



Camden Council

Attachments

Ordinary Council Meeting
25 October 2016

Camden Council
Administration Centre
70 Central Avenue
Oran Park



ORDINARY COUNCIL

ATTACHMENTS - ORDINARY COUNCIL

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EXPENDITURE REVOTES CARRIED FORWARD FROM THE 2015/16 BUDGET
Work Not Commenced

Source of Funding																
Category	O Item C No.	Description	R/N	Revised Budget	Actual Expenditure	Budget Remaining	Policy Met	Section \$4	Grant Cont.	Reserve Cont.	Waste Mgmt	General Revenue	Other Income	Total Revote	Expected Completion	Comments
Community Infrastructure - Major Projects	C 1	PCYC Building Construction	N	\$1,430,000	\$0	\$1,430,000	Y	\$20,000	\$1,410,000	\$0	\$0	\$0	\$0	\$1,430,000	Jun-17	PCYC have undertaken a review of the facility at Kiriham. This has delayed any design work and funds will not be spent this financial year.
		Sub Total - Community Infrastructure Major Projects		\$1,430,000	\$0	\$1,430,000		\$20,000	\$1,410,000	\$0	\$0	\$0	\$0	\$1,430,000		
		Community Infrastructure - Infrastructure Planning														
Infrastructure Design & Planning	O 2	Town Entry Sign	N	\$40,000	\$0	\$40,000	Y	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000	Jun-17	Original designs were not supported. New open space signage design is in progress which if supported would form the basis of progressing this project.
Road Improvements	C 3	Road Improvements - Hilder St / Denigate Ct Roundabout	N	\$163,000	\$0	\$163,000	Y	\$163,000	\$0	\$0	\$0	\$0	\$0	\$163,000	Jun-17	Design has been completed. Works will be delivered by Infrastructure Services in 2016/17 as part of works restructure away from pavement reconstruction.
Road Improvements	C 4	Road Improvements - Lodge Rd / Irvine St Roundabout	N	\$163,000	\$0	\$163,000	Y	\$163,000	\$0	\$0	\$0	\$0	\$0	\$163,000	Jun-17	Design has been completed. Water main requires relocation. Service provider has been engaged. Project to be delivered by Infrastructure Services in 2016/17 as part of works restructure away from pavement reconstruction.
Road Improvements	C 5	Road Improvements - Springs Rd / Macarthur Rd Roundabout	N	\$50,000	\$0	\$50,000	Y	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	Jun-17	Design needs to be varied due to change in B Double routes and is being delivered internally as part of a consolidated design approach for the full length of Macarthur Road. Funding to be utilised for external design for undergrounding power and other utility changes.
Road Improvements	C 6	Leppington Nth - Collector Rd Design NS	N	\$319,500	\$0	\$319,500	Y	\$63,900	\$0	\$0	\$0	\$0	\$0	\$63,900	Jun-17	
Road Improvements	C 7	Leppington Nth - Collector Rd Design EW	N	\$175,000	\$0	\$175,000	Y	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000	Jun-17	
Road Improvements	C 8	Leppington Nth - Upgrade Byron Rd Design EW	N	\$266,500	\$0	\$266,500	Y	\$53,300	\$0	\$0	\$0	\$0	\$0	\$53,300	Jun-17	
Road Improvements	C 9	Leppington Nth - Southern EW Retail Design	N	\$219,100	\$0	\$219,100	Y	\$43,820	\$0	\$0	\$0	\$0	\$0	\$43,820	Jun-17	
Road Improvements	C 10	John & Mitchell St Roundabout Design	N	\$145,200	\$0	\$145,200	Y	\$0	\$0	\$145,200	\$0	\$0	\$0	\$145,200	Jun-17	Design in progress - external consultant engaged. Works were deferred in view of ongoing major works in Argyle Street.
		Sub Total - Infrastructure Planning		\$1,541,300	\$0	\$1,541,300		\$572,020	\$0	\$185,200	\$0	\$0	\$0	\$757,220		
		Community Infrastructure - Recreation & Sustainability														
Parks & Reserves Improvements	C 11	2015/16 CRP - Four Seasons Park	N	\$15,900	\$0	\$15,900	Y	\$0	\$0	\$15,900	\$0	\$0	\$0	\$15,900	Jun-17	
Parks & Reserves Improvements	C 12	2015/16 CRP - McCall Avenue Reserve	N	\$35,700	\$0	\$35,700	Y	\$0	\$0	\$35,700	\$0	\$0	\$0	\$35,700	Jun-17	This project was delayed due to the requirement for a Play Space Strategy which is expected to be completed during 2016. These works are proposed to be carried out in the 2016/17 financial year after the completion of the Playground Strategy.
Parks & Reserves Improvements	C 13	2015/16 CRP - Charles Moore Reserve	N	\$74,000	\$0	\$74,000	Y	\$0	\$0	\$74,000	\$0	\$0	\$0	\$74,000	Jun-17	
Parks & Reserves Improvements	C 14	Greenhills Reserve Open Space Embellish	N	\$100,000	\$0	\$100,000	Y	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000	Jun-17	Design works have not progressed to a point that will allow construction to commence in 2015/16. Revote required for 2016/17.
Parks & Reserves Improvements	C 15	Greenhills Reserve Playground	N	\$163,300	\$0	\$163,300	Y	\$163,300	\$0	\$0	\$0	\$0	\$0	\$163,300	Jun-17	
Parks & Reserves Improvements	C 16	N1 Park Playground	N	\$300,000	\$0	\$300,000	Y	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000	Jun-17	
Parks & Reserves Improvements	C 17	Litter Bin Installation	N	\$16,000	\$0	\$16,000	Y	\$0	\$0	\$0	\$0	\$16,000	\$0	\$16,000	Dec-16	These works were delayed due to the completion of the litter bin audit to ensure that the locations were appropriate.
		Sub Total - Recreation & Sustainability		\$794,900	\$0	\$794,900		\$563,300	\$0	\$125,600	\$0	\$16,000	\$0	\$794,900		
		Community Infrastructure - Capital Works														
Public Cemetery	C 18	Columbarium & Rose Garden Construction	N	\$40,000	\$0	\$40,000	Y	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000	Nov-16	The advancement of the works have been delayed due to the constraints by external authorities granting permits to excavate.
		Sub Total - Capital Works		\$40,000	\$0	\$40,000		\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000		
		Community Infrastructure - Infrastructure Services														
Road Improvements	C 19	Richardson Road - CRP Road	N	\$112,900	\$0	\$112,900	Y	\$0	\$0	\$112,900	\$0	\$0	\$0	\$112,900	Jun-17	This revote is required to enable address the falling retaining wall at the lodges roundabout.
Operational Facilities	O 20	Depot Study	N	\$50,000	\$0	\$50,000	Y	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000	Jun-17	To identify alternative depot locations along with suitable opportunities for existing depot.
		Sub Total - Infrastructure Services		\$162,900	\$0	\$162,900		\$0	\$0	\$162,900	\$0	\$0	\$0	\$162,900		
		Customer & Corporate Services - Employee Services & Community Engagement														
Corporate Operational Costs	O 21	Community Engagement Strategy	N	\$20,000	\$0	\$20,000	Y	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000	Jul-16	Funds will be used for recommendations and training endorsed by ELG for internal communications.
		Sub Total - Employee Services & Community Engagement		\$20,000	\$0	\$20,000		\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000		
		Customer & Corporate Services - Finance & Corporate Planning														

**EXPENDITURE REVOTES CARRIED FORWARD FROM THE 2015/16 BUDGET
Work Not Commenced**

Source of Funding																
Category	O/C No.	Item Description	R/N	Revised Budget	Actual Expenditure	Budget Remaining	Policy Met	Section \$4	Grant Cont.	Reserve Cont.	Waste Mgmt	General Revenue	Other Income	Total Revote	Expected Completion	Comments
Corporate Operational Costs	O 22	Revaluation - Art Work and Open Space	N	\$40,000	\$0	\$40,000	Y	\$0	\$0	\$0	\$0	\$40,000	\$0	\$40,000	Aug-16	A revaluation of art work and open space needs to be conducted for finalisation of the 2015/16 financial statements. The actual work was carried out in August 2016.
		Sub Total - Finance & Corporate Planning		\$40,000	\$0	\$40,000		\$0	\$0	\$0	\$0	\$40,000	\$0	\$40,000		
		Customer & Corporate Services - Technology Solutions														
Systems Improvement & Upgrade	C 23	Technology Solutions - HRIS Implementation	N	\$266,200	\$0	\$266,200	Y	\$0	\$0	\$0	\$0	\$266,200	\$0	\$266,200	Jun-17	Project has been put on hold due to further evaluation of best practice solutions along with a review of requirements to be undertaken including HR, Payroll and software integration.
Systems Improvement & Upgrade	C 24	Technology Solutions - Library Systems	N	\$67,200	\$0	\$67,200	Y	\$0	\$0	\$12,200	\$0	\$55,000	\$0	\$67,200	Jun-17	Currently evaluating newer technologies.
		Sub Total - Technology Solutions		\$333,400	\$0	\$333,400		\$0	\$0	\$12,200	\$0	\$321,200	\$0	\$333,400		
		Customer & Corporate Services - Community Services														
Community Facilities	C 25	Oran Park Library - Infrastructure Development	N	\$200,000	\$0	\$200,000	Y	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000	Jun-17	In April 2016, Council received a Public Library Infrastructure Grant of \$200,000 from Library Council of NSW for Oran Park Library and Community Resource Centre. The grant will be used to assist with building fit out and technology needs.
Community Facilities	C 26	Oran Park Library - Fitout	N	\$130,000	\$0	\$130,000	Y	\$130,000	\$0	\$0	\$0	\$0	\$0	\$130,000	Jun-17	This funding relates to Oran Park Library fit out. Project has been delayed.
		Sub Total - Community Services		\$330,000	\$0	\$330,000		\$130,000	\$200,000	\$0	\$0	\$0	\$0	\$330,000		
		Customer & Corporate Services - Customer Service & Governance														
Corporate Operational Costs	O 27	Risk Mgmt Program Costs	R	\$10,000	\$0	\$10,000	Y	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000	Jun-17	Funding is required for business continuity plan for Oran Park Centre.
Corporate Operational Costs	O 28	Western Sydney Launch	R	\$27,500	\$0	\$27,500	Y	\$0	\$0	\$0	\$0	\$27,500	\$0	\$27,500	Jun-17	This revote is required for annual rent subsidy for Western Sydney University Smart Hub at Oran Park. This facility will provide business in the region with access to a range of high quality assistance programs and resources designed to support innovation.
		Sub Total - Customer Service & Governance		\$37,500	\$0	\$37,500		\$0	\$0	\$10,000	\$0	\$27,500	\$0	\$37,500		
		Total Works Not Commenced		\$4,640,000	\$0	\$4,640,000		\$1,285,320	\$1,610,000	\$545,900	\$0	\$404,700	\$0	\$3,845,920		
		Total Works in Progress		\$7,802,189	\$36,546,412	\$21,255,777		\$6,228,721	\$739,395	\$11,285,006	\$53,440	\$2,517,056	\$110,000	\$20,931,612		
		Total Revotes		\$12,442,189	\$36,546,412	\$25,995,777		\$7,514,041	\$2,349,395	\$11,826,906	\$53,440	\$2,221,756	\$110,000	\$24,777,532		

Summary of Budget Review Variations Greater Than \$15,000
June Review of the 2015/16 Budget

Expense \$	Change in Vote		Totals \$	Description	Comments
	Income \$	EXPENDITURE			
	Note: INCOME - Increases are shown as positive figures. Reductions are shown as negative figures EXPENDITURE - Increases are shown as negative figures. Reductions are shown as positive figures				
	1) Proposed Budget Variations				
	Proposed variations to the 2015/16 Budget based on income received and expenditure payments to date are as follows:				
(61,251)	1,339,606		1,278,355	Surplus / (Deficit) - Proposed Budget Variations September 2015/16 Review	
(211,315)	1,679,100		1,467,785	Surplus / (Deficit) - Proposed Budget Variations December 2015/16 Review	
(171,447)	1,070,335		898,888	Surplus / (Deficit) - Proposed Budget Variations March 2015/16 Review	
	386,550		386,550	Rate Income - Supplementary Rates Income	Supplementary rate income is received upon the re-zoning or subdivision of land. It is additional rate income to the amount levied at the beginning of the financial year. The increase in rate income realised during the second half of 2015/16 is primarily due to new lots created through subdivisions in the Spring Farm, Elderslie, Oran Park and Gregory Hills land release areas.
	(51,054)		(51,054)	Development & Planning - Fees & Charges Income	Development income was lower than the revised estimates at the March Quarterly Review as a result of income for the final quarter of the year being slightly lower than the trend of the first 9 months of the year. The level of income received from development activity is primarily dependent on the receipt of applications from developers, and as such is somewhat difficult to project given the unprecedented growth Council is experiencing. Council received development fee income of \$7.7 million during 2015/16, compared to \$6.8 million in 2014/15, an increase of \$900,000.
	50,733		50,733	Capital Works Staffing - Transfer from Section 94 Contributions Reserve	This is the reimbursement of council's costs (general fund) for project managing capital works that are fully funded from the Section 94 reserve.
	(40,737)		(40,737)	Companion Animals - Dog Registration OLG Rebate	Less income has been recognised through the commission Council receives from the Office of Local Government for pet registrations. This primarily is driven by the number of pets registered. Council has in place a number of programs to encourage responsible pet ownership.
	39,404		39,404	Land Information Section 149 Certificates Income	Additional income has been realised for Section 149 Certificates in 2015/16. This is primarily a result of growth through development.

June Review of the 2015/16 Budget

Summary of Budget Review Variations Greater Than \$15,000
June Review of the 2015/16 Budget

Expense \$	Change in Vote		Description	Comments
	Income \$	Totals \$		
	Note: INCOME - Increases are shown as positive figures. Reductions are shown as negative figures EXPENDITURE - Increases are shown as negative figures. Reductions are shown as positive figures			
117,504		(117,504)	Parks & Gardens - Maintenance Expenditure	Council's open space maintenance budget was approximately \$4.9 million in 2015/16. A minor variation of 2.5% to budget for maintenance costs were realised this year. The variation related to the increase in the number of cuts on its existing public open space from 13 cuts to 17 cuts per annum and additional mowing, landscape, and furniture maintenance for new open space in the Gregory Hills and Gledswood Hills areas.
(102,622)		102,622	Information Technology Expense savings	Information Technology hardware costs, Council's corporate telephone expenditure and consumables were lower than anticipated for 2015/16.
(97,821)		97,821	Leisure Centre and Pool Expense Savings	The operating costs for Mount Annan Leisure Centre and Camden Pools were below budget expectations for 2015/16. This is primarily a result of utility savings.
(89,933)		89,933	Executive Management - Operational Expenditure	An annual allocation of discretionary funds is provided to each of Council's Directorates to fund unexpected works, staffing shortfalls, specialised training and professional development. This program has been prudently used during the 2015/16 financial year resulting in savings to the budget.
(76,337)		76,337	Road Reconstruction Program	Council completed several road reconstructions during 2015/16. Savings were able to be achieved at these locations due to the use of recycled pavement materials resulting in a reduction in material disposal fees.
(57,661)		57,661	Road Maintenance Expense Savings	Savings were achieved due to the use of recycled pavement materials resulting in a reduction in material disposal fees.
(44,853)		44,853	Leaseback Vehicle Costs	The operating costs for Council's fleet were below budget expectations for 2015/16.
(35,190)		35,190	Noxious Weed Maintenance - Operational Expenditure	Savings have been realised within the Budget primarily as a result of less than expected noxious weeds maintenance during 2015/16.
(33,716)		33,716	Rural Fire Service - Operations	Savings have been realised within the Rural Fire Services budget primarily as a result of less than expected vehicle maintenance during 2015/16.
(33,058)		33,058	Electricity Expenditure	Savings against budget were realised as a result of removal of the Carbon tax that were realised during 2015/16.

June Review of the 2015/16 Budget

Summary of Budget Review Variations Greater Than \$15,000
June Review of the 2015/16 Budget

Change In Vote		Totals	Description	Comments
Expense	Income			
\$	\$	\$		
Note: INCOME - Increases are shown as positive figures. Reductions are shown as negative figures EXPENDITURE - Increases are shown as negative figures. Reductions are shown as positive figures				
25,564	(25,564)		Street Sweeping Expenditure	Street Sweeping Operations for Council has exceeded budget projections. This increase is primarily a result of additional work required to improve appearances in key sites such as all CBD areas, car parks, as well as additional sweeping associated with storm related activities.
(21,300)	21,300		Councillors Program Expenditure	The funds required in 2015/16 were below budget expectations and resulted in savings this year.
(20,905)	20,905		Strategic Planning - Operational Expenditure	Savings have been realised within the strategic planning area during 2015/16. These savings are primarily a result of a reduction in expected expenditure for background studies for the Camden Local Environment Plan and Development Control Plan.
(19,225)	19,225		Employee Services - Traineeship Program Expenditure	Council employed 14 trainees and apprentices throughout the organisation in 2015/16. The timing between each trainee's completion and the recruitment of each new position has resulted in savings to the budget.
(18,604)	18,604		Community Services - Community Donations and Subsidies	Council's budget includes allocations for subsidies and donations to the community during the year that includes Hall Subsidies for concerts, performing arts and the Camden Art Show. The funds required in 2015/16 were below budget expectations and resulted in savings this year.
50,080	(10,859)	(60,939)	Variations under \$15,000	
(1,014,176)	520,523	1,534,699	Surplus / (Deficit) - Proposed Budget Variations June 2015/16 Review	
(1,458,189)	4,609,564	5,179,727	Surplus / (Deficit) - Net Impact of Variations 2015/16	
* It should be noted where net increases or reductions have been shown within the main Council Report the income and expenditure column will not reconcile, as the two are separated within this attachment.				
2) Council Approved Budget Variations				
Since adopting the 2015/16 Budget, Council has authorised the following changes to the budget:				
(1,325,355)	47,000	(1,278,355)	Surplus / (Deficit) - Authorised Variations September 2015/16 Budget Review	
(4,514,785)	3,047,000	(1,467,785)	Surplus / (Deficit) - Authorised Variations December 2015/16 Budget Review	
(8,759,375)	7,860,487	(898,888)	Surplus / (Deficit) - Authorised Variations March 2015/16 Budget Review	

June Review of the 2015/16 Budget

Summary of Budget Review Variations Greater Than \$15,000
 June Review of the 2015/16 Budget

Change in Vote		Totals	Description	Comments
Expense \$	Income \$	\$		
Note: INCOME - Increases are shown as positives figures. Reductions are shown as negative figures EXPENDITURE - Increases are shown as negative figures. Reductions are shown as positive figures				
-	-	-	Surplus / (Deficit) - Authorised Variations June 2015/16 Budget Review	
(14,599,515)	10,954,487	(3,645,028)	Surplus / (Deficit) - Council Approved Variations 2015/16	

June Review of the 2015/16 Budget

Summary of Budget Review Variations Greater Than \$15,000
June Review of the 2015/16 Budget

Change In Vote		Totals	Description	Comments
Expense	Income			
\$	\$	\$		
Note: INCOME - Increases are shown as positives figures. Reductions are shown as negative figures EXPENDITURE - Increases are shown as negative figures. Reductions are shown as positive figures				
3) Contra Adjustments				
Contra adjustments that have a NIL impact on Council's Budget:				
(822,294)	822,294	-	September 2015/16 Contra Adjustments	
(395,000)	395,000	-	December 2015/16 Contra Adjustments	
(7,848,300)	7,848,300	-	March 2015/16 Contra Adjustments	
	860,599		Section 94 Contributions - Operating & Capital Income	Section 94 developer contributions income continued to be above budget expectations for the second half of 2015/16. This is a result of cash payments received for a number of large developments during the second half of the financial year. The income is restricted to reserve for the purpose of funding future infrastructure costs within new release areas.
(860,599)			Section 94 Developer Contributions - Transfer to Reserve	
	2,520,820		Voluntary Planning Agreements - Operating & Capital Income	Voluntary Planning Agreement income continued to be above budget expectations for 2015/16. This is a result of cash payments from developers who have entered into voluntary planning agreements. This includes a \$2.2 million Harrington Grove Contribution towards the Narrleian Sporting Hub. The income will be restricted to reserve for the purpose of providing infrastructure which is not covered under the planning agreements.
(2,520,820)			Voluntary Planning Agreements - Transfer to Reserve	
(4,488)			Stormwater Levy Reserve - Transfer to/from Reserve	Savings have been achieved in stormwater asset maintenance for 2015/16. These projects have been funded through Council's ongoing commitment to stormwater management. Savings will be returned to the Stormwater Management Levy Reserve.
(163,979)			General Fund Stormwater Reserve - Transfer to/from Reserve	
	168,467		Stormwater Levy Program - Program Expenditure	
(9,962)			Section 94 Reserve - Transfer to Reserve	Revenue from Section 94 interest on investments remained above budget expectations during the second half of 2015/16. This is a result of the receipt of a number of significant cash payments during this period.
	9,962		Section 94 Contributions - Interest on Investments	The income is restricted to reserve for the purpose of funding future infrastructure costs within new release areas for which the contributions were collected.
(3,559,868)	3,559,868	-	June 2015/16 Contra Adjustments	
(12,625,462)	12,625,462	-	Total Contra Variations 2015/16	

June Review of the 2015/16 Budget

Summary of Budget Review Variations Greater Than \$15,000
June Review of the 2015/16 Budget

Expense		Change in Vote		Totals	Description	Comments
\$		Income	\$			
Note: INCOME - Increases are shown as positives figures. Reductions are shown as negative figures EXPENDITURE - Increases are shown as negative figures. Reductions are shown as positive figures						
4) Revotes for the 2015/16 Year to be included in the 2016/17 Budget						
Budget adjustments which have are proposed to be carried forward into the 2015/16 Budget:						
-		-	-	-	Total Revotes Identified for September Period	
-		-	-	-	Total Revotes Identified for December Period	
-		-	-	-	Total Revotes Identified for March Period	
(20,931,612)			(20,931,612)	-	June Carry-Forwards	Work in progress
(3,845,920)			(3,845,920)	-	Revotes	Work not commenced
(24,777,532)			(24,777,532)	-	Total Revotes Identified for June Period	
(24,777,532)			(24,777,532)	-	Total Revotes Identified 2015/16	

June Review of the 2015/16 Budget

Summary of Budget Review Variations Greater Than \$15,000
June Review of the 2015/16 Budget

Expense	Income	Totals	Description	Comments
\$	\$	\$		
<p>Note: INCOME - Increases are shown as positives figures. Reductions are shown as negative figures EXPENDITURE - Increases are shown as negative figures. Reductions are shown as positive figures</p>				

Reconciliation to 'June Review of the 2015/16 Budget'

2015/16 Carried Forward Working Funds Balance	1,000,000			
2015/16 Adopted Budget Surplus	-			
Available Working Funds 01/07/15	1,000,000			
Less:				
Minimum Desired Level	(1,000,000)			
Total Funds Available	-		Total Available Working Funds as at 01/07/2015	
September Review	1,278,355		Significant Budget Variations	
	(1,278,355)		Council Approved Variations	
	-		Budget Contra Variations	
	-		Sub Total - September Review Variations	
December Review	1,467,765		Significant Budget Variations	
	(1,467,765)		Council Approved Variations	
			Budget Contra Variations	
	-		Sub Total - December Review Variations	
March Review	898,888		Significant Budget Variations	
	(898,888)		Council Approved Variations	
			Budget Contra Variations	
	-		Sub Total - March Review Variations	
June Review	1,534,699		Significant Budget Variations	
	-		Council Approved Variations	
	-		Budget Contra Variations	
	-		Budget Revotes (Carry-Overs)	
	1,534,699		Sub Total - June Review Variations	
	1,534,699		Total Available Working Funds as at 30/06/2016	

June Review of the 2015/16 Budget



Monthly Report

Camden Council

September 2016

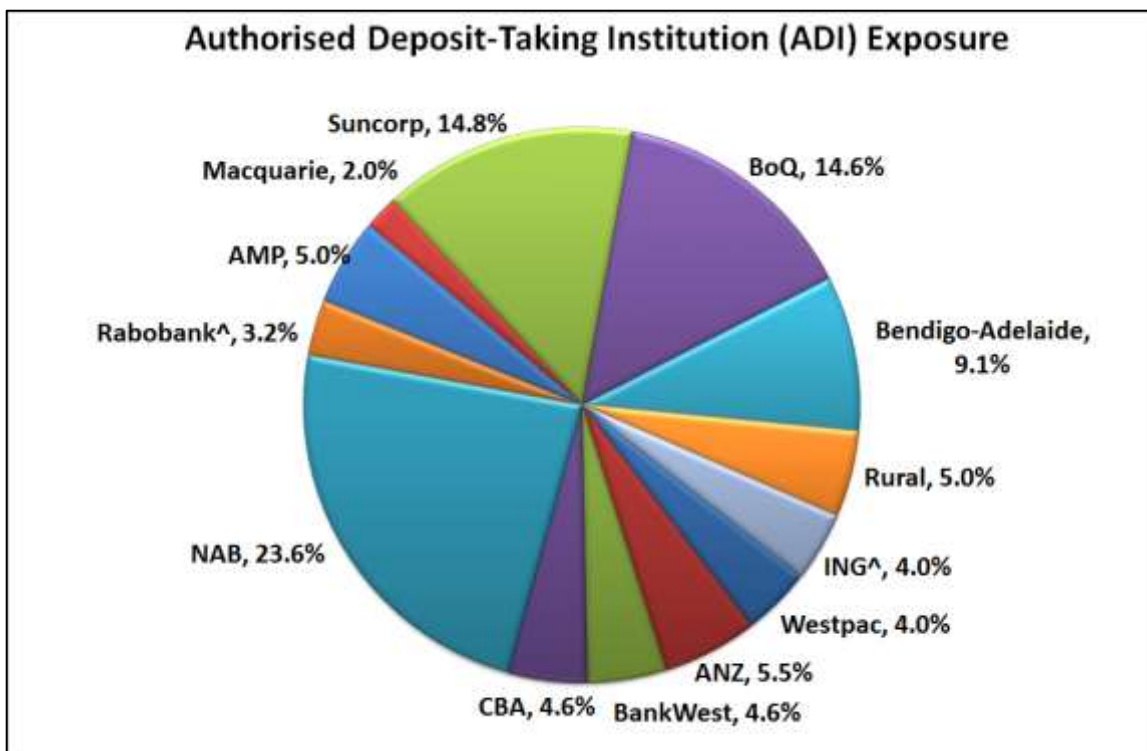
Investment Exposure

Council's investment portfolio is directed to the higher rated ADIs. Council will continue to diversify the investment portfolio across the higher rated ADIs (A1 or higher).

ADI	Exposure \$M	Rating	Policy Limit	Actual	Capacity
Westpac	\$4.00M	A1+	25.0%	4.0%	\$20.85M
ANZ	\$5.50M	A1+	25.0%	5.5%	\$19.35M
BankWest	\$4.50M	A1+	25.0%	4.6%	\$20.28M
CBA	\$4.50M	A1+	25.0%	4.6%	\$20.28M
NAB	\$23.50M	A1+	25.0%	23.6%	\$1.35M
Rabobank [^]	\$3.20M	A1	5.0%	3.2%	\$1.77M
AMP	\$5.00M	A1	15.0%	5.0%	\$9.91M
Macquarie	\$2.00M	A1	15.0%	2.0%	\$12.91M
Suncorp	\$14.70M	A1	15.0%	14.8%	\$0.00M
BoQ	\$14.50M	A1	15.0%	14.6%	\$0.41M
Bendigo-Adelaide	\$9.00M	A1	15.0%	9.1%	\$5.91M
Rural	\$5.00M	A1	15.0%	5.0%	\$9.91M
ING [^]	\$4.00M	A2	5.0%	4.0%	\$0.97M
Total	\$99.40M			100.0%	

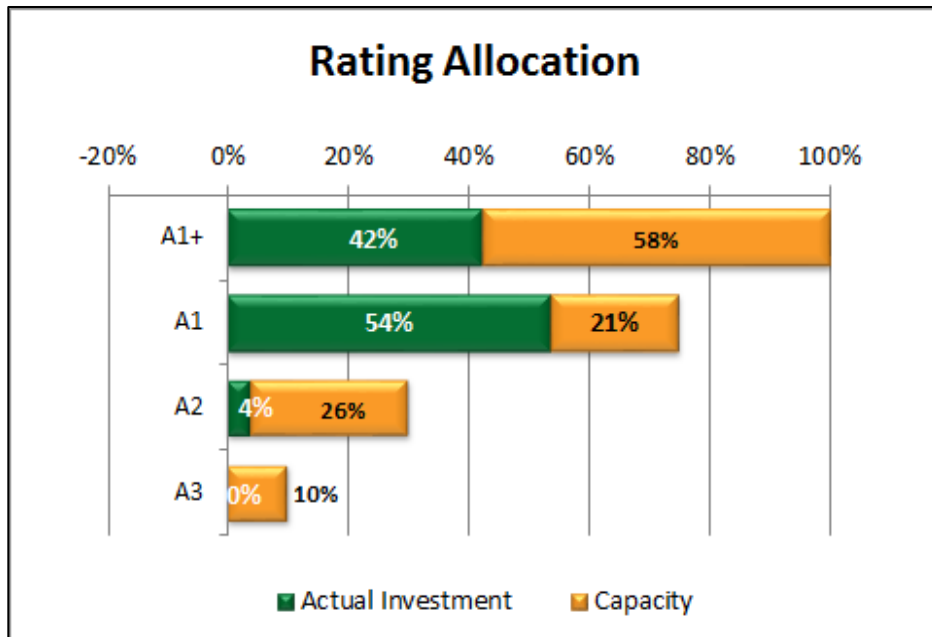
[^]Foreign subsidiary banks are limited to 5% of the total investment portfolio as per Council's investment policy.

The investment portfolio is predominately directed to the higher rated entities led by NAB, Suncorp and BoQ.



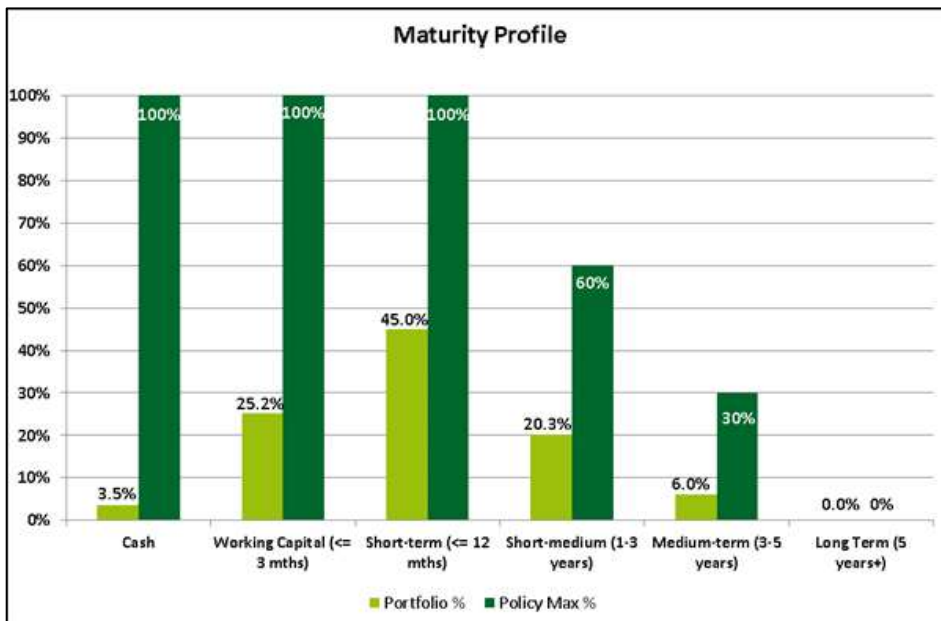
Credit Quality

A1+ (the domestic majors) and A1 (the higher rated regionals) rated ADIs are the largest share of Council's investments. There is still capacity to invest across the entire credit spectrum.



Term to Maturity

The portfolio remains adequately liquid with approximately 3.5% of investments at-call and another 25.2% of assets maturing within 3 months. There is still capacity to invest in terms greater than 1 year. In consultation with its investment advisors, Council has strategically diversified its investments across various maturities up to 5 years over the past few years.



In the historic low interest rate environment, as existing deposits mature, they will generally be reinvested at much lower rates than preceding years. A larger spread of maturities in medium-term assets would help income pressures over future financial years. The RBA continued its easing cycle, cutting interest rates by a further 25bp to a record low 1.5% in its meeting in August. Money markets continue to price in the possibility of another rate cut by mid-late 2017.

2016-17 Budget

Current Budget Rate	3.00%
Source of Funds Invested	
Section 94 Developer Contributions	\$53,048,879
Restricted Grant Income	\$1,234,363
Externally Restricted Reserves	\$9,256,413
Internally Restricted Reserves	\$25,762,471
General Fund	\$10,097,874
Total Funds Invested	\$99,400,000
Council's investment portfolio has decreased by \$2.5m since the August reporting period. The decrease primarily relates to payments for capital works and operational expenditure prior to the end of September.	

INTEREST RECEIVED DURING 2016/17 FINANCIAL YEAR					
	September	Cumulative	Original Budget	*Revised Budget	Projected Interest
General Fund	\$77,201	\$285,074	\$1,400,000	\$1,400,000	\$1,300,000
Restricted	\$187,823	\$516,745	\$700,400	\$700,400	\$1,400,000
Total	\$265,024	\$801,819	\$2,100,400	\$2,100,400	\$2,700,000

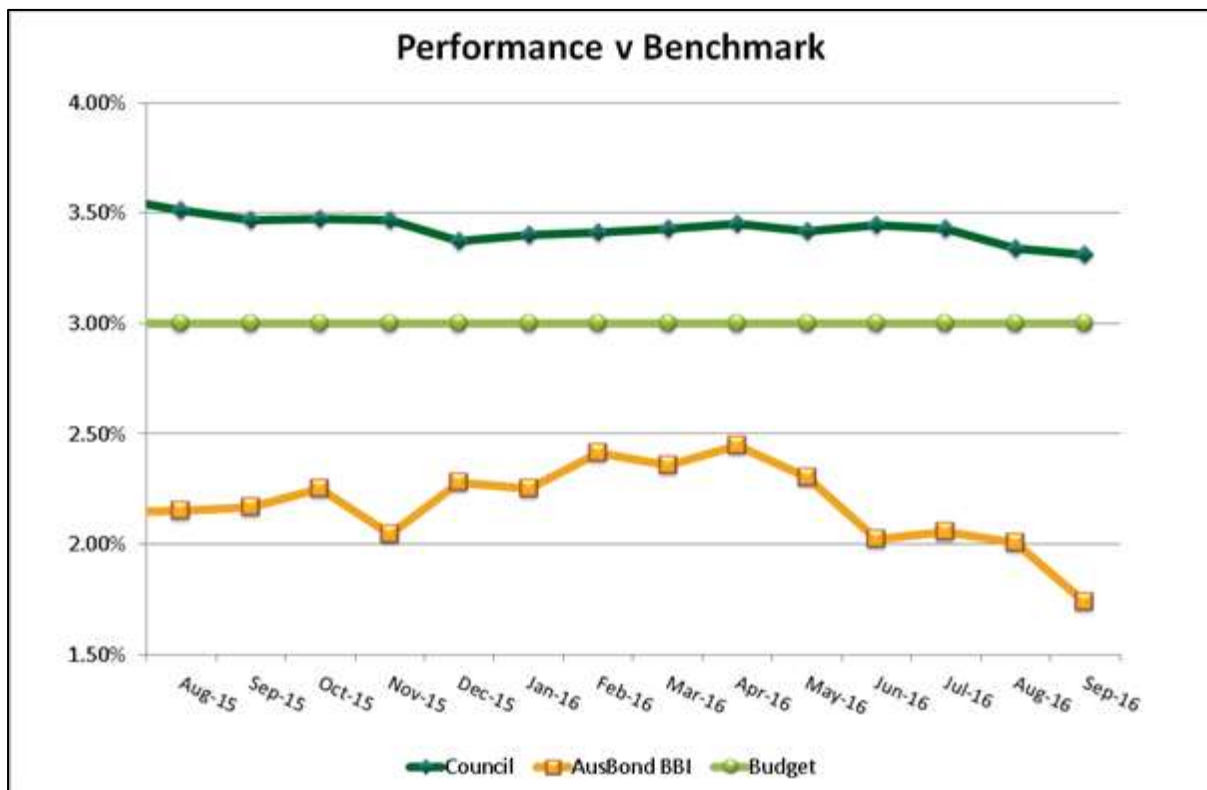
*The Revised Budget is reviewed on a quarterly basis as part of the Budget Process

Interest Summary

The portfolio's interest summary as at 30 September 2016 is as follows:

NUMBER OF INVESTMENTS	71
AVERAGE DAYS TO MATURITY	308
AVERAGE PERCENTAGE	3.32% p.a.
WEIGHTED PORTFOLIO RETURN	3.31% p.a.
CBA CALL ACCOUNT *	1.20% p.a.
HIGHEST RATE	5.10% p.a.
LOWEST RATE	2.57% p.a.
BUDGET RATE	3.00% p.a.
AVERAGE BBSW (30 Day)	1.62% p.a.
AVERAGE BBSW (90 Day)	1.73% p.a.
AVERAGE BBSW (180 Day)	1.95% p.a.
OFFICIAL CASH RATE	1.50% p.a.
AUSBOND BANK BILL INDEX	1.74% p.a.

*Note: CBA call account is not included in the investment performance calculations

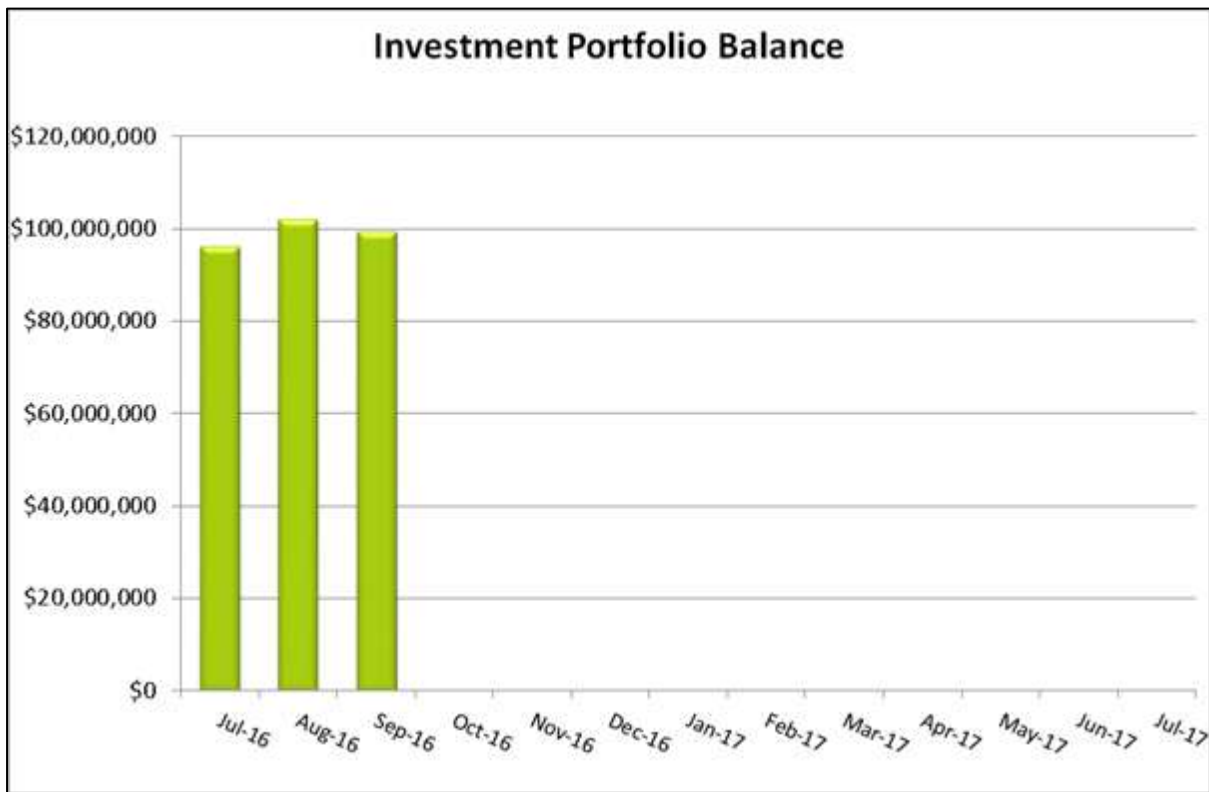


The portfolio's outperformance over the benchmark (AusBond Bank Bill Index) continues to be attributed to the longer-dated deposits in the portfolio. Deposits invested close to or above 4% will contribute strongly to outperformance over coming financial years. As existing deposits mature, performance will generally fall as deposits will be reinvested at much lower prevailing rates compared to previous years. Future budgets may be adjusted to reflect a longer period of low interest rates.

Appendix A – List of Investments

Camden Council Investment Portfolio as at 30 September 2016								
Institution	Type	Amount	Interest Rate	Date Invested	Maturity Date	Original Term of Investment (days)	Days to Maturity	Interest Accrued as at 30/09/2016
NAB	TD	\$500,000.00	2.91%	31/05/2016	5/10/2016	127	5	\$4,903.15
Suncorp Metway	TD	\$1,000,000.00	2.95%	31/05/2016	5/10/2016	127	5	\$9,941.10
NAB	TD	\$1,500,000.00	2.91%	31/05/2016	12/10/2016	134	12	\$14,709.45
NAB	TD	\$1,500,000.00	2.92%	8/06/2016	19/10/2016	133	19	\$13,800.00
NAB	TD	\$1,500,000.00	2.91%	15/06/2016	26/10/2016	133	26	\$12,915.62
BOQ	TD	\$1,500,000.00	4.50%	7/11/2013	2/11/2016	1091	33	\$60,842.47
NAB	TD	\$1,500,000.00	2.92%	15/06/2016	2/11/2016	140	33	\$12,960.00
Suncorp Metway	TD	\$1,500,000.00	3.00%	10/05/2016	2/11/2016	176	33	\$17,753.42
AMP	TD	\$1,000,000.00	3.00%	11/05/2016	9/11/2016	182	40	\$11,753.42
Bankwest	TD	\$1,000,000.00	2.75%	4/07/2016	9/11/2016	128	40	\$6,705.48
AMP	TD	\$2,000,000.00	3.00%	18/05/2016	16/11/2016	182	47	\$22,356.16
BOQ	TD	\$1,000,000.00	4.50%	28/11/2013	24/11/2016	1092	55	\$38,465.75
NAB	TD	\$1,000,000.00	3.00%	29/06/2016	30/11/2016	154	61	\$7,726.03
AMP	TD	\$1,000,000.00	2.85%	9/12/2015	7/12/2016	364	68	\$23,190.41
Suncorp Metway	TD	\$1,000,000.00	2.98%	30/06/2016	7/12/2016	160	68	\$7,592.88
Rural Bank	TD	\$1,500,000.00	2.98%	30/06/2016	14/12/2016	167	75	\$11,389.32
NAB	TD	\$1,500,000.00	2.94%	30/06/2016	21/12/2016	174	82	\$11,236.44
Suncorp Metway	TD	\$2,000,000.00	2.82%	6/07/2016	21/12/2016	168	82	\$13,443.29
Suncorp Metway	TD	\$1,500,000.00	2.80%	13/07/2016	21/12/2016	161	82	\$9,205.48
Bankwest	TD	\$1,000,000.00	2.61%	10/08/2016	4/01/2017	147	96	\$3,718.36
BOQ	TD	\$1,000,000.00	3.00%	4/07/2016	4/01/2017	184	96	\$7,315.07
Bankwest	TD	\$1,500,000.00	2.70%	20/07/2016	11/01/2017	175	103	\$8,100.00
Bankwest	TD	\$1,000,000.00	2.61%	10/08/2016	18/01/2017	161	110	\$3,718.36
Suncorp Metway	TD	\$1,200,000.00	2.70%	27/07/2016	18/01/2017	175	110	\$5,858.63
ING Bank	TD	\$2,000,000.00	2.76%	27/07/2016	25/01/2017	182	117	\$9,981.37
ANZ	TD	\$2,000,000.00	2.70%	3/08/2016	1/02/2017	182	124	\$8,728.77
ANZ	TD	\$2,000,000.00	2.80%	4/11/2015	8/02/2017	462	131	\$50,936.99
BOQ	TD	\$1,500,000.00	2.75%	3/08/2016	15/02/2017	196	138	\$6,667.81
NAB	TD	\$3,000,000.00	2.80%	3/08/2016	22/02/2017	203	145	\$13,578.08
NAB	TD	\$1,000,000.00	3.15%	27/02/2015	1/03/2017	733	152	\$18,468.49
ANZ	TD	\$1,500,000.00	2.60%	10/08/2016	6/03/2017	208	157	\$5,556.16
NAB	TD	\$1,500,000.00	2.73%	17/08/2016	8/03/2017	203	159	\$5,048.63
ING Bank	TD	\$1,000,000.00	2.65%	19/08/2016	13/03/2017	206	164	\$3,121.92
BOQ	TD	\$1,000,000.00	2.80%	19/08/2016	15/03/2017	208	166	\$3,298.63
Suncorp Metway	TD	\$2,000,000.00	2.60%	24/08/2016	20/03/2017	208	171	\$5,413.70
Suncorp Metway	TD	\$1,000,000.00	2.60%	24/08/2016	27/03/2017	215	178	\$2,706.85
AMP	TD	\$1,000,000.00	2.95%	31/08/2016	29/03/2017	210	180	\$2,505.48
BOQ	TD	\$1,000,000.00	2.72%	31/08/2016	3/04/2017	215	185	\$2,310.14
Suncorp Metway	TD	\$1,000,000.00	2.65%	31/08/2016	5/04/2017	217	187	\$2,250.68
NAB	TD	\$1,000,000.00	2.60%	31/08/2016	10/04/2017	222	192	\$2,208.22
CBA	TD	\$1,000,000.00	2.57%	2/09/2016	12/04/2017	222	194	\$2,041.92
NAB	TD	\$2,500,000.00	2.60%	7/09/2016	18/04/2017	223	200	\$4,273.97
Suncorp Metway	TD	\$1,000,000.00	2.62%	14/09/2016	24/04/2017	222	206	\$1,220.27
NAB	TD	\$1,000,000.00	2.65%	21/09/2016	26/04/2017	217	208	\$726.03
Suncorp Metway	TD	\$1,500,000.00	2.57%	28/09/2016	1/05/2017	215	213	\$316.85
Bendigo Adelaide Bank	TD	\$1,500,000.00	4.05%	22/05/2014	24/05/2017	1098	236	\$21,969.86
Bendigo Adelaide Bank	TD	\$1,000,000.00	4.05%	27/05/2014	31/05/2017	1100	243	\$14,091.78
Bendigo Adelaide Bank	TD	\$2,000,000.00	4.05%	30/05/2014	31/05/2017	1097	243	\$27,295.89
NAB	TD	\$2,000,000.00	4.00%	5/06/2014	7/06/2017	1098	250	\$25,863.01
Macquarie Bank	TD	\$1,000,000.00	4.00%	1/08/2014	31/07/2017	1095	304	\$6,684.93
NAB	TD	\$1,000,000.00	2.70%	14/09/2016	28/08/2017	348	332	\$1,257.53
Bendigo Adelaide Bank	TD	\$1,000,000.00	3.00%	14/10/2015	18/10/2017	735	383	\$29,013.70
Bendigo Adelaide Bank	TD	\$2,000,000.00	3.00%	20/11/2015	22/11/2017	733	418	\$51,945.21

Camden Council Investment Portfolio as at 30 September 2016								
Institution	Type	Amount	Interest Rate	Date Invested	Maturity Date	Original Term of Investment (days)	Days to Maturity	Interest Accrued as at 30/09/2016
BOQ	TD	\$1,000,000.00	4.85%	28/11/2013	23/11/2017	1456	419	\$41,590.41
ING Bank	TD	\$1,000,000.00	4.63%	28/11/2013	23/11/2017	1456	419	\$39,703.84
BOQ	TD	\$1,000,000.00	3.05%	25/11/2015	29/11/2017	735	425	\$25,987.67
Rural Bank	TD	\$2,000,000.00	3.70%	9/01/2015	9/01/2018	1096	466	\$53,928.77
Rural Bank	TD	\$1,500,000.00	3.70%	14/01/2015	15/01/2018	1097	472	\$39,686.30
BOQ	TD	\$1,000,000.00	4.65%	27/02/2014	22/02/2018	1456	510	\$27,645.21
BOQ	TD	\$1,000,000.00	4.15%	5/08/2014	1/08/2018	1457	670	\$6,935.62
BOQ	TD	\$2,500,000.00	5.00%	4/11/2013	1/11/2018	1823	762	\$113,698.63
BOQ	TD	\$1,000,000.00	5.10%	25/11/2013	22/11/2018	1823	783	\$43,454.79
Rabobank	TD	\$1,000,000.00	5.00%	28/02/2014	28/02/2019	1826	881	\$29,589.04
Rabobank	TD	\$1,200,000.00	5.00%	3/03/2014	6/03/2019	1829	887	\$34,849.32
Westpac	TD	\$1,500,000.00	4.55%	15/05/2014	15/05/2019	1826	957	\$25,991.10
Westpac	TD	\$1,500,000.00	4.55%	21/05/2014	22/05/2019	1827	964	\$24,869.18
Rabobank	TD	\$1,000,000.00	4.10%	27/11/2014	27/11/2019	1826	1153	\$34,709.59
Bendigo Adelaide Bank	TD	\$1,500,000.00	4.25%	28/11/2014	4/12/2019	1832	1160	\$53,794.52
NAB	TD	\$1,500,000.00	4.00%	16/12/2014	11/12/2019	1821	1167	\$47,671.23
Macquarie Bank	TD	\$1,000,000.00	3.85%	19/12/2014	19/12/2019	1826	1175	\$30,272.60
Westpac	TD	\$1,000,000.00	3.90%	2/02/2015	2/02/2020	1826	1220	\$25,857.53
# TD Investments	71	\$95,900,000.00	3.31%					\$1,369,318.51
CBA	Call Account	\$3,500,000.00	1.20%					
		\$99,400,000.00						



Appendix B – Ratings Definitions

Standard & Poor's Ratings Description

Standard & Poor's (S&P) is a professional organisation that provides analytical services. An S&P rating is an opinion of the general credit worthiness of an obligor with respect to particular debt security or other financial obligation – based on relevant risk factors.

Credit ratings are based, in varying degrees, on the following considerations:

- Likelihood of payment
- Nature and provisions of the obligation
- Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganisation or other laws affecting creditors' rights
- The issue rating definitions are expressed in terms of default risk.

S&P Short-Term Obligation Ratings are:

- **A-1:** This is the highest short-term category used by S&P. The obligor's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.
- **A-2:** A short-term obligation rated A-2 is somewhat more susceptible to the adverse changes in circumstances and economic conditions than obligations in higher rating categories. However the obligor's capacity to meet its financial commitment on the obligation is satisfactory.
- **A-3:** A short-term obligation rated A-3 exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.

S&P Long-Term Obligations Ratings are:

- **AAA:** An obligation/obligor rated AAA has the highest rating assigned by S&P. The obligor's capacity to meet its financial commitment on the obligation is extremely strong.
- **AA:** An obligation/obligor rated AA differs from the highest rated obligations only in small degree. The obligor's capacity to meet its financial commitment on the obligations is very strong.
- **A:** An obligation/obligor rated A is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations/obligors in higher rated categories. However the obligor's capacity to meet its financial commitment on the obligation is strong.
- **BBB:** A short-term obligation rated BBB exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.
- **Unrated:** Financial Institutions do not necessarily require a credit rating from the various ratings agencies such as Standard & Poor's and these institutions are classed as "Unrated". Most Credit Unions and Building societies fall into this category. These institutions nonetheless must adhere to the capital maintenance requirements of the Australian Prudential Regulatory Authority (APRA) in line with all authorised Deposit Taking Institutions (Banks, Building societies and Credit Unions).
- **Plus (+) or Minus(-):** The ratings from "AA" to "BBB" may be modified by the addition of a plus or minus sign to show relative standing within the major rating categories

Fitch and Moody's have similar classifications.



ORDINARY COUNCIL

ORD04

SUBJECT: DEMOLITION OF AN EXISTING DWELLING AND CONSTRUCTION OF A SINGLE STOREY MEDICAL CENTRE, CAR PARK, SIGNAGE, DRAINAGE, LANDSCAPING AND ASSOCIATED SITE WORKS - 7 PARK STREET, CAMDEN

FROM: Director Planning & Environmental Services
TRIM #: 16/132578

APPLICATION NO: DA105/2016
PROPERTY ADDRESS: 7 Park Street, Camden
APPLICANT: Clive Lucas, Stapleton and Partners

PURPOSE OF REPORT

The purpose of this report is to seek Council's determination of a development application (DA) for the demolition of an existing dwelling and construction of a single storey medical centre, car park, signage, drainage, landscaping and associated site works at 7 Park Street, Camden.

The DA is referred to Council for determination as there remain ten (10) submissions (from 8 property addresses) objecting to the proposal. 4 submissions and 2 petitions (34 signatures) were received in support of the application.

SUMMARY OF RECOMMENDATION

That Council determine DA 105/2016 for the demolition of an existing dwelling and construction of a single storey medical centre, car park, signage, drainage, landscaping and associated site works pursuant to Section 80 of the *Environmental Planning and Assessment Act 1979* by granting consent subject to the conditions contained in this report.

THE PROPOSAL

DA 105/2016 seeks approval for the demolition of an existing dwelling and construction of a single storey medical centre, car park, signage, drainage, landscaping and associated site works.

Specifically the proposed development involves:

- Demolition of an existing dwelling and associated outbuildings;
- Construction of a purpose built medical centre containing 2 theatres, recovery area, administration areas, amenities, and service rooms;
- Construction of a carpark at the rear of the building to accommodate 10 vehicles (including 1 disabled space);
- Removal of 7 trees;
- Erection of signage;
- Drainage, landscaping and associated site works.



The centre will be open from 8:00am until 5:00pm, Monday to Friday. There will be a maximum of 6 staff at the premises at any one time and there will be up to 12 procedures conducted per day.

The services offered by the medical centre relate to:

- Gastroscopy;
- Colonoscopy;
- Minor ear/nose/throat procedures;
- Excision of skin lesions;
- Minor urological procedures e.g. vasectomy; and
- Minor gynaecological procedures and the like.

The cost of works is \$670,500.

A copy of the proposed plans is provided as attachment 1 to this report.

THE SITE

The site is commonly known as 7 Park Street, Camden and is legally described as Lot 11 DP 4542.

The site is located on the northern side of Park Street, Camden. The property is part of the Camden Heritage Conservation area and contains a cross fall from east to west. The allotments to the east and west contain dwellings with the western dwelling being Heritage listed. Adjacent properties to the north (rear boundary) comprise a music conservatorium and a physiotherapy practice. Opposite is public open space (Macarthur Park).



A photo of the subject site as viewed from Park Street is shown below.

This is the report submitted to the Ordinary Council held on 24 May 2016 - Page 2



KEY DEVELOPMENT STATISTICS

The development has been assessed against the relevant planning controls and is compliant. Below is a summary of the key development statistics associated with the DA.

	Standard	Proposed	Compliance
Camden Local Environmental Plan 2010 (LEP)			
4.3 Height of Building	Maximum permitted height is 7m.	6.3m.	Yes
5.10 Heritage Conservation	The heritage significance of the area must be considered.	The site is within the Camden Heritage Conservation Area. The existing building is dilapidated and does not significantly contribute to the conservation area. Therefore, its demolition is not of significant concern. The proposed building has been designed having regard to the streetscape character and two existing trees within the frontage are to remain. The heritage significance of the area will therefore be protected and arguably	Yes

This is the report submitted to the Ordinary Council held on 24 May 2016 - Page 3



		enhanced by the replacement of the dilapidated building.	
Camden Development Control Plan 2011 (DCP)			
Front Setback	No setback requirement for commercial building.	6.5m (consistent with adjacent dwellings).	N/A
Rear Setback	No setback requirement for commercial building.	29.4m.	N/A
Side Setbacks	No setback requirement for commercial building.	East – 600mm. West – 3.6m.	N/A
B1.16 Acoustic Amenity	For commercial development, noise must be assessed in accordance with Council's Environmental Noise Policy to determine if an acoustic assessment is required.	An acoustic report was not considered necessary given the proposed hours of operation are outside of sensitive times (8:00am until 5:00pm, Monday to Friday). A 1.8m high solid boundary fence is recommended as a condition of consent to the perimeter of the car park and the vehicular access to assist in the attenuation of noise.	Yes - subject to condition
B3 Environmental Heritage	A Heritage Impact Statement should be prepared detailing likely impacts and mitigation measures. New development must have regard to the existing heritage character of the area.	A satisfactory Heritage Impact Statement was submitted. The building has been designed to read as a dwelling, which is sympathetic to existing dwellings in Park Street. The form and setbacks are consistent with the dwelling to be demolished.	Yes Yes
	Buildings should	A 6.5m front setback is	Yes

This is the report submitted to the Ordinary Council held on 24 May 2016 - Page 4



	reflect any uniform front boundary setback.	proposed (7.1m existing). The setback is consistent with adjacent dwellings which are setback 6.5m and 7m.	
B5.1 Off-street Car Parking Rates and Requirements	For a medical centre 4 parking spaces per 100m ² gross floor area.	The medical centre has a gross floor area of 225m ² . 9 parking spaces are required. 10 parking spaces are provided.	Yes

ASSESSMENT

Zoning and Permissibility

Zoning:	B4 Mixed Use
Permissibility:	<p>Demolition, construction of a medical centre, car park, signage, drainage, landscaping and associated site works are permitted with consent in the B4 zone.</p> <p><i>medical centre means premises that are used for the purpose of providing health services (including preventative care, diagnosis, medical or surgical treatment, counselling or alternative therapies) to out-patients only, where such services are principally provided by health care professionals. It may include the ancillary provision of other health services.</i></p> <p>This application is proposing surgical treatments to out-patients only. There will be no in-patient services, which differentiates a medical centre from a hospital.</p>

Environmental Planning and Assessment Act 1979 – Section 79(C) Matters for Consideration

State Environmental Planning Policy(s) - S79C(1)(a)(i)	SEPP 55 - Remediation of Land - Compliant with conditions recommended where necessary. SEPP 64 – Advertising Signage - Compliant with conditions recommended where necessary. Deemed SEPP 20 – Hawkesbury-Nepean River - Compliant with conditions recommended where necessary.
Local Environmental Plan - S79C(1)(a)(i)	Camden LEP 2010 - Compliant with conditions recommended where necessary.
Draft Environmental Planning Instrument(s) - S79C(1)(a)(ii)	None applicable.
Development Control Plan(s) - S79C(1)(a)(iii)	Camden DCP - Compliant with conditions recommended where necessary.
Planning Agreement(s) - S79C(1)(a)(iiia)	None.
The Regulations - S79C(1)(a)(iv)	Impose prescribed conditions.
Likely Impacts - S79C(1)(b)	No significant impacts.
Site Suitability - S79C(1)(c)	The site is suitable for development and the site attributes are conducive to development.

This is the report submitted to the Ordinary Council held on 24 May 2016 - Page 5



Submissions - S79C(1)(d)	Ten (10) submissions were received which are discussed in the Submissions section of this report.
Public Interest - S79C(1)(e)	The development is in the public interest.

Compliance with Plans or Policies

The proposed development fully complies with the requirements of the Camden LEP and DCP.

Key Issues

The key issues associated with the DA are limited to the heritage considerations and the submissions issues discussed in this report.

Heritage

The B4 zone does not contain specific assessment criteria with respect to building envelope controls. Most of the controls within this zone require an assessment relating to the design features of the building and how this will relate to the Heritage Conservation Area.

The existing building is dilapidated and does not significantly contribute to the conservation area. Therefore, its demolition is not of significant concern.

The proposed building has been designed having regard to the streetscape character. The heritage significance of the area will therefore be protected and arguably enhanced by the replacement of the dilapidated building.

Submissions

The DA was publicly exhibited for 14 days in accordance with the DCP. The exhibition period was from 8 February 2016 to 22 February 2016. Ten (10) submissions were received from 8 property addresses (2 submissions were received from a planning consultant on behalf of the Park Street residents) objecting to the proposed development. 4 submissions and 2 petitions (34 signatures) were received in support of the application.

Council staff contacted the submission writers to discuss their concerns and held 2 meetings with submitters, however were unsuccessful in resolving the issues raised in the submissions.

The following discussion addresses the issues and concerns raised in the submissions.

- 1. Parking is inadequate and vehicles will be required to park on the street limiting the availability of parking for Macarthur Park opposite. Parking calculations do not accurately reflect the reality/nature of the proposed use. The gross floor area of the development is not dimensioned on plans. It appears there is approximately 252m² GFA, which would require more than 10 parking spaces for a medical centre.*

Officer comment:

The car parking rate for a Medical Centre use as required by the Camden Development Control Plan and the Roads and Maritime Services (RMS) "Guide to Traffic Generating Development" is based on gross floor area. The requirement for both the Camden DCP



and the RMS guide is 4 parking spaces per 100m² of gross floor area for a medical centre. Council staff have confirmed the gross floor area of the building as 225m² (measured from the internal face of external walls). This proposal therefore requires 9 parking spaces. 10 parking spaces are provided.

2. *Vehicles cannot safely reverse from car park. A dedicated set-down and pick-up area is required and an ambulance parking bay.*

Officer comment:

Council's Traffic Engineer has assessed the application including the submitted Traffic and Parking Impact Assessment and concludes there is sufficient area in the carpark for vehicles to enter and exit the site in a forward direction. A condition is recommended so that "Give Way" signage is placed at the rear of the property requiring vehicles leaving to give way to entering vehicles, and that vehicles must enter and exit the site in a forward direction.

For a medical centre, a dedicated set-down and pick-up area and an ambulance parking bay are not required.

3. *The entrance to Park Street off Broughton Street is narrow due to parked cars either side near the entrance. Relocated "no parking" signage further away from the intersection may fix this problem.*

Officer comment:

A Traffic and Parking Impact Assessment was submitted with the application, which concludes the existing intersection at Broughton Street has spare capacity to accommodate the expected number of additional vehicles during peak hours. Council's Traffic officer has reviewed the DA and raised no objection subject to conditions.

4. *The development will set an undesirable precedent for commercial development in the street.*

Officer comment:

A medical centre is permitted with consent in the B4 Mixed Use zone in accordance with the Camden Local Environmental Plan 2010. The proposed development is compliant with the planning controls. The design of the development is respectful of its location, having regard to the Heritage Conservation Area.

The location of the B4 Mixed Use zone is intended to support the adjacent commercial centre as part of the B2 Local Centre zone. The proposed development is considered to be appropriately located given its proximity to the commercial centre and will fulfil the intent of the zone, which is to provide support to the B2 Local Centre zone.

5. *The proposed use will result in safety and privacy issues, with patients regularly visiting the site.*

Officer comment:

A medical centre is permitted with consent in the B4 Mixed Use zone in accordance with the Camden Local Environmental Plan 2010.



The medical centre provides specialist medical procedures, which are booked in advance resulting in a reduced patronage with respect to the number of 'walk-in' patients. The proposed hours of operation are within standard business hours being 8:00am until 5:00pm, Monday to Friday, with no trade on the weekend or public holidays. This will reduce the amenity impact on the adjoining properties, which are presently residences.

A condition is recommended requiring a gate to be installed on the driveway between the side boundary and western elevation. The gate is to be secured outside of the business hours to prevent access to the rear of the site. Further a condition is recommended requiring security lighting to be installed.

The site will be suitably sign posted to ensure easy identification of the premises.

6. *The proposed development will exacerbate existing stormwater issues due to more concentrated water flow to the street.*

Officer comment:

On-site detention will be provided to ensure post-development flows discharging from the site do not exceed pre-development flows which are in accordance with Council's pollutant reduction targets.

Stormwater discharge from the proposed development will be managed in accordance with Council's Engineering Design Specifications.

7. *The proposed development will impact the heritage values of the street. The building will have a decreased setback to the eastern side boundary that is less than other side boundary setbacks in Park Street. The existing building should not be demolished.*

Officer comment:

The subject site forms part of the Camden Heritage Conservation Area (HCA). The existing dwelling is considered to be in a dilapidated state, and given its style does not contribute to the HCA. As such the loss of the dwelling is not considered to adversely impact the HCA. The proposed building is consistent with the style of surrounding development with respect to design, materials and setbacks.

The proposed development maintains the current side boundary setback to the adjacent heritage item located at 9 Park Street. The eastern side setback of the proposed building is marginally reduced from 720 to 600mm. This decreased setback will not have a detrimental impact on the HCA particularly given the adjacent zero lot line of an existing carport on the eastern boundary at 5 Park Street.

The proposed building is considered to be an acceptable infill development within the HCA and demolition of the existing dwelling is supported.

8. *The hours of operation were not specified. The proposal will affect residential amenity during sensitive hours.*

Officer comment:

The proposed hours of operation were confirmed by the applicant as being from 8:00am to 5:00pm Monday to Friday. The proposed hours are outside of sensitive



hours with respect to residential amenity and therefore the proposed development will not have adverse acoustic impacts. A 1.8m high solid boundary fence is recommended as a condition of consent along the driveway commencing at the façade of the building and to the perimeter of the car park area to assist in noise attenuation.

9. *The number of staff proposed will be inadequate and will be much higher.*

Officer comment:

The number of staff (6 proposed) will be restricted by the size of the medical centre and the provision of only 2 theatre rooms.

10. *The surrounding properties will be devalued.*

Officer comment:

This is not a consideration under the provisions of Section 79C of the *Environment Planning and Assessment Act 1979*.

11. *The medical practice will be in breach of regulations relating to public health requirements.*

Officer comment:

The applicant was requested to demonstrate the internal layout of the building can accommodate the necessary equipment for the services provided in accordance with the *Private Health Facilities Act 2007* and the *Private Health Regulation 2010*. The internal layout of the building was amended to ensure compliance is achieved. A3 plans were provided to the submitters illustrating the internal changes. The applicant has confirmed the internal layout of the building will be in accordance with the *Private Health Facilities Act 2007* and the *Private Health Regulation 2010*.

Conditions will be provided to reinforce the medical procedures carried out within the premises are conducted by a health practitioner registered under the Health Practitioner Regulation National Law (i.e. Doctor and Nurse).

12. *Neighbours were never notified of the rezoning.*

Officer comment:

The "rezoning" in 2010 was a like-for-like conversion from the former Local Environmental Plan No. 45 to the Standard Instrument Camden Local Environmental Plan 2010. The B4 Mixed Use zone was previously zoned 3(f), the boundaries of the zoning were not modified. Zone 3(f) was Town Centre (Support), which is similar to the B4 zone.

The LEP was publically exhibited prior to its adoption.

13. *The existing building contains asbestos.*

Officer comment:

Conditions for preparation of a hazardous building materials assessment and demolition are recommended so that demolition is carried out by licenced contractors in accordance with WorkCover criteria.



Standard conditions are recommended for demolition so that any unexpected finds are assessed and potential contamination identified for remediation.

14. *The prevailing residential character of the area warrants rezoning of Park Street to residential, which is more appropriate to retain the existing residential qualities of the street, directly opposite the heritage listed Macarthur Park.*

Officer comment:

A medical centre is permitted with consent within the current B4 zone. Further it is noted that medical centres are generally permitted in residential zones including R1 General Residential, R2 Low Density Residential, R3 Medium Density Residential and R5 Large Lot Residential zones.

15. *Permissibility and compliance with planning controls should not compel Council to approve the development. Section 79C of the Environmental Planning and Assessment Act, 1979 (as amended) requires Council to assess proposals on their respective merits.*

Officer comment:

The proposed development has been assessed in accordance with the matters raised for consideration pursuant to Section 79C of the *Environmental Planning and Assessment Act, 1979* (as amended), as is demonstrated by this report.

16. *The proposed use and associated infrastructure is in conflict with Clause 1.2, 2 (a) of the Camden LEP, challenging the traditional residential qualities and character of the residential precinct. In particular, with respect to vehicular movements and kerbside parking.*

Officer comment:

Clause 1.2, 2 (a) of the Camden LEP states: "to ensure Camden retains its valued traditional qualities, character and scenic landscapes while providing for sustainable urban growth."

The proposed development provides for the sustainable urban growth of the Camden Local Government Area by providing a medical facility for the growing community. The valued, traditional qualities, character and scenic landscape of Park Street will be protected given the sensitive design of the building and the proposed hours of operation.

Car parking complies with the requirements of the Camden DCP and the RMS guidelines and will be concealed behind the building at the rear, reducing impacts on the streetscape character.

17. *The proposed development is not compatible with existing residential development and is in conflict with the objectives of the B4 Mixed Use zone.*

Officer comment:

The B4 Mixed Use zone objectives seek to provide a mixture of compatible land uses; to integrate suitable business, office, residential, retail and other development in accessible locations so as to maximise public transport patronage and encourage



walking and cycling; to minimise conflict between land uses within the zone and land uses within adjoining zones; and to encourage development that supports or complements the primary office and retail functions of the local centre zone.

In this regard, the proposed medical centre is accessible from the town centre and will support and compliment the office and retail functions of the adjacent B2 Local Centre zone by providing a medical service for the community.

The proposed development is considered to be compatible with future land uses permitted with consent in the B4 zone, and existing land uses. The proposed development is single storey and the proposed hours of operation are akin to standard business hours, thereby providing amenity for adjoining dwellings in the early mornings, evenings and weekends.

- 18. Patient arrival will not always strictly adhere to the proposed hours of operation, resulting in acoustic impact within sensitive hours. An acoustic report should be provided. Acoustic impacts associated with vehicle movements, waste collection, general congregation of people, movements beyond nominated hours of operation and external air conditioning units.*

Officer comment:

The proposed hours of operation (8:00am to 5:00pm Monday to Friday) are outside of sensitive hours. The proposed hours of operation will be enforced as a recommended condition of consent. It is expected that employees may utilise the premises prior to or after business hours, however the premises will not be opened to the general public outside of nominated hours.

General waste will be collected from the kerb by Council's Waste Services team, which is generally outside of sensitive hours. Medical waste will be stored at the rear of the site and will either be collected at the rear or wheeled to the frontage for collection. A condition is recommended so the removal of medical waste is not to occur before 7am or after 6pm.

Air conditioning units are shown on the site plan and will be directed towards the rear property boundary, away from adjacent residential uses. A condition is recommended to restrict the noise generation of the air conditioning unit.

- 19. The subject site is not appropriately placed in relation to distance to public transport, impracticality of walking and cycling due to topography. This is in conflict with the objectives of the B4 zone.*

Officer comment:

The site is located in close proximity to a bus stop on Broughton Street. Further, the site is adjacent to existing residential uses and surrounding commercial development that forms part of the B4 Mixed Use zone. The subject site is approximately 85 metres from the adjacent B2 Local Centre Zone, 50m from land zone R3 Medium Density Residential and is within proximity to land zoned R2 Low Density Residential. The site is therefore well placed to provide support to surrounding commercial and residential development.

The proposed development has been assessed against the objectives of the B4 zone, and is considered to be in accordance with the objectives.



20. *The proposed development is not in accordance with the objectives of the Camden DCP.*

Officer comment:

The proposed development has been assessed against the controls of the Camden DCP and fully complies. The proposed development is therefore considered to be in accordance with the relevant objectives of the Camden DCP.

21. *9 Park Street currently does not have a solid eastern boundary fence. The proposed acoustic fence along this boundary will impact residential amenity and the outlook for 9 Park Street.*

Officer comment:

The main outlook for adjacent 9 Park Street is to the south, opposite to Macarthur Park. The proposed development will not impact this outlook. A 1.8m high fence is permitted in the B4 zone.

Council's Heritage Officer and Environment and Health Officer have agreed that the acoustic fence should begin at the proposed building façade line so as not to impact the vista to the adjacent heritage item at 9 Park Street. Conditions have been recommended accordingly.

22. *The proposed development will result in increased vehicular activity, impacting the heritage conservation area. The town fringe residential character should be retained and protected.*

Officer comment:

The proposed development complies with the parking requirements. 10 parking spaces are provided off street behind the proposed building, therefore parked vehicles will not impact the streetscape character. The site was previously zoned for commercial development prior to the current Camden LEP and therefore a higher volume of traffic was always envisaged for the area. The proposed use is permitted with consent in the B4 zone.

23. *Impacts upon the heritage listed Macarthur Park opposite the site are not addressed.*

Officer comment:

The existing building is dilapidated and does not significantly contribute to the conservation area. Therefore, its demolition is not of significant concern.

The proposed building has been designed having due regard to the streetscape character and two existing trees within the frontage are to remain. The heritage significance of the area will therefore be protected and arguably enhanced by the replacement of the dilapidated building.

FINANCIAL IMPLICATIONS

This matter has no direct financial implications for Council.

CONCLUSION

This is the report submitted to the Ordinary Council held on 24 May 2016 - Page 12



The DA has been assessed in accordance with Section 79C(1) of the *Environmental Planning and Assessment Act 1979* and all relevant instruments, plans and policies. Accordingly, DA 105/2016 is recommended for approval subject to the conditions contained in this report.

RECOMMENDED

That Council approve DA 105/2016 the demolition of an existing dwelling and construction of a single storey medical centre, car park, signage, drainage, landscaping and associated site works at 7 Park Street, Camden, subject to the conditions attached.

ATTACHMENTS

1. Proposed Plans
2. Recommended Conditions
3. B4 Zoning Map
4. Public Exhibition and Submissions Map - *Supporting Document*
5. Submissions - *Supporting Document*

Ordinary Council Resolution

AMENDMENT

Moved Councillor Campbell, Seconded Councillor Fischer that:

- i. the item be deferred and a further report be brought back to Council;
- ii. Council write to the NSW Department of Planning and Environment and request an amendment to the *Environmental Planning and Assessment Act 1979* to require a referral to NSW Health for developments that are regulated by NSW Health.

ORD112/16 THE MOTION ON BEING PUT WAS **LOST**

(Councillors Fischer, Campbell and Bligh voted in favour of the Amendment. Councillors Sidgreaves, Copeland, Symkowiak, Dewbery and Fedeli voted against the Amendment.)

AMENDMENT

Moved Councillor Sidgreaves, Seconded Councillor Campbell that the item be deferred and a further report be brought back to Council.

ORD113/16 THE MOTION ON BEING PUT WAS **CARRIED**

(Councillors Sidgreaves, Copeland, Symkowiak, Fischer, Dewbery, Campbell, Fedeli and Bligh voted in favour of the Amendment. No Councillors voted against the Amendment.)

Recommended Conditions:**1.0 - General Conditions of Consent**

The following conditions of consent are general conditions applying to the development.

- (1) **Approved Plans and Documents** - Development shall be carried out in accordance with the following plans and documentation, and all recommendations made therein, except where amended by the conditions of this development consent:

Plan Reference/ Drawing No.	Name of Plan	Prepared by	Date
Drawing No. 119980/02/N	Site Plan	Clive Lucas Stapleton and Partners	15 August 2016
Drawing No. 119980/03/I	Ground Floor Plan	Clive Lucas Stapleton and Partners	15 August 2016
Drawing No. 119980/04/H	East and South Elevations	Clive Lucas Stapleton and Partners	15 August 2016
Drawing No. 119980/05/G	West and North Elevations	Clive Lucas Stapleton and Partners	15 August 2016
Drawing No. 119980/07/A	Landscape Plan	Clive Lucas Stapleton and Partners	15 August 2016
Drawing No. 119980/06	Signage	Clive Lucas Stapleton and Partners	31 March 2016

Document Title	Prepared by	Date
Statement of Environmental Effects	Clive Lucas Stapleton and Partners	7 December 2015
Report for Camden Council (assessment against NSW Health requirements for obtaining a medical license)	Mr Tohu Wharewera (Director of Nursing/General Manager Healthwoods Day Surgery)	Not specified
Traffic and Parking Impact Assessment	Motion Traffic Engineers	September 2015
Statement of Heritage Impact	Clive Lucas Stapleton and Partners	21 December 2015
Arboricultural Impact Assessment and Tree Management Report	Glenyss Laws	10 August 2015
Waste Management Plan	Clive Lucas Stapleton and Partners	1 February 2016

- (2) **Engineering Specifications** - The entire development shall be designed and constructed in accordance with Council's Engineering Specifications and the relevant DCP.
- (3) **Outdoor Lighting** - All lighting shall comply with AS 1158 and AS 4282.
- (4) **Protect Existing Vegetation and Natural Landscape Features** - Approval must be sought from Council prior to the removal, pruning, impact upon or any disturbance of the existing vegetation and natural landscape features, other than any existing vegetation and/or natural landscape feature authorised for removal, pruning, impact upon or disturbance by this Consent.

The following procedures shall be strictly observed:

- a) no additional works or access/parking routes, transecting the protected vegetation shall be undertaken without Council approval; and
- b) pedestrian and vehicular access within and through the protected vegetation shall be restricted to Council approved access routes.

The protection of existing trees and other landscape features, other than any existing trees and natural landscape features authorised for removal, pruning, impact upon or disturbance by this Consent, must be carried out as specified in the Australian Standard AS 4970-2009 Protection of Trees on Development Sites.

All initial procedures for the protection of existing trees and landscape features, as detailed in AS 4970-2009, must be installed prior to the commencement of any earthworks, demolition, excavation or construction works on the Development site.

The works and procedures involved with the protection of existing trees and other landscape features are to be carried out by suitable qualified and experienced persons or organisations. This work should only be carried out by a fully insured and qualified Arborist.

Suitable qualifications for an Arborist are to be a minimum standard of Australian Qualification Framework (AQF) Level 3 in Arboriculture for the actual carrying out of tree works and AQF Level 5 in Arboriculture for Hazard, Tree Health and Risk Assessments and Reports.

- (5) **Waste Bin Collection Points** - A waste bin collection point that is clear from the positioning of driveways, tree plantings (or tree canopies), street lighting or other fixtures must be provided for each approved lot. This area is to be 3 metres long x 0.9 metres wide and provide a 3.9 metre clear vertical space to allow for the truck-lifting arm.
- (6) **Separate Approval for Signs** - A separate development application for any proposed signs additional to those signs approved as part of this development consent, shall be provided to, and approved by, the Consent Authority prior to the erection or display of any such signs.
- (7) **Signage Illumination** - Any illumination of the wall sign approved by this development consent (105/2016) must be carried out in accordance with the Camden Development Control Plan 2011.

- (8) **Building Code of Australia** - All building work shall be carried out in accordance with the BCA. In this clause, a reference to the BCA is a reference to that Code as in force on the date the application for the relevant Construction Certificate is made.
- (9) **Shoring and Adequacy of Adjoining Property Works** - If the approved development involves an excavation that extends below the level of the base of the footings of a building, structure or work on adjoining land, the person having the benefit of the consent shall, at the person's own expense:
- a) protect and support the adjoining building, structure or work from possible damage from the excavation; and
 - b) where necessary, underpin the building, structure or work to prevent any such damage.
- This condition does not apply if the person having the benefit of the consent owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying
- A copy of the written consent must be provided to the PCA prior to the excavation commencing.
- (10) **Tree Removal** - The 7 trees as shown in the approved landscape plan Drawing No. 119980/07/A by Clive Lucas Stapleton and Partners dated 15 August 2016, identifying trees to be removed are approved for removal.
- This work should only be carried out by a fully insured and qualified Arborist. Suitable qualifications for an Arborist are to be a minimum standard of Australian Qualification Framework (AQF) Level 3 in Arboriculture for the actual carrying out of tree works and AQF Level 5 in Arboriculture for Hazard, Tree Health and Risk Assessments and Reports.
- Where possible all green waste generated from the approved tree work is to be recycled into mulch or composted at a designated facility. All reasonable measures must be taken to protect the remaining vegetation on the site from damage during the approved tree works.
- (11) **Roof Mounted Equipment** - All roof mounted equipment such as air conditioning units, etc., required to be installed shall be integrated into the overall design of the building and must not be visible from the street.
- (12) **Building Design** - The design of the medical centre building must be in accordance with:
- a) Heritage Impact Statement by Clive Lucas, Stapleton and Partners Pty Ltd, dated 21 Dec 2015; and
 - b) Elevations by Clive Lucas, Stapleton and Partners Pty Ltd, Drawing No. 119980/04/H and Drawing No. 119980/05/G.
- (13) **Finished Colours** - The finished colours of the building must be sympathetic to surrounding development.

- (14) **Driveway Material** - The driveway is to be constructed from unit pavers of a neutral colour.
- (15) **Acoustic Boundary Fence** – A 1.8 metre high solid acoustic fence is required surrounding the carpark and along the length of the side (western) property boundary that finishes at the building façade line as shown on the approved plans. The fence is to be timber lapped and capped and is to have no gaps.
- (16) **Location of Air-conditioner/s Units** – All mechanical plant associated with the provision of air-conditioner unit/s must be located on the north - western (rear) corner of the building facing the rear property boundary. The plant must be located at ground level.
- (17) **No In-Patients Services Permitted** – this development is for out-patient services only, there is to be no overnight stays on the premises in order to meet with the Camden LEP definition of "Medical Centre".

2.0 – Prior to Issue of a Construction Certificate

The following conditions of consent shall be complied with prior to the issue of a Construction Certificate.

- (1) **Medical Licencing** – An Approval In Principle for medical licencing must be obtained from The Private Health Care Unit of NSW Health for the proposed prescribed classes of health services, prior to demolition and/or the issue of a Construction Certificate.
- (2) **Civil Engineering Plans** - Civil engineering plans indicating drainage, roads, accessways, earthworks, pavement design, details of line-marking, traffic management, water quality and quantity facilities including stormwater detention and disposal, shall be prepared in accordance with the approved plans and Council's Engineering Design and Construction Specifications. Details demonstrating compliance shall be provided to the Certifying Authority with the Construction Certificate application.

Note. Under the *Roads Act 1993*, only the Roads Authority can approve commencement of works within an existing road reserve.
- (3) **Dilapidation Report – Council Property** - A Dilapidation Report prepared by a suitably qualified person, including a photographic survey of existing public roads, kerbs, footpaths, drainage structures, street trees and any other existing public infrastructure within the immediate area of the subject site. Details demonstrating compliance shall be provided to the Certifying Authority prior to issue of a Construction Certificate.
- (4) **Dilapidation Report – Adjoining Properties** - A Dilapidation Report prepared by a suitably qualified person, including a photographic survey of the following adjoining properties. Details demonstrating compliance shall be provided to the Certifying Authority.
 - a) 5 Park Street, Camden; and

- b) 9 Park Street, Camden.

All costs incurred in preparing the Dilapidation Report and complying with the conditions it imposes shall be borne by the applicant.

In the event that access for undertaking the Dilapidation Report is denied by an adjoining owner, the applicant shall demonstrate in writing that all reasonable steps have been taken to obtain access to and advise the affected property owner of the reason for the survey and that these steps have failed. Written concurrence shall be obtained from the Certifying Authority in such circumstances.

- (5) **Hazardous Building Materials Assessment** - A hazardous building material assessment shall be undertaken on all buildings and structures to be demolished that identifies all hazardous components on site. A HBMA report shall be provided to the PCA and Council.

Once hazardous components are identified, all demolition works that involve the demolition and removal of the hazardous materials shall ensure that all site personnel are protected from risk of exposure in accordance with relevant NSW WorkCover Authority and NSW Demolition Guidelines. Premises and occupants on adjoining land shall also be protected from exposure to any hazardous materials.

- (6) **Traffic Management Plan** - A Traffic Management Plan (TMP) shall be prepared in accordance with Council's Engineering Specifications and AS 1742.3. Details demonstrating compliance shall be provided to the Certifying Authority with the Construction Certificate application.
- (7) **Stormwater Detention and Water Quality** - An on-site detention system and water quality system shall be provided for the site and designed in accordance with Council's Engineering Specifications.

A detailed on-site detention and water quality report reflecting the Construction Certificate plans shall be provided to the Certifying Authority with the Construction Certificate application.

- (8) **Soil, Erosion, Sediment and Water Management** - An erosion and sediment control plan shall be prepared in accordance with Council's Engineering Specifications. Details demonstrating compliance shall be provided to the Certifying Authority with the Construction Certificate application.
- (9) **Salinity** - Due to the inherent characteristics of the Camden Local Government Area, buildings erected in the area may be susceptible to soil salinity levels that may have a cumulative damaging effect over time.

Camden Council therefore requires:

- a) A salinity investigation assessment report be undertaken; OR
- b) Compliance with the 'minimum requirements' specified in this condition.

Salinity Investigation Report

Prior to the issue of a Construction Certificate, a Salinity Investigation Report shall be prepared for the development in accordance with the requirements of "Site

Investigation for Urban Salinity (Local Government Salinity Initiative)" prepared by the Department of Land and Water Conservation (2002).

The recommendations from this report shall be followed and incorporated into the design and construction of the development and are to be approved by the Certifying Authority.

Minimum Salinity Requirements for Camden LGA

Where a Salinity Investigation Report is not undertaken, the following construction inclusions shall be incorporated as a minimum in the building design to reduce/prevent any detrimental affect to the building from accumulative salt deposits:

- a) Concrete Strength: The minimum concrete strength to bored piers, piles, strip footings and concrete floor slabs in contact with the ground shall be 32MPa; and
- b) Damp-Proofing Membrane: Concrete floor slabs in contact with the ground shall be provided with a damp-proofing membrane that is a 0.2mm thickness polyethylene film and of "high impact resistance" (as determined in accordance with AS2870).

The above minimum requirements shall be incorporated in the structural design and construction of the development. Details demonstrating compliance shall be provided to the Certifying Authority with the Construction Certificate application.

Note: Consideration in the design and construction of the development should also be made to the following matters (where relevant):

- a) The provision of drainage to the building perimeter (including subsoil drainage), to prevent water ponding or soil waterlogging in the building vicinity;
 - b) External finished ground levels, including pavements, should not be higher than the base of the first course of brickwork, or the brickwork and mortar below a damp proof course (DPC) should be exposure rated;
 - c) DPC material must be carried through to the face of any applied finishes;
 - d) Retaining walls should be built of salinity resistant materials; and
 - e) Porous pavement products such as cement and clay pavers may show permanent efflorescence and salt corrosion. The use of these products should be confirmed with the manufacturer as being suitable for use in a saline environment, prior to installation.
- (10) **Structural Engineer's Details** - The piers/slabs/footings/structural elements shall be designed and certified by a suitably qualified structural engineer and shall take into consideration the recommendations of any geotechnical report applicable to the site. A statement to that effect shall be provided to the Certifying Authority.
- (11) **Building Platform** - This consent restricts excavation or fill for the purposes of creating a building platform. The building platform shall not exceed 2.0m from the external walls of the building. Where the external walls are within 2.0m of any property boundary, no parallel fill is permitted and a deepened edge beam to natural

ground level shall be used. Details demonstrating compliance shall be provided to the Certifying Authority with the Construction Certificate application.

- (12) **Retaining Walls** - All retaining walls shall be designed and certified by a suitably qualified structural engineer, in accordance with Council's Engineering Specifications.
- (13) **Smoke Free Premises** - The construction and fit out of the premises shall comply with the *Smoke-Free Environment Act 2000* and Smoke-Free Environment Regulation 2000. Details demonstrating compliance shall be provided to the Certifying Authority.
- (14) **Mechanical Ventilation** - Any room or area not provided with natural ventilation in accordance with the relevant requirements of the Building Code of Australia must be provided with a system of mechanical ventilation that complies with the requirements of Australian Standard 1668, Parts 1 & 2. Details demonstrating compliance shall be provided to the Certifying Authority with the Construction Certificate application.
- (15) **Long Service Levy** - In accordance with Section 34 of the *Building and Construction Industry Long Service Payments Act 1986*, the applicant shall pay a long service levy at the prescribed rate to either the Long Service Payments Corporation or Council for any work that cost \$25,000 or more.

3.0 - Prior to Commencement of Works

The following conditions of consent shall be complied with prior to any works commencing on the development site.

- (1) **Medical Licencing** – An Approval In Principle for medical licencing must be obtained from The Private Health Care Unit of NSW Health for the proposed prescribed classes of health services, prior to demolition and/or the issue of a Construction Certificate.
- (2) **Public Liability Insurance** - The owner or contractor shall take out a Public Liability Insurance Policy with a minimum cover of \$20 million in relation to the occupation of, and works within, public property (i.e. kerbs, gutters, footpaths, walkways, reserves, etc.) for the full duration of the proposed works. Evidence of this Policy shall be provided to Council and the Certifying Authority.
- (3) **Notice of PCA Appointment** - Notice shall be given to Council at least two (2) days prior to subdivision and/or building works commencing in accordance with Clause 103 of the EP&A Regulation 2000. The notice shall include:
 - a) a description of the work to be carried out;
 - b) the address of the land on which the work is to be carried out;
 - c) the registered number and date of issue of the relevant development consent;
 - d) the name and address of the PCA, and of the person by whom the PCA was appointed;
 - e) if the PCA is an accredited certifier, his, her or its accreditation number, and a statement signed by the accredited certifier consenting to being appointed as PCA; and

- f) a telephone number on which the PCA may be contacted for business purposes.
- (4) **Notice Commencement of Work** - Notice shall be given to Council at least two (2) days prior to subdivision and/or building works commencing in accordance with Clause 104 of the EP&A Regulation 2000. The notice shall include:
- a) the name and address of the person by whom the notice is being given;
 - b) a description of the work to be carried out;
 - c) the address of the land on which the work is to be carried out;
 - d) the registered number and date of issue of the relevant development consent and construction certificate;
 - e) a statement signed by or on behalf of the PCA to the effect that all conditions of the consent that are required to be satisfied prior to the work commencing have been satisfied; and
 - f) the date on which the work is intended to commence.
- (5) **Construction Certificate Required** - In accordance with the provisions of Section 81A of the *EP&A Act 1979*, construction or subdivision works approved by this consent shall not commence until the following has been satisfied:
- a) a Construction Certificate has been issued by a Certifying Authority;
 - b) a Principal Certifying Authority (PCA) has been appointed by the person having benefit of the development consent in accordance with Section 109E of the *EP&A Act 1979*;
 - c) if Council is not the PCA, Council is notified of the appointed PCA at least two (2) days before building work commences;
 - d) the person having benefit of the development consent notifies Council of the intention to commence building work at least two (2) days before building work commences; and
 - e) the PCA is notified in writing of the name and contractor licence number of the owner/builder intending to carry out the approved works.
- (6) **Sign of PCA and Contact Details** - A sign shall be erected in a prominent position on the site stating the following:
- a) that unauthorised entry to the work site is prohibited;
 - b) the name of the principal contractor (or person in charge of the site) and a telephone number on which that person can be contacted at any time for business purposes and outside working hours; and
 - c) the name, address and telephone number of the PCA.

The sign shall be maintained while the work is being carried out, and shall be removed upon the completion of works.

- (7) **Performance Bond** - Prior to commencement of works a performance bond of \$5,000 must be lodged with Camden Council in accordance with Camden Council's Engineering Construction Specifications.

Note – An administration fee is payable upon the lodgement of a bond with Council.

- (8) **Soil Erosion and Sediment Control** - Soil erosion and sediment controls must be implemented prior to works commencing on the site in accordance with 'Managing Urban Stormwater – Soils and Construction ('the blue book') and any Sediment and Erosion plans approved with this development consent.

Soil erosion and sediment control measures shall be maintained during construction works and shall only be removed upon completion of the project when all landscaping and disturbed surfaces have been stabilised (for example, with site turfing, paving or re-vegetation).

- (9) **Protection of Trees to be Retained** - Protection of trees to be retained shall be in accordance with Council's Engineering Specifications. The area beneath the canopies of the tree(s) to be retained shall be fenced. Tree protection signage is required to be attached to each tree protection zone, and displayed in a prominent position.

- (10) **Demolition Work** - Consent is granted for the demolition of the existing single storey dwelling currently existing on the property, subject to compliance with the following conditions:

- a) The developer shall notify adjoining residents of demolition works seven (7) working days prior to demolition. Such notification is to be clearly written on A4 size paper giving the date demolition will commence and be placed in the letterbox of every premises (including every residential flat or unit, if any) either side, immediately at the rear of, and directly opposite, the demolition site;
- b) Prior to demolition, the applicant shall erect a sign at the front of the property with the demolisher's name, licence number, contact phone number and site address;
- c) Prior to demolition, the applicant shall erect a 1.8m high temporary fence and hoarding between the work site and any public property (footpaths, roads, reserves etc.). Access to the site shall be restricted to authorised persons only and the site shall be secured against unauthorised entry when work is not in progress or when the site is otherwise unoccupied;
- d) Suitable erosion and sediment control measures in accordance with an approved erosion and sediment control plan shall be installed prior to the commencement of demolition works and shall be maintained at all times;
- e) A Work Plan prepared by a suitably qualified person in accordance with AS 2601 'Demolition of Structures' shall be provided to the PCA for approval prior to demolition works commencing. The Work Plan shall identify hazardous materials including surfaces coated with lead paint, method of demolition, the precautions to be employed to minimise any dust nuisance and the disposal methods for hazardous materials;

- f) If the property was built prior to 1987, an asbestos survey shall be carried out by a suitably qualified person prior to demolition. If asbestos is found, a WorkCover Authority licensed contractor shall remove all asbestos in accordance with the requirements of the WorkCover Authority, including notification of adjoining neighbours of asbestos removal;
 - g) The burning of any demolished material on site is not permitted and offenders will be prosecuted; and
 - h) Care shall be taken during demolition to ensure that existing services on the site (i.e. sewer, electricity, gas, phone, etc.) are not damaged. Any damage caused to existing services is to be repaired by the relevant authority at the expense of the applicant.
- (11) **Construction Management Plan** - A construction management plan that includes construction waste, dust, soil and sediment and traffic management, prepared in accordance with Council's Engineering Design Specification, shall be provided to the PCA.
- (12) **Protection of Existing Street Trees** - No existing nature strip(s), street tree(s), tree guard(s), protective bollard(s), garden bed surrounds or root barrier installation(s) shall be disturbed, relocated, removed or damaged during earthworks, demolition, excavation (including any driveway installation), construction, maintenance and/or establishment works applicable to this consent, without Council agreement and/or consent.
- The protection methods for existing nature strip(s), street tree(s), tree guard(s), protective bollard(s), garden bed surrounds or root barrier installation(s) during all works applicable to this consent, shall be installed in accordance with AS 4970-2009 'Protection of Trees on Development Sites'.
- (13) **Hazardous Building Material Clearance** – Where a Hazardous Building Materials Assessment has detected the presence of hazardous materials, written clearance from a suitably qualified and experienced environmental consultant must be provided to the PCA confirming that the site is free of hazardous building materials.
- (14) **Waste Management Plan** – The waste management plan approved as part of this development consent (105/2016) is to be updated to provide details of the licensed waste contractor and the intended location for waste disposal.

4.0 - During Works

The following conditions of consent shall be complied with during the construction phase of the development.

- (1) **Additional Approvals Required** - Where any works are proposed in the public road reservation, the following applications shall be made to Council, as applicable:
 - a) For installation or replacement of private stormwater drainage lines or utility services, including water supply, sewerage, gas, electricity, etc, an application shall be made for a Road Opening Permit and an approval under Section 138 of the *Roads Act 1993*;

- b) For construction / reconstruction of Council infrastructure, including vehicular crossings, footpath, kerb and gutter, stormwater drainage, an application shall be made for a Roadworks Permit under Section 138 of the *Roads Act 1993*.

Note: Private stormwater drainage is the pipeline(s) that provide the direct connection between the development site and Council's stormwater drainage system, or street kerb and gutter.

- (2) **Construction Hours** - All work (including delivery of materials) shall be restricted to the hours of 7.00am to 5.00pm Monday to Saturday inclusive. Work is not to be carried out on Sundays or Public Holidays.
- (3) **Traffic Management Plan Implementation** - All construction traffic management procedures and systems identified in the approved Construction Traffic Management Plan shall be introduced and maintained during construction of the development to ensure safety and to minimise the effect on adjoining pedestrian and traffic systems.
- (4) **Soil, Erosion, Sediment and Water Management – Implementation** - All requirements of the erosion and sediment control plan and/or soil and water management plan shall be maintained at all times during the works and any measures required by the plan shall not be removed until the site has been stabilised.
- (5) **Removal of Waste Materials** - Where there is a need to remove any identified materials from the site that contain fill/rubbish/asbestos, the waste material shall be assessed and classified in accordance with the NSW EPA Waste Classification Guidelines (2008) (refer to: www.environment.nsw.gov.au/waste/envguidlins/index.htm)

Once assessed, the materials shall be disposed of to a licensed waste facility suitable for that particular classification of waste. Copies of tipping dockets shall be retained and supplied to Council upon request.

- (6) **Hazardous Building Materials Assessment** - All works (including demolition and materials handling, storage, transport and disposal) shall be undertaken in accordance with the requirements outlined in the hazardous building material assessment.
- (7) **Noise During Work** - Construction Noise Levels – Noise levels emitted during construction works shall be restricted to comply with the construction noise control guidelines set out in Chapter 171 of the NSW EPA's Environmental Noise Control Manual. This manual recommends;

Construction period of 4 weeks and under:

The L10 level measured over a period of not less than 15 minutes when the construction site is in operation must not exceed the background level by more than 20 dB(A).

Construction period greater than 4 weeks:

The L10 level measured over a period of not less than 15 minutes when the construction site is in operation must not exceed the background level by more than 10 dB(A).

- (8) **Location of Stockpiles** - Stockpiles of soil shall not be located on / near any drainage lines or easements, natural watercourses or water bodies, footpath or roadway without first providing suitable protective measures adequate to protect these water bodies. All stockpiles of contaminated materials shall be suitably covered to prevent dust and odour nuisance.
- (9) **Disposal of Stormwater** - Water seeping into any site excavations is not to be pumped into the stormwater system unless it complies with relevant EPA and ANZECC standards for water quality discharge.
- (10) **Fill Material** - Importation and/or placement of any fill material on the subject site, a validation report and sampling location plan for such material must be provided to and approved by the Principal Certifying Authority.

The validation report and associated sampling location plan must:

- a) be prepared by a person with experience in the geotechnical aspects of earthworks;
- b) be endorsed by a practising engineer with Specific Area of Practice in Subdivisional Geotechnics;
- c) be prepared in accordance with;

Virgin Excavated Natural Material (VENM):

- i) the Department of Land and Water Conservation publication "Site investigation for Urban Salinity"; and
- ii) the Department of Environment and Conservation - Contaminated Sites Guidelines "Guidelines for the NSW Site Auditor Scheme (Second Edition) - Soil Investigation Levels for Urban Development Sites in NSW".
- d) confirm that the fill material;
 - i) provides no unacceptable risk to human health and the environment;
 - ii) is free of contaminants;
 - iii) has had salinity characteristics identified in the report, specifically the aggressiveness of salts to concrete and steel (refer Department of Land and Water Conservation publication "Site investigation for Urban Salinity");
 - iv) is suitable for its intended purpose and land use; and

- v) has been lawfully obtained.

Sampling of VENM for salinity of fill volumes:

- e) less than 6000m³ - 3 sampling locations;
- f) greater than 6000m³ - 3 sampling locations with 1 extra location for each additional 2000m³ or part thereof.

For e) and f) a minimum of 1 sample from each sampling location must be provided for assessment.

Sampling of VENM for Contamination and Salinity should be undertaken in accordance with the following table:

Classification of Fill Material	No of Samples Per Volume	Volume of Fill (m ³)
Virgin Excavated Natural Material	1 (see Note 1)	1000 or part thereof

Note 1: Where the volume of each fill classification is less than that required above, a minimum of 2 separate samples from different locations must be taken.

- (11) **Erosion and Sedimentation Control** - Soil erosion and sedimentation controls are required to be installed and maintained for the duration of the works. The controls must be undertaken in accordance with version 4 of the Soils and Construction – Managing Urban Stormwater manual (Blue Book).
- (12) **Unexpected Finds Contingency (General)** - Should any suspect materials (identified by unusual staining, odour, discolouration or inclusions such as building rubble, asbestos, ash material, etc.) be encountered during any stage of works (including earthworks, site preparation or construction works, etc.), such works shall cease immediately until a qualified environmental specialist has been contacted and conducted a thorough assessment.

In the event that contamination is identified as a result of this assessment and if remediation is required, all works shall cease in the vicinity of the contamination and Council shall be notified immediately.

Where remediation work is required, the applicant will be required to obtain consent for the remediation works.

- (13) **Site Management Plan** - The following practices are to be implemented during construction:
- a) stockpiles of topsoil, sand, aggregate, spoil or other material shall be kept clear of any drainage path, easement, natural watercourse, kerb or road surface and shall have measures in place to prevent the movement of such material off site;

- b) builder's operations such as brick cutting, washing tools, concreting and bricklaying shall be confined to the building allotment. All pollutants from these activities shall be contained on site and disposed of in an appropriate manner;
 - c) waste shall not be burnt or buried on site, nor shall wind blown rubbish be allowed to leave the site. All waste shall be disposed of at an approved waste disposal facility;
 - d) a waste control container shall be located on the site;
 - e) all building materials, plant, equipment and waste control containers shall be placed on the building site. Building materials, plant and equipment (including water closets), shall not be placed on public property (footpaths, roadways, public reserves, etc.);
 - f) toilet facilities shall be provided at, or in the vicinity of, the work site at the rate of 1 toilet for every 20 persons or part thereof employed at the site. Each toilet shall:
 - i) be a standard flushing toilet connected to a public sewer; or
 - ii) have an on-site effluent disposal system approved under the *Local Government Act 1993*; or
 - iii) be a temporary chemical closet approved under the *Local Government Act 1993*.
- (14) **Compliance with BCA** - All building work shall be carried out in accordance with the requirements of the BCA.
- (15) **Excavations and Backfilling** - All excavations and backfilling associated with this development consent shall be executed safely, and be properly guarded and protected to prevent them from being dangerous to life or property, and in accordance with the design of a suitably qualified structural engineer.

If an excavation extends below the level of the base of the footings of a building on an adjoining allotment, the person causing the excavation shall:

- a) preserve and protect the building from damage;
- b) if necessary, underpin and support the building in an approved manner; and
- c) give at least seven (7) days notice to the adjoining owner before excavating, of the intention to excavate.

The principal contractor, owner builder or any person who needs to excavate and undertake building work, shall contact "Dial Before You Dig" prior to works commencing, and allow a reasonable period of time for the utilities to provide locations of their underground assets.

This condition does not apply if the person having the benefit of the development consent owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.

- (16) **Retaining Walls** - The following restrictions apply to any retaining wall erected within the allotment boundaries:
- a) retaining walls shall be constructed a minimum of 300mm from any property boundary to ensure all associated drainage and backfill remain wholly within the subject property;
 - b) adequate provisions shall be made for surface and subsurface drainage of retaining walls and all water collected shall be diverted to, and connected to, a stormwater disposal system within the property boundaries;
 - c) retaining walls shall not be erected within drainage easements; and
 - d) retaining walls shall not be erected in any other easement present on the land without the approval of the relevant authority benefited.
- (17) **Stormwater – Collection and Discharge Requirements** - The roof of the subject building(s) shall be provided with guttering and down pipes and all drainage lines, including stormwater drainage lines from other areas and overflows from rainwater tanks, conveyed to the (select option a, b, c or d):
- a) street gutter;
 - b) drainage easement;
 - c) existing drainage system;
 - d) stormwater drainage is to be installed as per the approved hydraulic drainage plan. Stormwater must be clear of and not impact upon the effluent management area as shown on the approved sustainable effluent management plan.

Connection to the drainage easement or kerb shall only occur at the designated connection point for the allotment. New connections that require the rectification of an easement pipe or kerb shall only occur with the prior approval of Camden Council.

All roofwater shall be connected to the approved roofwater disposal system immediately after the roofing material has been fixed to the framing members. The PCA shall not permit construction works beyond the frame inspection stage until this work has been carried out.

5.0 - Prior to Issue of an Occupation Certificate

The following conditions of consent shall be complied with prior to the issue of an Occupation Certificate.

- (1) **Occupation Certificate Required** - An Occupation Certificate shall be obtained prior to any use or occupation of the development.
- (2) **Waste Management Plan** - The PCA shall ensure that all works have been completed in accordance with the approved waste management plan (as amended in accordance with condition 3.13) referred to in this development consent.
- (3) **Compliance Certificate** - Once the installation of the mechanical ventilation system is completed, a Certificate of Compliance prepared by a suitably qualified mechanical

engineer with details of tests carried out shall be provided to the PCA. Verification shall be provided that the air handling system as installed has been tested and complies with the approved plans and specifications, including ventilation requirements and fire precautions.

- (4) **Completion of Landscape Works** - All landscape works, including the removal of noxious weed species, are to be undertaken in accordance with the approved landscape plan and conditions of this Development Consent.
- (5) **Vehicular Signage** – Prior to the issue of an Occupation Certificate, a "Give Way to Entering Traffic" sign must be mounted on the building facing the car park.
- (6) **Security Gate** – Prior to the issue of an Occupation Certificate, a gate to be installed on the driveway between the side boundary and western elevation and on the accessible path between the boundary and the eastern elevation. The gates must be secured outside of approved business hours to prevent access to the rear of the site.
- (7) **Security Lighting** – Prior to the issue of an Occupation Certificate, security light shall be installed. The lighting shall be directed away from adjoining neighbours so as to not be a nuisance.
- (8) **Directional signage** – Prior to this issue of an Occupation Certificate, a small discreet sign shall be erected at the front of the premises to direct cars to the carpark at the rear. The sign shall be of materials which are sympathetic to the heritage conservation area and shall be no greater than 0.7m².

6.0 – Prior to Commencement of Use

The following conditions of consent must be satisfied prior to the approved use becoming operational:

- (1) **Medical Licencing** – Full medical licencing must be obtained from The Private Health Care Unit of NSW Health for the proposed prescribed classes of health services, prior to the commencement of use.

7.0 – Ongoing Use

The following conditions of consent are operational conditions applying to the development.

- (1) **Medical Waste** - Waste disposal containers with securely fitting lids shall be kept on the property for the storage of any clinical, contaminated or related waste prior to the final disposal of the material at a facility approved by the EPA.

All clinical waste is to be stored and disposed of in accordance with the NSW Health 'Waste Management Guidelines for Health Care facilities'. The removal of medical waste is not to occur before 7am or after 6pm.

The business proprietor shall enter into a commercial contract for the collection of medical waste. A copy of this agreement shall be held on the premises at all times.

- (2) **Liquid Waste** - All liquid waste shall be collected and disposed of in a manner which does not pollute waters as defined under the *Protection of the Environment Operations Act 1997*.

- (3) **Offensive Noise** - The use and occupation of the premises including all plant and equipment shall not give rise to any offensive noise within the meaning of the *Protection of the Environment Operations Act 1997* and shall comply with the NSW Industrial Noise Policy 2000 (as amended).
- (4) **Compliance with Internal Noise Levels** – During the hours of operation, the internal noise levels for theatre rooms, waiting rooms and reception rooms within the medical practice must be demonstrated to comply with internal sound levels in accordance with “AS 2107:2000- Acoustics – Recommended design sound levels and reverberation times for building interiors”. Where non-compliance is determined, sufficient internal noise attenuation works must be undertaken to ensure compliance with AS2107:2000 for the above mentioned rooms.
- (5) **Amenity** - The business shall be conducted and customers controlled at all times so that no interference occurs to the amenity of the area, the footpath, adjoining occupations and residential or business premises.
- (6) **Manoeuvring of Vehicles** - All vehicles shall enter and exit the site in a forward direction (except for an ambulance).
- (7) **Removal of Graffiti** - The owner/manager of the site is responsible for the removal of all graffiti from the building and fences within 48 hours of its application.
- (8) **Hours of Operation** - The property is only to be open for business and used for the purpose approved within the following hours:

Day	Hours of Operation
Monday	8:00am till 5:00pm
Tuesday	8:00am till 5:00pm
Wednesday	8:00am till 5:00pm
Thursday	8:00am till 5:00pm
Friday	8:00am till 5:00pm
Saturday Sunday and Public Holidays	No operation permitted

- (9) **Storage or Hazardous Goods** - Dangerous and hazardous goods shall be stored in accordance with NSW WorkCover Authority requirements, dependant on the quantities stored. Any flammable or combustible liquids shall be stored in accordance with AS 1940 'The Storage and Handling of Flammable and Combustible Liquids'.
- Hazardous and/or industrial waste arising from the use shall be removed and/or transported in accordance with the requirements of the EPA and the NSW WorkCover Authority.
- (10) **Deliveries** – No van or truck deliveries are not to occur before 7am or after 6pm on any day of operation.
- (11) **Loading to Occur on Site** - All loading and unloading operations are to be carried out wholly within the building/site.
- (12) **Approved Signage Maintenance** - The approved signs shall be maintained in a presentable and satisfactory state of repair.

The level of illumination and/or lighting intensity used to illuminate the sign/s shall comply with AS 1158 and AS 4282.

- (13) **Driveways to be Maintained** - All access crossings and driveways shall be maintained in good order for the life of the development.
- (14) **Parking Areas to be Kept Clear** - At all times, the loading, car parking spaces, driveways and footpaths shall be kept clear of goods and shall not be used for storage purposes.
- (15) **Maintenance of Landscaping** - Landscaping shall be maintained in accordance with the approved landscape plan.
- (16) **Medical Procedures** - Medical procedures carried out at the premises are to be done by a health practitioner registered under the Health Practitioner Regulation National Law (i.e. Doctor and Nurse) in the course of providing a health service.
- (17) **Out-Patient Services** – This Medical Centre is only permitted to undertake out-patient services, no overnight stays are permitted.
- (18) **Ongoing Use – Environmental** - All activities associated with the use of the premises must be carried out in an environmentally satisfactory manner as defined under the *Protection of the Environment Operations Act 1997*.
- (19) **Ongoing Use – Cleanliness** - The premises must be maintained in a clean and sanitary condition at all times.
- (20) **Infection Control** - The use and operation of the premises shall comply with the requirements of the NSW Health Infection Control Policy.
- (21) **Air Conditioning Units** – The operation of air conditioning units must:
 - a) Be inaudible in a habitable room during the hours of 10pm – 7am on weekdays and 10pm to 8am on weekends and public holidays; and
 - b) Not emit a sound pressure level when measured at the boundary of any neighbouring residential property at a time other than those specified in (a) above, which exceeds the background (LA90, 15 minutes) by more than 5dB(A). The source noise level shall be measured as a Leq 15 minute.
- (22) **Front Garden** - The front garden is to be retained and maintained as a domestic garden, with lawn and shrubs.
- (23) **Landscaping Maintenance and Establishment Period** - Commencing from the Date of Practical Completion (DPC), the Applicant will have for a 12 month period, the establishment and maintenance responsibility for all landscaping associated with this Consent.

The Date of Practical Completion (DPC) is taken to mean completion of existing garden bed planting and street tree installation.

The 12 month maintenance period includes the Applicant's responsibility for the successful establishment of all plantings.

At the completion of the 12 month landscaping maintenance and establishment period, all garden beds must be in an undamaged, safe and functional condition and all plantings have signs of healthy and vigorous growth.

- (24) **Staff Numbers** – The maximum number of staff on the premises at any one time shall be limited to 6.

Reasons for Conditions:

- (1) To ensure that the development complies with statutory requirements including the *Environmental Planning and Assessment Act 1979*, the *Environments Planning and Assessment Regulation 2000*, the *Building Code of Australia* and applicable Australian Standards.
- (2) To ensure that the development meets the aims, objectives and requirements of the environmental planning instruments, development controls plans, Council policies and Section 94 contribution plans that apply to the site and development.
- (3) To ensure that the development complies with the submitted plans and supporting documentation.
- (4) To ensure that the development will be constructed/operated in a manner that will minimise impacts upon the environment.

Advisory Conditions:

- (1) **Component Certificates (where Council is PCA)** - Where Council is appointed as the PCA for the development, the following component certificates, as relevant to the development, shall be provided prior to the issued of a final Occupation Certificate:
 - a) Insulation installation certificates;
 - b) Termite management system installation certificates;
 - c) Smoke alarm installation certificate from installing licensed electrician;
 - d) Survey certificate(s), prepared by a registered land surveyor, certifying that the building has been correctly and wholly located upon the subject allotment;
 - e) Certification attesting that retaining walls have been constructed in accordance with Engineers details or manufacturers specifications as applicable;
 - f) All certificates or information relating to BASIX compliance for the development;
 - g) An 'Approval to Operate a Sewage Management System' issued by Council (for areas that are not serviced by a Sydney Water sewer);
 - h) A certificate certifying that the wet areas have been waterproofed in accordance with the requirements of the Building Code of Australia;
 - i) All certificates relating to salinity, as required by conditions of the Development Consent; and

- j) Any other certificates relating to the development (for example, engineering certification for foundations, piers, reinforcing steel or hydraulic certification for all stormwater drainage works).

Where the appointed PCA is not Council, the matters listed in this condition should be regarded as advisory only.

Note: The above certification does not override any requirements of the *EP&A Act 1979* with respect to any required critical stage inspections.

(2) **Works in the Public Road Reserve:**

Public Road Activity approval - A Public Road Activity application shall be made to Council for the carrying out of any work that will impact upon a Public Road in such a manner that impact the normal vehicle movement, peak hour and school zone traffic, or immediate residents enjoyment of local amenity or pedestrian thoroughfares. The following activities on a Public Road will require an approval:

- a) New footpath, gutter crossings or stormwater kerb adaptor;
- b) Roadworks;
- c) Hoarded Zones and Truck Zones;
- d) Surveying;
- e) Outdoor Cafés;
- f) Crane / Cherry Picker / Concrete Pump operation;
- g) Shoring / Ground Anchors / Formwork; and
- h) Landscaping.

Most public road activities will require a Traffic Control Plan drawn up by a suitably qualified person. Activities involving temporary traffic control measures (e.g. diversion of traffic to alternative routes; changes to traffic control devices and on-street parking restrictions; potential impact on traffic operation of Regional and State Roads) shall be referred to Council at least two (2) months in advance of works for consideration and concurrence by the Camden Local Traffic Committee.

Public Road Activity application forms are available from Council's Customer Service Counter or downloaded from Council's website.

The Public Road Activity application shall include:

- a) Supporting information that details all proposed activities;
- b) A Certificate of Currency for an appropriate Public Liability Policy;
- c) A Traffic Control Plan prepared by a Roads and Maritime Services accredited person or organisation; and
- d) Details of the notification process to be applied, for affected street residents.

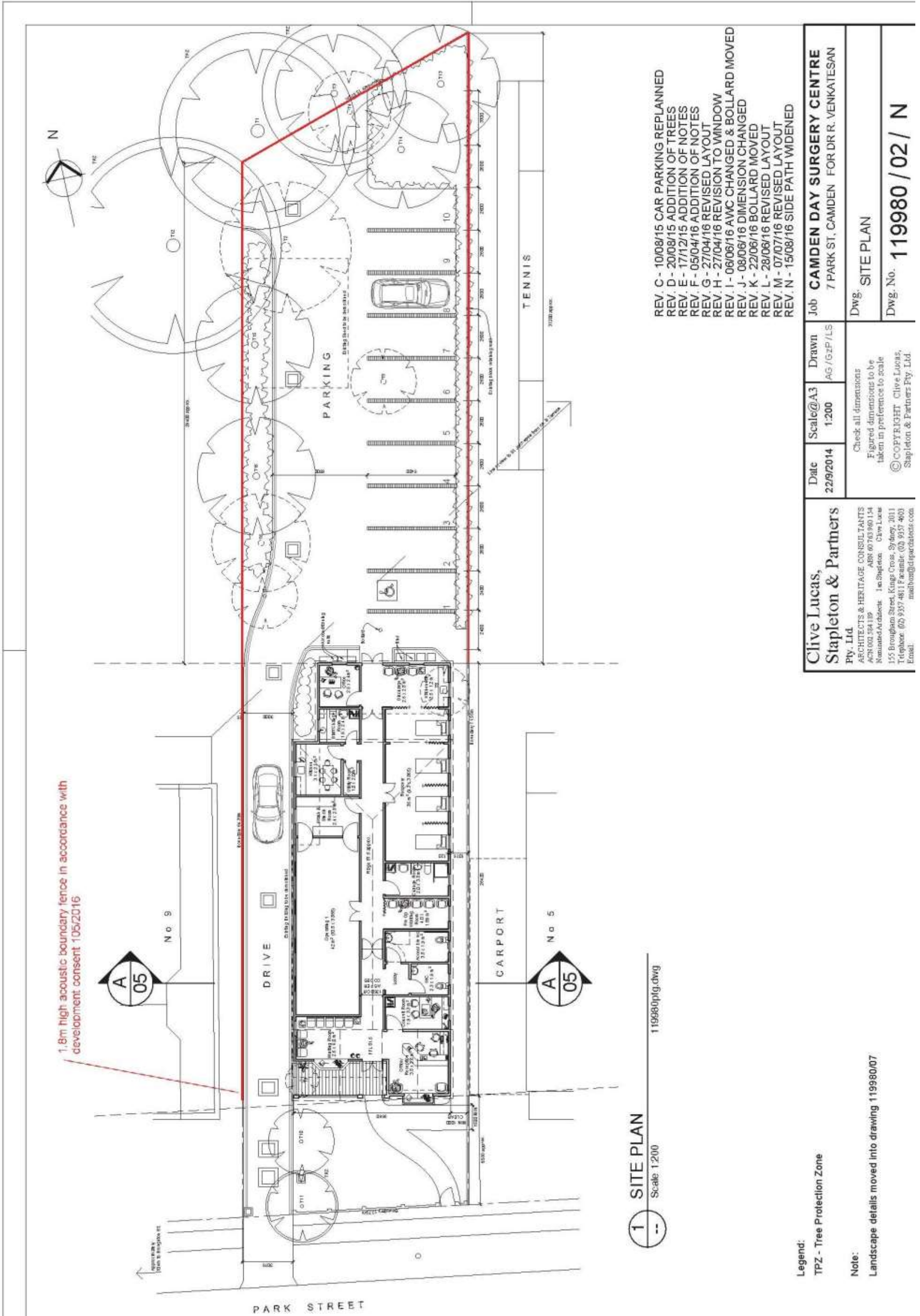
Changes to Regulatory Signage, Line-Markings and Devices - Permanent changes to regulatory signage, line-marking and devices are subject to the concurrence of Council's Local Traffic Committee on local roads, and the Roads and Maritime Services on State roads.

Costs for Adjustment or Relocation of Public Utility Service - The cost of adjustment or relocation of any public utility service shall be borne by the owner/applicant. Where the finished levels of the new works will result in changes to the existing surface levels, the cost of all necessary adjustments or transitions beyond the above scope of works shall be borne by the owner/applicant.

- (3) **Securing Work Sites** - If the approved work involves the erection or demolition of a building and is likely to cause pedestrian or vehicular traffic on public property to be obstructed or rendered inconvenient, or building involves the enclosure of public property, a hoarding or fence will be required to be erected between the work site and the public property.

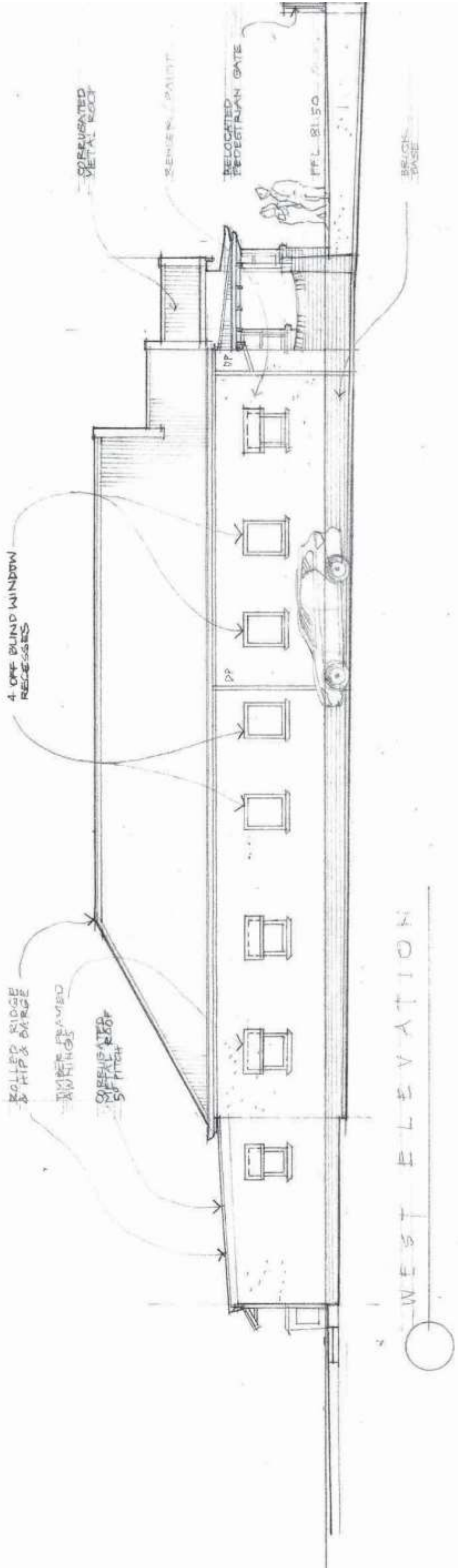
It is noted that separate approval is required to erect a hoarding or temporary fence on public property. Approvals for hoardings and/or scaffolding on public land shall be obtained and clearly displayed on site for the duration of the works.

- (4) **Responsibility for damage for tree removal/pruning** - The applicant is responsible for any damage caused to existing public utilities, footpaths or public roads during the cutting down, grinding, removal and disposal of the timber and roots. Care must also be taken by the applicant and the applicant's agents to prevent any damage to adjoining properties. The applicant or the applicants' agent may be liable to pay compensation to any adjoining owner if, due to tree works, damage is caused to such adjoining property.



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 Pty. Ltd
 ARCHITECTS & HERITAGE CONSULTANTS
 ACN 002 594 139 ABRN 60 763 960 154
 Registered Architects 140 Stapleton Clive Lucas
 155 Brougham Street, Kings Cross, Sydney, 2011
 Telephone: (02) 9357 4811 Facsimile: (02) 9357 4603
 Email: mailboxes@dstpartnerts.com

Date	22/9/2014	Scale@A3	1:200	Drawn	AG/GZF/LS	Job	CAMDEN DAY SURGERY CENTRE 7 PARK ST, CAMDEN FOR DR R. VENKATESAN
Check all dimensions Figured dimensions to be taken in preference to scale © COPYRIGHT Clive Lucas, Stapleton & Partners Pty. Ltd.				Dwg.	SITE PLAN		
				Dwg. No.	119980 / 02 / N		



WEST ELEVATION

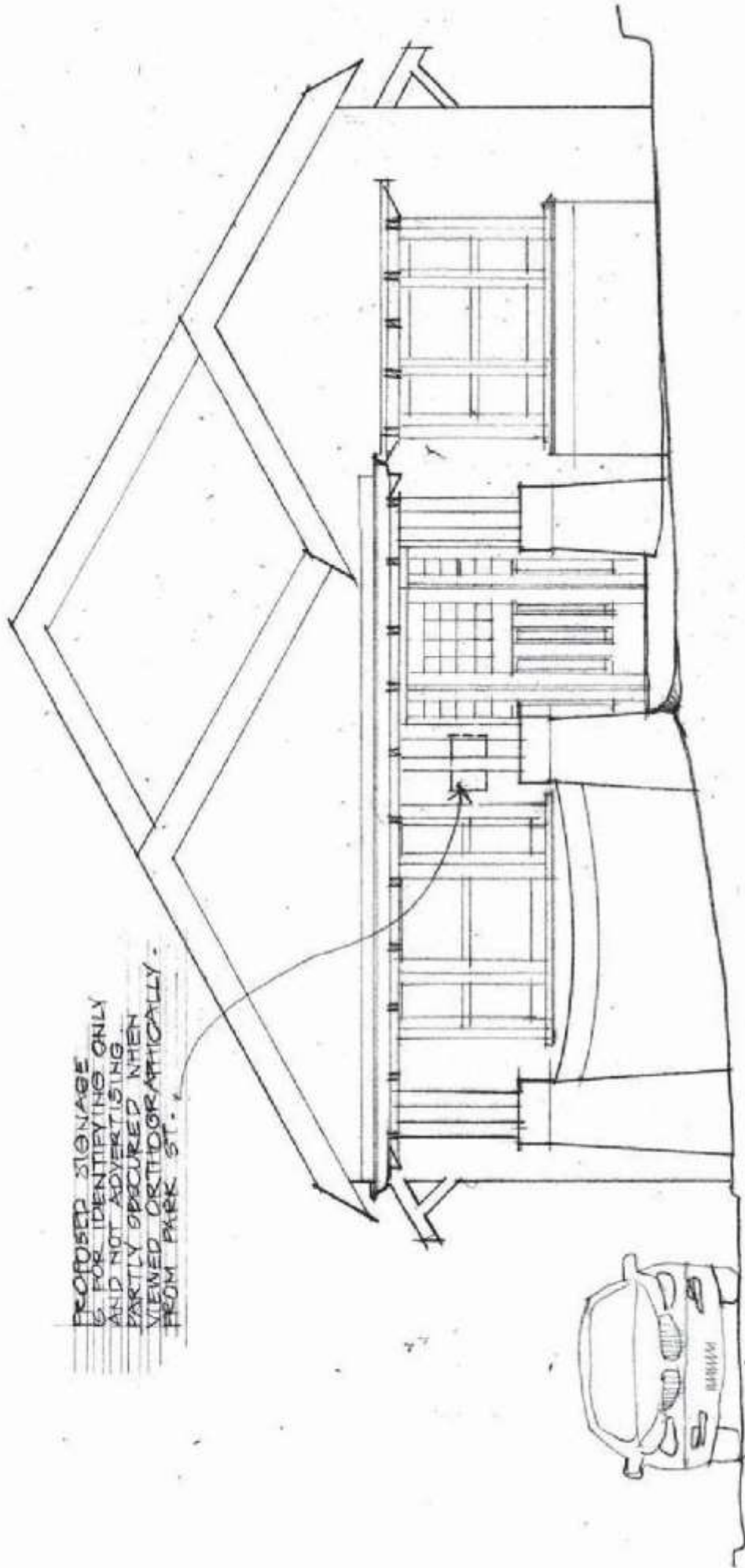


NORTH ELEVATION

SECTION A-A

Clive Lucas, Stapleton & Partners Pty. Ltd. ARCHITECTS & HERITAGE CONSULTANTS ACN 002 504 189 Nominated Architect: Clive Lucas 155 Brougham Street, Kings Cross, Sydney, 2011 Telephone: (02) 9337 4811 Facsimile: (02) 9337 4883		Job CAMDEN DAY-SURGERY CENTRE 7 PARK ST CAMDEN FOR DR. R. VENKATESAN.
Date 18 MAR 15	Scale@A3 1:100	Drawn SS+LS
Check all dimensions Figured dimensions to be taken in preference to scale		
Dwg. WEST & NORTH ELEVATIONS DEVELOPMENT APP.		
© COPYRIGHT Clive Lucas, Stapleton & Partners Dwg. No. 110000 / 0000		

A	11.12.15	PREPARE FOR DA
B	27.01.16	REVISION TO WINDOW
C	28.06.16	REVISION TO WINDOW
D	06.07.16	SECT. A-A ADDED
E	08.07.16	SCALING CORRECTION
F	15.08.16	SIDE PATH WIDENED



○ ELEVATION FROM PARK STREET,
SCALE 1:50



○ CONCEPT DETAIL OF IDENTIFY SIGN
APPROX 400 X 300 MM

CLIVE LUCAS STAPLETON & PARTNERS ARCHITECTS & HERITAGE CONSULTANTS ACN 002 584 189 ABN 60 763 960 154 Nominated Architect: Ian Stapleton Website: www.clivestapleton.com	Date 31.03.16	Scale AS SHOWN IN GREEN	Drawn AS SHOWN IN GREEN	Job CAMDEN DAY SURGERY 7 PARK ST. CAMDEN FOR DR. R. VENKATESAN.
	Clive Lucas, Stapleton & Partners Pty Ltd 155 Brougham Street, Kings Cross, Sydney, 2011 Telephone: (02) 93574811 Email: mailbox@clivestapleton.com		Dwg. SIGNAGE	
	© Clive Lucas, Stapleton & Partners Pty Ltd Check all dimensions. Figure dimensions to be taken in preference to scale.			Dwg. No. 119980/06

REPORT FOR CAMDEN COUNCIL - DA 105/2016

AUGUST 16, 2016

1. Background and Description

This report has been prepared for Camden Council to address how the development of Camden Day Surgery (DA 105/2016 -7 Park Street) will comply with licensing standards as required under the *Private Health Facilities Act 2007 (PHFA 2007)* and *Private Health Facilities Regulation 2010 (PHFR 2010)*.

This report shall refer to the Australasian Health Facility Guidelines (AusHFG) under *Schedule 1, Division 1; Environment, (Clause 4 (1) (a)) of the PHFA 2007 & PHFR 2010* as the primary resource and guidelines for complying with licensing standards for private health facilities generally.

2. Credentials of Person Preparing Report

Prepared by	Mr. Tohu Wharevera
Occupation:	Director of Nursing/ General Manager (Healthwoods Day Surgery; Endoscopy Centre)
Qualifications:	Bachelors of Liberal Studies/Management Studies Diploma Comprehensive Nursing
Nursing Experience:	25 years
Additional Services:	Health Management Systems Consultant in: <ul style="list-style-type: none"> - Accreditation Services for National Safety Quality Health Service Standards (NSQHSS) - International Organisation for Standardization (ISO) - Private Health Facilities Licensing
Involvements in developing new Private Health Facilities:	2, both currently licensed and accredited Camden Day Surgery being the 3 rd .
Achieved relicensing and accreditation certification of Private Health Facilities	5 Private Health Facilities (Period 2014 – 2015)

3. Obtaining a License

Camden Day Surgery must meet all the general licensing standards set out in *Schedule 1 (1) (2) of the Private Health Facilities Regulation 2010* and any associated licensing standards that apply to each class of the facility as detailed in *Schedule 2 of the Regulation*.

There are currently 18 prescribed classes of health services. Camden Day Surgery will submit an **application for 3 classes i.e. Anaesthesia, Gastrointestinal Endoscopy. And Surgery (Minor Urology and Ophthalmic procedures).**

Submission Regarding Cosmetic Surgery

A question was raised regarding Cosmetic Surgery. As indicated above Camden Day Surgery will be applying for 3 classes. (See above classes). NSW Health in accordance with Australian Medical Council set guidelines regarding the practices and procedures for Cosmetic Surgery. Like many medical procedures these should be performed in an approved and licensed health facility.

Application for licensing

DA approval will need to be granted before applying to the Private Health Care Unit for licensing. Once DA has been approved an application to the Private Health Care Unit, Legal and Regulatory Services will be submitted. Architectural plans will be assessed against the Australasian Facility guidelines. An application fee of \$6500 is required on submission for a license.

4. Confirmation of number of procedures

It has been confirmed by the proposed owner/licensee that the maximum procedures performed on the day will be 12 procedures

Prior to the reduction of theatres it was indicated in the previous report that while there was 2 proposed theatres only one theatre will be operating at a given time. The staff ration has not changed only the amount of theatres i.e. 1 theatre: 12 procedures: 6 staff.

As the General Manager and Director of Nursing of a Day Surgery the indicated staffing levels for 1 theatre is appropriate and acceptable when operating 1 theatre for 12 procedures and 6 staff. The running of theatre is carried out through good management, coordination of services and team work.

Preparation and Cleaning

The preparation and cleaning of a theatre prior to any procedure may incur a waiting period of 10 minutes until the next procedure. Again this is related to process and procedures set down by policy. Although there may be a time delay this is very minimal and should not impact greatly on operating hours. Turnaround and operating hours could be impacted if there were complications and prolonged procedures due to unexpected delays.

Procedure Expected Time and Delays

Like many services there will always be unexpected delays. It is difficult to provide an accurate time frame of each procedure due to factors such as the doctor performing procedures, patient health and adverse events.

5. Staffing Requirements

Under Schedule 1, Division 2 Clinical Care (12) Staff qualification and experience of the *Private Health Facilities Act 2007 (PHFA 2007)* and *Private Health Facilities Regulation 2010 (PHFR 2010)* a private health facility must have:

- A sufficient number of qualified and experienced staff on duty, at all times, to carry out the services provided by the facility, and
- Nursing staff holding qualifications and experience appropriate for the services provided by the facility, and
- Nursing staff that are trained in the use of the equipment, including resuscitation equipment, provided by the facility.

The Australasian Health Facilities guidelines does not specifically mention the requirements for staffing levels. However, the Australian Academy of Medicine and Surgery recommend nurse/patient ratio for unconscious patients be one to one and for conscious, stable patients one nurse for every three to five patients, depending on patient numbers. (Reference: Day Surgery Centres In Australia Planning and Design, Dr Lindsay Roberts, FRCS FRACS, Chairman, Australian Day Surgery Council, 1990 – 2000)

Staffing Levels

As confirmed by the proposed owner/licensee there will be 6 staff in total on the premises at any one time. The roles will vary in terms of function and service specifics in maintaining effective and efficient use of resources in the delivery of safe service and achieving patient quality care.

Type of Qualification	Role	Requirement under the PHFA 2007 & PHFR 2010
Registered Nurse	Director of Nursing	Part 3 Conduct of private health facilities (13)
Registered Nurse	Theatre	Schedule 1, Division 2 Clinical Care (12)
Registered Nurse	Recovery	Schedule 1, Division 2 Clinical Care (12)
Medical Practitioner	Sedationist	Schedule 1, Division 2 Clinical Care (12)
Medical Practitioner	Procedurist	Schedule 1, Division 2 Clinical Care (12)
Administrative	Reception	

Delivery of Service and Patient Safety

It has been confirmed by the proposed owner/licensee that all patients shall remain in theatre until fully conscious and then be transferred to recovery stage for monitoring. Establishing appropriate staffing levels is managed by the Director of Nursing and the Medical Advisory Committee.

Under the under the *Private Health Facilities Act 2007 (PHFA 2007)* and *Private Health Facilities Regulation 2010 (PHFR 2010)* the role of the MAC is to be the formal Organisational structure that ensures clinical services, procedures or interventions are provided by competent medical and nursing practitioners.

6. Back Up Power Supply

Under Schedule 1 (9) Camden Day Surgery must have a back-up power supply in place that is capable of maintaining essential services, including the following:

- (a) Lighting in all clinical and patient areas of the facility,
- (b) Operating theatres,
- (c) Life support systems.

An uninterruptible power supply (UPS) or battery/flywheel backup system will be the preferred method in ensuring back up supply up to 2 hours of run time. In the event of a power outage all;

- Procedures MUST cease immediately and the patient transferred to recovery stage;
- Biomedical equipment such as AED and cardiac monitors with internal battery supply will be used to monitor patient vital signs until patient is fully conscious.

UPS Specifications	Description
Rating	6 KVA
Acoustic Noise Level	<50 dBA - Loudness Comparison ≤ Quiet Urban Nighttime
Attenuation	Not required
Dimensions (W x D x H)	6 kVA Tower: Width 225mm x Depth 700mm x Height 600mm (Similar to a computer tower)
Location Storage	Theatre 1 or 2 - space requirement minimal

7. Ambulance Access/ Exit to the Facility

No ambulance bay is required pursuant to PHF Act & Regulations and AusHFG. However, a procedure is in place in the event an ambulance is required to access the site. Therefore, the procedure is as follows:

- A designated staff member will meet the ambulance at the front of the property and guide it to the rear of the property
- *If the accessible parking space is occupied*, the ambulance will position itself as close as possible to the rear exit of the building to facilitate the transferring of the patient from the building through the rear exit and on to the ambulance vehicle. This transfer will be under direct supervision and assistance of the day facility staff who will the also then assist the ambulance driver in the manoeuvring of the ambulance vehicle so that it can exit down the driveway in a forward direction and leave the property in a forward direction, entering Park Street with the front of the vehicle pointing forward.
- *If the accessible parking space is unoccupied*, the ambulance will position itself within the accessible parking space directly allowing for the transfer of the patient from the building through the rear exit and on to the ambulance vehicle. This transfer will be under direct supervision and assistance of the day facility staff who will the also then assist the ambulance driver in the manoeuvring of the ambulance vehicle so that it can exit down the driveway in a forward direction and leave the property in a forward direction, entering Park Street with the front of the vehicle pointing forward.

Reference to Bollard

The bollard will be designed to be removed and replaced to allow ambulance vehicle and ambulance trolley access.

8. Public Access to Unauthorised Areas

The following signs will apply to designated areas i.e.

- Access Only to Authorised Persons.
- Ring Bell for Assistance

Signs will be displayed in the following areas:

1. Double before entering procedure area
2. Theatre 1
3. Cleaning and Sterilising Room
4. Staff change room
5. Double doors from discharge area access point
6. Recovery Stage

9. Internal Layout and Dimensions

Table 1. shows the recommended dimensions set down by the Australasian Health Facility Guidelines. The information provided is in reference ONLY to the AusHFG. The PHF Act and PHF Regulations do not provide specific guidelines relating to the building dimensions. The AusHFG is the recommended tool to be used set down by the Private Health Care Unit when applying for Licensing. All building specifications will be assessed by the PHCU to ensure the applicant meets requirements before any approval is given.

Room/Area Type	AusHFG Reference/ Code	Description	Guideline Dimensions	Planned Dimension	Comments
Recovery Stage	Ref: Patient Bay Holding 6m ² Code: PBTR-H-6	A patient bed bay used for holding of patients prior to procedures, observation of patients following procedures or for assessment and treatment of patients.	9m ²	36m ²	It has been confirmed that 4 Bed spaces will occupy the new recovery stage. Ratio Theatre:4 recovery beds 9m ² Reference: A History of Day Surgery in Australia - Dr Lindsay Roberts, FRCS FRACS. Chairman, Australian Day Surgery Council, 1990 – 2000 Australian Day Surgery Council. Day Surgery in Australia. Revised edition. Melbourne, Australia, 2004. NB: 1. One theatre will operating per day with average recovery time of 30-45. 2. Turnaround depending on procedures, theatre time and adverse events
Operating Room 1	Ref: Operating Room General 4.2m ² Code: ORGN	Theatre 1 is designed and designated for surgical sterile procedures only. A septic environment to carry out surgical and endoscopic procedures under local, regional or general anaesthetic.	42m ²	42m ²	The size of Theatre 1 is the recommended dimensions as per the AusHFG and its purpose for performing procedures for the Centre. The 4.2m ² was selected to ensure that procedures can be performed as per licensing. (See Sect 3). If 32-36m ² was chosen this would limit what procedures could be performed due to the size of the theatre. Ceiling Height Ceiling height to be confirmed at 3metres in height. Layout Sheet provided by Objector: The layout sheet is an indication of a proposed layout and will be discussed further to take into account what equipment will needed or sourced. New technologies and the size modern equipment can have a bearing as to where to place objects. This is best left for further planning
Discharge Area Cubicle Used for recliner chairs	Ref: Change Cubicle - Patient, CHPT	Recliner chairs will be used with curtain to divide each recliner chair.	2m ²	12m ²	4 recliner chairs each measuring 101cm (H) x 86cm (W) x 84cm (L) will occupy a space equivalent to that of a patient change cubicle. The space is adequate for discharge area. Patient will be transferred from recovery stage 1 post theatre and settled into a recliner chair ready for refreshments prior to discharge.
Reception	Ref: Reception Clinical Code: RECL-10	A reception area where visitors can be received and immediately directed to their destination or a waiting area	10m ²	10.40m ²	It is been confirmed by the project Manager that the size of the reception is acceptable given 10m ² . The current size is 10.40m ² The area is allocated for two staff, 1 reception and office Manager. The office will be partitioned to allow for a divded area for the office manager.

Report for Camden Council

Attachment 4
ORD05

Room/Area Type	Reference/ Code	Description	Guideline Dimension	Planned Dimension	Comments
Sterilizing Room	Ref: Sterilizing Service Unit Code: HPU150	The sterilisation and cleaning of medical devices. The importance is the flow and direction. It MUST have entry for dirty and exit for clean.	9m ²	9m ²	NB: The size and requirements for a Sterilizing Services Unit will vary according to jurisdictional policies and local requirements. The emphasis is on the flow from dirty zone to clean zone. The room have an entry for dirty and exit for clean. The current design allows for one directional flow to ensure reprocessing and sterilization process designated within the required areas.
Interview room Single Office	Ref: Office - Single Person, 9m ² Code: OFF-S9	Admission of patient prior to procedure	9m ²	8.25	Room will be used to admit patients prior to theatre. 1 staff to 1 or 2 persons. Size of room in adequate for admitting patients prior to procedure.
Office Discharge	Ref: Office - Single Person, 9m ² Code: OFF-S9	Single office to be used when discharging patients.	9m ²	7.5m ²	Room used on discharge to speak with patient prior to discharge.
Patient toilet	Ref: Toilet - Patient, 4m ² Code: WCPT	The patient toilet is a room containing a toilet and a hand basin for patients to use independently or with nurse assistance.	4m ²	4.37m ²	Room dimension acceptable
Patient changing area	Ref: Ensuite/Inboard - Alternative 1, 5m ² Code: ENS-ST-A1 -	Used when required.	5m ²	6.62m ²	An ensuite/inboard has been in place of a large patient change room. This alternative does accommodate for shower. The shower size is adequate as normal shower cubicle is 80cm x 80cm. Room dimension acceptable
Staff Shower with toilet	Ref: Shower - Staff, 3m ² Code: SHST	Staff shower/toilet and basin	3m ²	4m ²	It was decided that given amount of staff the proposed change room was adequate to meet staff needs.
Staff room	Ref: Staff Room, 15m ² Code: SRM-15	Small staff room	15m ²	9m ²	The proposed staff code SRM15 caters for table, chairs and extra relaxation sitting area. Staff room developed for the Centre will have only 4 table chairs, a table and kitchen sink. The size for the staff was decided adequate for the amount of staff at the Centre.
Utility Room				2m ²	The size of the utility room is adequate for the amount of procedures being performed. All dirty linen and streams of waste will be stored in appropriate containers or bags for immediate disposal.
Staff Station					No staff station planned or proposed. There will be a small desk in recovery stage for nurses to utilize.

10. Storage of Equipment and Location

Storage	Requirement	Location
Gas	AushFG Part E 7 : 7.3	Outside of building
Controlled Drugs	Therapeutic Goods Administration (PTGA)	Locked safe in theatre secured to concrete wall as of Poisons, Therapeutic Goods Act (PTGA)
General Medication	Therapeutic Goods Administration (PTGA)	Locked cupboard in Theatre
Resus Trolley		Recovery Stage
Storage Areas	To be advise/ Further planning. Due to new technologies equipment or machinery has become smaller. It was best to leave space and storage for a later planning stage.	Storage spaces will be determined and planned at a later date. To ensure maximization of storage and space it was proposed the all storage have minimum and maximum height or reachability. In addition it was not appropriate to plan where to store equipment until we knew what equipment we were to purchase and therefore implement storage specials based upon the size of equipment purchased.

11. Security after hours

A locked gate will secure and prevent after-hours access to the public. This will prevent unauthorised from parking at the rear of the building at night. A contracted security provider will provide security services.

12. Building size for this type of development

There is no requirements for minimum lot size stipulated under the AushFG, Private Health Facilities Act or Regulations.

13. Response to Submissions on the 4th July

1. Re: 0270 Day Surgery Procedure Unit - Reception/Adrrinistration

There is no clear indication as to what the objector is referring therefore in my assumption the objector is concerned with the control and exiting of the unit. All patients shall enter through entrance and when ready to go home will exit from the back of the building. There is a clear flow indicated from entrance to exit. The Centre does meet patient flow processes.

2. Pre- Procedure Preparation and Holding area

All minor procedures in accordance with classes (see section 3) require minimal preparation and a cubicle of 2m². The recovery stage 1 area can also use as a patient holder area. As one patient exits from theatre the other patient will be transferred into theatre. Patient flow is dependent upon processes and efficiency. A patient change is provided for ambulant patients to use when required.

Under the application for classes in sect 3 the proposed set up as indicated by the objector is not relevant for the purpose of Camden Day Surgery. The preparation for procedures are carried prior to arriving at the Centre. All that is required is the patient change into a gown and belongings placed into a basket and placed under the bed.

3 Procedural Area

The size of the theatre of 42m² does meet procedure mix. Since reducing from two to one theatre it was decided to utilize the larger of two as not to limit the Centre in the type of procedures performed. As indicated in the table under Operating 1, Ref: Operating Room General, 42m², Code:

ORGN. As per the guidelines we believe the Centre has meet this requirement.

3. Recovery Areas

Camden Day Surgery is limited in its operating space. Although it is small the proposed recovery areas of Recovery Stage 1 and Discharge I believe will meet licensing standards. The process of recovery is as follows → Theatre → Recovery Stage 1 → Discharge Area → Home. In addition this submission has been addressed in

1. Sect 4: Sub headings - **Preparation and Cleaning and Procedure Expected Time and Delays.**
2. Sect 5: Sub Heading - **Delivery of Service and Patient Safety**
3. Sect 8: Table 1: **Room/Area Type – Recovery Stage - Comments Section**
4. Sect 9: Table 1: **Storage od Equipment and location - Reus trolley**
5. Sec9: Table 1: **Storage of Equipment and Location – Storage Areas**

6. Staff Areas

A shower/change room is available for staff to use see Section 8: table 1: Staff room

7. Storage of Equipment

8. Planning of storage will be left for a later date as there were various factors to consider when considering storage which include;
 1. Maximizing storage effectively and efficiently
 2. Size and quantity of equipment and supplies
 3. Access/ Reach and height planned for each storage versus staff height limitations



Issuing an Approval in Principle and the Licence for a Private Health Facility (s7 & s9 *Private Health Facilities Act 2007*)

Applications are assessed against the *Private Health Facilities Act 2007* and *Private Health Facilities Regulation 2010*, with particular reference to the *Australasian Health Facilities Guidelines*.

Approval in Principle

On the Ministry's receipt of an application for a licence, the applicant is sent an acknowledgement letter advising them that their application is being processed and routine checks have commenced to ensure that the Directors/Secretary are fit and proper persons to hold a licence to operate a private health facility.

The Ministry will review the 1:100 architectural plans supplied, and recommend modifications as required. This process can delay plan approval if modifications required are extensive, or if the applicant suggests alternative solutions which require further review.

Following the consideration of all available information, a letter will be sent to the proposed licensee advising whether Approval in Principle is given. If Approval in Principle is refused, written advice stating the reason for refusal and giving details on how to seek a review of the decision will be provided. If an Approval in Principle is issued, a contact officer to assist with the process prior to licensing will be nominated in the Approval in Principle letter.

An Approval in Principle will only issue under section 7 of the *Private Health Facilities Act 2007* after:

- satisfactory assessment that the applicant is fit and proper to operate a private health facility (including National Criminal Record Check);
- consultation with the relevant Local Health District, and relevant Branches in the NSW Ministry of Health such as Health Service Planning and Investment, Mental Health and Drug and Alcohol, Integrated Care, and Government Relations, has taken place; and
- proper consideration of any submissions received from third parties following public advertisement of the proposed private health facility.

The letter of Approval in Principle will contain conditions which will need to be complied with before the licence is issued. Common conditions of an Approval in Principle will include:

- compliance with relevant building codes/Australian Health Facility Guidelines
- compliance with licensing standards
- establishment of Medical Advisory Committee/Credentialing Committee
- appointment of suitably qualified Director of Nursing
- establishment of a quality improvement program.

An Approval in Principle of an application for a licence is valid for a period of twelve months and is not transferable. The applicant may apply for an extension of the Approval in Principle, but the application for extension must be in writing, made before the twelve month period has expired, and be accompanied by the prescribed fee.

Issue of Licence

Before the licence is issued, a final inspection is carried out to ensure that the private health facility has been built in accordance with the approved plans and complies with the conditions of the Approval in Principle and all relevant Legislation. The following information, as relevant to the classes of health services to be provided, is required before a licence is issued:

- Copy of the certificate of classification from an authorised certifier under the Local Government Act, for the use of the premises as a BCA Class 9(a) health care building.
- Certification from the relevant manufacturer or registered professional
 - new equipment (equipment in the CSSD, dirty utility rooms, operating theatres, monitors etc.)
 - fire retardency for new furnishings, curtains and floorings
 - warm water system (thermostatic mixing valves)
 - nurse and emergency call bells
 - medical gases
 - air-conditioning
 - backup power supply
 - Infant cots
 - Laminar flow cabinets installed at chemotherapy clinics
 - EPA certification of lead lining in operating theatres.

(Certified that it has been installed and meets the relevant Australian Standard)

- Letter of notification from the applicant concerning the appointment of the Director of Nursing of the facility, indicating that the person nominated meets legislative requirements & include a copy of current Authority to Practise
- Letter of notification from the applicant of the Medical Advisory Committee (MAC) Membership details.
- Letter of confirmation from the applicant that the nursing staff have the relevant qualifications and experience for all specialties.
- For a mental health class facility, an environmental risk assessment with action plan and timeframes from a recognised mental health professional.
- Letter of confirmation from the applicant that the MAC have approved the admission criteria for each class(es).
- Letter of confirmation from the applicant that the MAC have approved the admission criteria for each class(es).
- Letter of confirmation from the applicant that there is resuscitation equipment for use in advanced life support that complies with the Standards for Resuscitation: Clinical Practice and Education published by the Australian Resuscitation Council and the Australian College of Critical Care Nurses in March 2008.

- Letter from an accredited cardiologist stating that the Guidelines on Support Facilities for Coronary Angiography and Percutaneous Coronary Intervention (PCI) published by the Cardiac Society of Australia and New Zealand are adhered to, where applicable.
- Letter from a recognised sterilizing/reprocessing consultant confirming that the reprocessing complies with the Australian and New Zealand Standard AS/NZS 4187, where applicable.
- Copy of the current formal agreement with a nearby hospital or Local Health District capable of providing a higher level of patient care in the event of an emergency transfer –relevant to new facilities and class(es). In the case of cardiac catheterisation class access to a hospital with cardiac surgery or intensive care class private health facility or a public hospital to which the patient may be transferred for cardiac surgery in less than 1 hour.
- Letter from an anaesthetist or sedationist credentialed to the facility confirming that the facility complies with the Australian and New Zealand College of Anaesthetists publications, where applicable.
- Letter signed by a registered anaesthetist or sedationist stating the level and type of anaesthetic to be used for the procedures or treatment specified.
- Copy of the notification letters from the applicant to the ambulance and fire Ministry re opening of the new facility.
- Letter from a paediatric physician agreeing to be available for consultation whenever paediatric patients are accommodated at the facility, where applicable.

At the onsite commissioning inspection, all building, fire and other relevant certification will be required. Following the successful commissioning, a licence will be issued, endorsed for the specific classes and services as specified in the application.

The new licensee is responsible for the conduct of the establishment as from the date of the licence.



Application for a Licence for a Private Health Facility

(*Private Health Facilities Act 2007*, section 6)

When to use this form

This form is for applicants (individuals or companies) who wish to apply for a licence for a new private health facility. If a licence is already held and you wish to renew the licence, amend the licence or make alterations or extensions to the private health facility you should use another form.

The Building Requirements

Under the *Private Health Facilities Act 2007* the Director General of the NSW Ministry of Health can impose conditions relating to the design and construction of any building to be built for the purposes of operating a licensed private health facility.

Before any building work is commenced an applicant for a licence for a new facility must apply to and receive written approval, from NSW Ministry of Health for the plans and specifications for the facility. Submissions and architectural plans will be assessed against the Australasian Health Facility Guidelines. Designs for private health facilities that depart from the guidelines will not be approved unless clear patient and/or service benefits can be demonstrated and justified. The construction and design for new and refurbished private facilities must comply with the requirements of a class 9a building as defined in the Building Code of Australia. Copies of relevant approvals from local government authorities or independent certifiers will be required to be submitted with the completed application as evidence of compliance.

Approval process

All applicants should familiarise themselves with the *Private Health Facilities Act 2007* (PHFA) and the *Private Health Facilities Regulation 2010* as all applications are assessed against that legislation, with particular reference to the *Australasian Health Facilities Guidelines*. The approval process will take approximately four months from the date the NSW Ministry of Health receives the completed application. This does not include the time taken to build the facility. Further details about timeframes for the approval process can be found on the "Licensing of Private Health Facilities" page of the website.

Applicants will be provided with a written Approval in Principle once all the requirements of section 7 of the PHFA have been met. The letter of Approval in Principle will contain the conditions which must be met before the licence will be issued. An approval in principle of an application for a licence is valid for a period of twelve months and is not transferable. The applicant may apply for an extension of the Approval in Principle, but the application for extension must be in writing, made before the twelve month period has expired, and be accompanied by the prescribed fee.

Before the licence is issued, a final inspection will be carried out to ensure that the private health facility has been built in accordance with the approved plans and complies with the conditions of the Approval in Principle and all relevant legislation. At the onsite commissioning inspection, all building, fire and other relevant certification will be required. Following the successful commissioning, a licence will be issued, endorsed for specific classes and services as specified in the application. The new licensee is responsible for the conduct of the establishment as from the date of the licence. Further information about the licensing process can be found on the "Licensing of Private Health Facilities" page of the website.

Payment

The prescribed application fee for a licence for a private health facility is \$6,600. An additional application fee applies for private mental health class. The prescribed application fee for private mental health facility is \$100. Payment can be made by EFT, see EFT form for details, or cheque made payable to NSW Ministry of Health. If paying by EFT, on date of payment please send email as requested on the EFT form. Cheques should be included with the completed form.

Please return the completed form together with the required documents to the address as below.

**Regulation and Compliance Unit
Legal and Regulatory Services
NSW Ministry of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059**

Application for a Licence for a Private Health Facility

(Private Health Facilities Act 2007, section 6)



ORD05

SECTION A

Applicant details		
Full name of applicant: (Individual person or company)		
Postal address:		
Suburb:	State:	Postcode:
Details of the contact person (contact person on behalf of the applicant and in what capacity)		
Full name:	Position:	
Address:		
Suburb:	State:	Postcode:
Phone:	Fax:	Email:

SECTION B

Private health facility details			
Private health facility name: (proposed business name)			
Address:			
Suburb:	State:	Postcode:	
The applicant(s) is/are/will be Owner(s) <input type="checkbox"/> Lessee(s) <input type="checkbox"/> of the private health facility. Please <input checked="" type="checkbox"/> the relevant box.			
1. The private health facility will accommodate the following group(s) of patients: Please <input checked="" type="checkbox"/> the relevant box(es)			
Patients who are admitted for more than 24 hours		<input type="checkbox"/>	
Patients who are not discharged on the same day that they are admitted, but are admitted for not more than 24 hours		<input type="checkbox"/>	
Patients who are admitted and discharged on the same day		<input type="checkbox"/>	
2. The private health facility will provide the following class(es): Please <input checked="" type="checkbox"/> one or more of the relevant box(es)			
Anaesthesia <input type="checkbox"/>	Intensive Care <input type="checkbox"/>	Paediatric <input type="checkbox"/>	
Cardiac Catheterisation <input type="checkbox"/>	Interventional Neuroradiology <input type="checkbox"/>	Radiotherapy <input type="checkbox"/>	
Cardiac Surgery <input type="checkbox"/>	Maternity <input type="checkbox"/>	Rapid Opioid Detoxification <input type="checkbox"/>	
Chemotherapy <input type="checkbox"/>	Medical <input type="checkbox"/>	Rehabilitation <input type="checkbox"/>	
Cosmetic Surgery <input type="checkbox"/>	Mental Health ¹ <input type="checkbox"/>	Renal Dialysis <input type="checkbox"/>	
Emergency <input type="checkbox"/>	Neonatal <input type="checkbox"/>	Surgical <input type="checkbox"/>	
Gastrointestinal Endoscopy <input type="checkbox"/>			
3. The private health facility will have the following number of procedure rooms ² :			
² Procedure room means a room in which medical or surgical procedures are conducted, and includes an operating theatre, labour room or other room prescribed by the Regulations.			
List the type and number of procedure room(s) including operating theatre and labour rooms.			
Room Type	No.	Room Type	No.

¹ A separate application fee of \$100 is required for a licence for a private mental health facility (section 115 (2)(b) of the Mental Health Act 2007).

Attachment 5

<p>9. Details of the Medicare Benefits Schedule (MBS) item numbers and description for each class of licence sought. In addition, for applications for rehabilitation and mental health class details of the proposed rehabilitation and mental health programs are required.</p>
<p>10. A letter is required signed by a registered specialist anaesthetist stating the level and type of anaesthetic to be used for the procedures or treatment specified includes Electroconvulsive Therapy (ECT), if applicable. An anaesthetist is a medical practitioner and specialist anaesthetist registered under the Health Practitioner Regulation National Law or in the period before that law came into effect a fellow of the Australian and New Zealand College of Anaesthetists. If a specialist anaesthetist is not available certification may be from a registered medical practitioner experienced in the delivery of sedation or anaesthesia.</p>
<p>11. Provide a detailed business case to establish the need for the private health facility services in the proposed location. The business case should include:</p> <ul style="list-style-type: none"> a. details of the clinical specialties, type and level of service to be provided, b. current availability of these services in the public and private sector within the estimated catchment area, c. likely demand for the proposed services in the catchment area or target population, and d. projected demographic and other factors that may affect demand for the proposed services.
<p>12. If the private health facility is leased, a copy of the lease with a description of the proposed lease agreement.</p>
<p>13. If the private health facility is owned, provide evidence of ownership.</p>
<p>14. A copy of the current development application or approval with/by the applicable consent authority, or certification from an authorised certifier, for the use of the premises as a Building Code of Australia (BCA) Class 9(a) health care building. For premises used for chemotherapy or renal dialysis class treatment accommodating day only patients then a development application or certification for use of the premises as a BCA Class 5 building applies.</p>
<p>15. Two (2) copies of architectural plans, drawn to a scale of 1:100 showing the dimensions of each part of the facility, fittings and furnishings. Submissions and architectural plans will be assessed against the Australasian Health Facility Guidelines (HFG). A copy can be downloaded from www.healthfacilityguidelines.com.au</p>

SECTION D

Declaration by applicant or agent on behalf of applicant	
<p>If signing on behalf of the applicant please state in what capacity. I declare that all the information I have given on this application form is true to the best of my knowledge and belief. I understand this application and information provided with it may be distributed to relevant NSW Local Health Districts and within the NSW Ministry of Health and other appropriate agencies for review and comment to assist the assessment of the application. I enclose the prescribed application fee.</p>	
Print Name:	Position:
Signature:	Date:

NB: all sections of this application form must be completed

Please return the completed form together with the required documents as listed in Section C to the address as listed below. If paying by EFT, on date of payment please send email as requested on the EFT form. Cheques should be included with the completed form:

**Regulation and Compliance Unit
Legal and Regulatory Services
NSW Ministry of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059**

Clive Lucas, Stapleton & Partners Pty. Ltd.

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Camden Day Surgery Centre, 7 Park Street, Camden

Demolition of existing dwelling and construction of a new medical day centre with on-site car parking.

STATEMENT OF HERITAGE IMPACT

Prepared for Dr R. Venkatesan

Issue: 21st December 2015

Introduction

This Statement of Heritage Impact (SOHI) provides an analysis of a development proposal for the site at 7 Park Street, Camden.

This report was prepared by Alice Stapleton of this office with review by Sean Johnson. The site was inspected by Alice Stapleton on 10th June 2015 and by Sean Johnson in August 2014, on 10th June and 5th November 2015.

This report follows generally the methodology recommended by the NSW Heritage Office in *Statement of Heritage Impact* (Revised 2002).

Description

Locality

The subject property is located in the township of Camden, New South Wales, within the local government area of Camden Council. The site at 7 Park Street, Camden is located on the north side of Park Street, which runs between Menangle Road and Broughton Street, in an area that is predominantly residential. On the south side of the street is a large recreational park, Macarthur Park. Although this section of Park Street is predominantly residential, there are several commercial sites in the vicinity (Refer to Figures 11 and 12 below).

The subject site is a rectangular allotment with a north-south orientation. The site is 935.8m² in size and is bound by single storey residential dwellings to the east and west. To the north is a single storey medical consulting room at 16 Broughton Street.

The site is located at street level and has small fall of about a metre from the north-east to the south-west. The street frontage to Park Street is 13.79m and a site length of approximately 67.97 (average). (refer to Figures 2 and 3 below).

The real property definition of the land is Lot 11 DP 4543 (refer to Figure 3).

The subject site contains a single storey dwelling, constructed in fibre cement faux weatherboard cladding with terracotta tiled and metal corrugated roof. The house is set back from the footpath and

the rear garden contains a garage, constructed in Fibro sheeting, and a few trees amongst a lawn garden. The front garden also contains a lawn garden with concrete path with vegetation.

The property is unfenced along the Park Street frontage. The side fences are a mixture of timber, painted steel and a low brick retaining wall on the eastern boundary.



Figure 1: Street map showing location of subject property (indicated with an arrow). (Source: Google Maps <http://maps.google.au/>)



Figure 2: Aerial view of the subject property (outlined). (Source: Google Maps <http://maps.google.au/>)



Figure 3: Cadastral plan of the subject property (outlined in red) (Source: NSW Department of Lands Spatial Information eXchange [SIX] viewer, <http://imagery.maps.nsw.gov.au/>)

Physical Description

An inspection of the subject property was undertaken in November 2015 and recorded as follows:

Description of House's Exterior

The house is of timber framed construction. Walls are clad externally in fibre cement faux weatherboards supported on tall brick piers. There is a plain brick chimney and concrete front verandah which appear to date from the post-war 'Austerity' period of the late 1940s and 1950s. The roof is a low hipped form clad in terra cotta coloured Marseilles tiles. A separate low hipped tiled roof covers the rear portion of the house with a metal deck roof over the junction. Windows in the front part of the house are double hung, spiral balance type which could date from the period 1930s-60s. Windows in the rear portion are aluminium sliding type of the late 20th century with some modern timber double hung windows with glazing bars in the rear elevation. There are several items of older fabric which may have been recycled from an earlier building: French windows to the enclosed yard area opposite the kitchen on the eastern side of the house and a stained glass fixed light immediately north of the kitchen. The concrete front verandah has a painted railing and columns composed of thin section steelwork. The ceiling is fibre cement sheet, as are the eaves soffits generally.

Garage

The double garage in the rear garden is timber framed and clad in fibre cement sheets (probably containing asbestos). Documentary evidence indicates a date of 1935. The walling and side door may be original but the entry doors are late 20th century roller doors. The building appears to be disused and is in poor condition.

Description of House's Interior

Ceiling and wall finishes are generally plasterboard in good condition and appear to be of recent date. The floor in the front part of the house is pine tongued and grooved boarding. The fireplace in the front room has an Austerity style brick surround and a modern gas fire. Doors are generally either flush or faux paneled type from the mid to late 20th century. There is one doorway that is possibly earlier in the corridor from the front door. This has no door leaf but has a fanlight. The rear portion of the house is clearly a late 20th century addition.

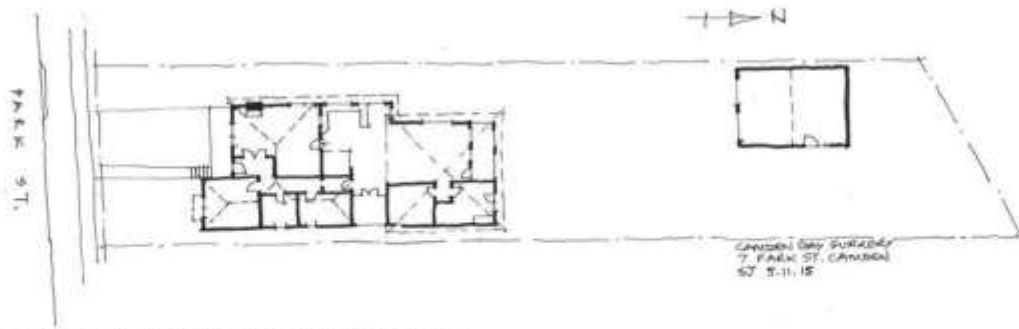


Figure 4: Hand drawn plan of existing house

In conclusion, the house appears to date for the last half of the 20th century. It is in poor exterior condition but has been comprehensively renovated internally. It does not contribute nor does it detract from the values of the conservation area.

Recent Photographs



Figure 5: View of subject house from Park Street.



Figure 6: Front elevation of subject house.



Figure 7: View of driveway facing north.



Figure 8: View of north-west corner of subject house.

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Attachment 6



Figure 9: Rear elevation of subject house



Figure 10: View of rear yard from the north-east corner.



Figure 11: Rear garage.



Figure 12: Existing rear garage structure.



Figure 13: View of rear garden at No. 7 looking across to the rear of N. 9 Park Street.



Figure 14: View of Park Street looking east.



Figure 15: Interior



Figure 16: View of Interior



Figure 17: Example of a commercial business in the locality of the subject site.



Figure 18: Example of a commercial business in the locality of the subject site.

Heritage Status

7 Park Street is not identified as a heritage item. It is however located within the Camden Conservation Area included in the Camden Council Local Environment Plan (LEP) 2010.

The subject site is also located within the vicinity of the following heritage items included on the Camden Council LEP:

- 9 Park Street, Camden, Listing No. I76.
- Macarthur Park, 13 - 13A Menangle Road, Camden, Listing No. I66.

The place is also located in the vicinity of two Potential Heritage Items – 1 and 3 Park Street, Camden as identified in Table B4 of the Camden DCP.

Statements of Significance

The listing for the place on the NSW Heritage Inventory cites the following statement of significance for the following places, located in the vicinity of the subject property.

9 Park Street, Camden, Listing No. I76.

An excellent example of a Federation Queen Anne cottage in the Camden area, associated with a notable citizen of Camden.

High quality, tangible evidence of the settlement pattern & built character of Park Street, which occurred as part of the early growth of Camden town.

Macarthur Park, 13 - 13A Menangle Road, Camden, Listing No. I66.

The park is significant for the landscaped qualities and for its War memorials

Camden Town Centre Conservation Area

Camden Township maintains tangible evidence of its growth and development from private town influence and origins in 1841 to the present day. Many built forms, cultural landscape features and township layout contribute to the character which is held in high esteem.

The juxtaposition of the relatively clear floodplain, with the small scale, articulated nature of the Town, leading up to St John's Church spire and along Menangle Road ridge to the vicinity of the Camden Hospital, provides a rare and possibly unique setting given the history of its origins.

The extent of relatively intact remnant building stock from c.1841 to the mid-20th Century, together with the important communal open spaces of the showground and Macarthur Park, and the visually important exotic and native plantings which soften the built forms, contribute in a major way to the valued character of the Town.

While some built forms within the Township outside the generally important c. 1841 to mid-20th Century period, provide less than contributory values, they remain in a minority, yet act as reminders for the Town's abilities to grow, albeit with a need for respect to its significant qualities.

Whereas most towns on the 'Sydney Plain' were designed by the government, Camden was planned privately by the Macarthur family. Its layout signified the social composition of the area.

Camden has had a mixed population with many descending [sic] from convicts, assisted migrants, gentry, small farmers, traders and retailers and small industrialists. Despite demographic changes, many families have maintained an unbroken existence in the area for some generations

Further to the above, the Camden DCP also designates the following Character Elements for the Camden Heritage Conservation Area:

The distinguishing natural and built character elements of the Camden Heritage Conservation Area include:

- 1. Distinct tree lined visual gateways as viewed from rural floodplain on the fringes of Camden town*
- 2. A topographical form which rises from the floodplain*
- 3. A town which is surrounded by rural hinterland containing transitional community uses*
- 4. Prominent landmark buildings dominated by St John's Church and in particular it's spire*
- 5. Cowpasture Bridge which opened land to the west of the Nepean River*
- 6. A strong grid street network of Camden town*
- 7. A pronounced "High Street" in Argyle Street, performing a traditional shopping and commerce role and thoroughfare function*
- 8. A distinctive tree lined and landscaped medium strip with minimal landscaping fronting the shops along Argyle Street*
- 9. Street lights delineating the carriageway and communicating "seasonal" festive and event information*
- 10. Buildings covering a range in stylistic periods reflecting the evolution of the town centre and reflecting a diverse palette of building materials and finishes.*
- 11. Uniform single to two storey shop fronts along a wide main street*
- 12. An important historical, visual and social axis is formed by John Street.*
- 13. A cluster of civic and community buildings in lower John Street.*
- 14. A range of residential premises, from the stately to workers cottages, largely converted to commercial functions; but still some with a residential use*
- 15. A unique roofscape of smaller roof forms viewed throughout the town.*

16. Remnants of a rural service town, particularly in Edward Street
17. A modest workers cottage precinct in View Street, transitioning into large middle class housing in Alpha Road.
18. Federation cottages and interwar bungalows radiating out from the town centre, with adaptive reuse of these in Broughton Street.
19. A health precinct surrounding Camden Hospital
20. A series of informal pathways linking parking precincts.
21. The grand Macarthur Park is on the fringe of the Town Centre¹.

The Proposal

Documents Describing the Proposal

The proposed works are described in the following documents:

- Clive Lucas Stapleton & Partners, Site Plan Drawing No. 119980/02/E, Floor Plan Drawing No. 119980/03/B, East & South Drawing No. 119980/04/B, West & North Drawing No. 119980/05/B
- Survey plan by PK Surveys, No.57666, dated 25 July 2014;
- Statement of Environmental Effects, written by Clive Lucas, Stapleton & Partners, dated 21st December 2015.
- Arboricultural Impact Assessment by Glenyss Laws dated 10 August 2015
- Traffic Assessment Plan, by Motion Traffic Engineers Pty Ltd, N1514182A, N1514182 (Report 1a), dated September 2015
- Stormwater Management Plans:
 - Soil Erosion and Sediment Control Plan by Siteplus, No. 15213DA, dated September 2015
 - Drainage details and Water Quality Measures by Siteplus, No. 15213, dated September 2015
 - Swept Paths Plan by Siteplus, No. 15213, dated September 2015

Summary of Proposal

In brief, the proposal is for the demolition of the existing one storey dwelling and construction of a new one storey commercial building, designed to appear as a residential dwelling, in a Californian Bungalow style, to be used as a medical day surgery with on-site car parking.

The existing building is to be demolished to provide a building which is purpose built to suit the requirements of a medical day surgery, that is, a commercial building, constructed in masonry.

The day surgery will consist of the following:

One consulting room, with two theatres, and one recovery room, a waiting room and three WCs. Ten car parking spaces have been provided at the rear of the site with landscaping at the north eastern corner of the site and along the western side of the car parking spaces. The front garden has been retained with a path leading from the south-east corner to the front entrance.

¹ Camden Development Control Plan 2011, Section B3.1.2, pB50.

Assessment Methodology

An appropriate assessment methodology is to consider the details of the proposal and to compare it with a properly prepared Statement of Significance in order to determine whether the proposal detracts from or diminishes the significance of the place.

In this case, the proposal will be assessed in three parts: a general discussion and analysis of the broader impacts of the proposal against the General Heritage Provisions in Section B3.1.1 of the Camden DCP; a discussion of the impacts of the proposal against the objectives and controls relating to development within The Camden Heritage Conservation Area in Section B3.1.2.; and an assessment of the proposal against the heritage items in the vicinity.

Assessment Part 1

In this assessment, aspects of the proposal will be evaluated against the **General Heritage Provisions** in Section B3.1.1 of the Camden DCP. In this case, the objectives which apply to this proposal are as follows:

Compatibility of new work:

10. Ensure development is based on, and sympathetic to, an understanding of the heritage significance of the place.

11. Ensure that any development within a heritage conservation area is compatible with and sympathetic to the significant characteristics of the conservation area as a whole and make a positive contribution to the area.

12. Ensure that the development in the vicinity of a heritage place is undertaken in a manner that does not detract from the heritage significance of the place.

In considering this proposal against the above objectives, it is understood that the vicinity of 7 Park Street is characterised by low-scale, single residential allotments, with buildings dating from the early to mid-Twentieth Century. The subject house however, is thought to have been constructed in the last half of the Twentieth Century, and is not considered to be a good example of this type of building, having been altered and without any notable features, historic or social associations. The building makes little contribution to the conservation area but is at least compatible in size and scale with the residential pattern along the street.

The proposal for a new building has been designed to be compatible and sympathetic to the form and pattern along Park Street. It retains the low scale nature of the area and has been designed to appear as a residential building, following the same setbacks, roofline and height as the other buildings on the street.

The proposed developed has also been designed with the Camden Conservation Area in mind – that is, as an area set on the fringe of the Conservation Area, the proposed building is modest in size, with a compatible roof form and is designed as a contemporary interpretation of a Californian Bungalow, examples of which are seen in the vicinity. The proposal retains the historic pattern of development on the street, it is to be a single storey structure, which retains the existing front setback as well as the side and rear setbacks. The proposal also includes retaining the existing front landscaping, without impacting on the tree-lined street or any views in the area.

With regards to the adjacent heritage items, this is addressed below in Part 3 of the assessment.

The relevant controls which apply to this proposal are addressed as follows:

Controls	Comment
Design:	
<p><i>1. New buildings shall be of a simple, contemporary design that avoids "heritage style" replication of architectural or decorative detail.</i></p> <p><i>2. New work must complement the existing building, but it should be possible to tell the new from the old.</i></p>	<p>The proposed design for the subject site is a contemporary version of a traditional style of building which is compatible to the area. The proportions and form of the building are sympathetic to the surrounding buildings. The proposed design is based on a Californian Bungalow but it avoids being a pastiche heritage style replication because on close inspection it will be clearly modern in its detailing.</p>
<p><i>5. New development must be designed reflecting the general form, bulk, scale, height, architectural elements and other significant elements of the surrounding heritage items and heritage conservation areas.</i></p>	<p>The proposal will have no impact on the significance of the surrounding heritage items and the conservation area.</p> <p>The proposed building reflects the bungalow/cottage form along the street, and retains the single storey scale, height and bulk of the existing house on the property.</p>
Siting:	
<p><i>11. Where there is a uniform building front setback, new development must recognise this.</i></p>	<p>No impact - setbacks and pattern are retained.</p>
<p><i>12. The existing informal and irregular pattern of rear property building alignments is to be retained.</i></p>	<p>The proposal seeks to retain the existing front setback on the property at 7 Park Street.</p> <p>The proposal retains the traditional pattern of alignment of the street. The building will be largely placed at the front of the property, allowing open space at the rear.</p>
Roofs and Roofscape:	
<p><i>13. The existing pattern, pitch, materials and details of original roof forms within the Heritage Conservation Area shall be retained.</i></p>	<p>No impact - traditional roof forms are retained.</p>
<p><i>14. Secondary roof forms should be subservient in form, such as low skillion extensions and verandah roofs.</i></p>	<p>The proposed new roof form and materials are designed to be sympathetic with the existing roof pattern in the area. That is, the bungalow-style roof is gabled at the front and hipped at the rear. This includes the use of a front verandah roof and a rear skillion roof, as would have been traditionally built at the rear of this style of building, which is subservient to the main roof.</p>
Verandahs and Balconies:	
<p><i>18. Verandahs and balconies on new buildings should generally be of a contemporary design</i></p>	<p>Minimal impact on significance. The proposal includes a front verandah designed in the style of</p>

and materials that respond to the relevant aspects of the historic context.

a Californian bungalow, to complement the rest of the building. The proportions of this element of the building are carefully designed to traditional forms which are complementary to the existing streetscape and therefore are considered to be the most suitable design for the proposal.

Materials and Finishes:

23. Materials, finishes, and textures must be appropriate to the historic context of the original significant buildings within the streetscape.

Minimal impact on significance.

24. Contemporary materials are permitted where their proportions, detailing and quantities are in keeping with the character of the area. Large expanses of glass and reflective wall and roof cladding are not appropriate.

As it is not possible for a commercial building to have combustible exterior finishes on its side walls, the proposal is for a painted cement rendered exterior finish to replace the existing building. More detail is added to the front elevation to emulate the style of building seen throughout the Camden Conservation Area.

The materials and finishes have therefore been designed to complement the Californian Bungalow style cottage, as much as possible, with brick piers and rendered facades to ensure the continuation of authentic character within the streetscape.

Colours:

28. New buildings need not employ traditional colour schemes, but should use colours sympathetic to surrounding development and contribute to the cohesiveness of the Heritage Place.

No impact on significance. A traditional colour scheme is proposed, including cream render, brown barge boards and detailing and white painted timber window frames. This colour scheme has been designed to complement the colours of the surrounding building and have been detailed in the drawings accompanying this application.

29. Colour schemes can be used to enhance significant building features and to reduce intrusive elements.

Fences and Gates:

31. Where possible, existing fences that have been identified as being significant or that contribute to the overall setting or character of a heritage place are to be retained, rather than replaced.

No impact on the significance of the area. The existing property does not have a front fence, as is common for buildings constructed in the early to mid-Twentieth Century. This proposal does not seek to add a new fence.

32. New fences should match as closely as possible the original fencing in terms of design, materials, colour and height. If the original fence type is not known, it should relate to the architectural period of the heritage building. Old photographs or inspection of remaining fabric can often reveal the original fence type.

Landscaping:

36. Front gardens should predominately be landscaped in a style appropriate to the building type and to embellish the street front elevation.

No impact on the significance of the front garden as the proposal seeks to retain the existing landscaping in the front garden. A path is included in the proposal in order to provide easier

37. *Landscaping should, where possible, retain the original design elements, paths, significant trees and plantings.*

access for visitors. The impact of the new path is thought to be minimal on the significance of the place.

A majority of the existing trees on the subject site are being retained.

Garages, Carports and Outbuildings:

39. *Parking structures are generally not appropriate in the front setback area.*

No impact on the heritage significance of the area. In this case, the proposal seeks to retain and expand the existing car parking location at the rear of the subject property.

Vehicle Access:

41. *Driveways should be constructed of gravel, crushed sandstone, bricks or plain concrete or be designed as separated wheel strips. Stencilled concrete is generally not appropriate.*

Minimal impact on significance. This proposal seeks to retain the existing driveway location and to provide a mixture of pervious and impervious pavement and pavers as detailed on the *Swept Paths Plan* accompanying this application. Hard stand areas have been kept to a minimum where possible.

42. *Hard stand areas should be kept to a minimum.*

Signage:

43. *Refer to Section B4.2 of this DCP - Signs on Heritage Items or in Heritage Conservation Areas*

This proposal seeks to have minimal signage on the site and therefore will have minimal impact on the significance of the area. As shown on the drawing accompanying the application, a small sign is proposed on the front wall of the building, next to the front door.

Associated structures:

45. *Appropriate external lighting may be used to highlight the architectural features of significant buildings.*

No impact on significance. Any exterior lighting will be low key domestic type lights on the front verandah.

46. *Skylights, air conditioning units, antennas, solar panels, satellite dishes etc. shall not be visible from the street.*

No impact on significance. This proposal does not seek to have any associated structures

Demolition:

47. *The demolition of a heritage place is contrary to the intent of heritage listing. It will only be considered as a last resort, where a Heritage Impact Statement is submitted covering the following:*

The subject building has been examined and described in the report above. The conclusion is that "The form and scale of the house match the other buildings along the street, however the fabric and the details of the building have been so greatly altered that the building does not represent a good example of a house from the early to mid-Twentieth Century and would therefore be considered neutral in its contribution to the streetscape".

(a) *Documentation that all alternatives for retention have been investigated and ruled out.*

(b) *It can be satisfactorily demonstrated that the building does not satisfy the criteria for listing established by the NSW Heritage Branch.*

(c) *It has been sufficiently documented and justified that the structure is considered incapable of repair.*

The applicant is aware there may be some conditions required to document the place, if necessary.

48. *Where consent is issued for demolition, or part demolition, of a heritage place a comprehensive diagrammatic and photographic archival record is to be made of the structure to*

be demolished.

This must be submitted to Council's satisfaction prior to commencement of any demolition works.

A heritage consultant experienced in the preparation of an archival recording is required to undertake the recording.

Assessment Part 2

This part of the assessment examines the proposal against the relevant objectives and controls of the *Camden Heritage Conservation Area*. In this case, the relevant objectives are:

Objectives

- 1. Retain the unique heritage significance of Camden town, recognising it as a rare and distinctive area*
- 3. Retain the cohesive character particularly evident in the scale of development in each street.*
- 5. Seek to foster a balance between historic character and sensitive contemporary development*

The proposal seeks to retain the heritage significance of Camden town, by allowing for the continuation of the character elements for the area. That is, the proposal respects the tree-lined streets, the grid pattern and the residential forms in the area. The proposal is also low scale, allowing St John's Church to remain the dominant landmark in the area and does not detract from the other building forms along the street. The roof form reflects similar roof forms in the area and the change in use to a day surgery is compatible with Camden town being a health precinct.

The proposal also retains the cohesive character of Park Street, as it retains the form and height and scale of the existing building. When viewed as part of the street, the proposal will blend in with the setting.

The proposal is also considered sensitive to the historic character of the area as the proposed design is a contemporary interpretation of a Californian Bungalow style building. It will not appear as an obvious new building in the historic streetscape.

The relevant controls for the Camden Conservation Area are addressed as follows:

Controls	Comment
<i>1. Views associated with the St John's Church Spire shall not be compromised.</i>	All retained – no impact. The single storey, low scale design of the proposal has been designed to maintain any views to St John's Church.
<i>4. The strong street grid shall be maintained and not compromised by closures and/or permanent malls.</i>	Street grid maintained - no impact.
<i>6. Additional development on the fringe of the town should complement and not detract from the viability of the "main street".</i>	No impact.
<i>8. Existing cottage dominated streetscapes shall be retained and complemented with compatible extensions/additions and new developments.</i>	Proposed development is compatible with the streetscape. No impact.
<i>9. A two storey height limit shall prevail except for significant architectural features incorporated in the design of buildings in significant locations.</i>	Proposal is single storey – no impact.
<i>10. Large built forms in cottage dominated precincts shall be avoided through the use of various roof forms and pitches, wall openings and recesses, materials, recessive colours and landscaping</i>	Proposal retains the cottage form along the street – no impact.

Assessment Part 3

In this part of the assessment, the proposal is compared against the heritage items in the vicinity. The subject property is adjacent to a heritage item, No. 9 Park Street and is opposite Macarthur Park. The property is also located in the vicinity of two Potential Heritage Items – 1 and 3 Park Street.

In all cases, the proposal will not impact on these items for the following reasons:

The proposed development is for a single storey building, which is set back at the western side. The setbacks and the orientation of the building on the site will therefore not cause any additional overshadowing on the neighbouring properties. The design also retains the front setbacks and existing alignment of the current building and therefore will not overwhelm in terms of bulk and height along the streetfront.

The architectural design of the proposal is also compatible with the style of the adjacent items. The Californian bungalow style design is cohesive with the existing design and forms along the street.

Views to St John's spire will also be retained. (Also see View Analysis Diagrams accompanying this development application).

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The proposal also seeks to minimise any potential damage to the trees in the neighbouring property. An arboricultural report has been undertaken to seek advice on the impact of the proposal and the design of the rear car parking has been amended accordingly, to allow more deepsoil landscaping and areas of protection around the significant trees.

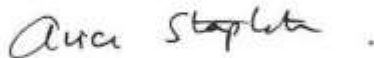
Conclusion

Generally

The proposed development at 7 Park Street Camden involves the replacement of a relatively insignificant dwelling with a functional, sympathetic building which respects the surrounding built form as well as contributes to employment and the economy of Camden. The proposal has been carefully designed to be compatible with the surrounding Conservation Area as well as respect the significance of the adjacent heritage items. The changes are being proposed to improve the use of the site and create a building which facilitates commercial, in this case, medical use. The proposed building at 7 Park Street is capable of being carried out in a sympathetic manner and will not detract from the historical and architectural significance of the Camden Conservation Area.

Recommendations

Consequently, in the view of this firm the proposal has a minimal impact on the significance of the locality and **should be** approved by Camden Council, the consent authority.



Alice Stapleton
Clive Lucas, Stapleton & Partners Pty. Ltd.
Architects and Heritage Consultants

Encls.

Drawings of proposal
CV

Consultant:

Clive Lucas, O.B.E., B.Arch., D.Sc.(Arch.) (*honoris causa*), Sydney,
L.F.R.A.I.A.
Registered Architect No. 2502

Partners:

Ian Stapleton, B.Sc.(Arch.), B.Arch., Grad.Dip.Env.Law, F.R.A.I.A.
Registered Architect No. 4032
Nominated Architect

Sean Johnson, B.A., Dip.Arch., M.Sc.(Arch.Cons.), R.A.I.A.
Registered Architect No. 4728

Associate:

Kate Denny, B.A., M.Herit. Cons.

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CURRICULUM VITAE

Alice Stapleton, B.A. (Communication), MURP, is a heritage planner with a background in Communication and a Master of Urban and Regional Planning from the University of Sydney.

Since joining Clive Lucas, Stapleton & Partners, Alice has been involved in heritage planning for conservation plans, heritage reports and the preparation of development applications and heritage assessments for a number of historic places, including:

Conservation Management Plans

- Booby Island Lighthouse, Torres Strait
- The Mining Museum, George Street, The Rocks
- Kent Street properties, Millers Point
- NSW Parliament House, Macquarie Street, Sydney
- Donald Bradman's boyhood home, 52 Shepherd Street, Bowral

Heritage Studies and Assessments

- Ku-ring-Gai Council Review of Draft and and Potential Heritage Items, 2014
- Hunter Region Heritage Study, 2013
- 8 Wilona Avenue, Lavender Bay
- George Street (Tudor) Gatehouse, Parramatta Park, Parramatta, 2013

Development Applications (Statements of Environmental Effect)

- Burrawang Café, Burrawang
- 11 Elizabeth Place, Paddington
- Grosvenor Cottage, Wahroonga
- 'Ravensworth', 8 Fern Street, Pymble

Prior to Clive Lucas, Stapleton & Partners, Alice developed her planning and heritage experience at Chapman Planning, GHD Consultants, and the City of Sydney Council.

May 2015

ORD07

Attachment 1



30 September 2016

Dr Ron Moore
General Manager
Camden Council
70 Central Avenue
ORAN PARK NSW 2570

BY EMAIL: ron.moore@camden.nsw.gov.au & cheryle.yinlo@camden.nsw.gov.au

Dear Dr Moore,

LIVE AND LOCAL GRANT FOR WESTERN SYDNEY

Congratulations again on your council being one of our successful applicants for the 'Live and Local' Western Sydney strategic initiative grants.

The purpose of this letter is to set out the key terms in respect of your 'Live and Local' grant. Please review the Schedule attached to this letter and let us know if there is anything you wish to discuss further. If you accept these terms, could you please send back a signed copy of this letter in the space provided. Over the coming weeks we will send you a more formal agreement that includes these terms for your review.

We look forward to working with you over the coming months on this great initiative and we again thank you for your interest in Western Sydney and live music in NSW.

Yours sincerely

Damian Cunningham
Audience and Sector Development - Director
Live Music Office

Accepted by:

Signature

Name

Date

-2-

Schedule

Grant Recipient	Camden Council
Grant	\$27,500
Payment Terms	APRA AMCOS (trading as Live Music Office) will pay the Grant to the Grant Recipient on execution of the contract in respect of the Grant (Agreement), which will be provided to the Grant Recipient as soon as possible and in any case prior to the Grant Recipient's first Funded Activity
Funded Activities	<p>The Funded Activities are:</p> <ol style="list-style-type: none"> 1. Argyle Street Live and Local micro-festival (2017) 2. Camden LGA Live and Local micro festival (2018) <p>You must not vary or change the Funded Activity without our prior approval, this includes changes to the nature of the activities, key creative personnel, locations, timeframe for delivery of the activities or the budget.</p> <p>Funded Activities are limited to programs and projects based and delivered in Western Sydney.</p>
Grant Use	<p>The Grant funds are only to be used for the purposes of the Funded Activities.</p> <p>APRA AMCOS may suspend the Grant or ask that you repay the Grant funds (or part thereof) if you fail to carry out or hold the Funded Activities.</p>
Records	<p>APRA AMCOS requires as a condition of the Grant, that the Grant Recipient agrees to provide reports in respect of the Funded Activities, in the form as specified in the Agreement, which will include, but not be limited to, details of the use of the Grant funds, the Funded Activities (including attendance figures) and the music use at those activities.</p> <p>APRA AMCOS may, at its expense and election, conduct audits in respect of the use of the Grant funds and the Funded Activities.</p>
Support Materials	The Arts NSW logo and the Live Music Office logo should be included in all programs, publications, invitations, banners and other printed or electronic material undertaken in relation to the Funded Activities, or any products developed as a result of the Funded Activity.
Intellectual Property	<p>You must grant both Arts NSW and APRA AMCOS a licence to use, reproduce, publish, adapt and communicate the intellectual property rights in any materials bought into existence for the purpose of producing the Funded Activities and/or performing your obligations under this agreement.</p> <p>This licence includes the use of any images from your Funded Activities to be used by APRA AMCOS or Arts NSW for those organisation's websites, presentations, newsletters and publications.</p>



Camden Council Minutes

**Business Assurance and Risk Committee
Meeting**
6 July 2016

**Camden Council
Large Meeting Room
19 Queen Street, Narellan
6.00pm**



BUSINESS ASSURANCE AND RISK COMMITTEE

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Voting Members Present:

John Gordon	Independent Member (Chair)
Bruce Hanrahan	Independent Member
Cr Therese Fedeli	Camden Council Councillor

Attendees:

General Manager
 A/g Director Customer & Corporate Services
 Business Assurance Officer
 Risk Management Officer
 Senior Governance Officer

Invitees:

External Auditor
 Director Community Infrastructure
 Director Planning & Environmental Services
 Manager Infrastructure Services
 Manager Customer Service & Governance
 Director at Prosperity Audit Services

BUS01 Apologies**RECOMMENDED**

That leave of absence be granted to Councillor Sidgreaves from the Business Assurance and Risk Committee meeting.

DECISION

That Councillor Sidgreaves be granted leave of absence.

BUS02 Declaration Of Interest**RECOMMENDED**

That the Business Assurance and Risk Committee declarations be noted.

DECISION

No declarations of interest were made.

BUS04 Plant Replacement Program Internal Audit ReportRECOMMENDED

That the Business Assurance and Risk Committee:

- i. note the Plant Replacement Program Internal Audit.

DISCUSSION**PRESENTATION – PLANT REPLACEMENT INTERNAL AUDIT REPORT**

The Director at Prosperity Audit Services (the Director), presented the internal audit report for the Plant Replacement Program. The Director provided a summation of the internal audit findings and recommendations.

Mr Gordon asked to be reminded why Council requested the audit to be performed.

Director Community Infrastructure advised that it was to assess Council against best practice. It was also to identify any improvement opportunities for Council's plant replacement program. Especially in light of the future growth of the Local Government Area and the demand on Council to maintain and improve infrastructure during that growth with required plant to meet that need.

Acting Director Customer and Corporate Services explained how the plant replacement program and plant reserve operate.

The possibility of expanding the Strategic Asset Management Plan to include provision for maintenance of Council's assets and ensuring plant needs are addressed was discussed.

Mr Gordon asked if the Director Community Infrastructure was able to deliver the recommendations associated with this audit. It was confirmed the recommendations can be delivered.

DECISION

That the Business Assurance and Risk Committee note the Plant Replacement Program Internal Audit and that the Director Prosperity Services be thanked for his presentation.

The Director Prosperity Services left the Business Assurance and Risk committee meeting after this item.

BUS07 Other Audit And Risk Related MattersRECOMMENDED

That the Business Assurance and Risk Committee:

- i. note the report on other audit and risk related matters.

DISCUSSION

Councillor Fedeli suggested looking at the possibility of Council obtaining something from the suppliers' bank (for example deposit slip) to confirm bank details.

DECISION

That the Business Assurance and Risk Committee:

- i. note the report on other audit and risk related matters.
- ii. report back to the Committee on the outcomes from Councillor Fedeli's suggestion to obtain a record from the bank to confirm suppliers bank details.

BUS03 Minutes To The 30 March 2016 Business Assurance And Risk Committee Meeting

RECOMMENDED

That the Business Assurance and Risk Committee:

- i. approve the minutes to the 30 March 2016 Business Assurance and Risk Committee meeting.

DISCUSSION

The Business Assurance and Risk Committee reviewed the Actions listing table noting all actions from the previous Minutes which have been completed or are underway.

DECISION

That the Business Assurance and Risk Committee approve the minutes to the 30 March 2016 Business Assurance and Risk Committee meeting.

Moved: Mr Hanrahan
Seconded: Councillor Fedeli

BUS05 Section 94 Contributions Review Report

RECOMMENDED

That the Business Assurance and Risk Committee:

- i. note the Section 94 Contributions Review Report.

DISCUSSION

Council's Business Assurance Officer outlined the findings from the Section 94 Contributions review on behalf of the Principal from O'Connor Marsden & Associates. The report confirmed the new processes addressed the risks of error.

Mr Hanrahan advised that further training of staff is essential.

Mr Gordon commented on the risks associated with the processing of Voluntary Planning Agreements (VPA's) which can be very complex.

The Director Planning and Environmental Services outlined the VPA process and the nature of Council's VPAs and provided an overview of Council's business improvement project in relation to VPAs.

The General Manager suggested a presentation be provided to the next Business Assurance and Risk Committee meeting on VPAs.

DECISION

That the Business Assurance and Risk Committee

- i. Note the Section 94 Contributions Review Report.
- ii. Be presented with a briefing on Voluntary Planning Agreements at the November 2016 Committee meeting.

BUS06 Procurement Internal Audit Report

RECOMMENDED

That the Business Assurance and Risk Committee:

- i. note the Procurement Internal Audit Report.

DISCUSSION

The Business Assurance Officer provided a summation of the findings and recommendations from the audit of procurement.

The Acting Director Customer and Corporate Services provided an overview of the next steps with procurement, including the recommendation of a new purchasing framework.

Councillor Fedeli left the Committee meeting – the time being 7.10pm.

Mr Gordon requested an update on the implementation of the procurement changes at the November 2016 Committee meeting.

DECISION

That the Business Assurance and Risk Committee:

- i. Note the Procurement Internal Audit Report.
- ii. Be provided with an update on the progress in implementing the new purchasing framework at the November 2016 meeting.

The Manager Infrastructure Services left the Business Assurance and Risk Committee meeting after this item.

BUS08 Internal Audit Plan Status Update

RECOMMENDED

That the Business Assurance and Risk Committee:

- i. Note the Internal Audit Plan Status Update
- ii. Approve rescheduling the Business Continuity and Disaster Recovery Planning audit and the Information Security and Penetration audit to the 2nd quarter 2016/2017.

DISCUSSION

The Business Assurance Officer provided an update on the status of the implementation of Council's Internal Audit Plan. The Business Assurance Officer also provided an explanation for deferring the information technology related internal audits.

Controls around the migration of systems to Oran Park and transition plans were discussed.

DECISION

That the Business Assurance and Risk Committee:

- i. Note the Internal Audit Plan Status Update
- ii. Approve the rescheduling of the Business Continuity and Disaster Recovery Planning audit and the Information Security and Penetration audit to the 2nd quarter 2016/17 subject to confirmation at the next meeting when a quorum is present.

BUS09 Audit Report Recommendations - Implementation Status Update - June 2016

RECOMMENDED

That the Business Assurance and Risk Committee:

- i. note the Implementation Status Update for June 2016.

DISCUSSION

It was noted that the recent appointment of the Purchasing and Procurement Coordinator and the Risk Management Officer should progress the implementation of the recommendations going forward.

The General Manager commented on the status of Management's progress in implementing recommendations and setting reasonable targets that can be delivered.

DECISION

That the Business Assurance and Risk Committee note the Implementation Status Update for June 2016.

BUS10 External Audit Update

RECOMMENDED

That the Business Assurance and Risk Committee:

- i. Note the external audit update

DISCUSSION

Council's External Auditor provided the Committee with an update on the external audit matters that may impact Council. The External Auditor advised the interim audit was complete.

The External Auditor discussed future changes to Australian Accounting Standards in relation to Financial Instruments, related parties, leases and revenue recognition.

Council's External Auditor also provided an update on local government external audits transitioning to the responsibility of the Auditor-General commencing with the year ending 30 June 2017.

DECISION

That the Business Assurance and Risk Committee note the external audit update.

BUS11 Enterprise Risk Management System

RECOMMENDED

That the Business Assurance and Risk Committee note the status update on the establishment of Council's Enterprise Risk Management Framework.

DISCUSSION

Council's Risk Management Officer provided an update on the status of the establishment of Council's Enterprise Risk Management Framework (ERM).

The Business Assurance Officer advised InConsult recently presented an introduction to the ERM framework to the Senior Management team.

DECISION

That the Business Assurance and Risk Committee note the status update on the establishment of Council's Enterprise Risk Management Framework.

BUS12 Governance Information Report

RECOMMENDED

That the Business Assurance and Risk Committee:

- i. Approve the content of the Governance Information Report

DISCUSSION

Council's Business Assurance Officer provided the Committee with an overview of information to be included in this report and advised the Governance Information report will commence from the November 2016 meeting.

DECISION

That the Business Assurance and Risk Committee approve the content of the Governance Information Report subject to confirmation at the next meeting when a quorum is present.

BUS13 Forward Meeting Plan - Business Assurance And Risk Committee Meetings

RECOMMENDED

That the Business Assurance and Risk Committee:

- i. Approve the Business Assurance and Risk Committee Forward Meeting Plan for the year ended 30 June 2017.

DISCUSSION

The Business Assurance Officer advised the Business Assurance and Risk Committee of the proposed meetings schedule for the next 12 months and the proposed agenda items to fulfil the Committee's obligations under its Charter. The Business Assurance Officer indicated the audited financial statements meeting date is tentative and would need to be flexible.

DECISION

That the Business Assurance and Risk Committee approve the Forward Meeting Plan for the year ended 30 June 2017 subject to confirmation at the next meeting when a quorum is present.

BUS14 General Business

RECOMMENDED

That the Business Assurance and Risk Committee:

- i. Note any General Business items discussed.

DISCUSSION

The Acting Director Customer and Corporate Services provided the Committee with an update on progress in meeting Camden Council's Fit for the Future objectives and highlighted the completion/significant progress in many business improvement projects.

Council's Business Assurance Officer also provided the Committee an update on the Local Government Amendment (Governance and Planning) Bill 2016 and the potential need to review the Charter after the Bill is passed through Parliament.

DECISION

That the Business Assurance and Risk Committee note the General Business items discussed.

Next Meeting:

The next meeting of the Business Assurance and Risk Committee is tentatively scheduled for Monday 10 October, 2016 at Oran Park Administration Centre, commencing at 5.30 pm.

The Meeting closed at 8.10pm.



Camden Council Minutes

**Business Assurance and Risk Committee
Meeting**

10 October 2016

**Executive Boardroom
Camden Council
Administration Building
70 Central Avenue
Oran Park
4.30PM**



BUSINESS ASSURANCE AND RISK COMMITTEE

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Meeting commenced at 4.55pm after the Committee met separately "in-camera" with Councils Business Assurance Officer and Council's External Auditor, to discuss the audit.

Voting Members Present:

John Gordon	Independent Member (Chair)
Bruce Hanrahan	Independent Member
Cr Therese Fedeli	Camden Council Councillor

Attendees:

General Manager
Manager Finance and Corporate Planning
Business Assurance Officer

Invitees:

External Auditor
Director Customer and Corporate Services
Director Community Infrastructure
Director Planning & Environmental Services
Manager Corporate Performance and Customer Service
Senior Financial Accountant

BUS01 Apologies

RECOMMENDED

That leave of absence be granted to Councillor Sidgreaves from the Business Assurance and Risk Committee meeting.

DECISION

That Councillor Sidgreaves be granted leave of absence.

BUS02 Declaration Of Interest

RECOMMENDED

That the Business Assurance and Risk Committee declarations be noted.

DISCUSSION

No declarations of interest were made however Mr Gordon advised that he was recently appointed to the Audit Committees for Northern Beaches Council and Georges River Council.

DECISION

No declarations of interest were made.

BUS03 Minutes To The 6 July 2016 Business Assurance And Risk Committee MeetingRECOMMENDED

That the Business Assurance and Risk Committee approve the minutes to the 6 July 2016 Business Assurance and Risk Committee meeting.

DISCUSSION

The Business Assurance and Risk Committee agreed to defer all actions on the action plan to the next Business Assurance and Risk Committee meeting.

Mr Gordon congratulated Councillor Sidgreaves and Councillor Fedeli on their re-election to Council and their continued commitment to the Business Assurance and Risk Committee.

DECISION

The Business Assurance and Risk Committee approve the minutes to the 6 July 2016 Business Assurance and Risk Committee meeting

Moved: Mr Hanrahan
Seconded: Councillor Fedeli and Mr Gordon

BUS04 Review Of Financial Statements And External Audit Reports For The Year Ended 30 June 2016RECOMMENDED

That the Business Assurance and Risk Committee:

- i. endorse the General Purpose Financial Statements for the year ended 30 June 2016 for submission to Council for adoption;
- ii. endorse the Special Purpose Financial Statements for the year ended 30 June 2016 for submission to Council for adoption;
- iii. endorse Special Schedules 1-8 for the year ended 30 June 2016 for submission to Council for adoption.

DISCUSSION

Mr Gordon and the Committee acknowledged the high standard of the package of financial statements and a job well done as the Committee did not have any concerns with the content of the statements.

The Manager Finance and Corporate Planning outlined Council's financial position, highlighting that Council is in a positive position. This included highlighting Council's strong ratios.

Council's External Auditor, PriceWaterhouseCoopers (PWC), presented the results of the external audit for the year ended 30 June 2016. PWC's representative advised that the external audit is complete and an unmodified audit opinion would be issued. It was advised that Council is in a very sound and stable financial position.

PWC advised that the Auditor-General was now Council's auditor for future years after proclamation under the *Local Government Amendment (Governance and Planning) Act 1993*. It was advised that the Auditor-General would undertake a small number of audits directly and would contract out the remaining audits. PWC advised they have submitted their expression of interest to the Auditor-General to continue as external auditor.

PWC's representative discussed future changes to the accounting standards and specifically the new disclosure requirements for related party transactions for the year ended 30 June 2017. PWC advised they have met with Council staff and that good progress is being made towards meeting the new requirements.

PWC's representative advised that Council's internal controls assessed as part of the audit have been found as sound. Management and staff provided full co-operation and support for the audit.

Mr Hanrahan asked if Council staff were happy with the audit process and the Manager of Finance and Corporate Planning advised that they were satisfied.

Mr Gordon advised he had some questions around the content and gaining a better understanding of some items in the financial statements but had no issues overall with the statements. Mr Hanrahan and Councillor Fedeli advised they had no questions or concerns in relation to the Statements.

At this point the resolution as per the recommendation was made to allow Mr Hanrahan to leave the meeting.

Mr Hanrahan left the meeting at 5.40pm.

Mr Gordon asked a number of questions in relation to the content of the financial statements. The following minor changes were recommended to the financial statements:

- Elaborate on the explanation provided for balanced budget
- If we do not have any rural fire service equipment, consider removing the note on such equipment or disclosing that Council does not have any.
- Add a statement that we are not aware of any events that have occurred after balance date
- Consider removing one column from Special Schedule 7 in relation to estimated cost of bringing assets to agreed condition.

Mr Gordon recommended having an independent expert review Council's depreciation methodology and calculation next year to provide independent assurance.

Mr Gordon also suggested that for future years to obtain a document, e.g. a letter of representation or checklist, signed by each section/department providing information for the financial statements advising they have provided everything required and are not aware of any other matters to be raised/included in the accounts.

DECISION

That the Business Assurance and Risk Committee, noting that Special Schedules 1-7 are not audited:

- i. endorse the General Purpose Financial Statements for the year ended 30 June 2016 for submission to Council for adoption;
- ii. endorse the Special Purpose Financial Statements for the year ended 30 June 2016 for submission to Council for adoption;
- iii. endorse Special Schedules 1-8 for the year ended 30 June 2016 for submission to Council for adoption.

BUS05 General BusinessRECOMMENDED

That the Business Assurance and Risk Committee note any General Business items discussed

DISCUSSION

Mr Gordon requested that the *Local Government Amendment (Governance and Planning) Act 2016* be included on the Committee's next meeting agenda as changes to the Committee Charter will be required to accommodate the legislative changes.

The General Manager echoed the Committee's comments acknowledging the great job of the finance team in producing high quality financial statements. The Manager Finance and Corporate Planning also acknowledged the performance of Council's Senior Financial Accountant in preparing the financial statements to such a high quality.

DECISION

That the Business Assurance and Risk Committee note the General Business items discussed.

Meeting closed at 6.08pm.

Next Meeting:

The next meeting of the Business Assurance and Risk Committee will be held on 16 NOVEMBER 2016 at 5.30 pm.



Transport
Roads & Maritime
Services

AGREEMENT
for
BLOCK GRANT ASSISTANCE
to
COUNCIL
for
REGIONAL ROADS

("Block Grant Agreement")

2016/2017

Camden Council

ORD09

Attachment 1

Dated: 2016

1. PARTIES

- 1.1 Roads & Maritime Services of New South Wales, Sydney
- 1.2 Camden Council

2. INTERPRETATION

2.1 In this document unless the context otherwise requires the following words and phrases shall have the meanings attributed to them as follows:

- 2.1.1 "Act" means the Roads Act 1993.
- 2.1.2 "Maintenance" shall have the meaning it has in the Act.
- 2.1.3 "Council" means the Council being granted assistance by the Roads & Maritime Services for works of construction and maintenance under the Act as set out in this Agreement.
- 2.1.4 "Financial Year" shall refer to the twelve month period commencing on 1 July 2016 and expiring on 30 June 2017.
- 2.1.5 "Grant" means the amount of financial assistance agreed to be granted to Council by the Roads & Maritime Services in accordance with the terms of this Agreement.
- 2.1.6 "Local Government Area" shall have the same meaning as in the Local Government Act 1993
- 2.1.7 "Regional Roads" means the roads in respect of which RMS and Council have agreed that a grant shall be made as set out in this Agreement.
- 2.1.8 "RMS" means the Roads & Maritime Services of New South Wales constituted under the Transport Administration Act 1988.
- 2.1.9 "Traffic Facilities" means all facilities installed to assist the flow of traffic and to maximise road safety.
- 2.1.10 "Works" means all acts of construction, maintenance, improvements and related planning, design, environmental surveys upon Regional Roads and all incidental on site acts in any way related to such activities.

3. RECITALS

- 3.1 RMS and councils throughout New South Wales share responsibility for the management of the roads and traffic system in New South Wales and are committed to a joint consultative approach to the exercise of that responsibility.
- 3.2 RMS and councils have a mutual interest to ensure that adequate funds are available from all spheres of government so that the roads and traffic system in New South Wales is managed in a manner acceptable to the community.
- 3.3 RMS and councils recognise that effective and efficient planning, management, administrative, funding and classification arrangements are necessary in the current economic and social climate.
- 3.4 RMS and Council therefore enter into this binding Agreement to govern the payment of the Grant.

4. GRANT OF FINANCIAL ASSISTANCE

- 4.1 The parties hereby agree that RMS shall pay the Grant in respect of Works to Council for the Financial Year 1 July 2016 to 30 June 2017 in accordance with the terms contained in this Agreement.

5. GRANT**Amount**

5.1 RMS shall pay the Grant to Council in the amount set out in Schedule One of this Agreement. The Grant shall have three components:

- 5.1.1 Roads;
- 5.1.2 Traffic Facilities; and
- 5.1.3 Supplementary.

Regional Roads

5.2 The parties agree that the Regional Roads to which this Agreement applies shall be that portion of the Regional Roads listed in Schedule 2 of this Agreement which falls within the local government area of Council.

Expenditure on Works

- 5.3 Council agrees to expend the Grant to conform with an appropriate standard as determined by Council in their capacity as a roads authority and in accordance with Council's Integrated Planning and Reporting plans only on:
 - 5.3.1 Works on Regional Roads; and
 - 5.3.2 Works relating to Traffic Facilities on Regional and Local roads.
- 5.4 RMS acknowledges that financial assistance additional to the Grant may be granted by RMS in respect of specific works on Regional Roads.

Flood and Storm Damage

- 5.5 RMS acknowledges that financial assistance additional to the Grant may be granted by RMS in respect of urgent repairs or emergency works necessary upon Regional Roads.
- 5.6 RMS acknowledges that financial assistance additional to the Grant may be granted by RMS where, owing to damage to roads, ferries or bridges by flood or storm damage, it is necessary to provide alternative routes or provide additional facilities for traffic purposes.

6. PAYMENT OF FINANCIAL ASSISTANCE

- 6.1 RMS shall pay the Grant to Council by quarterly payments, the first such payment to be made as soon as practicable following execution of this agreement. Subsequent quarterly payments will only become payable on receipt of the following documents:
- 6.1.1 Submission to the Regional Manager of a signed copy of this agreement for 2016/2017 by 1 September 2016;
 - 6.1.2 A certificate of expenditure in accordance with Clause 6.3 and Schedule 3 of 2015/2016 Agreement;
 - 6.1.3 A report of expenditure and works completed in accordance with Clause 7.1 and Schedule 4A of the 2015/2016 Agreement, and
 - 6.1.4 A report on the inventory of Regional Roads including bridges in accordance with Clause 7.2 and Schedule 4B of the 2015/2016 Agreement.
- 6.2 Payment of the subsequent grant instalments will be made as soon as practicable within the months of October, January and April in the Financial Year subject to the conditions of this Agreement being met.
- 6.3 Council agrees to forward to RMS by 1 September 2017 a Certificate of Expenditure in the form prescribed in Schedule 3 of this Agreement.

Under Expenditure

- 6.4 Council is expected to have fully expended the Grant by 30 June 2017.
- 6.5 Any remaining part of the Grant not expended by 30 June 2017 will be regarded as a payment against the Grant for the subsequent financial year.

7. COUNCIL REPORTING

- 7.1 Council agrees to forward to RMS by 1 September 2017 a report detailing expenditure, from all council sources, and work outputs for Regional Roads in accordance with Schedule 4A of this Agreement. This report is to show all expenditure on road works and traffic control works on Regional Roads from all Council's funding sources.
- 7.2 Council agrees to forward to RMS by 1 September 2017 updated inventory information in accordance with Schedule 4B. Council is required to fully report on its inventory of Regional Roads under Schedule 4B, including where there is no change from previous year's inventory.

8. INSPECTION OF RECORDS

- 8.1 Council agrees to give any authorised officer of RMS all information, evidence, access

to Council's records, documents and facilities for inspection reasonably required in connection with the expenditure of the Grant. Any officer of RMS who is authorised by RMS in writing to seek and obtain such information and other matters shall be deemed to have been authorised for the purposes of this clause.

- 8.2 Council recognises that it may be selected at random during the period of the agreement to be the subject of an audit of expenditure of the Grant.

9. INDEMNITY

- 9.1 Council shall indemnify and save harmless and keep indemnified RMS from and against all damages, costs, charges and expenses of any nature whatsoever paid suffered or incurred by Council in respect of any action claim suit or proceedings taken by or incurred by Council in respect of any Works carried out involving expenditure of the Grant except where RMS may itself be liable in respect of any Works upon which it has subcontracted for reward.
- 9.2 Any damages, costs, charges or expenses of any nature whatsoever paid suffered or incurred by Council in respect of any action, claim, suit or proceedings taken by or against Council and relating to Works carried out involving expenditure of the Grant shall be paid or borne by Council and shall not be paid out of the Grant; provided however that this restriction on expenditure of the Grant shall not apply to any action, claim, suit or proceedings involving disputes between Council and contractors or subcontractors engaged in or assisting in Works.

10. DEFAULT

- 10.1 If there is any default by Council in the observance or performance of this Agreement, Council shall, on demand being made by RMS, refund the whole or such part as determined by RMS of the moneys which at the date of such demand have been paid by RMS on account of the Grant, together with interest thereon at the rate of 6 per cent per annum, calculated from the dates of payment thereof up to the date of refund.
- 10.2 If RMS so determines, the amount for which a demand has been made under Clause 9.1 may be set off against a grant for the succeeding year rather than repaid.
- 10.3 The parties agree that any dispute or claim whatsoever arising in connection with this Agreement shall be submitted to mediation administered by the Australian Commercial Disputes Centre Limited ("ACDC"). The mediator shall be a person agreed between the parties chosen from a list suggested by ACDC and failing agreement shall be a person nominated by the Secretary General of ACDC. All costs, charges and expenses resulting from referral to the ACDC shall be borne equally by the parties. In the event that the dispute or claim has not been resolved within 28 days (or such other period as agreed to in writing between the parties hereto) of appointment of the mediator the claim shall be submitted to litigation.

11. RECOVERY OF COST OF DAMAGE TO ROADS

- 11.1 In respect of damage to Regional Roads, Council agrees to carry out repairs and use its best endeavours to recover the cost of such repairs in accordance with Section 102 of the Roads Act.
- 11.2 The parties agree that the Grant may be expended on the cost of repairs carried out under Clause 11.1. Council agrees that any amount recovered by it pursuant to Clause 11.1 may be applied by Council in accordance with the terms of this Agreement as if such amount was part of the Grant.

12. GENERAL

- 12.1 This document shall be read and construed and take effect in accordance with the laws of New South Wales from time to time in force and providing that the procedures outlined in Clause 10.3 have been exhausted the parties hereby agree to subject themselves to the jurisdiction of the courts of New South Wales and any court competent to hear appeals there from.
- 12.2 Where any time limit pursuant to this document falls on a Saturday, Sunday or public holiday in the State or Territory whose laws apply in the construction hereof then that time limit shall be deemed to have expired on the next business day thereafter.
- 12.3 Where a word or phrase is given a defined meaning in this document, any other part of speech or other grammatical form in respect of such word or phrase shall unless the context otherwise requires have a corresponding meaning.
- 12.4 No amendment of or addition to the provisions of this document shall be valid and binding unless it is in writing and signed by both the parties.
- 12.5 The illegality of any provision of this document shall not affect the validity or enforceability of the other provisions hereof.
- 12.6 The headings and index used in this document are for convenience only and shall not affect the interpretation of this document.

13. NOTICES

- 13.1 Every Notice or Certificate or any communication between the parties referred to in this Agreement shall be put in writing and either delivered personally or sent by prepaid letter, email or facsimile and shall be deemed to have been received:
- 13.1.1 in the case of a letter, when delivered personally or three days after it has been put in the post; and
- 13.1.2 in the case of a facsimile or email, at the time the machine or computer at which the facsimile or email is transmitted displays or records confirmation that transmission has been completed.
- 13.2 Provided that, in the case of a facsimile, where such communication is received on a day other than a business day or after 5:00pm on a business day, it shall be deemed to have been received on the next following business day. Every notice shall be addressed to the relevant party as follows:
- RMS: Roads & Maritime Services of New South Wales, Sydney
- Council: Camden Council, PO Box 183, CAMDEN NSW 2570
- or such other address, email or facsimile number as is notified by one party to the other party under this Agreement.

ORD09

IN WITNESS of the above provisions and the following Schedules the parties have executed this Agreement on the date first hereinbefore appearing.

Duly signed by the Network General Manager, Sydney as delegate of the Roads & Maritime Services:

Network General Manager, Sydney

Steven Head

Network General Manage, Sydney

Witness signature

Witness name

Duly signed by the General Manager on behalf of _____ Council:

General Manager signature

General Manager name

Witness signature

Witness name

Date:

Attachment 1

SCHEDULE 1
Amount of Grant

Council Name: **Camden Council**

The Grant from RMS to the Council for the financial year July 1 2016 to June 30 2017 shall be for the total sum of:

	\$ 298000
Comprising:	
Roads component:	\$ 119000
Traffic Facilities component	\$ 140000
Supplementary component	\$ 39000

SCHEDULE 2

List of Regional Roads

Council Name: Camden Council

Road Number	Road Name	Section From	Section To	Route Length (Km)
7180	Cawdor Road	Murray Street	Ccl Boundary	4.200
7181	Broughton Street	Murray Street	Old Hume Hwy	0.828
7181	Murray Street	Argyle Street	Broughton St	0.192
7181	Old Hume Highway	Broughton Street	Camden By Pass	1.095
7194	Raby Road	Camden Valley Way	Ccl Boundary	2.017
178	Argyle Street	Camden Valley Way	Murray Street	1.190
MR259	Burraborang Road	Camden Bypass	Fosters Ln Ccl Bdy	3.900
178	Camden Valley Way	The Northern Road	Argyle Street	3.280
				16.702

SCHEDULE 3
Regional Road Expenditure and Output Information for 2016/2017

Council Name: Camden Council

To be submitted to RMS Regional Office by **1 September 2017**

ROADS AND MARITIME SERVICES NSW BLOCK GRANT EXPENDITURE
CERTIFICATE OF EXPENDITURE

Financial Year 1 July 2016 to 30 June 2017

Total grant approved as per Schedule 1	\$
Total payment by RMS	\$
Amount of grant expended by Council by 30 June 2017	\$

We certify, in accordance with the terms of the Agreement governing payment of the Grant that:-

- a. the expenditure shown in this certificate has been actually and bona fide incurred and relates solely to the work covered by the grant;
- b. the work has been executed in accordance with an appropriate standard as determined by Council in their capacity as a roads authority and conforms with legislation in place if any, and;
- c. the expenditure shown in this certificate has been expended in accordance with Council's Integrated Planning and Reporting plans.

General Manager: _____ Date: _____

Council Engineer: _____ Date: _____

SCHEDULE 4A

Regional Road Expenditure and Output Information for 2016/2017

1.0	Council Name	Camden Council
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To be submitted to RMS Regional Office by **1 September 2017**

Councils are to report all expenditure relating to road works and traffic facilities incurred in 2016/2017 on Regional Roads from all sources, pursuant to the terms of the Block Grant Agreement.

Councils are to provide a breakdown of the total expenditure by four principal funding sources: RMS; Federal Government; Council's own funds; and Other Sources (including developer contributions and grants from other agencies).

Councils are to provide a breakdown of the expenditure into key work activities as described below. Each item must record a response. **If no data is applicable, please record "Not Applicable" or "N/A".**

Item	Item 2: Expenditure on regional roads from all council's funding sources	\$
2.1	RMS (Block, REPAIR, Disaster Restoration, Road Safety, Traffic Management and other RMS grants)	
2.2	Federal Government (Federal Financial Assistance and Roads to Recovery Grants, Any other federal road grants)	
2.3	Council's own funds	
2.4	Other Sources (e.g. Developers, other agencies)	
2.5	Total Expenditure in 2016/2017	

Breakdown of Expenditure by work activities and output					
Item	Activity	Expenditure \$	Output to be reported by council		
Item 3 - Road maintenance (excluding bridges) on regional roads					
3.1	Routine roadside maintenance. (route maintenance)	\$			
<i>Includes expenditure on maintenance of the road corridor, excluding the pavement and associated structures. It includes control of pests and noxious weeds within the road reserve, control of vegetation and mowing, landscaping, fire hazard control, litter control plus shoulder grading and drainage cleaning.</i>					
3.2	Routine Pavement maintenance	\$			
<i>Includes expenditure on minor activities to maintain the traffic pavement and shoulders of a road in a safe and trafficable condition, including maintenance of associated structures, and includes pot hole patching, crack sealing and heavy patching.</i>					
3.3.1	Pavement resurfacing SEALED Roads	\$	Length of resurfacing project (km)	Area of project (m ²)	
<i>Includes expenditure on periodic pavement maintenance of sealed roads: - works to preserve pavements by correcting defects in surface integrity other than those treated by routine maintenance or rehabilitation and includes reseals (sprayed seals), asphalt resurfacing, pavement rejuvenation and micro surfacing.</i>					

3.3.2	Pavement resurfacing UNSEALED Roads	\$	Length of resurfacing project (km)	Area of project (m ²)	
<i>Includes expenditure on periodic pavement resurfacing of unsealed roads - gravel re-sheeting.</i>					
3.4	Rehabilitation	\$	Length of rehabilitation project (km)	Area of project (m ²)	
<i>Includes expenditure on pavement and shoulder restoration and replacement (including resurfacing).</i>					
Item 4 - route development of regional roads					
4.1	Widening/shoulder sealing	\$	Length of widening project (km)		
<i>Includes expenditure on widening formation, and sealing existing shoulders. If undertaken as part of construction and realignment works then include under construction and realignment. If undertaken as part of initial sealing then report under initial sealing.</i>					
4.2	Reconstruction/ Realignment	\$	Length of reconstruction project (km)		
<i>Includes expenditure on reconstructing road on amended alignment or to increase traffic or load capacity, excluding construction of new approaches to new bridges. If part of project to undertake initial sealing, then report under Initial Sealing.</i>					
4.3	Initial seals (including reconstruction)	\$	Length of initial seal project(km)		
<i>Includes expenditure to prepare (including deviation, widening and/or construction) to seal previously unsealed roads.</i>					
Item 5 – bridges on regional roads					
5.1	Bridge maintenance	\$	Deck area maintained (m ²)		
<i>Includes expenditure on bridge maintenance, inspections, and painting other than expenditure on new bridge construction.</i>					
5.2	Bridge restoration and replacement, excluding significant approach roadworks	\$	Describe location and work		
<i>Includes expenditure, size and location of new bridges completed or under construction excluding cost of significant new approach roads.</i>					
5.3	Significant roadworks to provide approaches to new bridges.	\$			
<i>Includes expenditure on construction cost of significant new or replacement approach roads to new bridges.</i>					
Item 6 - safety and traffic works on regional roads					
6	Safety and traffic works on Regional Roads	\$	Describe any key new works		
<i>Includes routine expenditure on maintaining and improving safety and traffic works such as linemarking, signage, traffic facilities, guardrail and cycleways.</i>					
<i>Includes construction of new facilities such as roundabouts, new guardrail, pedestrian refuges, traffic signals, busbays.</i>					
<i>Exclude works on intersections between State and Regional Roads. Include works on intersections between Regional and Local Roads.</i>					
<i>Do NOT include expenditure Road Safety Officers or loan repayments.</i>					

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Attachment 1

Item 7 - natural disaster restoration works on regional roads		
7	Natural Disaster Restoration Works	\$ <input type="text"/>
<i>Includes expenditure on any works not captured under the above activities, undertaken to repair damage to roads or traffic facilities from natural disasters.</i>		
Item 8 – other		
8	Other works on Regional Roads	\$ <input type="text"/> Describe
<i>Includes any other expenditures on PHYSICAL works not included above. Do NOT include expenditure on street lighting, Road Safety Officers, loan repayments, footpath maintenance, traffic surveys, and asset surveys.</i>		
9	Total Expenditure on Regional Roads	\$ <input type="text"/> Must equal to total amount reported at item 2.5 above

SCHEDULE 4B Regional Road Inventory Statement as at 30 June 2017		
1.0	Council Name	Camden Council

Note 1: Return to be submitted to RMS Regional Office by **1 September 2017**

Note 2: All data must be provided, even where there is no change from previous year's inventory

Note 3: Please provide evidence/basis for determination of traffic data.

	Road Data as at 30 June 2017 (Insert data for each Regional Road)					Traffic Data			
	R1	R2	R3	R4	R5	T1	T2	T3	T4
List each Road by RMS Road No	Total centre line length (km)	Sealed length (km)	Un-sealed Length (km)	Area Sealed	Total lane kilometres (include lanes available for travel, do not include turn lanes or shoulders)	Estimated weighted average annual daily traffic	Estimated % heavy vehicles	Estimated number of heavy vehicles	Traffic data source and year
	km	km	km	m ²	Lane km		%		(counts, modelling, etc.)
Total									

Bridge Data					
Timber Bridges available to traffic as at 30 June 2017 (Insert data for each timber bridge)					
B1 List of timber bridges/culverts over 6 metres length (predominantly timber) - name of bridge, name of stream. <i>(e.g Smith Bridge over Smith Creek)</i>	Road Number	Bridge Number	Length	Deck width - Metres	Bridge deck area - m ²
Total					

Non Timber Bridges as at 30 June 2017		
B3	Total number of non timber bridges/culverts over 6 metres length (materials predominantly other than timber)	
B4	Total deck area of non timber bridges	m ²

