Policy and Procedure Register updates – Summary of changes to:

ICT asset management procedure

1. **Reason for new/updated policy or procedure** *(select all that apply)*		
☐ Change of policy/procedure requirements	☐ Audit/review recommendation	
☐ Change to legislation/delegations	☒ Due for review	☒ Other
Due for review.		

2. **Summary of changes**
Overall, this procedure has been updated to combine roles, responsibilities and actions that are required across the department. Detailed supporting information is now found on OnePortal.

Links to the Financial management practice manual (now part of OnePortal) have been updated to link to Finance's suite of topic-based information on OnePortal.

Condensing the processes at each stage of the asset management lifecycle, including:

Plan stage:

- streamlined the responsibilities of the Information and Technology Branch (ITB) in supporting whole-of-department ICT Asset management funding requests

- added IT Customer Managers, ITB requirement, if needed, to perform prerequisite activities, testing or implementation.

Utilise stage:

- added ITB requirement to ensure all ICT assets meet departmental and WoG reporting requirements

Enhance/Retire stage is now written as 'enhance or retire stage'.

3. **Impacts to roles and responsibilities**		
Does the new/updated content change staff roles/responsibilities *in any way*?	☒ Yes	☐ No
If yes, select the type of change: *(select all that apply)*		
☒ Revised responsibilities ☐ New/additional responsibilities ☐ Removed responsibilities		

Position title	Summary of change	Page #
Assistant Director-General Information and Technologies through the Information and Technologies Branch (ITB) *(formerly Information and Technologies Branch)*	• Included position title	1
IT Customer Managers (formerly Regional Technology Managers)	• Update title	3
Assistant Director-General, Finance, Procurement and Facilities Division and Chief Finance Officer through their division (formerly Finance Branch)	• Included position title	3

4. Communication and support for implementation
• An update will be communicated as a news article on OnePortal intranet website through the ITB Communications team.   • The update will include a link to the ICT asset management OnePortal intranet page and a link to the OnePortal Purchasing and procurement PurchaseIT page to ensure staff are aware of the update.

For further assistance, please contact:

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