

# Asset management and maintenance

## 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

Term	Definition
Asset	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.
Asset lifecycle	The asset lifecycle is the entire life of the asset i.e. planning, investment/procurement, management-in-use and disposal phases.
Asset management	The coordinated activity of an organisation to realise value from assets (ISO 55000 definition).
Asset planning	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.
Health technology	Health technology assets and equipment which will be “2240 Medical Equipment” class assets within the register for financial life reporting in S/4HANA.
Maintenance activities	<p><u>Building</u> Work on existing buildings, supporting infrastructure and other assets (e.g. equipment) with the intention of:</p> <ul style="list-style-type: none"> <li>• re-instating physical condition to a specified standard</li> <li>• preventing further deterioration or failure; restoring correct operation within specified parameters</li> <li>• replacing components at the end of their useful/economic life with modern engineering equivalents</li> <li>• making temporary repairs for immediate health, safety and security reasons and</li> <li>• assessing buildings for maintenance requirements.</li> </ul> <p><u>Maintainable items</u> Maintainable items may include health technology, plant, equipment and buildings or a component of these. Maintainable Items must meet any of the following criteria:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• recording and tracking of items (e.g. health technology equipment) is required for whole of life asset management and replacement.</li> </ul>
Risk management	A systematic process to identify, analyse, assess and treat risks that may impact on an organisation’s objectives.

## Version Control

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