

AUSTRALASIAN HEALTH FACILITY GUIDELINES (HFG) PROJECT

Australasian HFG Standard Components Revision Process

Issue: 2 September 2007

Revised: 10 October 2007

Revised: 8 January 2008

Australasian HFG Standard Components Revision Process

Background information

- In 2005 NSW Health implemented a number of important changes in the way capital works are managed and procured throughout the NSW health system. One of the key initiatives proposed in the Asset Management Reform Program is the further development and standardisation of Room Data Sheets and Room Layout Sheets to achieve a potential 30% of reusable documentation for health capital projects. Room Data Sheets and Room Layout Sheets are basic elements of the NSW Health Facility Guidelines (HFG), many of which are already available from the Guidelines website.
- In response to the proposed NSW Health key initiative noted above, the Room Data Sheet and Room Layout Sheet systems were developed and are currently linked to and generated for use via the NSW Health Facility Briefing System (HFBS).
- From 2005 to 2006, the NSW HFG development team in CHAA have continued with the work required to expand the number of available NSW HFG Standard Components including associated Room Data and Room Layout Sheets.
- Australasian HFGs were developed and published in November 2007; these replaced NSW HFGs in March 2007.
- During the development and review process of Australasian HFG, it was endorsed by PCWC 3 May 2006 that all Standard Components which have been extensively reviewed by NSW Health will be published as working draft for industry use and comments with the review period finishing on 23 November 2007.
- This report has been produced to clarify the Standard Components Revision Process for the Australasian HFG that will apply from 2008 onwards.

Current Status of Standard Components dated 10 September 2007

- Standard Components (previously approved by PPC and endorsed by NSW Health) currently published on Australasian HFG website as draft for industry use and comments for 12 months. Published on 23 November 2006.
 1. Room Data Sheets- 200
 2. Room Layout Sheets 200
- Additional Standard Components currently published on Australasian HFG website for NSW Health PPC industry review process. Published on 10 September 2007.
 1. Room Data Sheets- 49
 2. Room Layout Sheets 49

Purpose and intent

- The Australasian HFGs are a set of 'living' documents which will be reviewed and modified every three years in accordance with an agreed timetable.
- Standard Components are part of the Guidelines and so should be subjected to the regular review and modification cycle strategy.
- In the HCAMC special meeting in August 2007, it was agreed that CHAA would propose a "Standard Components" Revision strategy and report back to HCAMC in the upcoming Steering Committee meeting.

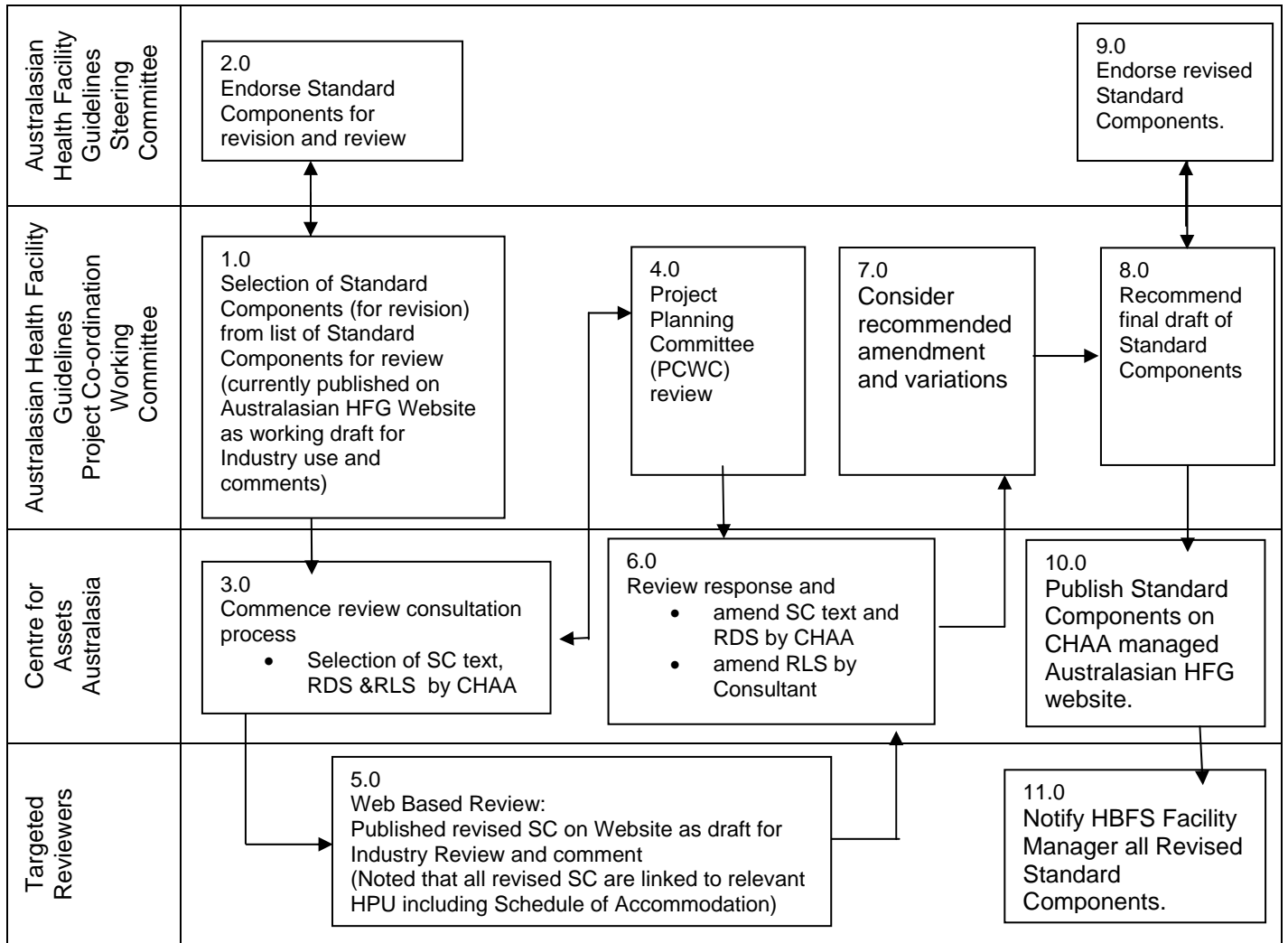
Proposed 'Standard Component' Revision strategy

- All Standard Components will form part of Australasian HFG Health Planning Unit Review Cycle from 2008 to 2010. They will be revised progressively in association with the agreed list of HPUs on 2008 to 2010 workplan.
- Key features of revision process will be:

1. Format of Standard Components will remain unchanged including:
 - Text
 - Room Data Sheets (RDS)
 - Room Layout Sheets (RLS)
2. New Standard Components will be created as required at the time of the development of new HPUs or during the revision process of existing HPU.
3. Text description of standard components to include critical dimensions of space, major equipment spatial requirements and where relevant workflow patterns. It aims to provide a basic reference point for users. Text revision will be carried out "**In-house**" by CHAA.
4. Room Data Sheet (RDS) is the listing of all the items typically found in the rooms that are the Standard Components. RDS revision will be carried out "**In-house**" by CHAA.

In March 2006, Australasian HFG Steering Committee approved the creation of the Australasian HFG Domain on the HFB System, as CHAA is the Domain Administrator, we have the in-house capability to create and amend Room Data Sheets.
5. Room Layout Sheet (RDL) is a reference document only; it aims to illustrate one example of how to design a space. RLS revision will be carried out by "**Out-source**" invited tenderers.
6. CHAA has reviewed the workload required for the revision of Standard Components text, RDS and RLS; our estimation of the work for CHAA in implementing the proposed strategies is equivalent to the work load for the creation or revision of one HPU per year.
7. The Revision Process - refer to attached Standard Components Revision Process Map flow chart.

STANDARD COMPONENTS REVISION PROCESS MAP



SUPPORTING DOCUMENTATION FOR REVISION PROCESS MAP

Process Ref	Process Title (as per process map)	Comments
1.0	Selection of Standard Components from list of pending Standard Components for review (currently published on Australasian HFG Website as working draft for Industry use and comments)	The Project Coordination Working Committee (PCWC) recommends list of Standard Components for review. The review process for all revised Standard Components will be completed every 3 years to an approved timetable. These will be chosen to consider with the review or creation of specific HPUs as agreed with the Australasian Steering Committee.
2.0	Endorse Standard Components for review	The Australasian HFG Steering Committee endorses the project governance, funding, HPU and Standard Components for creation and review.
3.0	Commence review process	<p>CHAA is advised of The Australasian HFG Steering Committee endorsement and commences the review process.</p> <ul style="list-style-type: none"> CHAA is also responsible for reviewing text, RDS & RLS of selected Standard Components. (Noted that Standard Components currently published on Australasian HFG Website are NSW specific, all SC have been extensively reviewed by NSW. On 3 May 2006, the PCWC endorsed for publication all SC as working draft for Industry use and comments) CHAA is responsible for the distribution of documents for distribution to PCWC. Local Jurisdiction review processes are co-ordinated and organised by Nominated PCWC jurisdiction representatives.
4.0	Project coordination Working Committee (PCWC) review	<ul style="list-style-type: none"> A first draft of Standard Components text, RDS and RLS of Standard Components, together with HPU text and Schedule of Accommodation are issued to PCWC members for jurisdiction review and comment. Nominated PCWC jurisdiction representatives will distribute document to jurisdiction specific targeted.
5.0	Web Based Review: Published revised SC on Website as draft for Industry Review and comment	<ul style="list-style-type: none"> Targeted jurisdiction specific reviewers with specific expertise in the HPU and Standard Components will be contacted by Nominated PCWC jurisdiction representatives. Reviewers will be advised to review Draft Revised Standard Components on Australasian HFG Website. A template for comments is available for reviewer on Australasian HFG Website.
6.0	Review response and amend Standard Components	<ul style="list-style-type: none"> Nominated PCWC jurisdiction representatives will consolidate all responses from the targeted reviewers and recommend amendments to the Standard Components, including significant variations to CHAA. CHAA is also responsible for collating all jurisdiction comments, updating text and RDS of selected Standard Components. External CAD consultant is responsible for the updating of RLS. CHAA to coordinate with external consultant and report to PCWC on progress.
7.0	Consider recommended amendment and variations	<ul style="list-style-type: none"> PCWC will consider the recommended amendments and variations.
8.0	Recommend final draft of Revised Standard Components	<ul style="list-style-type: none"> The final draft prepared by CHAA will incorporate reviewers' comments. PCWC will recommend the endorsement of the Revised Standard Components final draft.
9.0	Endorse revised Standard Components	<ul style="list-style-type: none"> The final Revised Standard Components draft is submitted to the Australasian HFG Steering Committee for endorsement.
10.0	Publish Revised Standard Components on CHAA managed Australasian HFG Website	<ul style="list-style-type: none"> Endorsed Revised Standard Components are published on CHAA website. CHAA to notify Industry via email.
11.0	Notify HBFS Facility Manager all Revised Standard Components	<ul style="list-style-type: none"> CHAA to notify HBFS Facility Manager all Revised Standard Components.

Additional Proposal to improve Standard Components

- CHAA has investigated an alternative proposal to replace current Standard Components photo images with a 3 dimensional images (3D) - refer to attached image.



- The advantages of this proposal will improve the communication process and convey a clear image of the space to users.
- A 3D image is non-project specific, not biased towards specific project.
- This proposal will improve the profile of Australasian HFGs as a progressive and ever improving more 'user friendly' document.
- The final cost for generating a 3D image by an external consultant is subjected to an invited tendering process.
- This additional proposal is not currently included in work program or within current funding.
- This proposal is worth considering in the future.

Recommendation and further actions

- The Proposed Standard Components Revision Process should be discussed and approved by Australasian HFG Steering Committee.
- CHAA to implement via workplan from 2008 onwards.

The proposed Standard Components Revision Process was endorsed by the Australasian Project Co-ordination Committee on 10 October 2007.

Patrick Chu
Project Manager
Australasian HFG Project
12 September 2007