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# **Standard Facility Cost Planning Guidelines**

**Definitions & Standard Pro-Forma for Cost  
Plan Reports and Cost Benchmarking  
database.**

**May 2004**

## Standard Facility Cost Planning Guidelines

### About the Guidelines

The Standard Facility Cost Planning Guidelines provide a framework for the uniform preparation and presentation of Cost Plans on all NSW Department of Health capital projects and to gather data for NSW Health's Cost Benchmarking database which supersedes the existing Cost Benchmarking Guidelines for Health Care Buildings (TS13).

The Standard Cost Plan formats have been piloted on a number of capital projects and the proposed Standard Facility Cost Planning Guidelines incorporate feedback from other Cost Consultants and NSW Health.

This new format will be a mandatory condition for the engagement of Cost Consultants. NSW Health has requested that the Department of Commerce incorporate relevant clauses into the mandatory requirements of the current Cost Consultants Engagement Brief.

### Content of the Guidelines

The Standard Facility Cost Planning Guidelines consists of:

- Standard Cost Plan Format;
- Standard Cost Plan Pro-Forma;
- Standard Form of Functional Area Cost Analysis; and
- Standard Cashflow Format.

These formats will be used by Cost Consultants to provide Cost Plans at the various stages of all capital projects. The Standard Form of Functional Area Cost Analysis will provide data for the Cost Benchmarking database.

### Users of the Guidelines:

Standard Facility Cost Planning Guidelines have been developed to assist Cost Consultants in preparing and presenting Cost Plans and to provide the Department of Health with data to populate the Cost Benchmarking database.

### Intended Outcomes:

1. **Cost Plans** - The deliverables for Cost Plans at various stages on capital projects are clearly defined in the Guidelines.
2. **Cost Benchmarking database** – The Standard Form of Functional Area Cost Analysis should be submitted to NSW Health to populate the Cost Benchmarking database in the following stages:

**Projects <\$5m:** Scheme Design and Pre-tender Estimate  
**Projects >\$5m:** Scheme Design, Design Development and Pre-tender Estimate.

The completed forms are to be forwarded to Asset Management Services, Asset & Contract Services Branch. Reports produced by the database will provide cost analysis and updated cost rates. Data from seven (7) capital projects has been entered into the database. Cost analysis reports will be made available once the database is further populated with capital projects (new build only) and the robustness of the cost analysis and cost rates is tested.

**NSW HEALTH DEPARTMENT  
STANDARD FACILITY COST PLANNING GUIDELINES  
DEFINITIONS & STANDARD PRO-FORMA**

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