



# Facilities Planning & Development Procedure

Procedure Number

Version Nos:

2

## 1. Purpose

This Procedure outlines the process to be followed when the West Coast District Health Board (WCDHB)/Coast Health Care (CHC) wishes to develop a new facility or renovate/remodel an existing WCDHB/CHC facility.

## 2. Application

This Procedure is to be followed by all staff throughout the WCDHB/CHC.

## 3. Definitions

For the purposes of this Procedure:

the terms *architect*, includes, but is not limited to, any individual, firm, partnership, corporation or other entity providing architectural, engineering, or land surveying services.

## 4. Responsibilities/Staff Authorised To Perform Procedure

For the purposes of this Procedure:

the *General Manager – Operations* is required to:

- oversee all aspects of this Procedure
- provides leadership, interpretation and evaluation.

## 5. Resources Required

This Procedure requires no specific resources.

## 6. Process

- 1.00 The starting point for the construction of new or remodeled facilities (called the *project*) is notification to an Executive Management Team (EMT) Meeting by either the Chief Executive Officer, General Manager – Operations or other General Manager in whose Service the construction is to occur. No work can commence on the project until this notification has occurred and been recorded in the EMT meeting minutes.
- 1.01 This notification is to be in the form of a paper that provides the rationale behind the need for the project, which WCDHB/CHC Services are to be involved, location and possible cost of the project.
- 1.02 Once the EMT has been notified of the project, the Chief Executive Officer will delegate the responsibility for overseeing all aspects of the project to the General Manager – Operations.
- 1.02 Funding for the project will be sourced as per the *WCDHB Capital Expenditure Procedure* and the Ministry of Health Guidelines For Capital Investment.



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- 1.03 The General Manager – Operations (in consultation with the relevant General Manager) will convene a series of planning meetings. The aim of these meetings is to develop detailed specifications for the project and to allow input from various stakeholders (e.g. staff, patients/consumers, community). It is also to ensure that the project is designed to best meet the needs of the WCDHB/CHC.
- 1.04 Detailed minutes are to be kept for each of these planning meetings, noting individuals present, their discussions, and agreements. These minutes are to be distributed to all meeting participants.
- 1.05 The development of the detailed specifications for the project is to include input from the WCDHB Physical Resources Department, and/or an architect, and also external experts (if required).
- 1.06 Where the services of an architect are required, then these will be obtained as per the requirements of the *WCDHB Procurement of Architectural Services Procedure*.
- 1.07 The preparation of the specifications is to serve the following objectives:
- i) Clarify and consolidate the thinking of the staff, management, Board and community on the needs, desires and objectives of health and disability services to be conducted within the proposed new or remodeled facilities.
  - ii) Organize important information in a manner that can be easily and clearly interpreted by an architect and other contractors.
  - iii) Ensure all key stakeholders have input into the project specifications and that this input is documented (via meeting minutes).
- 1.08 Once the project specifications have been finalised and agreed on by all participants (agreement is to be documented in the relevant meeting minutes), they are to be forwarded to the EMT and then the Board for final approval.
- 1.09 Once the project specifications have been approved, the project is then to be managed by General Manager – Operations or an external Project Manager.
- 1.10 Where it is decided (by EMT) that an external Project Manager is required to manage the project, then one is to be appointed as per the requirements of the *WCDHB Tendering Procedure*.
- 1.11 The General Manager – Operations or Project Manager will then call for tenders from appropriate contractors as per the requirements of the *WCDHB Tendering Procedure*.
- 1.12 The General Manager – Operations or Project Manager must also ensure that all work complies with the relevant building regulations and that all appropriate documentation is obtained in a timely fashion.
- 1.13 The General Manager – Operations is also responsible for ensuring that all reporting requirements associated with the project to the Board, Ministry of Health or other agency are completed in a timely fashion.



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- 1.14 Infection control requirements associated with the construction of new or remodeled facilities are to be completed as per the requirements of the *CHC Infection Prevention & Control During Building & Construction Procedure*.
- 1.15 Any decision regarding the naming of the new or remodeled facilities is to be arrived at as per the requirements of the *WCDHB Naming-Renaming of Facilities Procedure*.

### 7. Precautions And Considerations

- ➔ Detailed specifications are to be developed ensure that all new and remodeled facilities are designed to best meet the need of the WCDHB/CHC
- ➔ The General Manager – Operations is to oversee all aspects of this process.
- ➔ All documentation associated with the project is to meet relevant legislative requirements

### 8. References

Ministry of Health Guidelines For Capital Investment (July 2003)

### 9. Related Documents

CHC Infection Prevention & Control During Building & Construction Procedure.  
WCDHB Capital Expenditure Procedure  
WCDHB Naming-Renaming of Facilities Procedure.  
WCDHB Procurement of Architectural Services Procedure  
WCDHB Schedule of Delegations  
WCDHB Tendering Procedure

<b>Revision History</b>	<b>Version:</b>	2
	<b>Developed By:</b>	
	<b>Authorised By:</b>	
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