

Asset management policy

This is a mandated policy under the operational policy framework. Any edits to this policy must follow the process outlined on the [creating, updating and deleting policy documents](#) page.

Overview

This policy sets the whole-of-life asset¹ management requirements consistent with the Department for Infrastructure and Transport's (DIT's) [Strategic Asset Management Framework \(PDF 677KB\)](#) (SAMF) and provides a foundation for the development and implementation of the mandatory 'asset management strategy' (asset strategy), and asset management plan (initially comprising of the 20 Year Education Infrastructure Plan)².

It has been designed to support the Department for Education's (the department) vision to deliver world-leading education by providing a high level of support for the planning, acquisition, operation, maintenance, and disposal of education assets.

Scope

In scope

This policy applies to all department employees involved in the planning, acquisition, operation, maintenance, and disposal of education assets.

In this document '[education and care facilities](#)' includes all (schools, special purpose schools, special schools, and children's services centres as defined by the *Education and Children's Services Act 2019*) and (preschools (school-based and stand-alone) and [children's services](#) as defined by the *Education and Children's Services Act 2019* and *Regulations 2020*).

Out of scope

The following are outside the scope of this policy:

- Assets under lease arrangements for which the department has no maintenance obligations; and
- Public, Private Partnerships (PPP) schools that are managed under PPP Project Agreements between the State and private sector providers.

¹ Asset refers to all land, buildings and infrastructure, as well as the plant and equipment associated with the property portfolio.

² The department will also develop infrastructure master plans for every school by the end of 2024. These plans will feed into future versions of the asset management plan.



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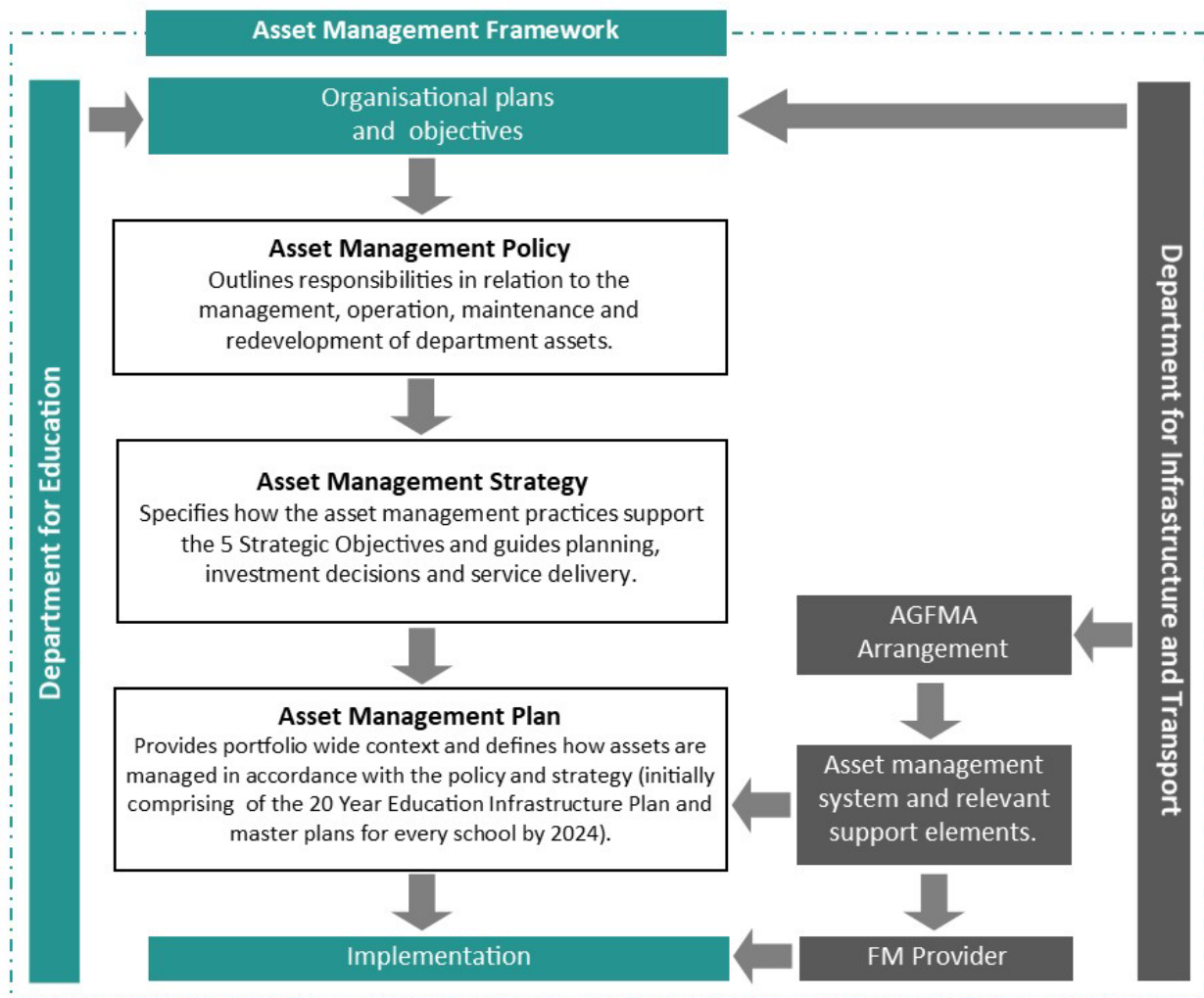
Detail

The purpose of this policy is to ensure the shared understanding of the expectations and requirements in relation to the lifecycle management of department-owned and funded assets.

Specifically, there is an expectation that the department's:

- resources available for investment in assets will be effectively and efficiently used for the achievement of the department's 5 strategic objectives (sustainable portfolio, quality learning environments, equitable outcomes, well-managed property and maximised use) detailed in the asset management strategy
- assets, once acquired, will be managed to deliver optimal whole-of-life value
- assets and asset management practices will comply with applicable legislation, regulations and government frameworks.

The diagram below depicts how the policy, supporting asset management strategy and asset management plan are positioned in the department's overall asset management framework ensuring its compliance with the DIT SAMF (see the [DIT asset management framework - Figure 4 \(PDF 677KB\)](#)).



Asset management principles

The following principles underpin the department’s management of assets and investment decisions, align with the department’s vision for world-leading education and 5 strategic objectives, and are integrated with other activities within the department to have a multi-disciplinary and consistent approach.

They align with or build-on the DIT SAMF requirements and use asset management industry standards to guide good practice. Further details on the department’s compliance with these principles are detailed in the supporting asset strategy and asset management plan.

Principle	Description
Accountability and transparency	<ul style="list-style-type: none"> • Accountability for the management of the department’s assets is unambiguous, accepted and met. • There is transparency within the department to stakeholders and the public.
Integration with planning frameworks	<ul style="list-style-type: none"> • Asset planning and management is integrated into relevant government policy and planning frameworks and budgetary and evaluation processes. They are aligned with the department and broader government strategic priorities and objectives.
Criticality	<ul style="list-style-type: none"> • Planning and implementation of asset activities are prioritised by the criticality of the services and the assets providing that service.
Application of whole-of-life principles	<ul style="list-style-type: none"> • A whole of lifecycle approach is applied to planning asset investment and management decisions. This considers all costs incurred throughout the lifecycle of the assets, from acquisition to disposal, and identifies related benefits and risks. • Statutory requirements for asset performance are met (such as National Construction Code and any applicable local by-laws, etc).
Informed decision making and asset information management	<ul style="list-style-type: none"> • Asset management decisions evaluate all potential methods to meet the demands for service delivery and consider meaningful performance measurements of assets through monitoring of outcomes for total business impact at all levels. • Asset information is in accordance with the department’s standards and policies on information management and asset management and is actively managed in an effective way that is accessible and auditable. • Statutory requirements for external reporting are met (as a minimum).
Stakeholder requirements	<ul style="list-style-type: none"> • Key stakeholders involved in the infrastructure requirements and asset management processes are consulted and their requirements understood.

	<ul style="list-style-type: none"> Asset management’s primary focus continues to be supporting service delivery including stakeholder requirements, aligned to the department’s strategic goals.
Integrated risk and work health and safety (WHS) management	<ul style="list-style-type: none"> Asset-related risks are fully integrated into the organisational risk management framework (see the risk management policy and procedure for detail). The planning, decision-making and implementation phases of the asset management process comply with the relevant WHS obligations of the department (see the safety management procedure and related policy documents for detail).
Resourcing to deliver	<ul style="list-style-type: none"> The department’s asset management services are adequately resourced to enable it to effectively meet its obligations and policies.
Clarity of roles and responsibilities	<ul style="list-style-type: none"> The ownership, control, accountability, responsibility, and reporting requirements for assets are established, relevant, clearly communicated and implemented, including for outsourced services.
Monitoring and continuous improvement	<ul style="list-style-type: none"> Continuous improvement of asset management is embedded into the business, assured by regular reviews and appropriate levels of governance. Short-term and medium-term asset based performance is agreed and monitored regularly by governance with corrective action plans put in place where expectations are not met.

Roles and responsibilities

Minister for Education

Responsible for asset status and investment recommendations to Premier and Cabinet.

Approval of asset management investment decisions in accordance with delegated financial authority.

Chief Executive

Providing asset related advice to the Minister.

Approval of asset management investment decisions in accordance with delegated financial authority.

Managing the department’s asset portfolio with responsibilities delegated down as appropriate.

Infrastructure

Developing the asset management policy, strategy and plan.

Portfolio asset management planning.

Managing the education and care facilities property portfolio.

Developing and updating planning standards.

Calculating education and care facilities enrolment capacity.

Assessing asset condition, functionality and other aspects of performance in conjunction with AGFMA providers.

Supporting education and care facilities to develop their individual infrastructure master plans.

Supporting education and care facilities to fulfil their asset management responsibilities.

Approving and allocating funding to education and care facilities for the purpose of infrastructure provision and or upgrades within delegated financial authority.

Developing and updating 'education facilities design standards'.

Sourcing funding for capital and operational investments.

Developing investment business cases.

Procurement and contract management of services.

Managing the delivery of projects and programs in conjunction with DIT.

Arranging portfolio insurance and managing claims.

Managing inputs into the data and asset management systems.

Managing risk and assuring quality.

Monitoring and reporting performance.

Finance

Managing accounting for assets and asset management services including capitalisations, revaluations, and financial reporting.

System Performance

Forecasting demand.

Determining the need for new education and care facilities.

Partnerships Schools and Preschools

Ensuring education and care facilities are supported with capacity management strategies.

Audit and Risk

Developing the risk management policy and procedure.

Principals and Preschool Directors

Directing the day-to-day maintenance and management of education and care facilities property and assisting with the development of the infrastructure master plans.

Complying with the mandatory requirements of this policy and supporting documents.

Service Delivery Leads³

Complying with the AGFMA and relevant mandatory requirements of this policy and supporting documents.

Definitions

asset

An asset is an item, or thing or entity that has potential or actual value to an organisation.

An asset could include property (land), a building, or building asset components and subcomponents, or a piece of plant and equipment. For the purposes of this policy, 'asset' does not include financial assets (eg cash).

asset management

Is the coordinated activity of the department to realise lifecycle value from its assets and involves applying a combination of engineering, financial, and other technical practices to the management of infrastructure, costs, opportunities, risks, and performance.

asset management plans

Document how department assets are to be managed throughout their lifecycle to meet agreed service standards, initially comprising of the 20 Year Education Infrastructure Plan and to be supported by the development of infrastructure master plans for every school by 2024. These plans will feed into future versions of the asset management plan.

asset management strategy

Sets out the department's strategic objectives and service standards to provide a framework for strategically aligned asset management planning.

³ Service Delivery Leads replaces the previous Facilities Manager title under the new AGFMA arrangement.

education and care facilities

Includes all (schools, special purpose schools, special schools, and children’s services centres as defined by the *Education and Children’s Services Act 2019*) and (preschools (school-based and stand-alone) and children’s services as defined by the *Education and Children’s Services Act 2019* and *Regulations 2020*).

strategic objectives

These are the asset-based objectives which considers the Department’s organisational context and will then guide the asset-based planning, investment decisions and service delivery across the education and care facilities property portfolio.

whole-of-life (lifecycle)

All stages of an asset from creation to end-of-life including planning, acquiring, operating, maintaining and disposing.

Supporting information

[Emergency management for schools, preschools, education offices and corporate offices](#)

[Property, assets and facilities – operations and management](#)

Related legislation

[Australian Standards](#)

[Crown Land Management Act 2009](#)

[Disability Discrimination Act 1992 \(Cth\)](#)

[Education and Children’s Services Act 2019](#) and [Regulations 2020](#)

[Education and Early Childhood Services, \(Registration and Standards\) Act 2011](#)

[Environment Protection Act 1993, Policies and Regulations](#)

[Land and Business \(Sale and Conveyancing\) Act 1994](#)

[National Construction Code Series](#)

[Planning Development and Infrastructure Act 2016](#)

[Public Finance and Audit Act 1987](#) and [Treasurer’s Instruction 18 - Procurement \(PDF 262KB\)](#)

[Real Property Act 1886 and Regulations 2009](#)

[Safe Drinking Water Act 2011 and Safe Drinking Water Regulations 2012](#)

[Work Health and Safety Act 2012](#) and [Work Health and Safety Regulations 2021](#)

[Infrastructure SA Act 2018](#)

[Public Sector Act 2009](#)

[Australian Education Act 2013 \(Commonwealth\) and Regulation 2013 \(Commonwealth\)](#)

[Children and Young People \(Oversight and Advocacy Bodies\) Act 2016](#) and [Regulations 2017](#)

[Education and Care Services National Regulations \(NSW\)](#)

[History Trust of South Australia Act 1981](#)

[SACE Board of South Australia Act 1983](#) and [Regulations 2008](#)

[Teachers Registration and Standards Act 2004](#) and [Regulations 2021](#)

[Technical and Further Education Act 1975](#) and [Regulations 1999](#)

Related policies

Asset management strategy

20 Year Education Infrastructure Plan (in development)

School infrastructure master plans (to be developed)

[PC 114 – Government Real Property Management](#)

[PC 018 – Government Office Accommodation Framework](#)

[PC 049 - Infrastructure SA Major Project Assurance Framework](#)

[DIT Policies and Guidenotes](#)

[Asset services policy \(PDF 434KB\)](#) (and related policies and procedures)

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Contact

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