

Waterfront Centre

Shell Cove

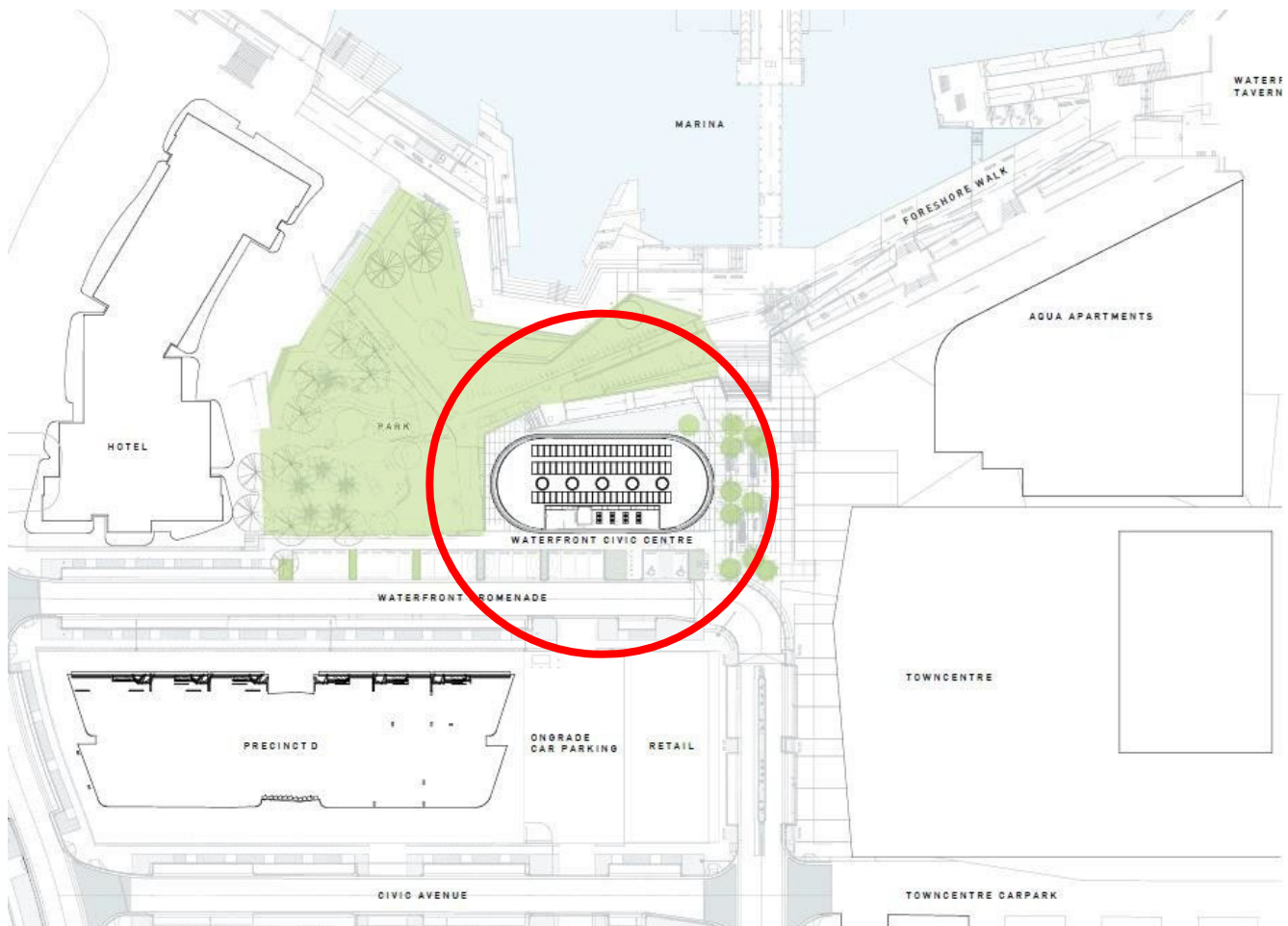
Operational Plan of Management



INTRODUCTION

The Waterfront Centre (WFC) is located at 2 Waterfront Promenade, Shell Cove. The WFC is Council owned and will house community Centre, a branch library, a visitors information Centre, public amenities and associated facilities.

This plan how the future operations of the WFC will occur. The plan indicates how and by who the building will be operated. The plan indicates the access to the building, hours of operations and the management of deliveries.



Site Plan - The Waterfront Precinct

WFC OPERATION

_ BY

The WFC is to be a Council owned and operated facility.

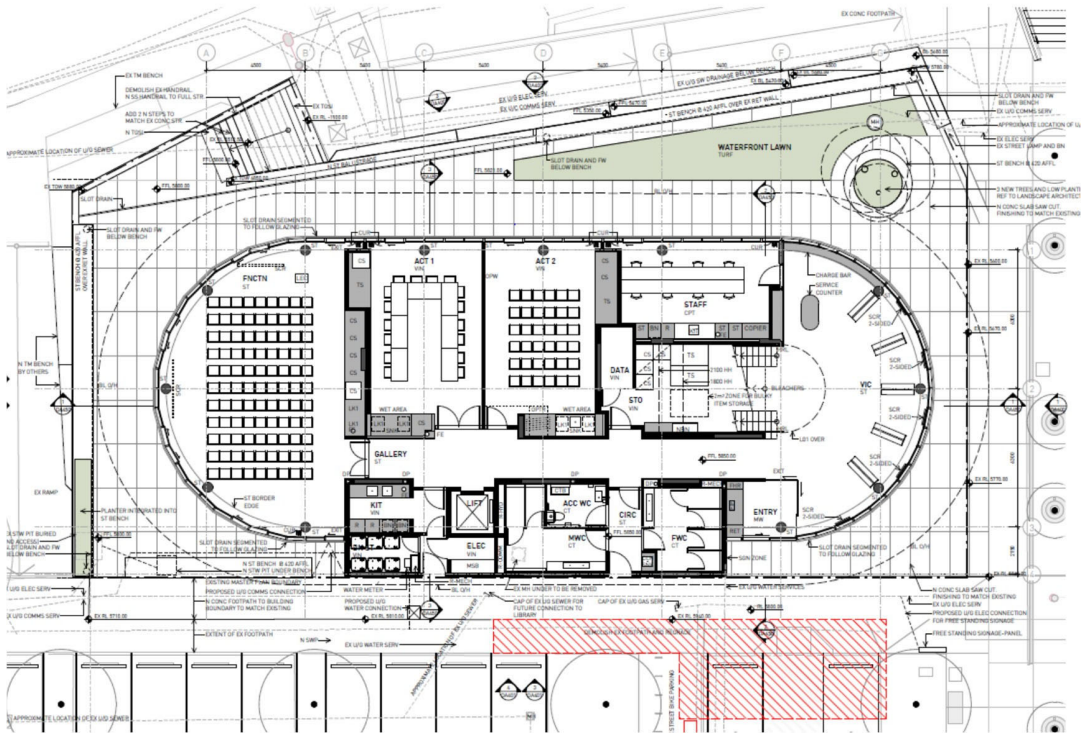
The WFC is to house a mixture of community civic and commercial functions and will initially be with staff to deliver;

- Library functions
- Visitor Information Centre functions
- Facilities Management functions

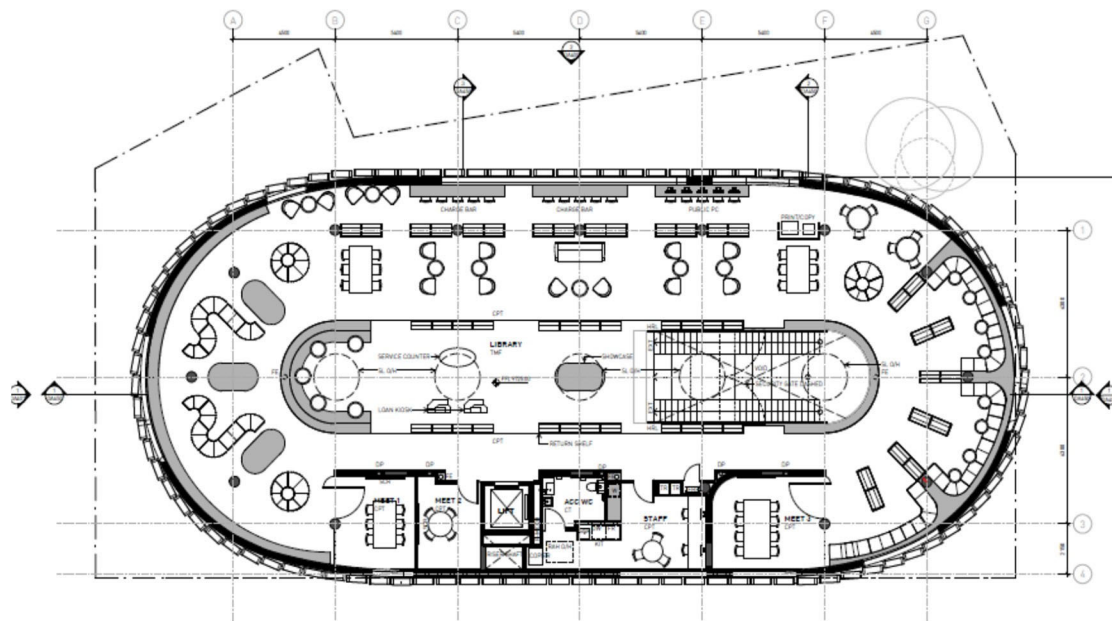
Function	Staff Numbers (estimated)
Library	2
Visitors information	2
Facilities Management	4-6

The building will house the following functions;

- Entry/foyer area
- A Visitors Information Centre (VIC)
- Gallery space
- Public amenities
- Function room with access to external areas for breakout
- a kitchen prep area
- Multi use meeting rooms
- Storage areas
- Passenger lift
- IT Service –Data Cupboard
- Internal stair and seating area
- Open plan library with meeting rooms
- Staff rooms
- Associated services and plant



Ground floor Plan
(Note spaces are designed to be flexible)



Level 01
(Note spaces are designed to be flexible)

OUR TEAM

_ WHO

The WFC team will deliver various functional activities including;

LIBRARY

The library function will operate from level 1 as the primary location. The WFC library will offer a diverse range of programming to be undertaken on the ground floor meeting rooms as well as on Level 1 and the purpose-built seating/stair area.

VISTOR INFORMATION CENTRE

The VIC will primarily be located on the ground floor foyer. With the opportunity to Staff will undertake face to face engagement from the foyer.

FACILITIES MANAGEMENT TEAM

The Facilities Management maintenance team will manage various building and operational maintenance for the WFC and other areas.

WFC CLEANING

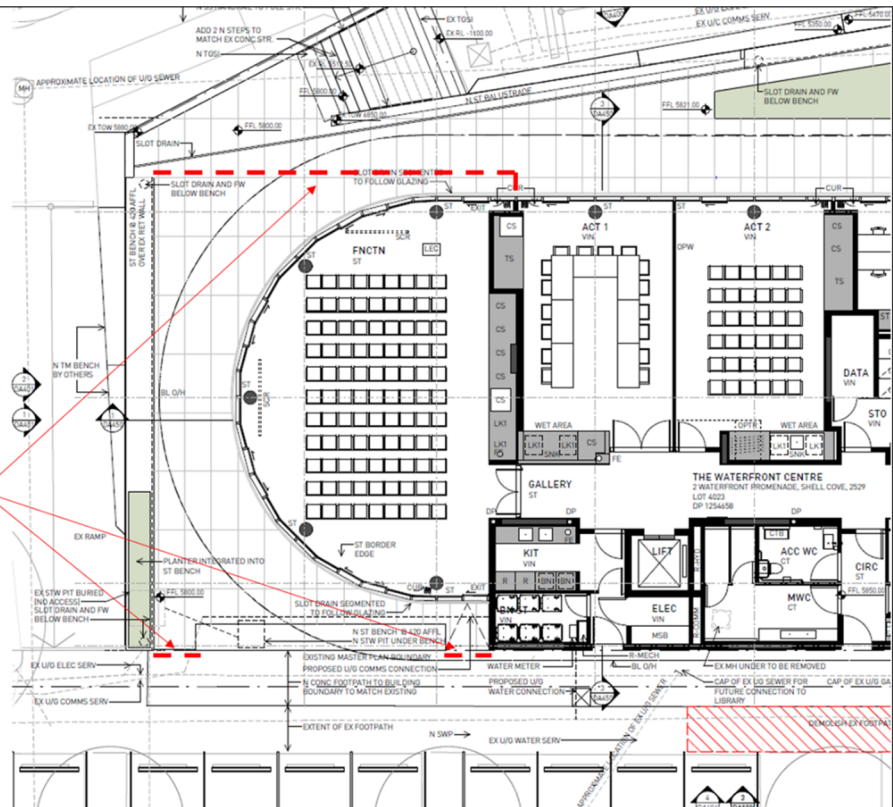
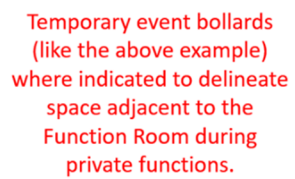
Cleaning of the building including the immediate external spaces will be managed by the WFC team.

FUNCTION ROOM/EVENT MANAGEMENT

WFC will be responsible for managing bookings of the community spaces and event management and associated services such as set up, pack up and close out. The Function Room will include activities such as meetings, presentations, private functions, etc with amplified music being minimised to soft acoustic disturbance as to not interrupt the surrounding public zone or adjacent properties during the nominated hours of operation. The outdoor courtyard space adjacent to the Function Room may also be utilised for this purpose as a break-out space, though it is not intended for exclusive private use. In these instances, temporary event bollards will be used to delineate zones as indicated in the below diagram.

To minimise potential disturbance for adjacent residences and the community, the Function Room activities will be limited to indoor use only after 9pm on weekends and public holidays, with external doors required to be closed at these times.

The WFC may on occasion during private events serve liquor in accordance with the liquor laws of New South Wales. In this scenario, a third-party company possessing a valid liquor license must be engaged by the private event holder. This licensed company will oversee and manage the service of alcoholic beverages during the private event. It's important to note that building staff will not hold the necessary requirements to serve alcohol within the premises. The areas of service will be limited to the function room and adjacent delineated outdoor area and will cease as per hours of operations.



Temporary Event Bollard Arrangement

WFC ACCESS

_ BUILDING ACCESS

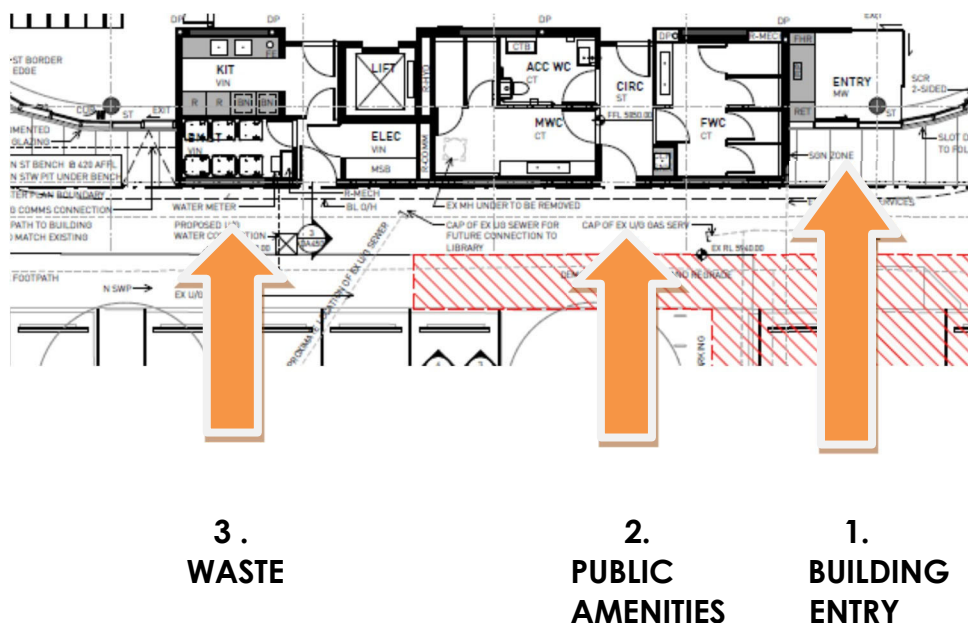
Access to the building will be split between staff and the public. It is envisaged to be open 7 days a week.

1. WFC staff will have access granted to enter/exit the building during after-hours. During the WFC opening hours the staff will enter via the main entry.

The public will enter via the main entry to access the facilities listed above.

2. The public amenities are to have public access via the external entry point along the Waterfront promenade frontage.
3. Waste bin collection/BOH kitchen access. These doors will have limited non-public access.

External/others including Maintenance Contractors etc. will pre arrange an appointment with staff prior to entering and access will be provided in accordance with a site-specific safety induction.



WFC

HOURS OF OPERATION (TBC)

Based on the likely WFC functions the following table indicates the hours of Operation for building. Staff access will likely be required for an hour on either side of the operating hours.

Function	Monday to Friday	Saturday	Sunday	Public Holidays
LIBRARY- PUBLIC	Wednesday – Friday 10am-5pm	10am-3pm	10am-3pm	Closed
LIBRARY- STAFF	Wednesday – Friday 9am-6pm	9am-4pm	9am-4pm	Closed
VIC	9am-5pm	9am – 5pm	9-5pm	All except Good Friday + Christmas Day
FACILITIES MANAGEMENT	6.30am-5pm or by appointment booking	6.30am – 5pm or by appointment booking	6.30am-5pm or by appointment booking	6.30am-5pm or by appointment booking
FUNCTION ROOM	9am – 5pm	9am – 11pm Outdoor area until 9pm	9am – 11pm Outdoor area until 9pm	9am – 11pm Outdoor area until 9pm
MEETING ROOMS	10am-5pm	10am-3pm	10am-3pm	Closed
PUBLIC AMENITIES	Dawn to Dusk	Dawn to Dusk	Dawn to Dusk	Dawn to Dusk

WFC DELIVERY PLAN

How

There are three main types of deliveries to service the WFC, these being standard deliveries, event deliveries and garbage servicing.

Deliveries are via street access, being Waterfront Promenade, with no on site vehicular provision.

Deliveries should be scheduled with staff to avoid traffic congestion where possible.

The following describes the delivery process and requirements for the WFC;

1. STANDARD DELIVERY SERVICE

- Deliveries to the WFC are Street access via Waterfront Boulevard through the main entry or other.
- Deliveries being courier/parcels/mail
- Deliveries to the WFC are via trolley use.

2. EVENT DELIVERY SERVICE

- Deliveries to service the function and meeting rooms are via an intercom and managed access. Reader/intercom to be located externally adjacent to the waste/BOH kitchen area.
- Contact to the Facility Manager or nominated person located at the WFC. Pre-arranged appointment preferred.
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3. WASTE DELIVERY PLAN

There is likely to be 3 types of waste delivery proposed;

- General Waste - Regular Council weekly pick up
- Commercial collection- Function Room /events Waste pick up (when required)

4. OUTDOOR SPACE PLAN

Outdoor Space is likely to be utilised by patrons utilising the building and will be kept open to the public. Events held within the public space will be managed by the WFC staff.

DELIVERY HOURS

when

Area	Type of Delivery	Monday to Friday	Weekends	Public Holidays
WATERFRONT CENTRE ACCESS-GROUND FLOOR STAFF ROOM – VIC/SCMT	Courier/Mail	9am – 5pm	9am – 5pm	All except Good Friday + Christmas Day
LIBRARY	Courier/ Parcels	Wednesday – Friday 10am-3pm	10am-3pm	TBC
FUNCTION ROOM	Courier/ Supplies/ Parcels	By appointment booking	By appointment booking	By appointment booking
BOH/PREP KITCHEN	Courier/ Supplies/ Parcels	By appointment booking	By appointment booking	By appointment booking
MEETING ROOMS/x2 Ground floor	Courier/ Supplies/ Parcels	By appointment booking	By appointment booking	By appointment booking

On street parking proximity to the building.

Dedicated loading zone in off street community carpark located opposite the WFC.

