



**ACT**  
Government

**ACT Health**

# AusHFG Resource Endorsement Process

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<b>Author branch</b>	Strategic Infrastructure
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# Purpose

The ACT Health Directorate (ACTHD) Strategic Infrastructure Division (SID) is the ACT Jurisdictional representative member for the Australian Health Infrastructure Alliance (AHIA) Australian Health Facility Guideline (AusHFG) Committee.

The SID ensures that ACT contributes to the revision of AusHFG resources and Canberra Health Services' (CHS) provides a critical role in the review process. This document outlines the steps for reviewing and endorsing AusHFG resources.

# Background

ACTHD is an authorised member of the AHIA. AHIA is the custodian of the AusHFG which are considered by AHIA to be a consistent and universally accepted set of facility standards that assist in the efficient design of health facilities.

The AusHFG enable planners and designers of health facilities throughout Australasia to use a common set of guidelines and specifications for the base elements of health facilities. The resources ensure best practice approaches to designing facilities for the delivery of current and emerging models of care.

Regular resource revision ensures the guidelines are responsive to changes in the delivery of health care and flexible for making health assets fit for purpose now and into the future.

SID is the ACT Jurisdictional representative member for the AHIA AusHFG Committee. The purpose of the AHIA AusHFG Committee is to coordinate the prioritisation, revision, development and publication of AusHFG resources. This review involves expert review groups whose members include clinicians, consumers, and industry representatives.

The AHIA AusHFG Committee is tasked with:

- prioritising the order of reviewing and developing AusHFG resources including AusHFG Parts, Health Planning Units (HPU) and Standard Components;
- nominating expert representatives from each jurisdiction to be included on Expert Reference Groups (ERG) to input to the review and development of AusHFG resources;
- providing examples of recently delivered and successful departmental and/or room layouts for reference during the Standard Component ERG review processes;
- reviewing final draft versions of documentation following completion of ERG reviews and distributing to subject matter experts within each jurisdiction for review and comment;
- obtaining endorsement of final versions of documentation on behalf of their jurisdiction for publishing on the AusHFG website;
- providing recommendations and identifying issues to be escalated to the AHIA Strategy Group; and
- sharing advice and lessons learnt, relating to health asset and infrastructure projects across Australia and New Zealand.

# Scope

As ACT Health's representative on AHIA SID has carriage of ensuring local area contribution to the development of new AusHFGs and the review of existing AusHFGs. This procedure pertains to SID AusHFG Committee members who are involved with reviewing and endorsing AusHFG HPU Briefs and Standard Components.

# Procedure

The following outlines the steps for reviewing and endorsing AusHFG resources:

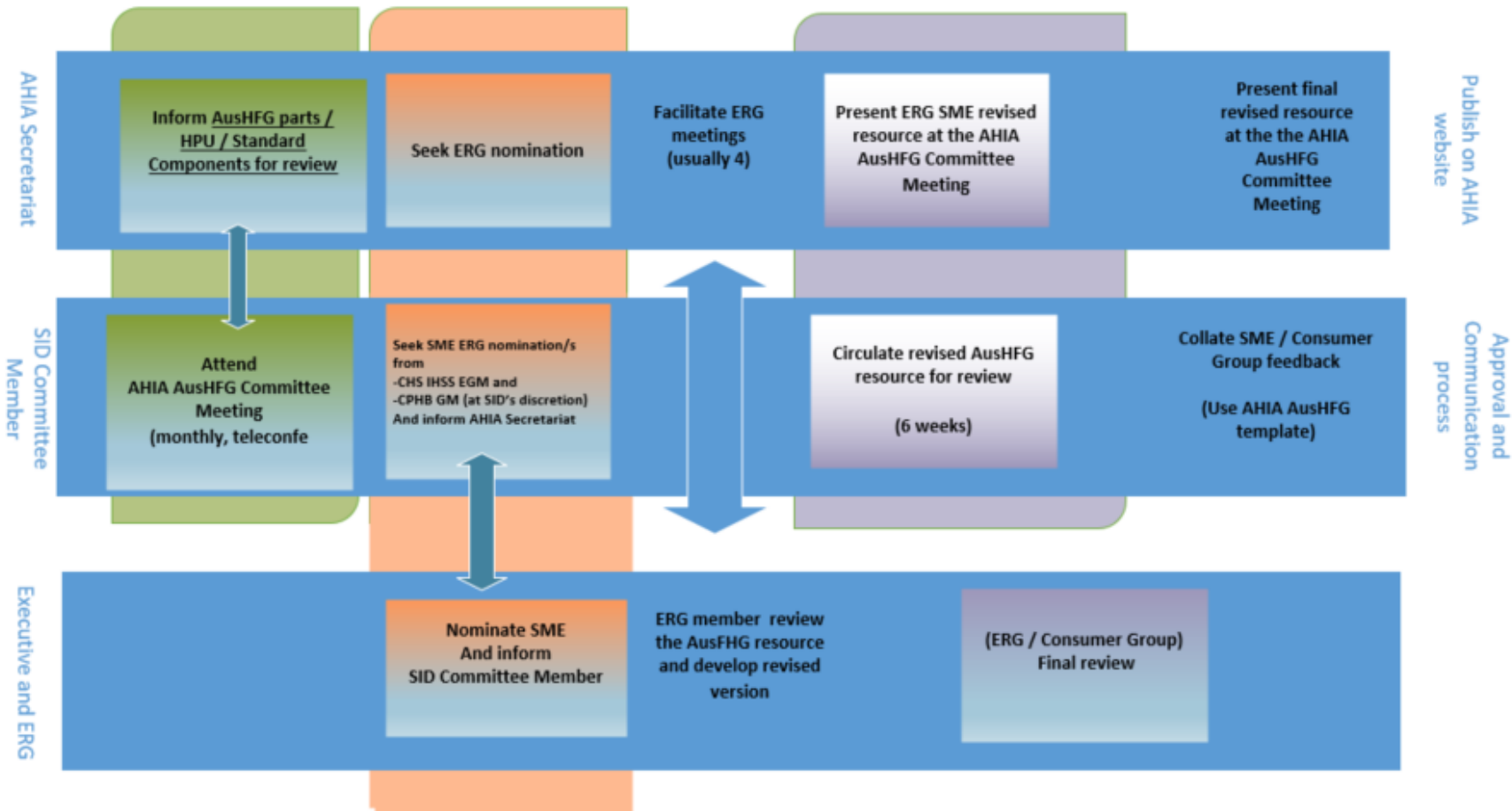
- SID represents the ACT Jurisdiction at the monthly AHIA AusHFG Committee teleconference meeting;
- SID Committee member is informed of AusHFG resource (Parts, HPU and Standard Components) for review [AusHFG Resources under review](#);
- SID Committee member seeks Subject Matter Experts (SME) ERG nomination/s from
  - Calvary Healthcare ACT General Manager (GM) if relevant to the area
  - Canberra Health Services Executive Group Manager (EGM) Infrastructure and Health Support Services (IHSS)
- SID Committee member informs AHIA AusHFG Secretariat of nominations.
- The Secretariat will liaise and facilitate ERG meetings (usually four). The ERG will review the AusHFG resource and develop a revised version;
- AHIA AusHFG Secretariat presents SME ERG revised resource at the monthly Committee teleconference meeting, to inform members of proposed changes;
- SID Committee member circulates revised AusHFG resource to CHS IHSS EGM and Calvary Health Care ACT GM for additional SME and relevant support service comment (i.e. clinicians, cultural advisors, infection control committees, work health and safety committees, engineering services advisors and consumers groups) for a six-week duration;
- SID Committee member collates SME and consumer group feedback utilising the AHIA AusHFG template and forwards to AHIA AusHFG Secretariat for inclusion consideration in revised version;
- AHIA AusHFG Secretariat presents final revised resource at the monthly AHIA AusHFG Committee teleconference meeting outlining proposed changes for endorsement;
- For ACTHD endorsement, SID Committee member will action (within 3 months):
  - Executive Group Executive (EGM) Minute, through Executive Branch Manager (EBM), requesting ACT Jurisdiction endorsement of revised resource/s;
  - AHIA AusHFG Secretariat informed of EGM approval;
  - EGM letter to CHS EGM of IHSS, Calvary Healthcare ACT GM and Major Projects Canberra (MPC) when warranted, to inform ACTHD endorsement of resource/s; and
  - Copy of ERG nominations and endorsement/s placed in *Official File: Strategic and Governance - Planning (N) – AHIA 2019-2025*; and
- The AusHFG Project Team publishes endorsed resource on the website [Australasian Health Facility Guidelines \(AusHFG\)](#).

Notes: Extended review timeframe may be provided for lengthy resources (i.e. AusHFG Parts) or over holiday periods. Significant AusHFG resource amendments will be escalated to the ACTHD Director General for information.

The SID committee member may discuss the proposed HFG changes with the nominated SME at any stage in the above process. This is intended to lend support to the SME as required and to maintain SID oversight of the process.



# Workflow diagrams



## Endorsement and communication of new or revised AusHFGs

AHIA AusHFG Secretariat presents final revised resource at the monthly AHIA AusHFG Committee teleconference

SID Committee member will action

Executive Group Executive (EGM) Minute, through Executive Branch Manager (EBM), requesting ACT Jurisdiction endorsement of revised resource/s;

AHIA AusHFG Secretariat informed of EGM approval;

EGM letter to CHS EGM of IHSS, Calvary Healthcare ACT GM and Major Projects Canberra (MPC) when warranted, to inform ACTHD endorsement of resource/s; and

Copy of ERG nominations and endorsement/s placed in *Official File: Strategic and Governance - Planning (N) – AHIA 2019-2025*; and

3 months  
timeframe

The AusHFG Project Team publishes endorsed resource on the website [Australasian Health Facility Guidelines \(AusHFG\)](#).



# Records Management

Communications and documents generated from this procedure will be managed as per SID record management systems in accordance with the Territory Records Act 2002 and ACTHD policy and procedures. The person responsible is the SID Committee member.

# Implementation

The AHIA AusHFG Committee Meetings are held monthly, with the exception of those months where an AHIA Strategy meeting is held. This procedure will therefore be implemented and communicated to SID AusHFG Committee members upon allocation of the role and as part of orientation.

# Evaluation

To ensure AusHFG resources remain current and relevant, guidelines are reviewed every three years or as significant changes occur (i.e. new technology). This procedure will therefore be evaluated in response to AHIA AusHFG Committee Meeting process changes.

# References and Related Documents

The following legislation, whole-of-government or internal policies/procedures/guidelines relate to this document:

## References

- [Australasian Health Facility Guidelines \(AusHFG\)](#)

## Legislation

- [Australian Building Code](#)
- [Standards Australia](#)
- [Australian Commission on Safety and Quality in Health Care](#)

## Supporting Documents

- Australasian Health Infrastructure Alliance (AHIA), Memorandum of Understanding for AHIA Members
- AHIA AusHFG Committee, Terms of Reference

## Definitions

Term	Definition
Subject Matter Expert	An individual who is an expert in their field. A SME may have special knowledge, skills or experience in a particular clinical specialty or health related industry
Expert Reference Group	Collective of nominated SMEs representing a Jurisdiction across Australia whose role it is to provide initial review of AusHFG documents prior to the broader SME consultation period

## Search Terms

AusHFG

Australasian Health Facility Guidelines

Facility Planning

## Version Control

Version	Date	Comments
1.0	30/11/ 2022	Final approved version

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