Asset Management Policy

Policy Statement
All non-current assets owned and controlled by Queensland Health will be managed in a structured program through a life cycle management process to minimise the cost of asset ownership while maintaining the required service levels to achieve optimum health service outcomes.

Intent of this policy
The policy has been established to ensure:

- the application of a consistent, whole-of-life approach to asset management
- asset plans align with and support health service delivery plans, objectives and programs
- asset investment/procurement decisions occur only to support health service delivery plans, objectives and programs and to provide value for money throughout the asset life cycle
- assets are managed efficiently, effectively and sustainably
- assets are disposed of to provide best available net return, and
- all processes undertaken to manage assets are informed by asset management principles and the requirements specified in the Implementation Standard for Asset Management.

Scope
This policy applies to all Queensland Health employees, service providers and suppliers responsible for the planning, investment/procurement, management-in-use and disposal of assets owned and managed by Queensland Health.

This policy applies to all non-current physical assets and includes all buildings, infrastructure, and equipment (including Health Technology and Information Communication Technology Equipment).

Principles
- Assets only exist to support the delivery of health service outcomes
- Asset management forms part of the overall strategic decision-making, organisational planning and financial management framework of Queensland Health
Effective asset management provides value for money throughout the asset lifecycle, controls risk and promotes asset accountability.

The asset management life cycle, as shown in the flowchart below, aligns to and supports the delivery of health service strategic objectives and programs.

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**Legislative or other Authority**

- Financial Accountability Act 2009
- Financial and Performance Management Standard 2009

**Related policy or documents**

Queensland Health as a department defined in the Financial Accountability Act 2009 is required to comply with:

- Financial Accountability Handbook
- Non-current Asset Policies for the Queensland Government Sector
- Strategic Asset Management Framework (SAMF)
- Capital Works Management Framework (CWMF)
- Maintenance Management Framework (MMF)
- Government Employee Housing Management Framework (GEHMF)
- Queensland Health Integrated Risk Management Policy
- Queensland Health Strategic Planning Framework
- Queensland Health Financial Management Practice Manual (FMPM)

Queensland Health has a number of existing policies which relate to specific aspects of the asset management life cycle (as shown in Attachment A) including:

- Health Service Planning Policy
- Capital Infrastructure Planning Policy
- Capital Funding Policy
- Queensland Health Technology Policy
Queensland Health: Asset Management Policy

- Health Service Planning and Capital Infrastructure Program and Project Governance Policy
- Capital Infrastructure Project Delivery Policy
- Capital Infrastructure Minimum Requirements
- Employee Housing Real Property - Policy and Guideline
- Financial Commissioning of Capital Infrastructure and Software Works in Progress Policy
- Asset Naming Policy
- Building and Infrastructure Maintenance Policy
- Single Asset Identifier Policy
- Real Property Management Policy

Supporting documents
- Asset Management Implementation Standard

Review
This policy will be reviewed at least every two years.

Date of last review: New policy
Supersedes: New policy

Approval and Implementation

Policy Custodian
Senior Director, Asset and Property Services, Health Planning and Infrastructure Division

Responsible Executive Team Member:
Deputy Director-General, Health Planning and Infrastructure Division

Approving Officer:
Deputy Director-General, Health Planning and Infrastructure Division

Approval date: 07 June 2012
Effective from: 07 June 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>Asset</td>
<td>A resource controlled by the entity as a result of past events and from which future economic benefits are expected to flow to the entity.</td>
<td>Queensland Health Financial Management Practice Manual</td>
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<td>Asset Disposal</td>
<td>Asset disposal is implementing processes and procedures to ensure appropriate asset disposal planning of government buildings which have been identified as surplus to departmental service delivery requirements</td>
<td>Strategic Asset Management Framework (2012)</td>
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<tr>
<td>Asset Life Cycle Categories</td>
<td>The asset life cycle is the entire life of the asset (i.e. planning, investment/procurement, management-in-use and disposal phases).</td>
<td>Strategic Asset Management Framework (2012)</td>
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<tr>
<td>Asset Management</td>
<td>Asset management of government buildings is the concept of aligning an organisation’s assets with its service delivery needs.</td>
<td>Strategic Asset Management Framework (2012)</td>
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<tr>
<td>Asset Planning</td>
<td>Development of management strategies that will contribute to the best utilisation of assets in the delivery of services to the community in line with strategic plans, operational plans and service delivery strategies</td>
<td>Strategic Asset Management Framework (2012)</td>
</tr>
<tr>
<td>Investment/procurement</td>
<td>Capital investment/procurement planning and project delivery is defining capital investment projects, preparing budget documentation and formulating investment/acquisition plans</td>
<td>Strategic Asset Management Framework (2012)</td>
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<td>Management-in-use - buildings</td>
<td>Management-in-use of buildings is the process required to achieve and sustain defined levels of building performance during building occupancy, building operation, building maintenance and building upgrades</td>
<td>Strategic Asset Management Framework (2012)</td>
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<td>Non-current assets</td>
<td>Non-current assets are broadly classified as reportable assets (capitalised to the Statement of Financial Position), and portable and attractive items (recorded for asset tracking purposes only).</td>
<td>Queensland Health Financial Management Practice Manual</td>
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