Real Property Management Policy

Policy Statement

Effective real property management ensures the delivery of appropriate, value for money real property solutions that support the delivery of safe, effective health services.

Real property includes land and all that is affixed permanently thereto, including buildings and other immovable property.

Intent of this policy

This policy has been established to ensure:

- All transactions undertaken for real property shall be recorded appropriately and comply with whole-of-government policy and legislation
- Real property undertakings deliver value for money infrastructure solutions
- Governance for real property transactions is open, transparent and accountable
- All processes undertaken to manage real property undertakings shall be informed by the following documents:
  - Implementation Standard for Cultural Heritage Assessment
  - Implementation Standard for Indigenous Land Use Agreements and Compensation
  - Implementation Standard for Native Title Assessment
  - Implementation Standard for Real Property Lease, Licence and Occupancy Agreements – Expenditure and Revenue
  - Protocol for Real Property Acquisition
  - Protocol for Real Property Disposal.

Scope

This policy applies to all Queensland Health employees (permanent, temporary and casual) and all organisations and individuals acting as its agents (including partners, contractors, consultants and volunteers) involved in all real property undertakings.

Principles

All real property undertakings are:
Department of Health: Real Property Management Policy

- Informed by whole-of-government policies, frameworks and legislation
- Developed in accordance with health service planning priorities and needs
- Based on best practice in asset management
- Supportive of optimal financial return and economic development for the state
- Undertaken in consideration of the built environment
- Undertaken to support the delivery of culturally appropriate services
- Supportive of ecologically sustainable development solutions and life cycle efficiency.

Legislative or other Authority

- Acts Interpretation Act 1954 (Qld)
- Acquisition of Land Act 1967 (Qld)
- Environmental Protection Act 1994 (Qld)
- Financial Accountability Act 2009 (Qld)
- Financial Accountability Regulation 2009 (Qld)
- Hospital and Health Boards Act 2011 (Qld)
- Hospital and Health Boards Regulation 2012 (Qld)
- Judicial Review Act 1991 (Qld)
- Land and Resources Tribunal Rules 2000 (Qld)
- Land Act 1994 (Qld)
- Land Regulation 1995 (Qld)
- Land Sales Regulation 2000 (Qld)
- Land Tax Regulation 2005 (Qld)
- Land Title Act 1994 (Qld)
- Land Title Regulation 2005 (Qld)
- Land Valuation Act 2010 (Qld)
- Local Government Act 2009 (Qld)
- National Trust of Queensland Act 1963 (Qld)
- Native Title (Queensland) Act 1993 (Qld)
- Native Title Act 1993 (Cwlth)
- Native Title (Technical Amendments) Act 2007 (Cwlth)
- Native Title Amendment Act 2007 (Cwlth)
- Property Law Act 1974 (Qld)
- Public Service Act 2008 (Qld)
Retail Shop Leases Act 2008 (Qld)
Residential Tenancies and Rooming Accommodation Act 2008 (Qld)
Queensland Heritage Act 1992 (Qld)
Queensland Heritage Regulation 2003 (Qld)
State Development and Public Works Organisation Act 1971 (Qld)
Sustainable Planning Act 2009 (Qld)
Sustainable Planning Regulation 2009 (Qld)
Torres Strait Islander Land Regulation 1991 (Qld)
Valuation of Land Regulation 2003 (Qld)
Workplace Health and Safety Act 2011 (Qld)
Workplace Health and Safety Regulation 2011 (Qld)

Related policy or documents

- Real Property Asset Naming Directive QH-HSD-037:2013
- Real Property Asset Naming Applications Protocol QH-HSDPTL-037-1:2013
- Australasian Health Facility Guidelines
- Capital Funding Policy QH-POL-024:2010-2
- Protocol for Capital Program Land Acquisition QH-PTL-024-1-3:2012
- Capital Works Management Framework, Department of Housing and Public Works, 1999
- Corporate Financial Delegations
- Corporate Real Property Delegations Version 11 (February 2013)
- Employee Housing Design – Standards and Guideline QH-GDL-929:2009
- Employee Housing Real Property Policy and Guideline QH-GDL-053-1:2008
- Health Service Planning Policy QH-POL-334:2011
- Native Title Work Procedures, v2, Queensland Government
- Queensland Government Employee Housing Management Framework
- Queensland Government Land Policies, Queensland Government Property Management Committee
- Queensland Guidelines for Negotiation of an Indigenous Land Use Agreement
Supporting documents

- Implementation Standard for Indigenous Land Use Agreements and Compensation
- Implementation Standard for Native Title Assessment QH-IMP-353-2:2012
- Implementation Standard for Cultural Heritage Assessment QH-IMP-353-1:2012
- Protocol for Real Property Acquisition QH-PTL-353-1:2012

Business area contact

Senior Director, Asset and Property Services, Health Infrastructure Branch, System Support Services

Review

This policy will be reviewed at least every three years.

Date of last review: 9 July 2012
Supersedes: Real Property Management Policy v1.0 QH-POL-353:2012

Approval and Implementation

Policy Custodian:
Chief Health Infrastructure Officer
Health Infrastructure Branch, System Support Services

Responsible Executive Team Member:
Deputy Director-General, System Support Services

Approving Officer:
Deputy Director-General, System Support Services

Approval date: 9 July 2012
Effective from: 9 July 2012

Definitions of terms used in this policy and supporting documents

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition / Explanation / Details</th>
<th>Source</th>
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<tbody>
<tr>
<td>Real Property</td>
<td>Real property is defined as land and all that is affixed permanently thereto, including buildings and other immoveable property.</td>
<td>Queensland Government Land Policies</td>
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<tr>
<td>Real Property</td>
<td>For the purposes of this policy and its supporting</td>
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Undertakings documents, real property undertakings covers the real property transactions that the Land Use and Transaction Unit, Asset and Properties Services Branch, HPID are involved in, including:

- Real Property Acquisition
- Real Property Disposal
- Real Property Leasing
- Employee Housing
- Native Title
- Cultural Heritage
- Asset Naming
- Easements.

Version Control

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<tr>
<th>Version</th>
<th>Date</th>
<th>Prepared by</th>
<th>Comments</th>
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<td>11/02/2014</td>
<td>Helen Sotiris</td>
<td>minor update to include new reporting structure</td>
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