Capital Funding Allocation (from Priority Capital Program, Emergent Works Program or Area Health Demand Program) Protocol

1. Purpose
This protocol describes the mandatory steps for requesting an allocation of capital funding from the Priority Capital Program (PCP), Emergent Works Program (EWP) or Area Health Demand Program (AHDP).

The process ensures:
- appropriate governance arrangements for a thorough assessment of applications
- appropriate allocation and availability of capital funding
- clear accountability for individuals in the governance of PCP/EWP/AHDP funding.

2. Scope
This protocol applies to all Department of Health employees (permanent, temporary and casual) and all individuals acting as its agents (including partners, contractors, consultants and volunteers).

3. Supporting documents
Authorising Policy and Standard/s:
- Capital Funding Policy QH-POL-024:2012
- Implementation Standard for Items to be funded from the Capital Acquisition Plan QH-IMP-024-1:2012
- Implementation Standard for Funding Sources QH-IMP-024-2:2010

Forms and templates:
- Capital Funding Allocation Request Form
- Detailed Request for Assistance for a Capital Funding Allocation Form
- Internal Order Creation Form
- Internal Order Budget Adjustment Form
- Request for Assistance for a Capital Funding Allocation Form
4. Related documents
Queensland Health:
- Department of Health Financial Management Practice Manual (FMPM)
- Department of Health General Trust Fund Policy QH-POL-030:2011
- FMPM Circular 01-12 Project Commencement Approvals (which contains transitional provisions for the use of 05/10)

Other:
- Queensland Treasury and Trade, Non Current Asset Policies for the Queensland Public Sector

5. Process for seeking funding allocation from PCP, EWP or AHDP
5.1 Applications for an allocation of capital funding for Information and Communication Technology (ICT) programs of work shall apply to Health Services Information Agency for approval.

5.2 Applications for an allocation of capital funding shall complete a two stage approval process.

Stage 1
5.3 A requesting officer shall forward to Health Infrastructure Branch (HIB), System Support Services (SSS) via email to HIB-Correspondence@health.qld.gov.au, a Request for Assistance for a Capital Funding Allocation (Attachment 1) addressing all sections (template available from Portfolio Management and Investment Unit (PMIU), HIB, SSS).

5.3.1 For all capital funding allocations the Chief Health Infrastructure Officer (CHIO) may allocate projects to be undertaken in the absence of an application.

5.4 A HIB panel shall assess Stage 1 applications in accordance with the criteria in the template.

5.5 Where an application has met the initial Stage 1 criteria assessment, the requesting officer shall be notified and shall progress to Stage 2 requirements.

Stage 2
5.6 A requesting officer shall, within eight weeks of Stage 1 endorsement (unless an extension is sought and approved by the CHIO), forward a Detailed Request for Assistance for a Capital Funding Allocation (Attachment 2), addressing all sections (forward to HIB-Program_Coordination@health.qld.gov.au).

5.6.1 If a request is not received within 8 weeks and an extension has not been sought and approved, Stage 1 endorsement to proceed may be revoked.

Effective From: 30/07/2013
5.7 A HIB panel shall assess Stage 2 applications. The assessment will be undertaken in accordance with the criteria in the template.

5.8 Where all the criteria have been fulfilled and the requisite funds are available, HIB shall prepare a brief with a recommendation requesting approval to the CHIO.

5.9 Where a funding request has received CHIO approval, PMIU shall advise the requesting officer. The requesting officer shall complete and forward to HIB via email to HIB-Correspondence@health.qld.gov.au:

- a Brief to the appropriate delegate requesting non-recurrent approval:
  a) for a new project, project commencement approval in accordance with the Financial Management Practices Manual (FMPM) Financial Circular 01/12 or
  b) for an existing project where there is a significant change of scope a new project commencement approval in accordance with FMPM Circular 01/12
  c) for an existing project where there is no significant change of scope but a change in the value of the project, a revised project approval in accordance with FMPM Circular 05/10.

- Capital Funding Allocation Request Form (Attachment 3)
- an Internal Order Creation Form (Attachment 4) for a new project or
- an Internal Order Budget Adjustment Form (Increase/Decrease) (Attachment 5) for an existing project

5.10 PMIU shall create the Internal Order Number and advise the requesting officer of the number under which expenditure can be charged. Please note if the internal order is linked to the HHS’s cost centre the HHS shall seek reimbursement in accordance with the process outlined in the Capital Reimbursements Memorandum issued by HIB on 10 April 2013.

5.11 Expenditure under a funding allocation shall be monitored by PMIU and reported to the Executive Management Team monthly.

5.12 HIB and HSIA shall report the Queensland Health approved program of work for priority capital program allocations to the Cabinet Budget Review Committee annually.

5.13 The flowchart at Appendix 1 outlines the allocation of capital funding process.

6. Review

This Protocol is due for review on: 30/07/2016

Date of Last Review: New Protocol

Supersedes:
QH-PTL-024-1:2011 - Protocol for Emergent Works Program
7. Business Area Contact
Portfolio Management and Investment Unit, Health Infrastructure Branch,
System Support Services

8. Definitions of terms used in the policy and supporting documents

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition / Explanation / Details</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition</td>
<td>The process of securing ownership of an asset. The process commences when the need for the asset is identified and concludes when the asset is receipted and registered.</td>
<td>Health Infrastructure Branch, System Support Services, Department of Health</td>
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<tr>
<td>Approve</td>
<td>To confirm or sanction a course of action. Approvals can only be sanctioned by officers with the appropriate delegation (i.e. CFO).</td>
<td>Capital Funding Policy QH-POL-024:2010-2</td>
</tr>
<tr>
<td>Capital Funding</td>
<td>Capital funding represents cash provided to or built up by the Department that can be used for the acquisition, development or enhancement of non-current assets.</td>
<td>Capital Funding Policy QH-POL-024:2010-2</td>
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9. Approval and Implementation

Policy Custodian:
Chief Finance Officer, Finance Branch, System Support Services

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

Approving Officer:
Deputy Director-General, System Support Services

Approval date: 30/07/2013
Effective from: 30/07/2013

Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Prepared by</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1.0</td>
<td>30/07/2013</td>
<td>CFO</td>
<td>New protocol to replace three protocols relating to (1) Emergent Works Program; (2) Priority Capital Program; (3) Area Health Demand</td>
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<tr>
<td>2.0</td>
<td>2/09/2013</td>
<td>PMIU</td>
<td>Inclusion of two forms (Attachments 1&amp;2). Minor edits to protocol.</td>
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