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# **REQUEST FOR PROPOSALS FOR HOME AND COMMUNITY CARE CAPITAL PROGRAM**

**RFP: 0602427**

**CLOSING DATE: By 9.30am, Tuesday 27 February 2007**

**DECEMBER 2006**

## 1 INTRODUCTION

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### 1.1 BACKGROUND AND SCOPE

The Home and Community Care Program (HACC) was established by the Commonwealth *Home and Community Care Act, 1985* (the HACC Act) to enable the Commonwealth and the States to develop a comprehensive range of integrated home and community care services for frail or at-risk aged persons and younger disabled persons in order to facilitate the maintenance of those persons in their own homes.

The Commonwealth and NSW Governments, through the NSW Department of Ageing, Disability and Home Care (DADHC), are currently funding a three-year HACC capital works program targeted primarily to Dementia-Specific Day Care Centres, specifically:

- Construction of dementia-specific day care centres; and
- Upgrading of existing facilities to provide improved access to, and use of, day care centres by clients with dementia

One such facility is to be developed in each of the 16 DADHC Local Planning Areas in NSW as listed below:

DADHC Region	DADHC Local Planning Area
Metro North	Cumberland/Prospect
	Nepean
	Northern Sydney
Metro South	Inner West
	South East Sydney
	South West Sydney
Hunter	Central Coast
	Hunter
Northern	Far North Coast
	Mid North Coast
	New England
Southern	Illawarra
	Southern Highlands

Western	Central West
	Orana/Far West
	Riverina/Murray

A map and table showing the locations of the Local Planning Areas may be found at [Attachment A](#).

## 1.2 OBJECTIVES

The primary objective of the Program are:

- the procurement of the capital works and the ongoing HACC service provision for a dementia specific day care facility in each of the 16 LPAs to address DADHC's regional priorities; and
- ensuring that procurement processes are in accordance with NSW Government policy, and provide consistency, transparency, probity and fairness.

A key requirement of the dementia-specific projects will be the identification of site and design approaches appropriate to the dementia target group. To assist applicants to incorporate appropriate dementia-specific design elements into their projects, DADHC commissioned the Home Modification Information Clearing House at the University of Sydney to develop Dementia Design Guidelines for the HACC Capital Works Program. These Guidelines provide a comprehensive list of principles and resources that architects engaged by proponents can utilise in developing concept designs for their projects. The Dementia Design Guidelines are available from the DADHC website at <http://www.dadhc.nsw.gov.au>.

Where capital works other than Dementia-Specific Day Care Centres are to be considered the objective of these will also be to address DADHC regional priorities.

DADHC's regional priorities are detailed at Attachment B.

Further information relating to the objectives of the HACC capital works strategy may be found in the document 'Guidelines for HACC Program Capital Projects' which can be located on the DADHC website at <http://www.dadhc.nsw.gov.au>.

## 1.3 THE ROLE OF THE DEPARTMENT OF COMMERCE

The Department of Commerce [Commerce] has a Memorandum of Understanding with the Department of Ageing, Disability and Home Care [DADHC] to provide Program Management services for the HACC Capital Strategy. As agent for DADHC, Commerce is to manage the overall process, and in particular, the procurement of capital works. This role will include:

- Management of the process for advertising and assessing Proposals for the HACC Capital Strategy.
- Management and input into the assessment of Business Cases, particularly with regards to the Capital Works component.
- Advice to the Capital Works Provider on the tendering processes, commissioning and contract systems to be used in procuring the works.

- Auditing of processes and progress during procurement.
- Making all payments to the Capital Works Provider for the Capital Works procurement.
- Providing advice to the Capital Works Providers in regards to Capital Works procurement and delivery.

## 1.4 FUNDING PROVISIONS

Funding is being made available from the HACC Capital Program for the land and building component of dementia-specific day care facilities, including:

- Acquisition of new facilities via for example, the purchase of land and construction of new buildings;
- Modifications to existing property to improve access to client target groups; and
- Fit out of new or modified property to assist service provision to client target groups.

The capital works budget for individual projects will be established at the time of approval of the Initial Proposal to proceed to Business Case. The capital works budget for each project is to be managed by the proponent, inclusive of contingencies, within 10% of the budget that they submit with their Proposal. Where the budget is likely to be exceeded the proponent will need to identify strategies to maintain the project within budget; for example, by finding additional external funds or reducing the scope without reducing functionality. When Proposals are assessed the reasonableness of the proposed budget will be taken into consideration and proponents may be requested to provide confirmation and clarification of their budget estimate. In order to provide funding for a Dementia-Specific Day Care facility in each Local Planning Area these projects are to have a maximum budget estimate of \$1.5M.

The contribution of other sources of capital funding to projects apart from HACC funding is encouraged. Such a contribution may be in the form of land, buildings, equipment or a funding allocation. The HACC Program has historically used a \$2 HACC subsidy to \$1 local contribution funding ratio for capital funding contributions. While this ratio remains the target contribution, the ratio may be relaxed if increased HACC Program contributions would result in significantly increased benefits (for example, it may be possible to fund a service facility with 100% HACC funds in an identified disadvantaged community).

Day to day maintenance and minor capital enhancement work up to \$50,000 (e.g. upgrade of air conditioning system) will not be funded as part of this program. Such works may be funded with HACC minor capital works allocations or from the ongoing budget of the service where that is possible without reducing contracted outputs.

Proponents will need to consider the relationship between this capital initiative and existing operational resources for service provision. Funding for service provision is captured under a separate process. Additional service resourcing, if required, would need to be captured under the regional planning processes for HACC and cannot be guaranteed. It is recommended that proponents contact their Regional office to discuss this aspect.

Further information relating to funding arrangements and legal arrangements is provided in Sections 2.3 and 2.4.

## **2 PROCUREMENT METHOD**

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### **2.1 INITIAL PROPOSALS**

A two-stage procurement process is being implemented; an Initial Proposal followed by development of a more detailed Business Case. This Request for Proposals is being advertised statewide on the NSW Government's e-tendering website and newspapers. Initial Proposals are sought for the capital works and ongoing HACC service provision for one Dementia-Specific Day Care Centre in each of the 16 Local Planning Areas [LPAs]. Proposals may also nominate other types of facilities where it can be demonstrated that these will support HACC regional capital works priorities.

Initial Proposals are to include both a Capital Works component seeking funding from the HACC Capital Grant, and a DADHC priority service component to be funded from recurrent funds. Initial Proposals are required to describe key information about the proposed project, including:

- Lead and partner organisation roles and responsibilities
- Nature of the proposal – type of project, location, services to be offered
- Client group
- Benefits
- Site and design
- Preliminary capital works budget estimate; including land acquisition costs, construction costs, contingencies, professional fees, statutory charges, and other disbursements.
- Proposed funding contributions
- Management arrangements
- Community support

Details regarding the information to be submitted with Initial Proposals, the assessment criteria, and other requirements are provided in Section 3.

Where more than one Initial Proposal is received for an LPA, they will be considered as competitive proposals. Where only one Initial Proposal is received for an LPA it will be assessed against the same criteria as for competing proposals.

Where no Initial Proposal is received for an LPA, or where none of the Initial Proposals submitted are considered to meet the requirements of the assessment criteria, DADHC and Commerce may adopt select tendering or other strategies to procure a facility.

Following receipt and assessment of Initial Proposals selected proponents will be invited to prepare and submit a more detailed Business Case.

### **2.2 BUSINESS CASE**

In general only one Initial Proposal for a Dementia-Specific Day Care Centre for each LPA will be accepted to proceed to preparation and submission of a Business Case. Proponents invited to prepare a Business Case will be expected to

arrange and manage all professional services required to complete the Business Case and act as Principal in all commissions. Business Cases will be required to update and expand on the Initial Proposal including the following:

- Supply of a Design Concept for the project prepared by an architect or equivalent, inclusive of preliminary drawings
- Provision of sketch design plans suitable for Development Application submission
- Provision of evidence of compliance with the Disability Access Standards component of the Building Code of Australia
- Demonstration of specific design features to be incorporated to meet the needs of dementia patients or other special needs users
- Preparation of detailed cost estimates certified by a quantity surveyor
- Description of the management and operational arrangements for service delivery
- Supply of a Memorandum of Understanding where a consortium model is being proposed
- Identification of potential risks and how they will be addressed

Up to \$20,000 (adjusted annually by the HACC Cost Supplementation Index) will be made available to proponents to assist them in the preparation of their Business Case.

Upon submission Business Cases will be assessed by DADHC and Commerce. Business Cases will be determined as follows:

- Recommended for funding in the current or subsequent financial years (subject to the availability of funds)
- Deferred, pending confirmation of future HACC budgets
- Rejected as not meeting evaluation criteria

Projects recommended for funding will be submitted to State and Commonwealth Ministers for approval.

Lead Party organisations will receive written advice as to the outcome of the assessment of their Initial Proposals.

## **2.3 EQUITY ARRANGEMENTS**

The State of New South Wales, as represented by the Minister for Disability Services, will retain equity where it makes a capital contribution. The arrangements and/or realisation of that equity will be determined on a case by case basis.

## **2.4 FUNDING AGREEMENTS AND DEEDS**

The details of the Funding Agreement, title, licence and deed arrangements for each specific Initial Proposal will be advised by DADHC prior to the finalisation of each Business Case.

A new Funding Agreement will be entered into with the Lead Party Organisation for the allocated capital funds. If the Lead Party Organisation is also delivering the HACC service, the Funding Agreement will also include the provision of recurrent funds. In

this scenario, DADHC and the Lead Party Organisation will enter into a Deed of Agreement on the use of the premises.

Where the Lead Party Organisation is not also providing the HACC services then a separate Funding Agreement will be entered into with the organisation delivering the HACC service. In this scenario, a Deed of Licence covering occupation and use of the premises will be issued by the joint owners (eg. the Minister and the Lead Party Organisation) to the HACC service provider.

Funding Agreements will include a range of Schedules including, where appropriate:

- Arrangements with respect to the distribution of equity; and
- Standard Schedules which generally form part of DADHC Funding Agreements such as service details, financial reporting, responsibilities of the parties, and applicable policies and guidelines.

## **2.5 CAPITAL WORKS DELIVERY**

Once funding has been obtained, the Lead Party Organisation will oversight the development of detailed plans, development and construction, commissioning and progress reporting on the project.

The allocation of capital funds will be staged according to cash flow requirements linked to development and building milestones. These will be set out in a schedule to the Funding Agreement. In general, 15% of total allocated funds will be held pending submission of a certificate of completion.

The Lead Party Organisation will be the Principal in the commissioning of consultants and in construction contracts. Funding Agreements will contain clauses that define the role of the Commerce Program Manager as the Agent for DADHC with respect to the Capital Works Procurement and the Lead Party Organisation's obligations in this respect.

In the procurement of the Capital Works the Capital Works Provider is to follow the requirements of the "*NSW Government Code of Practice for Procurement*" which can be found at [http://www.treasury.nsw.gov.au/procurement/pdf/code\\_of\\_prac-curr.pdf](http://www.treasury.nsw.gov.au/procurement/pdf/code_of_prac-curr.pdf)

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## **3 SUBMISSIONS**

### **3.1 SUBMISSION OF INITIAL PROPOSALS**

Initial Proposals will only be accepted from a single Lead Party Organisation representing a registered HACC service provider. The Lead Party Organisation must be either the party that will provide both the capital works and the subsequent ongoing HACC service provision, or represent a consortium, supported by letters of intent between the members, that will provide the capital works and the ongoing HACC service provision. Initial Proposals are for the provision of capital works, supported by Grant funding; and the provision of necessary HACC services that meet DADHC priorities, which will be funded from recurrent funding.

### **3.2 INFORMATION REQUIRED AND FORMAT OF INITIAL PROPOSALS**

Each Initial Proposal should include information which is clearly set out and in sufficient detail to allow assessment to be made as outlined below.



The following documents need to be completed and submitted by the Proponent:

1. Proposal Form
2. All Proposal Schedules (nos 1 to 10)
3. A Proposal Report (for other than straightforward, minor Proposals where full information may be provided on the Schedules &/or attached pages to the Schedules).
4. Letters of Intent from consortium members

The Proposal Report format is to be set out under the same headings and in the same sequence as the Proposal Schedules and as given in Appendix 1 of the Guidelines for HACC Program Capital Projects.

Submit all information called for in the proposal documents.

Where applicable, refer to each Addendum issued and state that the Proposal allows for the instructions given in the Addendum.

In the Proposal you must fully describe and price any conditions, qualifications or departures from the Request for Proposals document and any Addenda.

### **3.3 ALTERNATIVE PROPOSALS**

Alternative proposals may be considered, provided the alternative meets the scope and intent of the requirements detailed in the Request for Proposals document. Where such an alternative is proposed, a detailed description of the alternative must be submitted, stating clearly the manner in which it differs from the detailed requirements of the Expressions of Interest document.

Where any alternative proposal is offered, submit alternative Proposal Schedules describing where the alternative proposal(s) differ. Identify each schedule and the alternative to which it applies.

### **3.4 LODGEMENT OF PROPOSALS**

Submit the Proposal Form, Proposal Schedules numbered 1 to 10 and other required documents or information by the date and time given in the advertisement or invitation, by any of the following methods:

- **Electronic Tender Box,**
- **Physical Tender Box,**
- **Facsimile Tender Box**

If more than one proposal submission is made, mark each submission clearly as to whether it is a copy, an alternative proposal, or whether the submission supersedes another submission.

#### **Electronic Tender Box**

<https://tenders.nsw.gov.au/commerce>

Find the web page relating to the RFP 0602427, by the search function, or through the 'current' link option. New system users will need to register as a user, before uploading your response.

### Physical Tender Box

The Proposal may be submitted in the Tender Box at:

**Level 3 (ground floor west), McKell Building  
2-24 Rawson Place, Sydney NSW**

**Submit the Proposal in a sealed envelope Marked Tender Box, and with  
"RFP 0602427 - Proposal for Home and Community Care Capital  
Program"**

### Facsimile Tender Box

The Proposal may be submitted to the following facsimile number:

Facsimile number: (02) 9372-8974

**Mark response "RFP 0602427 - Proposal for Home and Community Care  
Capital Program"**

Proposals sent by facsimile and not completely received at one of the specified locations by the close of proposals, may be excluded from consideration for acceptance even if transmission or receipt is delayed due to the receiving facsimile machine being engaged, faulty or otherwise inoperative.

### Alternative tender box and facsimile number

*If you are not able to lodge the  
response by the time and date at  
the above locations, you may  
lodge at one of the locations  
designated here:*

Tender Box, Hunter and New  
England Region,  
Newcastle Office,  
PO Box 2297,  
Dangar NSW 2309  
(117 Bull Street,  
Newcastle West. NSW 2302)  
Facsimile number: (02) 4908 4879

Tender Box, South Coast Region,  
Wollongong Office,  
84 Crown Street,  
Wollongong. NSW 2500  
Facsimile number: (02) 42268517

Tender Box, North Coast Region,  
Lismore Office,  
Dalley Street,  
Lismore. NSW 2480  
Facsimile number: (02) 6626  
5690

Tender Box, Riverina/Western  
Region,  
Bathurst Office,  
140 William Street,  
Bathurst. NSW 2795  
Facsimile number: (02) 63326520

### **3.5 LATE LODGEMENT**

In accordance with the NSW Government Code of Practice for Procurement, late proposals will not be accepted, except where the integrity and competitiveness of the proposal process will not be compromised.

### **3.6 CONTACT PERSON**

The Department of Ageing, Disability and Home Care has an agreement with the Department of Commerce to act as its agent as the Program Manager for the HACC Program Capital Projects. For more information or advice about documents, contact:

Name:	Mr Chris Martin
Position:	Program Manager
Agency or firm:	Department of Commerce
Phone:	02 9372 8536
Facsimile:	02 9372 8544
E-mail:	ChrisC.Martin@commerce.nsw.gov.au

### **3.7 GENERAL INFORMATION**

#### **Goods and Services Tax**

Prices and fees in the Proposal must include Goods and Services Tax (GST) if it is payable. The Proposal must identify and state the value of any GST Free or Input Taxed Supplies to be made under the Agreement.

The Proponent must normally be registered for GST and state its ABN in the Tender. A Proponent that does not have an ABN and/or is not registered for GST, such as a Proponent commencing business in Australia, may be considered at the Principal's discretion if the Proponent states how and when it will obtain an ABN and GST registration in the Tender.

The Fee from Proponents that advise in their proposal that they wish to enter into a Voluntary Agreement for withholding Pay as You Go taxation will be weighted by a 10% loading in assessing price relativity with other proposals, so as to represent the value of the Input Tax Credit which DADHC would otherwise be able to recover from GST paying Proponents.

#### **NSW Government Code of Practice for Procurement**

Proponents must comply with the NSW Government Code of Practice for Procurement, and must transfer this obligation to others that they subsequently commission or contract if the proposal is accepted. You may obtain a copy of the Code from the NSW Treasury web site at: [http://www.treasury.nsw.gov.au/procurement/pdf/code\\_of\\_prac-curr.pdf](http://www.treasury.nsw.gov.au/procurement/pdf/code_of_prac-curr.pdf)

If you lodge a proposal, you implicitly agree to comply with the Code during the Agreement if it is awarded to you. If you fail to comply with the Code, that failure may be taken into account when considering this or subsequent proposals or tenders from you, and may result in the proposal being passed over.

### **Acceptable Legal Entities**

The Principal contracts only with recognised and acceptable legal entities with appropriate financial assets and current professional indemnity insurance cover. Proponents will not be considered from entities such as business names.

Proponents may be required to provide evidence of their legal entity, by submitting a copy of an official document such as:

- Company registration and names of office bearers issued by the Australian Securities and Investments Commission, or
- A statement confirming the legal entity signed by a practicing solicitor.

If requested to do this, submit the information within three working days of receiving the request.

### **Financial Capacity**

Proponents must have sufficient financial capacity to perform the services required under the Agreement. Proponents do not need to provide financial statements.

If requested to do so, Proponents must provide a statement from a qualified accountant certifying that the Proponent has met:

- all of its statutory obligations including payment of pay as you go taxation instalments, PAYG withholding tax, GST Business Activity Statements, Superannuation Guarantee payments and payment of payroll tax, if applicable; and
- other obligations including payment of rentals and interest, as well as payment of sub-contractors, sub consultants and suppliers within acceptable business credit periods.

### **Disclosure of Contract Information**

In accordance with NSW Government Policy to publicly disclose details of its contracts, the Principal may publish the following information about a contract awarded under this tender:

- Details of contract (description of project to be completed or goods/services to be provided; the commencement date of the contract; the period of the contract);
- The full identity of the successful Proponent including details of cross ownership of relevant companies;
- The price payable by the agency and the basis for future changes in this price;
- The significant evaluation criteria and the weightings used in tender assessment;
- Provisions for re-negotiation (where applicable).

The Principal will not disclose the following information about any contract awarded under this tender unless the Proponent agrees, or release is determined under the Freedom of Information Act 1989 or is otherwise legally required:

- The Proponent's financing arrangements;
- The Proponent's cost structure or profit margins;
- Items of the Proponent having an intellectual property characteristic (eg. non-tangible property that is the result of creativity, such as patentable ideas or inventions, trademarks, copyright);
- Any other matters where disclosure would place the Proponent at a substantial commercial disadvantage with its competitors both at the time of entering into the contract and at any later date when there would be an effect on future competitive arrangements.

Proponents may request that the Principal not disclose particular information included in their tender but must give the reasons for requesting this. The Principal will advise a Proponent in contention for a contract what information it agrees not to disclose. If the Principal and a Proponent cannot agree about what should be disclosed, the Principal will seek the advice of the Chair of the State Contracts Control Board. The Principal's decision is however final and is at the Principal's absolute discretion. Neither a decision by the Principal, nor a recommendation by the Chair of the State Contracts Control Board under this paragraph is a decision that falls within any dispute resolution procedures specified in the contract being tendered for.

The Principal may publish the identities of all Proponents, but will not disclose other information included in an unsuccessful tender unless the Proponent agrees, or release is determined under the Freedom of Information Act 1989 or is otherwise legally required.

For contracts valued over \$100,000, the Principal will normally publish the names of Proponents when tenders close, and the other information about the contract specified above, on the internet, within 90 days after award of the contract. For other contracts the Principal will disclose the specified information on request.

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## **4 ASSESSMENT OF PROPOSALS**

### **4.1 INFORMAL PROPOSALS**

Proposals which do not comply with any requirement of, or which contain conditions or qualifications not required or allowed by the Request for Proposals documents, may be passed over.

### **4.2 ASSESSMENT PANELS**

Assessment of the proposals received will be the responsibility of Regional Assessment Panels to be established in each of the six DADHC Regions. Various independent advisors and/or consultants may assist the Assessment Panel.

The role of each Regional Assessment Panel will be to assess the capital works and service provision components of Proposals received for each of the Local Planning Areas within that Region in relation to the Assessment Criteria, and to determine which proponents are to be invited to submit a Business Case.

### 4.3 PROPOSAL ASSESSMENT CRITERIA

Each proposal received will be considered by the Assessment Panel on the basis of the information submitted by the Lead Party Organisation in relation to the Assessment Criteria.

The key criteria for assessment of Proposals are:

- **THE HACC SERVICE BENEFITS GAINED THROUGH THE CAPITAL WORKS PROPOSAL** including where appropriate:

Meeting a regional priority for HACC service, particularly dementia day care; maximising the use of existing resources for the additional service; providing a higher quality of environmental and service experience for users; improving access to HACC services; expanding HACC services available; improving efficiencies and more effective use of recurrent funding.

- **SUITABILITY OF THE SITE** including where appropriate:

Availability and ownership; collocation with other HACC facilities; the effect of the works on existing HACC site uses; access for users; accessibility to transport; proximity and linkages; contamination implications; covenant implications; zoning implications; gradient; size for external areas and future additions; location relative to epicentre of service demand.

- **DESIGN** including:

The adequacy and appropriateness of the functional area brief; the effect of staging of the works; maximisation of existing facilities; potential for fit-for-function design.

- **PRELIMINARY COST ESTIMATES (BUDGET)** including:

The brief used for pricing is adequate; the total price, quantities and rates are not unreasonable as a manageable budget (+/- 10%); the capital contribution aligns with Grant expectation &/or is considered reasonable.

The following criteria will also be considered:

- **CAPABILITY AND CAPACITY OF THE CAPITAL WORKS PROVIDER** with regard to:

Appropriate procurement methodology including; tendering protocols; management of commissions and construction contracts

- **TIMEFRAME** with regard to:

An understanding of milestones and activities; a timeframe that is acceptable under the timeframe for Grant availability

- **SERVICE COMPONENT** with regard to:

The proposal is complementary to identified Regional needs; the proponent service providers are registered HACC providers; the identified hours and days of service meet service demand; the services offered will adequately and appropriately utilise the Capital Works facilities; the identified resources are appropriate in number and type; the implications

on HACC recurrent funding is manageable; the demand on HACC recurrent funding is cost effective.

Assessment of criteria will be based on information provided in the Proposal Schedules and the Proposal Report.

Proposals considered unsatisfactory for any of the criteria may not be considered further.

A proposal may have its approval deferred subject to reassessment of its priority relative to other Proposals or subject to the receipt of additionally requested information if this would not be prejudiced against other proposal(s).

Any Proposal may be rejected if it does not comply with any requirement of the Proposal Document, or if it contains provisions not required or allowed by the Proposal Document.

Proponents must not consider that their Proposal has been accepted unless and until they receive written notice of acceptance, either delivered or transmitted by fax to the Proponent's fax number.

#### **4.4 CLARIFICATION OF PROPOSALS**

If the Assessment Panel considers it necessary to clarify any of the information contained in any submission, it may do so by writing or telephone contact with the Lead Party Organisations' nominated representative.

Such requests for clarification are not considered to be opportunities for respondents to add to, enhance or otherwise amend their submissions.

#### **4.5 ACCEPTANCE OF PROPOSALS**

DADHC is not bound to accept any offer. All Lead Party Organisations submitting a Proposal will be advised in writing by the Commerce Program Manager of the outcome of the assessment process. Proposals may be rejected, be deferred, or be approved to proceed to Business Case preparation.

## **RETURNABLE SCHEDULES**





Department  
of Ageing,  
Disability &  
Home Care

# PROPOSAL FORM

## INITIAL PROPOSAL

### HACC Capital Program

## Proposal For Capital Works & HACC Services

Tender closing Office:  
McKell -  
NSW Department Of  
Commerce

Lodge proposals in the Tender Boxes at:

NSW Department of Commerce Tendering Web Site  
<https://tenders.nsw.gov.au/commerce>  
Find RFT web page for RFP 0602427 and upload

Or, Tender Box, Level 3 (ground floor west), McKell  
Building, 2-24 Rawson Place, Sydney, NSW, 2000

Or, Fax tender box: 02 9372 8974

**Lead Organisation Name**  
(in block letters): .....

Address: .....

ABN .....

Contact Person: .....

Telephone number: .....

Facsimile number: .....

e-mail address: .....

State Electorate: .....

Commonwealth Electorate: .....

Local Government Area: .....

**hereby submits a proposal for:**

**Project Title:** .....

Type of Project\* \* .....

Primary user target group .....

Site Location .....

DADHC Region .....

DADHC Local Planning Area .....

Business Case Preparation \$. .... fees (incl. GST)

Total Capital Works cost: \$. .... fees and construction (incl. GST)

Signed for the Proponent by: ..... Date: .....

Name (in block letters): ..... (Authorised Officer)

In the Officer Bearer capacity of: .....

**PROPOSAL FORM**  
**INITIAL PROPOSAL**  
**HACC Capital Program**

**Proposal For Capital Works & HACC Services**

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(transfer from Schedule 8)

Requested HACC Capital contribution .....(%)

*\*New construction, upgrading, modifications*

This form, the returnable Schedules Nos. 1 to 10, the Letters of Intent and the *Project Title* Proposal Report form part of this proposal.

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Signed for the Proponent by: ..... Date:.....

Name (in block letters): ..... (Authorised Officer)

In the Officer Bearer capacity of: .....

# SCHEDULE 1

## SPONSOR OR LEAD ORGANISATION

### HACC Capital Program

## Proposal For Capital Works & HACC Services

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#### 1. Sponsor or Lead Organisation

In the case of multi-agency proposals, a Lead Organisation needs to be identified and their expertise and experience in developing and/or managing HACC facilities demonstrated. The role of the lead organisation in facilitating the integration or expansion of services (where applicable) and in coordinating capital contributions to the project should be outlined.

**Project Title** .....

Lead Organisation Name (in block letters):  
 .....

Status as a register HACC service provider: Y/N .....

In kind or capital contribution:

.....or \$(.....) or .....(%)

Proposed role in the capital works procurement of this Project:

	(A) Manage In-House	(B) Management of Commission or Contract	Expertise & Experience
Design	<input type="checkbox"/>	<input type="checkbox"/>	Incl. in report <input type="checkbox"/>
Documentation	<input type="checkbox"/>	<input type="checkbox"/>	Incl. in report <input type="checkbox"/>
Tender process	<input type="checkbox"/>	<input type="checkbox"/>	Incl. in report <input type="checkbox"/>
Construction	<input type="checkbox"/>	<input type="checkbox"/>	Incl. in report <input type="checkbox"/>

Proposed role in on-going management of the asset:

Asset cleaning	<input type="checkbox"/>
Asset day to day maintenance	<input type="checkbox"/>
Cyclic maintenance	<input type="checkbox"/>

Expertise and experience in managing assets for HACC services:

.....or incl. in report ☐

Proposed ongoing role in HACC service provision:

Coordination	<input type="checkbox"/>	or incl. in report <input type="checkbox"/>
Specific service Provision	<input type="checkbox"/>	or incl. in report <input type="checkbox"/>

Expertise and experience in the HACC service provision nominated above:

.....or incl. in report ☐

Expertise and experience in facilitating the integration or expansion of services;

.....or incl. in report ☐

Signed for the Proponent by: ..... Date:.....

Name (in block letters): ..... (Authorised Officer)

In the Officer Bearer capacity of: .....

# SCHEDULE 2

## PARTNER ORGANISATION

(Copy & complete for each partner organisation)  
**HACC Capital Program**

### Proposal For Capital Works & HACC Services

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#### 2. Partner organisations

Other organisations involved in the project and their role including any capital or in-kind contributions to be made by them to the project. The role and capability of partner organisations in both the project development and ongoing management of the facility should be identified.

**Project Title** .....

*copy & complete this schedule for each partner organisation*

Partner Organisation Name (in block letters):

.....

Status as a register HACC service provider: Y/N .....

In kind or capital contribution:

.....or \$(.....) or .....(%)

Proposed role in the capital works procurement of this Project:

	(A) Manage In-House	(B) Manage via Commission or Contract	Expertise & Experience
Design	<input type="checkbox"/>	<input type="checkbox"/>	Incl. in report <input type="checkbox"/>
Documentation	<input type="checkbox"/>	<input type="checkbox"/>	Incl. in report <input type="checkbox"/>
Tender process	<input type="checkbox"/>	<input type="checkbox"/>	Incl. in report <input type="checkbox"/>
Construction	<input type="checkbox"/>	<input type="checkbox"/>	Incl. in report <input type="checkbox"/>

Proposed role in on-going management of the asset:

Asset cleaning	<input type="checkbox"/>
Asset day to day maintenance	<input type="checkbox"/>
Cyclic maintenance	<input type="checkbox"/>

Expertise and experience in managing assets for HACC services:

.....or incl. in report ☐

Proposed on going role in HACC service provision:

Coordination	<input type="checkbox"/>	.....	Incl. in report <input type="checkbox"/>
Specific service			
Provision	<input type="checkbox"/>	.....	Incl. in report <input type="checkbox"/>

Expertise and experience in the HACC service provision nominated above:

.....or incl. in report ☐

Expertise and experience in facilitating the integration or expansion of services;

.....or incl. in report ☐

Signed for the Proponent by: ..... Date:.....

Name (in block letters): ..... (Authorised Officer)

In the Officer Bearer capacity of: .....

**SCHEDULE 2**  
**PARTNER ORGANISATION**  
(Copy & complete for each partner organisation)  
**HACC Capital Program**

**Proposal For Capital Works & HACC Services**

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Signed for the Proponent by: ..... Date:.....

Name (in block letters): ..... (Authorised Officer)

In the Officer Bearer capacity of: .....

# SCHEDULE 3

## NATURE OF PROPOSAL

### HACC Capital Program

## Proposal For Capital Works & HACC Services

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### 3. Nature of the proposal

<b>Project Title</b> .....
----------------------------

**CHECKLIST:** complete below ☐ or include in the Proposal Report ☐

☐ Proposed location .....

☐ Geographic Area to be serviced by the facility .....

.....

☐ Upgrade                      ☐ Modification                      ☐ New Building

☐ Reasons for the above strategy .....

Include in the Proposal Report:

☐ Relevance to HACC Regional priorities

☐ Benefits to HACC target group

☐ The impact on existing HACC services and target groups during the Capital works construction and how this will be minimised and managed.

☐ Service Providers, the range of services and extent of shared facilities (existing and new).

**Note:** In the case of dementia-specific services, while a number of service providers may share office space at a facility, it would be expected that service users of the facility would be confined to dementia sufferers.

☐ Service demand profiles: days and hours of availability for each target Group (existing and new)

☐ Implications for recurrent HACC funding: annual cost and changes to outputs and unit costs for consideration in Regional HACC planning processes.

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Signed for the Proponent by: ..... Date:.....

Name (in block letters): ..... (Authorised Officer)

In the Officer Bearer capacity of: .....

**SCHEDULE 4**  
**CLIENT GROUP**  
**HACC Capital Program**

**Proposal For Capital Works & HACC Services**

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**4. Client group**

- The likely profile of clients
- Whether the facility will be serving additional clients from an existing target group or expanding service provision to include a new target group
- Provision for special needs groups
- Data or other needs indicators supporting selection of the target group

**Project Title** .....

As under ☐ or include in Proposal Report ☐

.....  
.....

Signed for the Proponent by: ..... Date:.....

Name (in block letters): ..... (Authorised Officer)

In the Officer Bearer capacity of: .....

# SCHEDULE 5 BENEFITS HACC Capital Program

## Proposal For Capital works & HACC Services

### 5. Benefits of the proposal

The benefits of the project should be identified. These might include, for example:

- Better meeting need through expanded service provision
- Better targeting of assistance
- Improved access to services
- More efficient and appropriate layout
- Reduced operating costs
- Improved standard of service provision

### Project Title .....

As under ☐ or include in Proposal Report ☐

.....  
 .....

Signed for the Proponent by: ..... Date:.....

Name (in block letters): ..... (Authorised Officer)

In the Officer Bearer capacity of: .....



# SCHEDULE 6

## SITE AND DESIGN

### HACC Capital Program

## Proposal For Capital Works & HACC Services

### 6. Site and design

Ideally, site locations should have easy access for HACC consumers, be within easy reach of accessible transport and preferably near to other facilities utilised by consumers. Where more than one site is potentially available, preferences and reasons for them should be identified. Suitability of alternative locations including ability to service the HACC target population and proximity to other services used by HACC service consumers should be noted if appropriate.

Features to be included in the facility such as consultation rooms, meeting rooms should be described.

As was noted in section 1 of the Request for Proposals document, the initial priority is dementia day care centres. Appendix 5 of the Guidelines for HACC Program Capital Projects sets out some design principles that have been found to improve outcomes for people with dementia. The Dementia Design Guidelines: Home and Community Care Capital Works Program developed by the Home Modifications Clearing House at the University of Sydney's Faculty of Architecture provides a comprehensive list of reference documents, resources and a design checklist that can be utilised in developing the project.

While detailed commentary on how dementia-specific design features will be incorporated into the facility is not required at the Initial Proposal stage, proposals should aim to give an indication of how this issue will be addressed.

**Project Title** .....

#### **SITE CHECK LIST:** The following is addressed in the Proposal Report

- |  |  |
|--|--|
| <input type="checkbox"/> Access for HACC consumers:  | <input type="checkbox"/> Accessible to transport                     |
| <input type="checkbox"/> Proximity to other facilities   | <input type="checkbox"/> Alternative sites identified                |
| <input type="checkbox"/> Justification for site selection  | <input type="checkbox"/> Site services (utilities) are available     |
| <input type="checkbox"/> Site is in an appropriate zoning  | <input type="checkbox"/> Site is available & ownership is identified |
| <input type="checkbox"/> There are no adverse site covenants   |  |
| <input type="checkbox"/> Site history including identification of any potential contamination                |  |
| <input type="checkbox"/> Site is of adequate size for future additions beyond this proposal                  |  |
| <input type="checkbox"/> Site gradients are acceptable for disabled access in buildings and landscaped areas |  |

#### **DESIGN CHECK LIST:** The following is addressed in the Proposal Report

- |   |   |
|---|---|
| <input type="checkbox"/> Area of total site   | <input type="checkbox"/> Current site coverage (buildings)                                  |
| <input type="checkbox"/> Site coverage after development  | <input type="checkbox"/> Area of site allocated for this development                        |
| <input type="checkbox"/> Gross area of building for this development  | <input type="checkbox"/> Area of fenced secure external space available to this development |
| <input type="checkbox"/> Area of parking and vehicle paving for this development  | <input type="checkbox"/> Area of soft landscaping for this development                      |
| <input type="checkbox"/> A Functional Area brief listing Functional Spaces (Room) Names, each with a m <sup>2</sup> area allocation and a comment with regards to its function, any special requirements and finishes, its relationship to other spaces and whether it is new construction, an addition, or a modification to an existing building. |   |
| <input type="checkbox"/> Staging of the works, particularly in regard to minimising the impact on any existing site facilities and any current HACC on site services.   |   |
| <input type="checkbox"/> An indication of how dementia specific design features will be addressed.  |   |

Signed for the Proponent by: ..... Date:.....

Name (in block letters): ..... (Authorised Officer)

In the Officer Bearer capacity of: .....

# SCHEDULE 7 TIMETABLE HACC Capital Program

## Proposal For Capital Works & HACC Services

### 7. Timetable

The expected timeframe and staging for the Capital Works project implementation and delivery.

**Project Title** .....

#### TIMEFRAME TO PREPARE THE BUSINESS CASE:

Subject to approval to proceed, advise the timeframe to prepare the Business Case.

(Maximum 8 weeks)

(The Business Case requirements are contained within the *Guidelines for HACC Program Capital Projects*. The capital works component is to be fully priced and developed to the end of Schematic Sketch Design stage suitable for Development Application).

.....weeks (maximum 8 weeks)

#### CHECKLIST FOR PRELIMINARY TIMEFRAME SCHEDULE:

Present as a Schedule, Bar chart or Gantt chart for the period from the approval of the Business Case to the operational occupation of the capital works development. Include all critical points and main activities.

The following is included on the schedule within the Proposal Report:

- |  |  |
|--|--|
| <input type="checkbox"/> Start (Approval of Business Case)   | <input type="checkbox"/> Tender and Commission consultants   |
| <input type="checkbox"/> Environmental impact statement, contamination report, other reports and documents for Development application |  |
| <input type="checkbox"/> Lodge Development Application (DA)  | <input type="checkbox"/> DA approval (default 60 calendar days unless proponent otherwise advises) |
| <input type="checkbox"/> Design development  | <input type="checkbox"/> Design review and approval (default 2 weeks)                              |
| <input type="checkbox"/> Documentation   | <input type="checkbox"/> Contract document review by Commerce (allow 2 weeks)                      |
| <input type="checkbox"/> Tender process  | <input type="checkbox"/> Construction contract   |
| <input type="checkbox"/> Extensions of time (if applicable to contract conditions)   | <input type="checkbox"/> Handover  |
| <input type="checkbox"/> Occupation  | <input type="checkbox"/> Defects liability period (if applicable to contract conditions)           |

or

- ☐ An alternative procurement option for the Capital Works is proposed and described in the Proposal Report together with an associated timeframe schedule

Signed for the Proponent by: ..... Date:.....

Name (in block letters): ..... (Authorised Officer)

In the Officer Bearer capacity of: .....

# SCHEDULE 8

## PRELIMINARY COST ESTIMATES

### HACC Capital Program

## Proposal For Capital Works & HACC Services

### 8. Preliminary capital cost estimates (Project Budget)

Itemised costs need to be shown as well as the total cost. The cost of the project should be reduced by any offsets arising from for example, the sale or disposal of part of the existing site/buildings or of the existing equipment. Preliminary cost estimates may come from a number of sources such as land valuations, building industry construction cost estimates or preliminary quotations from suppliers. Preliminary total costs (including GST) should be estimated and include provision for the following, where applicable:

**Project Title** .....

**\*\*NOTE: Amounts are to be current prices. The final project cost is to be managed within 10% of this budget estimate plus BPI inflation at the tender date for construction.**  
**BUDGET ESTIMATE CHECK LIST:** Use this schedule ☐ &/or include in Proposal Report ☐

	ITEM	RATE \$ (incl'g preliminaries)	QUANTITY m <sup>2</sup> or item	AMOUNT \$ Incl GST
<input type="checkbox"/>	Site works and site remediation			
<input type="checkbox"/>	Site services, sewerage, drainage, water, gas, electricity			
<input type="checkbox"/>	Landscaping			
<input type="checkbox"/>	Fencing			
<input type="checkbox"/>	Vehicle areas, access and parking			
<input type="checkbox"/>	Demolition			
<input type="checkbox"/>	Building alterations and modifications			
<input type="checkbox"/>	New building construction			
<input type="checkbox"/>	Staging costs			
<input type="checkbox"/>	Service equipment			
<input type="checkbox"/>	Furniture and fittings			
<input type="checkbox"/>	*Other			
<input type="checkbox"/>	Contingency(s)			
<input type="checkbox"/>	Professional fees			
<input type="checkbox"/>	Authority and approval charges			
<input type="checkbox"/>	Acquisition of vacant land			
<input type="checkbox"/>	Purchase of existing land and building(s)			
<input type="checkbox"/>	Other			
<input type="checkbox"/>	SUBTOTAL COST (including GST)			
<input type="checkbox"/>	List OFFSET ITEMS eg land, building or equipment sale			
<input type="checkbox"/>	SUBTOTAL OFFSET (including GST)			
<input type="checkbox"/>	TOTAL COST (BUDGET) (including GST)			

**\*\*See NOTE at the top of this Table**

\* eg: specific staging works if not allowed elsewhere to maintain any existing HACC services on site during the works

Signed for the Proponent by: ..... Date: .....

Name (in block letters): ..... (Authorised Officer)

In the Officer Bearer capacity of: .....



Department  
of Ageing,  
Disability &  
Home Care

# SCHEDULE 9

## PROPOSED FUNDING ARRANGEMENTS

### HACC Capital Program

## Proposal For Capital Works & HACC Services

### 9. Proposed funding contributions

Identification of all potential sources of contributions, which might include:

- Local Government including land and Section 94 contributions (funds levied on developers by local Councils for community infrastructure)
- Other State and Commonwealth Government departments - Area Health Service, Department of Community Services etc.
- In kind contributions e.g. volunteer architect/tradespeople, fund raising etc.
- Non HACC funds which could be used to fund other parts of the centre to be used by non HACC services

The value of contributions should be identified and whether any contributions are conditional and if so, the nature of those conditions.

**Project Title** .....

As under ☐ or include in Proposal Report ☐

SOURCE	ITEM	AMOUNT \$

Signed for the Proponent by: ..... Date:.....

Name (in block letters): ..... (Authorised Officer)

In the Officer Bearer capacity of: .....

# **SCHEDULE 10**

## **PROPOSED FUNDING ARRANGEMENTS**

### **HACC Capital Program**

### **Proposal For Capital Works & HACC Services**

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#### **10. Management arrangements**

As many projects involve several sponsors and/or service providers clear arrangements for management of development of the facility and its ongoing operation need to be formulated. While it is not necessary to have finalised a Memorandum of Understanding between project partners at the Initial Proposal stage, a Letter of Intent from each partner should be included with the proposal. The Letter of Intent sets out the role and commitment by the partner to the project's development and ongoing operation.

In some cases, such as where several service providers are involved, it may be appropriate to establish a Project Steering Committee to progress the issues and provide a governance framework for the project. The Project Steering Committee might initially include representatives of consumer support groups, service providers and potential sponsors.

DADHC regional offices are available to provide assistance in establishment of Project Steering Committees. It is recommended that an ex-officio DADHC regional representative sit on the Project Steering Committee, where established.

In rural areas in particular, it may be appropriate for a representative of the Area Health Service to also sit on the Project Steering Committee.

<b>Project Title</b> .....
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Letters of intent of all partners are attached ☐ or bound into the Proposal Report ☐

Proposed management arrangements are as under ☐ or include in the Proposal Report

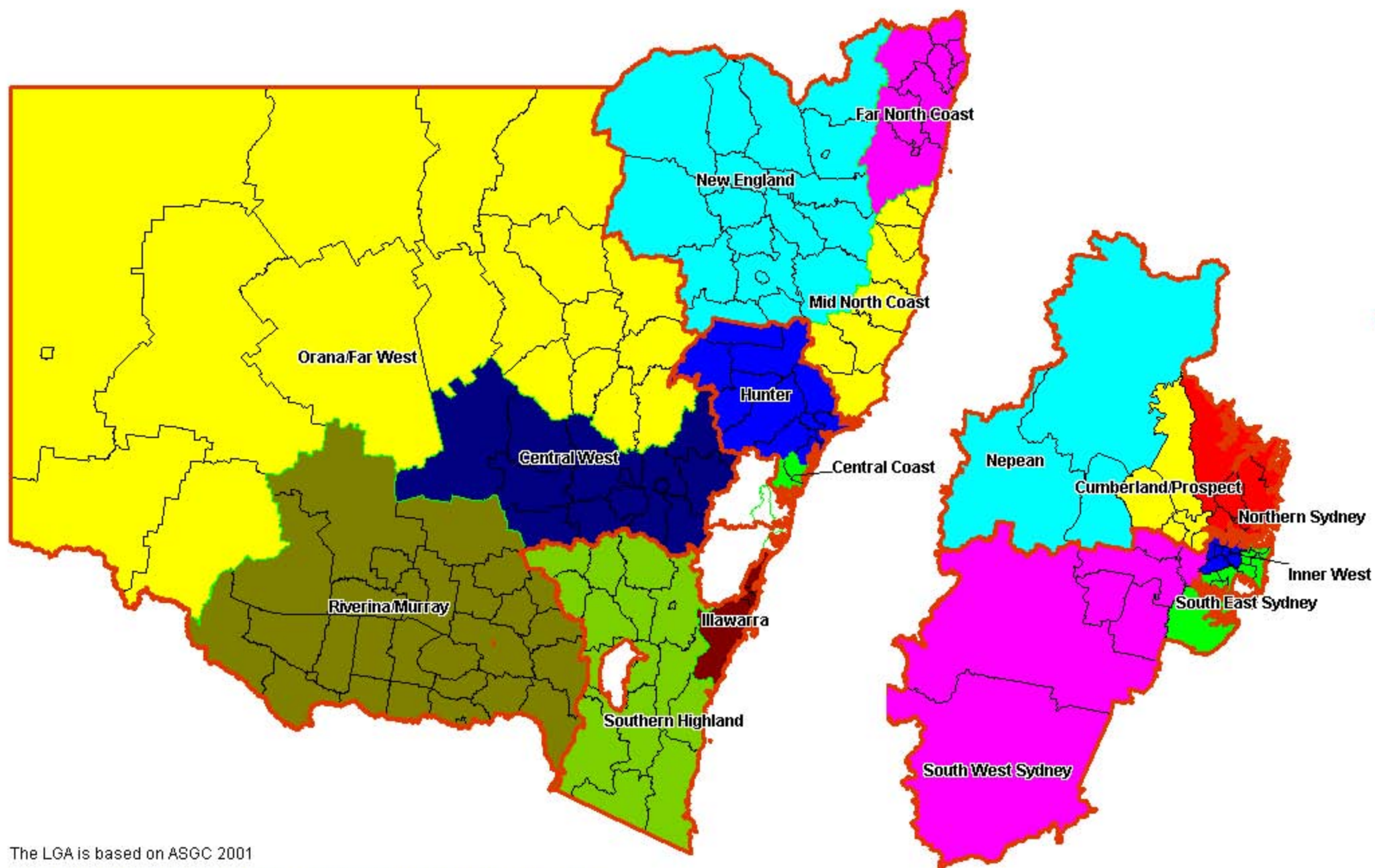
☐

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Signed for the Proponent by: ..... Date:.....

Name (in block letters): ..... (Authorised Officer)

In the Officer Bearer capacity of: .....



The LGA is based on ASGC 2001

W:\RADA\MAPS\BASEMAPS2001\AGENCIES REGIONS\DADHC REGION\_LPA\_LGA 05.WOR

DADHC Region	DADHC Local Planning Area	Local Government Area	Statistical Local Area
Hunter	Central Coast	Gosford (C)	Gosford (C) - East
Hunter	Central Coast	Gosford (C)	Gosford (C) - West
Hunter	Central Coast	Wyong (A)	Wyong (A) - North-East
Hunter	Central Coast	Wyong (A)	Wyong (A) - South and West
Hunter	Hunter	Cessnock (C)	Cessnock (C)
Hunter	Hunter	Dungog (A)	Dungog (A)
Hunter	Hunter	Lake Macquarie (C)	Lake Macquarie (C) - East
Hunter	Hunter	Lake Macquarie (C)	Lake Macquarie (C) - North
Hunter	Hunter	Lake Macquarie (C)	Lake Macquarie (C) - West
Hunter	Hunter	Maitland (C)	Maitland (C)
Hunter	Hunter	Muswellbrook (A)	Muswellbrook (A)
Hunter	Hunter	Newcastle (C)	Newcastle (C) - Inner City
Hunter	Hunter	Newcastle (C)	Newcastle (C) - Outer West
Hunter	Hunter	Newcastle (C)	Newcastle (C) - Throsby
Hunter	Hunter	Port Stephens (A)	Port Stephens (A)
Hunter	Hunter	Singleton (A)	Singleton (A)
Hunter	Hunter	Upper Hunter Shire (A)	Upper Hunter Shire (A)
Metro North	Cumberland/Prospect	Auburn (A)	Auburn (A)
Metro North	Cumberland/Prospect	Baulkham Hills (A)	Baulkham Hills (A) - Central
Metro North	Cumberland/Prospect	Baulkham Hills (A)	Baulkham Hills (A) - North
Metro North	Cumberland/Prospect	Baulkham Hills (A)	Baulkham Hills (A) - South
Metro North	Cumberland/Prospect	Blacktown (C)	Blacktown (C) - North
Metro North	Cumberland/Prospect	Blacktown (C)	Blacktown (C) - South-East
Metro North	Cumberland/Prospect	Blacktown (C)	Blacktown (C) - South-West
Metro North	Cumberland/Prospect	Holroyd (C)	Holroyd (C)
Metro North	Cumberland/Prospect	Parramatta (C)	Parramatta (C) - Inner
Metro North	Cumberland/Prospect	Parramatta (C)	Parramatta (C) - North-East
Metro North	Cumberland/Prospect	Parramatta (C)	Parramatta (C) - North-West
Metro North	Cumberland/Prospect	Parramatta (C)	Parramatta (C) - South
Metro North	Nepean	Blue Mountains (C)	Blue Mountains (C)
Metro North	Nepean	Hawkesbury (C)	Hawkesbury (C)
Metro North	Nepean	Penrith (C)	Penrith (C) - East
Metro North	Nepean	Penrith (C)	Penrith (C) - West
Metro North	Northern Sydney	Hornsby (A)	Hornsby (A) - North
Metro North	Northern Sydney	Hornsby (A)	Hornsby (A) - South
Metro North	Northern Sydney	Hunter's Hill (A)	Hunter's Hill (A)
Metro North	Northern Sydney	Ku-ring-gai (A)	Ku-ring-gai (A)
Metro North	Northern Sydney	Lane Cove (A)	Lane Cove (A)
Metro North	Northern Sydney	Manly (A)	Manly (A)
Metro North	Northern Sydney	Mosman (A)	Mosman (A)
Metro North	Northern Sydney	North Sydney (A)	North Sydney (A)
Metro North	Northern Sydney	Pittwater (A)	Pittwater (A)
Metro North	Northern Sydney	Ryde (C)	Ryde (C)
Metro North	Northern Sydney	Warringah (A)	Warringah (A)
Metro North	Northern Sydney	Willoughby (C)	Willoughby (C)
Metro South	Inner West	Ashfield (A)	Ashfield (A)
Metro South	Inner West	Burwood (A)	Burwood (A)
Metro South	Inner West	Canada Bay (A)	Canada Bay (A) - Concord
Metro South	Inner West	Canada Bay (A)	Canada Bay (A) - Drummoyne
Metro South	Inner West	Canterbury (C)	Canterbury (C)
Metro South	Inner West	Leichhardt (A)	Leichhardt (A)
Metro South	Inner West	Marrickville (A)	Marrickville (A)
Metro South	Inner West	Strathfield (A)	Strathfield (A)
Metro South	South East Sydney	Botany Bay (C)	Botany Bay (C)
Metro South	South East Sydney	Hurstville (C)	Hurstville (C)
Metro South	South East Sydney	Kogarah (A)	Kogarah (A)
Metro South	South East Sydney	Randwick (C)	Randwick (C)
Metro South	South East Sydney	Rockdale (C)	Rockdale (C)
Metro South	South East Sydney	Sutherland Shire (A)	Sutherland Shire (A) - East

DADHC Region	DADHC Local Planning Area	Local Government Area	Statistical Local Area
Metro South	South East Sydney	Sutherland Shire (A)	Sutherland Shire (A) - West
Metro South	South East Sydney	Sydney (C)	Sydney (C) - East
Metro South	South East Sydney	Sydney (C)	Sydney (C) - Inner
Metro South	South East Sydney	Sydney (C)	Sydney (C) - South
Metro South	South East Sydney	Sydney (C)	Sydney (C) - West
Metro South	South East Sydney	Waverley (A)	Waverley (A)
Metro South	South East Sydney	Woollahra (A)	Woollahra (A)
Metro South	South West Sydney	Bankstown (C)	Bankstown (C) - North-East
Metro South	South West Sydney	Bankstown (C)	Bankstown (C) - North-West
Metro South	South West Sydney	Bankstown (C)	Bankstown (C) - South
Metro South	South West Sydney	Camden (A)	Camden (A)
Metro South	South West Sydney	Campbelltown (C)	Campbelltown (C) - North
Metro South	South West Sydney	Campbelltown (C)	Campbelltown (C) - South
Metro South	South West Sydney	Fairfield (C)	Fairfield (C) - East
Metro South	South West Sydney	Fairfield (C)	Fairfield (C) - West
Metro South	South West Sydney	Liverpool (C)	Liverpool (C) - East
Metro South	South West Sydney	Liverpool (C)	Liverpool (C) - West
Metro South	South West Sydney	Wingecarribee (A)	Wingecarribee (A)
Metro South	South West Sydney	Wollondilly (A)	Wollondilly (A)
Northern	Far North Coast	Ballina (A)	Ballina (A)
Northern	Far North Coast	Byron (A)	Byron (A)
Northern	Far North Coast	Clarence Valley (A)	Clarence Valley (A) - Coast
Northern	Far North Coast	Clarence Valley (A)	Clarence Valley (A) - Grafton
Northern	Far North Coast	Clarence Valley (A)	Clarence Valley (A) Bal
Northern	Far North Coast	Kyogle (A)	Kyogle (A)
Northern	Far North Coast	Lismore (C)	Lismore (C) - Pt A
Northern	Far North Coast	Lismore (C)	Lismore (C) - Pt B
Northern	Far North Coast	Richmond Valley (A)	Richmond Valley (A) - Casino
Northern	Far North Coast	Richmond Valley (A)	Richmond Valley (A) Bal
Northern	Far North Coast	Tweed (A)	Tweed (A) - Pt B
Northern	Far North Coast	Tweed (A)	Tweed (A) - Tweed Coast
Northern	Far North Coast	Tweed (A)	Tweed (A) - Tweed-Heads
Northern	Mid North Coast	Bellingen (A)	Bellingen (A)
Northern	Mid North Coast	Coffs Harbour (C)	Coffs Harbour (C) - Pt A
Northern	Mid North Coast	Coffs Harbour (C)	Coffs Harbour (C) - Pt B
Northern	Mid North Coast	Gloucester (A)	Gloucester (A)
Northern	Mid North Coast	Great Lakes (A)	Great Lakes (A)
Northern	Mid North Coast	Greater Taree (C)	Greater Taree (C)
Northern	Mid North Coast	Hastings (A)	Hastings (A) - Pt A
Northern	Mid North Coast	Hastings (A)	Hastings (A) - Pt B
Northern	Mid North Coast	Kempsey (A)	Kempsey (A)
Northern	Mid North Coast	Nambucca (A)	Nambucca (A)
Northern	Mid North Coast	Unincorporated NSW	Lord Howe Island <sup>2</sup>
Northern	New England	Armidale Dumaresq (A)	Armidale Dumaresq (A) - City
Northern	New England	Armidale Dumaresq (A)	Armidale Dumaresq (A) Bal
Northern	New England	Glen Innes Severn (A)	Glen Innes Severn (A)
Northern	New England	Gunnedah (A)	Gunnedah (A)
Northern	New England	Guyra (A)	Guyra (A)
Northern	New England	Gwydir (A)	Gwydir (A)
Northern	New England	Inverell (A)	Inverell (A) - Pt A
Northern	New England	Inverell (A)	Inverell (A) - Pt B
Northern	New England	Liverpool Plains (A)	Liverpool Plains (A)
Northern	New England	Moree Plains (A)	Moree Plains (A)
Northern	New England	Narrabri (A)	Narrabri (A)
Northern	New England	Tamworth Regional (A)	Tamworth Regional (A) - Pt A
Northern	New England	Tamworth Regional (A)	Tamworth Regional (A) - Pt B
Northern	New England	Tenterfield (A)	Tenterfield (A)
Northern	New England	Uralla (A)	Uralla (A)



DADHC Region	DADHC Local Planning Area	Local Government Area	Statistical Local Area
Northern	New England	Walcha (A)	Walcha (A)
Southern	Illawarra	Kiama (A)	Kiama (A)
Southern	Illawarra	Shellharbour (C)	Shellharbour (C)
Southern	Illawarra	Shoalhaven (C)	Shoalhaven (C) - Pt A
Southern	Illawarra	Shoalhaven (C)	Shoalhaven (C) - Pt B
Southern	Illawarra	Wollongong (C)	Wollongong (C) - Inner
Southern	Illawarra	Wollongong (C)	Wollongong (C) Bal
Southern	Southern Highlands	Bega Valley (A)	Bega Valley (A)
Southern	Southern Highlands	Bombala (A)	Bombala (A)
Southern	Southern Highlands	Boorowa (A)	Boorowa (A)
Southern	Southern Highlands	Cooma-Monaro (A)	Cooma-Monaro (A)
Southern	Southern Highlands	Eurobodalla (A)	Eurobodalla (A)
Southern	Southern Highlands	Goulburn Mulwaree (A)	Goulburn Mulwaree (A) - Goulburn
Southern	Southern Highlands	Goulburn Mulwaree (A)	Goulburn Mulwaree (A) Bal
Southern	Southern Highlands	Harden (A)	Harden (A)
Southern	Southern Highlands	Palerang (A)	Palerang (A) - Pt A
Southern	Southern Highlands	Palerang (A)	Palerang (A) - Pt B
Southern	Southern Highlands	Queanbeyan (C)	Queanbeyan (C)
Southern	Southern Highlands	Snowy River (A)	Snowy River (A)
Southern	Southern Highlands	Upper Lachlan (A)	Upper Lachlan (A)
Southern	Southern Highlands	Yass Valley (A)	Yass Valley (A)
Southern	Southern Highlands	Young (A)	Young (A)
Western	Central West	Bathurst Regional (A)	Bathurst Regional (A) - Pt A
Western	Central West	Bathurst Regional (A)	Bathurst Regional (A) - Pt B
Western	Central West	Blayney (A)	Blayney (A)
Western	Central West	Cabonne (A)	Cabonne (A)
Western	Central West	Cowra (A)	Cowra (A)
Western	Central West	Forbes (A)	Forbes (A)
Western	Central West	Lachlan (A)	Lachlan (A)
Western	Central West	Lithgow (C)	Lithgow (C)
Western	Central West	Oberon (A)	Oberon (A)
Western	Central West	Orange (C)	Orange (C)
Western	Central West	Parkes (A)	Parkes (A)
Western	Central West	Weddin (A)	Weddin (A)
Western	Orana/Far West	Balranald (A)	Balranald (A)
Western	Orana/Far West	Bogan (A)	Bogan (A)
Western	Orana/Far West	Bourke (A)	Bourke (A)
Western	Orana/Far West	Brewarrina (A)	Brewarrina (A)
Western	Orana/Far West	Broken Hill (C)	Broken Hill (C)
Western	Orana/Far West	Central Darling (A)	Central Darling (A)
Western	Orana/Far West	Cobar (A)	Cobar (A)
Western	Orana/Far West	Coonamble (A)	Coonamble (A)
Western	Orana/Far West	Dubbo (C)	Dubbo (C) - Pt A
Western	Orana/Far West	Dubbo (C)	Dubbo (C) - Pt B
Western	Orana/Far West	Gilgandra (A)	Gilgandra (A)
Western	Orana/Far West	Mid-Western Regional (A)	Mid-Western Regional (A) - Pt A
Western	Orana/Far West	Mid-Western Regional (A)	Mid-Western Regional (A) - Pt B
Western	Orana/Far West	Narromine (A)	Narromine (A)
Western	Orana/Far West	Unincorporated NSW	Unincorp. Far West
Western	Orana/Far West	Walgett (A)	Walgett (A)
Western	Orana/Far West	Warren (A)	Warren (A)
Western	Orana/Far West	Warrumbungle Shire (A)	Warrumbungle Shire (A)
Western	Orana/Far West	Wellington (A)	Wellington (A)
Western	Orana/Far West	Wentworth (A)	Wentworth (A)
Western	Riverina/Murray	Albury (C)	Albury (C)
Western	Riverina/Murray	Berrigan (A)	Berrigan (A)
Western	Riverina/Murray	Bland (A)	Bland (A)
Western	Riverina/Murray	Carrathool (A)	Carrathool (A)
Western	Riverina/Murray	Conargo (A)	Conargo (A)

DADHC Region	DADHC Local Planning Area	Local Government Area	Statistical Local Area
Western	Riverina/Murray	Coolamon (A)	Coolamon (A)
Western	Riverina/Murray	Cootamundra (A)	Cootamundra (A)
Western	Riverina/Murray	Corowa Shire (A)	Corowa Shire (A)
Western	Riverina/Murray	Deniliquin (A)	Deniliquin (A)
Western	Riverina/Murray	Greater Hume Shire (A)	Greater Hume Shire (A) - Pt A
Western	Riverina/Murray	Greater Hume Shire (A)	Greater Hume Shire (A) - Pt B
Western	Riverina/Murray	Griffith (C)	Griffith (C)
Western	Riverina/Murray	Gundagai (A)	Gundagai (A)
Western	Riverina/Murray	Hay (A)	Hay (A)
Western	Riverina/Murray	Jerilderie (A)	Jerilderie (A)
Western	Riverina/Murray	Junee (A)	Junee (A)
Western	Riverina/Murray	Leeton (A)	Leeton (A)
Western	Riverina/Murray	Lockhart (A)	Lockhart (A)
Western	Riverina/Murray	Murray (A)	Murray (A)
Western	Riverina/Murray	Murrumbidgee (A)	Murrumbidgee (A)
Western	Riverina/Murray	Narrandera (A)	Narrandera (A)
Western	Riverina/Murray	Temora (A)	Temora (A)
Western	Riverina/Murray	Tumbarumba (A)	Tumbarumba (A)
Western	Riverina/Murray	Tumut Shire (A)	Tumut Shire (A)
Western	Riverina/Murray	Urana (A)	Urana (A)
Western	Riverina/Murray	Wagga Wagga (C)	Wagga Wagga (C) - Pt A
Western	Riverina/Murray	Wagga Wagga (C)	Wagga Wagga (C) - Pt B
Western	Riverina/Murray	Wakool (A)	Wakool (A)
Source: Regional definitions are based on the ABS Australian Standard Geographical Classification, July 2006.			

## REGIONAL PRIORITIES

Funding will be provided for **one purpose designed dementia day care centre in each NSW Local Planning Area**. The proposed centre can either be a new building or an upgraded existing facility. In the Hunter, Western and Northern Regions preferences have been listed. Preferred locations have not been nominated in Local Planning Areas for the Metro North, Metro South and Southern Regions.

**Example:** In the Riverina Murray Local Planning Area, West Wyalong is the preferred location for a centre and Albury is the second preference.

### Preferred Locations (if any) within Local Planning Areas for Dementia Day Care Facilities

DADHC Region	Local Planning Area	Preferred Location(s)
<b>Hunter</b>	Central Coast	1.Wyong LGA
	Hunter	1.Lake Macquarie LGA 2.Singleton
<b>Western</b>	Central West	1.Cowra 2.Lithgow 3.Orange or Bathurst
	Orana/Far West	1.Lightning Ridge 2.Dubbo or Broken Hill
	Riverina/Murray	1.West Wyalong 2.Albury
<b>Northern</b>	Mid North Coast	1.Hastings/Port Macquarie LGA
	New England	1.Weewarra
	Far North Coast	1.Casino
<b>Metro North</b>	Cumberland/Prospect	
	Nepean	
	Northern Sydney	
<b>Metro South</b>	Inner West	
	South East Sydney	
	South West Sydney	
<b>Southern</b>	Illawarra	
	Southern Highlands	