Swimming Pool access points and stairs

7.11 Hazardous Behaviour

Lifeguards should recognise hazardous behaviour and upon recognition take immediate action to prevent incidents. Hazardous behaviour may include breaches of the pool rules and conditions of entry, or other such activity considered to increase the risk of drowning or injury.

The following rules should be enforced at all times:

- Patrons who behave in a rough, dangerous, or anti-social manner or fail to comply with staff directions will be asked to leave, without a refund
- Children under 15 years old must be accompanied by an adult and always supervised while in the Centre
- Children 5 years and under must be constantly within arm's reach of an adult (or person always aged 16 years or older) while in the Centre.
- Unsupervised children will be removed from the water
- Running in the Centre and in shallow water is prohibited
- Diving in the water depths under 1.8m is prohibited
- Back flips, somersaults and bombing is prohibited
- Throwing of children in the air or sitting on shoulders is prohibited
- Swinging or sliding on handrails is prohibited
- Playing on the ladder or accessible entry points is strictly prohibited
- Ball games are prohibited
- All Patrons must wear appropriate bathing attire
- All other standard facility-based rules apply.

7.12 Communication Strategies

Strategies for communication need to be embedded into the Supervision Plan to ensure effective supervision and an efficient emergency response. The communication strategy must ensure the following:

- Communication should take place without loss of surveillance or with minimal impact on scanning and achieves the desired outcome

- Lifeguard interaction with patrons must be consistent and professional, particularly when communicating safety related messages.

Communication tools used should include, as a minimum:

- Verbal communication i.e., talking
- Visual signals
- Two-way radios
- Duress Alarms
- Public address systems
- Fire alarms
- Telephones
- Signage

7.13 Public Education

Guildford Aquatic Centre should provide a range of education programs for Lifeguards to implement, based on key target groups who are known to be 'at risk' for aquatic related injuries/accidents. Key Education Programs which should be implemented at minimum are:

RLS Keep Watch at Public Pools: This program aims to target parents and carers of children to help them understand their responsibilities and the dangers of leaving their children unattended at the pool.

RLS Swim Ready: This Program educates and raises awareness among people aged over 45 years about the link between the use of medication and an increased risk of drowning.

Other suggested education programs should target:

- Culturally and Linguistically Diverse (CALD) and Non-English Speaking (NES) groups
- Non-weak swimmers
- People with a Disability and or additional needs
- Older Adults.

Public safety messages, including multi-lingual water safety announcements, are announced over the facility's Public Address (PA) system, displayed on monitors and sign posted. Announcements are strategic and are not to be so frequent that they are eventually ignored by patrons.

7.14 Child Safety

Duty Managers & Lifeguards should ensure the minimum child safety rules are applied through a range of strategies including public education, signage, PA announcements, professional development of staff and information brochures/cards.

The following child safety rules are also applicable:

- Children should not be allowed entry unless under active supervision of a parent or carer 16 years of age or older.
- Children aged 0-5 years and non-swimmers – parents/carers must be in the water and stay within arms' reach of their child(ren) at all times.
- Children aged 6-10 years – parents/carers must be close, maintain constant visual contact and be prepared to enter the water at any time.

- Children aged 11-14 years – parents/carers are to maintain visual contact.
- Parents/carers should give the child(ren) in their care all of their attention, stay close to them and Keep Watch continuously.

7.15 Stakeholder Responsibilities

Stakeholder	Responsibilities
Cumberland City Council	Ensure that the facility is operated to industry standards through regular process reviews, training, and education of staff.
Parents/Guardians	Adequate supervision requires parents/guardians to be located in the water and within arms' reach of children 5 years and under, as well as non-swimmers. They must be watching their children free from distractions (such as mobile phones, magazines, and conversation), always present positioned to have a clear view of their children with no physical or visual barriers between them. For the ease of simplifying criteria, supervision requirements should be as follows: • Children under 5 years must be accompanied into the Centre and supervised in the pool and within arms' reach. Maximum 1 Parent/Guardian to 2 Children • Children under 10 years must be accompanied into the Centre and supervised in a manner where parents/guardians remain close, are prepared to enter the water at any time, and always maintain visual contact with the child. Maximum 1 Parent/Guardian to 4 Children • Children 10 years to 14 must be accompanied into the Centre and supervised by always maintaining visual contact with the child. Maximum 1 Parent/Guardian to 4 Children Parents/Guardians must manage any behavioural issues that may arise and make staff aware of any medical conditions that may be important for staff to know.
Disability Support Workers	Provide constant supervision to client/s to ensure that they are able to use the facility safely, manage any behavioural issues that may arise and make staff aware of any medical conditions that may be important for staff to know.
School Groups	Provide constant supervision to students to ensure that they are able to use the facility safely, manage any behavioural issues that

	may arise and make staff aware of any medical conditions that may be important for staff to know. School - Unstructured Aquatic Activity Teacher to Student Ratio - 1:20
Group Bookings	Provide constant supervision of persons in their group to ensure that they are able to use the facility safely, manage behavioural issues and make staff aware of any medical conditions that may be important for staff to know.
Patrons	Ensure that they are using the facility within their ability, inform staff if they are a weak swimmer or if they suffer from any medical conditions that may be important for staff to know.

7.16 Water Safety Signage

Water safety signage should be incorporated into the Guildford Aquatic Centre Supervision Plan. Safety signage not only warns patrons of the hazards and risks associated with the facility but also assists the Lifeguards when enforcing rules.

All Lifeguards must be familiar with all hazard and prohibition signs across the facility. In addition, all staff should be across the various water depths within the centre.

The following signage should be implemented throughout Guildford Aquatic Centre:

- **Depth Marking Signs** – to inform of water depth, changes in water depth and gradients.
- **Risk Warning Signs** – warn patrons of hazards such as deep and shallow water.
- **Prohibition Signs** – restrict an activity or behaviour such as diving.
- **Emergency Signs** – indicate the location of emergency equipment such as first aid kits or defibrillators.
- **Information Signs** – convey useful information such as the location of change rooms or recommending parental supervision.
- **Primary and Secondary Access Sign** – indicate key safety information and rules that is applicable for the entire aquatic facility.
- **Water Play Equipment Rules** – indicate key safety information and rules necessary for safe participation on, in and around the water features.
- **Correct Behaviour Signage** – to inform patrons of the correct behaviour in and around the pools.

7.17 Closure of Aquatic Spaces/Areas

The supervision strategy for the facility should allow for full and partial closure of pool space depending on a range of common scenarios such as; pool fouling/poor water quality, accommodating programs and group bookings, inadequate staffing levels, environmental conditions, (weather and lighting conditions), minimum patronage numbers & emergency situations.

Adequate Lifeguard supervision should be in place for pool areas that cannot be isolated when closed or partially closed to the public.

8. Maintenance & Operational Requirements

8.1 Equipment Service and Replacement

All building and equipment maintenance is carried out by the internal facilities section. Reviews and facility audits will be conducted monthly to ensure the venue and associated equipment is in good working condition. Any issues should be reported directly to the supervisor and/or operations manager so that an internal maintenance request can be raised.

8.2 Cleaning Schedule

Cleaning is required to be carried out in accordance with the daily checklists. Staff will be required to carry out the duties and to initial in the designated space for the task/day once completed. All checklists once completed are to be scanned and filed away in the designated records folder within Councils online document storage.

In addition to the checklists, change-rooms must be checked hourly and the changeroom cleanliness form upon entering the facility initialled each time.

Cleaning Schedule – Customer Service

Guildford Pool Reception Daily Checklist

DATE WEEK ENDING: __/__/__

JOB TASK	MON	TUES	WED	THURS	FRI	SAT	SUN	
Check till (upon opening)								
Complete Change Room checks and sign off (every 2 hours)								
Refill stock on shelf								
Clean ice-cream freezer								
Clean lost property cupboard								
Clean windows in foyer								
Sweep reception								
Mop reception								
Clean kitchen (sweep, mop and wipe down)								
Dishes are clean and put away (upon closing)								
Sweep and mop first aid room								
Wipe down/tidy up reception (upon closing)								
Empty bins (reception, kitchen, staffroom and foyer) (upon closing)								
Prepare cash for supervisor to check								
Close reception shutters and lock with ollie key								
Lock back reception door & Windows								
Duty Supervisor Check & Sign								

NOTE: The person who is completing the task is to sign the correct box.

Cleaning Schedule - Operations

Guildford Pool Operations Daily Checklist (Morning)

DATE WEEK ENDING: __/__/__

JOB TASK	MON	TUES	WED	THURS	FRI	SAT	SUN	COMMENTS
Remove till from safe and check								
Check oxygen and defibrillator								
Check male Change Rooms								
Check female Change Rooms								
Check disabled Change Room								
Put flag up								
Remove pool covers (inside and outside)								
Remove pool vacuum								
Clean pool vacuum bag								
Pool tests completed on time								
Ensure Complete Change Room checks and sign off								
Check CCTV monitor to ensure all cameras are showing a clear image. Any issues reported to SCOM								
Courier collection								
Clean screens (inside, outside and baby)								
Clean scum lines (inside, outside and baby)								
Clean/scoop baby pool								
Mow, edge, whipper snip lawns (as required)								
Weeding/gardening (as required)								
Huffy outside areas (as required)								
Scrub/wash indoor bins								
Sweep/mop grandstand								
Clean windows on indoor pool (inside and outside)								
Clean staff Change Rooms								
Turn off alarm/turn on lights								
Duty Supervisor Check & Sign								

NOTE: The person who is completing the task is to sign the correct box.

Guildford Pool Operations Daily Checklist (Afternoon)

DATE WEEK ENDING: __/__/__

JOB TASK	MON	TUES	WED	THURS	FRI	SAT	SUN
Clean male Change Rooms							
Clean female Change Rooms							
Clean disabled Change Room							
Complete Change Room checks and sign off							
Scrub male showers							
Scrub female showers							
Scrub disabled shower							
Take flag down							
Put covers on (inside and outside)							
Put pool vacuum in pool (alternate pools nightly)							
Empty bins (inside and outside)							
Hose indoor pool deck and clean drains							
Pick up rubbish around entire centre							
End of day money							
Put till in safe							
Entire centre is locked							
Turn off lights and air con							
Turn alarm on							
Duty Supervisor Check & Sign							

NOTE: The person who is completing the task is to sign the correct box.

8.3 Maintenance Procedures

To ensure compliance with appropriate Acts and Regulations, regular maintenance and calibration of equipment is to be carried out in accordance with the below schedule.

Component		Maintenance
Balance tank		- clean annually to remove any debris, mud, and organic matter - pump water out if it does not drain to waste
Foot valve		service annually, if fitted
Supply (filtered) water inlets and surrounding tiles		- check after each shut down for damage and compliance with the specifications - check diameter of supply return inlet for obstructions
Cleaning filters	Backwashing	- backwash on a regular basis regardless of head loss - backwash until the water runs clear (or only slightly cloudy) or as indicated by a reduction in the head loss in a closed system - extend backwash time if the pressure level increases after each backwash - investigate issue if head loss does not reduce after backwashing
	Sand inspection & maintenance	- inspect condition of the filter unit yearly - replace dirty sand layer with clean sand - visually inspect sand every 5 years, depending on filter performance
	Ultrafine filters (UFF)	- replace UFF after backwash - re-generate UFF media weekly - backwash immediately if the pool is contaminated with <i>Cryptosporidium</i>
In-line filters or strainers		- check daily and clean when required - maintain according to manufacturer's specification
Pool suction		check every 3 months
Suction cleaning		- perform 2-3 times a week or once per week if pool is not heavily loaded - remove large flotsam with a net - use automatic pool cleaner each night for larger pools
Automatic control probes (e.g., for pH and oxidation-reduction potential)		- calibrate and service probes to remove any scale - inspect, clean, and calibrate at a minimum of six-monthly intervals - conduct electrical inspection every year by a licensed electrician
Main circulation pumps and motors		- service annually and check regularly - maintain according to manufacturer's specification - multiple spare pumps should ideally be available in case of a failure
Chemical dosing system		- service annually - check chlorine pumps with an oil reservoir weekly
Palintest Photometer		service annually to ensure compliance with regulatory guidelines
Cleaning		- clean dirty water marks (biofilm) around the water line on a daily basis - perform regular super chlorination or oxidation to remove any biofilms
Electrical		inspect annually by a licensed electrician who has swimming pool experience
General		- enforce bather load limits - ensure cleanliness and safety of restrooms, showers, and diaper changing areas

9. Water Testing & Quality Control

9.1 Water Testing Procedures

Department of Health NSW Public Swimming Pool and Spa Guidelines specify the minimum chemical criteria by which a swimming pool must operate to minimise public bather risk to acceptable levels. It is important for people who are responsible for pool operation to always maintain their pools to a standard equal to or greater than these guidelines the pool is open to the public.

Test procedure headings show the photometer the test name and the colour change which takes place over the test range.

Test 1 FREE CHLORINE

Colourless – bright pink

1. Rinse test tube with sample leaving two or three drops in the tube
2. Add one DPD No 1 tablet, crush tablet and then fill the test tube with sample to the 10 ml mark. Mix to dissolve tablet
3. Take Photometer reading immediately
4. Retain test solution for Total Chlorine test required

Test 2 TOTAL CHLORINE

Colourless – bright pink

1. Carry out this test on the solution remaining from the Free Chlorine test
2. Add one DPD No 3 tablet, crush and mix to dissolve
3. Stand for two minutes; use the timer option in the menu
4. Take Photometer reading

To obtain COMBINED CHLORINE residual subtract Free Chlorine result from Total Chlorine result: i.e. Combined Chlorine = Total – Free

Test 6 pH VALUE

Yellow – Red

1. Fill test tube with sample to the 10 ml mark
2. Add one PHENOL RED tablet, crush and mix to dissolve
3. Take Photometer reading

Test 7 ALKALINITY (TOTAL ALKALINITY)

Yellow – Green - Blue

1. Fill test tube with sample to the 10 ml mark
2. Add one ALKAPHOT tablet, crush and mix. Ensure all of the particles have dissolved
3. Take Photometer reading

Test 8 CALCIUM HARDNESS

Violet – Orange

1. Fill test tube with sample to the 10 ml mark
2. Add one CALCICOL No 1 tablet, crush and mix to dissolve
3. Add one CALCICOL No 2 tablet, crush and mix to dissolve
4. Stand for two minutes
3. Take Photometer reading

9.2 Water Testing Equipment

The testing equipment to be used is the Palintest Pool test 9 Photometer. The Palintest Pool test 9 Photometer is a precision colorimeter specially developed for testing swimming pool water. The photometer is integrated with the Palintest system of analysis. It offers an instrument method of analysis for an extensive range of swimming pool water tests and must be annually serviced and calibrated to ensure compliance with regulatory guidelines.

Chemical Criteria

Health risks are managed by the water quality risk management plan, and operating pools within its operational criteria.

Table 1: Chemical Criteria for Facilities using Chlorine-based Disinfectant

Parameter	Situation		Criteria ¹
Free chlorine ²	pH < 7.6	Indoor pool	Min. 2.0 mg/L
		Outdoor pool without cyanuric acid	Min. 1.0 mg/L
		Outdoor pool with cyanuric acid	Min. 3.0 mg/L
		Spa pool	Min. 2.0 mg/L
	pH ≥ 7.6	Indoor pool	Min. 3.0 mg/L
		Outdoor pool without cyanuric acid	Min. 2.0 mg/L
		Outdoor pool with cyanuric acid	Min 4.0 mg/L
		Spa pool	Min. 3.0 mg/L
Combined chlorine	Chlorine disinfected pool		Max. 1.0 mg/L
Total chlorine	Chlorine disinfected pool		Max. 10.0 mg/L
pH	Chlorine disinfected pool		7.0 – 7.8
Total alkalinity	Chlorine disinfected pool		80 – 200 mg/L
Cyanuric acid	Outdoor pool only		Max. 50 mg/L, ideally < 30 mg/L
Ozone ³	Any pool		Not detectable
Temperature	Any pool		Max. 38°C

¹ mg/L is equivalent to parts per million or ppm.

Chemical testing - frequency

Water tests are to be conducted prior to opening the facility and every 3 hours there afterwards. It is important to ensure that the water quality is maintained and within appropriate parameters (refer to table 1) before opening to the public.

Microbiological criteria

Microbiological sampling and testing are to be conducted monthly. The microbiological criteria for a well-managed swimming pool or spa pool are as follows:

Table 2: Microbiological criteria

Test	Criterion
Heterotrophic plate count	< 100 cfu / 1 mL of water sample
Escherichia coli (E. coli)	< 1 cfu / 100 mL of water sample
Pseudomonas aeruginosa	< 1 cfu / 100 mL of water sample

cfu = colony forming units mL = millilitre

Microbiological samples should always be collected before chemical samples to avoid accidental contamination of the pool water with micro-organisms from the sampler. Chemical analyses of water for free and total chlorine (or bromine), pH, total alkalinity and temperature should be conducted by the pool side immediately after microbiological sampling. Microbiological tests should only be performed by laboratories accredited by the National Association of Testing Authorities (NATA).

Monitoring results

All staff responsible for conducting water tests must also maintain complete and accurate records of every test and maintenance activities performed at the pool. The provided log sheet and register should be used to record the results and should be kept in a logbook.

This practice demonstrates professionalism and competency in pool operations. Records can also help in assessing technical issues and problems. Pool systems with an automated in-line tests record results electronically. These should be downloaded monthly and kept on file with other records. All physical records must be scanned weekly and uploaded to the following folder on Councils cloud document library.

Document Template:

Guildford Heated Swim Centre

Outdoor Pool Water Testing Log Sheet

Monday	Manual				Auto				Filter Pressure	Temp		Weather Cond.	Bather Load	Back wash	Cleaned Basket	Test By
/ /	CHL DPD1	CHL DPD3	Combined	PH	CHL	PH	ORP	Set Point		H2O	Air					
5.45AM																
9AM																
12PM																
3PM																
6PM																
Calcium	Alkalinity		Water Balance		pH		+ TF	+ CF	+ AF	- 12.1 = LSI						
Comments:																

Tuesday	Manual				Auto				Filter Pressure	Temp		Weather Cond.	Bather Load	Back wash	Cleaned Basket	Test By
/ /	CHL DPD1	CHL DPD3	Combined	PH	CHL	PH	ORP	Set Point		H2O	Air					
5.45AM																
9AM																
12PM																
3PM																
6PM																
Comments:																

Document Location:

Cumberland City Council\Swim Centres - General\Records\Pool Test Log-Sheets

Corrective Actions

In the event of intervention required to ensure chemical criteria, manual dosing may be required. The below table outlines the chemicals used and the quantity required to achieve the desired adjustment.

Adjustment Required	Chemical	Dose per 10,000L (10m3)
1 ppm Increase in Free Chlorine	Calcium Hypochlorite	15g
0.1 Increase in pH to 7.8 (at T.A of 100ppm)	Sodium Bicarbonate	80g
0.1 Decrease in pH	Hydrochloric Acid	60mL
10 ppm Increase in Total Alkalinity	Sodium Bicarbonate	200g
1 ppm decrease in Free Chlorine	Sodium Thiosulphate	10g
10 ppm Increase in Calcium Hardness	Calcium Chloride	110g

The affected pool should be closed until corrective actions have achieved the desired result. The Swim Centres Operations Manager should be advised of the time and duration of the closure.

9.3 Water Temperature

The indoor pool is utilised for the purposes of swim school and notably infant swimming lessons and consequently must be heated to a minimum of 30° C. If the temperature drops below 28.0° C, swimming lessons will be cancelled for that day and a make-up lesson will be offered.

The outdoor pool will be set to maintain a temperature of 27° C to accommodate for a variety of user groups, including lap swimmers and squad programs which require a cooler body of water so as not to overheat which can be dangerous particularly when engaging in strenuous exercise.

9.4 Contamination Response Plans**Faecal Incident – Loose Stool**

- All patrons should be asked to leave the water
- Close the contaminated pool
- The faecal material should be removed as thoroughly as possible using the pool scoop
- Zydex procedure to be done (Super chlorination) (refer to relevant SDS)
- Thoroughly vacuum the pool
- Note incident down in plant log
- Re-open affected pool to allow filtration overnight
- Backwash the filters the following morning prior to re-opening the pool

Faecal Incident – Solid Stool

- On occurrence of a solid stool contamination incident, immediately close the pool
- The stool should be removed as soon as possible
- Check that pool chemical levels complies with minimum criteria for disinfectant, pH and reserve alkalinity.
- Re-open pool after 20 minutes if levels are correct, if not it must remain closed for one pool turnover period.
- Otherwise keep the pool closed until minimum chemical criteria is attained
- Just before closing, Zydox Procedure to be completed (Super chlorination) (refer to relevant SDS)
- Thoroughly vacuum the pool.
- Note incident down in plant log.
- Backwash the filters the following morning prior to re-opening the pool

Blood or Vomit

- In the event of a blood or vomit incident, please follow above steps (Faecal Incident – Solid Stool).
- Where blood or vomit is introduced into a pool it should be temporarily cleared and the contamination dispersed until there is no further trace.
- Test that the chlorine levels are satisfactory before allowing people to swim.

Blood spillage on the poolside

- Restrict access to the affected area.
- Remove all visible contamination with disposable cleaning products and dispose of appropriately.
- Disinfect the affected area using a chlorine solution of one part household bleach to 10 parts water. Note that the mentioned dilution factor is based on a bleach product containing 10–12.5 per cent sodium hypochlorite. Apply liberally and leave to soak for 10 minutes.
- Hose the affected area, directing the water to a stormwater drainage point.
- Record the incident and remedial action taken.
- Reopen the affected area.

Pool Turnover Rates

Facility	Turnover Rate Period
25m Indoor & Program Pool	2 Hours
25m Outdoor Pool	7 Hours

Disinfection Procedures

Guildford Aquatic Centre is a public swimming pool that is being disinfected with a chlorine disinfectant and shall be maintained, when the pool is open and operational, in accordance with the following parameters:

- The swimming pool water shall be disinfected using continuous dosing equipment.
- The chemical parameters of the swimming pool water shall conform to Table 1.
- The maximum chlorine stabilising cyanuric acid level in an outdoor pool is 50mg/L. No cyanuric acid shall be used in indoor swimming pools.
- Where automatic dosing using amperometric control is installed it shall be set to follow the requirements of Table 1.
- Results of all chemical tests and the date and time of testing are to be entered into a log and kept onsite and electronically.

Chemical Dosing

Calcium Hypochlorite is the primary disinfectant and CO₂/Acid are the pH controllers. Chemical dosing is conducted automatically utilising the automatic dosing units.

9.5 Prevention and Treatment of Cryptosporidiosis

Cryptosporidium parvum is the parasite responsible for cryptosporidiosis, a diarrhoeal illness in humans. In an infected person, the parasite invades and multiplies in the gastro-intestinal tract, causing illness and producing oocysts, the infective form of the parasite. Oocysts pass out in the faeces to the environment where they can survive for a long time, including in water. As oocysts are resistant to standard levels of chemicals, such as chlorine and bromine used for pool disinfection, *Cryptosporidium* transmission in public swimming pools and spas is a real public health risk.

There are four key areas that have been identified by risk management. These include:

- Swimmers' hygiene practices
- Education
- Operational control and maintenance
- Sampling

Swimmers' Hygiene Practices

The single most effective method to prevent the transmission of *Cryptosporidium* in swimming pools is to stop oocysts from entering the pool by improving swimmer practices. The two main priority areas are *personal hygiene* and *non-toilet trained infants*.

Personal hygiene – Pool water should not be drunk intentionally.

– Pool water should not be used to wash hands.

Non-toilet trained infants – No children should be allowed to enter the water naked.

- Non-toilet trained infants should wear swimmers with waterproof tight-fitting pants over them.
- Under no circumstances should nappies be worn while swimming.
- Nappies should be changed in the change rooms and not at poolside. The child should be washed thoroughly, and the changer should wash their hands immediately afterward. Soiled nappies should be disposed of in the bins provided.
- Non-toilet trained children should be taken to the toilet frequently.

Education

Education of both the public and the pool staff is essential in preventing the transmission of cryptosporidiosis. This includes:

- All staff must be inducted and be aware of the pool's operational procedures
- Ensure all staff act immediately on incidents and behaviour which may cause contamination.
- Ensure patrons are aware that management will reserve the right to prevent patrons from swimming if there is reason to believe that they may cause a risk to other swimmers.
- Provide suitable signs in the entry foyer and in amenities areas to promote showering.
- Signs to be placed behind toilet doors requesting customers to wash their hands thoroughly and to shower after using the toilet.

Operational control and maintenance

These are the practices and procedures that must be followed by staff to ensure optimal water quality at all times:

- Circulation and filter systems should be maintained to provide maximum filtration efficiency and run 24 hours a day.
- Pool water disinfectant levels should be maintained in anticipation of swimmer numbers such that the disinfectant concentrations always remain above the minimum recommended level.
- All pools should be regularly cleaned with either a manual suction cleaner and/or an automatic suction cleaner.
- Regular water tests need to be completed.
- Pool water should be super-chlorinated overnight at least once a month with a Chlorine Dioxide solution referred to as Zydox. Refer to the individual systems Dosing Chart for further information.
- A monthly Microbiological test is done for every Pool/System.
- Every three months, a shock dose level solution should be done in place of a normal dose level.
- If the plate count is higher than 10 in the monthly microbiological tests, a Shock Dose using Dry Chlorine would be required (under the direction from the Swim Centre Operations Manager). Another microbiological test may be authorised to be done within a week to check the effectiveness of the shock dose.

9.6 Cryptosporidiosis Notification Response Plan

When notified by NSW Health that two or more cases of cryptosporidiosis have been associated with a swimming pool or pool complex, carry out hyper-chlorination:

1. Close affected pools including pools using common water while hyper-chlorination is carried out.
2. Adjust pH to 7.5 or lower
3. Hyper-chlorinate the affected pool by dosing the water to achieve a free chlorine CT value of 15,300 mg.min/L for inactivation of *Cryptosporidium*, where CT value=chlorine concentration x contact time in minutes. Pools using chlorine with cyanuric acid, ensure the cyanuric acid is 15 mg/L or less. Use unstabilised chlorine to achieve a free chlorine CT value of 31,500 mg.min/L for inactivation of *Cryptosporidium*.
4. Check filtration (and coagulation if applicable) is efficient.
5. Once the required free chlorine CT value has been achieved, backwash the filter to waste or replace media / cartridge as appropriate.
6. Test the free chlorine concentration in the pool and when less than 10 mg/L re-open pool(s).
7. Log the incident and remedial action taken.

10. Emergency Management

10.1 Facility Details and Contact Lists

Facility Information

Building Address	1 Tamplin Rd, Guildford NSW 2161
Nearest Cross Street	Guildford Rd
Phone Number	02 8757 9050
Primary Evacuation Area	Swim Centre Car Park (North End)
Secondary Evacuation Assembly Area	Tamplin Street (via side exit gate adjacent to Guildford Leagues Club)
Activities undertaken at facility	Public Swimming Pool
Property Size	(TBC)
Number of Personnel	5-6 workers
Number and description of buildings	25m indoor & program pool and 25m outdoor pool, reception desk, foyer, retail space, admin area & office, multi-purpose room, toilets, change rooms & amenities
Location of Site Chemical Register	Online (Chemwatch) via Stores Print out – In Hazmat Box
Location of the Site Asbestos Register	Online (Alpha Tracker)

Neighbouring Facilities

Neighbouring Facility	Contact Phone	Address	Mechanism for Raising Alarm	Circumstances for raising alarm
Surrounding residential premisses.	N/A	Surrounding residential premisses.	Door knocking	Fire
Guildford Leagues Club	02 9780 1333	25 – 55 Tamplin Rd, Guildford NSW	Phone	Fire

Facility Emergency Response Team Contact List

Position	Name	Hat/Vest Colour	Contact	
			Site	After hours/ Mobile
Emergency Controller / Chief Warden	Swim Centres Operations Manager	White	0405 440 539	0405 440 539
Deputy Chief Warden	Swim Centres Team Leader		02 87579464	NA
First Aider	Swim Centres Operations Manager	Green	2 – Way Radio Communication	02 8757 9050
First Aider	Swim Centres Team Leader			
First Aider	Programs Coordinator			
First Aider	Programs Team Leader			
First Aider	Duty Supervisor			
First Aider	Duty Supervisor			
First Aider	Duty Supervisor			
First Aider	Duty Supervisor			
First Aider	Duty Supervisor			
Emergency Warden	Programs Coordinator	Red	2 – Way Radio Communication	02 8757 9050
Emergency Warden	Programs Team Leader			
Emergency Warden	Duty Supervisor			
Emergency Warden	Duty Supervisor			
Emergency Warden	Duty Supervisor			
Emergency Warden	Duty Supervisor			
Emergency Warden	Duty Supervisor			

External Emergency Contact

Emergency Contact	Contact	Number	In case of:
Local Fire Station	Fire and Rescue NSW Guildford Fire Station	Emergency – 000 Station – 02 9632 6256	Fire, Gas Leak or Explosion
Local Police Station	Fairfield Police Station 40 Smart St, Fairfield NSW	Emergency –000 Station – 02 9728 8399	Security Threat
Poisons Information	NSW Poisons Information Centre Hawkesbury & Hainsworth St, Westmead 1)Holroyd State Emergency Service1	13 11 26	Chemical Exposure
NSW State Emergency Service (SES)	Foray St, Guilford West 2)Auburn State Emergency Service19 Killeen St, Auburn 1)Fairfield, Corner Polding St & Prairie Vale Rd, Prairiewood.	132 500	Flood, Storm damage
Nearest Hospital	2)Westmead, Hawkesbury Rd, Westmead. 1) Sonic Health Plus Guilford 702 Woodville Rd, Old Guilford	1) 02 9616 8111 2) 02 8890 5555	Medical
Local Medical Practitioner	Opening Hours: 8 – 4.30pm 2)City West Medical Centre (Weekends Only) 39 Queen St Auburn Opening Hours: 9 – 5pm	1) 02 9897 7699 2) 02 9646 9900	Medical
Electrical Supplier Authority	Endeavour Energy	131 003	Electrical
Water Services Authority	Sydney Water	13 2090	Broken pipework
WHS Regulatory Authority	Safe work NSW	13 10 50	Reportable Incidents / Injuries
Environmental Regulatory Authority	EPA NSW	131 555	Reportable Pollution
Facilities	During normal business hours, call Customer Service on 8757 9000 and ask for the Facilities Management Section. Between 4:30pm and 8am, call 8757 9000. This call is diverted to an afterhours company that assesses the issue identified and then provides details to the applicable team to action (facilities, open space, city services, roads, etc).		Internal Emergencies
Security			Personal Threat

10.2 Emergency Evacuations

The pool water must be cleared, facilities evacuated, and the Operations Coordinator/Centre Manager informed in the event of the following:

- Lighting Failure (hours of Darkness)
- Power Failure
- Structural Failure
- Medical emergencies
- Fire alarm
- Bomb Threat
- Security Threat
- Emission of Toxic Gases

For detailed information on the processes of emergency response plans, please refer to the Guildford Aquatic Centre Emergency Management Plan (Appendix A). This document is available on the shared online document storage in addition to a physical copy available in the office.

10.3 Evacuation Diagrams

Emergency evacuation diagrams have been developed by Cumberland City Council and are posted at key points throughout the facility.

(Updated emergency evacuation diagrams to be inserted into the OMP upon completion of the construction of the new Guildford Aquatic Centre).

10.4 Weather Conditions

Duty Supervisors and Lifeguards will be required to regularly monitor weather conditions when deployed to undertake supervision duties and in planning for group bookings/carnivals. The supervision system should allow for monitoring of weather conditions and any local weather warnings issued.

All Aquatic staff should have a thorough understanding of the Emergency Management Plan for pool evacuations. The evacuation and closure of the outdoor swimming pools and surrounding areas should be undertaken when lightning is within 10km of the facility.

Once lightning has moved greater than 10km away or has subsided, patrons may return to normal activity.

10.5 Emergency Response

Emergency planning is pivotal to any Lifeguard's ability to respond to an emergency. While no one can predict the exact circumstances of an incident, real emergencies happen suddenly and require quick thinking and decision making under stress.

Lifeguards should have a thorough understanding of the Emergency Response Plans. All aquatic staff including Lifeguards and Duty Supervisors are required to participate in a minimum of one (1) full centre evacuation drill per year. Lifeguard and Duty Supervisors In-Service Training should cover scenarios that require full and partial evacuations.

Training and supervision procedures should ensure that any Lifeguard or aquatic staff member not assisting in the response and management of a casualty should focus all their attention into the remaining public, particularly during partial evacuations, when pools may remain open for use.

Lifeguards must be able to reach every part of their zone within 30 seconds to effectively respond to an emergency. Emergency equipment such as rescue tubes, throw bags, resuscitation mask and gloves, should always be within arm's reach of a Lifeguard whilst providing supervision.

10.6 Emergency Equipment

Lifeguards should be equipped with a rescue tube and required to carry it around while undertaking supervision duties. Lifeguards should have a thorough understanding of the emergency management procedures specific to the facility and be confident and ready to undertake an emergency response at any time.

Rescue Equipment should be located and readily available within the immediate vicinity of each aquatic environment and the Lifeguard/s supervising. Equipment must include the following: defibrillator, oxygen resuscitation unit, first aid kit, spinal board, and associated equipment. This equipment should be available to a Lifeguard within 2 minutes of initiating the Emergency Action Plan. Secondary response equipment should also be kept in the first aid room.

For detailed additional information and processes relating to Emergency Management, please refer to the Guildford Aquatic Centre Emergency Management Plan (Appendix A).

11. Risk Management

11.1 Work Health & Safety and Risk Management Responsibilities

Responsibility of all staff

- As a condition of employment at Cumberland City Council, all staff are required to comply with any relevant Work Health and Safety legislation.
- Additionally, and as a condition of employment at Cumberland City Council.
- Safe Work Procedures and Operating Instructions are found the Safe Work Procedures and Operating Instructions Manual.

Employees Risk Responsibilities

- Staff are required to act at all times in a manner which does not place at risk the health and safety of themselves or any other person in the workplace.

- Staff should provide input into various risk management activities.
- Staff are responsible and accountable for taking practical steps to minimise Council's exposure to risks including contractual, legal and professional liability in so far as is reasonably practicable within their area of activity and responsibility.

Managers WHS Responsibilities

- Set a high standard and provide leadership that progresses Council's Work Health & Safety (WHS) programme to achieve its stated objectives by encouraging the involvement of all people in achieving a safe and healthy workplace.
- Programme training for site specific needs.
- Achieve set work health and safety objectives and contribute to developing plans to implement programs and procedures to ensure compliance with the relevant health and safety legislation and standards.
- Provide the necessary resources, plant and equipment to ensure the highest standard of WHS where appropriate and within the budget made available to Council.
- Ensure all plant, equipment and/or procedures which are used in the conduct of work are regularly inspected and tested to verify that they conform to standards, legislative requirements and/or specifications.
- Promote and support rehabilitation in the workplace and identify and make available suitable duties for employees who are part of Council's Rehabilitation Program.
- Ensure WHS is an agenda item at all team meetings.
- Keep employees informed of WHS matters.
- Ensure corrective action is taken to control workplace hazards.
- Investigate all accidents and incidents in accordance with Council's procedures and take appropriate action.
- Ensure all equipment purchased meets Council's OHS requirements and is maintained and inspected in accordance with Council's policies and procedures.
- Assess risks associated with all hazards identified and ensure appropriate controls are implemented to eliminate or reduce the risks.

Managers WHS Accountabilities

- Implementing, monitoring and maintaining the Council's WHS programme.
- Providing transitional duties/employment for insured workers as an integral part of the return-to-work process.
- Implementing corrective action to control workplace hazards.

11.2 First Aid Kits

Location of First Aid Kit and Defibrillator

Equipment	Location
First Aid Room – Defibrillator 	First Aid Room entrance via the foyer. 
First Aid Room – First Aid Kit 	

Pre-Operational Checks

First Aid Kits including its contents should be inspected and checked for correct operation and adequacy prior to or at opening the facility each day. This includes but is not limited to:

- Checking all equipment has been cleaned and is fully operational, including the contents list
- Ensuring that additional equipment is available on site
- Complete the provided First Aid Checklist available in the First Aid Room

First Aid Kit Content

The first aid locations need as a minimum the following supplies contained for emergency first aid:

Item	Quantity
Instructions for providing first aid – including Cardio-Pulmonary Resuscitation (CPR) flow chart	1
Notebook and pen	1
Resuscitation face mask or face shield	1
Disposable nitrile examination gloves	5 pairs
Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack)	5 packs
Saline (15 ml)	8
Wound cleaning wipe (single 1% Cetrimide BP)	10
Adhesive dressing strips – plastic or fabric (packet of 50)	1
Splinter probes (single use, disposable)	10
Tweezers/forceps	1
Antiseptic liquid/spray (50 ml)	1
Non-adherent wound dressing/pad 5 x 5 cm (small)	6
Non-adherent wound dressing/pad 7.5 x 10 cm (medium)	3
Non-adherent wound dressing/pad 10 x 10 cm (large)	1
Conforming cotton bandage, 5 cm width	3
Conforming cotton bandage, 7.5 cm width	3
Crepe bandage 10 cm (for serious bleeding and pressure application)	1
Scissors	1
Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll	1
Safety pins (packet of 6)	1
BPC wound dressings No. 14, medium	1
BPC wound dressings No. 15, large	1
Dressing – Combine Pad 9 x 20 cm	1
Plastic bags - clip seal	1
Triangular bandage (calico or cotton minimum width 90 cm)	2
Emergency rescue blanket (for shock or hypothermia)	1
Eye pad (single use)	4
Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets)	5
Instant ice pack (e.g. for treatment of soft tissue injuries and some stings).	1

11.3 Personal protective clothing

What is PPE?

Equipment worn to protect the wearer against accidental exposure to hazards.

When should PPE be worn:

You must wear PPE if:

- Risk of exposure to hazards such as UV radiation, noise, sharp/falling objects chemicals, etc
- A safe work procedure / SWMS requires the wearing of PPE
- The SDS for a chemical prescribes the wearing of PPE
- Signage in the workplace indicates PPE must be worn in a specific area

Basic Types of PPE:

Head (protects against falling objects, bumping objects)

- Hard hat: ensure correct fit (adjustable)

Hearing (required where noise exceeds the exposure standard)

- Ear muffs: one size fits all / less chance of infection
- Ear plugs: small, lightweight, one use only – can get dirty and cause infection

Face/Eye (working with chemicals or mechanical equipment)

- Face shield: protects face from splashing & particles
- Safety glasses: protects eyes from solids (grinding, sanding, etc.)

Hand (protection against chemicals, sharp objects, heat, etc.)

- Gloves (chemical exposure): Refer to manufacturer's info for breakthrough rating (PVC, Latex)
- Gloves (other): Gloves to protect against cuts, burns, abrasions

Foot (protects against falling objects, crush injuries, spills)

- Safety (steel cap) boots/shoes: Always worn when potential for falling objects exist
- Water/chemical resistant boots: Worn where potential for spills exist

PPE available on site:

- Safety goggles and/or Face shield
- Earmuffs/plugs
- Gas Mask/respirator
- Cotton Inners
- Long Industrial Gloves
- 2 sets Gumboots different sizes
- Apron with full chemical resistant coat and pants

PPE location on site:

All PPE is available on site located immediately upon entry to the plantroom.

11.4 Incident reporting procedures

Reporting is an important step in the incident management process. After responding to an incident, it is the employee's responsibility to complete the Incident Report Form. This document must be completed accurately and in detail as it may become a legal document presented in court.

The Incident Report Form is available as a digital copy on Council shared online document storage and physical copies will be printed and stored in the first aid room. Upon completion of the document, it is important to ensure that this document is scanned and sent to the Operations Manager.

Incident Report Form

Cumberland City Council Swimming Centre
FIRST AID / INCIDENT FORM
 Person Completing Report: _____
 Position: _____

 CUMBERLAND CITY COUNCIL

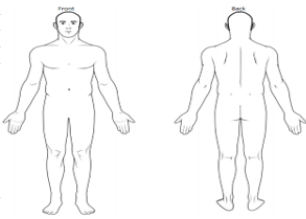
Centre: Granville / Guildford / Merrylands / Wentworthville
 Type of Incident: Incident / Minor First Aid / Major First Aid
 Location: 50m Pool / 25m Pool / Training Pool / Leisure Pool / Baby Pool / Reception / Kiosk / Program Room / Club Room / Plant Room / Lunchroom / Pool Deck / Grandstand / Change Rooms / Carpark / Splash pad / Other: _____

Time of Incident: _____ Date: _____ Signature: _____

Patron Details
 Given Names: _____ Surname: _____
 Address: _____
 Date of Birth: _____ Telephone: _____

Guardian Details (if patron is under 18)
 Given Names: _____ Surname: _____
 Address: _____
 Date of Birth: _____ Telephone: _____

Injury Details: Bruise / Scratch / Cut / Blood Nose / Fainting / Spain or Strain / Fracture / Bite or Sting / Other: _____
 Type of Accident: Fall / Collision / Trip / Slip / Existing Injury / Other: _____
 Details of Injury: _____



Does the person require first aid: YES / NO Did they accept first aid YES / NO
 If no, obtain signature: _____ patron / guardian
 First Aid Carried Out: _____

Recommended to seek medical advice: YES / NO
 Signature (by guardian if minor): _____

Incident Type Details: First Aid or Injury / Theft / Assault or Fight / Bomb Threat / Centre Evacuation / Lost Child / Vandalism / Customer Complaint / Equipment Failure / Damages / Broken Window / Other: _____

Incident Details

What Happened: _____

Where: _____

How: _____

Was CPR administered: _____ Was Defib used? _____

Was ambulance called: _____ Ambulance number: _____

What hospital was patron taken too? _____

Did Police attend: _____ Police name and station: _____

If any emergency services attend - send group text immediately to Pools: Operation manager or weekend/ public holiday management team, pool: operation supervisor and Manager.

Text time and date: _____ am/pm

Witness Details

Name: _____ Phone: _____

Address: _____

Proposed Action Plan

Administration Details

Lifeguard CSO Date: _____ Time: _____ Signature: _____

Duty Manager Date: _____ Time: _____ Signature: _____

Assist Ops Manager Date: _____ Time: _____ Signature: _____

Ops Manager Date: _____ Time: _____ Signature: _____

Additional Information Attached: YES / NO

Maintenance issues reported: YES / NO Date: _____

Logged to Vault: YES / NO Date: _____

Send a copy of this report to Swim Centres Operations Manager

Reviewed by: Phillip Sorbello - Reviewed Date: 06/02/23

VAULT Report

Incidents, near misses, injuries and illnesses that have occurred should be promptly manually documented on the paper-based form (see template above) and then forwarded to Swim Centre Management team via email who will then enter into Councils WHS system 'VAULT'.

This is to be completed as soon as practically possible, at latest end of shift on the day the incident occurred. This ensures that events are thoroughly documented, tracked, followed-up and can assist in future strategies for prevention and/or identifying trends that may require further investigation.

Incidents do not necessarily need to be first-aid related and can consist of several different events such as customer aggression and abuse towards a team-member, theft of property, assault, and vandalism for instance.

11.5 Risk Assessment Methodology

The risk framework and descriptors used in this management plan are based on Royal Life Saving's Risk Management Framework and draw on the application of the following Australian-New Zealand and International Standards (AS ISO 31000:2018 Risk Management – Guidelines):

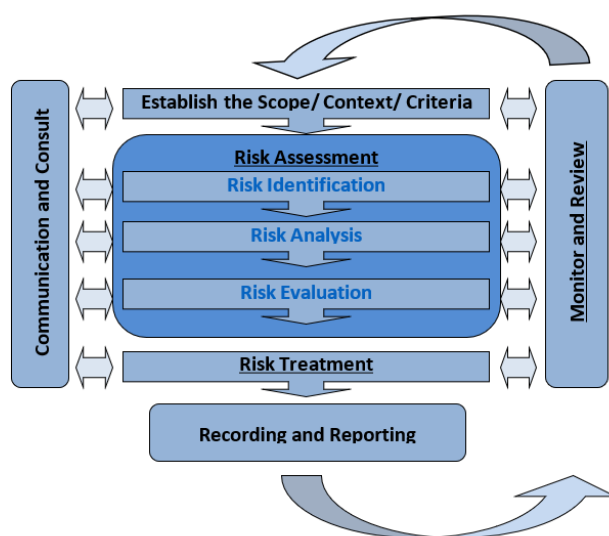


Figure 1. The Risk Management Process

Step 1: Identify Hazards

WHS legislation in New South Wales requires that a person conducting a business or undertaking (PCBU), in consultation with workers, identify all potentially hazardous things or situations that may cause harm. In general, hazards are likely to be found in the following.

- Physical work environment
- Equipment, materials, or substances used.
- Work tasks and how they are performed.
- Work design and management.

In order to identify hazards, the following are recommended:

- I. Past incidents/accidents are examined to see what happened and whether the incident/accident could occur again.
- II. Employees be consulted to find out what they consider are safety issues, i.e., ask workers about hazards near misses they have encountered as part of their work.

- Sometimes a survey or questionnaire can assist workers in providing information about workplace hazards.
- III. Work areas or work sites be inspected or examined to find out what is happening now. Identified hazards should be documented to allow further action. The work environment and equipment as well as tasks and procedures should be examined for risks to WHS.
 - IV. Dynamic Risk Analysis undertaken during operation, i.e., what hazardous event could take place here?

Step 2: Assess Risks

Risk assessment involves considering the possible results of someone being exposed to a hazard and the likelihood of this occurring. A risk assessment assists in determining:

- How severe a risk is.
- Whether existing control measures are effective
- What action should be taken to control a risk?
- How urgently action needs to be taken.

A risk assessment should include:

- I. Identifying factors that may be contributing to the risk.
- II. Review health and safety information that is reasonably available from an authoritative source and is relevant to the hazard.
- III. Evaluation of how severe the harm could be. This includes looking at the types of injuries/illnesses/harm/damage that can result from the hazard, the number of people exposed, and possible chain effects from exposure to this hazard.
- IV. Evaluation of how a hazard may cause harm. This includes examining how work is completed, whether existing control measures are in place and whether they control the harm, looking at infrequent/abnormal situations as well as standard operating situations. A chain of events related to a risk may need to be considered.
- V. Determining the likelihood of harm occurring. The level of risk will increase as the likelihood of harm and its severity increases. The likelihood of harm occurring may be affected by how often the task is completed, in what conditions, how many people are exposed to the hazard and for what duration.
- VI. Identify the actions necessary to eliminate or control the risk.
- VII. Identify records that it is necessary to keep ensuring that the risks are eliminated or controlled.

Other risk factors should also be identified as they may contribute to the risk, including:

- I. The work premises and the working environment, including their layout and condition.
- II. The capability, skill, experience, and age of people ordinarily undertaking work.
- III. The systems of work being used.
- IV. The range of reasonably foreseeable conditions.

The process of assessing the risk is undertaken by reviewing any available information about the hazard (e.g., legislation, Australian Standards, Industry Code of Practice, or guidance material about the hazard) and by using personal work experience about what sort of harm the hazard could create and how likely this would be to happen.

When determining how likely it is that a person could be exposed to a hazard, consideration needs to be given to the following "exposure factors":

- I. Whether there are any other risk factors that increase the likelihood of exposure?
- II. How often is the person exposed (frequency)?
- III. How long is the person exposed (duration)?
- IV. How many people are exposed?
- V. The likely dose to which the person is exposed?
- VI. Any legislative or recommended exposure levels required by statutory authorities.

Step 3: Treating the Risks

The outputs from the risk assessment phase are utilised within the risk treatment options section of this assessment. Sometimes more than one risk control measure may be needed to manage a risk effectively. When treating and controlling risks, the following sliding scale can be utilised:

- **Eliminate:** Remove the hazard.
- **Substitute:** Use different processes or methods to make it safer.
- **Engineer / Isolate:** Ensure by design that its likelihood and consequences are limited and controlled if an incident occurs. Or isolate people from the hazard.
- **Administration:** Use of standard operating procedures, instruction, and supervision and/or training, briefing and drills to reduce the likelihood of an incident.
- **Personal Protective Equipment (PPE):** Utilised to reduce the consequences.



Figure 2. The Hierarchy of Control – Treating Risks

Step 4: Monitor and Review

Continuous monitoring and review of hazards and their risks ensure new hazards are detected and the risks managed, and that action plans are implemented and progressed effectively. Review processes are often implemented as part of the regular risk management meeting cycle (and, if not, should be) supplemented by major reviews periodically (e.g., annual review).

Monitoring and reviewing activities links risk management to other management and administrative processes. This incorporated approach facilitates better risk management and continuous improvement. The main input to this step is the watch list of the major risks that have been identified in the assessment for risk treatment action.

The outcomes of any review process should be in the form of revisions to the risk register and a list of new action items proposed for risk treatment or funding opportunities for already identified treatment options.

11.6 Hazardous Conditions

The purpose of the supervision plan is to develop strategies which can be taken to reduce and eliminate hazards within the facility. However, given the nature of an Aquatic Centre there are some risks that are unpredictable. Therefore, Lifeguards must recognise any physical condition or situation that puts customers, staff (or others) at risk and upon recognition take immediate steps to mitigate the risk to a level considered acceptable.

A Dynamic Risk Assessment process should form part of the Guildford Aquatic Centre Supervision Plan. Due to the very nature of Lifeguarding, situations can evolve rapidly and not all potential circumstances can be foreseen.

Dynamic Risk Assessing allows for a proactive, real-time approach to patron supervision based on the conditions presented to the Lifeguard/s. This can be supported through regular scenario training and through operational debriefing of actual incidents.

A Dynamic Risk Assessment should be seen as a supplement to a good risk management plan and should be applied in context with the Guildford Aquatic Centre Supervision Plan.

Dynamic Risk Framework (example)

Plan	Stop	Do not rush, stop, and make a slow approach.
	Assess	Take time to assess the situation and the risks.
	Plan	Make a plan Think through the options Consider the resources (including other agencies available) and any limitations Have a back-up plan.
Do	Execute	Let everyone know what is going on (briefing) Respond, execute the plan.
Review	Review	If unsuccessful or the situation changes, review the plan, it may still be the most appropriate plan and require perseverance. Once completed: ➤ Replenishing/refurbishing ➤ Recording ➤ Debriefing ➤ Reporting.

11.7 Manual Handling

What is manual handling?

Manual handling is any activity which involves pushing, pulling, lifting or carrying objects or people, or activity requiring the use of force by a person to lift, lower, push, pull, hold or restrain something.

What are the risks associated with manual handling?

- Manual handling injuries can occur from:
- High or sudden force such as lifting a heavy load
- Repetitive movement such as shovelling a load
- Poor working postures such as bending over a low workbench
- Vibration such as using a jackhammer for long periods
- Injuries from manual handling may include:
- Muscle strains & sprains
- Strains or tears to ligaments or tendons
- Bulging or herniated discs in the spine
- Joint injuries & fractures

The principles for managing manual handling risks are:

- Assess the task – Ask:
- How heavy is the load and how far does it have to be moved?
- Is the workplace set up for the task (e.g. correct bench height)?
- Are there any other hazards (e.g. slip / trip hazards)?
- Can I safely do the task on my own?
- Try to eliminate or reduce the risk:
- Eliminate the need to handle the load – e.g. have goods delivered to the point of use (such as delivering chlorine to the pool)
- Use equipment to move or handle a load – e.g. a hoist or trolley
- Break the load onto smaller loads - e.g. substitute two 20kg bags for a 40kg bag, or make two trips
- Take sufficient breaks - move around or stretch, relieve sustained awkward postures, take a break from repetitive movements
- Get help - e.g. use two people to move a heavy or awkward load
- Always follow the safe procedure for the task – e.g. use a step stool to access a high shelf, not a chair
- If a load must be handled, use safe manual handling techniques:
- Plan the move and test the weight
- Bend your knees not your back
- Get a firm grip
- Keep your back straight, keep the load close and don't twist
- If team lifting – communicate with each other whilst lifting

11.8 Safety Data Sheets

Apart from labels, the safety data sheets (SDS) are the basic information source for most chemicals. Safety Data Sheets should be obtained from the chemical manufacturer, importer or supplier (excluding retailers) prior to the introduction of new chemicals into the workplace. This will allow time for a preliminary risk assessment to be completed before the chemical is used.

Safety Data Sheets must contain all relevant information required by the regulations, including:

1. Date of preparation or review
2. Manufacturer or importer details, including Australian address and contact numbers
3. Product name
4. Chemical and physical properties of the substance
5. Proportion (or proportion ranges) of the ingredients in the substance
6. Health hazard information
7. First aid information
8. Precautions for safe use
9. A statement that the substance is a hazardous substance

Ensure the information provided is acceptable, useful and is less than 5 years old. If the Safety Data Sheet does not comply with the relevant regulations or the information is inadequate:

- notify the manufacturer, importer or supplier, or
- return the product to the manufacturer, importer or supplier, or
- obtain the product from a different manufacturer, importer or supplier.

Document Location:

- Plant Room
 - Garden Shed
 - Storage rooms
 - Kitchen
 - Pool Chemical Storeroom
 - Multipurpose Room
 - First Aid Room
 - Admin Office (combined manifest)
 - Online – SharePoint/OneDrive
- Cumberland City Council\Swim Centres - General\Hazardous Chemicals\Safety Data Sheets\Guildford Swim Centre**

11.9 Hazardous Chemical Register

The Chemical register is stored and maintained online on the Chemwatch system.

Product name <i>(E.g. BP, Unleaded Petrol)</i>	Manufacturer / Supplier	Quantity stored <i>(max capacity)</i>	Frequency of Use <i>(E.g. 1 x 30 min per day, 1 day per week)</i>	Exact Storage Location
Diesel	Council Depot	40L (2 x 20L drums)	Once a week	Outdoor storeroom adjacent to access road
Two Stroke Petrol	Council Depot	60L (3 x 20L drums)	Twice a week	Outdoor storeroom adjacent to access road
Unleaded Petrol	Council Depot	100L (5 x 20L drums)	Twice a week	Outdoor storeroom adjacent to access road
Round Up	Council Depot	10L	Once a Quarter	Outdoor storeroom adjacent to access road
Calcium Hypochlorite	International Quadratics Pty Ltd	80kg (2 x 40kg drums)	1 day per week	Outdoor storeroom adjacent to access road
Zydac Activator Powder	Solarwise NSW	20kg (10 x 2kg drums)	Once a fortnight	Outdoor storeroom adjacent to access road
Zydox	Solarwise NSW	160L (8 x 20L drums)	Once a fortnight	Outdoor storeroom adjacent to access road
Hydrochloric Acid	International Quadratics Pty Ltd	120L (8 x 15L drums)	1 day per week	Outdoor storeroom adjacent to access road
Aluminium Sulphate	International Quadratics Pty Ltd	100kg (4 x 25kg bags)	Once a fortnight	Outdoor storeroom adjacent to access road
Calcium Chloride	International Quadratics Pty Ltd	150kg (6 x 25kg bags)	Once a fortnight	Outdoor storeroom adjacent to access road
Co2	Boc Gases	200kg	Constant automatic dosing	Adjacent to outdoor storeroom
Lemon Bleach	Jasol Australia	50L (10 x 5L bottles)	Once a fortnight	Outdoor storeroom adjacent to access road
Mountain Mist	Jasol Australia	160L (8 x 20L drums)	Twice a day	Outdoor storeroom adjacent to access road
Toilet Care Thick	Jasol Australia	100L (20 x 5L bottles)	Twice a day	Outdoor storeroom adjacent to access road

Welcome *Belong* Succeed



CUMBERLAND CITY COUNCIL

Cumberland City Council

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f Cumberland City Council Sydney **@** [cumberlandcitycouncil](https://www.facebook.com/cumberlandcitycouncil)

12. APPENDIX A: WASTE MANAGEMENT PLAN

Please find the Waste Management Plan on the following pages below for reference.

13. APPENDIX B: ARCHITECTURAL PLAN

Please find the Architectural Plan on the following pages below for reference.

14. APPENDIX C: EMERGENCY ACTION PLAN

Please find the Guildford Swim Centre Emergency Management Plan on the following pages below for reference.

Design
for a better
future /

wsp

JUNE 2024

GUILDFORD POOL MODERNISATION PROJECT
WASTE MANAGEMENT PLAN



Question today *Imagine tomorrow* Create for the future

GUILDFORD POOL MODERNISATION PROJECT Waste Management Plan

WSP

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REV	DATE	DETAILS
A	28/05/2024	Draft Waste Management Plan
B	27/06/2024	Waste Management Plan

	NAME	DATE	SIGNATURE
Prepared by:	Connie He	27/06/2024	
Reviewed by:	Laurence Gamble	27/06/2024	
Approved by:	Laurence Gamble	27/06/2024	

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PS211899-20240627-CH-Waste
Management Plan-RevB

June 2024



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1 SUMMARY

The below is a summary of the waste management strategy proposed for the subject site. The complete report must be read in detail prior to implementing the waste management plan.

Located at 1 Tamplin Road, Guildford the proposed development will include the demolition of the existing Guildford Swimming Centre and the construction of a new Centre, including earthworks and building works with associated support facilities, change rooms, multi-purpose space, and indoor 25m program and lane pool. The proposal will also include a 25m outdoor lane pool, external storage building and associated landscaping and fencing. Waste will be collected by a Cumberland City Council as outlined below. Bin quantities and collection frequencies represent those specified by Cumberland City Council.

Table 1 Waste Enclosure

Waste Stream	Equipment	Collection Frequency	Collection Operator
Garbage	6 x 240L Bins	(Up to) 3	Cumberland City Council
Recycling	3 x 240L Bins	(Up to) 3	Cumberland City Council
Bulky Waste/ E-Waste	2sqm storage area	As Required	Cumberland City Council

All waste collections will occur on-site, directly from the access lane by a Council collection operator. Collection vehicles will access the site via the access road along Tamplin Road and exit via the second access (exit) road along the southern boundary fence line. Swept path diagrams demonstrating sufficient access for vehicles to enter and exit the site in a forward direction are provided in Appendix B.

Collection vehicles will prop within the access lane, with operators to collect bins directly from the waste enclosure. Operators will be responsible for returning waste bins to the waste room immediately upon emptying. All collections will be undertaken outside of standard operating hours, as to limit potential interaction between collection vehicles and venue patrons.

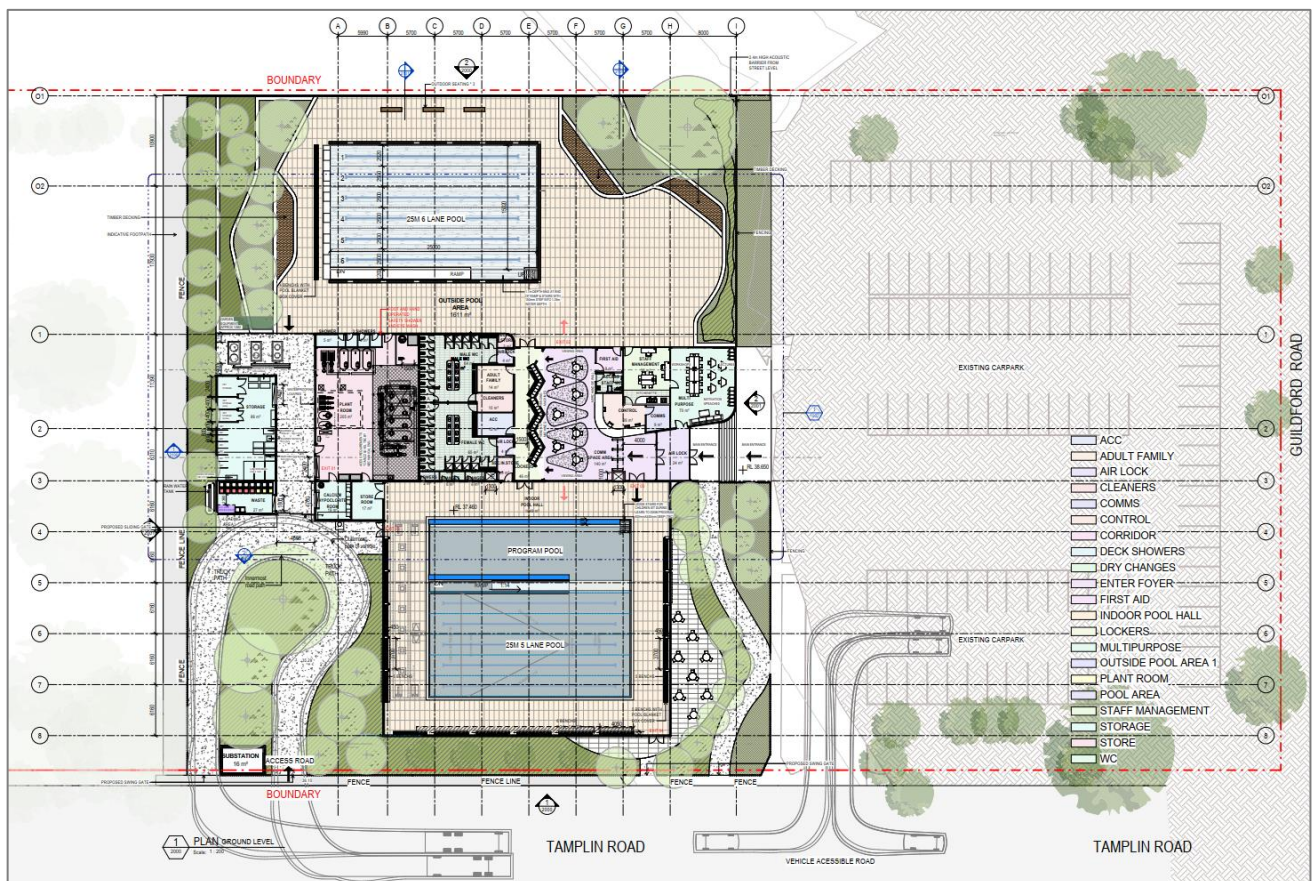
Bins will not be stored outside of the title boundary or presented to kerb for collection at any time. Facilities management will ensure sufficient access is provided for operators during collection times. Typically, operators are provided with keypad/ swipe card access the waste room.

2 INTRODUCTION

The following Waste Management Plan has been prepared for the new Guildford Swimming Centre at 1 Tamplin Road, Guildford.

This Waste Management Plan (WMP) and the waste generation rates therein have been prepared based on existing site information as provided by facilities management, the Cumberland City Council DCP, the EPA Document *Better Practice Guidelines for Waste Management and Recycling in Commercial and Industrial Facilities* (2012) and current best practice waste management methodology and technologies commonly available in Australia.

Figure 1 Proposed Site Plan



2.1 LAND USE

Client: Cumberland City Council

Planning Application No.: PL2024/0017

Land Use Type: Public Recreation

2.2 PROJECT DESCRIPTION

The subject site forms Lot 21 in DP 1018330 and is known as 1 Tamplin Road, Guildford. The site (McCredie Park) has an area of 63,380sqm and contains a number of community facilities including parkland with child play equipment, a football oval with associated at-grade parking and a swimming complex known as Guildford Swimming Centre located on the northern part of the site.

The area to be redeveloped relates to the northern part of the McCredie Park which contains buildings associated with the Guildford Swimming Centre. The area contains a building with an indoor pool and an outdoor pool. Numerous medium sized mature trees are located throughout. An at-grade car park used by the swim centre is located north of the indoor pool building.

The development proposes the construction of a new building to house an indoor pool, a new outdoor pool. Site remediation is also proposed as part of the application. The new building consists of the following:

- 25m lap/program pool
- Entry and foyer area
- Staff management rooms
- Male and female amenities
- Plant room
- Store room

The outdoor area consists of:

- 25m lap pool
- Two (2) grassed areas

3 PRE-DA RESPONSES

A pre-lodgement meeting was held on 18 April 2024 and the following advice was provided regarding Waste Management for the proposed development.

The following item/s have been considered throughout this WMP as appropriate, as detailed below.

Table 2 Response to Pre-DA Advice

Pre-DA Minute	Waste Management Response
3. Development Application lodgement requirements. – Full set of architectural plans including plans, elevations and sections of the development – Stormwater Plans – Landscape Plans – Waste management plan – Flood Advice Letter (obtained from Council) – Plan of Management	The following Waste Management Plan (WMP) addresses the requirements for waste management in alignment with the <i>Cumberland Development Control Plan 2021 (CDCP) Part G8 – Waste Management</i> .

4 WASTE MANAGEMENT PLAN

4.1 WASTE GENERATION

A summary of the **existing** and **forecast** waste volumes of the site are summarised in Table 3 and Table 4 below, derived through a review of the existing Guildford Swimming Centre waste volumes and patronage figures as provided to WSP by facilities management. Note that patronage estimates represent those experienced during peak periods. Lesser patronage figures and therefore waste volumes are expected outside of peak periods.

The maximum capacity of the existing centre is 380 patrons, and future maximum capacity predicted to be 550 patrons, which is approximately equivalent to a **50% increase in patronage**. This has been applied to the existing waste volume to determine the forecast waste generation volume of the new centre (i.e. forecast **50% increase in waste volumes** in turn).

The existing site consists of a single waste general waste stream. The proposed site will incorporate a two-waste stream strategy (garbage and recycling) to provide best practice waste management and to align with the Cumberland City Council DCP. Recycling is expected to comprise 40% of the total waste stream (based off WSP case study data of similar swim centres).

Note, additional bins have been provided in the existing site, providing a total of 20 x 240L bins which is equivalent to a 14,400L capacity per week for peak periods. It is expected that this maximum capacity is adequate for the proposed site, therefore the total number of bins remain the same.

Table 3 Existing Site Waste Generation

Waste Stream	General Waste	Recycling
Bin Quantity	6 x 240L Bins (+14 x 240L additional bins, <u>total 20 x 240L bins</u>)	Nil
Collection Frequency	Three times per week	Nil
Waste volume (L/week)	4,320L	Nil

Table 4 Forecast Site Waste Generation

Waste Stream	General Waste	Recycling
Bin Quantity	6 x 240L Bins (+11 x 240L additional bins, <u>total 20 x 240L bins</u>)	3 x 240L Bins
Collection Frequency	Three times per week	Three times per week
Waste volume (L/week)	6,480L total waste volume	
	4,320L	2,160L

4.2 WASTE SYSTEMS

Waste shall be sorted on-site by staff/ cleaners as appropriate into the following **core streams**:

- Garbage (General Waste)
- Commingled Recycling
- Bulky Waste

Throughout the development it will be ensured that it is as easy to dispose of recyclable materials as it is garbage. This will be achieved by ensuring the development is appropriately furnished with bin stations throughout the various facilities of the site. The bin stations are to be clearly signed such that waste stream separation is easily identifiable and correct use of the bins is upheld.

Bin stations encourage the separation of recyclable materials. This system incorporates the provision of dual bins for the two core waste streams at central locations and common areas for ease of disposal. This system is beneficial, as users are required to make a conscious decision as to which bin they place their items. This typically results in a reduced volume of garbage (landfill).

In addition, the use of bin stations minimises the number of locations cleaners are required to service throughout the development.

Figure 2 Example Bin Station Application



*Internal Fitout –
(Dry Facilities)*



*Internal Fitout – Public Use
(Indoor Pool Hall, etc.)*



*External Fitout – Public Use
(Outdoor Pool)*

4.2.1 GARBAGE, COMMINGLED RECYCLING

Each space of the development shall have provision for plastic lined garbage and commingled recycling bins for the temporary holding of waste. Pending nominated operational procedure, WSP expect garbage / recycling volumes to be cleared by cleaning staff through the following methods:

- **Cleaning Trolleys (Dry Facilities, Indoor Pool Halls):** Cleaning staff to circulate throughout the dry facilities / indoor pool hall and decant waste from these bins into cleaners trolleys. Once full, trolleys will be transferred to the waste room and further decanted into the larger 240L bins as appropriate.
 - Note: For ease of handling, internal bin stations should be limited to 60L in size or smaller.
- **Wheelie Bins (External Pool Fitout):** Public place bins to be provided as mobile wheelie bins (240L in size), to be individually transferred to the loading area for collection as required.
 - Note: WSP do not recommend wheelie bins as bin stations throughout the internal pool hall, as to minimise risk of contamination / floor finish damage.

Garbage is to be disposed of bagged. Commingled recyclables are to be disposed of loosely, with any plastic liners to be disposed of within the garbage bins.

4.2.2 BULKY WASTE AND ELECTRONIC WASTE (E-WASTE)

A dedicated bulky waste area of minimum 2.00m² is to be provided within the waste enclosure for the disposal of large bulky goods. Staff/cleaners will access the bulky waste area directly as appropriate (see Appendix A).

It is recommended a 240L e-waste bin be incorporated into this area for the disposal of smaller e-waste goods (such as computer keyboards), with larger goods (computer monitors) being disposed of across the remaining floor space.

Bulky waste and e-waste will be collected as separate streams on an as required basis.

4.1 EQUIPMENT QUANTITY, SIZE AND COLLECTION FREQUENCY

4.1.1 WASTE EQUIPMENT

Table 5 contains information regarding bin quantity, size and frequency of collection.

Note that the below waste system is intended to cater for the site during **peak** operating conditions. Lesser waste volumes are anticipated during non-peak periods therefore the below bin quantities and collection frequencies should be considered as upper-limiting quantities. Few bins **or** few collections than those specified may be required throughout non-peak periods.

Further note that recycling bins can be collected as garbage if contamination levels are deemed too high **or** if the separation of recycling is no longer feasible (to be advised by facilities management).

Table 5 Bin Information and Capacity

Bin Information and Capacity				
Waste Stream	Equipment	Collections Per Week	Weekly Capacity	Weekly Volume
Garbage	6 x 240L Bins	(Up to) 3x per week	4,320L	4,320L
Recycling	3 x 240L Bins	(Up to) 3x per week	2,160L	2,160L
Bulky Waste/ E-Waste	2 sqm storage area	As Required	Variable	Variable

4.1.2 EQUIPMENT DIMENSIONS

Typical equipment dimensions are shown in Table 6 below. Note that the specifications are for reference only and must be confirmed with the nominated supplier prior to any works commencing.

Table 6 Typical Equipment Dimensions

Typical Equipment Dimensions (mm)			
Item	Width	Depth	Height
240L Bin	585	730	1060

4.2 BIN COLOUR AND SUPPLIER

All bins will be provided by Cumberland City Council. The below bin colours are specified by Australian Standard AS4123.7 2006:

- Garbage (general waste) bins shall have red lids with a dark green body.
- Recycle bins shall have yellow lids with a dark green body.

If preferred, the bins provided for the existing swimming centre can be re-used for the new development if in a suitable condition.

4.3 WASTE STORAGE

Table 7 demonstrates the cumulative area requirements (excluding circulation) and provision of waste areas. Please refer to scaled waste room drawing shown in Appendix A.

Table 7 Waste Storage Area Requirement

Waste Store	Usage	Area Required (excl. circulation)	Area Provided
Waste Enclosure	6x 240L Bins (Garbage)	2.58m ²	27 m ²
	3 x 240L Bins (Recycling)	1.29m ²	
	11 x 240L Bins (Additional for peak periods)	4.72m ²	
	Bulky Waste Storage Area	2.00m ²	
TOTAL		10.60m ²	27 m ²

4.4 SIGNAGE

Waste storage areas and bins will be clearly marked and signed with the standard EPA NSW signage or equivalent, as shown in Figure 3. Staff / cleaners will be instructed by building management to adhere to these requirements.

Figure 3 EPA NSW Waste Signage



4.5 WASTE COLLECTION METHODOLOGY

Waste will be collected by a Cumberland City Council as outlined below.

Table 8 Waste Enclosure

Waste Stream	Equipment	Collection Frequency	Collection Operator
Garbage	6 x 240L Bins	(Up to) Three times per week	Cumberland City Council
Recycling	3 x 240L Bins	(Up to) Three times per week	Cumberland City Council
Bulky Waste/ E-Waste	2sqm storage area	As Required	Cumberland City Council

All waste collections will occur on-site, directly from the access lane by a Council collection operator. Collection vehicles will access the site via the access road along Tamplin Road and exit via the second access (exit) road along the southern boundary fence line. Swept path diagrams demonstrating sufficient access for vehicles to enter and exit the site in a forward direction are provided in Appendix B.

Collection vehicles will prop within the access lane, with operators to collect bins directly from the waste enclosure. Operators will be responsible for returning waste bins to the waste room immediately upon emptying. All collections will be undertaken outside of standard operating hours, as to limit potential interaction between collection vehicles and venue patrons.

Bins will not be stored outside of the title boundary or presented to kerb for collection at any time. Facilities management will ensure sufficient access is provided for operators during collection times. Typically, operators are provided with keypad/ swipe card access the waste room.

5 ADDITIONAL INFORMATION

5.1 STANDARDS & COMPLIANCE

5.1.1 VENTILATION

Ventilation will be provided in accordance with Australian Standard AS1668.

5.1.2 WASHING AND VERMIN PROTECTION

The waste enclosure provided on site is to be fitted with the following services to accommodate regular wash down of waste equipment and the waste storage area itself:

- Central floor waste point draining via sewer.
- Access to cold water tap and hose connection.

Building management (or equivalent) will be responsible for undertaking regular washing of bins and other waste equipment as appropriate.

Alternatively, a third-party bin washing service can be engaged to perform regular washing of bins. Bin washing suppliers must retain all wastewater to within their washing apparatus and not impact on the drainage provisions of the site.

5.1.3 NOISE REDUCTION

All waste areas shall meet BCA and AS2107 acoustic requirements as appropriate with operational hours and collection times assigned to minimise acoustic impact on surrounding premises.

5.2 HIGH LEVEL PURCHASING SCHEDULE

Table 9 lists the waste equipment required for the development under the conditions proposed within this report.

Table 9 Equipment Supply Schedule

Item	Supplier	Quantity	Notes
240L Bins	Cumberland City Council	6 No. Garbage 3 No. Recycling 11 No. Additional Bins	If preferred, the bins provided for the existing swimming centre can be re-used for the new development if in a suitable condition.

5.3 SUPPLIER CONTACT INFORMATION

A complimentary listing of contractors and equipment suppliers is provided in Table 10 below for your reference. You are not obligated to procure goods/services from these companies. This is not, nor is it intended to be, a complete list of available suppliers. WSP does not warrant (or make representations for) the goods/services provided by these suppliers.

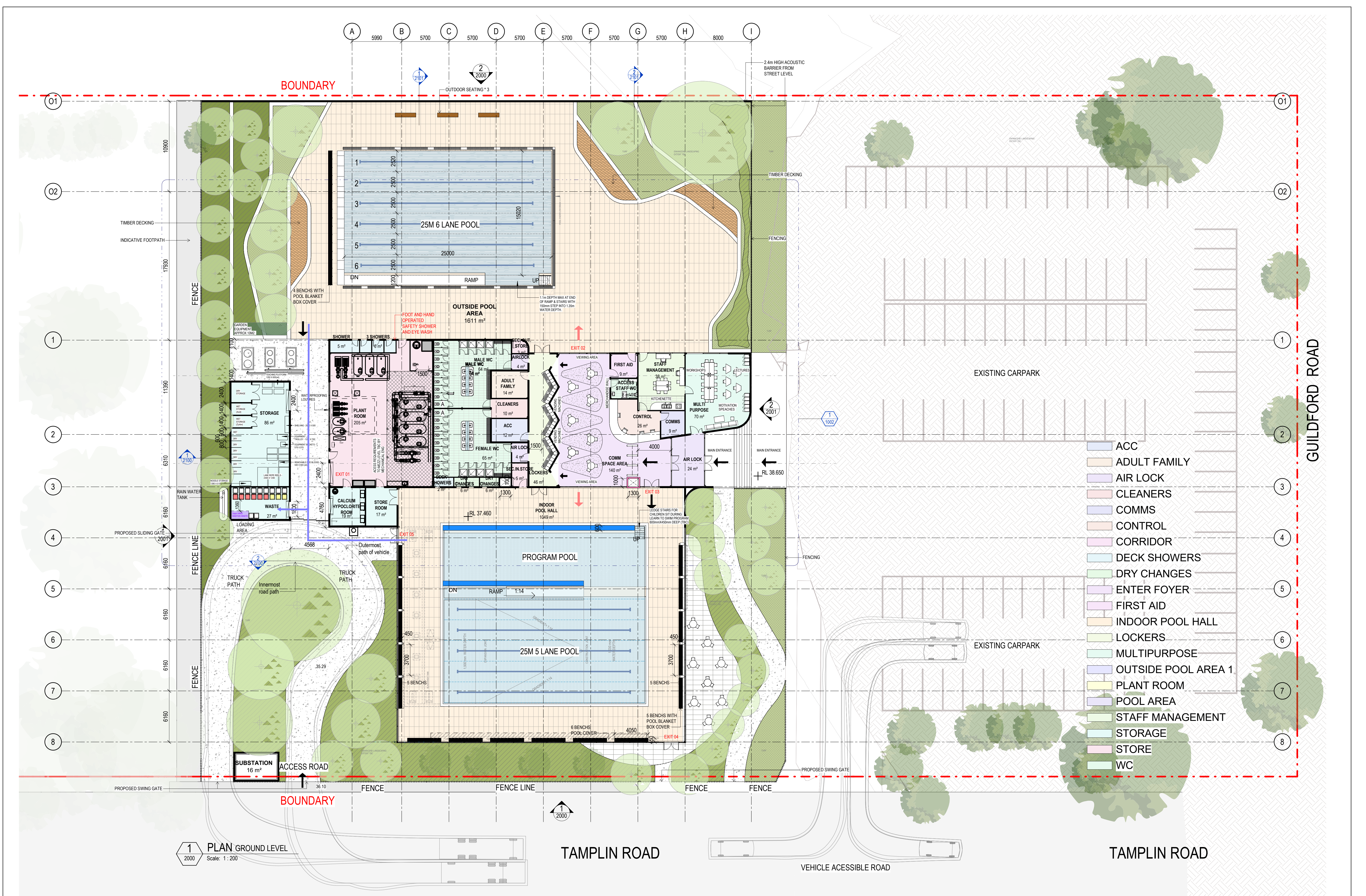
Table 10 Supplier Contact List

Service Type	Contractor / Supplier Name	Phone	Website
Private Waste Collectors (C&D Waste)	Bingo Bins	1300 424 646	www.bingoindustries.com.au
	Transwaste Skips	(02) 9746 8333	www.transwaste.com.au
	Brown Brothers Skip Bins	(02) 9999 6466	www.brownbrosbins.com.au
	Cobra Waste Solutions	1300 484 448	www.cobrawaste.com.au
Equipment Suppliers	Sulo Australia (Bins)	1300 364 388	www.sulo.com.au
Bin Washing Services	The Bin Butlers	1300 788 123	www.thebinbutlers.com.au
	Kerbside Clean-A-Bin	(03) 9830 7381	www.kerbsidecleanabin-srp.com.au
	Calcorp Services	1800 225 267	www.calcorpservices.com.au
	WBCM Environmental Australia	1300 800 621	www.wbcm-aust.com.au
E-waste Collection Services	TechCollect	1300 229 837	www.techcollect.com.au
	Mobile Muster	1800 249 113	www.mobilemuster.com.au
	ToxFree	1300 869 373	www.toxfree.com.au

APPENDIX A

SCALED WASTE ROOM DRAWINGS





REV	DESCRIPTION	AUTH	CHK	DATE	STATUS	CLIENT	PROJECT	DRAWING TITLE	DRAWN	CHECKED
G	FROZEN ARCHITECTURE SET			19/06/2024	DEVELOPMENT APPLICATION	CUMBERLAND CITY COUNCIL	GUILD FORD POOL MODERNISATION PROJECT	GA PLAN - GROUND LEVEL	MW	MW
H	FROZEN ARCHITECTURE SET			21/06/2024						
I	FROZEN ARCHITECTURE SET			24/06/2024						
J	FROZEN ARCHITECTURE SET			25/06/2024						
K	FROZEN ARCHITECTURE SET			26/06/2024						

• These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

• Verify all dimensions on site prior to commencement of work.

• DO NOT scale off these drawings.

• Report any discrepancies to the architect before carrying out any work.

0m 1 2 3 4 5

NORTH

CLIENT
CUMBERLAND CITY COUNCIL

PROJECT
GUILD FORD POOL MODERNISATION PROJECT
LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD

DRAWING TITLE
GA PLAN - GROUND LEVEL

DRAWN
MW
ISSUE
26/06/2024 2:18:15 PM
PROJECT No
23710

CHECKED
MW
SCALE @ A1
1:200
SCALE @ A3
1:200
DRAWING No
MMX-AR-1000
REVISION
K

STAGE
A

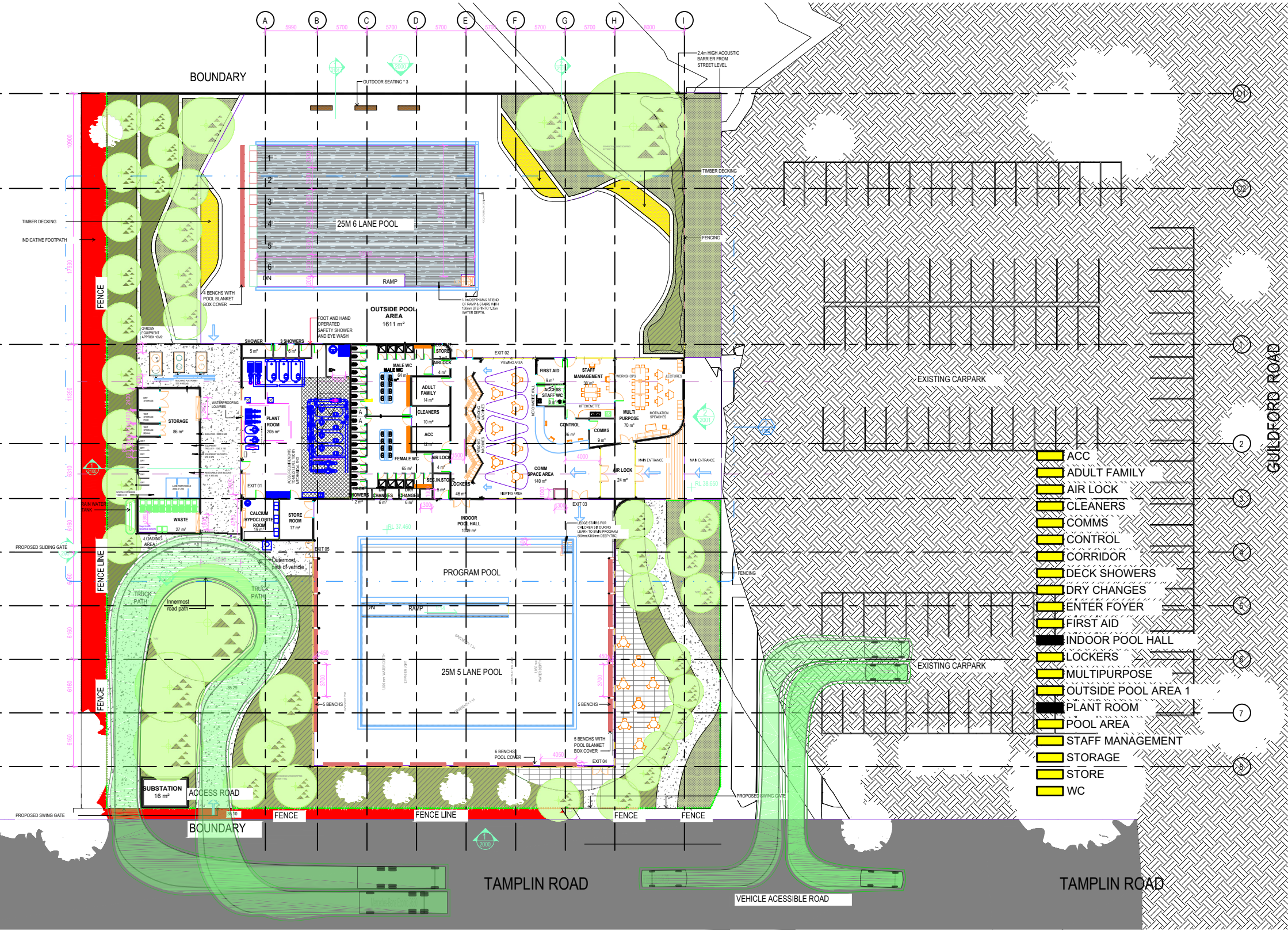
ABN: 65 112 807 931

Version: 1, Version Date: 14/11/2024

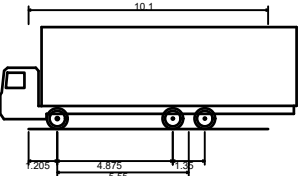
APPENDIX B

SWEPT PATH DIAGRAM

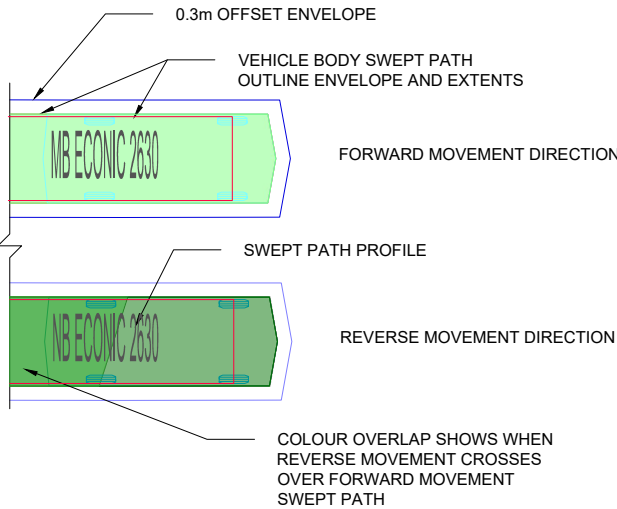




LEGEND



Mercedes-Benz Econic 2630
Overall Length 10.100m
Overall Width 2.500m
Overall Body Height 4.300m
Min Body Ground Clearance 0.417m
Track Width 2.500m
Lock-to-lock time 6.00s
Curb to Curb Turning Radius 10.000m



PLAN
SCALE 1:500



REV	AMENDMENT	ISSUED	DATE
A	CONCEPT DESIGN	JH	31/05/24



SYDNEY
P: 02 9659 0005
CENTRAL COAST
P: 02 4325 5255

HUNTER
P: 02 4966 8388
S.E. QLD
P: 07 5582 6555

www.brs.com.au
mail@brs.com.au
ABN: 25 134 067 842

Client:
CUMBERLAND CITY COUNCIL

GUILDFORD POOLS
SWEPT PATHS

230504-TR2-01

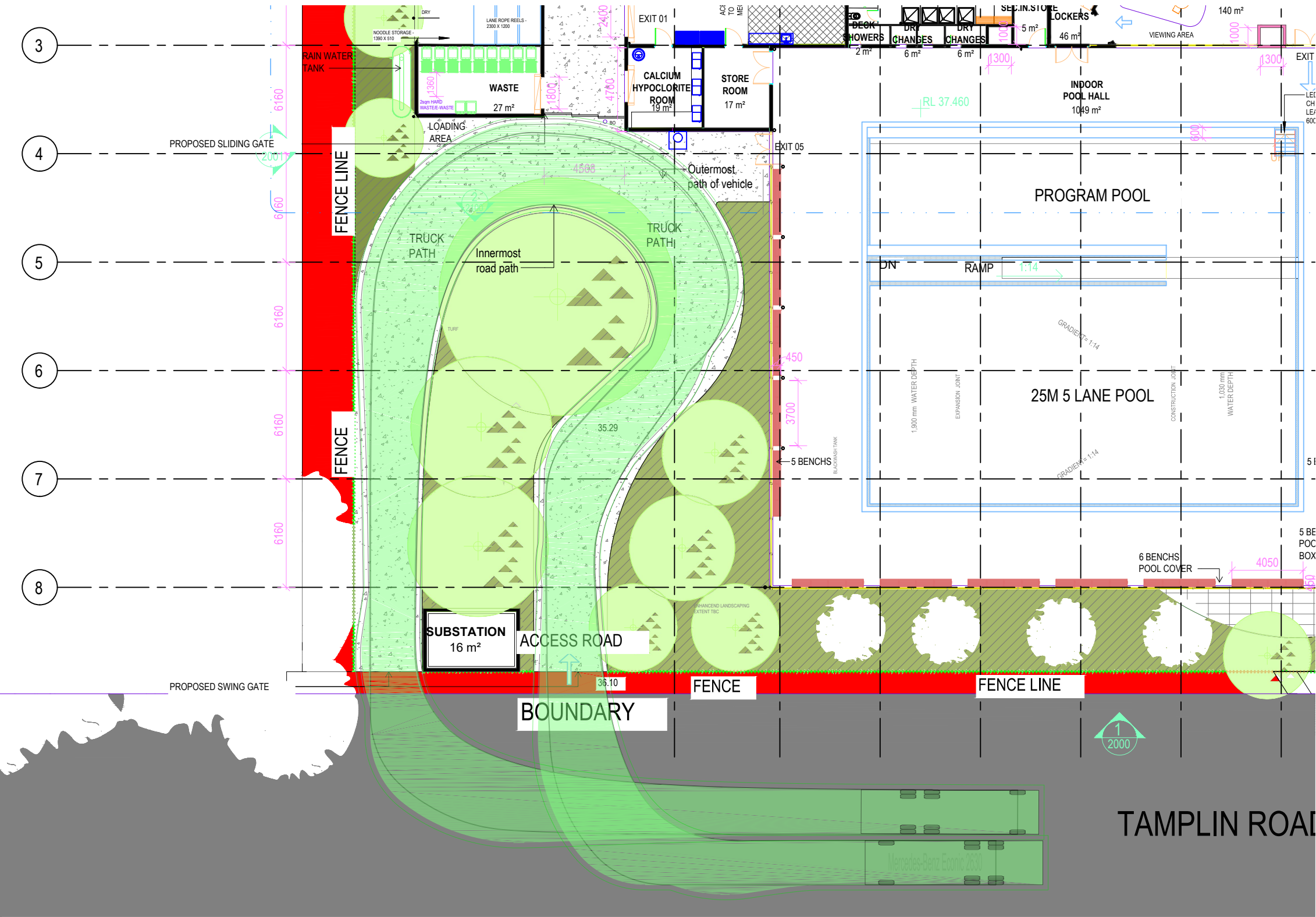
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Drawn: JH
Checked: GB

Scales: Plan -
Horiz. -
Vert. -
X-Sect. -

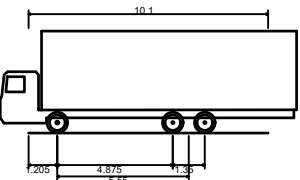
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Plan No.
230504-TR2-01
File Ref.
230504

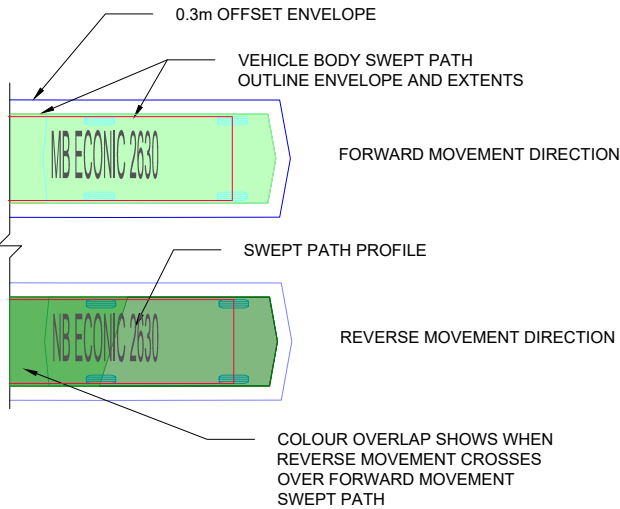
REV.
A



LEGEND



Mercedes-Benz Eonic 2630
Overall Length 10.100m
Overall Width 2.500m
Overall Body Height 4.300m
Min Body Ground Clearance 0.417m
Track Width 2.500m
Lock-to-lock time 6.00s
Curb to Curb Turning Radius 10.000m



PLAN
SCALE 1:250



REV	AMENDMENT	ISSUED	DATE
A	CONCEPT DESIGN	JH	31/05/24

BARKER
RYAN
STEWART

TOTAL PROJECT SOLUTIONS
ENGINEERING | PLANNING | PROJECT MANAGEMENT | SURVEYING | CERTIFICATION

SYDNEY
P: 02 9659 0005
CENTRAL COAST
P: 02 4325 5255

HUNTER
P: 02 4966 8388
S.E. QLD
P: 07 5582 6555

www.brs.com.au
mail@brs.com.au

ABN: 26 134 067 842

Client:
CUMBERLAND CITY COUNCIL

GUILDFORD POOLS
SWEEP PATHS

230504-TR2-02

Designed: JH
Drawn: JH
Checked: GB

Scales: Plan -
Horiz. -
Vert. -
X-Sect. -

Datum: A.H.D.

Plan No.
230504-TR2-02

File Ref.
230504

REV.
A

GUILDFORD POOL MODERNISATION PROJECT

This project is located on Darug Country

CUMBERLAND CITY COUNCIL
LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD



0m 1 2 3 4 5



MASTER PLANNING
URBAN DESIGN
ARCHITECTURE
INTERIOR DESIGN
LANDSCAPE

SYDNEY
Gadigal Country
Level 5, 111-117 Devonshire St
Surry Hills NSW 2010
T +61 2 8396 9500
syd@modedesign.com.au

STATUS: FROZEN ARCHITECTURE SET
ISSUE DATE: 26/06/2024
PROJECT No: 23710

SYMBOLOLOGY

BUILDING ELEMENTS	
DOORS AND WINDOWS	D DOOR NUMBER
	W WINDOW NUMBER
	0.00a
CEILINGS	C.X-XX00 CEILING TYPE 3600 HEIGHT ABOVE LEVEL
OTHER BUILDING ELEMENTS	ZZZ-00a REFER CODING SYSTEM
MATERIALS/ FINISHES	MMqq01 REFER CODING SYSTEM

REVISION	
REVISION	22 DESCRIPTION REVISION CLOUD REVISION NUMBER REVISION DESCRIPTION
SETOUT	
GRID HEAD	0
LEVEL	FALL 1.3
SLOPE	DN
STEP	
REFERENCING	
PLAN TITLE	DRAWING TITLE
VIEW NUMBER	2 PLAN
REFERENCE SHEET	A202 Scale: 1 : 100 DRAWING SCALE
ELEVATION/ SECTION TITLE	DRAWING TITLE
VIEW NUMBER	2 ELEVATION
REFERENCE SHEET	A202 Scale: 1 : 100 DRAWING SCALE
ELEVATION REFERENCE	
VIEW NUMBER	A A101
REFERENCE SHEET	A A101
ROOM ELEVATIONS	
VIEW NUMBER	00 A101 00
REFERENCE SHEET	00 A101 00
SECTION REFERENCES	
VIEW NUMBER	A A101
REFERENCE SHEET	A A101

ABBREVIATIONS LEGEND

DRAFTING ABBREVIATIONS	
AFFL	ABOVE FINISHED FLOOR LEVEL
ASFL	ABOVE STRUCTURAL FLOOR LEVEL
COS	CHECK/ CONFIRM ON SITE
EQ	EQUAL
FL	FINISHED FLOOR LEVEL
NOM	NOMINAL
NTS	NOT TO SCALE
R#	RADIUS #mm
SFL	STRUCTURAL FLOOR LEVEL
TBC	TO BE CONFIRMED
TYP	TYPICAL
UNO	UNLESS NOTED OTHERWISE
Ø	DIAMETER

* TO BE FURTHER DESIGNED DURING THE DETAIL DESIGN PHASE

CODE LIST - SCHEDULE	
CODE	ITEM
A.GR02	GRAB RAIL: PWD/ UNIVERSAL WC
A.GR03	GRAB RAIL: SHOWER
A.R	ACCESS: RAMP
A.SP	STAIR: PRECAST
ASP-15	STAIR: PRECAST - 150mm
ASS-01	SEAT: SHOWER
ASS-02	GRAB RAIL: BACKREST
ACU	AIR-CONDITIONING COMPRESSOR/ CONDENSER UNIT
B.BR	BALUSTRADE: RAILING
B.WB	WASTE: BIN (GENERAL)
COL	STRUCTURAL COLUMN
D	<varies>
DP	ROOF & RAINWATER: PIPE
DX	
E.O-01	IN-DESK POWER GROMMET
F-#	FLOOR - TYPE #
G.2M.AL02	COMMON ELEMENTS: MULLION (GLASS) - ALUMINIUM, TYPE 02
G.2M.AL04	COMMON ELEMENTS: MULLION (GLASS) - ALUMINIUM, TYPE 04
H.DS	DRAINAGE: SHOWER
H.FW	DRAIN: special requirements
H.PB	PLUMBING: BASIN
H.PB-02	
H.PBS	PLUMBING: BASIN: SHROUD
H.PC	PLUMBING: CUBICLE (SHOWER TRAY/ BASE)
H.PT-02	TAPWARE: MIXER
H.PW-01	
H.RG-#	RAINWATER: GUTTER: TYPE #
H.SH-02	TAPWARE: SHOWER HEAD/ ROSE
H.TM	TAPWARE: MIXER
HOTPLATE	
LCV	CABINET: VANITY (PROPRIETARY)
LFC	FURNITURE: CHAIR
LFO	FURNITURE: BOTTOMAN
LFT	FURNITURE: TABLE
LHE	HOOK: EQUIPMENT
LPC	PARTITIONING: CURTAIN SYSTEMS
LPS	PARTITIONING: SHOWER CURTAIN (WITH TRACK)
LSC	SEATING: CHANGE ROOM
DS-01	DISPENSER: SOAP
IE-01	
IFC-01	FURNITURE: CHAIR
IH-01	
IH-02	
IP-01	
J.B-03	JOINERY: BENCHTOP
J.CF	CUPBOARD W/ DOORS: FULL HEIGHT
J.FS	FURNITURE: SEATING
J.PG	PANEL: GABLE
J.B-01	
IT-01	CLASSROOM DESK (CD)
K.FD	FURNITURE: DINING
K.WS	WASHROOM: SHOWER
LV	SCREENS & SHADING: HORIZONTAL
L.V-01	LLOURE
W-#	WALL - TYPE #

SHEET LIST		
No.	Name	Current Revision
0000	COVER SHEET	I
0001	LEGENDS/ NOTES	H
0003	SITE ANALYSIS PLAN	H
0004	BLOCK ANALYSIS PLAN	H
0005	SITE PLAN	H
0006	DEMOLITION PLAN	H
0007	CONCEPT VIEW 01- EAST	H
0008	CONCEPT VIEW 02- WEST	H
1000	GA PLAN - GROUND LEVEL	K
1001	GA - ROOF PLAN	I
1002	GROUND LEVEL CALLOUT	I
1003	MECHANICAL LAYOUT - GROUND LEVEL	I
1004	MECHANICAL LAYOUT - ROOF LEVEL	I
1005	GA PLAN - WALL CLASSIFICATION AND ACOUSTIC GRADINGS	F
2000	ELEVATIONS NORTH & SOUTH	I
2001	ELEVATIONS EAST & WEST	I
2100	SECTIONS AA & BB	G
2101	SECTIONS CC & DD	G
3000	MATERIALS AND FINISHES	H
4000	SHADOW DIAGRAMS - PLAN	F
4001	SHADOW DIAGRAMS - ELEVATION EAST	F
4002	SHADOW DIAGRAMS - ELEVATION NORTH	F
N01	NOTIFICATION - ELEVATIONS & SITE PLANS	E
N02	NOTIFICATION - SHADOW DIAGRAMS	E

GENERAL NOTES

- ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH DESIGN DOCUMENTATION FROM ALL OTHER SERVICES AND DESIGN CONSULTANTS INCLUDING BUT NOT LIMITED TO SCHEDULES, SPECIFICATIONS AND REPORTS.
- ALL NEW BUILDING WORKS TO BE IN COMPLIANCE WITH MANDATORY DESIGN REQUIREMENTS: LEGISLATION, REGULATIONS, THE NATIONAL CONSTRUCTION CODE, THE BUILDING ACT, LOCAL AUTHORITY BY-LAWS & RELEVANT AUSTRALIAN STANDARD.
- NEW FINISHES AND MATERIALS TO COMPLY WITH NCC FIRE HAZARD INDICES SPECIFICATION C.1.10.
- ANY SUBSTITUTION OF MATERIAL OR PRODUCT TO BE APPROVED BY ARCHITECT IN WRITING. CONTRACTOR TO PROVIDE ALL RELEVANT INFORMATION/ DATA REQUIRED FOR ALTERNATIVE TO BE CONSIDERED.
- CONTRACTORS ARE RESPONSIBLE FOR CONDUCTING A SITE VISIT PRIOR TO TENDERING – AND REPORT ANY DISCREPANCIES ONSITE (OR IN DOCUMENTATION) TO ARCHITECT FOR CLARIFICATION.
- ALL APPLIANCES AND SPECIFIC ITEMS ARE TO BE INSTALLED IN FULL COMPLIANCE OF THE MANUFACTURERS RECOMMENDATIONS – SUPPLY EXTRA PRODUCT/ACCESSORIES AND MATERIAL WHERE SPECIFIED FOR FUTURE REPLACEMENT.
- BUILDER TO ENSURE THAT ALL NON-STRUCTURAL ELEMENTS LISTED IN AS1170.4 CLAUSE 8.1.4 HAVE BEEN DESIGNED AND CERTIFIED FOR SEISMIC LOADS IN THEIR DESIGN AND INSTALLATION TO COMPLY WITH NCC REQUIREMENTS.
- MECHANIC, HYDRAULIC AND ELECTRICAL (SUB-CONTRACTORS) TO READ DRAWINGS IN CONJUNCTION WITH ARCHITECTURAL DRAWINGS DETAILS FOR ALL SERVICES SETOUT.
- WATERPROOFING AND TERMITE PROTECTION TO BE PROVIDED TO ALL NEW INTERNAL/EXTERNAL WORKS INCLUDING RETAINING WALLS, STEP DOWN AND THE LIKE.
- PROVIDE PHYSICAL TERMITE BARRIER TO ALL NEW BUILDINGS, INSTALLED AS PER MANUFACTURERS RECOMMENDATIONS IN COMPLIANCE WITH CODE AND AUSTRALIAN STANDARDS. CERTIFICATION (INCLUDING SUPPORTING DOCUMENTATION) TO BE SUBMITTED TO SUPERINTENDENT ON COMPLETION OF INSTALLATION.
- BUILDER SHALL BE RESPONSIBLE FOR THE WATER TIGHTNESS OF ALL WORKS, AND SHALL INCLUDE FLASHING, MEMBRANES AND DAMP PROOF COURSES NECESSARY TO PREVENT ENTRY OF MOISTURE AND DAMPNESS. FALLS IN SLAB TO COMPLY WITH AUSTRALIAN STANDARDS AND FALL AWAY FROM BUILDING NOT TO ALLOW ANY PONDING. PROVIDE FLOOR WASTES AND FALLS IN WET AREAS TO PREVENT PONDING IN INTERNAL SPACES.
- ALL EXTERNAL FURNITURE, FIXTURES AND FITTINGS TO BE A HIGH DURABILITY AND BE VANDAL RESISTANT. EXPOSED EDGES (WALLS, SEATS ETC) TO BE INSTALLED WITH SKATEBOARD DETERGENTS.
- ALL MATERIALS, WORKMANSHIP, TESTING AND COMMISSIONING OF SITE SERVICES SHALL COMPLY WITH CURRENT AND RELEVANT AUSTRALIAN STANDARDS AND STATUTORY REQUIREMENTS.
- AT PRACTICAL COMPLETION PROVIDE ALL TECHNICAL INFORMATION/ MAINTENANCE MANUALS, WARRANTIES AND CERTIFICATES AS PART OF OPERATIONS AND MAINTENANCE MANUAL.
- COMPLY WITH SECTION J REPORT REQUIREMENTS.
- JA BUILDING FABRIC, J4D4ROOF & CEILING AND J4D6WALLS & GLAZING IN CONSTRUCTION DETAILING AND EXECUTION OF THE WORK.
- BUILDING ENVELOPE THERMAL REQUIREMENTS TO BE IN ACCORDANCE WITH THE SECTION J REPORT

ROOF PLAN NOTES

THE USE OF ANGLE GRINDERS ON THE ROOF SYSTEM IS PROHIBITED.

- NEATLY SCRIBE FLASHING TO SUIT ROOF PROFILES.
- COVER FLASHING TO ROOF PENETRATIONS TO EXTEND FROM RIDGE, NO DECKTITE FLASHINGS.
- TURN UP VALLEYS AT RIDGE & INSTALL PROFILED BITUMEN IMPREGNATED FOAM SEALING STRIP UNDER FLASHING.
- EAVES GUTTER 0.6mm COLORBOND WITH GALVANISED STEEL BRACKET SUPPORTS AS DETAILLED.
- EAVES GUTTERS TO ALL ROOFS WITH OVERFLOW RELIEF AT THE FRONT OF GUTTER. GUTTERS TO HAVE A FALL TOWARDS OUTLET OF 1:500 MIN. AND BE INSTALLED WITH REMOVABLE LEAF GUARDS WHERE REQUIRED.
- EAVES GUTTERS AND VALLEYS TO BE FABRICATED TO ENSURE JOINTS ARE NOT SUBJECT TO CREVICE CORROSION. CONTINUOUS LENGTHS OF GUTTERING TO HAVE EXPANSION JOINTS WITH STOP ENDS WITH A SADDLE OVER FLASHING.
- ALL ROOF FASTENERS TO BE CLASS 4 FINISH.
- REFER FINISHES SCHEDULE FOR ROOF INSULATION.
- ALL SUSCEPTIBLE OPENINGS INTO ROOF AREA SHALL BE PROVIDED WITH BIRD AND VERMIN PROOFING. FRAMING UNDER ROOFED AREAS TO BE ENCLOSED TO PREVENT NESTING AND ROOSTING BIRDS.
- BASE OF DOWNPIPE SHALL BE SEPARATED BY A MIN 25mm GAP BETWEEN PIPE END AND GRATED INLET TO PREVENT BACK UP + PROVIDE ACCESS OPENING FOR MAINTENANCE.

SAFE ROOF ACCESS NOTES

- INSTALL A COMPLETE SAFE ROOF ACCESS AND SAFETY HARNESS SYSTEM TO ASSIST IN THE SAFE ACCESS AND MAINTENANCE OF THE WHOLE OF THE ROOF AREAS OF THE BUILDING AT THE ROOF LEVEL INCLUDING ALL BOX AND EAVES GUTTERS. THE SYSTEM IS TO COMPLY TO AS/NZS 1891.1 AND 2.
- ALL PRODUCTS PROPOSED WILL BE PROPRIETARY ITEMS MANUFACTURED AND SUPPLIED BY A SPECIALIST MANUFACTURER AND INSTALLED BY CERTIFIED CONTRACTORS.
- PROVIDE CERTIFICATES BY RELEVANT AUTHORITIES STATING COMPLIANCE WITH ALL OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS CLAIMED BY THE MANUFACTURER.
- PROVIDE WRITTEN PROPOSAL COMPLETE WITH ALL REQUIRED SHOP DETAILING, PERFORMANCE CHARACTERISTICS AND WORK HEALTH AUTHORITY CONCURRENCE FOR USE ON THIS BUILDING INCLUDING TRAINING PROGRAM AND ACCREDITATION PROCESS (WHERE REQUIRED).
- LIAISE WITH THE BUILDING STRUCTURAL ENGINEER INCORPORATION OF ALL BUILDING STRUCTURAL COMPONENTS AS SUBSTRATES FOR THE CONNECTION OF ANY FALL ARREST AND TRAVEL RESTRAINTS SYSTEMS. CERTIFICATION OF THE APPROVED SYSTEM IS TO ENCOMPASS THE ADEQUACY OF THE SUBSTRATE TO WHICH THE SYSTEM IS ATTACHED. PROVIDE COMPLIANCE CERTIFICATION OF THE INSTALLED SYSTEM UPON COMPLETION OF THE WORKS. CERTIFICATION IS TO INCLUDE CONFIRMATION THAT THE APPROPRIATE TRAINING PROGRAM HAS BEEN PROVIDED TO THE NOMINATED PERSONS AND COMPLETED AND ACCREDITATION VALIDATED.

FLASHING NOTES

- FLASHINGS INDICATE ARCHITECTURAL INTENT ONLY. SITE CHECK DIMENSIONS OF ALL FLASHINGS PRIOR TO MANUFACTURE. OBTAIN APPROVAL FOR ANY VARIATIONS PRIOR TO PROCEEDING.
- FLASHINGS AND CAPPINGS SHALL BE RATIONALISED WHERE PRACTICAL.
- ROOF AND WALL FLASHINGS GENERALLY TO BE 0.6mm COLORBOND.
- CHECK ON SITE PROFILES AND DIMENSIONS OF CAPPING AND FLASHINGS PRIOR TO MANUFACTURE.
- ENSURE ALL FLASHINGS AND CAPPINGS OVERLAP DECK BY MIN. 200mm WHERE POSSIBLE.
- PROVIDE ADDITIONAL FLASHINGS AS REQUIRED TO ACHIEVE A WATERPROOF ROOF SYSTEM.
- MINIMUM COVER: RIDGE CAPPING 250mm , BARGE CAPPING 200mm

VAPOUR BARRIER AND INSULATION NOTES

MATERIALS AND INSTALLATION

- SAFETY MESH: AS PER SAFEGRIDD INSULATION SYSTEM REQUIREMENTS.
- GLASSWOOL ROOF INSULATION: BRADFORD ANTICON 130 R3.0 BLANKET WITH REFLECTIVE FOIL ON SAFEGRIDD INSULATION SYSTEM.
- VAPOUR PERMIABLE MEMBRANE: ENVIROSEAL PROCTORWRAP HTR MEMBRANE TO ROOF AREA.
- WALL AIR BARRIER: BRADFORD ENVIROSEAL PROCTORWRAP CW. INSTALL AS PER MANUFACTURERS RECOMMENDATION FOR CLIMATIC ZONE UNDER NATIONAL CONSTRUCTION CODE (NCC).

GENERAL NOTES FOR ACCESSIBLE FACILITIES

- ACCESSIBLE CUBICLE AND AMBULANT CUBICLE TO COMPLY WITH AS 1428 REQUIREMENTS. ALL DIMENSIONS SHOWN ARE CLEAR INTERNAL. BUILDER TO ENSURE ALLOWANCES FOR ALL LININGS & FINISHES.
- ALL AMBULANT ACCESSIBLE CUBICLES TO BE 900-920mm WIDE CLEAR AND 900mm MIN. CLEAR FROM FRONT FACE OF TOILET PAN.
- FLOOR GRADIENTS IN ACCESSIBLE PERSONS TOILET TO BE BETWEEN 1 in 60 AND 1 in 80 FOR SHOWERS, AND BETWEEN 1 in 80 AND 1 in 100 FOR GENERAL AREAS.
- SET-OUT DIMENSIONS OF ALL FIXTURES & FITTINGS TO BE FROM FINISHED FLOOR AND WALL SURFACES AND MUST COMPLY WITH AS 1428, ALLOW FOR THESE FINISHES WHEN SETTING OUT FROM BASE (UNFINISHED) WALLS AND FLOORS.
- ACCESSIBLE TOILETS SHALL BE IDENTIFIED WITH BRAILLE AND TACTILE SIGNAGE COMPLYING WITH NCC D3.6. ENSURE INTERNATIONAL SYMBOLS FOR ACCESS COMPLYING WITH AS/NZS 1428.1 ARE PROVIDED ON THE LATCH SIDE OF DOORS AND MOUNTED 1250-1350mm AFL.
- SWITCH AND POWER POINTS IN ACCESSIBLE TOILETS TO BE MOUNTED 1000 AFL AND NOT LESS THAN 500 FROM INTERNAL CORNERS.
- DOOR TO ACCESSIBLE FACILITIES TO HAVE AN IN USE INDICATOR.
- DOOR TO ACCESSIBLE FACILITIES TO BE REMOVABLE FROM OUTSIDE.
- PROVIDE AT LEAST 30% MIN. LUMINANCE CONTRAST (BETWEEN DOOR LEAF v. DOOR FRAME OR DOOR LEAF v. ADJACENT WALL) AT ALL DOORWAYS WHERE DISABLED ACCESSIBILITY IS REQUIRED IN ACCORDANCE WITH AS 1428.1.

EXISTING TREES PROTECTION NOTES

- CONTRACTOR IS RESPONSIBLE TO MAINTAIN AND PROVIDE TEMPORARY FENCING AROUND EXISTING TREES TO BE RETAINED DURING THE COURSE OF CONSTRUCTION. ANY EXISTING TREES AND VEGETATION AFFECTED BY THE CONSTRUCTION WORKS ARE TO BE REINSTITATED AT THE COMPLETION OF WORKS.

PARTITION PLAN NOTES:

- ALL PARTITION FRAMING SIZES ARE NOMINAL AND ARE TO BE CONFIRMED BY SUB-CONTRACTOR. NOTIFY SUPERINTENDENT OF CHANGES PRIOR TO MANUFACTURE.
- PROVIDE ALL NECESSARY ACCESSORIES IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS AND FIXING DETAILS FOR ALL PARTITION WALLS.
- ALL PARTITION WALLS TO EXTEND TO UNDERSIDE OF STRUCTURAL SLAB OR ROOF FRAMING UNLESS NOTED OTHERWISE.
- DOOR CIRCULATION, ACCESS, PARTITION SETOUT AND OPENINGS TO BE IN ACCORDANCE WITH AS 1428.1-2009
- GENERAL LAYOUT AND WALL SETOUT PLANS TO BE READ IN CONJUNCTION WITH WALL TYPE SCHEDULE AND BE COORDINATED WITH SERVICES ENGINEERING DOCUMENTATION.
- BUILDER IS RESPONSIBLE FOR COORDINATING AND ALLOWING FOR NOGGS AND EXTRA STRUCTURAL SUPPORT REQUIRED FOR FIXTURES AND FITTING INCLUDING BUT NOT LIMITED TO JOINERY, MECHANICAL AND ELECTRICAL EQUIPMENT.
- DOOR AND WINDOW NUMBERS TO BE READ IN CONJUNCTION WITH DOOR AND WINDOW SCHEDULE AND DOOR HARDWARE SCHEDULE.
- BUILDER TO ENSURE THAT ALL NON-STRUCTURAL ELEMENTS LISTED IN AS1170.4 CLAUSE 8.1.4 HAVE BEEN DESIGNED AND CERTIFIED FOR SEISMIC LOADS IN THEIR DESIGN AND INSTALLATION TO COMPLY WITH NCC REQUIREMENTS.
- REFER FINISHES SCHEDULE DETAIL DRAWINGS FOR FURTHER INFORMATION ON SKIRTING TYPE, MATERIAL, COLOUR ETC.
- PROVIDE FLUSH SET FIBRE CEMENT SHEETING OR MOISTURE RESISTANT PLASTERBOARD TO ALL PARTITIONS.
- ENSURE ACOUSTIC INTEGRITY BY PROVIDING SUITABLE SEALING SOLUTION TO ALL PARTITIONS.
- TYPICAL ELEVATIONS/DETAILS TO BE READ IN CONJUNCTION WITH THE FLOOR PLANS. LOCATION OF FITTINGS AND FIXTURES ON PLAN TO TAKE PRECEDENCE OVER TYPICAL ELEVATIONS. CLARIFY WITH ARCHITECT IF IN DOUBT.

REFLECTED CEILING PLAN NOTES

- DO NOT SCALE OFF THE DRAWINGS.
- THE CONTRACTOR SHALL CARRY OUT A TRIAL SET-OUT OF ALL CEILING GRIDS.
- GENERALLY SET-OUT ROOMS AS INDICATED ON DRAWINGS. WHERE NO SETOUT SHOWN ASSUME CENTRAL SET-OUT.
- EQ RELATES ONLY TO OPPOSING DIMENSION IN THAT DIMENSION LINE.
- CHECK ALL DIMENSIONS ON SITE WITHIN ROOMS PRIOR TO INSTALLATION OF FITTINGS. NOTIFY SUPERINTENDENT OF ANY DISCREPANCIES PRIOR TO PROCEEDING.
- RCP TO BE READ IN CONJUNCTION WITH ALL MECHANICAL AND ELECTRICAL SERVICES DRAWINGS AND SPECIFICATIONS. USE ARCHITECTURAL RCP FOR GRID CEILING SETOUT.
- SET-OUT OF ALL ELECTRICAL AND MECHANICAL FIXTURES AND FITTINGS TO BE CONFIRMED ON SITE WITH THE SUPERINTENDENT PRIOR TO FRAMING, CUTTING ETC. OF THE CEILING LINING.
- CEILING GRIDS SHALL BE 2 DIRECTIONAL, WHITE POWDERCOATED FINISH.
- PROVIDE EXPANSION JOINTS TO ALL NEW FLUSHSET PLASTERBOARD/ FIBRE CEMENT CEILINGS AS REQUIRED.
- CONTRACTOR TO COORDINATE THE SERVICES AND LOCATION OF ACCESS PANELS TO PLASTERBOARD CEILING WITH REFERENCE SERVICES DOCUMENTATION AND SPECIFICATIONS. SETOUT FOR ACCESS PANEL TO BE CONFIRMED WITH SUPERINTENDENT PRIOR TO INSTALLATION.
- ALL CEILINGS TO BE DESIGNED AND CONSTRUCTED TO COMPLY WITH SEISMIC DESIGN REQUIREMENTS AS PER AS1170.4

WET AREA MEMBRANE NOTES

- WET AREA MEMBRANE TO AS 3140 - 2010.
- PROVIDE WET AREA MEMBRANE TO FLOORS AND 200mm HIGH TO WALLS

REV	DESCRIPTION	AUTH	CHK	DATE
D	FROZEN ARCHITECTURE SET			19/06/2024
E	FROZEN ARCHITECTURE SET			21/06/2024
F	FROZEN ARCHITECTURE SET			24/06/2024
G	FROZEN ARCHITECTURE SET			25/06/2024
H	FROZEN ARCHITECTURE SET			26/06/2024

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PROJECT
GUILDFORD POOL
MODERNISATION PROJECT

LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD

DRAWING TITLE
LEGENDS / NOTES

DRAWN IZ	CHECKED MW
ISSUE 26/06/2024 2:09:59 PM	SCALE @ A1 1 : 100
PROJECT No 23710	SCALE @ A3 1 : 200
STAGE A	DRAWING No MMX-AR-0001
REVISION H	



LEGEND:
HERITAGE ITEMS IN THE VICINITY

- GUILDFORD SWIM CENTRE
- LEP
- SHR

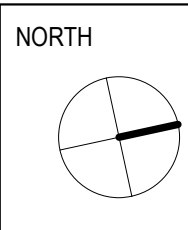
1 PLAN SITE ANALYSIS PLAN
2000 Scale: 1 : 1000

REV	DESCRIPTION	AUTH	CHK	DATE
D	FROZEN ARCHITECTURE SET			19/06/2024
E	FROZEN ARCHITECTURE SET			21/06/2024
F	FROZEN ARCHITECTURE SET			24/06/2024
G	FROZEN ARCHITECTURE SET			25/06/2024
H	FROZEN ARCHITECTURE SET			26/06/2024

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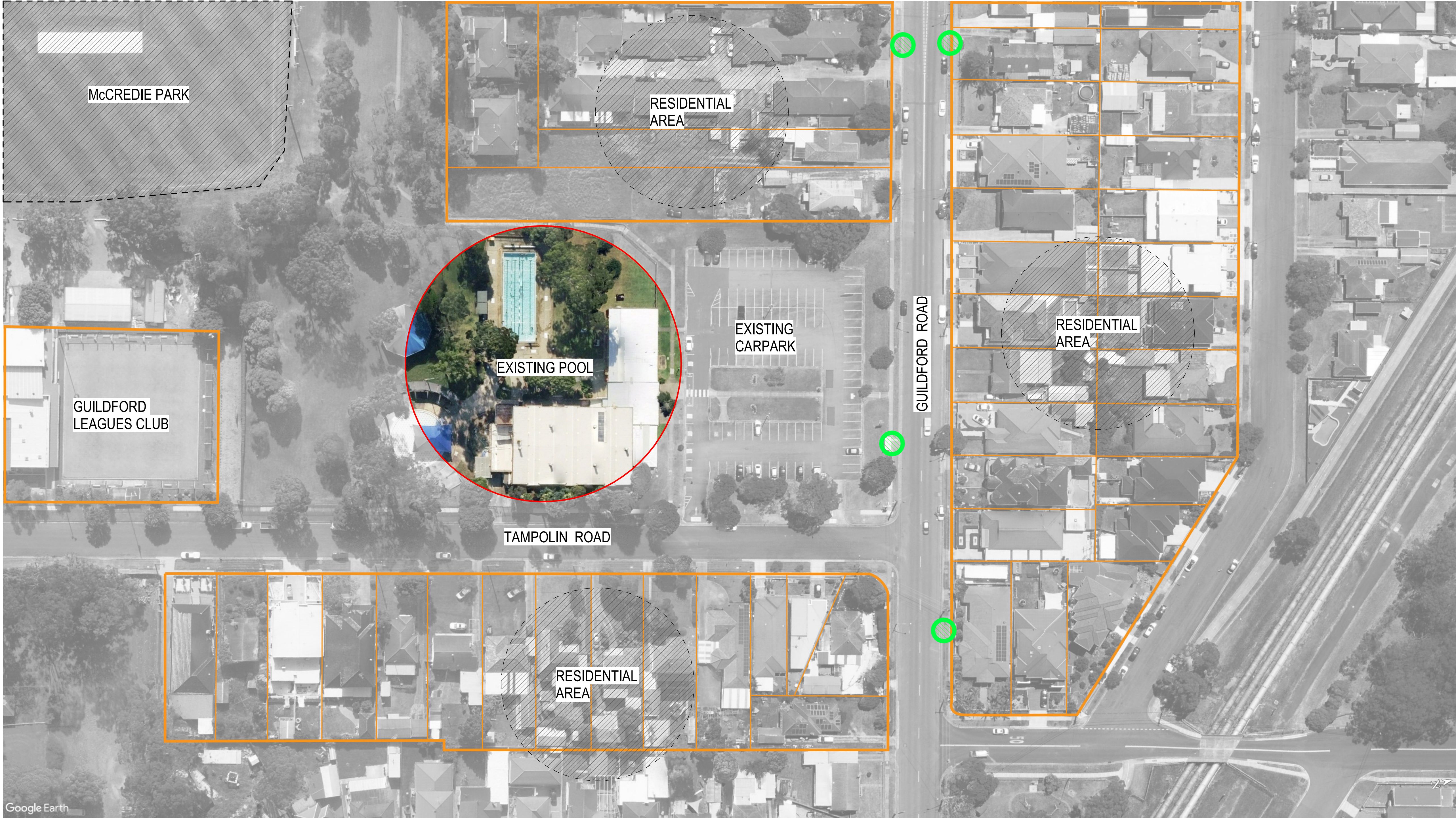
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PROJECT
GUILDFORD POOL
MODERNISATION PROJECT
LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD

DRAWING TITLE
SITE ANALYSIS PLAN

DRAWN
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26/06/2024 2:14:50 PM
PROJECT No
23710

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MW
SCALE @ A1
As indicated
SCALE @ A3
1 : 200
DRAWING No
MMX-AR-0003
REVISION
H



1 PLAN BLOCK ANALYSIS PLAN
Scale: 1 : 1

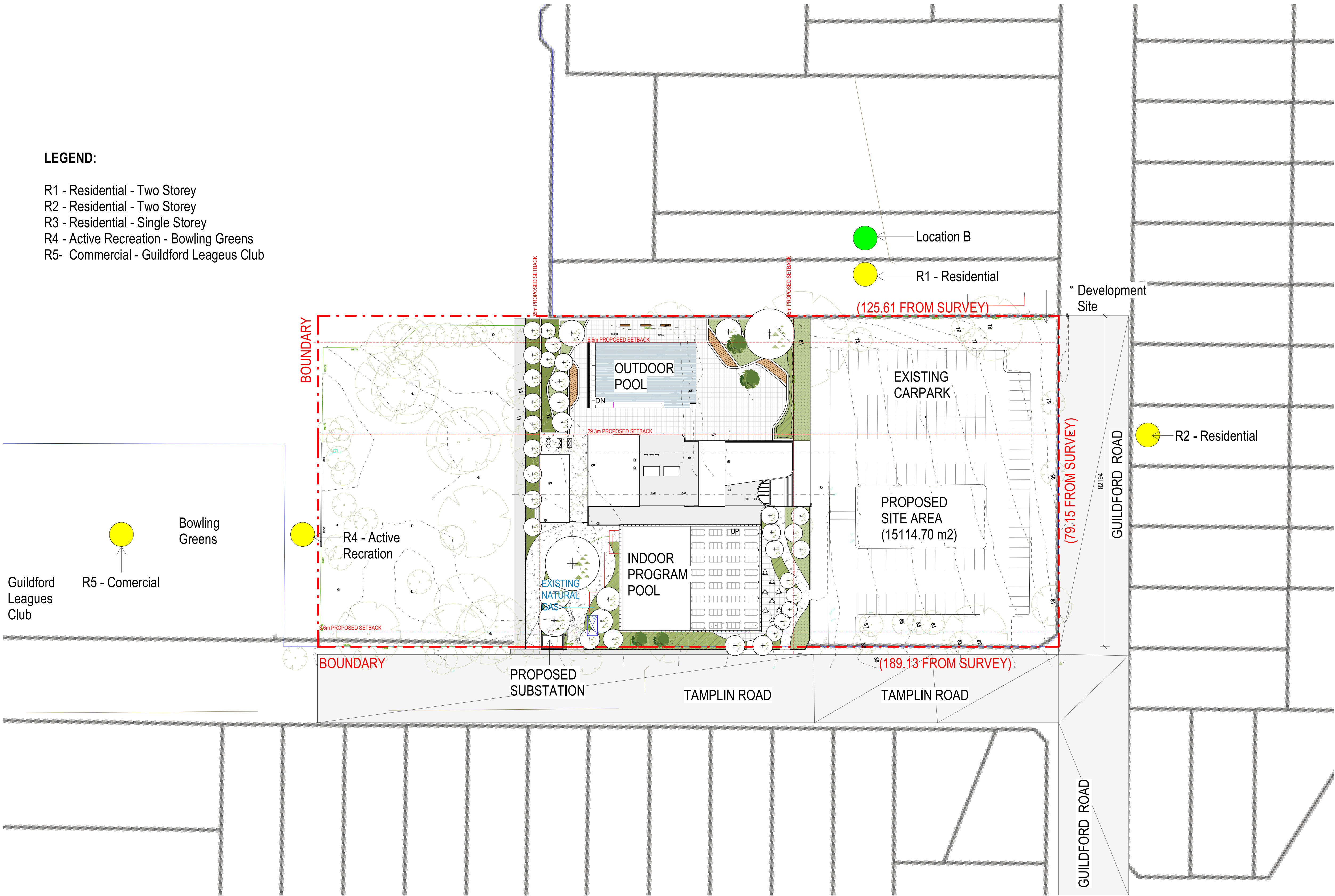
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REV	DESCRIPTION	AUTH	CHK	DATE	STATUS			CLIENT		PROJECT		DRAWING TITLE		DRAWN		CHECKED	
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E	FROZEN ARCHITECTURE SET			21/06/2024										ISSUE		SCALE @ A1	
F	FROZEN ARCHITECTURE SET			24/06/2024										26/06/2024 2:14:52 PM		1:1	
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H	FROZEN ARCHITECTURE SET			26/06/2024						LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD				23710		A	
																DRAWING No	
																MMX-AR-0004	
																REVISION	
																H	

LEGEND:

- R1 - Residential - Two Storey
R2 - Residential - Two Storey
R3 - Residential - Single Storey
R4 - Active Recreation - Bowling Greens
R5- Commercial - Guildford Leageus Club

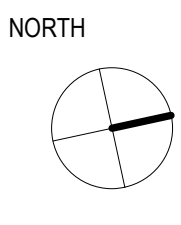


1 PLAN SITE PLAN
Scale: 1:500

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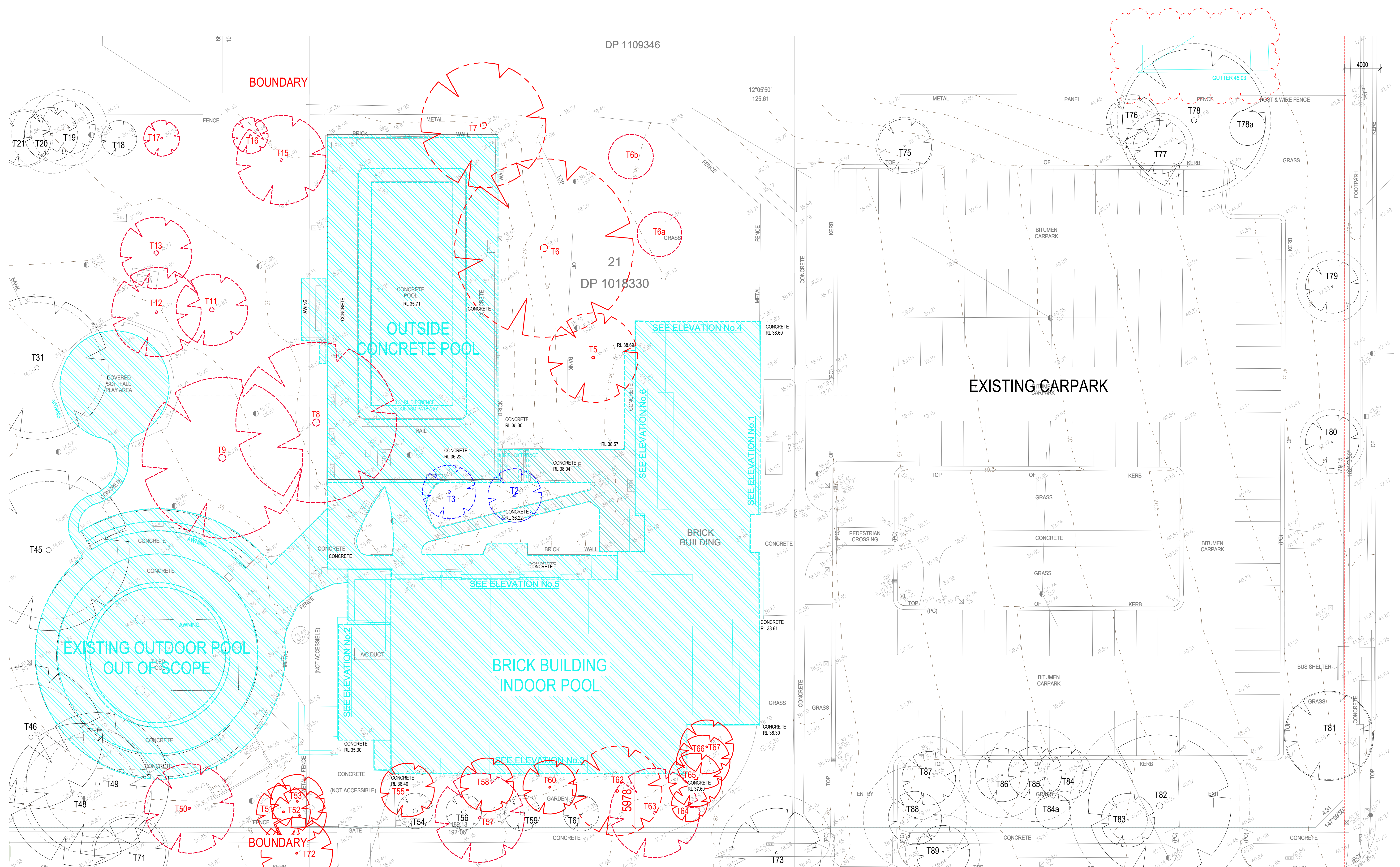
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PROJECT
GUILDFORD POOL
MODERNISATION PROJECT
LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD

DRAWING TITLE
SITE PLAN
SITE PROPOSED AREA: 15114.70m²

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26/06/2024 2:15:10 PM
PROJECT No
23710

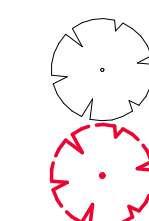
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1:500
SCALE @ A3
1:200
DRAWING No
MMX-AR-0005
REVISION
H



1 PLAN DEMO PLAN
2000 Scale: 1 : 200

Demolition Plan' clearly states that the demolition works are part of a separate town planning application not this Development Application. The demolition works are for reference only.

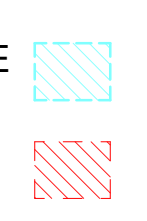
LEGEND



TREES TO BE RETAINED



TREES APPROVED TO BE
DEMOLISHED BY REF
APROVED 07.03.2024



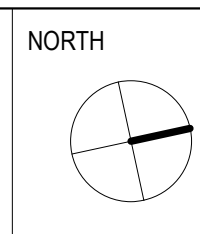
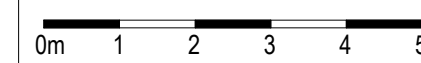
APROVED TO BE DEMOLISHED
BY REF APROVED 07.03.2024

TO BE DEMOLISHED

REV	DESCRIPTION	AUTH	CHK	DATE
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F	FROZEN ARCHITECTURE SET			24/06/2024
G	FROZEN ARCHITECTURE SET			25/06/2024
H	FROZEN ARCHITECTURE SET			26/06/2024

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PROJECT
GUILDFORD POOL
MODERNISATION PROJECT
LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD

DRAWING TITLE
DEMOLITION PLAN

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PROJECT No 23710

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	SCALE @ A1 1 : 200	SCALE @ A3 1 : 200
STAGE	DRAWING No	REVISION
A	MMX-AR-0006	H



CONCEPT VIEW 01 - EAST

REV	DESCRIPTION	AUTH	CHK	DATE	STATUS	CLIENT	PROJECT	DRAWING TITLE	DRAWN	CHECKED
D	FROZEN ARCHITECTURE SET			19/06/2024	DEVELOPMENT APPLICATION	CUMBERLAND CITY COUNCIL	GUILDFORD POOL MODERNISATION PROJECT	CONCEPT VIEW 01- EAST	IZ	MW
E	FROZEN ARCHITECTURE SET			21/06/2024					ISSUE	SCALE @ A1
F	FROZEN ARCHITECTURE SET			24/06/2024					PROJECT No	STAGE
G	FROZEN ARCHITECTURE SET			25/06/2024					23710	A
H	FROZEN ARCHITECTURE SET			26/06/2024						DRAWING No
										REVISION
										MMX-AR-0007
										H



CONCEPT VIEW 02 - WEST

REV	DESCRIPTION	AUTH	CHK	DATE
D	FROZEN ARCHITECTURE SET			19/06/2024
E	FROZEN ARCHITECTURE SET			21/06/2024
F	FROZEN ARCHITECTURE SET			24/06/2024
G	FROZEN ARCHITECTURE SET			25/06/2024
H	FROZEN ARCHITECTURE SET			26/06/2024

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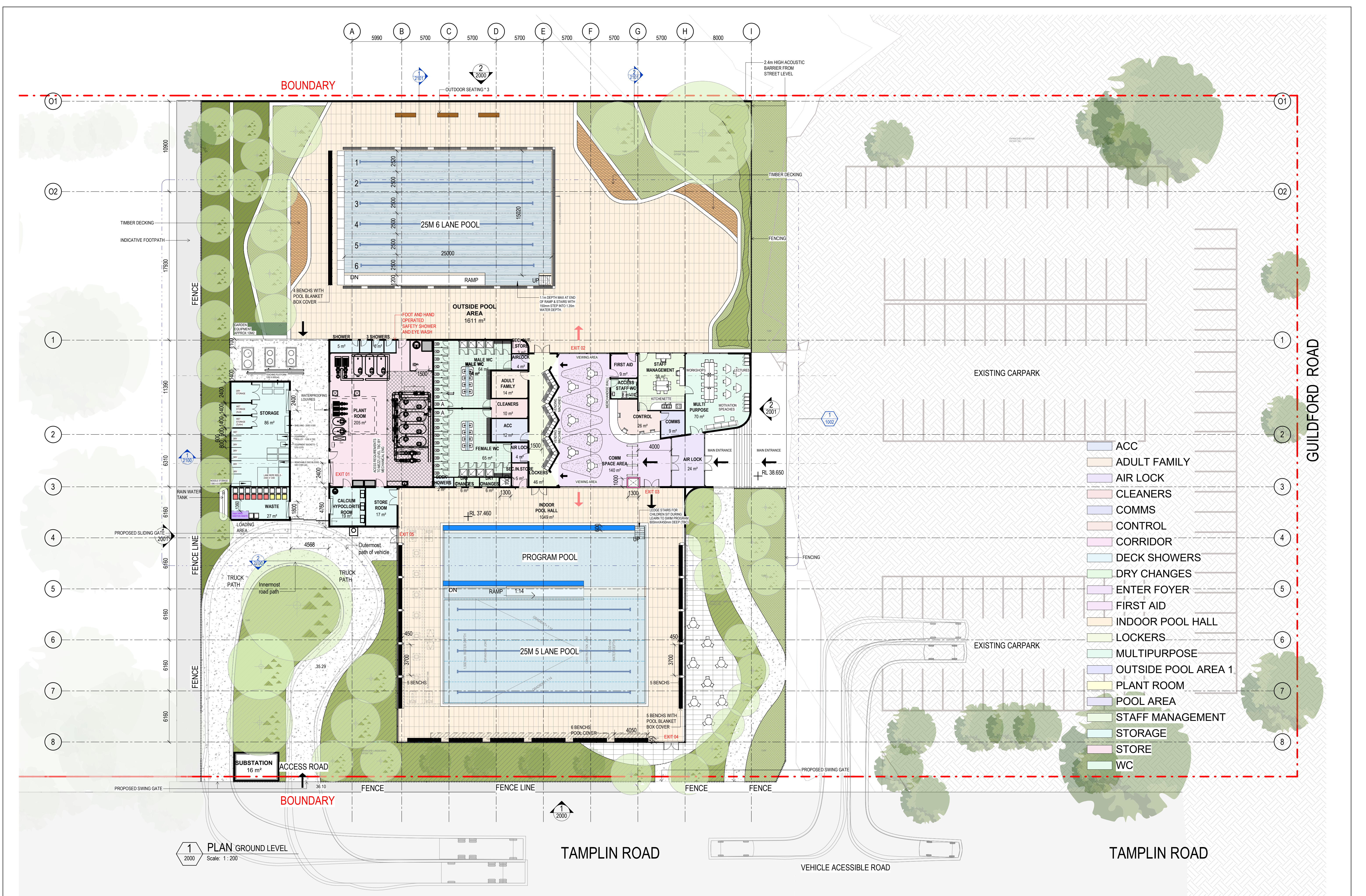


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PROJECT
GUILDFORD POOL MODERNISATION PROJECT
LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD

DRAWING TITLE
CONCEPT VIEW 02 - WEST

DRAWN IZ	CHECKED MW
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PROJECT No 23710	STAGE A
DRAWING No MMX-AR-0008	REVISION H



REV	DESCRIPTION	AUTH	CHK	DATE	STATUS	NORTH	CLIENT	PROJECT	DRAWING TITLE	DRAWN	CHECKED
G	FROZEN ARCHITECTURE SET			19/06/2024	DEVELOPMENT APPLICATION		CUMBERLAND CITY COUNCIL	GUILDFORD POOL MODERNISATION PROJECT	GA PLAN - GROUND LEVEL	MW	MW
H	FROZEN ARCHITECTURE SET			21/06/2024							
I	FROZEN ARCHITECTURE SET			24/06/2024							
J	FROZEN ARCHITECTURE SET			25/06/2024							
K	FROZEN ARCHITECTURE SET			26/06/2024							

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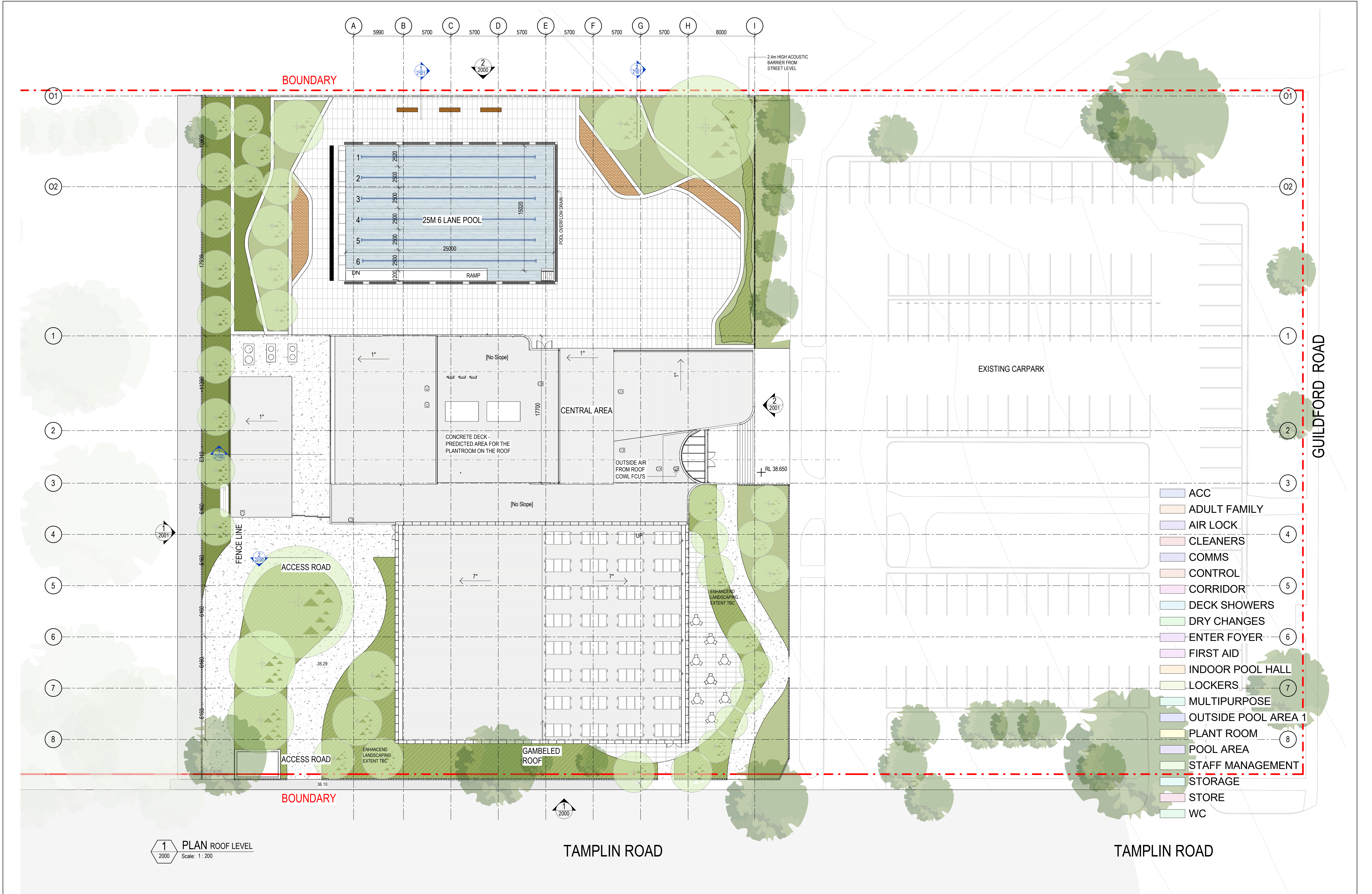
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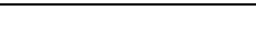
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syd@modedesign.com.au
ABN: 65 112 807 931

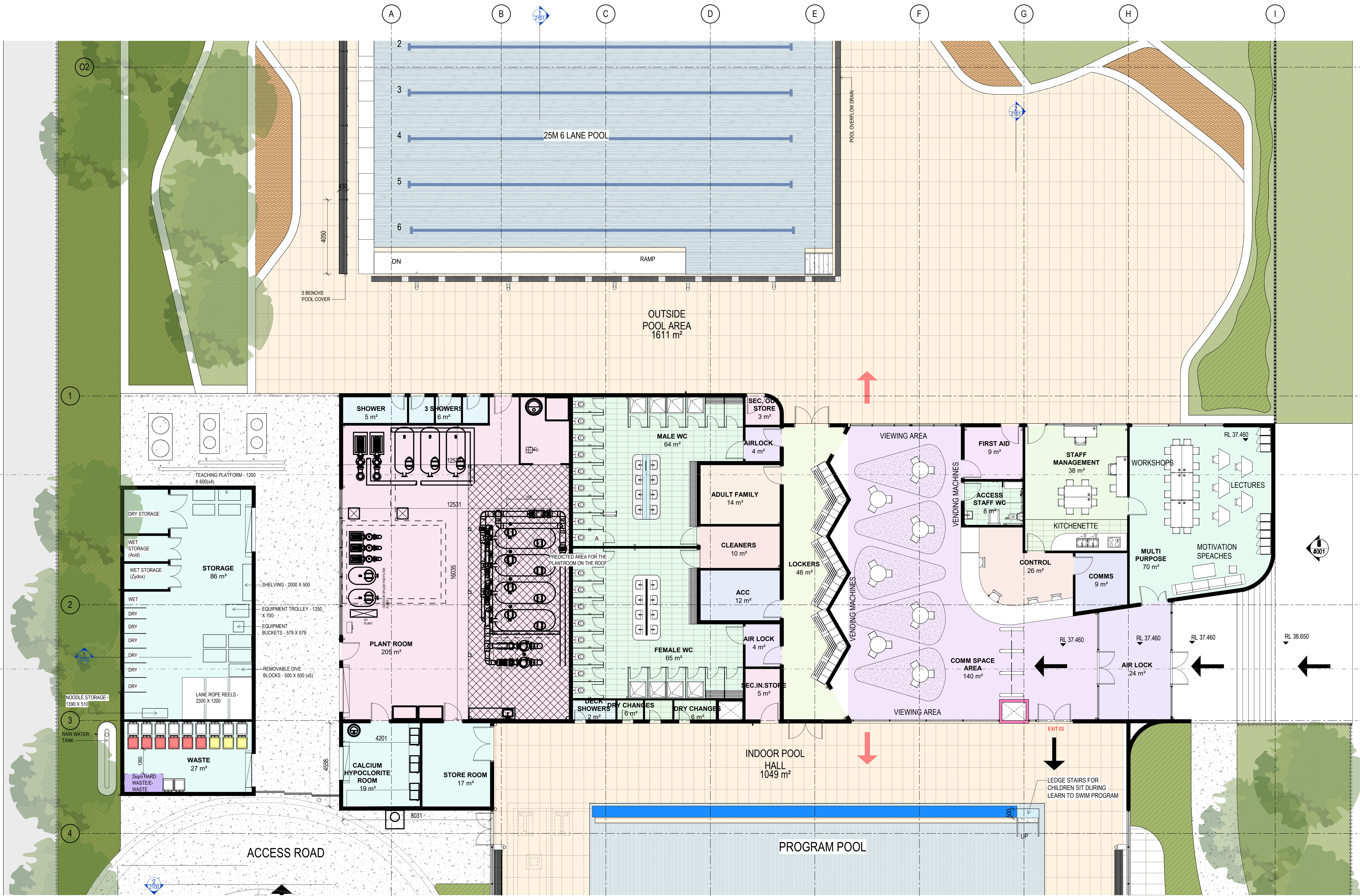
PROJECT
GUILDFORD POOL
MODERNISATION PROJECT
LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD

DRAWING TITLE
GA PLAN - GROUND LEVEL

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REVISION
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REV					DESCRIPTION	AUTH	CHK	DATE	• These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission. • Verify all dimensions on site prior to commencement of work. • DO NOT scale off these drawings. • Report any discrepancies to the architect before carrying out any work.	STATUS	NORTH	CLIENT			SYDNEY Gadigal Country Level 5, 111-117 Devonshire Street Surry Hills, NSW 2010 T +61 2 8396 9500 syd@modedesign.com.au ABN: 65 112 807 931	PROJECT	GUILDFORD POOL MODERNISATION PROJECT LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD	DRAWING TITLE	GA - ROOF PLAN	DRAWN IZ	26/06/2024 2:21:30 PM	CHECKED MW	SCALE @ A1 1:200	SCALE @ A3 1:200	REVISION	I																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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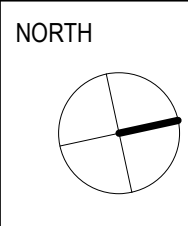


1 PLAN GROUND LEVEL - Callout 1
Scale: 1 : 100

REV	DESCRIPTION	AUTH	CHK	DATE
E	FROZEN ARCHITECTURE SET			19/06/2024
F	FROZEN ARCHITECTURE SET			21/06/2024
G	FROZEN ARCHITECTURE SET			24/06/2024
H	FROZEN ARCHITECTURE SET			25/06/2024
I	FROZEN ARCHITECTURE SET			26/06/2024

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PROJECT
GUILDFORD POOL
MODERNISATION PROJECT
LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD

DRAWING TITLE
GROUND LEVEL CALLOUT

DRAWN	ISSUE	PROJECT No	STAGE	DRAWING No	REVISION
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26/06/2024 2:22:04 PM

MECHANICAL, HYDRAULIC AND ELECTRICAL NOTES

- FIRE HYDRANTS VALVE HEIGHT MUST BE 900MM.
- ALL SERVICES MUST REMAIN ACTIVE. MINIMISE ANY DISRUPTIONS.
- REFER TO ELECTRICAL AND MECHANICAL DRAWINGS FOR DETAILS
- ALLOW TO CUT HYDRAULIC PIPING SUCH THAT THE NEW FIXTURES CAN BE CONNECTED.
- THE ELECTRICAL CONTRACTOR SHALL MAKE ALLOWANCE FOR CHASE WALLS FOR POWER CONNECTIONS ,DISCONNECTION AND MAKING SAFE ALL ELECTRICAL INSTALLATION
- ALL EXHAUST FANS TO BE FIT WITH A SEALING DEVICE SUCH AS A SELF CLOSING DAMPER



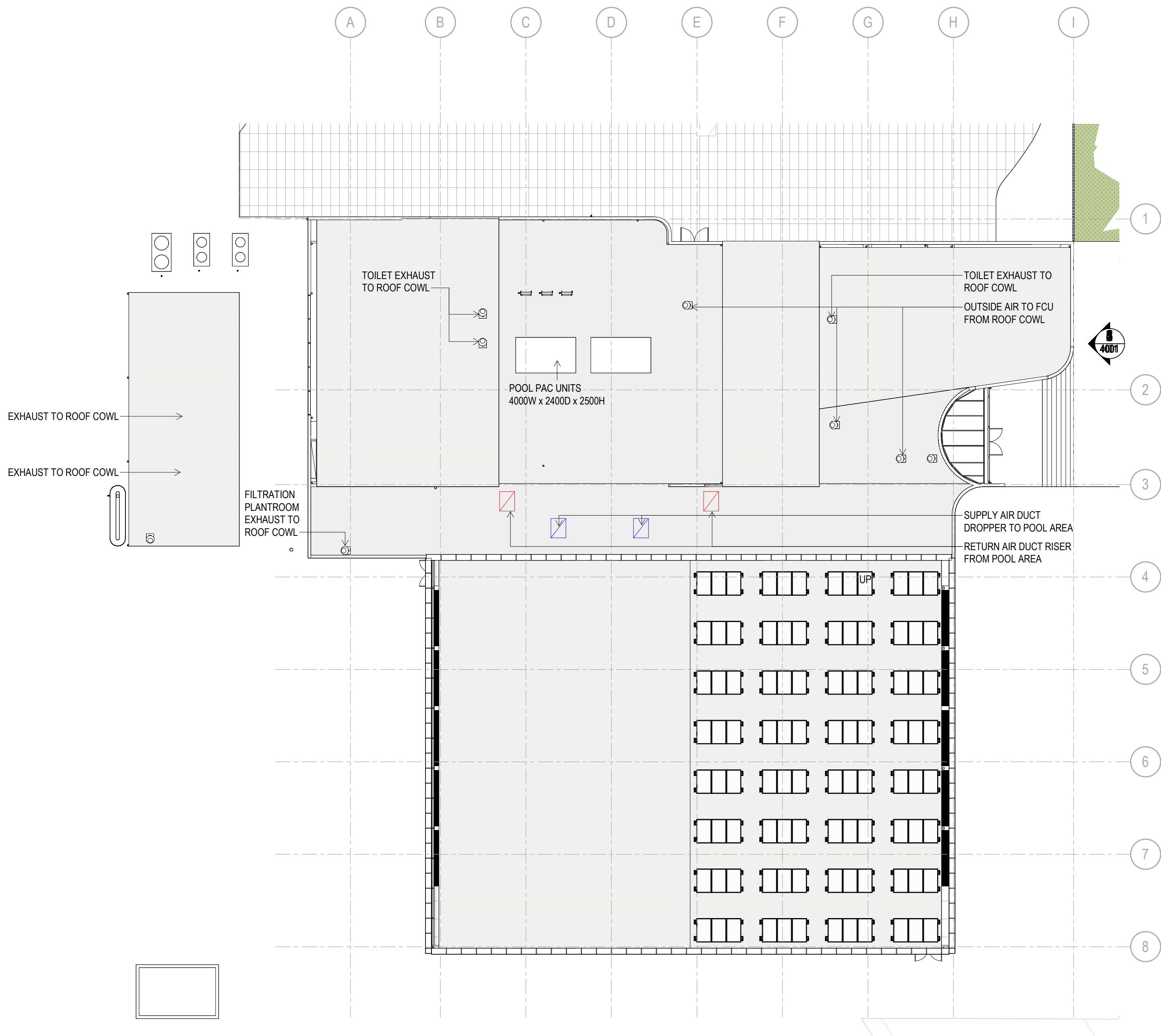
1 PLAN GROUND LEVEL - MECHANICAL LAYOUT
2000 Scale: 1 : 200

PRELIMINARY ONLY - TBC

REV	DESCRIPTION	AUTH	CHK	DATE	STATUS	CLIENT	PROJECT	DRAWING TITLE	DRAWN	CHECKED
E	FROZEN ARCHITECTURE SET			19/06/2024	DEVELOPMENT APPLICATION	CUMBERLAND CITY COUNCIL	GUILDFORD POOL MODERNISATION PROJECT	MECHANICAL LAYOUT - GROUND LEVEL	AS	IZ
F	FROZEN ARCHITECTURE SET			21/06/2024					ISSUE	SCALE @ A1
G	FROZEN ARCHITECTURE SET			24/06/2024					26/06/2024 2:22:09 PM	As indicated
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I	FROZEN ARCHITECTURE SET			26/06/2024					23710	A
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- ALL EXHAUST FANS TO BE FIT WITH A SEALING DEVICE SUCH AS A SELF CLOSING DAMPER



1 PLAN ROOF LEVEL MECHANICAL
Scale: 1 : 200

PRELIMINARY ONLY - TBC

REV	DESCRIPTION	AUTH	CHK	DATE	STATUS	NORTH	CLIENT	PROJECT	DRAWING TITLE	DRAWN	CHECKED
E	FROZEN ARCHITECTURE SET			19/06/2024	DEVELOPMENT APPLICATION		CUMBERLAND CITY COUNCIL	GUILDFORD POOL MODERNISATION PROJECT	MECHANICAL LAYOUT - ROOF LEVEL	AS	IZ
F	FROZEN ARCHITECTURE SET			21/06/2024							
G	FROZEN ARCHITECTURE SET			24/06/2024							
H	FROZEN ARCHITECTURE SET			25/06/2024							
I	FROZEN ARCHITECTURE SET			26/06/2024							

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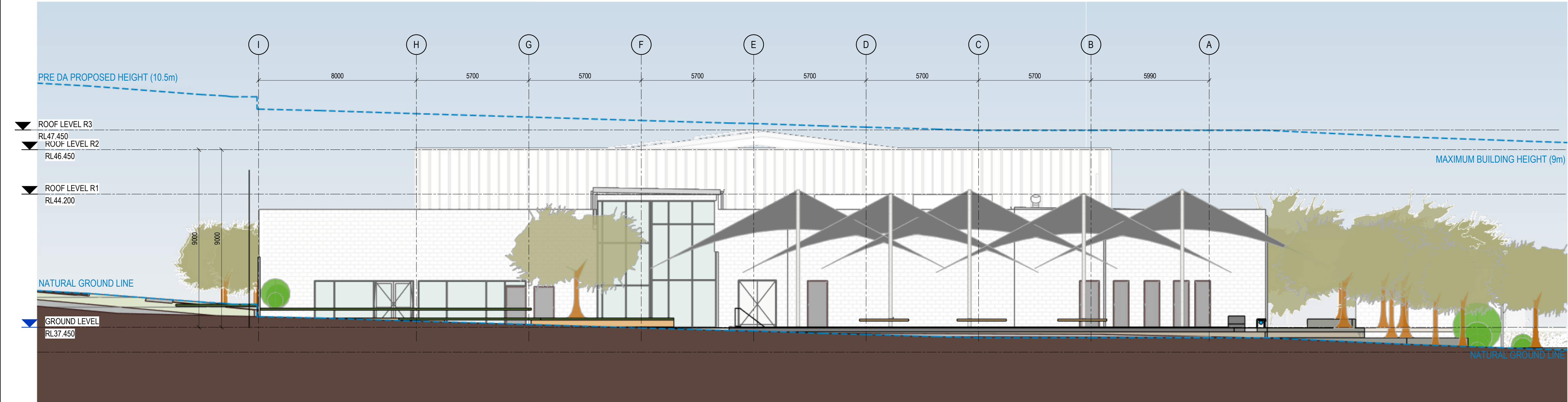
PROJECT
GUILDFORD POOL
MODERNISATION PROJECT
LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD

DRAWING TITLE
MECHANICAL LAYOUT - ROOF
LEVEL

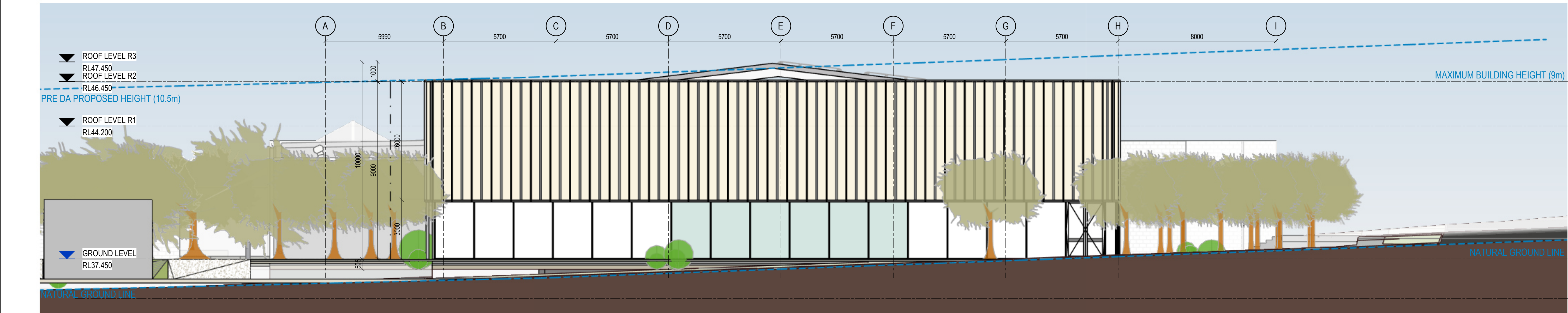
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ISSUE 26/06/2024 2:22:17 PM	SCALE @ A1 As indicated
PROJECT No 23710	STAGE A
DRAWING No MMX-AR-1004	REVISION I



TO BE READ IN CONJUNCTION
ENVIRONMENTAL NOISE ASSESSMENT
ACOUSTIC CONCEPT REPORT



2 ELEVATION NORTH ELEVATION
Scale: 1 : 100



1 ELEVATION SOUTH ELEVATION
Scale: 1 : 100

REV	DESCRIPTION	AUTH	CHK	DATE	STATUS	CLIENT	PROJECT	DRAWING TITLE	DRAWN	CHECKED
E	FROZEN ARCHITECTURE SET			19/06/2024	DEVELOPMENT APPLICATION	CUMBERLAND CITY COUNCIL	GUILDFORD POOL MODERNISATION PROJECT	ELEVATIONS NORTH & SOUTH	IZ	MW
F	FROZEN ARCHITECTURE SET			21/06/2024					ISSUE	SCALE @ A1
G	FROZEN ARCHITECTURE SET			24/06/2024					PROJECT No	1 : 100
H	FROZEN ARCHITECTURE SET			25/06/2024					STAGE	DRAWING No
I	FROZEN ARCHITECTURE SET			26/06/2024					23710	MMX-AR-2000

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PROJECT GUILDFORD POOL MODERNISATION PROJECT LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD

DRAWING TITLE ELEVATIONS NORTH & SOUTH

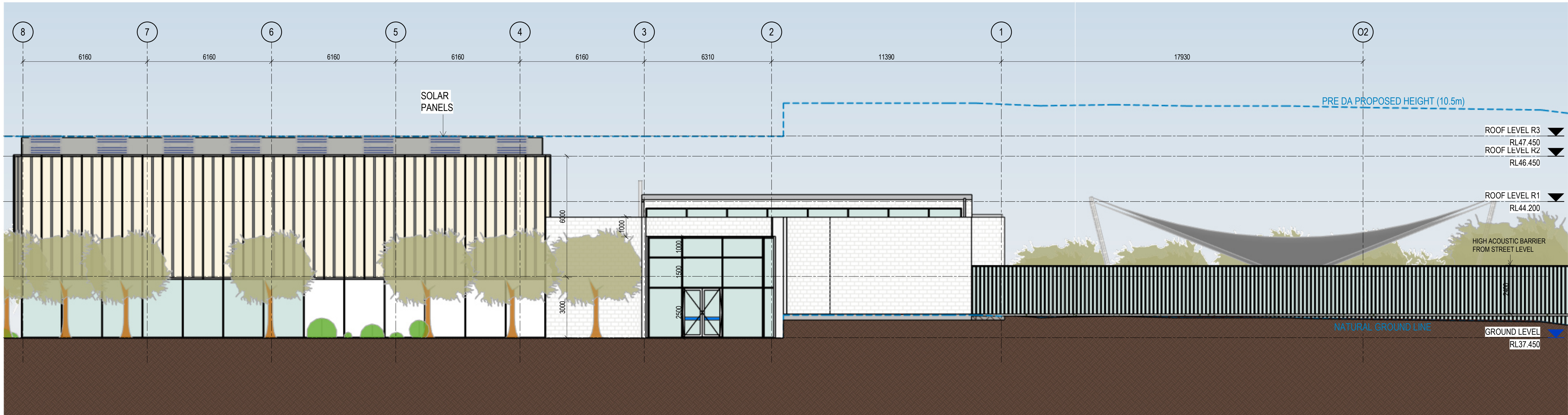
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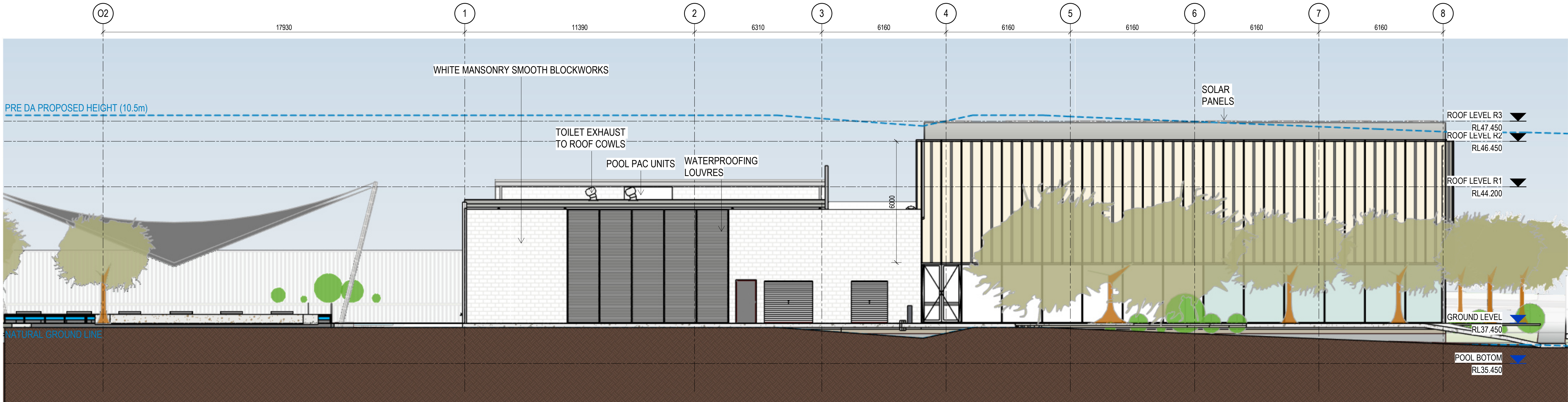
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DRAWING No MMX-AR-2000

REVISION I



2 ELEVATION EAST ELEVATION
1000 Scale: 1 : 100



1 ELEVATION WEST ELEVATION
1000 Scale: 1 : 100

REV	DESCRIPTION	AUTH	CHK	DATE
E	FROZEN ARCHITECTURE SET			19/06/2024
F	FROZEN ARCHITECTURE SET			21/06/2024
G	FROZEN ARCHITECTURE SET			24/06/2024
H	FROZEN ARCHITECTURE SET			25/06/2024
I	FROZEN ARCHITECTURE SET			26/06/2024

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APPLICATION
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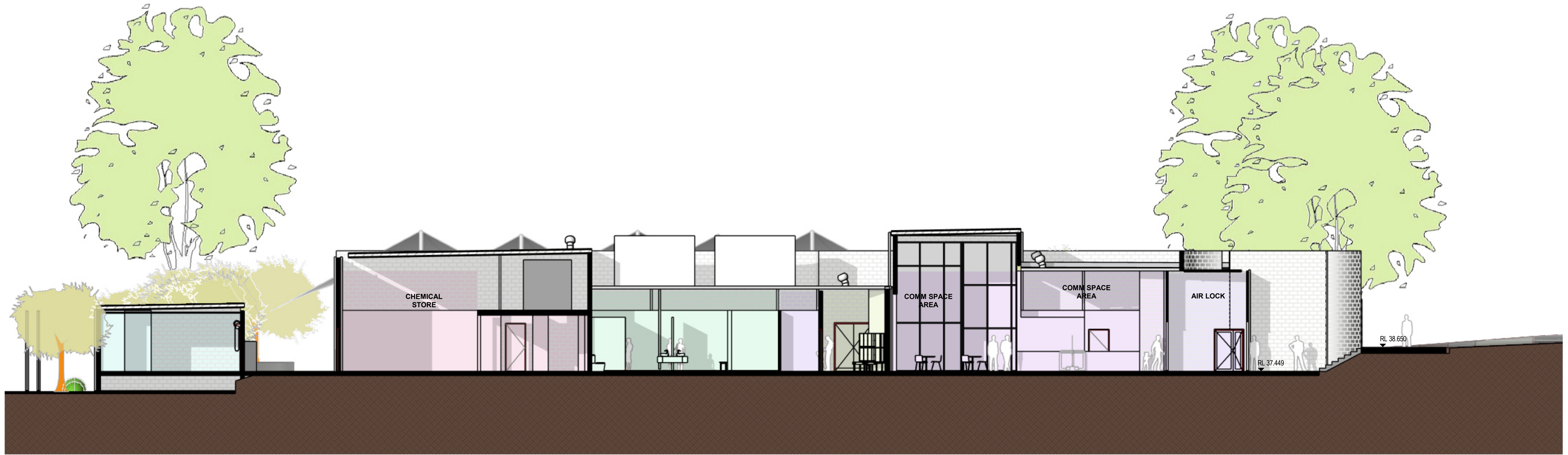
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PROJECT
GUILDFORD POOL
MODERNISATION PROJECT
LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD

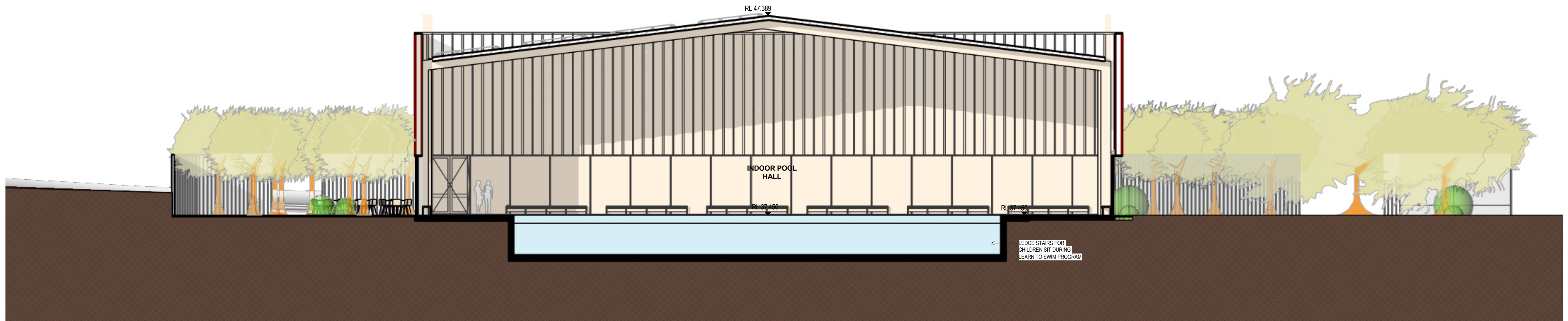
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ELEVATIONS EAST & WEST

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ISSUE
26/06/2024 2:23:42 PM
PROJECT No
23710

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SCALE @ A1
1 : 100
STAGE
A
DRAWING No
MMX-AR-2001
REVISION
I



1 SECTION SHORT SECTION A-A
1000 Scale: 1 : 100

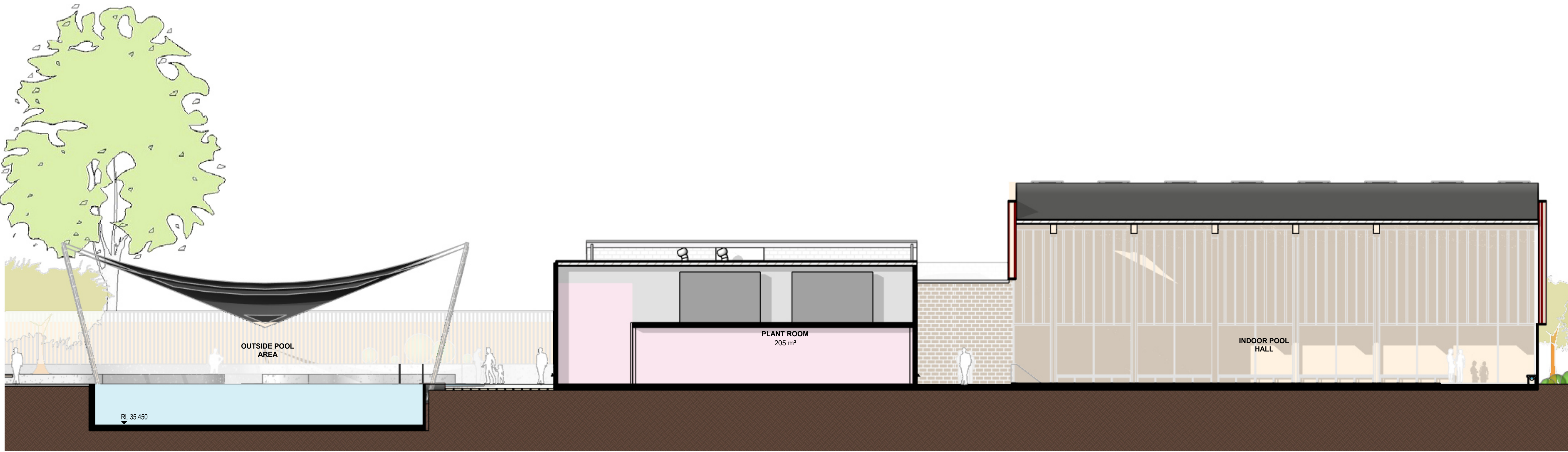


2 SECTION SHORT SECTION B-B
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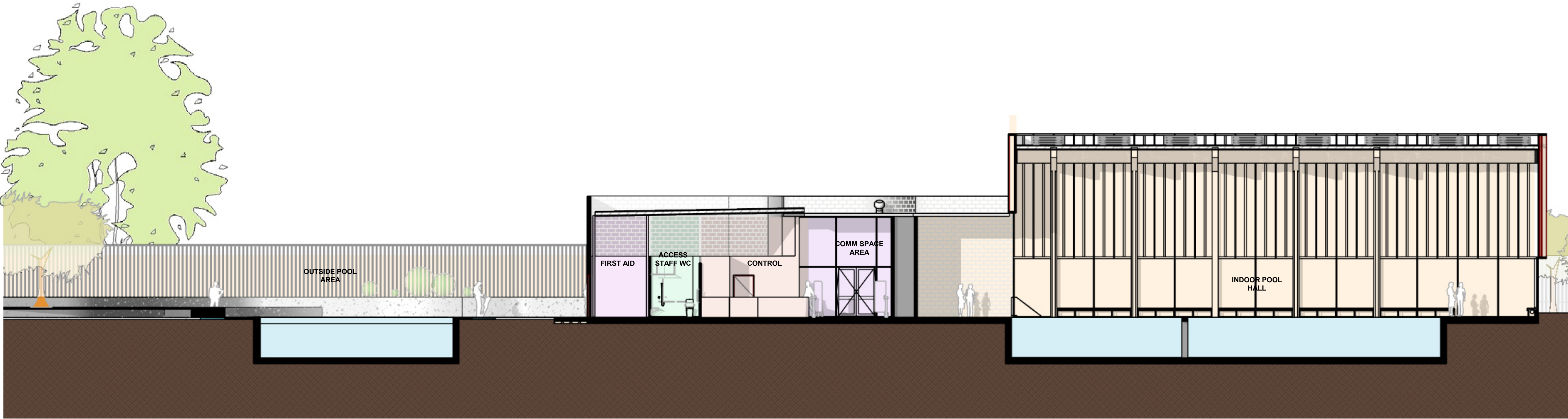
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C	FROZEN ARCHITECTURE SET			19/06/2024		DEVELOPMENT APPLICATION		CUMBERLAND CITY COUNCIL		GUILDFORD POOL MODERNISATION PROJECT		SECTIONS AA & BB				
D	FROZEN ARCHITECTURE SET			21/06/2024												
E	FROZEN ARCHITECTURE SET			24/06/2024												
F	FROZEN ARCHITECTURE SET			25/06/2024												
G	FROZEN ARCHITECTURE SET			26/06/2024												

Document Set ID: 11236322

Version: 1, Version Date: 14/11/2024



1 SECTION LONG SECTION C-C
1000 Scale: 1 : 100



2 SECTION LONG SECTION D-D
1000 Scale: 1 : 100

REV	DESCRIPTION	AUTH	CHK	DATE
C	FROZEN ARCHITECTURE SET			19/06/2024
D	FROZEN ARCHITECTURE SET			21/06/2024
E	FROZEN ARCHITECTURE SET			24/06/2024
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G	FROZEN ARCHITECTURE SET			26/06/2024

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STATUS
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APPLICATION

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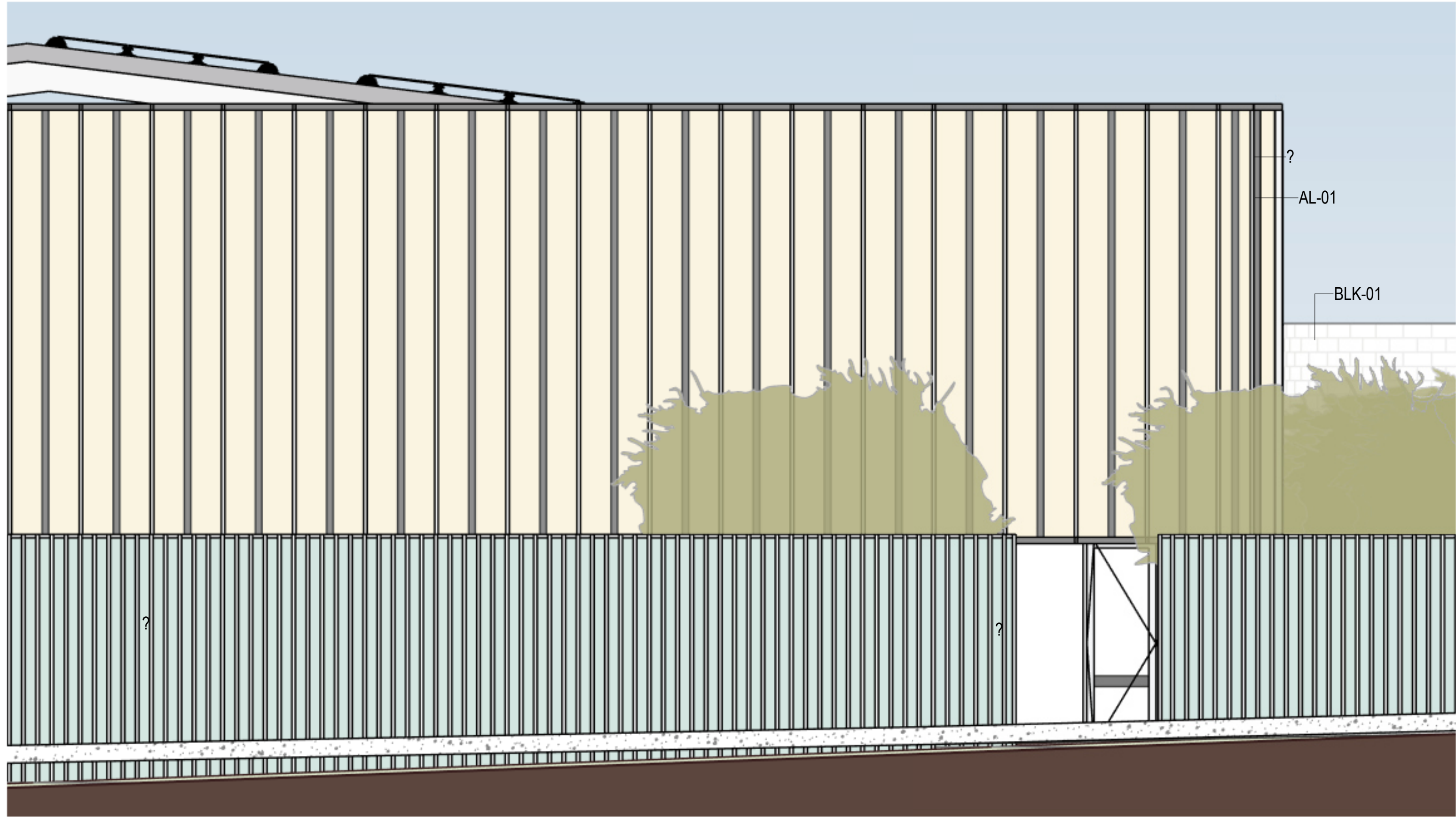


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PROJECT
GUILDFORD POOL
MODERNISATION PROJECT
LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD

DRAWING TITLE
SECTIONS CC & DD

DRAWN IZ	CHECKED MW
ISSUE 26/06/2024 2:24:48 PM	SCALE @ A1 1 : 100
PROJECT No 23710	STAGE A
DRAWING No MMX-AR-2101	REVISION G



1 ELEVATION SOUTH ELEVATION
Scale: 1 : 50

MATERIAL LIST		
CODE	DETAIL	IMAGE
AL-01	POWDERCOATED ALUMINIUM	
BLK-01	WHITE POLISHED MASONRY BLOCKWORK	
CON-01	EXPOSED CONCRETE	
FN-01	POWDERCOATED FENCE	
GLZ-01	CLEAR GLAZING FRAMED CURTAIN WALL SYSTEM	
MS-01	METAL SHEETING	
POL-01	POLYCARBONATE PANEL	
SP-01	SOLID PANEL	
TL-01	AQUA BLUE TILES	



CON-01
EXPOSED CONCRETE



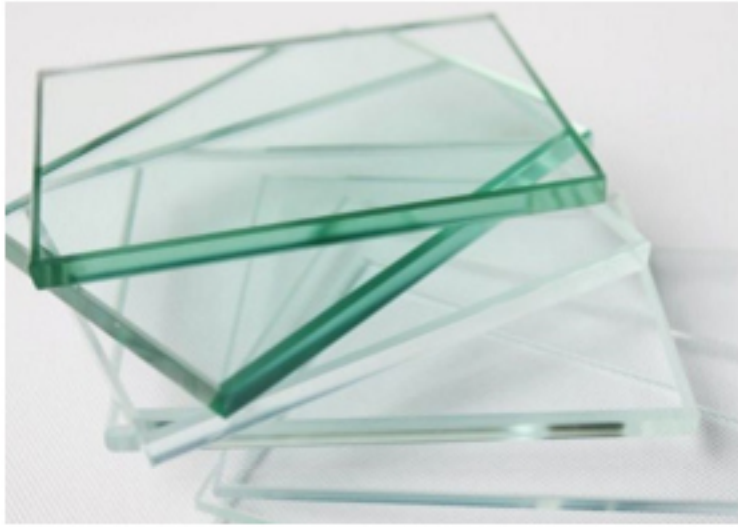
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METAL SHEETING



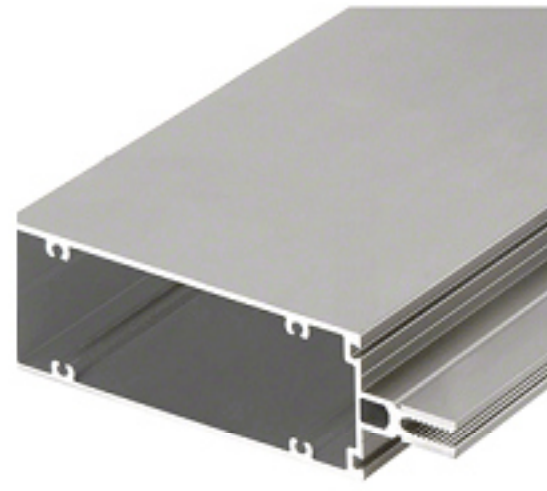
POL-01
POLYCARBONATE FACADE PANELS WITH
FIRE RATING SUBSTRATES.



BLK-01
WHITE POLISHED MASONRY
BLOCKWORK



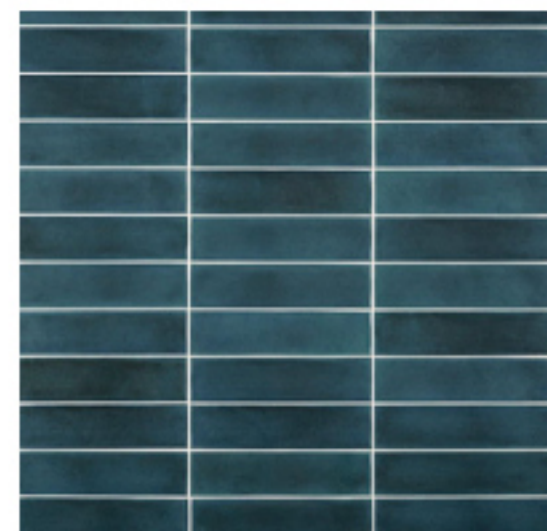
GLZ-01
CLEAR GLAZING FRAMED CURTAIN WALL
SYSTEM



AL-01
POWDERCOATED ALUMINIUM



FN-01
POWDERCOATED FENCE



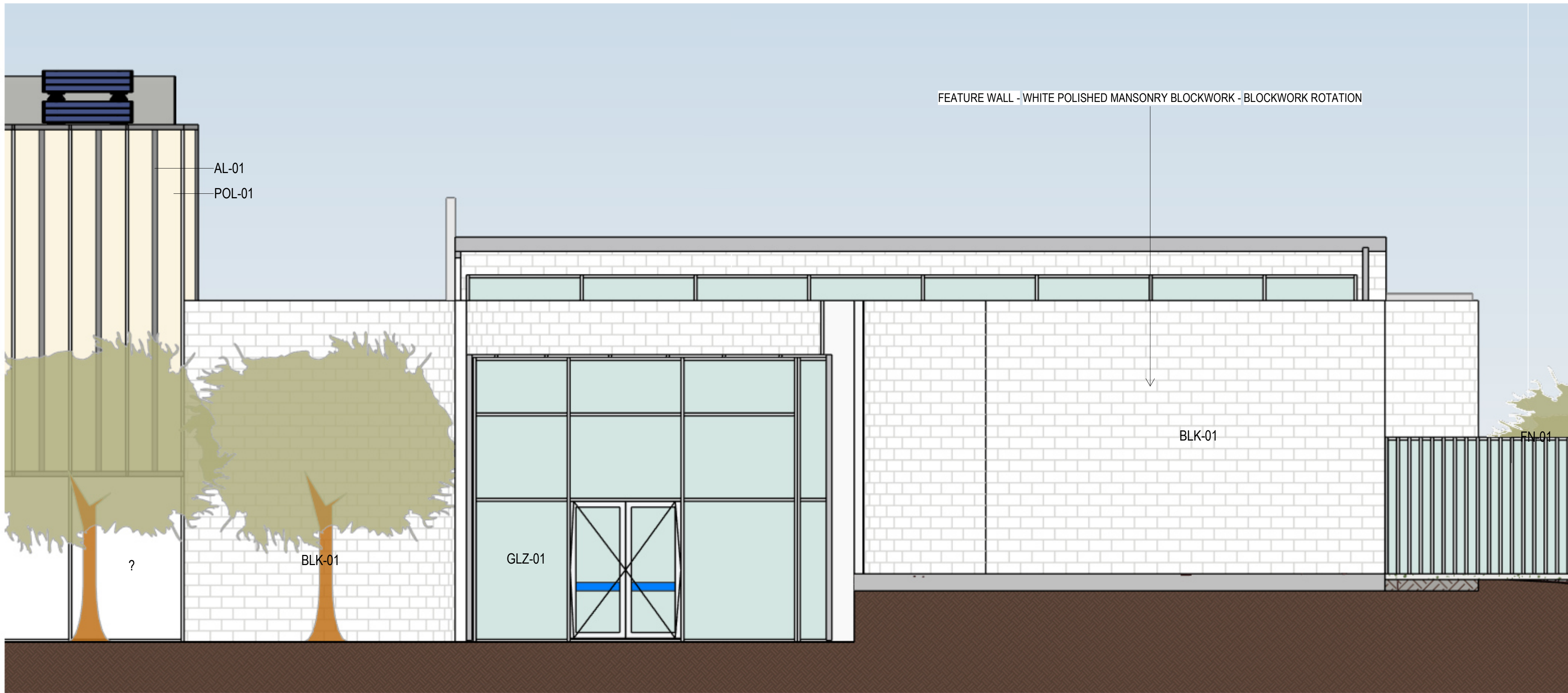
TIL-01
AQUA BLUE TILES



SP-01
SOLID PANEL



BLK - 01 FEATURE WALL
WHITE POLISHED MASONRY
BLOCKWORK - ROTATION



2 ELEVATION EAST ELEVATION
Scale: 1 : 50

REV	DESCRIPTION	AUTH	CHK	DATE
D	FROZEN ARCHITECTURE SET			19/06/2024
E	FROZEN ARCHITECTURE SET			21/06/2024
F	FROZEN ARCHITECTURE SET			24/06/2024
G	FROZEN ARCHITECTURE SET			25/06/2024
H	FROZEN ARCHITECTURE SET			26/06/2024

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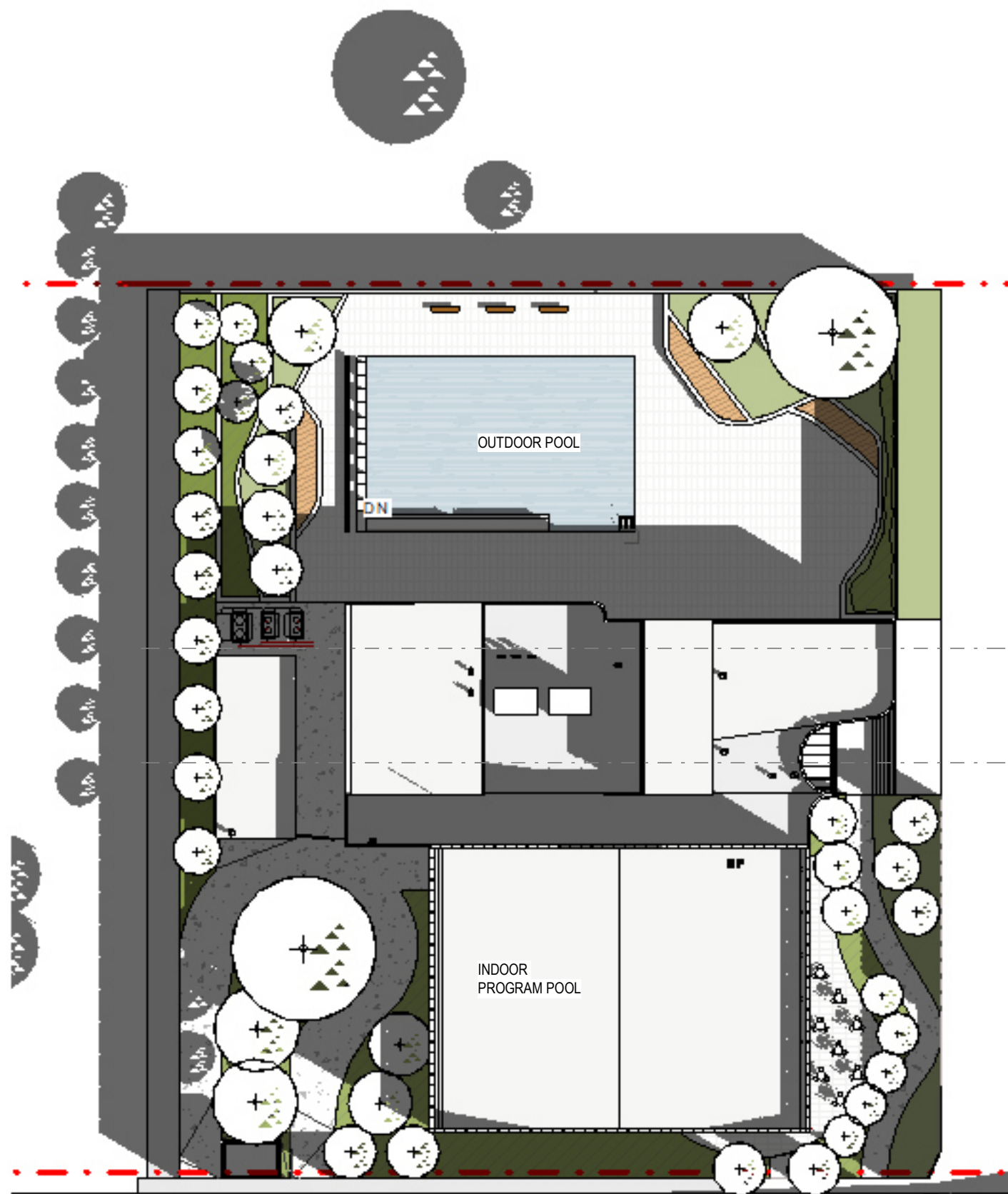


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PROJECT
GUILDFORD POOL
MODERNISATION PROJECT
LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD

DRAWING TITLE
MATERIALS AND FINISHES

DRAWN IZ	CHECKED MW
ISSUE 26/06/2024 2:25:06 PM	SCALE @ A1 1:50
PROJECT No 23710	STAGE A
DRAWING No MMX-AR-3000	REVISION H



1 PLAN SOLAR DIAGRAM -21ST 9AM
2000 Scale: 1 : 500



2 PLAN SOLAR DIAGRAM -21ST 10AM
2000 Scale: 1 : 500



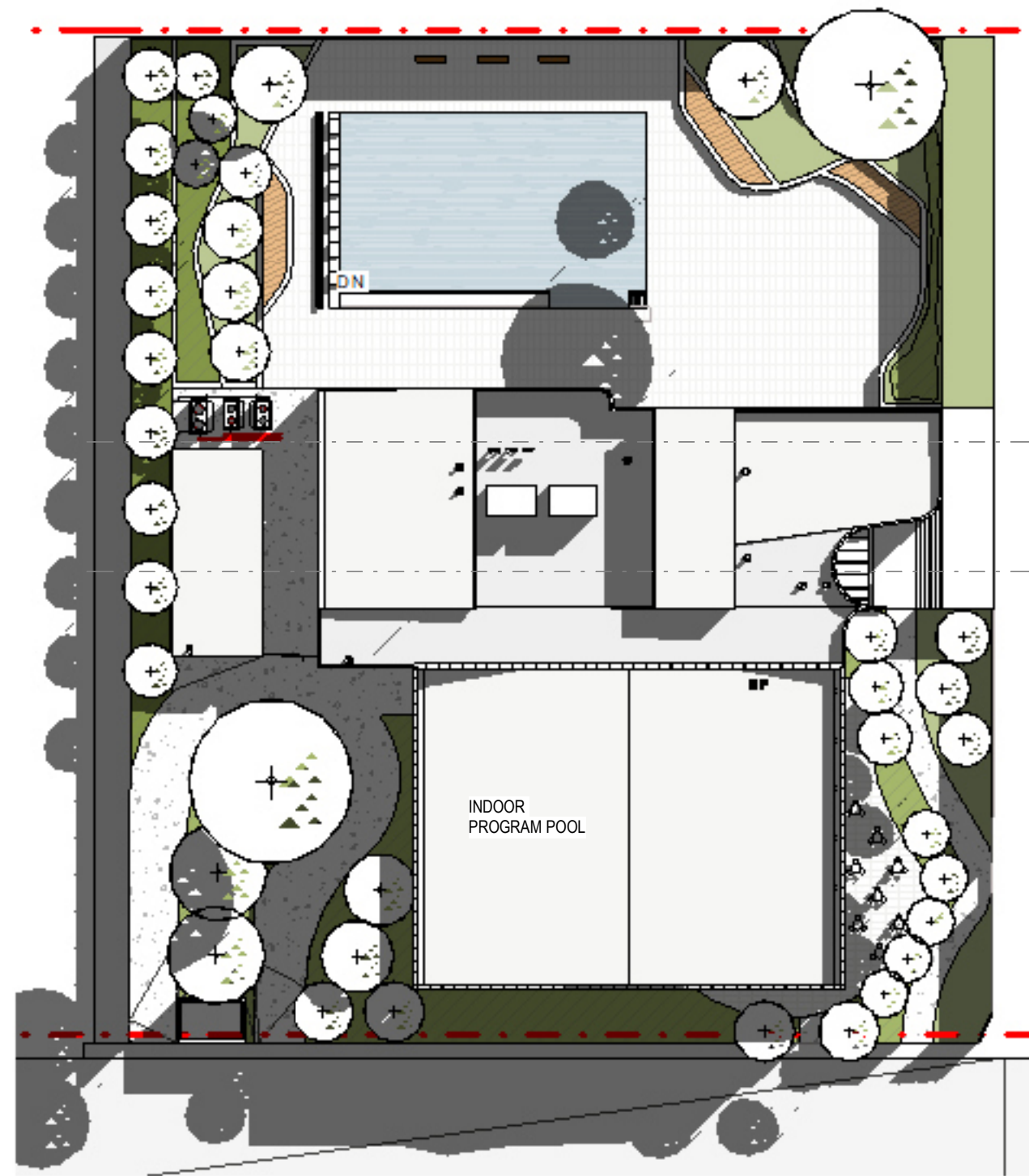
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2000 Scale: 1 : 500



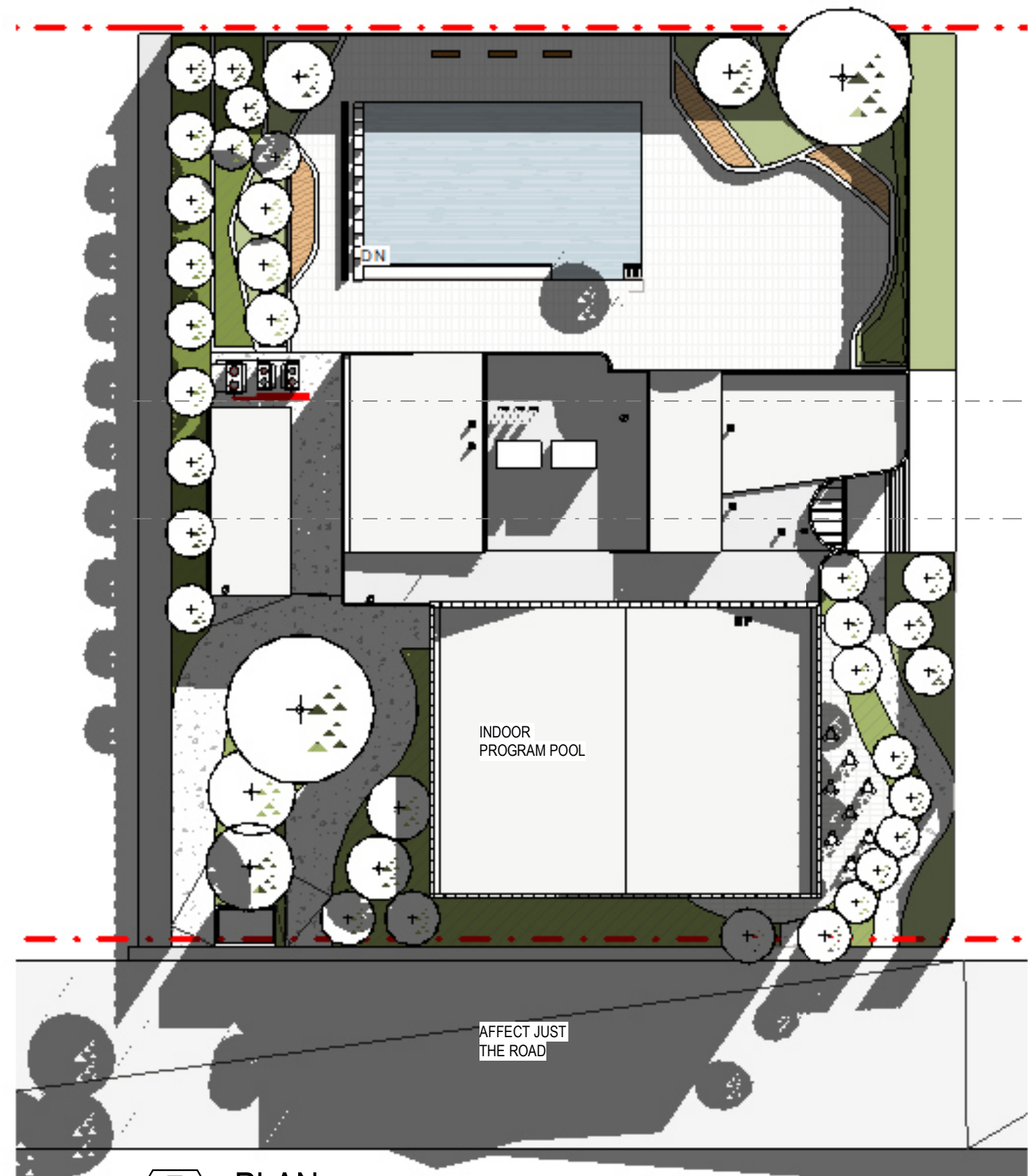
4 PLAN SOLAR DIAGRAM -21ST 12PM
2000 Scale: 1 : 500



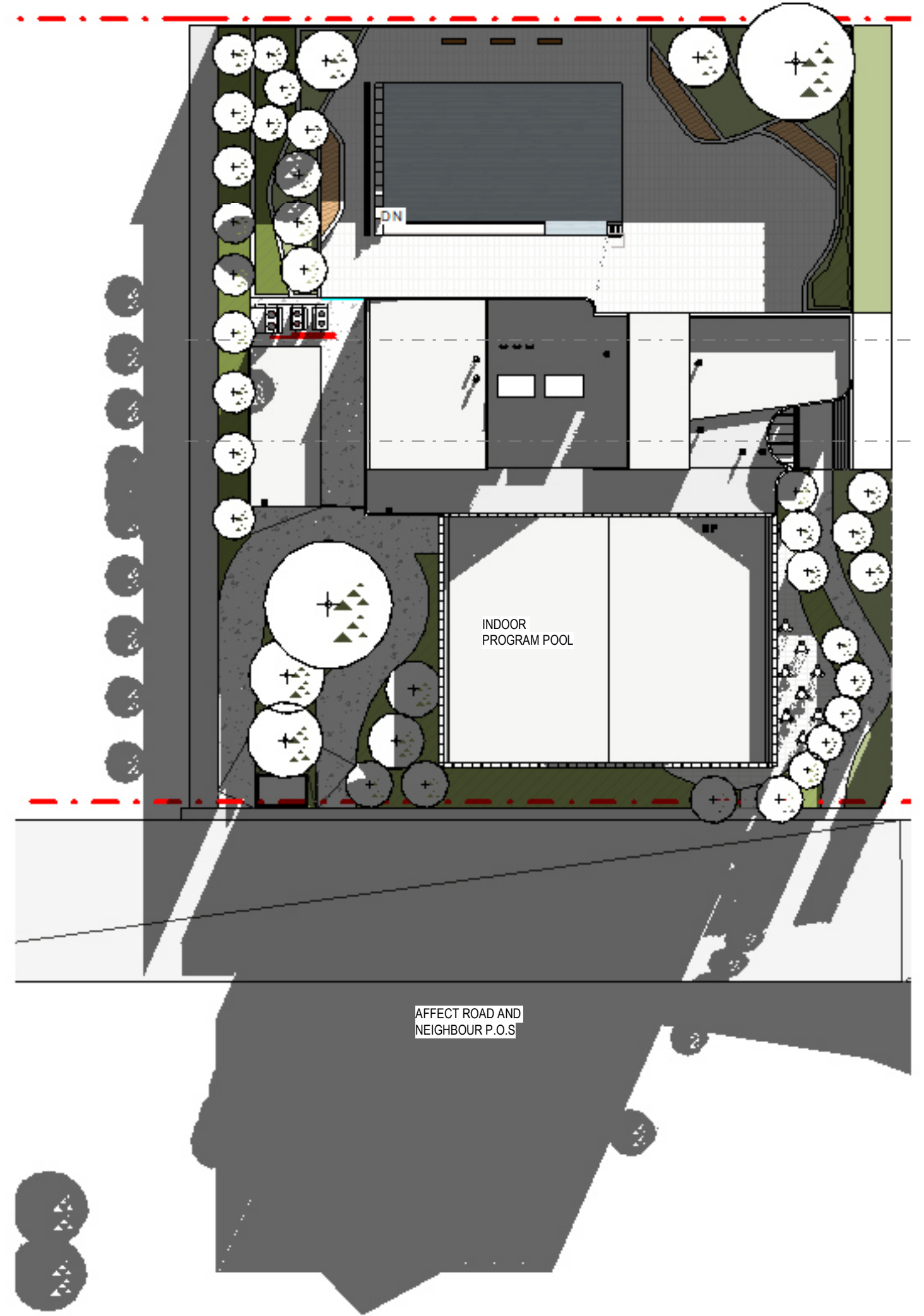
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6 PLAN SOLAR DIAGRAM -21ST 2PM
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7 PLAN SOLAR DIAGRAM -21ST 3PM
2000 Scale: 1 : 500



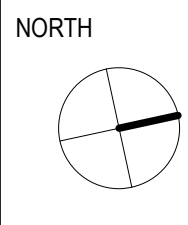
8 PLAN SOLAR DIAGRAM -21ST 4PM
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REV	DESCRIPTION	AUTH	CHK	DATE
B	FROZEN ARCHITECTURE SET			19/06/2024
C	FROZEN ARCHITECTURE SET			21/06/2024
D	FROZEN ARCHITECTURE SET			24/06/2024
E	FROZEN ARCHITECTURE SET			25/06/2024
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PROJECT
GUILDFORD POOL
MODERNISATION PROJECT
LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD

DRAWING TITLE
SHADOW DIAGRAMS - PLAN

DRAWN
BB
ISSUE
26/06/2024 2:25:32 PM
PROJECT No
23710

CHECKED
IZ
SCALE @ A1
1 : 500
SCALE @ A3
1 : 200
STAGE
A
DRAWING No
MMX-AR-4000
REVISION
F



1 ELEVATION EAST ELEVATION - SHADOW - 9AM
Scale: 1 : 200



2 ELEVATION EAST ELEVATION - SHADOW - 10AM
Scale: 1 : 200



3 ELEVATION EAST ELEVATION - SHADOW - 11AM
Scale: 1 : 200



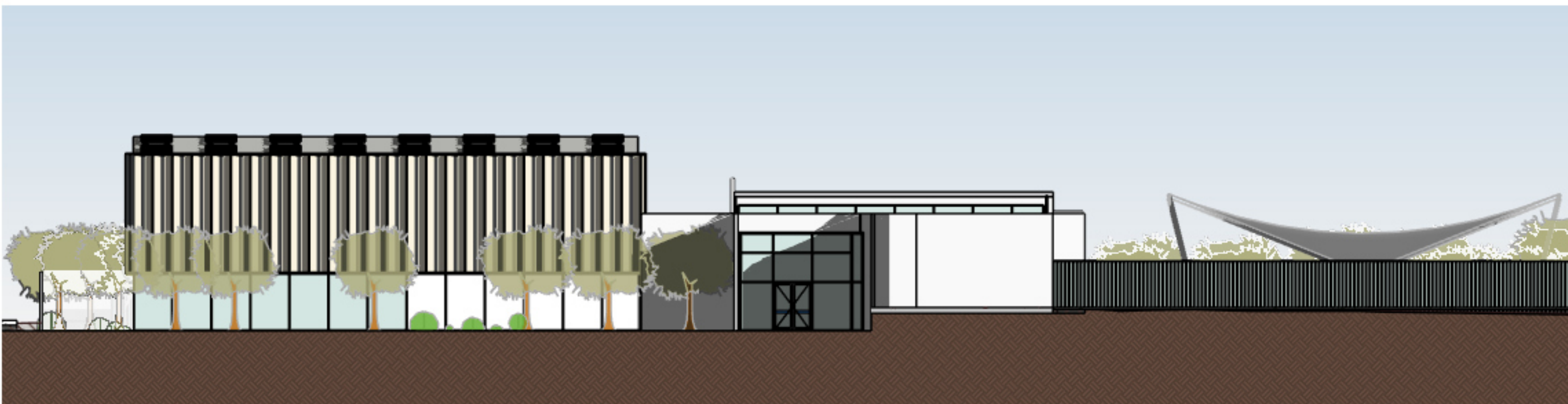
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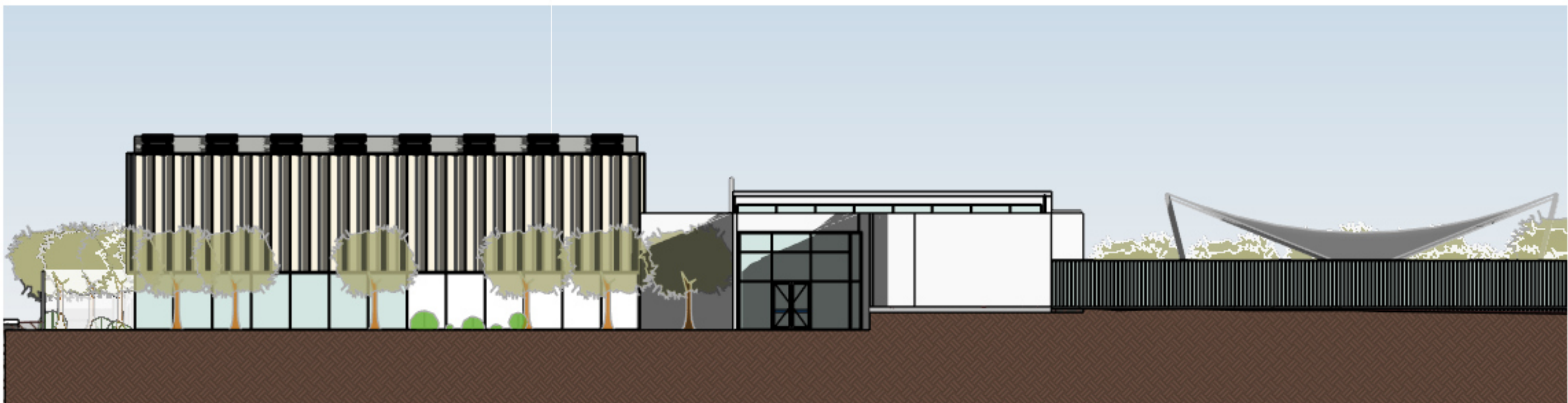
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Scale: 1 : 200



6 ELEVATION EAST ELEVATION - SHADOW - 2PM
Scale: 1 : 200



7 ELEVATION EAST ELEVATION - SHADOW - 3PM
Scale: 1 : 200



8 ELEVATION EAST ELEVATION - SHADOW - 4PM
Scale: 1 : 200

REV	DESCRIPTION	AUTH	CHK	DATE
B	FROZEN ARCHITECTURE SET			19/06/2024
C	FROZEN ARCHITECTURE SET			21/06/2024
D	FROZEN ARCHITECTURE SET			24/06/2024
E	FROZEN ARCHITECTURE SET			25/06/2024
F	FROZEN ARCHITECTURE SET			26/06/2024

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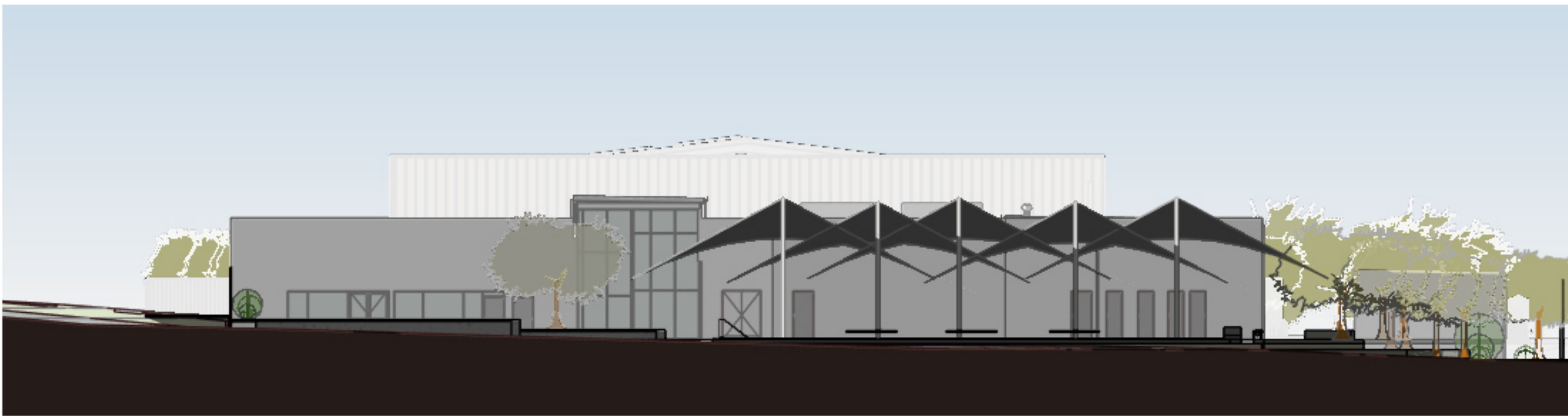


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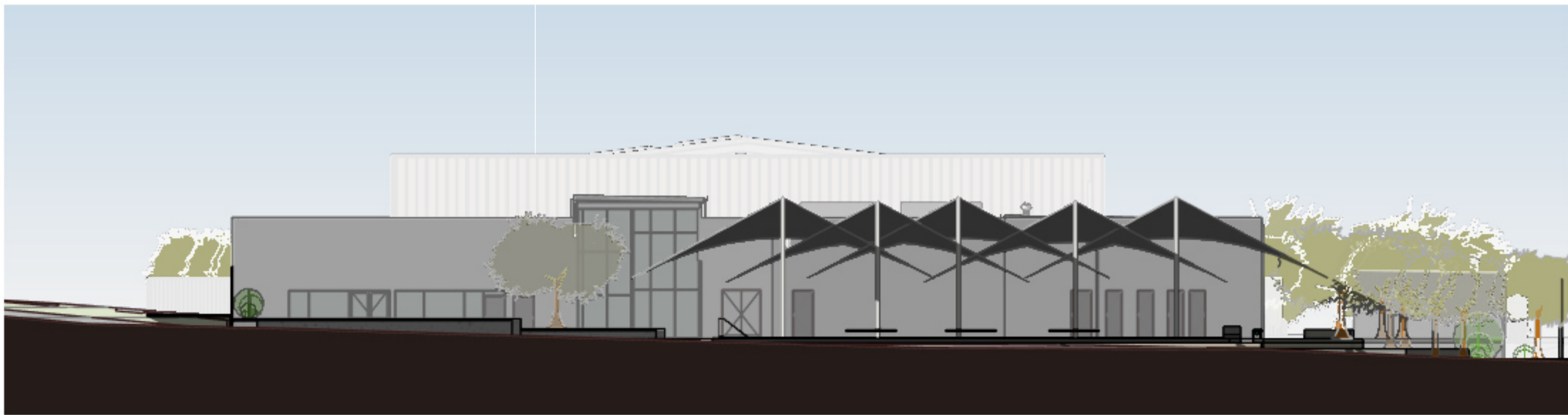
PROJECT
GUILDFORD POOL
MODERNISATION PROJECT
LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD

DRAWING TITLE
SHADOW DIAGRAMS -
ELEVATION EAST

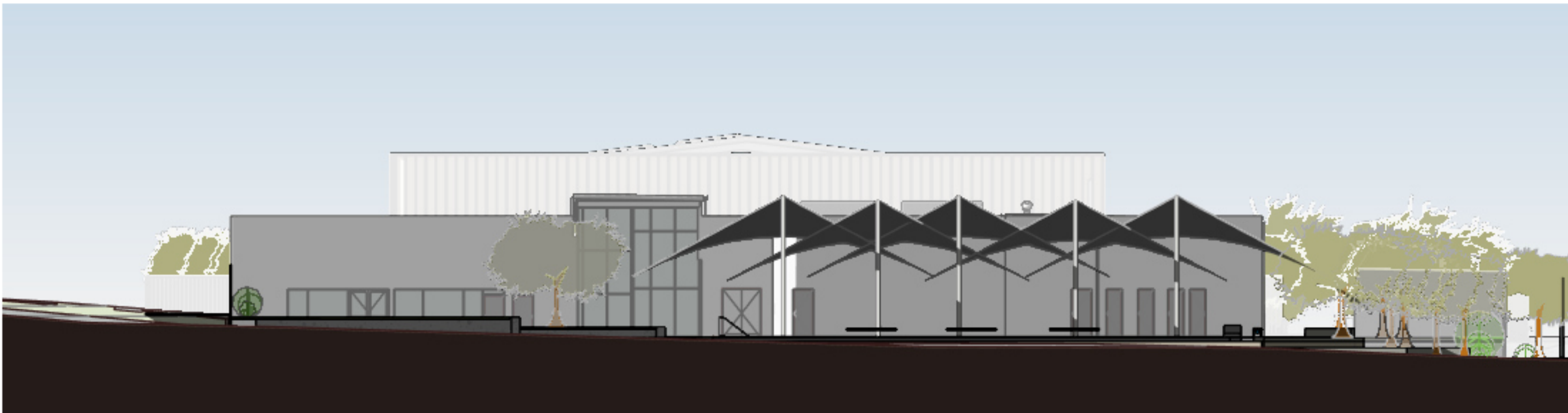
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STAGE A	DRAWING No MMX-AR-4001
	REVISION F



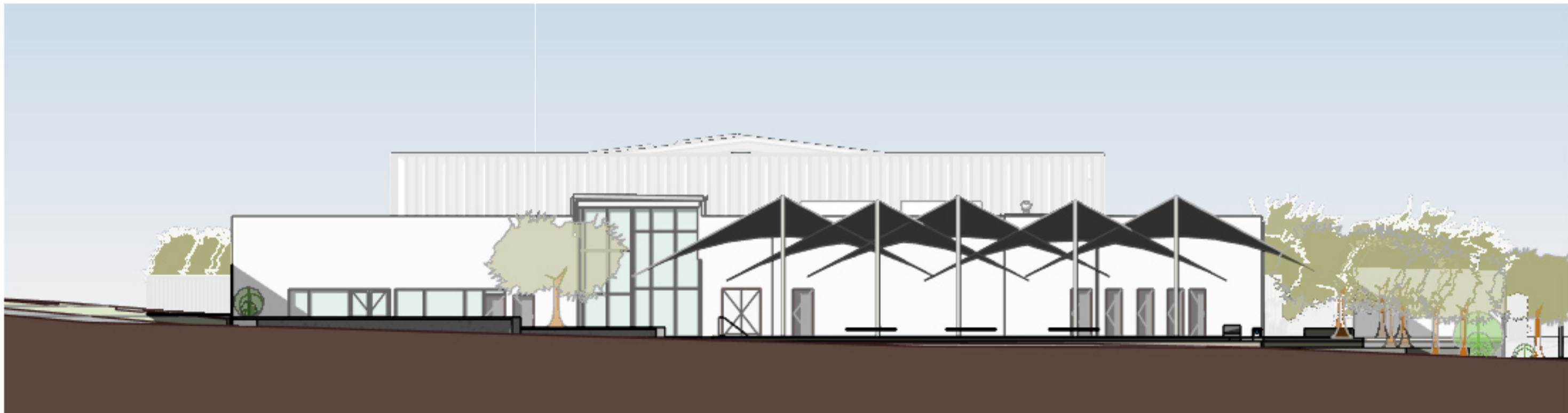
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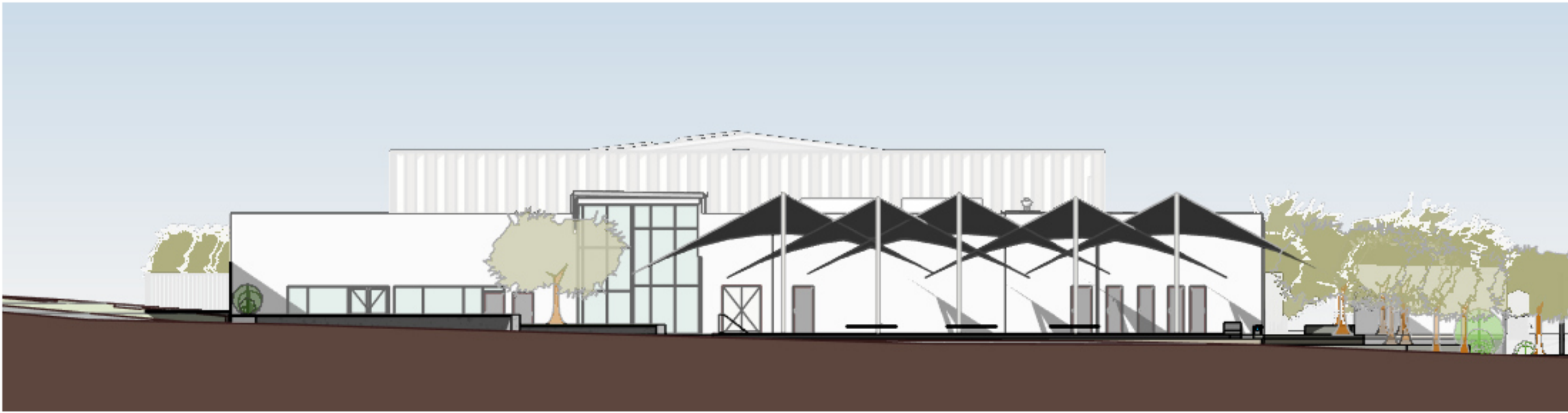
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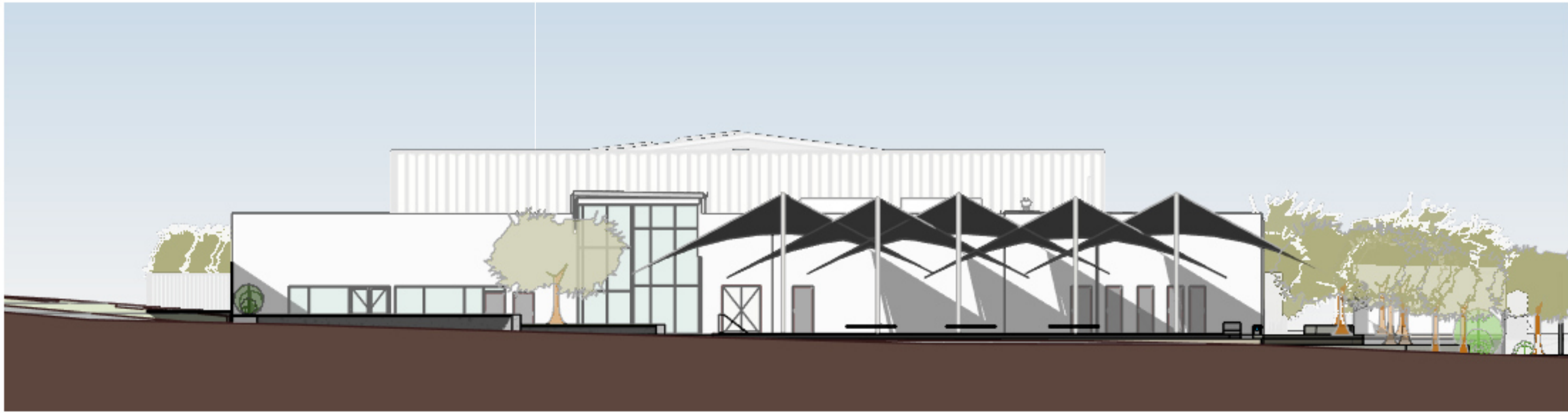
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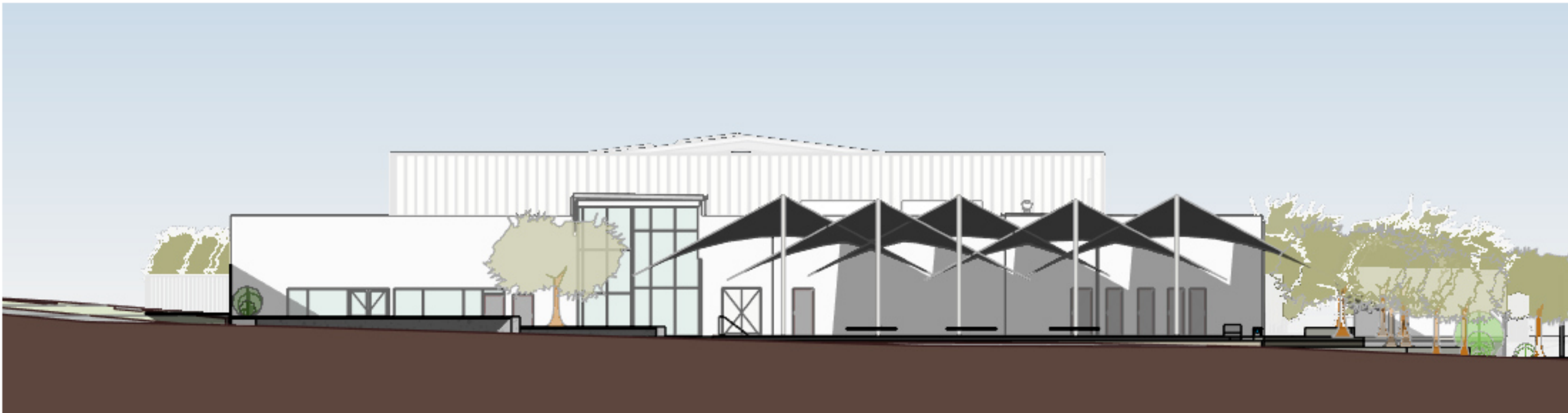
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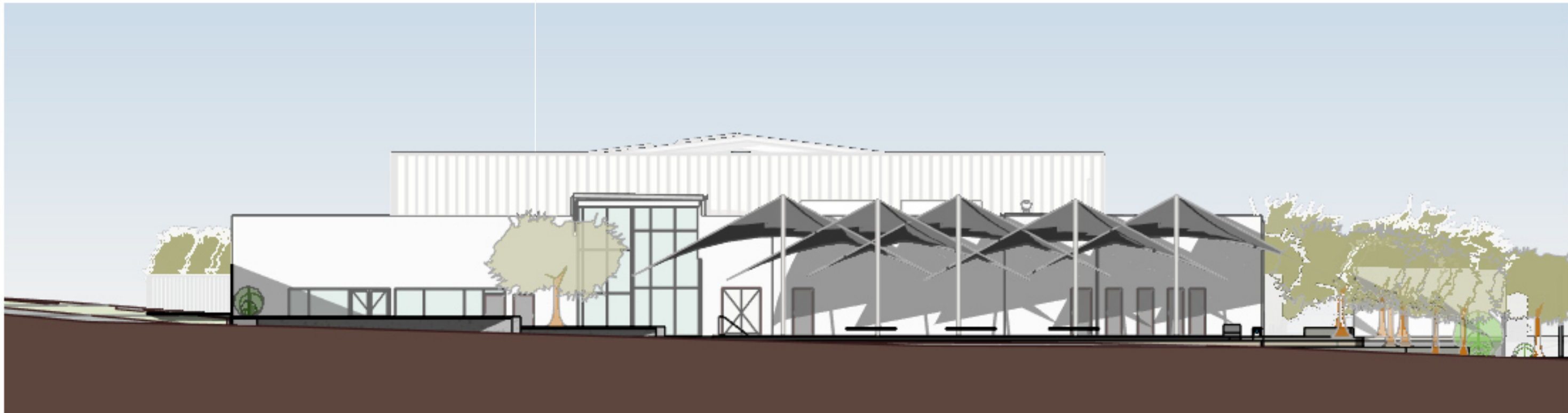
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Scale: 1 : 200



6 ELEVATION NORTH ELEVATION - 2PM
Scale: 1 : 200



7 ELEVATION NORTH ELEVATION - 3PM
Scale: 1 : 200



8 ELEVATION NORTH ELEVATION - 4PM
Scale: 1 : 200

REV	DESCRIPTION	AUTH	CHK	DATE
B	FROZEN ARCHITECTURE SET			19/06/2024
C	FROZEN ARCHITECTURE SET			21/06/2024
D	FROZEN ARCHITECTURE SET			24/06/2024
E	FROZEN ARCHITECTURE SET			25/06/2024
F	FROZEN ARCHITECTURE SET			26/06/2024

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STATUS
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PROJECT
GUILDFORD POOL
MODERNISATION PROJECT
LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD

DRAWING TITLE
SHADOW DIAGRAMS -
ELEVATION NORTH

DRAWN
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ISSUE
26/06/2024 2:31:20 PM
PROJECT No
23710

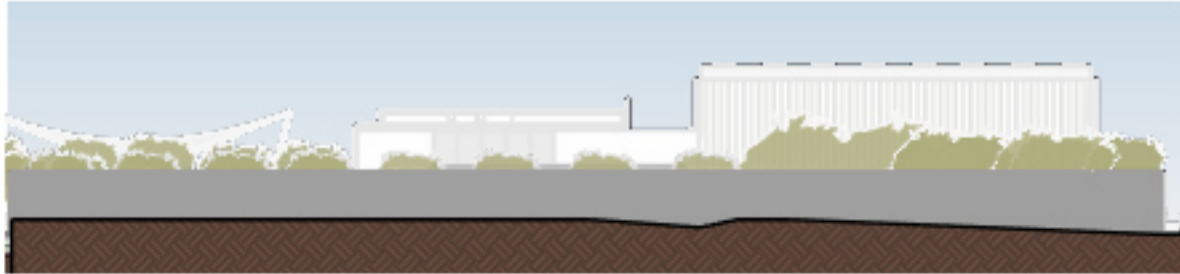
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SCALE @ A3
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DRAWING No
MMX-AR-4002

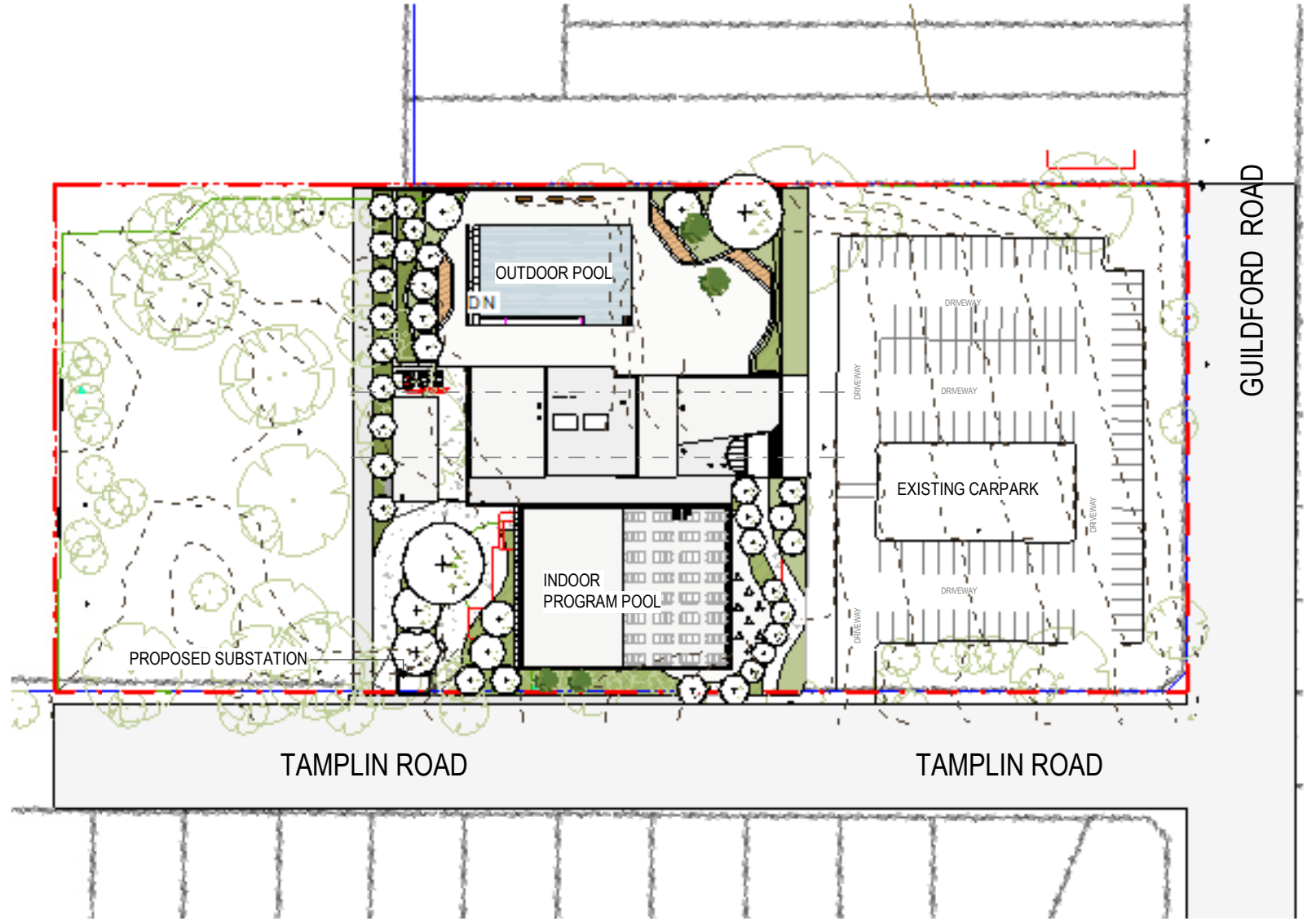
REVISION
F



1 ELEVATION EAST
Scale: 1 : 500



2 ELEVATION WEST
Scale: 1 : 500



3 PLAN SITE
Scale: 1 : 1000



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PARRAMATTA NSW 2124
Phone No: 1800 738 718

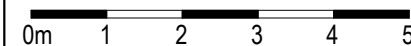


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NOTIFICATION - ELEVATIONS & SITE PLANS

LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD

STATUS
DEVELOPMENT
APPLICATION



AMENDMENTS

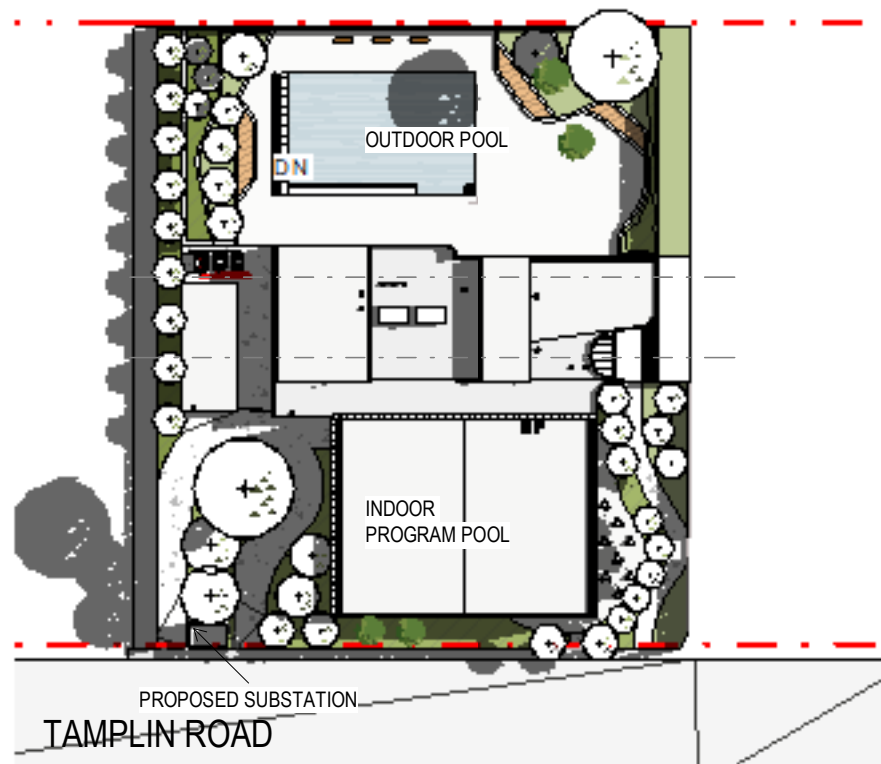
REV	DESCRIPTION	AUTH	CHK	DATE
D	FROZEN ARCHITECTURE SET			25/06/2024
E	FROZEN ARCHITECTURE SET			26/06/2024

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ISSUE:	26/06/2024	SCALE @ A3:	
PROJECT No	STAGE	DRAWING No	REV
23710	A	AR- N01	E



1 PLAN SOLAR -21ST 9AM
2000 Scale: 1 : 1000



2 PLAN SOLAR -21ST 12PM
2000 Scale: 1 : 1000



3 PLAN SOLAR -21ST 3PM
2000 Scale: 1 : 1000



LOCKED BAG 5022
PARRAMATTA NSW 2124
Phone No: 1800 738 718



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NOTIFICATION - SHADOW DIAGRAMS

LOT 21, DP 1018330, 1 TAMPLIN ROAD, GUILDFORD

STATUS
DEVELOPMENT
APPLICATION

0m 1 2 3 4 5

AMENDMENTS

REV	DESCRIPTION	AUTH	CHK	DATE
D	FROZEN ARCHITECTURE SET			25/06/2024
E	FROZEN ARCHITECTURE SET			26/06/2024

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DRAWN: Author	CHECKED: Checker
ISSUE: 26/06/2024	SCALE @ A3:
PROJECT No 23710	STAGE A
DRAWING No AR- N02	REV E

Guildford Swimming Centre



EMERGENCY MANAGEMENT PLAN

Address: 1 Tamplin Rd, Guildford NSW 2161
Telephone: 02 8757 9050

Validity Period
September 2022 to September 2025

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Section 1: Details and Communications

Facility Information	
Building Address	1 Tamplin Rd, Guildford NSW 2161
Nearest Cross Street	Guildford Rd
Phone Number	02 8757 9050
Primary Evacuation Area	Swim Centre Car Park (North End)
Secondary Evacuation Assembly Area	Tamplin Street (via side exit gate adjacent to Guildford Leagues Club)
Activities undertaken at facility	Public Swimming Pool
Property Size	521.86M
Number of Personnel	3-4 workers
Number and description of buildings	25m indoor pool, 25m outdoor pool, outdoor infants pool kiosk, shop, office & change rooms
Location of Site Chemical Register	Online (Chemwatch) via Stores Print out – In Hazmat Box
Location of the Site Asbestos Register	Online (Alpha Tracker)

Facility Emergency Response Team Contact List				
Position	Name	Hat / Vest colour	Contact	
			Site	After hours / Mobile
Emergency Controller / Chief Warden	Tony Micallef	White	0405 440 539	0405 440 539
Deputy Chief Warden	Thao Tran		02 8757 9464	N/A
First Aider	Tony Micallef	Green	2 – Way Radio Communication	02 8757 9050
First Aider	Thao Tran	Green		
First Aider	Peter Gluchowski	Green		
First Aider	Irina Wilson	Green		
First Aider	Nik Maric	Green		
First Aider	Parvez Ahamed	Green		
First Aider	Noah Chinese	Green		
First Aider	Kwun Wu	Green	2 – Way Radio Communication	02 8757 9050
Emergency Warden	Peter Gluchowski	Red		
Emergency Warden	Irina Wilson	Red		
Emergency Warden	Nik Maric	Red		
Emergency Warden	Parvez Ahamed	Red		
Emergency Warden	Noah Chinese	Red		
Emergency Warden	Kwun Wu	Red		

Neighbouring Facilities				
Neighbouring Facility	Contact Phone	Address	Mechanism for Raising Alarm	Circumstances for raising alarm
Surrounding residential premises.	N/A	Surrounding residential premises.	Door knocking	Fire
Guildford Leagues Club	02 9780 1333	25 – 55 Tamplin Rd, Guildford NSW	Phone	Fire

In case of an emergency call: 000
Internal Emergency Number: Depot Store - 8757 9606

External Emergency Contacts			
Emergency Contact	Contact Details		In case of:
	Contact	Number	
POLICE / FIRE / AMBULANCE	Telephone 000 Fixed line or 112 Mobile		URGENT EMERGENCY
Local Fire Station	Fire and Rescue NSW Guildford Fire Station	Emergency – 000 Station –02 9632 6256	Fire, Gas Leak or Explosion
Local Police Station	Fairfield Police Station 40 Smart St, Fairfield NSW	Emergency –000 Station –02 9728 8399	Security Threat
Poisons Information	NSW Poisons Information Centre Hawkesbury & Hainsworth St, Westmead	13 11 26	Chemical Exposure
NSW State Emergency Service (SES)	1)Holroyd State Emergency Service1 Foray St, Guilford West 2)Auburn State Emergency Service19 Killeen St, Auburn	132 500	Flood, Storm damage
Nearest Hospital	1)Fairfield, Corner Polding St & Prairie Vale Rd, Prairiewood. 2)Westmead, Hawkesbury Rd, Westmead.	1) 02 9616 8111 2) 02 8890 5555	Medical
Local Medical Practitioner	1) Sonic Health Plus Guilford 702 Woodville Rd, Old Guilford Opening Hours: 8 – 4.30pm 2)City West Medical Centre (Weekends Only) 39 Queen St Auburn Opening Hours: 9 – 5pm	1) 02 9897 7699 2)02 9646 9900	Medical
Electrical Supplier Authority	Endeavour Energy	131 003	Electrical
Water Services Authority	Sydney Water	13 2090	Broken pipework
WHS Regulatory Authority	Safe work NSW	13 10 50	Reportable Incidents / Injuries
Environmental Regulatory Authority	EPA NSW	131 555	Reportable Pollution
Facilities	- During normal business hours, call Customer Service on 8757 9000 and ask for the Facilities Management Section. - Between 4:30pm and 8am, call 8757 9000. This call is diverted to an afterhours company that assesses the issue identified and then provides details to the applicable team to action (facilities, open space, city services, roads, etc).		Internal Emergencies
Security			Personal Threat

Section 2: Emergency Equipment & Locations

Location of First Aid Equipment

Equipment	Location
First Aid Room -Defibrillator 	First aid room entrance via the foyer 
First Aid Room - First Aid Kit 	

Location of Evacuation Alarm Switch

Verbal Evacuation Completed. Megaphone also located on site	No evacuation alarm switch No Fire Panel
--	---

Emergency Equipment Register

Emergency Equipment	Service	Number	Location
Fire Fighting Equipment			
Fire Extinguishers	Serviced six monthly	8	▪ Club Room adj trophy self ▪ Club Room adj rear exit door ▪ Opposite switch room in front entry ▪ Canteen / Reception store area ▪ Plant room entry side ▪ Mowing room rear of plant room ▪ Level 1 plant room ▪ Indoor pool area level 1 manager / store room
Fire Hose Reels	Serviced six monthly	0	N/A
Fire Blanket	Serviced six monthly	2	▪ Reception / Canteen Store Room ▪ Club Room Kitchen
First Aid Kits			
First Aid Kits	Serviced six monthly	1	First Aid Room Located in Main Admin Block near entrance
Defibrillator			
AED Defibrillator	Serviced six monthly	1	First Aid Room Located in Main Admin Block near entrance
Oxygen Equipment	Serviced six monthly	1	First Aid Room Located in Main Admin Block near entrance

Section 3: Emergency Preparedness & Response

Emergency Hazard and Risk Rating

Emergency Type	Likelihood	Consequence	Rating
Fire and/or Explosion	Unlikely	Major	HIGH
Medical Emergency			
• Chemical Exposure	Unlikely	Major	HIGH
• Electrocution	Rare	Catastrophic	HIGH
• Poisoning	Rare	Catastrophic	HIGH
• Fatality / Suicide	Rare	Catastrophic	HIGH
• Medical Other	Unlikely	Major	HIGH
Internal Emergencies			
• Motor vehicle / Plant	Rare	Moderate	MEDIUM
• Chemical Spills	Unlikely	Moderate	MEDIUM
• Water pipeline burst	Unlikely	Moderate	MEDIUM
• Structural damage	Unlikely	Major	HIGH
External Emergency Impacting Premises			
• Severe Storms	Rare	Major	MEDIUM
• Flooding	Rare	Major	MEDIUM
• Earthquake	Rare	Major	MEDIUM
• Civil Disorder	Unlikely	Moderate	MEDIUM
• Intruder Lockdown	Unlikely	Moderate	MEDIUM
• Neighbouring Facility incidents	Unlikely	Moderate	MEDIUM
Bomb Threat	Rare	Catastrophic	HIGH

*For each emergency identified above, prepare an emergency response guide

Risk Assessment Matrix

Risk		Required action		Consequence					
Extreme	Activity must not proceed until steps are taken to reduce the risk. Report to senior management and require detailed action plan to reduce the risk to Low or Medium		People	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury or causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death, disabling injury or multiple life threatening injuries.	
	High	Requires senior management attention							
	Medium	Specify management responsibility							
	Low	Manage by routine procedures							
			Reputation	Internal review	Scrutiny required by external committees or internal audit to prevent escalation.	Scrutiny required by external committees or Auditor General's Office, or Inquest, etc.	Intense public, political and media scrutiny. E.g., front page headlines, TV, etc.	Assembly Inquiry or Commission of Inquiry or adverse national media	
									Financial
Likelihood	Probability	Historical		Insignificant	Minor	Moderate	Major	Catastrophic	
	>1 in 10	It is expected to occur in most circumstances	Almost Certain	Medium	High	High	Extreme	Extreme	
	1 in 10 – 100	Will probably occur	Likely	Medium	Medium	High	High	Extreme	
	1 in 100 – 1,000	Might occur at some time in the future	Possible	Low	Medium	Medium	High	Extreme	
	1 in 1,000 – 10,000	Could occur but doubtful	Unlikely	Low	Medium	Medium	High	High	
	1 in 10,000 – 100,000	May occur but only in exceptional	Rare	Low	Low	Medium	Medium	High	

Prevention & Preparation

Hazard	Prevention & Preparation
Fire and/or Explosion	Unlikely Event, Listen to Emergency Services Instructions & Initiate relevant emergency response guide
Medical Emergency	Unlikely Event, Listen to Emergency Services Instructions & Initiate relevant emergency response guide
Internal Emergencies	Unlikely Event, Listen to Emergency Services Instructions & Initiate relevant emergency response guide
External Emergency Impacting Premises	Unlikely Event, Listen to Emergency Services Instructions & Initiate relevant emergency response guide
Bomb Threat	Unlikely Event, Listen to Emergency Services Instructions & Initiate relevant emergency response guide

Section 4: Emergency Plan Arrangements

Emergency Management Committee

The roles of the Emergency Management Committee act as the Emergency **Control Organisation (ECO)** whom primary roles and duties are detailed in AS3745.5 5.7. The ECO is responsible for administrating the Warden system and plans for the management of emergencies.

The ECO will convene at least four times a year to discuss and minute matters arising from the following:

- Evacuation exercise requirements
- Implementation of suggestions and ideas from other staff
- Any modifications to buildings or plant demanding changes to the plan
- Review the written plans
- Staff training needs

This plan will be reviewed every twelve months, and immediately following an incident, to ensure that the information it contains is accurate and current. The ECO will conduct an Emergency Management Rehearsal at least twice a year.

Emergency Control Centre

The preferred location for the Emergency Control Centre (ECC) is the **Granville Pool Meeting Room** of the site. Should this location be unusable due to the emergency, the alternate is Merrylands Administration Building.

Emergency Notification

All incidents must be notified to direct Supervisors and incident must be recorded in Vault as soon as possible for WHS team to determine if the event is a notifiable incident. If event has been identified as a notifiable incident, the scene will be preserved, and the relevant regulator will be notified immediately.

Media Management

During emergencies in the event media is present and want to obtain an interview or statement from Cumberland personnel, no comment is to be made by anyone. All approaches by the media must be directed to the Strategic Communications Manager: Johnny Youssef (Johnny.Youssef@cumberland.nsw.gov.au / 0447 988 115).

Maintenance of the Plan

This plan will be reviewed every twelve months, and immediately following an incident, to ensure that the information it contains is accurate and current.

Testing of the Plan

Upon completion of this plan, and thereafter on a 6-monthly basis the plan should be tested. Any procedural failure encountered during the exercises must be addressed and rectified at the earliest opportunity. This plan can be tested via desktop or in a practical manner.

Training on the Plan

Training on the Plan can be done Via the Pulse System or in a practical manner during the site evacuation drills in conjunction with or without the emergency services. All training must be recorded and saved on file.

Emergency Equipment - Impairment Procedure

Facility must contact AIG's impairment hotline in the event a sprinkler system, fire pump, water supply or other fire protection outages at all Council buildings including the depots. The impairment hotline is email address: globalproperty.impairment@aig.com.

Note: During the impairment processes tags must be placed on the equipment and a permit must be completed.

All new facility projects, significant changes and observations must also be reported to AIG prior to the commencement of large projects, refurbishments of facilities, new builds or site relocation. AIG will consult with one of their engineers regarding the works.

RESPONSE GUIDES

Fire (Code Red)

- Building Fire
- Fire-Extinguisher Information
- Explosion

Before you fight any fire, you **MUST** ask yourself

- *Have I been trained to use firefighting equipment?*
- *Is there a safe escape path from the fire that is not affected by smoke, heat, flames or objects that might get in my way?*
- **IF THE ANSWER TO ANY OF THESE QUESTIONS IS NO, DO NOT TRY AND FIGHT THE FIRE.**
******* If the fire is BIG – DO NOT ATTEMPT TO FIGHT FIRE*******

Fire

First Person able to do so

- **R** – Remove people from the immediate vicinity of the fire **If safe to do so**
- **A** – Raise the alarm, by calling the Chief Warden, and 000. *Chief Warden to ensure the evacuation alarm is switched on.*
- **C** – Contain the fire and smoke, if possible, e.g., by closing the doors and windows.
- **E** – Extinguish the fire, if trained, the fire is small, the correct extinguisher is available, and it is safe to do so.
- Prepare to evacuate, follow wardens' instructions. emergency security

Warden

- Quickly assess the situation and ensure the evacuation alarm has been raised
- Put identification helmet/vest on
- Remove any persons in danger **If safe to do so**
- Consider evacuation
- Ensure Chief Warden is notified

Chief Warden

- Determine the situation
- Put identification helmet/vest on
- Ensure NSW Fire & Rescue is contacted – 000 and that the evacuation alarm has been raised
- Establish an Emergency control Centre
- Determine appropriate assembly area/s – note wind direction
- Establish that all persons have been accounted for and inform the Emergency Services on arrival
- Identify missing or injured persons
- Assist Emergency Services on arrival

Special Considerations

Note – Only persons trained in the use of extinguishers and fire fighting can use the fire extinguisher.

ACTIONS TO BE CONSIDERED ON DISCOVERY OF A FIRE

R

Rescue / Remove
Any person/s in immediate danger, only if safe to do so



A

Alarm / Alert
Raise the alarm and follow your emergency procedures



C

Contain / Confine
Close doors to contain the fire and smoke



E

Extinguish / Evacuate
Attempt to extinguish the fire only if you are trained and it is safe to do so.
Otherwise EVACUATE



TYPE OF FIRE EXTINGUISHER (and labelling as per AS1841-1997)	TYPE OF FIRE, CLASS AND SUITABILITY					Comments
	A Wood, paper & plastic 	B Flammable & combustible liquids 	C Flammable gases 	D Energised Electrical Equipment 	E Cooking fats & oils 	
Powder ABE 	✓	✓	✓	✓	✗	
Powder BE 	✗	✓	✓	✓	✓	
Carbon Dioxide (CO2) 	Limited	Limited	✗	✓	✗	Suitable only for small fires
Foam 	✓	✓	✗	✗	Limited	Dangerous if used on energized electrical equipment
Wet Chemical 	✓	✗	✗	✗	✓	Dangerous if used on energized electrical equipment
Water/ fire hose reel 	✓	✗	✗	✗	✗	Dangerous if used on flammable liquid, energized electrical equipment, and cooking oils & fats
Fire blanket 	✗	✗	✗	✗	✓	Use blanket to wrap around a person on fire

Explosion

First Person able to do so

- Remove people from the immediate vicinity of the Explosion **If safe to do so**
- Raise the alarm, by calling the Chief Warden, and 000. *Chief Warden to ensure the evacuation alarm is switched on.*
- Turn off gas and electricity, if practicable and **If safe to do so**
- Prepare to evacuate, follow wardens' instructions.

Warden

- Quickly assess the situation and ensure the evacuation alarm has been raised
- Put identification helmet/vest on
- Remove any persons in danger **If safe to do so**
- Commence evacuation
- Ensure Chief Warden is notified

Chief Warden

- Determine the situation
- Put identification helmet/vest on
- Ensure NSW Fire & Rescue is contacted – 000 and that the evacuation alarm has been raised
- Establish an Emergency control Centre
- Determine appropriate assembly area/s – note wind direction
- Establish that all persons have been accounted for and inform the Emergency Services on arrival
- Identify missing or injured persons
- Assist Emergency Services on arrival

Special Considerations

Note – Do not attempt to remove debris from electrical equipment. If irritating or unpleasant odour is present **STOP IMMEDIATELY** and **DO NOT ENTER** the area.

Evacuation (Code Orange)

Evacuation

Everyone (Workers, Contractors & Visitors)

- If the siren sounds **STOP** immediately with what you are doing (Turn all machinery off – if relevant) and move to the Evacuation Assembly Area. **DO NOT** collect your bag or equipment. **Keep Calm!**
- If the evacuation is needed in your area- follow wardens' instructions, and/or evacuate by your nearest exit.
 - Independently mobile people should evacuate first,
 - Independent but slow people should evacuate second,
 - People who need assistance should evacuate third,
 - People who cannot evacuate will be left in safe refuges (e.g. certified fire stair wells) for retrieval by NSW Fire and Rescue.
- Assemble at the nearest, safe Evacuation Assembly Area:
 - Primary Evacuation Assembly Area: Swim Centre Car Park (North End)
 - Secondary Emergency Assembly Area: Tamplin Street (via side exit gate adjacent to Guildford Leagues Club)

Warden

- If safe, Wardens will check all rooms are clear of workers, including storerooms, toilets and change rooms, and note the names of anyone who does not wish to evacuate.
- Wardens will report names of people left behind, to the Chief Warden.

Managers and Supervisors

- Managers and Supervisors will ensure that all their team members and any contractors or other under their care are accounted for and notify the Chief Warden of anyone unaccounted for.

Chief Warden

- The Chief Warden and Deputy Chief Warden will liaise with NSW Fire and Rescue, show them to the Fire Panel and hydrants, and provide information such as the Manifest of Schedule 11 Hazardous Chemicals.

Everyone (Workers, Contractors & Visitors)

- Only re-enter the facility when told it is safe to do so by the Chief wardens.

SEARCH AREAS

The below map outlines the search areas for each fire warden:



BRS has requested to double the search areas for evacuation currently can be applied to the centre?

Search Area	Colour code on map	Chief / Fire Warden	Contact details
Search Area 1 Indoor pool area and plant room	Purple	Upper Management / Duty Supervisor	87579049
Search Area 2 Administration area and first aid room	Blue	Customer Service Officer	87579049
Search Area 3 Outdoor Pool area	Green	Pool Lifeguard	87579049

Bomb Threat (Code Purple)

• Bomb threat procedure

• Bomb Threat Checklist

Bomb Threat

Person Receiving Call

- Remain calm, treat the threat as genuine.
- Attract the attention of someone else and obtain assistance
- **Immediately** notify a Warden / Chief Warden **ONLY**. **Do NOT notify any anyone.**
- Keep the caller on the line as long as possible. Do not hang up under any circumstances.
- Complete the Bomb Threat Checklist, paying attention to background noises, accents, speech patterns, etc.
- Remain at the telephone until relieved – **DO NOT HANG UP PHONE**
- Give the Bomb Threat Checklist to the Chief Warden or Police immediately after the call.

Warden

- Immediately Notify the Police – 000
- Notify the Chief Warden
- Put identification helmet/vest on
- No not use UHF Radio
- **Never Ignore** Threat
- If possible, relieve person receiving the call to allow completion of the Bomb Threat Checklist.

Chief Warden

- Ensure Police have been notified – 000
- Put identification helmet/vest on
- Determine need to evacuate

ALL Other Persons (Workers, Contractors & Visitors)

- Evacuate when instructed
- Take **ALL** bags and personal items
- Report any suspicious items to a Warden

WARNING

If a written bomb threat is received or suspicious object is found:

- Do not touch suspicious objects.
- Notify Police on 000.
- Notify Chief Warden.
- Follow the instructions of the Chief Warden and Police. They may decide to search the building, evacuate some or all of the building, or they may have grounds to treat it as a prank.

BOMB THREAT CHECKLIST

Remember to **KEEP CALM** and **DO NOT** hang up the call

Exact Wording of threat:

Questions to Ask

When is the bomb going to explode? _____
Where did you put the bomb? _____
When did you put there? _____
What kind of bomb is it? _____
What will make the bomb explode? _____
Why did you place the bomb? _____
What is your name? _____

Threat Language

- ☐ Well spoken
- ☐ Incoherent
- ☐ Irrational
- ☐ Taped
- ☐ Message read by caller
- ☐ Abusive
- ☐ Other: _____

Background Noises

- | | |
|--|---------------------------------------|
| ☐ Street noises | ☐ House noises |
| ☐ Aircraft | ☐ Voices |
| ☐ Music | ☐ Machinery |
| ☐ Other | ☐ Local call |
| ☐ STD | ☐ Local call |

Recipient of Phone Call:

Name: _____

Date: _____ Time: _____

Number Called: _____

Duration of Call: _____

Callers Voice

Accent (specify): _____

Any impediment (specify): _____

Estimated Age: _____

Gender: ☐ male ☐ female

Voice: ☐ loud ☐ soft

Pitch: ☐ high ☐ low

Speech: ☐ fast ☐ slow

Diction: ☐ clear ☐ muffled

Manner ☐ calm ☐ emotional

Did you recognize the caller? ☐ yes ☐ no

Was the caller familiar with the area? ☐ yes ☐ no

SUSPICIOUS PACKAGE / BAG

Warden

- Identify the package / bag
- Notify the Chief Warden
- Immediately clear the area and evacuate area
- Put identification helmet/vest on
- No not use UHF Radio. **Never Ignore** Threat
*****DO NOT TOUCH PACKAGE OR BAG*****

Chief Warden

- Ensure Police have been notified – **000**
- Put identification helmet/vest on
- Determine need to evacuate

ALL Other Persons (Workers, Contractors & Visitors)

- Evacuate when instructed
- Take **ALL** personal items
- Report any other suspicious items to a Warden

WARNING

If a suspicious object is found:

- Do not touch suspicious objects.
- Notify Chief Warden.
- Notify Police on 000.
- Follow the instructions of the Chief Warden and Police. They may decide to search the building, evacuate some or all of the building, or they may have grounds to treat it as a prank.

Medical Emergencies (Code Blue)

- | | |
|---|---|
| <ul style="list-style-type: none"> • Medical Emergency • Chemical Exposure • Electrocution | <ul style="list-style-type: none"> • Poisoning • Fatality / Suicide • Emergency Debriefing |
|---|---|

First Aid Officer

Green

Emma Higgins

8757 9621 or 0447 929 155

Medical Emergency

First Person able to do so

- Ask someone to **CALL 000**
- Notify the Chief Warden and First Aider

If you are trained in **First Aid**:

- **D**- Check the immediate area for Danger (e.g., traffic, electrical hazard, snake)
- **R**- Check for a response, by speaking to the person loudly and squeezing their shoulders
- **S**- Ensure someone is sending for help
- **A**- Tilt the head back, and ensure the airway is clear
- **B**- Check for breathing
- **C**- If **NOT** breathing

ADULT - Give 30 x Chest compressions, and 2 x quick breaths, and repeat 5 more times

CHILD over 1 year - Give 30 x Chest compressions, and 2 x quick breaths, and repeat 5 x more times* **Use One hand**

BABIES under 1 year - Give 30 x Chest compressions, and 2 x quick breaths, and repeat 5 x more times ***Use 2 x fingers**

- **D**- If a defibrillator is available, open it, and follow instructions to attach it to the patient.
- ***In the event the First Aider is NOT confident in dealing with the incident, Call 000 immediately.**

SWIMMING POOLS-

Medical Emergency (IN WATER) / Serious Injury (IN WATER) / Fatal and Non-Fatal Drowning

Lifeguard to follow 4 A's of Rescue:

- **Awareness.** Recognise an emergency and accept responsibility
 - **Assessment.** Make an informed judgement
 - **Action.** Develop a plan and affect the rescue
 - **Aftercare.** Give aid until medical help arrives
1. Lifeguard to recognise the situation, look at the environment and consider why the person is in trouble
 2. Lifeguard to consider water depth, temperature, wind, visibility, time of day and any other hazards in, on or under water.
 3. Life guard to consider the degree of urgency (conscious or unconscious person or severity of injury), the ability of the drowning person, the distance to safety, and the entry and landing places.
 4. Lifeguard to consider their own abilities and what other help may be available.
1. **Radio emergency and request assistance**
 2. **Rescue persons in water**

Note: In the event of a Fatal Drowning clear area and offer privacy.

First Person able to do so

- Ask someone to **CALL 000**
- Notify the Chief Warden and First Aider

If you are trained in **First Aid**:

- **D**- Check the immediate area for Danger (e.g., traffic, electrical hazard, snake)
- **R**- Check for a response, by speaking to the person loudly and squeezing their shoulders
- **S**- Ensure someone is sending for help
- **A**- Tilt the head back, and ensure the airway is clear
- **B**- Check for breathing
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BABIES under 1 year - Give 30 x Chest compressions, and 2 x quick breaths, and repeat 5 x more times ***Use 2 x fingers**

- **D**- If a defibrillator is available, open it, and follow instructions to attach it to the patient.
- ***In the event the First Aider is NOT confident in dealing with the incident, Call 000 immediately**

Chemical Exposure

First Person able to do so

- Notify a Warden / Chief Warden & First Aider
- **Administer first aid** as appropriate **If safe to do so**
- Keep uninvolved persons away

Warden

- Contact **Ambulance – 000** if needed OR Poisons – 13 11 26 depending on scenario
- Notify the Chief Warden
- Put identification helmet/vest on
- Organise for copy of the **Chemical's Safety Data** sheet used
- Follow emergency services instructions Or Poisons instructions
- Keep uninvolved persons away

Chief Warden

- Ensure that Ambulance – 000 if needed OR Poisons – 13 11 26 have been notified
- Put identification helmet/vest on
- Ensure a copy of the Chemical's Safety Data sheet used is available
- Follow emergency services instructions Or Poisons instructions
- Assist Emergency Services on arrival

Electrocution

First Person able to do so

- **Avoid** direct contact with the person while they are in contact with the current
- Notify a Warden / Chief Warden & First Aider

Warden

- Call NSW Fire & Rescue and Ambulance – 000
- Notify the Chief Warden
- Put identification helmet/vest on
- Organise for power supply to be **TURNED OFF If safe to do so**
- Make safe immediate area **If safe to do so**
- Ensure no other workers, contractors or visitors enter the area **If safe to do so**

Chief Warden

- Ensure that NSW Fire & Rescue – 000 have been notified
- Put identification helmet/vest on
- Ensure **POWER** supply has been **TURNED OFF If safe to do so**
- Ensure immediate area has been made safe **If safe to do so**
- Ensure no other workers, contractors or visitors enter the area **If safe to do so**
- **If safe to do so** Commence First Aid / CPR

Poisoning

First Person able to do so

- Notify a Warden / Chief Warden & First Aider
- **Administer first aid** as appropriate **If safe to do so**
- Keep uninvolved persons away

Warden

- Contact **Ambulance – 000** if needed OR Poisons – 13 11 26 depending on scenario
- Notify the Chief Warden
- Put identification helmet/vest on
- Organise for copy of the **Chemical's Safety Data** sheet used
- Follow emergency services instructions Or Poisons instructions
- Keep uninvolved persons away

Chief Warden

- Ensure that Ambulance – 000 if needed OR Poisons – 13 11 26 have been notified
- Put identification helmet/vest on
- Ensure a copy of the Chemical's Safety Data sheet used is available
- Follow emergency services instructions Or Poisons instructions
- Assist Emergency Services on arrival

Fatality / Suicide

First Person able to do so

- Notify a Warden / Chief Warden & First Aider
- Keep uninvolved persons away

Warden

- Contact **Police & Ambulance – 000**
- Notify the Chief Warden
- Notify Senior Management
- Put identification helmet/vest on
- Follow emergency services instructions
- Keep uninvolved persons away
- Organise for scene to be preserved

Chief Warden

- Ensure that Police, Ambulance & Senior management have been notified
- Put identification helmet/vest on
- Follow emergency services instructions
- Keep uninvolved persons away – disperse spectators and attempt to block visual
- Ensure scene is preserved until Police and Ambulance arrive
- Gather names of persons who has been involved on site
- Assist Emergency Services on arrival

Managers / Supervisors

- Take witnesses and upset workers a quiet place to rest and recuperate
- Reassure them that the emergency has been dealt with, and if appropriate reassure responders that they dealt with the situation well
- If witnesses feel able, interview them in private about their recollections of the incident, to help with the investigation.
- Offer the Employee Assistance Program and arrange an emergency onsite session with the EAP provider if possible, but do not force anyone to participate.

Any Emergency Debriefing**Managers / Supervisors**

- Take witnesses and upset workers a quiet place to rest and recuperate
- Reassure them that the emergency has been dealt with, and if appropriate reassure responders that they dealt with the situation well
- If witnesses feel able, interview them in private about their recollections of the incident, to help with the investigation.
- Offer the Employee Assistance Program and arrange an emergency onsite session with the EAP provider if possible, but do not force anyone to participate.

Internal Emergencies (Code Yellow)

- | | |
|---|--|
| <ul style="list-style-type: none">• Structural Damage to Building• Gas Bottle Leak• Motor Vehicle / Plant | <ul style="list-style-type: none">• Chemical Spill• Water Leak/Burst Water Pipe |
|---|--|

Structural Damage to Building

First Person able to do so

- Notify a Warden / Chief Warden & First Aider
- Prepare to evacuate, follow wardens' instructions.

Warden

- Contact **NSW Fire & Rescue – 000**
- Notify the Chief Warden
- Put identification helmet/vest on
- Commence Evacuation Building
- Follow Emergency services instructions

Chief Warden

- Ensure that have **NSW Fire & Rescue – 000** been notified
- Put identification helmet/vest on
- Evacuate Building – Do not let anyone return into the building until it has been professionally inspected to determine the structural integrity.
- Organise for gas supply and power to be turned off in affected area - **If safe to do so**
- Follow Emergency services instructions
- Corner off the affected area so that persons cannot be exposed to falling debris
- Ensure all workers, contractors and visitors are accounted for
- Assist Emergency Services on arrival

Motor Vehicle / Plant

First Person able to do so

- Notify a Warden / Chief Warden & First Aider
- **Administer first aid** as appropriate **If safe to do so**
- Keep uninvolved persons away

Warden

- Contact **Ambulance – 000** if needed depending on scenario
- Notify the Chief Warden
- Put identification helmet/vest on
- **Turn off** all Motor vehicles / Plant - **If safe to do so.**
- Organise for First Aid – **If safe to do so.**
- Evacuate people in immediate area

- Organise for area to be preserved
- Follow emergency services instructions
- Keep uninvolved persons away

Chief Warden

- Ensure that Ambulance – 000 if needed OR Poisons – 13 11 26 have been notified
- Put identification helmet/vest on
- Ensure people in immediate area is evacuated
- Organise for area to be preserved
- Follow emergency services instructions
- Keep uninvolved persons away
- Assist Emergency Services on arrival

Managers / Supervisors

- Take witnesses and upset workers a quiet place to rest and recuperate
- Reassure them that the emergency has been dealt with, and if appropriate reassure responders that they dealt with the situation well
- If witnesses feel able, interview them in private about their recollections of the incident, to help with the investigation.
- Offer the Employee Assistance Program and arrange an emergency onsite session with the EAP provider if possible, but do not force anyone to participate.

Chemical Spill

First Person able to do so

- Notify a Warden / Chief Warden & First Aider
- Keep uninvolved persons away

Warden

- Notify the Chief Warden
- Put identification helmet/vest on
- Evacuate persons from the affected area and assemble them in a safe area upwind from the spill
- Inform applicable maintenance personnel, cleaner/s and Chief Warden.
- Organise to get chemical safety data sheet involved and consult
- Contain the spill using booms, pads and other absorbents, if safe to do so.
- Protect drains, using sandbags or other appropriate bunding.
- Do not enter any confined area where there is the slightest risk of being exposed to toxic atmospheres.
- Organise for First Aid – **If safe to do so.**
- Organise for area to be preserved
- Follow emergency services instructions
- Keep uninvolved persons away

Chief Warden

- Contact Fire and Rescue NSW – 000 IF the spill has caused an evacuation, entered drainage systems, is of a size or nature which is beyond the resources and/or competency of on-facility

personnel to safely and effectively mitigate, the substance involved is unknown/ highly flammable/explosive/poisonous/ hazardous

- Put identification helmet/vest on
- Ensure people in immediate area is evacuated
- Organise for area to be cleaned up or controlled
- Follow emergency services instructions
- Keep uninvolved persons away
- Assist Emergency Services on arrival

Note - All waste should be disposed of in line with regulatory requirements and the incident should be reported under applicable statutory requirements.

Water Leak/ Burst Water Main

First Person able to do so

- Notify a Warden / Chief Warden

Warden

- Notify the Chief Warden
- Put identification helmet/vest on
- Evacuate persons from the affected area and assemble them in a safe area
- Organise for area to be cornered off from workers, contractors and visitors

Chief Warden

- Put identification helmet/vest on
- Ensure people in immediate area is evacuated
- Organise for the power supply to be turned off to the affected area
- If possible, organise for flooding/water leakage to be isolated
- If needed contact Sydney water or local plumber
- If safe remove plant / equipment from the area
- Make area safe

External Emergencies (Code Brown)

- | | |
|--|---|
| <ul style="list-style-type: none">• Severe Storm• Flooding• Earthquake | <ul style="list-style-type: none">• Civil Disorder/Picketing/Demonstration• Intruder lockdown• Neighbouring Facility Incident |
|--|---|

Severe Storm

First Person able to do so

- Notify a Warden / Chief Warden

Warden

- Notify the Chief Warden
- Put identification helmet/vest on
- Allow workers to evacuate early to care for family **If safe to do so**

Chief Warden

- Put identification helmet/vest on
- Organise for buildings to be prepared by securing or bringing inside external furniture, pot plants etc, closing windows and blinds, and reinforcing windows with tape.
- Instruct workers, contractors and visitors to seek shelter in rooms with no windows, under strongly constructed tables, desks, or door frames.
- Also follow procedures for flood, if relevant.
- Continue Weather watch
- Follow emergency services instructions – *if provided*.
- Assist Emergency Services on arrival

Flooding

First Person able to do so

- Notify a Warden / Chief Warden

Warden

- Notify the Chief Warden
- Put identification helmet/vest on
- Allow workers to evacuate early to care for family **If safe to do so**

Chief Warden

- Put identification helmet/vest on
- Organise If time permits raise electrical equipment and plant onto higher shelves or furniture and implement sand-bagging procedure to protect low or priority buildings.
- Organise for power to be turned off
- Locate torches
- Ensure no workers, contractors and visitors are entering flood water outside the building.
- Ensure workers, contractors and visitors seek shelter on higher levels of buildings, and **contact emergency services – 000**

- Continue Weather watch
- Follow emergency services instructions – *if provided*.
- Assist Emergency Services on arrival

Note - Before re-entering building, ensure it has been cleared of structural damage, electrical, chemical and biological hazards, sharps, debris, and animals.

Earthquake

First Person able to do so

- Notify a Warden / Chief Warden

Warden

- Notify the Chief Warden
- Put identification helmet/vest on
- Allow workers to evacuate early to care for family **If safe to do so**

Chief Warden

- Put identification helmet/vest on
- Organise for power and gas supply to be turned off – **If safe to do so**.
- Locate torches
- Ensure all workers, contractors or visitors who are **in doors**:
 - Remain indoors and seek shelter under strongly constructed tables, desks or door frames.
 - Keep away from windows, fixtures, furniture, and items that may become unstable.
 - Ensure first aid is given to injured personnel, and contact Emergency Services (000) if required.
 - Assess the building for damage, gas leaks etc. and evacuate the premises if required.
- Ensure all workers, contractors and visitors who are outdoors:
 - Move quickly into an open area, then proceed to designated assembly area after the earthquake **if safe to do so**.
 - Do not re-enter the building until it is cleared of structural damage, electrical hazards and gas leaks
- Follow emergency services instructions
- Assist Emergency Services on arrival

Civil Disorder

First Person able to do so

- Notify a Warden / Chief Warden
- Remain indoors until otherwise directed by Chief Warden

Warden

- Notify the Chief Warden
- Put identification helmet/vest on
- Immediately **call Police 000**
- Inform Site Security

Chief Warden

- Put identification helmet/vest on
- Ensure Police has been called
- Lock gates, doors, windows and other access points to the premises or building, if possible.
- Move building occupants into a safer area of the building.
- Attempt to monitor demonstrator/s to ascertain size and composition of group, location, mood, motives and intention.
- Liaise with emergency services
- Follow emergency services instructions

Intruder lockdown

First Person able to do so

- Report the presence for an intruder to a Warden / Chief Warden
- Remain indoors until otherwise directed by Chief Warden

Warden

- Notify the Chief Warden
- Put identification helmet/vest on
- After the lockdown has been lifted, Wardens are to move through their search area to ensure all Staff are aware the lockdown has been lifted.

Chief Warden

- Put identification helmet/vest on
- Determine if a lockdown is required.
- If a lockdown is required:
 - What action can be safely undertaken?
 - Do the Emergency Services (**Police -000**) & Site Security need to be called?
 - Team's that are working away from the Depot will be contacted by the Manager or Supervisor and advised the Depot is locked down and they are not to return to the Depot until they have been advised it is safe to do so.
 - Using landlines, mobile phones, SMS or email advise staff to remain indoors.
 - Close and lock doors and windows.
 - Maintain observation from windows but stand back from the windows.
 - Remain indoors until advised by the Chief Warden it is safe to leave the buildings.
- Lock gates, doors, windows and other access points to the premises or building, if possible.
- Move building occupants into a safer area of the building.
- Liaise with emergency services
- Follow emergency services instructions

Neighbouring Facility Incident

First Person able to do so

- Notify a Warden / Chief Warden

Warden

- Notify the Chief Warden
- Put identification helmet/vest on

Chief Warden

- Put identification helmet/vest on
- Liaise with emergency services
- If an evacuation is required sound the evacuation alarm
- Follow emergency services instructions

Personal Emergency Evacuation Plan (PEEP) – Template

Name:

Location:

Building / Facility:

Floor:

Room Number:

Is an Assistance Animal involved? Yes___ No___

Are you trained in the emergency response guides? Yes___ No___

Preferred method of receiving updates to the emergency response guides: (Please state, e.g., text, email or braille etc.)

Preferred method for Notification of Emergency: (Please state, e.g., visual alarm, personal vibrating device, SMS etc.)

Type of assistance required: (Please list procedure necessary for assistance. Add lines as necessary)

Equipment required for evacuation: (Please List)

Egress Procedure: (Give step by step details)

Designated assistants and contacts details: (Please list name, phone, mobile, email)

Are you designated assistants trained in the emergency response guides? Yes___ No___

Are you designated assistants trained in the evacuation equipment? Yes___ No___

Diagram of preferred route for assisted evacuation:
(Please provide diagram)

Issue Date: .../.../...

Reviewed Date: /.../....

Occupant approved: Date: /.../....

(Signature)

Chief Warden:..... Date: /.../....

(Signature)

Authorisation and Version Control

Owner	Director, Governance Executive Team
Approval	Executive Team
Approval date	September 2021
ECM reference	

Council will review this procedure when there are legislative changes, a change in workplace arrangements or at least every 2 years to ensure it continues to be effective and relevant. Review and revision must be done in consultation with relevant workers.

Policy owner	Audit, Risk & Safety
Date adopted	September 2021
Version	Version 2
Review date	September 2023
Legislation, Codes of Practice, Standards	• Work Health and Safety Act 2011; • Work Health and Safety Regulation 2017; • SafeWork NSW Code of Practice: ➤ How to Manage Work Health and Safety Risks 2019; ➤ Managing the Work Environment and Facilities. • AS 3745:2010, Planning for emergencies in facilities

Amendment Record. Details of these amendments are located in the WHS Document Control Register	
Amendment Summary	Date
• Establishment of document – V 1	September 2022