

# Operational Plan of Management

45 Orth Street, Kingswood

Prepared by Dr Jodie Ellis-Clark

## 1.0 Introduction to the Author

The author of this Operations Plan of Management is one of the owners of the property, and she is a practicing doctor/surgeon working from the existing building located at the subject site. As a surgeon practicing for 15 years at Nepean Public and Private hospitals, she has first-hand knowledge and experience of the medical consulting requirements of the area.

## 2.0 The Project Proposal

It is proposed that the site at 45 Orth Street, Kingswood NSW is developed with a facility suited to medical consulting for medical specialists, including a meeting space, car park facilities and roof garden, and a café space to be leased to a third party.

The existing single storey brick building on the site is currently used as consulting rooms for medical specialists. The existing building is proposed to be demolished to make way for the new development.

Whilst construction is underway, it is intended that the current tenants will lease alternative tenancies within the Kingswood area, subject to availability.

## 3.0 Change of Address

The proposed site is located at the corner of Orth Street and Somerset Street. It is proposed that the new development will take the address 22 Somerset Street, Kingswood NSW, as the main entrance to the building and the car park driveway address Somerset Street.

## 4.0 Hours of Operation

The operational hours for the building will be from 8:30 am to 5:30 pm, Monday to Friday, with some after hours meetings for doctors.

The after hours meetings will occur on an as needed basis, and they will be scheduled such that there is no conflict with the doctors' consulting times. The meetings would occur;

- Between 7:00am-8:00am Monday to Friday typically,
- On weekends occasionally, and
- After 7:00pm on weekdays if needed.

## 5.0 Occupier Details

The building will be occupied by;

- café/retail tenancy staff, and
- rotational surgeons, who have admitting rights at Nepean Public and local private hospitals.

## 6.0 Description of Operations

The ground level space comprises the entry foyer to the building and the café/retail tenancy which will be leased to a third party.

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The consulting rooms are located on level 1 of the building. The rooms will be utilised for consultation (only) of patients for the public and private hospitals – including Nepean (public) Hospital and local private hospitals. It is noted that the Nepean (public) Hospital does not service outpatients for all consultants, therefore a consulting facility is required, and the proximity of the project site to the hospital provides an appropriate adjacency for this service. There will be no facilities within the proposed building for medical procedures to be performed.

The boardroom will be used after hours to fill a need in the area for meetings to be held between doctors who work in different hospitals, for the training of local doctors, and for meetings with representatives of companies assisting the surgeons. Currently the maximum number of people attending meetings is 8 (comprised of six consultants and two trainees who work at the Nepean Public hospital), and this is intended to continue.

The Boardroom will be equipped with an audio visual system that is suitable to link to the Nepean Public hospital and other local hospitals, and to host national or international online meeting conferences.

Day to day when Boardroom is not required for meetings, it will be available to the on site doctors and staff for use as a breakout area.

The roof garden is a space provided for use by the doctors and their staff only. Public access to the roof garden will not be made available.

## 7.0 Staff Numbers

The proposal allows for two staff members to work within the café/retail tenancy.

Within the consulting room facility, the intent is to have the full-time equivalent of four doctors working. Secretarial staff for these doctors will be equivalent to 3 full time staff members.

To manage the available consulting sessions there will be a roster established and monitored by the owner(s) of the facility.

Each consulting doctor will have a designated suite of rooms comprising a large, medium, and small consulting room. This will enable each doctor to use more than one room whilst consulting, and it allows for doctors working in the nearby public hospital to be able to access a room to undertake personal paperwork, at a location that is within walking distance to the hospital.

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## **8.0 Car Parking**

Please refer to the traffic consultant's report.

With respect to the parking arrangements for after hours meetings;

- Doctors and staff will be encouraged to walk, cycle or use public transport (unless they are transporting specialised equipment, in which case they will be allocated a parking space for the day by the Clinic Manager). All staff will be required to comply with the direction of the Clinic Manager and use their allocated parking space for that day in order to comply with the Development Consent.
- At weekends the on site car parking will be utilised.
- Medical representatives will be allowed to park on site only if invited to the after hours meeting, and only for the designated timeframe.
- If waste collection is scheduled to occur during an after hours meeting, the Clinic Manager will reserve parking spaces 9 and 13 to ensure the waste vehicle can exit without interruption.

## **9.0 Café/Retail deliveries**

Please refer to the traffic consultant's report.

## **10.0 Waste Management**

Please refer to the Waste Management Plan.