

OPERATIONAL PLAN OF MANAGEMENT FOR BRENTWOOD AGED CARE

1. Overview of Brentwood Aged Care

Allity Pty Limited currently operates a 78 bed aged care home known as Brentwood Aged Care at 28 Glebe Street, Parramatta NSW 2150. Brentwood has been providing residential aged care to the community of Parramatta since the 1970s and in the last decade or more has focussed on servicing residents who cannot afford to pay for their own care and/or have significant dementia needs.

Brentwood Aged Care provides accommodation, care & services to residents in a mixture of single and companion rooms. Care & services are provided to residents by a team of registered nurses, assistants in nursing, allied health professionals, lifestyle and support staff such as kitchen, laundry, food service assistants, cleaners and maintenance.

2. New Development

The proposed development involves the demolition of the existing home and the construction of a 108 bed residential aged care home, car park comprising 23 car spaces and a loading zone.

The proposed new development will involve demolition, excavation and site preparation works to construct a new residential aged care home known as 'Brentwood Aged Care'. The development will comprise a lower ground floor with 23 parking spaces, loading zone and an ambulance bay, foyer and back of house facilities including kitchen and laundry. The first, second and third floors will accommodate 36 single rooms and ensuites with lounge and dining facilities provided on each level. Outdoor spaces in the form of communal terrace areas and private balconies will be provided.

Staffing will be a maximum of 29 staff (day shift) on site at any time.

The new facility will be purpose-designed to accommodate ageing-in-place, meet community preferences for single room and ensuite accommodation and be built to BCA Class 9c standards.

The new residential aged care facility will comprise:

- **Ground** – Undercroft car park and entry/lift, foyer, lounge, admin offices, hair salon, kitchen, laundry, staff room, waste storage area, plant room and maintenance office.
- **Level 1** - 36 residential care beds, associated living and dining areas and communal terraces.
- **Levels 2 & 3** - 36 residential care beds, associated living and dining areas and communal landscaped areas.

Across all residential aged care levels there are activity areas, dirty and clean utility rooms and storage areas.

There is a government minimum of 29.8% of residents who must be low means, supported or concessional (i.e. admitted without capacity to make their own accommodation payments). Allity Pty Limited will aim to continue to reserve over 50% of the beds at Brentwood Aged Care to people who are low means, supported or concessional and will not pay an accommodation payment.

The residential aged care facility will be operated and managed by Allity Pty Limited, an approved provider under the Commonwealth *Aged Care Act 1997*.

3. Site Access and Egress

Vehicular access to the car parking area, set-down / pick up area, ambulance bay and loading / servicing area (for vans and small trucks) is to be provided via the two existing separate driveways located at opposite ends of the Glebe Street site frontage. Notwithstanding, it is proposed to switch their direction of traffic flow to comprise a more conventional entry via the western driveway and exit via the eastern driveway.

Pedestrian access will be accommodated also off Glebe Street by way of steps and a ramp.

There will be two main points of access to the building: the front main entry and the entry via the car park. All entry points will be fitted with an electronic keypad and intercom / video device.

Whilst not designated as formal access points, further access and egress points exist along the external spaces between the building and the side boundaries and internal courtyards. These are secure and would only be used in the case of an emergency.

Doors leading to and from fire stairs will be fitted with electronic key pads which will be automatically disabled during an emergency.

4. Refuse Removal

There is a garbage room located on the Ground Floor. Maintenance and cleaning staff will collect general refuse, recycling, medical waste, kitchen waste and other waste and transport it to the garbage room. The garbage is currently collected by a private contractor, Suez from the loading area via the eastern driveway and it is proposed to maintain this waste collection arrangement.

5. Deliveries

All required deliveries for the development will be made in the designated loading area on the ground floor in proximity to the waste storage area and kitchen.

a. Food

Deliveries of bread and milk will be received daily. Larger food deliveries will be received every 2-3 days. Typically these deliveries would occur between 7am and 6 pm. It is estimated that food deliveries will account for between 3 - 5 deliveries per week.

b. Laundry

The laundering of resident's personal items and linen will be done on site in the purpose built laundry. The soiled clothing and linen will be collected by staff and taken to the dirty linen room on the Ground Floor before being returned to each floor on completion of the laundry process.

c. Medical Supplies

It is estimated that there will be one daily delivery of facility consumables and other items, such as cleaning products/chemicals. Typically these deliveries would occur between 7am and 6 pm and would fluctuate week to week depending on the quantities of each product used and ordered.

It is estimated that a maximum of 2-3 deliveries will occur each day with most service vehicles attending the site for approximately 10 minutes.

6. Site Security

All entry points to Brentwood Aged Care will be controlled by electronic keypad access panels. There will also be an intercom / video system at the two main entry points.

All visitors, service providers and contractors that visit the home will be required to sign in / out on the electronic visitor management system, Allity Access, located at reception. Service providers and contractors must have completed an induction process, including providing mandatory compliance documents e.g. police certificate, evidence of flu vaccination), before being granted access to the home.

7. Staff

a. Staff numbers

Staffing numbers for Brentwood Aged Care will be a maximum of 29 staff at any one time. Refer **Attachment 1**

b. Shift times and working hours

The main shift times for Brentwood Aged Care will be:

07:00 – 15:00

15:00 – 22:00

22:00 – 07:00

c. Staff car parking

Some of the car parking spaces will be available for staff. However, Brentwood Aged Care is very well serviced by existing public transport services. There are more than 290 bus services per day travelling near the site on weekdays, approximately 210 bus services per day on Saturday and approximately 170 bus services per day on Sundays. These bus services provide access to suburban railway stations such as Parramatta, Merrylands, Fairfield and Liverpool.

8. Emergency Services

Staff are on-site 24 hours a day to deal with all situations that may arise. Nurse call and wanderer alert systems will be installed. Appropriate fire safety measures in line with current BCA requirements will be included in the development e.g. EWIS system, fire sprinklers, dampeners etc.

Access to Brentwood Aged Care will continue to be from Glebe Street for all emergency services vehicles – Fire Brigade, Police and Ambulance.

ATTACHMENT 1

BRETWOOD AGED CARE – STAFF PROFILE

The typical staffing profile for Brentwood Aged Care will include:

- General Manager
- Care Manager
- Care staff, including registered nurses, assistant in nursing and lifestyle staff
- Cleaners, laundry, kitchen, food service assistants and maintenance
- Administration

SHIFT TIMES	ROLES	NO. OF STAFF
Business Hours	GENERAL MANAGER	1
	CARE MANAGER	2
	ADMINISTRATION	2
	MAINTENANCE	1
DAY SHIFT 7:00AM – 3:00PM	REGISTERED NURSE	3
	ASSISTANT IN NURSING	14
	KITCHEN / FOOD SERVICE ASSISTANT	3
	CLEANING LAUNDRY	3
	LIFESTYLE	2
AFTERNOON SHIFT 3:00PM – 10:00 PM	REGISTERED NURSE	2
	ASSISTANT IN NURSING	9
	KITCHEN / FOOD SERVICE ASSISTANT	3
NIGHT SHIFT 10:00PM – 7:00AM	REGISTERED NURSE	1
	ASSISTANT IN NURSING	5