

Procedure Document

Australasian Health Facility Guidelines Endorsement Process

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Acknowledgement of Country

The Health and Community Services Directorate acknowledges the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region.

We respect the Aboriginal and Torres Strait Islander people, particularly our Aboriginal and Torres Strait Islander staff, and their continuing culture and contribution they make to the Canberra region and the life of our city.

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Purpose

The ACT Health and Community Service Directorate (HCSD) Strategic Infrastructure Branch is the ACT Jurisdictional representative member for the Australian Health Infrastructure Alliance (AHIA) Australian Health Facility Guideline (AusHFG) Committee.

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.

Scope

HCSD Strategic Infrastructure has carriage of ensuring local area contribution to the development of new AusHFGs and the review of existing AusHFGs. This procedure pertains to HCSD staff and AusHFG Committee members who are involved with reviewing and endorsing AusHFG HPU Briefs and Standard Components.

Background

ACT HCSD 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.

The Executive Group Manager responsible for Strategic Infrastructure is the 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.

Procedure

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

- The Executive Branch Manager (EBM) or their proxy represents the ACT Jurisdiction at the monthly AHIA AusHFG Committee teleconference meeting;
- Subgroup committee members are informed of AusHFG resource (Parts, HPU and Standard Components) for review [AusHFG Resources under review](#);
- This member seeks Subject Matter Experts (SME) ERG nomination/s from
 - Canberra Health Services Executive Group Manager (EGM) Infrastructure and Health Support Services (IHSS) and
 - Where relevant, Infrastructure Canberra (ICBR)
- 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;
- Committee member circulates revised AusHFG resource to SME for comment. That SME will liaise as necessary with relevant personnel for comment (i.e. clinicians, cultural advisors, infection control committees, work health and safety committees, engineering services advisors and consumers groups);
- AHIA AusHFG Secretariat presents final revised resource at the monthly AHIA AusHFG Committee teleconference meeting outlining proposed changes for endorsement;
- For HCSD endorsement, the 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;
- 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 HCSD Director General for information.

The 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 oversight of the process.

Records Management

Published guidelines are available on [Australasian Health Facility Guidelines \(AusHFG\)](#).

Internal correspondence is retained in accordance with the Territory Records Act 2002 and HCSD policy and procedures. The person responsible is the SID Committee member

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](#)

Review Date

The next review of this document is due by 30 November 2028.

Version Control

Version	Date	Comments
1.0	30 November 2022	Final Approved version
2.0	26 November 2025	Editorial changes For EGM endorsement and approval to publish
3.0	10 December 2025	Scheduled review. Revised and transferred to new HCSD template. Approved for publication.

