

AX APPENDICES

AX.01 Schedule of Accommodation

The following schedule of accommodation complies in all respects with the Policy Directive.

The 'Room/ Space' column describes each room or space within the Unit. Some rooms are identified as 'Standard Components' (SC) or as having a corresponding room which can be derived from a SC. These rooms are described as 'Standard Components –Derived' (SC-D). The 'SD/SD-C' column identifies these rooms and relevant room codes and names are provided.

All other rooms are non-standard and will need to be briefed using relevant functional and operational information provided in this HPU.

In some cases, Room/ Spaces are described as 'Optional' or 'o'. Inclusion of this Room/ Space will be dependent on a range of factors such as operational policies or clinical services planning.

SUPPORT AREAS

AusHFG Room Code	Room / Space	SC / SC-D	Qty	m2	Remarks
BBEV-OP	Beverage Bay - Open Plan, 4m2	Yes	1	4	If no Staff Room provided
	Central Registry		1	10	Room size will depend on size of unit/s. (For storage of board minutes etc.)
STFS-10	File Store, 10m2	Yes	1	10	Personnel Files
PTRY	Pantry	Yes	1	8	Optional for functions
RECL-10	Reception / Clerical, 10m2	Yes	1	10	1 staff. May be replaced by a workstation.
SRM-15	Staff Room, 15m2	Yes	1	15	Optional; includes beverage bay
WCST	Staff Toilet, 3m2	Yes	1	3	
STPS-8	Store - Photocopy / Stationery, 8m2	Yes	1	8	
WCDS	Toilet - Accessible, 6m2	Yes	1	6	If not available nearby
WCPU-3	Toilet - Public, 3m2	Yes	1	3	If not available nearby
WAIT-10	Waiting, 10m2	Yes	1	10	1.2m2 per person and 1.5m2 for wheelchairs as required.
	Discounted Circulation %			25-30%	

Australasian Health Facility Guidelines

OFFICES

AusHFG Room Code	Room / Space	SC / SC-D	Qty	m2	Remarks
OFF-2P	Office - 2 Person Shared, 12m2	Yes	1	12	Shared office area for 2 persons with two workstations to undertake administrative duties
OFF-3P	Office - 3 Person Shared, 15m2	Yes	1	15	Shared office space for 3 persons with three workstations to undertake administrative duties
OFF-4P	Office - 4 Person Shared, 20m2	Yes	1	20	Shared office space for 4 persons with four workstations to undertake administrative duties
OFF-S12	Office - Single Person, 12m2	Yes	1	12	Clinical Stream/Divisional Executives, Academics Professors (full), Area Managers, Clinical Directors of Departments/Units, Health Service Managers (Rural Health) with significant staff supervisory responsibilities and the position is 0.8 FTE or higher.
	Office - Single Person, 15m2		1	15	For Area Executive, General Managers etc. Includes meeting area. Staff may have multiple roles but only one dedicated office. Dedicated office space should be assigned within the campus/Area Health Service.
	Office - Single Person, 18m2		1	18	For Area CEO; includes meeting area. Executives may have multiple roles, but only one dedicated office. Space should be assigned within or across the Area Health Service.
OFF-S9	Office - Single Person, 9m2	Yes	1	9	Nurse Unit Managers, Staff Specialists, Business Managers, and Department Heads with significant staff supervisory responsibilities and where the position is 0.8FTE or higher.
	Discounted Circulation %			25-30%	

WORKSTATIONS

AusHFG Room Code	Room / Space	SC / SC-D	Qty	m2	Remarks
OFF-SWS	Office - Workstation, 2.2m2	Yes	1	2.2	This work base is designed to accommodate staff who due to area-wide responsibilities travel between health care facilities and may require workspace to perform administrative functions.
	Office - Workstation, 4.4m2		1	4.4	For research assistants and staff who spend the majority of their time providing services in the community, such as Outreach, Community Health, Community Mental Health.
	Office - Workstation, 5.5m2		1	5.5	For Research Fellows, Data Managers, Clinical Nurse Consultants, administration staff or any staff who require a workstation.
	Discounted Circulation %			25-30%	

MEETING ROOMS

AusHFG Room Code	Room / Space	SC / SC-D	Qty	m2	Remarks
MEET-55	Meeting Room, 55m2		1	55	The provision of nonfixed, stackable seating allows greater flexibility. Can be used as a large group room for Community Health, antenatal classes etc
MEET-12	Meeting Room, 12m2	Yes	1	12	For staff, patients and family members o conduct confidential discussions.
MEET-L-20	Meeting Room, 20m2	Yes	1	20	This room is a shared facility and is to be accessed through a booking system
MEET-L-30	Meeting Room, 30m2	Yes	1	30	To attend meetings or can be used as a smallgroup room for Community Health
MEET-9	Meeting Room, 9m2	Yes	1	9	For interview purposes for 2 - 3 people
	Discounted Circulation %			25-30%	