

A M E N D E D

Bondi Surf Bathers Life Saving Club (Bondi Surf Club)
Restoration and Upgrade Project
Preliminary Plan of Management

DRAFT

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1 Background

1.1 Document Purpose

This preliminary Plan of Management (PoM) has been prepared by Waverly Council in support of DA-173/2021 for the conservation and upgrade of the Bondi Surf Bathers Life Saving Club (Bondi Surf Club/ Surf Club). This document is a live document and will be updated by Waverley Council's Facilities and Property team in collaboration with Bondi Surf Club as required.

1.2 Document Location

This Plan of Management is a live document and will be located on Waverley Council's electronic archiving system, TRIM.

1.3 Revision History

Revision date	Author	Version	Summary of Changes	Changes Marked
16/02/22	G. Beard (Urbis)	1	Revised Draft for DA Assessment	No

1.4 Endorsement

This PoM has been endorsed as follows:

	Waverly Council Representative	Bondi Surf Bathers Life Saving Club Representative	Bondi Surf Bathers Life Saving Club Licensee
Name:			
Position:			
Signature:			
Date:			

2 Site Description

The Bondi Surf Club site (DP1087365, Lot 32) is located at the centre of Bondi Beach Park and positioned north of the Bondi Pavilion (refer to **Figure 1**). Bondi Park is a Crown Reserve that is dedicated for Public Recreation, with Council being appointed as the Trustee for the management of this land.

Figure 1: Bondi Surf Club site area



The site is zoned RE1 Public Recreation under the provisions of *Waverley Local Environmental Plan 2012*. The Bondi Surf Club is located within a Crown Reserve (No. 500048) managed by Waverley Council and is leased by Bondi Surf Club from Crown Lands through Council as Trustee.

Bondi Park is heritage listed under the *Waverley Local Environmental Plan 2012* as well as being listed as the Bondi Park Cultural Landscape on the State and National Heritage Registers (the Bondi Surf Club building is within this listed area but is not an individually listed heritage item).

The Bondi Surf Club building was originally constructed in 1934. Following restoration and upgrade proposed under DA-173/2021 the Bondi Surf Club will provide the following services and amenities:

- Patrol first aid area;
- Storage;
- Administration offices;
- Change rooms and amenities for club members (male/female);
- Public Kiosk;
- Club merchandise;
- Gymnasium for club members;
- Function room (including bar and commercial kitchen);
- Training and meeting rooms; and
- Caretaker residence.

2.1 Venue Management

The Bondi Surf Club is the tenant of the facility built on Bondi Park Reserve, which is Crown Land. The Landlord of the facility is Waverley Council as trustee.

2.2 Room Uses and Hours of operation

2.2.1 Basement

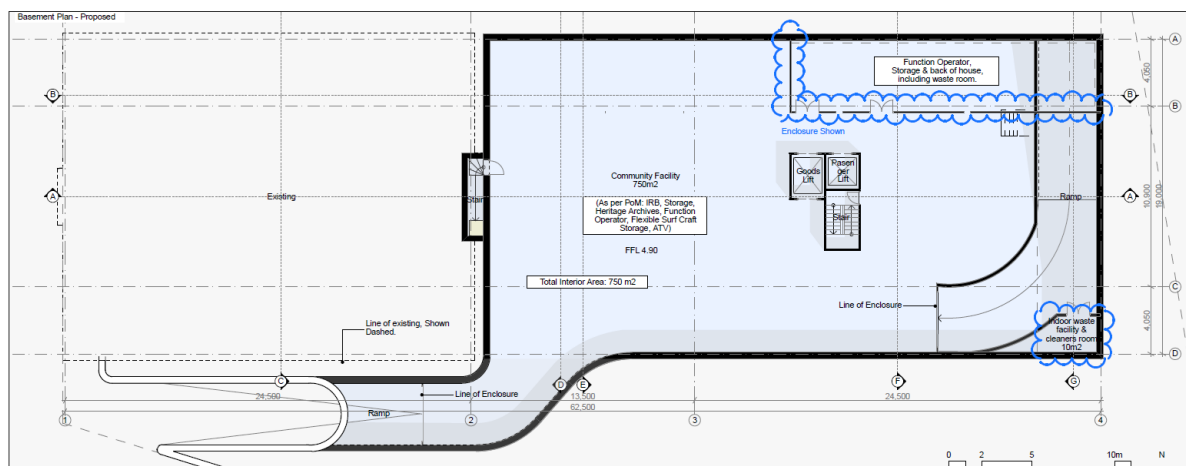
Access to the basement will be via the goods lift and passenger lift which connect the basement directly to the ground floor, Level 1, and Level 2. Access will be restricted through a swipe card security system. No vehicles will have access the basement except for Surf Club ATVs.

The basement will accommodate the following functions:

- **Surf Club:** The Surf Club will utilise the basement between 4:00am and 10:00pm, 365 days per year. The Surf Club will utilise the basement for:
 - General storage of surf lifesaving equipment;
 - Inflatable Rescue Boat (IRB) storage;
 - Flexible Surf Craft storage;
 - All-Terrain Vehicles (ATV) will have a dedicated area in the basement providing direct access to the vehicular ramp.
- **Heritage Archives:** this area will be used to store archival records from the Surf Clubs history, this area will also be used to store the museum equipment as required. This area will only be accessible to the public with club permission and all visitors will be accompanied by a Surf Club member.
- **Function Operator:** the function operator will be allocated a dedicated portion of the basement for storage and waste disposal. This area will be adjacent to the goods lift providing direct access to the Level 2 function area. The function operator will require access to the basement prior to, during and post functions with access times to be established as part of a future lease agreement and Function Plan of Management. The function operator will utilise the loading area outside to drop-off goods, with trolleys to basement.

The basement has been divided into defined spaces to prevent any conflict between uses as illustrated in **Figure 2**.

Figure 2: Basement



Source: Lockhart Krause Architects

2.2.2 Ground Floor (north)

The ground floor is comprised of the heritage building to the south and a new building to the north separated by a public courtyard.

Ground Floor (north) will accommodate the following functions:

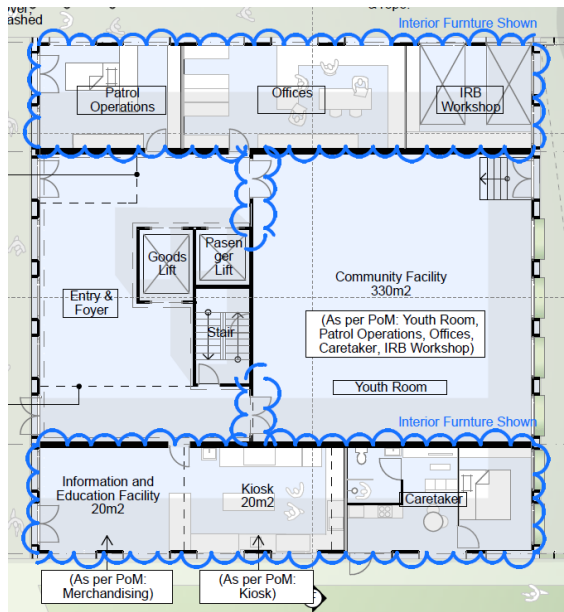
- **Surf Club Offices:** the office space will be used by surf club members on weekdays between 7:00am and 7:00pm and on weekends between 9:00am and 5:00pm. The public will have access to these offices as required and when accompanied by a club member.
- **Patrol Operations:** the patrol operations area will be used by the club 24 hours per day, 7 days a week as required. This area will be specific for the clubs patrolling members.
- **IRB Workshop:** the IRB workshop area will be used for boat maintenance. It is proposed that this area will be used by the surf club as required between 04:00am and 10:00pm.
- **Community Facility/ Youth Room:** the youth room will be specifically used by the Surf Club for training and educational purposes. The youth room will be used between 7:00am and 7:00pm on weekdays and 9:00am and 5:00pm on weekends.
- **Caretaker:** the Bondi Surf Club has a fulltime caretaker with this arrangement continuing following the proposed conservation and upgrade. The allocated residential caretaker space will be utilised 24 hours a day, 7 days a week.
- **Kiosk:** the Kiosk will operate between 06:00am and 04:00pm (7 days a week) at the discretion of a future operator and will be accessible to both the Surf Club and members of the public. Any outdoor furniture located in the courtyard will be managed by the kiosk operator and brought inside at the end of each day. There will be no seats or tables. Frequency of deliveries will be coordinated with the function operator and the Pavilion to prevent conflicts and congestion. The number of staff will be between 1-3 at any point in time within the Kiosk and Merchandise area
- **Merchandise:** Adjacent to the kiosk/ within the kiosk a merchandise outlet will be operational between 7:00am and 7:00pm on weekdays and between 9:00am and 5:00pm on weekends. The retail space will only sell surf club branded gear to ensure there is no competition with tenants of the Pavilion.

An entry foyer will provide access to a passenger lift to the upper levels of the Surf Club for members and the general public attending functions. Out of hours access will be restricted through a swipe card security system.

Service access to the basement and upper levels is available from Ground floor (north) via the goods lift which connect the basement directly to the ground floor, Level 1, and Level 2. Access will be restricted through a swipe card security system.

The northern portion of the ground floor will comprise a mix of uses as illustrated in **Figure 3**.

Figure 3: Ground Floor (north)



Source: Lockhart Krause Architects

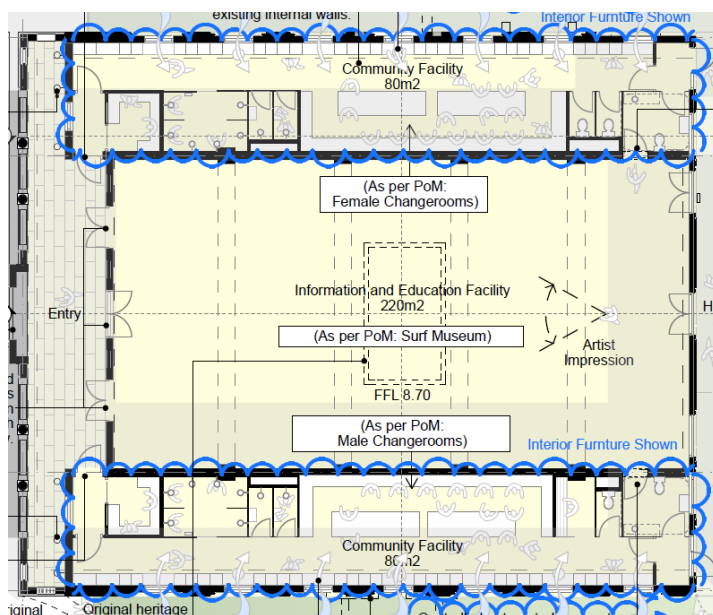
2.2.3 Ground Floor (south)

Ground Floor (south) will accommodate the following functions:

- **Amenities:** Amenities will be accessible between 04:00am and 10:00pm, 7 days per week. Amenities will only be accessible by Surf Club Members with access restricted by swipe cards/pass code.
- **Surf Museum:** the surf museum will be publicly accessible and operate between 10:00am and 04:00pm Monday - Saturday (Sunday closed). Booked events for tour groups or activities undertaken prior to the museum opening will conclude by 9.45am to avoid conflicts.

The southern portion of the ground floor will comprise a mix of uses as illustrated in **Figure 4**.

Figure 4: Ground Floor (south)



Source: Lockhart Krause Architects

2.2.4 Ground Floor Courtyard

The central courtyard will be used by both the Surf Club for club activities and the general public.

When the space is being used for Nippers (generally Sunday mornings) a portion of the courtyard will be sectioned off for the exclusive use of the Surf Club providing safety and security for the nippers children. This will be achieved via the use of bollards and rope. Access to the kiosk will be maintained for the general public.

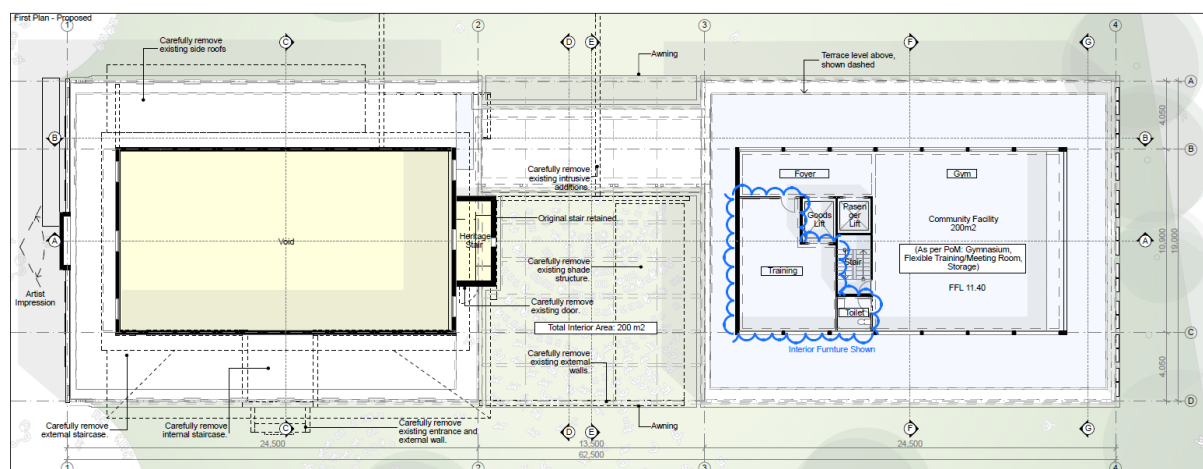
2.2.5 Level 1

Level 1 of the building is located in the new building to the south. A void is present to the north over the Surf Museum as illustrated in **Figure 5**. Level 1 will have a members only gymnasium, storage and flexible training and meeting spaces reserved for Surf Club members with visitors invited as required by the club.

Level 1 will accommodate the following functions:

- **Gymnasium:** the gymnasium will be reserved for Surf Club members only and will be operational from 04:00am to 10pm, 7 days per week. Access will be restricted via swipe cards/ pass codes.
- **Flexible Training/Meeting Room:** the flexible training/meeting rooms will be used by Surf Club members and guests from 7:00am-10:00pm weekdays and 7am-11pm weekends.
- **Storage:** Surf Club storage will be accommodated as required within this level.

Figure 5: Level 1



Source: Lockhart Krause Architects

2.2.6 Level 2

Level 2 of the building will accommodate a function room to the south with a shared Surf Club space to the north as illustrated in **Figure 6**.

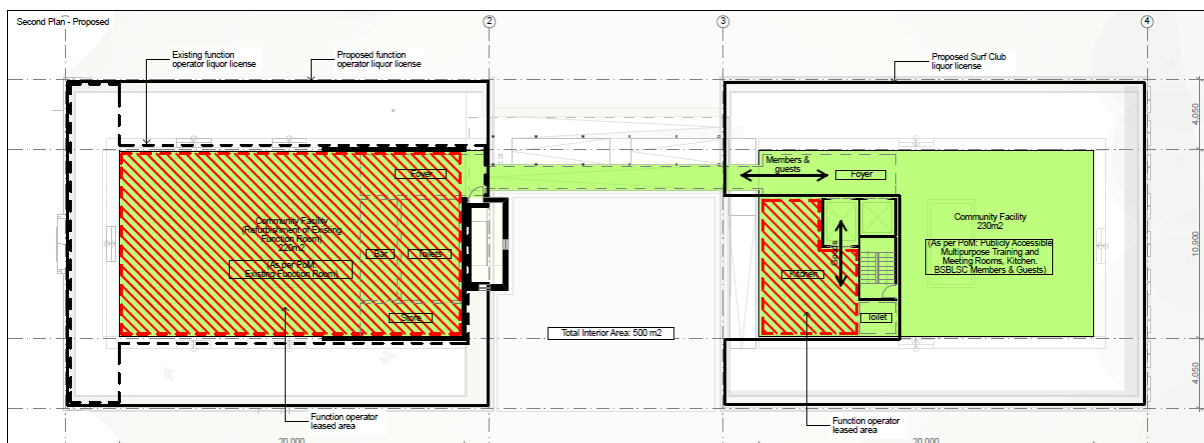
Level 2 will accommodate the following functions:

- **Publicly Accessible Multipurpose Training and Meeting Rooms:** flexible training/ meeting rooms will be used by Surf Club members and guests between 7:00am and 10:00pm weekdays and 7am and 11pm on weekends. He club will manage any conflict between Surf Club operations and functions held by the Function room operator.
- **Kitchen:** the kitchen will be included within the lease area of the function room operator and will service the level 2 function room and any functions undertaken within the Surf Club space. It is

anticipated that the kitchen may be in use between 8:00am and 12:00am (midnight) when functions are held.

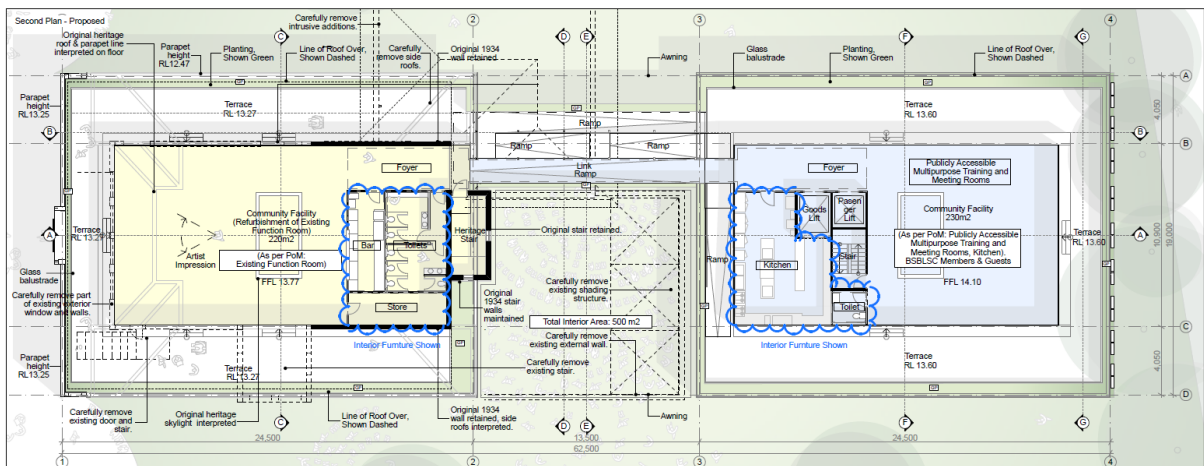
- **Function Room:** The Function room will comprise a flexible open plan space along with a bar, toilets and storeroom. The amenities within the function room will be restricted to use by function room staff and attendees. The function room will be serviced via a kitchen located in the northern new build and serviced by the goods lift. The ‘function room’ will be operated externally with functions able to be held between 8:00am and 12:00am (midnight), 7 days per week for booked functions. See **Section 2.4** for further management of the function room.

Figure 6: Level 1 – Function Space



Source: Lockhart Krause Architects

Figure 7: Level 1 – General Arrangement



Source: Lockhart Krause Architects

2.3 Capacity

The following table outlines the capacity limits which apply to the various spaces within the Surf Club as dictated by Clause D1.13 of the BCA and detailed within the BCA Report prepared by Credwell and submitted with the development application.

Level	Use	Max number of persons accommodated
Ground (south)	Surf Museum and Heritage Hall	200 persons
	Men's Amenities	50 persons

	Women's Amenities	50 persons
Ground (north)	Youth Room	200 persons
	Kiosk, Caretaker, Merchandise	20 persons
	Patrol Operations, IRB Workshop and Offices	10 persons
1	Gymnasium, Flexible meeting/ training space	34 persons
2	Function room, amenities and kitchen	200 persons
	Surf Club multipurpose meeting/ training rooms	200 persons

Capacity limits are based off floor areas and subject to change based on the provisions of the BCA. Separate function capacity limits will be set by the Function Plan of Management to be prepared in accordance with **Section 2.4** of the PoM in conjunction with the Function Operator, Council and the Surf Club.

2.4 Liquor Licence

The Surf Club have an existing 'Surf Club Type 1 licence' which allows surf clubs to sell alcohol during their approved club functions, as well as during their social functions. No change to the existing liquor licensing arrangement is proposed as part of the restoration and upgrade of the Surf Club. The existing licence will be amended as required by Liquor and Gaming NSW.

2.5 Function Room

The function room will be operated by an external Function Operator and subject to a lease agreement. The area to be leased to a third-party operator is illustrated in red hatching on the level 2 plan included as **Figure 6** above.

The lease agreement will include the preparation of a Function Plan of Management which will outline:

- Booking arrangements: assumed to be via an online enquiry form and secured via detailed discussions and payment of a deposit.
- Liquor license: The Surf Club have an existing 'Surf Club Type 1 licence' which allows surf clubs to sell alcohol during their approved club functions, as well as during their social functions. The Function Operator choose to operate under the existing Surf Club licence or under an alternate functions license.
- Scheduling of events: The Surf Club will work with the function room operator to ensure events are scheduled to avoid conflict with club activities. There will be no separate bar provided within the Surf Club area with functions catered on a case by case basis.
- Prohibited events: Prohibited events include any events which may cause public nuisance (such as bachelor/bachelorette parties, 18th birthday parties and 21st birthday parties).
- Security measures: Security guard/s will be required for all functions.
- Frequency of events: the frequency of functions will be restricted to 150 max for third party operator (closed/ private functions) and 50 club functions (social).
- Acoustic nuisance management: Use of external spaces will be restricted after 10pm and any openable windows/ doors will be closed. No amplified live music will be permitted after 10pm.

- The function operator will be responsible for ensuring any furniture on the function room balcony is secured or brought inside at the conclusion of each event.

2.6 Cleaning / Waste Management

A Waste Management Plan for the development has been prepared by MRA Consulting and is included as part of the DA documentation. The Surf Club will employ a caretaker who will ensure the desired waste management outcomes are met.

In general waste will be transferred from its collection point (bin) in each room to the basement by contract cleaners (nightly), function room operator (post functions) or club members (as required) where it will be temporarily stored in a waste room prior to being transferred to the Pavilion waste store room for collection. Access card will be issued to staff to gain access to the Pavilion waste facility. The Surf Club will enter into a commercial arrangement with the Pavilion to cover the cost of waste generated.

The site will utilise the two commercial compactors for the storage of general waste and for recyclables, which will be located in the designated waste storage area in the Bondi Pavilion. The compactor units are Smart Compactors that have secure access via swipe card, user interface for service and data recording, infeed opening, chute, weighing system, compaction unit and storage body.

The following management practices highlight the key waste management responsibilities for the Surf Club site:

- Tenants and users of the Surf Club will be made aware of waste control and recycling initiatives through adequate signage, lease conditions, a letter outlining the location of bins, the route to the onsite waste storage in the basement and Pavilion WSRA and the appropriate methods for using waste and recycling infrastructure as follows:
 - Use of the waste and recycling bins and compactors according to product specific guidelines, to be provided in the basement waste store room.
 - Disposal of applicable bulky waste items according signage shown in the Pavilion WSRA.
 - Handling and transfer of waste from public and commercial spaces to the Surf Club waste room and then the Pavilion WSRA according to the agreed schedule (based on monitoring and evaluation plan and stipulations in commercial tenancy contracts), and
 - Disposal of waste according to safety signage to be retained in the Surf Club and Pavilion waste storage areas.
- Signage will identify receptacles and compactors for waste and recycling and will conform to standards for colours, markings and designation requirements (AS 4123).
- Regular cleaning of the Surf Club waste store room, pest control, and routine inspections will be the responsibility of Surf Club management.
- The building manager or caretaker will regularly check that waste infrastructure is appropriately used and serviced. If additional capacity is required, building management and/or the site caretaker may need to increase the collection frequency and will liaise with Waverley Council.

Contract cleaners will carry out cleaning of all facilities. Cleaning of the function room will be negotiated with the function room operator once appointed.

The onsite caretaker will ensure that at all times a high standard of cleanliness and orderliness is maintained at the entrance and immediate vicinity of the premises.

All rubbish, bottles, papers in the vicinity of the premises will be collected and disposed. The Club will make random inspections of the courtyard to ensure that this is maintained.

2.7 Deliveries

All deliveries will be made via the access road to the north and loading dock at the north west corner of the building. Materials and equipment will then be transported into the building on trolleys. Deliveries will be coordinated with the Bondi Pavilion to prevent vehicle congestion.

It is proposed that an access barrier will be located on Park Drive North, which will allow controlled vehicular access down the access road to the loading dock. This will be controlled by a pin code.

2.8 Security

A new security system will be installed as part of the conservation and upgrade project. The system will include new CCTV cameras providing full coverage of all external areas, including the new publicly accessible courtyard. These cameras will feed back to a network video recorder (NVR) located in a centralised location within the new building and monitored by the onsite caretaker.

The detailed design will ensure that lighting levels provide a safe environment for building users in accordance with AS 4282-1997 Control of the obtrusive effects of outdoor lighting.

The function operator will be required to prepare a Function Plan of Management in consultation with Council which will be appended to this PoM. The function operator will be required to provide a security guard/s for all functions.

Access to members only areas of the building will be controlled via pin code and/ or swipe access. Currently club members wear electronic wrist bands which provide access to secure club areas including amenities. It is intended this system will be retained.

The function operator will be provided with access to the basement and function areas.

2.9 Complaint Management

The Surf Club will implement and maintain a complaint register in which is recorded any complaints made by Police, Council, or local residents. The register will be maintained by the caretaker. The Club will undertake its best endeavours to address any reasonable concerns.

The Surf Club will meet with any complainants and endeavour to address any reasonable concerns.

2.10 Amenities

The conservation and restoration of the Bondi Surf Club will result in the following amenities for the building users.

Description	No. of Amenities
<u>Female toilets</u>	<u>6</u>
<u>Female Showers</u>	<u>8</u>
<u>Female accessible facilities</u>	<u>1</u>

Description	No. of Amenities
<u>Male Urinals (places)</u>	<u>6</u>
<u>Male toilets</u>	<u>3</u>
<u>Male Showers</u>	<u>8</u>
<u>Male accessible facilities</u>	<u>1</u>
<u>Accessible facilities – Changing Place</u>	<u>0</u>
<u>Unisex (level 1)</u>	<u>1</u>

3 Site Management

3.1 Environmental management

An environmental management plan will be prepared which will be set out the environmental requirements for Surf Club activities, commercial kiosk tenancy and hirers within the function venue. This plan of management will address minimising waste, maximising recycling and encouraging the use of environmentally sustainable materials and products.

Noise management controls are in place for externally run events and both regular and casual hires. Noise controls are informed by Events Policy and laid out in the Terms and Conditions of venue hire/event agreements.

Commercial tenants are required to adhere to their lease conditions relating to noise management. Council's Property team will issue breach notices where tenants are proven to have not adhered to their lease conditions.

The Commercial tenants will be responsible for bringing in any outdoor furniture or portable barriers from the outdoor seating area at the end of each day's trading.

There is no smoking permitted in the building or in the courtyards. Signs will be installed to this effect.

All chemicals and other substances stored in the building will meet the requirements of the relevant Acts and Regulations. Chemicals or substances that are labelled Hazardous Goods will have a Materials Safety Data Sheet on site. All hazardous chemicals/substances are to be securely stored when not in use.

3.2 WH&S

All staff will be fully trained and aware of their responsibilities under the Work Health and Safety Act 2011.

Waste Facility

A new purpose built waste area will be located in the Pavilion and will be shared with the Pavilion building users and the Surf Club users. The new waste room at the Pavilion includes laneway waste compactors which will provide a cleaner and more efficient waste service for the building. The Surf Club waste was calculated and included in the Pavilion Development Application.

Alcohol licensing arrangements

The Surf Club have an existing 'Surf Club Type 1 licence' which allows surf clubs to sell alcohol during their approved club functions, as well as during their social functions. No change to the existing liquor licensing arrangement is proposed as part of the restoration and upgrade of the Surf Club. The existing licence will be amended as required by Liquor and Gaming NSW.

All employees and bar staff will be required to have completed an OLGR accredited RSA course before commencing work. The Surf Club maintains a register containing a copy of all RSA certificates and a log of all refusal of service incidents.

A broad range of non-alcoholic options will be offered to patrons, as well as packaged food options. Water dispensers will be clearly visible and available to patrons at all times.

One of the principle responsibilities of the function room operator is to monitor the number of patrons inside the premises. Staffing levels will be increased proportionately to guest numbers to ensure supervision levels are maintained.

Security guard(s) are to be engaged for all events and functions at a minimum of 1 per 100 ratio.

Risk management plans are in place for all functions and events to address patron behaviour.

3.4 Traffic management

A traffic management plan has been prepared by TTW and is provided as part of the Development Application.

3.5 Parking

No off-street parking will be provided as part of the development. Existing parking arrangements including dedicated Surf Club parking on Queen Elizabeth Drive will be maintained.

Bicycle parking is available in front of the Pavilion, with a new parking station for electric bikes being provided as part of the Pavilion project. Additional bicycle parking will be provided within the public domain of the Surf Club with the location to be confirmed.

The function room operator will communicate to all attendees that parking is restricted and outline nearby public transport options.

3.6 Public Transport

There are a number of bus stops located at the rear of the building on Campbell Parade. Venue staff will be trained to be able to advise customers of public transport options. The renewed Campbell Parade entrance provided as part of the restoration will allow for improved pedestrian access from Campbell Parade into the Pavilion building

3.7 Economic impact management

The restoration of the building will enhance the reputation of Bondi, both locally, nationally and internationally. The visitors experience will be significantly improved which will act as an economic stimulus for the area.

The increased amount of Photo Voltaic Cells (PVC) introduced as part of the restoration will significantly reduce the energy consumption of the building and reduce costs.

3.8 Final PoM

As the project evolves the Plan of Management (PoM) will continue to be updated in consultation with Council. A final PoM will be submitted for approval to Councils Director, Planning, Environment and Regulatory (or delegate) prior to the issue of an Occupation Certificate (OC).