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Operational Management Plan

Project Name: NIHON UNIVERSITY NEWCASTLE CAMPUS

Project Address.: 9 Church St, The Hill, NSW 2300

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Title

Sita Vasanthakumar – Design Manager, Built



Revision Date	Nature of Revision	Authorised By		
		Name	Title	Date
26/04/21	DRAFT- For Review	SV	DM	26/04/21
20/05/21	DRAFT- For Final Review by dwp/ Nihon	SV	DM	20/05/21
05/08/21	FINAL- For Submission to Certifier	SV	DM	05/08/21
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Table of Contents

1.0	Introduction	5
1.1	Development Description	5
1.2	Development Location	5
1.3	State Significant Development Conditions	6
1.4	Purpose	6
1.5	Objectives	6
1.6	Implementation	7
2.0	Ownership and Contact	8
2.1	Building Management Team	8
2.2	Site Security	8
2.3	Approved Contractors	8
3.0	Operation Management Plan Overview	9
3.1	Hours of Operation	9
3.1.1	Cafeteria and Outdoor Seating Area	9
3.1.2	Roof Terraces	9
3.1.3	Education Building	9
3.1.4	Administration Office	9
3.1.5	Carpark	9
3.2	Public Access	10
3.3	Staff	10
3.3.1	Staff Rooms	10
3.3.2	Staff Code of Conduct	10
3.4	Recreation Spaces	10
3.4.1	Lounges	10
3.4.2	Roof Terraces	10
3.4.3	Cafeteria	11
3.5	Shared Facilities	11



3.5.1	Laundries	11
3.5.2	Kitchens	11
3.5.3	Toilets/ Shower Rooms	11
3.6	Building and Landscape Management	11
3.6.1	Landscape Maintenance	12
3.7	Room and Common Area Cleaning	13
3.8	Waste Management	13
3.9	Safety and Security	13
3.10	House Rules	14
3.11	Induction	14
3.12	Smoking Areas	15
3.13	Signage and Wayfinding	15
3.14	Sustainable Transport Options	15
3.14.1	End of Trip Bicycle Parking Facilities	15
3.14.2	Public Transport Options	15
3.14.3	Electric Vehicle Charging	15

APPENDICES

1.0	Architectural Floor Plans
2.0	Nihon House Rules
3.0	Wayfinding Signage Maintenance Checklist
4.0	Security Maintenance Checklist

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1.0 Introduction

This Operational Management Plan (OMP) has been prepared by Built Pty Ltd, on behalf of Nihon University, in support of a State Significant Development Application (SSDA) submitted to the Minister for Planning pursuant to Part 4 of the Environmental Planning and Assessment Act 1979 (EP&A Act).

The Application (referred to as SSDA 9787) seeks approval for the adaptive reuse of the State heritage listed former Newcastle Courthouse as an educational establishment with associated student accommodation.

1.1 Development Description

The Development is Nihon University Newcastle Campus and consists of the restoration and refurbishment of the retained and state heritage listed Newcastle Courthouse building and the construction of 2 x 4 storey buildings comprising student accommodation in the eastern building and teaching space/carpark in the western building. Refer Appendix 01 for Architectural floor plans of each level.

1.2 Development Location

The location of the Development is at Lot 1 DP1199904 - 9 Church Street, Newcastle, NSW 2300.





1.3 State Significant Development Conditions

Development Condition E12 states:

Prior to issue of an Occupation Certificate, the Applicant must prepare an Operational Management Plan for the site. The plan must:

- (a) Include measure to ensure all wayfinding signage, security measures, and landscaping is managed to maintain their effectiveness; and*
- (b) Include measures to manage the operation and use of rooftop terraces and ground level café terrace; and*
- (c) Prohibit use of rooftop terraces for events or formal teaching; and*
- (d) Restrict the use of the rooftop terraces to no later than 9pm daily; and*
- (e) Ensure the use of the rooftop terraces does not result in exceedances of the project noise trigger levels in the report titled Noise and Vibration Assessment- Operational and Construction report dated May 2019 and prepared by EMM Consulting.*

1.4 Purpose

This Operational Management Plant (OPM) explains how the facility will be operated to meet its obligations under the SSD approval conditions noted above and other requirements as relevant. Following the proposed redevelopment, the facility will comprise the following uses:

- Education facility for Japanese students from Nihon University.
- Residential facilities to house Japanese students and staff, who will be on a three-month rotation.
- Courthouse building will feature two lecture rooms and multiple smaller spaces for libraries, exhibitions, break out areas and functions.
- Residential building will contain a cafeteria for the use of students in residence and staff.

1.5 Objectives

The objectives of this OPM are to assist Nihon to:

- Provide a safe, comfortable, and supported living environment for the Japanese students to experience life in Australia



- Minimise the impact of the operation of the facility on the surrounding community
- Maintain the facility to ensure that it is operating at its optimum efficiency

1.6 Implementation

Nihon's facilities management team will adhere to the following rules of operation at all times:

- Comply with all relevant regulatory approvals
- Comply with Nihon University's policies (Emergency evacuation procedures, noise management procedure, waste management procedure, etc)
- Ensure students comply with the principals established in this OMP



2.0 Ownership and Contact

The Nihon University Newcastle Campus is owned by Nihon University. The building will be managed by Built during the caretaker period and until such time as Nihon can operate the facility.

2.1 Building Management Team

Details of the Building Management Team are detailed below.

Name	Role	Contact Details
Benjamin Moss	Project Manager	0401 088 850

2.2 Site Security

Nightly security patrols will be carried out by a third party security company.

The exterior of the site is monitored by CCTV and all external doors are alarmed. The building is alarmed with back to base monitoring.

2.3 Approved Contractors

Nihon will engage a range of contractors who specialise in building services, including mechanical, electrical, hydraulic and fire services, waste management, lift services, cleaning and landscaping to maintain the building.



3.0 Operation Management Plan Overview

3.1 Hours of Operation

3.1.1 Cafeteria and Outdoor Seating Area

Cafeteria is located on the ground floor and will be open 7 days per week between 6:30am and 10:00pm as outlined in the Environmental Impact Statement prepared by City Plan dated 8 May 2019. The Outdoor seating area adjacent to the Cafeteria will provide seating for cafeteria patrons between the hours of 8am and 7pm Monday to Friday and 8am to 10pm Saturday and Sunday as advised in City Plan Response to Information Request letter dated 20 November 2019. The cafeteria is only for the use of the building occupants and will not be made available to the general public.

3.1.2 Roof Terraces

The roof top terraces, located on the fourth floor of the Education and Residential buildings, will be open 7 days per week between the hours of 7:00am and 9:00pm. The rooftop terraces will be available to students only and will not be open to the general public. The terraces are intended to provide spaces for students to study, relax, or meet with friends. The terraces will not be used for hosting events or large groups.

3.1.3 Education Building

The Education Building will be open from Monday to Saturday from 8:00am to 8:00pm.

3.1.4 Administration Office

The Administration office, located on level 1 of the Heritage Building, will operate between the hours of 8:00am and 8:00pm, 7 days per week. The Administration office is the first port of call for all students, staff and visitors.

3.1.5 Carpark

The carpark is located on level 1 of the Education Building and is provided for staff and visitor carparking. Secure bicycle parking is provided also. Access to the carpark is 24/7 for those staff that have been issued with a remote-control fob. Access for all other vehicles will be limited to reception hours.

Pedestrian access to the carpark is via the access door adjacent the driveway or via the level 1 Heritage Building corridor.



Access will also be provided to small service vehicles for deliveries and maintenance purposes.

Refer to the Operational Transport and Access Management Plan.

3.2 Public Access

Public access to the facility is limited to the following areas and times:

- Heritage Building- annual open day. Date to be advised. Refer to website for further information.

3.3 Staff

3.3.1 Staff Rooms

The Teachers Room is located on level 2 of the Heritage Building and includes work stations and kitchenette. Amenities are shared with students.

Staff Residences are located on level 1 and level 4 of the Residential Building and include bathrooms and kitchenettes. There is also a shared staff kitchen area on level 1 of the Residential Building.

3.3.2 Staff Code of Conduct

*Insert Nihon Staff Code of Conduct

3.4 Recreation Spaces

3.4.1 Lounges

Student Lounges are located on Level 1 of the Residential Building and Levels 2 and 3 of the Education Building.

Lounge located on level 1 of the Heritage Building is provided as a resource library/ lounge.

3.4.2 Roof Terraces

Roof terraces are provided for rest and relaxation purposes. Access to the roof terraces is for students and staff only and has restricted opening hours after which time, access doors will be locked to prevent access.



3.4.3 Cafeteria

Cafeteria will be provided for students and teachers wanting to purchase meals throughout the day. Ordering of food will be via the vending machines located next to the Cafeteria Reception desk. Seating and tables provided for students to eat and relax. Cafeteria will not be open to the public. The cafeteria kitchen will be operated by an external operator to be advised at a later date.

3.5 Shared Facilities

3.5.1 Laundries

Laundry facilities are located in the Residential Building. Level 1 laundry is for facilities management staff only and for washing of linen and towels. Student laundries are located on level 2, level 3 and level 4 of the Residential Building. Each shared laundry is equipped with coin operated washing machines and dryers.

3.5.2 Kitchens

Shared student kitchens are located on level 2 and level 3 of the Residential Building. Each kitchen consists of cooktops, rangehoods, microwave ovens, fridges, freezers, dishwashers, cooking equipment, plates, cutlery and waste bins. There are also chairs and tables for students to eat their meals and relax.

3.5.3 Toilets/ Shower Rooms

Shared student and teacher bathrooms to levels 2-4 of the Education Building and level 1 and 2 of the Heritage Building.

Residential shared amenities are located on all levels of the Residential building and are for the sole use of the residents on those floors.

3.6 Building and Landscape Management

Routine maintenance of the building will be undertaken and coordinated by the Onsite Building Maintenance Manager such as:

- Minor repairs to rooms
- Replacement of light globes
- Grounds maintenance



- Maintenance of signage
- Testing and replacement of appliances
- Cleaning of drains and gutters
- Preventative maintenance inspections

Routine maintenance and testing for various services will be carried out by contracted trades such as:

- Air-conditioning system
- Lifts
- Fire systems
- Cleaning of common areas and building façade
- Pest control
- Garbage collection
- Security system
- Audio Visual system
- Electrical Services
- Hydraulic Services
- Motorised doors
- Roof Safety System
- Landscaping and irrigation

Refer to the Operation and Maintenance Plan for further details.

3.6.1 Landscape Maintenance

Management of the grounds and landscaping will be undertaken and coordinated by the onsite Building Manager.

Refer Landscape Management Plan for further details.



3.7 Room and Common Area Cleaning

Students will clean the internals of their rooms during their stay, including their linen and towels. Student lobbies will be cleaned on a weekly basis by housekeeping. All student rooms and lobbies will be professionally cleaned at the end of each student rotation.

Common areas listed below will be cleaned on a daily/ weekly basis as directed by Nihon:

- Entry & Foyers
- Corridors
- Common Rooms and Shared Facilities
- Classrooms and Lecture Halls
- Recreational areas- lounges, terraces
- Lifts
- All outdoor areas

3.8 Waste Management

Waste collection will occur up to 3 times per week and will be undertaken by an independent waste contractor, engaged and managed by the Building Manager. Waste will be stored in the two dedicated waste rooms on level 1 of the Residential Building. Mobile waste bins will be wheeled along the service driveway to the services area where waste collection will occur out of hours of use of the outdoor seating area.

All common areas, lobbies, classrooms etc will have individual bins for separated recycling and garbage waste for occupants to dispose of their waste. These bins will be emptied on a daily basis by the cleaner/ building manager, and will be taken to the centralised waste room on level 1 of the Residential Building.

Cafeteria and cafeteria kitchen waste will be collected as required throughout the day and taken to the kitchen waste room on level 1 of the Residential building.

Refer to the Operational Waste Management Plan for further details.

3.9 Safety and Security

The building manager will ensure the safety and security of the residents as follows:



- Provision of a secure building with access control to all external doors. Student access to the building will be via the Main Entrance located on level 1 of the Residential Building with after hours swipe card access for all residents and staff.
- Access to the residential areas of the building will be via swipe card access at all times and will be restricted to the level that each student resides. For example, a student residing on level 2 of the building will not be able to access level 3 residential areas. All students will have access to the level 4 lift lobby to access the roof terrace but not the residential area.
- The facility will have CCTV coverage throughout all buildings and external areas. External areas are well lit to ensure security at all times.
- Students will have access to onsite staff 24/7 and security will monitor the site after hours.
- Emergency contact numbers for essential services such as fire, ambulance police and utilities such as gas, electricity and plumbing will be available.
- Duress buttons are located in all amenities cubicles, corridors and classrooms with indicator lights located in the adjacent corridors. The duress signal will also go back to the monitor room where it can be acted upon.

3.10 House Rules

*Refer Appendix 02 for Nihon house rules.

3.11 Induction

Students to complete induction at the commencement of their stay which will cover but not limited to the following:

- Explanation of the house rules
- Explanation of building layout, access and wayfinding
- Fire and emergency procedures
- Emergency and after hours contact details
- Reporting incidents or emergencies
- Building security
- Access to common areas



- Cleaning and waste management procedures
- Information about programme and support available to them during their stay

3.12 Smoking Areas

Smoking is not permitted on the premises. Smoke Free Areas provided in accordance with the Smoke-free Environment Act 2000 and the Smoke-free Environment Regulation 2016.

3.13 Signage and Wayfinding

The Building Manager will undertake regular review of signage and wayfinding to ensure effectiveness. Changeable signage boards will occur throughout the building to update and inform residents of upcoming events and information. Refer Appendix 3.0 for Wayfinding Maintenance Checklist.

3.14 Sustainable Transport Options

3.14.1 End of Trip Bicycle Parking Facilities

Secure bike parking is located in the carpark on level 1 of the Education Building. There is parking and lockers provided for 22 bikes. End of trip facilities have been provided on Level 1 of the Heritage Building, however, as all staff will live on campus, the campus will be the trip start for most bike journeys. Toilet and shower facilities are also provided within the Residential Building for students and staff.

3.14.2 Public Transport Options

Public transport services are available in the immediate vicinity of the facility. Bus routes run along Church St, Watt St and King St. The Newcastle Light Rail Train is located within walking distance to the building with stations located at Pacific Park and Market St. The light rail and buses connect to the Wickham Transport Interchange which links to the heavy rail network to access the Hunter Region and beyond.

3.14.3 Electric Vehicle Charging

An electric vehicle charging station will be provided in the level 1 carpark in the Education Building for staff and visitors.

Refer to the Green Travel Plan and Operational Transport and Access Management Plan for further details. .



Appendix 1.0 Architectural Plans

Notes

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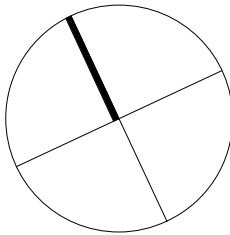
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Architect/ Designer

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Project

NEWCASTLE COURTHOUSE

Location

1 Church St
Newcastle, NSW, 2300

Project Number

17-0347

Drawing

GENERAL
ARRANGEMENT LEVEL 1

Scale (A1)

As indicated

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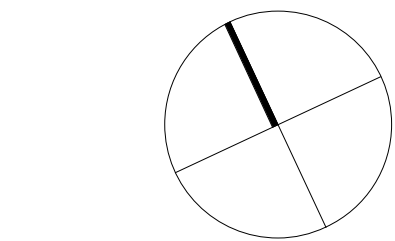
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Architect/ Designer

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Project

NEWCASTLE COURTHOUSE

Location

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Newcastle, NSW, 2300

Project Number

17-0347

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GENERAL
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Scale (A1)

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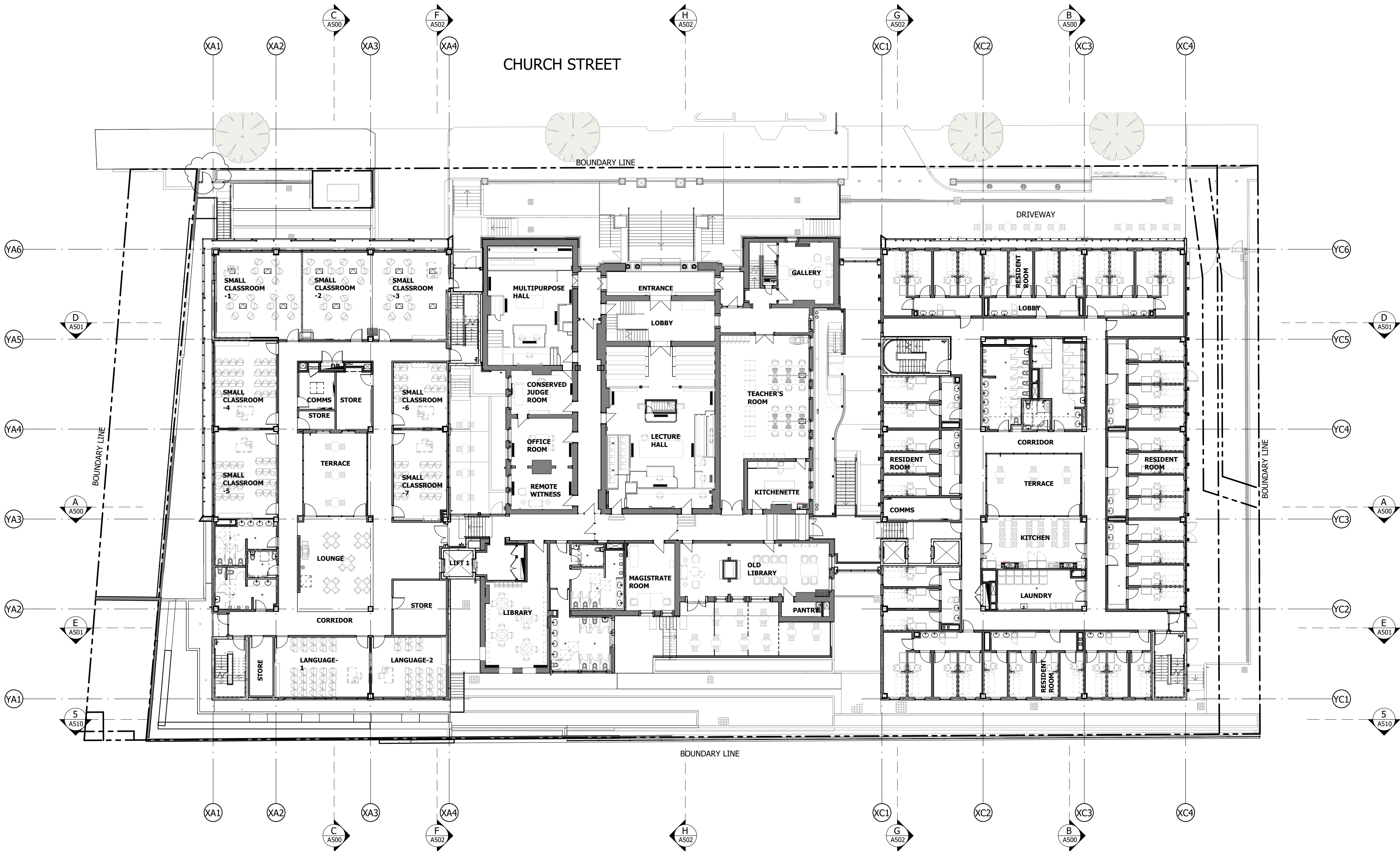
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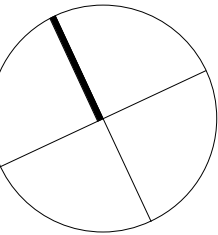
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Location

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Project Number

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Drawing

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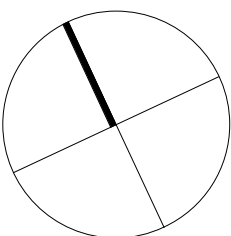
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23	DRAWINGS REVISED	09.04.21	EC	CB
22	DRAWINGS REVISED	19.02.21	EC	CB
21	DRAWINGS REVISED	25.01.21	KD	CB
20	DRAWINGS REVISED	22.12.20	EC	CB
19	DRAWINGS REVISED	18.12.20	EC	CB
18	DRAWINGS REVISED	11.12.20	KD	CB
17	DRAWINGS REVISED	04.12.20	KD	CB
16	DRAWINGS REVISED	20.11.20	EC	CB
15	DRAWINGS REVISED	13.11.20	EC	CB
14	DRAWINGS REVISED	30.10.20	EC	CB
13	DRAWINGS REVISED	23.10.20	KD	KD
12	DRAWINGS REVISED	01.10.20	EC	CB
11	DRAWINGS REVISED	24.07.20	EC	CB
10	DRAWINGS REVISED	29.05.20	DH	JG

Issue Description Date Chk Auth

Architect/ Designer

dwp

www.dwp.com

Client / Project Architect

Azusa Sekkei Co Ltd



Project

NEWCASTLE COURTHOUSE

Location

1 Church St
Newcastle, NSW, 2300

Project Number

17-0347

Drawing

GENERAL
ARRANGEMENT LEVEL 4

Scale (A1)

As indicated

Drawing Number

A104

Date Printed

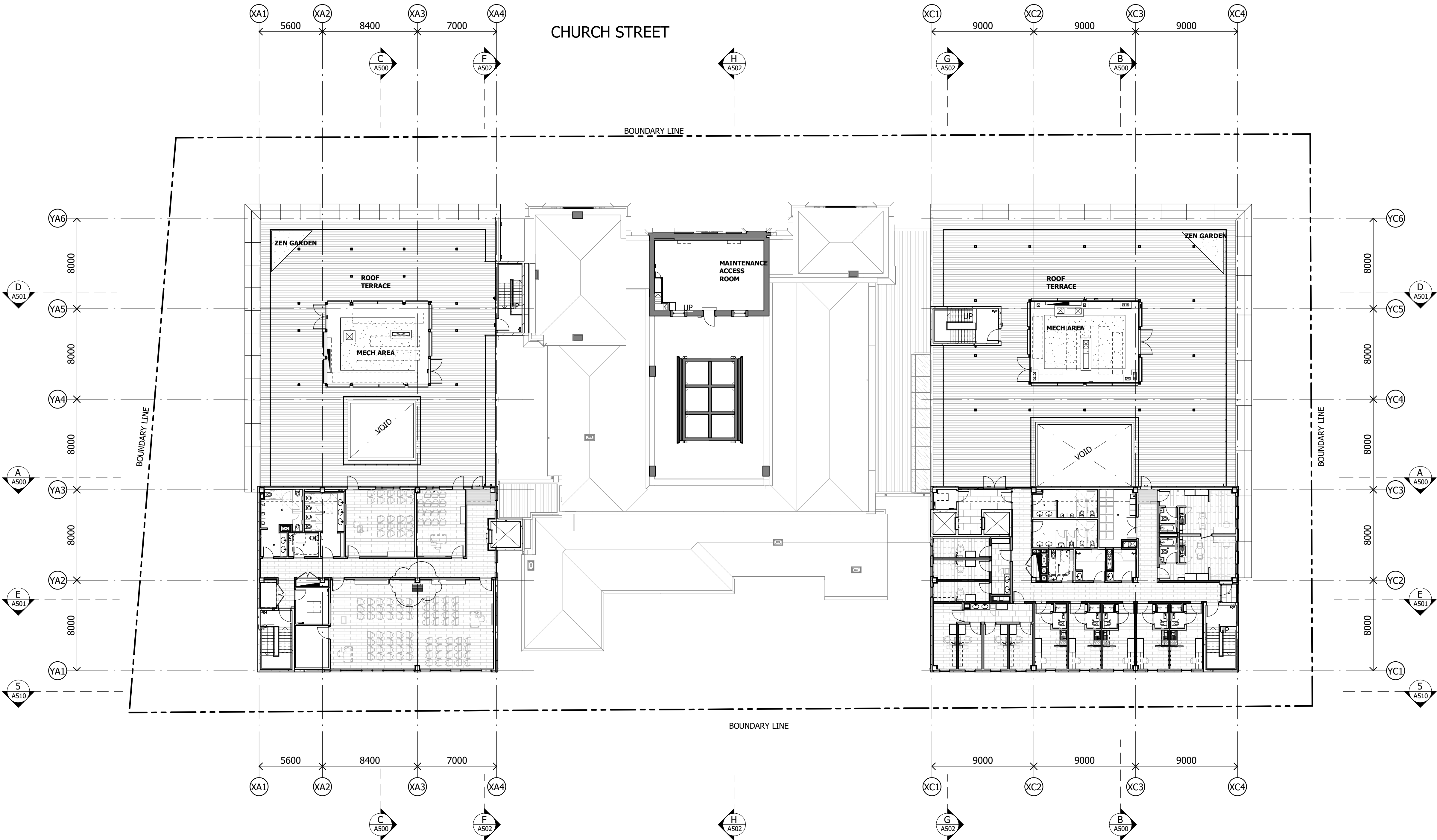
4/9/2021 12:27:49 PM

Issue

23

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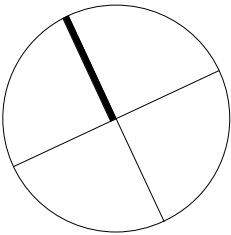
B:\17-0347\17-0347 Newcastle Courthouse\17-0347 Newcastle Courthouse CENTRAL_202109.nc



STANDARD ABBREVIATIONS

GENERAL NOTES

- DRAWINGS TO BE READ IN CONJUNCTION WITH THE STANDARDISED DETAILS
- REFER TO STANDARD DETAIL PACKAGE FOR JOINERY DETAILS
- REFER TO STANDARDISED SELECTION SCHEDULES FOR MATERIAL FINISHES, FIXTURES AND FITTINGS
- REFER TO LANDSCAPE PLANS FOR PLANTINGS
- REFER TO ELECTRICAL DRAWINGS FOR ELECTRICAL LAYOUTS
- REFER TO DOOR AND WINDOW SCHEDULES FOR DOOR AND WINDOW TYPES
- REFER TO CIVIL, HYDRAULIC, ELECTRICAL DOCUMENTATION FOR CONNECTION OF UTILITIES AND SERVICES
- THE SIZING AND SPACING OF DOWNPIPES IS TO BE IN ACCORDANCE WITH AS3500.3 (AUSTRALIAN STANDARDS FOR STORMWATER INSTALLATIONS)
- REFER TO CIVIL ENGINEERS DETAILS FOR STORMWATER PIT LOCATIONS
- ALL BALUSTRADES TO BE MINIMUM 1000mm HIGH AND BE ABSENT OF ANY CLIMBABLE ELEMENTS. ALL HANDRAILS TO BE 1000mm ABOVE NOSING OF THREADS AND AS1428.1 COMPLIANT



FOR CONSTRUCTION

FOR USE DURING CONSTRUCTION

14	DRAWINGS REVISED	22.12.20	EC	CB
13	DRAWINGS REVISED	13.11.20	EC	CB
12	DRAWINGS REVISED	28.08.20	EC	CB
11	DRAWING REVISED	24.07.20	EC	CB
10	DRAWINGS REVISED	29.05.20	DH	JG
9	ISSUED FOR CONSTRUCTION PURPOSES	13.05.20	DH	JG
8	ISSUE FOR COORDINATION	23.04.20	DH	JG
7	ISSUE FOR COORDINATION	09.04.20	DH	JG
6	FOR CONSTRUCTION CERTIFICATE APPROVAL	25.03.20	KD	JG
5	ISSUE FOR COORDINATION	11.03.20	KD	BW
4	ISSUE FOR REVIEW	12.02.20	DH	CB
3	ISSUE FOR REVIEW	23.01.20	DH	CB
2	ISSUE FOR REVIEW	19.12.19	KD	MR

Issue Description Date Chk Auth

Architecture/ Designer
dwp
www.dwp.com

Client / Project Architect
Azusa Sekkei Co Ltd



Project
NEWCASTLE COURTHOUSE

Location
1 Church St
Newcastle, NSW, 2300

Project Number
17-0347

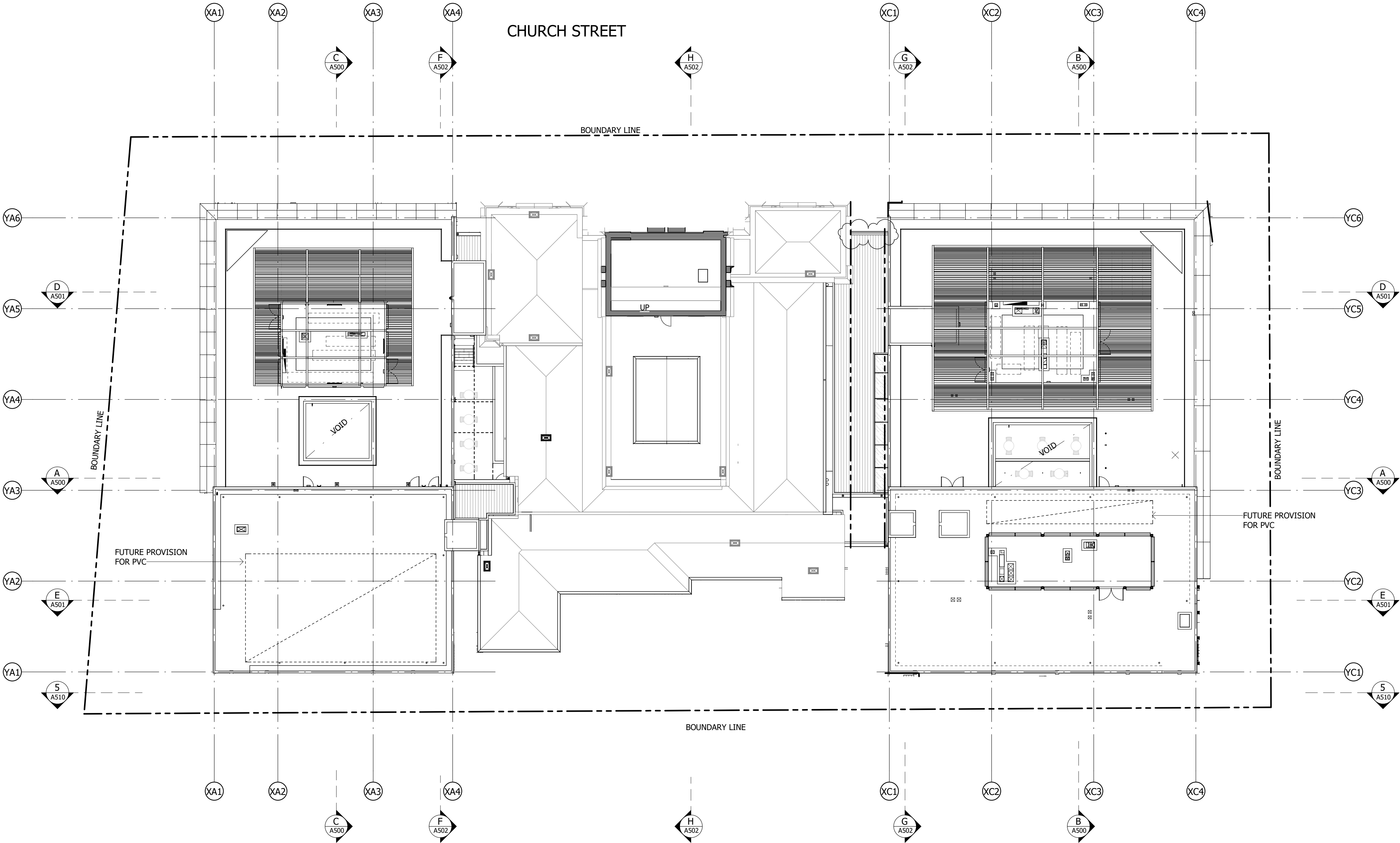
Drawing
GENERAL
ARRANGEMENT ROOF

Scale (A1)
As indicated

Date Printed
12/22/2020 4:43:07 PM

Drawing Number
A105

Issue
14





Appendix 2.0 Nihon House Rules



Appendix 3.0 Wayfinding Signage Maintenance Checklist

Nihon University Newcastle Campus
Maintenance Checklist for Wayfinding Signage

Date:Company:

Name:Signature:

Item #	Description	Location	Task	Frequency	Action Taken	Comments
1	All Signage	Internal and External	Dust and clean signs to remove any dirt, residue, finger prints. Clean with detergent and soft cotton cloth	Quarterly		
3	Building Directories, Lift Directories and Directional Signage	Internal	When changes are made to rooms, room names or room numbers, review building directories, lift directories and directional signage to reflect changes	As Required		
4	Braille Signage	Internal	Clean with damp cloth with mild soapy warm water. Use gentle circular motion. Rinse with clean water and dry with soft cotton cloth.	Quarterly		
5	Digital Signage	Internal	Test signage display, cabling and programming	Monthly		
6	All Signage	Internal and External	Inspect each sign for deterioration of adhesives to prevent them from coming away from the surface	Quarterly		
7	Building Identification Sign	External	Check LED strip lighting is operational	Weekly		
8						
9						
10						



Appendix 4.0 Security Maintenance Checklist

Nihon University Newcastle Campus
Maintenance Checklist for Security System

Date: _____ **Company:** _____
Name: _____ **Signature:** _____

Item #	Description	Location	Task	Frequency	Action Taken	Comments
1	General	All	Speak with building manager and ascertain if there are any faults that they are aware of	Every 6 months		
2	Power Supply & Battery	Integreti Security Controller Dell Power Edge Video Management System	Check and record voltage of power supply and all batteries.	Every 6 months		
			Switch mains power off and record voltage of battery/s after 30 minutes on battery power to ascertain battery performance.	Every 6 months		
			Change batteries if necessary	Every 6 months		
3	Detectors, Door Contacts	All	Test the operation of all detection devices	Every 6 months		
			Check and test that each sector correctly seals and unseals	Every 6 months		
			Check that no environmental or building alterations are interfering with the systems operation	Every 6 months		
			Re-securing any loose non-damaged detection devices	Every 6 months		
			Clean, dust and remove cobwebs from detectors			
			Communication Devices	Every 6 months		
			Check control equipment and remote key pads and service in accordance with manufacturers recommended procedures Holdup/ Panic alarms	Every 6 months		
4	Conduit and Duct	All	Check and test operation	Every 6 months		
			Visual inspection and grading of all cable, conduit and duct records	Every 6 months		
			Verify sector list with control room sector list	Every 6 months		
			Check panel and window signage present and supply or replace as required reports	Every 6 months		
5	CCTV	All	Technician will provide service report detailing the alarm tests carried out and the results of those tests	Every 6 months		
			Visual inspection of all CCTV cameras are operational	Every 6 months		
			Verify hard drives are working and sho no errors	Every 6 months		
			Updated milestone software on head if required or advised	Every 6 months		
			Technician will provide service report detailing the CCTV tests carried out and the results of those tests	Every 6 months		