



WAVERLEY COUNCIL

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Waverley Council

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# **Boot Factory Preliminary Plan of Management**

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# **1 Background**

## **Purpose of Report**

This document has been prepared for planning purposes only. Best endeavours have been taken to ensure that the plan is logical and makes adequate allowance for the Development Application (DA) assessment process.

This is a live document and will be updated by Waverley Council's Facilities team as required.

### **1.1 Document Location**

The Management plan is a live document. It is located on Waverley Council's electronic archiving system, TRIM.

# **2 Boot Factory**

## **2.1 Description of venue**

The Boot Factory is located at the rear of Norman Lee Place at 27-33 Spring Street, Bondi Junction, located on the South side of Spring Street. The site is bounded by the Mill Hill centre to the East, large format retailer Officeworks to the South and commercial and residential flat building known as Spring Street Apartments to the West.

The Boot Factory has been vacant since 2007 and the intention is to return the building to a community and Council building that will include a knowledge and innovation hub.

## **2.2 Management of venue**

The Boot Factory building will be managed and operated by Waverley Council. Waverley Council's facilities team is responsible for the management and maintenance of the building.

## **2.3 Hours of operation**

The DA for the Boot Factory has proposed the following operational hours:

- Weekdays, 7:00am to 12:00am
- With no amplified music between the hours of 10:00pm and 7:00am.

## **2.4 Cleaning / Waste management**

A waste management plan for the DA has been prepared by Elephants Foot Recycling Solutions and will be included to support the DA.

Contracted cleaners will carry out the cleaning of the Boot Factory's internal and external spaces.

## **2.5 Deliveries**

All deliveries will be made via Spring Street, materials and equipment will then be transported into the building on trolleys.

Deliveries will be timed for early morning where possible and staggered to prevent vehicle congestion.

Trolleys will be provided to event organisers and hirers to transport equipment required for their activities to the relevant areas of the building.

## **2.6 Security**

Council's security provider ECS International provide monitoring of a *back to base* alarm systems. They also provide security guarding for events, functions, RSA bar services and evening patrols.

The Facilities Maintenance Officer for the building is on call to respond to any urgent maintenance building related matters out of hours.

## **2.7 Public amenities**

The new project will also upgrade the existing ground floor amenities located in the Mill Hill Community Centre, these amenities will undergo a minor refurbishment as they will also service the Boot Factory building users.

# **3 Site Management**

## **3.1 Environmental management**

An environmental management plan will be prepared which will be set out the environmental requirements for Council activities. 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.

There is no smoking permitted within the building or any other part of the site including Norman Lee Place.

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.

Management plans are in place to ensure operations of the building adhere to the requirements of the Work Health and Safety Regulation 2011

Controls to mitigate risks will be managed through the management of Corrective Actions through the Vault System.

## **3.4 Traffic management**

A full traffic management plan for the building compiled by Parking and Traffic, is provided as part of the Development Application and has been prepared by JMT Consulting.

Access for emergency vehicles will be via the Norman Lee Place courtyard.

## **3.5 Parking**

No vehicle parking is permitted within Norman Lee Place courtyard. Vehicles are required to park on Spring Street.

### **3.6 Public Transport**

The Bondi Junction bus and train terminals are located a short distance from the Boot Factory.

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