



OPERATIONAL PLAN OF MANAGEMENT

TEMPORARY USE AS FUNCTION CENTRE

**8 EDWARD STREET, MORPETH,
NSW, 2321 (LOT: 2 DP: 708453)**



Ashlee Rutherford Town Planner Perception Planning PO Box 107, Clarence Town, NSW, 2321		Phone: 0428 801 720 Email: ashlee@perceptionplanning.com.au		
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EXECUTIVE SUMMARY

This Operational Management Plan has been designed to provide guidance to the management of the temporary use of the existing farm building as a function centre to be located at 8 Edward Street, Morpeth, NSW, 2321 (the site).

The proposed temporary use will see the existing farm building being used as a function centre. The function centre will be used up to 25 times a year, predominantly for wedding events. The function centre will be large enough to accommodate up to 125 guests which includes 5 staff members.

This Operational Management Plan provides recommendations for the management of the function centre at the site.

CONTENTS

EXECUTIVE SUMMARY	3
1. INTRODUCTION	5
1.1 BACKGROUND	5
2.1 LOCATION	5
2.2 HOURS OF OPERATION	5
2.3 SITE CAPACITY	5
2.4 STAFF MEMBERS.....	6
3. MANAGEMENT	8
3.1 THE NATURE AND THE PURPOSE OF THE MANAGEMENT PLAN.....	8
3.2 MANAGEMENT	8
3.3 INSURANCE	8
3.4 FIRST AID	8
3.5 EMERGENCY PROCEDURES	8
3.6 EVENT SET UP.....	8
3.7 SOUND MANAGEMNT	8
3.8 SECURITY	9
3.9 TRAFFIC AND PARKING	9
3.10 DISABLED FACILITIES AND ACCESS PROVISIONS	10
3.11 TOILET FACILITIES	10
3.12 ALCOHOL SERVICE.....	10
3.13 FOOD.....	10
3.14 WASTE MANAGEMENT	11
3.15 CONTACT.....	11
CONCLUSION	12

1. INTRODUCTION

1.1 BACKGROUND

The proposed temporary use of the existing farm building as a function centre will be located at 8 Edward Street, Morpeth, 2321. The site is zoned RU1 Primary Production under the Maitland Local Environmental Plan 2011 (MLEP). The proposed development is seeking consent to operate a function centre as a Temporary Use pursuant to Clause 2.8 of the MLEP.

Up to 25 functions a year will be held at the site. Each of these functions will be operational during the designated hours of operation.

2.1 LOCATION

The function centre is located at 8 Edward Street, Morpeth NSW 2321. Legally identified as Lot 2 in DP708453. The site of the proposed development is located within Morpeth Heritage Conservation Area as identified under MLEP.

Access to the site is available direct from Close Street.

2.2 HOURS OF OPERATION

The hours of operation are as follows:

- 9am – 9pm, Mon – Thurs
- 9am – 12am, Fri + Sat
- 9am – 5pm, Sun and Public Holidays

Up to 25 functions a year will be held at the site. Each of these functions will be operational during the above-mentioned hours.

2.3 SITE CAPACITY

Based off previous assessments and findings for the use of the site during private functions the proposed function centre capacity is typically determined by the site crowd capacity and the sites capacity to supplement these numbers with parking.

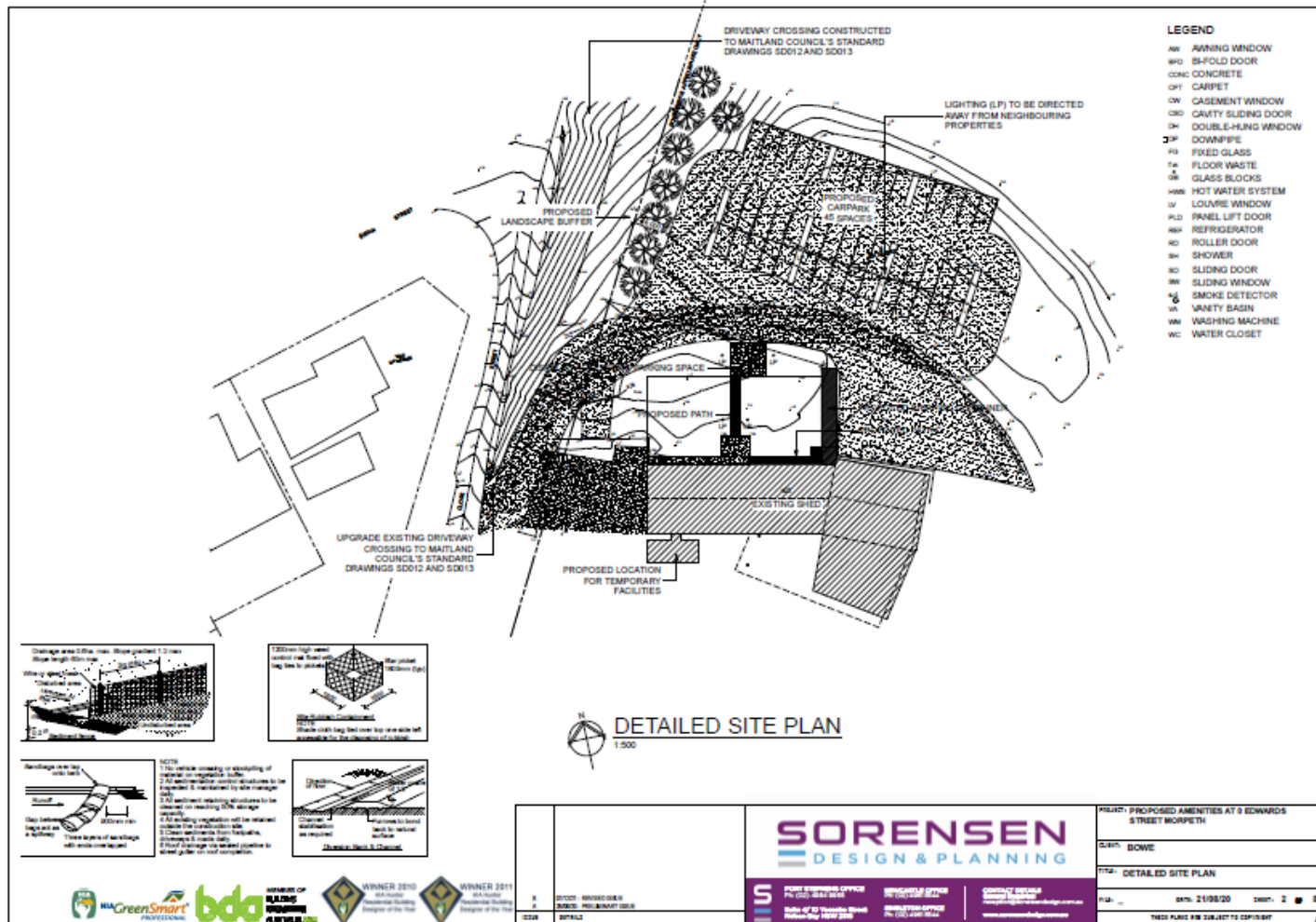
The farm building's internal area is approximately 294m². Given previous functions on the site the function centre has the capacity to hold up to 125 patron including 5 staff members on the site at any one time comfortably. A set seating plan for the proposed function centre has not been prepared given this will change depending on the number of guests attending each function.

The proposed parking area (as seen in the proposed plans) has been concluded to be more than capable to provide for these provisions for parking. It should be noted that parking for events will only be located on the site temporarily during each event at a maximum of 25 times per year.

2.4 STAFF MEMBERS

Up to five staff members will be employed to assist with operation of the venue. An event Manger will be appointed ahead of each event onsite. Each event organiser will conduct a pre-event briefing for all personnel prior to the commencement of each event.

Figure 1 - Site Plan (Source: Sorensen Design)



3. MANAGEMENT

3.1 THE NATURE AND THE PURPOSE OF THE MANAGEMENT PLAN

This management plan has been developed to provide guidance and ensure that the temporary use as a function centre at 8 Edward Street, Morpeth are used and maintained appropriately.

3.2 MANAGEMENT

The function centre will be operated by the staff members employed by the owners of the subject site and will provide a countryside setting for guests on their wedding day and generate income to the local area.

Up to 25 functions a year will be held at the site. Each of these functions will be operational during the above-mentioned hours. A register of events will be kept and made available to Council for inspection upon request.

3.3 INSURANCE

The Owners will ensure appropriate insurance is held and current at all times.

3.4 FIRST AID

First aid kits will be available within the amenities building at all times. One (1) First Aid officer will be on site for the duration of the event and access to emergency services will be available at all times.

3.5 EMERGENCY PROCEDURES

It is expected that each event organiser will conduct a pre-event briefing for all personnel prior to the commencement of each event.

Event staff are expected to be briefed on the procedures to follow should an emergency take place on the site during an event. The Emergency vehicles will have 24/7 access to the site and is always expected to be kept clear onsite.

An emergency assembly point shall be erected at a suitable point and indicated on emergency procedure signs to be displayed around the venue. Parking spaces reserved for Ambulance, police and security will be provided for each event within close proximity of the event site.

3.6 EVENT SET UP

The initial set up of the event may occur onsite the day before an event. All events will be held rain, hail or shine. However, in the case of extreme weather conditions such as extreme flooding that may be too unsafe for patrons; the Owners can make a decision on the day to cancel the event.

3.7 SOUND MANAGEMNT

The proposed noise impacts on neighbours is considered to be minor in nature and can be managed via the staff during the operation of the events. Event organisers and managers will consider the potential noise impacts of planned events and minimise those impacts where possible.

In order to minimise noise impacts, the music location will be placed within the most south-eastern point of this existing structure, as far away from noise sensitive areas as possible. All doors will remain shut while music is playing at each event. This measure will ensure as to not have negative amenity impacts or cause nuisance noise to neighbouring residences.

During night-time events the sound level will be reduced to 80 dB(A) at 1 metre from speakers. Staff will be responsible for reducing the level of noise throughout the duration of the event, particularly in the lower sound frequencies.

Options to determine sound levels will include a basic sound level meter, or downloading an app on a smart device to ensure sound levels aren't too loud during night time events.

Patrons will be monitored as they leave the premises to ensure the behaviour of persons entering or leaving the premises does not adversely affect the amenity of the nearby area.

No earth or building works are proposed for this development and no vibrations are expected to be associated with this development.

The proposed events on the site will produce minimal noise during the hours of operation, most likely Friday, Saturdays and Sundays. This will be for a maximum 25 events a year on the site. As a result, the proposed impacts are considered minor, and it is not expected that any detrimental effects will result from the proposed.

Please refer to the acoustic report for further information.

3.8 SECURITY

Due to the nature of the events on the site and the small private nature of these it is not expected that crowd management and private security will be required for each event. However, it may be suggested to the clients that they may wish to provide their own private security on the site during their special events.

Basic first aid will be available on the site during every event and emergency care will have access to the site during these times. Access for these emergency services will be cleared onsite at all times.

External emergencies may also occur off and around the site and no event is expected to go ahead in the case of an adverse or foreseeable weather events such as extreme flooding and bushfires in the immediate area.

3.9 TRAFFIC AND PARKING

A parking area which provides parking for 45 vehicles will accommodate the parking needs of the function centre within the site to ensure there are no parking impacts on street. Each parking space is generous in size and disability parking is also available on the site providing suitable accessible access to all.

Parking on the site during an event will be highly visible and may include some markers to direct potential traffic. Signs shall be installed within the site directing guests to the carpark and wayfinding signs shall direct pedestrians to the facility.

The parking area will be located close to the venue and will provide ample amount of parking for the proposed maximum 120 guests on the site.

Given the size of the site there are no constraints anticipated for service vehicles to manoeuvre and exit the site in a forward direction.

3.10 DISABLED FACILITIES AND ACCESS PROVISIONS

The event management will ensure that there is reasonable provision of access and circulation provided to all people with disabilities in accordance with the requirements of AS 1428. Disabled Parking is also be provided for each event and an unobstructed path of travel will be provided to the event entrance as per the Plans. Specific disabled access facilities include:

- a) **Parking:** *for disabled car parks will be located within close proximity to the building and will provide accessible access to the event area;*
- b) **Seating:** *All tables and chairs are easily accessible;*
- c) **Reasonable unobstructed paths of travel:** *There will be clearly marked unobstructed paths of travel across the venue; and*
- d) **Disabled toilet facilities:** *Disabled toilet facilities will available in the temporary toilet facilities.*

3.11 TOILET FACILITIES

Temporary toilets will be provided on the site. These toilets will include accessible toilet and will all be unisex toilets.

All temporary toilets for the event will be connected to the existing sewer system, for which is appropriate for the proposed development.

Toilet management details during event – All toilets will be required to be cleaned before and after an event, and all of which will be suitably stocked with toilet paper and hand washing facilities including soap. It is not expected that toilets will be required to be restocked or cleaned during an event given that the events will last on site for a small portion of the day.

3.12 ALCOHOL SERVICE

Pursuant to Section 7 of the *Liquor Act 2007* a person must not sell liquor unless the person is authorised to do so by a licence. The owners of the property will submit an application to Liquor and Gaming NSW to obtain a liquor licence for the sale and consumption of alcohol on and from the site.

Patrons will not be allowed to leave the premises with open containers of alcohol, such as a stubbies, cans or glass.

All staff serving alcohol will be expected to have full RSA accreditation in accordance with the Australian law.

3.13 FOOD

Food and drinks on the site will be supplied by contractors who are required to meet the Australian Food guidelines. The contractors are required to meet the Australian Food guidelines and will be responsible for safe storage of food including refrigeration.

No food preparation will be undertaken onsite.

3.14 WASTE MANAGEMENT

Rubbish generated from the development will be suitably contained on site at all times. No rubbish will be stockpiled which would cause rubbish to be blown off site. All additional waste (garbage) will be removed by a private contractor for each event, so no additional use requirements are needed from the Council operated waste collection.

3.15 CONTACT

Should concerns or complaints arise, please direct correspondence to the following people:

Michael Bowe: 0438 331 033

CONCLUSION

The proposed Operational Management plan seeks to provide guidance for the suitable management of the temporary use as a function centre located at 8 Edward Street, Morpeth. The proposal will encourage suitable use of the site and management and maintenance to ensure that remains safe and secure.



Perception Planning Pty Ltd.
PO Box 107,

Phone: 0437 195 264
Email: admin@perceptionplanning.com.au