Asset Management Policy

Responsible Officer: Executive Director, Commercial Services and Development

Approved by: Vice-Chancellor

Approved and commenced: August, 2017

Review by: August, 2019

Relevant Legislation, Ordinance, Rule and/or Governance Level Principle: University of Tasmania Act 1992

Governance Level Principle 10 – Built Environment

Responsible Organisational Unit: Commercial Services and Development

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1 Objective

The objective of this Policy is to articulate the operational and data management framework essential to:

- maintain control over physical assets purchased and owned by the University of Tasmania (University);
- provide accurate asset information for the annual financial statements of the University which is required for accrual reporting purposes;
- assist in the calculation of insurance values for University assets and provide substantiation of losses for insurance claims;
- allow audit verification of additions to and deletions from the asset register; and
- ensure compliance with Workplace Standards Tasmania requirements in respect of asset management and any other legal obligations.

2 Scope

This policy applies to all Organisational Units (OUs) and all University-owned assets, excluding:

- cultural and/or scientific collections; and
- library collections.

3 Policy Provisions

3.1 Asset Management Requirements

Active asset management is a key requirement for all OUs. Accuracy of asset data is essential to:

- ensure accurate financial reporting, including capitalisation of all assets with a value equal to or exceeding $10,000;
- enable calculation of insurance values and to substantiate insurance claims; and
- ensure complete and compliant maintenance of assets.

Maintenance of assets is undertaken in accordance with the Infrastructure Asset Maintenance Plan and sub-plans.

3.2 Asset Acquisitions

University assets may be acquired by:

- purchase;
- gift/donation; and
- construction.

Purchase of assets must be undertaken in accordance with the University’s General Purchasing Policy and General Purchasing Guidelines.
3.3 Recording of Asset Information

Commercial Services and Development (CSD) is responsible for recording all assets with a purchase price equal to or exceeding $5,000 on the University Asset Register.

The procedure for recording assets on the University Asset Register is described in the Asset Management Procedure.

For the purposes of recording on the Asset Register, an asset is deemed to be the whole functioning unit.

Financial Services also records all assets with a price/value equal to or exceeding $10,000 on the fixed register of capitalised assets, for accounting and depreciation purposes.

3.3.1 Recording and Management of Attractive Items

Attractive items with a purchase price less than $5,000 are not recorded on the University Asset Register.

Information Technology Services (ITS) records small and attractive ICT assets (with a purchase price less than $5,000) within its service desk system (ServiceNow) for management and reporting purposes.

For audit and insurance purposes, OUs are responsible for the recording and management of any other attractive asset items under their control.

3.3.2 Recording and Management of Hazardous Plant

A range of assets including, but not limited to, autoclaves, sterilisers, pressure vessels and all types of lifting equipment are classified as hazardous plant.

Processes for the acquisition, maintenance and disposal of items of hazardous plant are controlled through Commercial Services and Development (CSD), to ensure compliance with Workplace Standards Tasmania requirements.

When an item of hazardous plant of any value is acquired, disposed of, altered, relocated or a change of ownership occurs, the relevant OU is responsible for:

- ensuring that the asset is correctly recorded on the Asset Register in accordance with this Policy and the Asset Management Procedure; and
- notifying the CSD Data Change Coordinator to ensure compliance with the registration and record keeping requirements of Workplace Standards Tasmania regulations.

3.3.3 Recording and Management of Works of Art

All works of art, irrespective of purchase price, are recorded on the Asset Register. CSD is responsible for ensuring external, independent revaluation of the University art collection on a four-yearly basis.

Day-to-day management and curation of works of art is the responsibility of the Registrar and Keeper, University Fine Arts Collection.
3.4 Notification of Changes to Assets

Heads of OUs are responsible for ensuring that all significant changes to assets are reported and recorded in the Asset Register.

Reportable changes to assets include:

- purchase and/or addition of a component part of an asset that:
  - increases the functionality/capacity of the asset; and/or
  - materially affects the value of the asset;
- obsolescence and/or unused assets;
- relocation (from place of registration);
- loan for a period of, or exceeding, six months;
- transfer of ownership; and
- disposal.

3.5 Stocktaking

Regular stocktakes will be undertaken to:

- maintain the completeness and accuracy of asset register information;
- enable verification of asset register data; and
- provide for correction and updating of discrepancies.

CSD is responsible for the management of asset audits (stocktakes). OUs are responsible for the execution of stocktakes of the assets registered to them. CSD will advise OUs of stocktake timeframes. Generally, asset stocktakes are conducted on a rolling schedule as follows:

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Scheduled Stocktake</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capitalised/depreciable (value ≥ $10,000)</td>
<td>annual</td>
</tr>
<tr>
<td>Non-capitalised (value &gt; $5,000 &lt;$10,000)</td>
<td>3 yearly</td>
</tr>
<tr>
<td>Maintainable (central infrastructure)</td>
<td>5 yearly</td>
</tr>
<tr>
<td>Works of Art (any value)</td>
<td>4 yearly</td>
</tr>
</tbody>
</table>

All deletions and changes to an OU’s Asset Report must be verified by the Head of OU prior to reporting to CSD.

3.6 Asset Security

OUs are responsible for ensuring that appropriate security measures are implemented in respect of the assets registered to them.

Failure to do so may result in the OU bearing the full cost of any loss or theft, as insurance cover cannot be relied upon in these circumstances.

3.6.1 Damage

OUs must report promptly any damage to an asset that has resulted, or will result, in an insurance claim or a request for central insurance funds.
3.6.2 Theft and Loss

OU must report immediately the theft or loss of an asset to University Security for investigation. University Security will provide a report to CSD, which will refer the matter to the police if necessary.

3.7 Asset Loans

The loan of an asset to another OU, member of staff or other person or institution should occur only for the purposes of conducting University business and must be approved by the Head of the loaning OU.

Each OU is responsible for maintaining an Asset Loans Register, in which the details of all loaned assets must be recorded.

Long-term loans (of greater than six months’ duration) must also be recorded on the University Asset Register.

The borrower of a University asset bears full responsibility for the asset while it is in their care and must agree to return the asset in a satisfactory and working condition.

3.8 Asset Disposal

All assets purchased from funds under the University's control must be disposed of in accordance with University procedures. The asset disposal process, including the method of disposal, is managed by CSD, in consultation with the relevant OU.

3.8.1 Removal of University Identification

In regard to disposal of assets of any type by any method, it is the responsibility of the OU to ensure that the item and all parts of the item are completely cleansed of all University identification. This includes erasure of any electronic information.

3.8.2 Disposal of ICT Equipment

ICT equipment must be disposed of in accordance with the provisions of the Secure Disposal of ICT Equipment Procedure.

3.8.3 Disposal of Motor Vehicles

University vehicles are to be disposed of in accordance with the Vehicle Fleet Policy and Vehicle Fleet Procedure and relevant Schedules of Delegation.

3.8.4 Disposal of Real Estate Assets

University real property is to be disposed of in accordance with the terms of the Real Property Management Policy and relevant Schedules of Delegation.

4 Responsibilities

CSD is responsible for:
Asset Management Policy

- recording and management of all University asset data through the Asset Management Information System (AMIS);
- overseeing regular reviews of asset data to verify quality and accuracy;
- reporting discrepancies in asset data to the relevant OU;
- managing asset audits (stocktakes);
- the recording, planning, management and maintenance of all base building assets and in-ground services infrastructure; and
- maintenance of all records in relation to the above activities in line with the requirements of the University Records Management Policy.

Financial Services is responsible for:

- recording all capitalised assets on the financial fixed asset register;
- management of, and variations to, the financial fixed asset register.

ITS is responsible for:

- recording and management of all University-owned ICT assets, including small, attractive items with a value less than $5,000.

OUs are responsible for:

- ensuring that all University assets under their control that have a value equal to or exceeding $5,000 are registered on the University Asset Register;
- management and recording of all locally-owned business, ICT and research assets;
- management and recording of all attractive assets under their control;
- ensuring the security of all assets registered to them and reporting any theft, loss or damage in accordance with the terms of this Policy and the Asset Management Procedure;
- ensuring that the loan, relocation or disposal of any asset registered to them is reported and recorded in accordance with the terms of this Policy and the Asset Management Procedure;
- the timely and accurate execution of stocktakes for all assets registered to them, in accordance with the terms of this Policy and the Asset Management Procedure;
- the planning, management and maintenance for all locally-owned business and research assets (e.g. an electron microscope with associated vacuum equipment and filtered water systems, or a reticulated air fume cabinet) in line with manufacturers’ requirements and OU core business requirements, with all changes to maintenance plans and schedules to be approved by a delegated officer; and
- maintenance of all records relating to the management of locally-owned assets, in line with the requirements of the University Records Management Policy.

The Registrar and Keeper, University Fine Arts Collection is responsible for:

- ensuring that all works of art that form the University Fine Art Collection are registered on the University Asset Register;
- ensuring that the relocation, loan and/or disposal of any work of art belonging to the University Fine Art Collection is recorded on the University Asset Register; and
- assisting with periodic art asset audits and valuations managed by CSD.
5 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Asset</td>
<td>An item that has service potential or future economic benefits, which is controlled by the entity as a result of past transactions or other past events.</td>
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<td></td>
<td>In determining whether items are identified as assets, three essential characteristics must be present, namely:</td>
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<tr>
<td></td>
<td>• control/asset ownership;</td>
</tr>
<tr>
<td></td>
<td>• service potential or future economic benefits; and</td>
</tr>
<tr>
<td></td>
<td>• occurrence of past transactions or other past events.</td>
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<td>Major asset classes within the University are:</td>
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<tr>
<td></td>
<td>• land;</td>
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<tr>
<td></td>
<td>• buildings;</td>
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<tr>
<td></td>
<td>• leasehold improvements;</td>
</tr>
<tr>
<td></td>
<td>• plant and equipment (including ICT assets);</td>
</tr>
<tr>
<td></td>
<td>• works of art;</td>
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<tr>
<td></td>
<td>• cultural and/or scientific collections; and</td>
</tr>
<tr>
<td></td>
<td>• library collections.</td>
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Asset Management Information System (AMIS)

AMIS is the University’s Asset Management Information System. It is comprised of the following software applications:

• Archibus (infrastructure and facilities management system);
• SISfm (spatial/graphical information system);
• SISfm Enquiry (web-based spatial/graphical information system);
• CAD (computer assisted design tool);
• Net (web portal and reporting tool); and
• Tableau (business intelligence and business data analysis/reporting tool).

It contains comprehensive data on the University’s sites, buildings and assets, including:

• space and occupancy;
• real property;
• leases;
• capital works and maintenance projects;
• work requests;
• parking spaces and permits;
• asbestos register;
• emergency wardens;
• utilities; and
• audio-visual equipment.

Asset Register

A database component of the AMIS in which all University assets costing $5,000 or greater are recorded.

Attractive Item

A non-consumable item costing less than $5,000 that is of a portable nature and can easily be removed, lost or stolen (e.g. tablet, mobile telephone, lap-top computer, digital camera and the like).
Capitalisation

An accounting method used to delay the recognition of an expense by recording the expense as a long-term asset.

CSD

Commercial Services and Development

Fixed Register of Capitalised Assets

A component of the University's TechnologyOne financial management system, in which all assets excluding art works and cultural/scientific collections, are recorded for accounting and depreciation purposes.

ICT Asset

University-owned information, system or hardware that is used in the course of business activities. (e.g personal computer, laptop, tablet, display screen, software).

ITS

Information Technology Services

Maintainable Asset

A building-related infrastructure asset that requires maintenance, the frequency and standard of which may be subject to legislative or regulatory requirements.

Organisational Unit

Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.

University

University of Tasmania

6 Supporting Documentation

- Asset Management Procedure
- Delegations Policy and Schedules
- Property Management Policy
- Property Management Procedure
- Desktop Computing Policy (Procurement, Installation and Service)
- General Purchasing Policy
- General Purchasing Guidelines
- Records Management Policy
- Secure Disposal of ICT Equipment Procedure

7 Versioning