1. Statement

The Department of Health (DoH) shall effectively and consistently manage and maintain assets using asset management principles detailed in the whole-of-government *Maintenance Management Framework* policy, throughout the asset lifecycle to support and achieve optimum health service outcomes.

2. Purpose

The intent of the policy is to ensure the DoH achieves the following outcomes:

- all infrastructure and assets shall be consistently managed in a structured program using asset lifecycle management principles
- the Government's investment in infrastructure and assets shall be protected
- the wellbeing of staff, patients and visitors shall be safeguarded
- infrastructure and assets shall be fit-for-purpose and their physical condition kept to a standard appropriate for their service function
- risk management principles and practices shall be integrated into decision-making and processes at all stages in the asset management lifecycle
- asset management and maintenance activities shall comply with all statutory requirements, directives, policies and service delivery requirements and demonstrate continuous improvement in asset planning, maintenance procedures and risk management
- retention of maintenance information and the integrity of all data by complying with the Health Service Directive, Enterprise Architecture, Schedule 1 (QH-HSD-015:2014) that mandates the usage of SAP for Enterprise Asset Management.

3. Scope

This policy applies to all employees, contractors and consultants within the DoH divisions and Commercialised Business Units (DoH-CBUs).

This policy can be used by Hospital and Health Services either as it is, by re-branding or as a base for a Hospital and Health Service specific policy.

4. Principles

For DoH asset management:

- assets only exist to support the delivery of health service outcomes
- asset management forms part of the overall strategic decision-making, organisation planning and financial management frameworks
- is effective and provides value-for-money throughout the asset lifecycle, controls/mitigates risk and promotes asset accountability
- supports/achieves benefits management/realisation by incorporating building and health technology performance evaluation processes
- the asset lifecycle is aligned to and supports the delivery of health service strategic objectives and programs.
### 5. Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</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>
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<td>Asset lifecycle</td>
<td>The asset lifecycle is the entire life of the asset i.e. planning, investment/procurement, management-in-use and disposal phases.</td>
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<td>Asset management</td>
<td>The coordinated activity of an organisation to realise value from assets (ISO 55000 definition).</td>
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<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>
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<tr>
<td>Health technology</td>
<td>Health technology assets and equipment which will be “2240 Medical Equipment” class assets within the register for financial life reporting in S/4HANA.</td>
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| Maintenance activities| Building  
Work on existing buildings, supporting infrastructure and other assets (e.g. equipment) with the intention of:  
- re-instating physical condition to a specified standard  
- preventing further deterioration or failure; restoring correct operation within specified parameters  
- replacing components at the end of their useful/economic life with modern engineering equivalents  
- making temporary repairs for immediate health, safety and security reasons and  
- assessing buildings for maintenance requirements.  
Maintainable items  
Maintainable items may include health technology, plant, equipment and buildings or a component of these. Maintainable Items must meet any of the following criteria:  
- maintenance is required to ensure that the item is kept in good working condition over its useful life and/or to comply with legislation, Australian Standards, manufacturer recommendations or Government policy frameworks and/or  
- recording and tracking of items (e.g. health technology equipment) is required for whole of life asset management and replacement. |
| Risk management      | A systematic process to identify, analyse, assess and treat risks that may impact on an organisation’s objectives.                              |
## Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1.0</td>
<td>1 June 2012</td>
<td>New document</td>
</tr>
<tr>
<td>2.0</td>
<td>1 June 2015</td>
<td>Policy rationalisation project review</td>
</tr>
<tr>
<td>3.0</td>
<td>16 November 2017</td>
<td>Policy reviewed and health technology references incorporated</td>
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<tr>
<td>4.0</td>
<td>27 August 2019</td>
<td>Policy reviewed and S/4HANA references incorporated</td>
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