Policy

ICT asset management policy

Version: 1.3 | **Version effective**: 29/04/2022

Audience

Department-wide

Purpose

This policy provides the Department of Education's approach to managing the defined lifecycle (plan, purchase, implement, utilise and enhance/retire) of the department's enterprise and local information and communication technology (ICT) assets, (including software) and is supported by the ICT asset management procedure.

Policy statement

All departmental ICT assets are to be risk managed and subject to proactive investment planning to ensure optimal performance requirements to support the school, regional or central offices' delivery of front-line and corporate services.

Principles

- schools are empowered with the tools and knowledge (DoE employees only) to make local investment decisions regarding local ICT assets in all stages of the ICT asset lifecycle

- the department is able to assess its ICT asset portfolio at the school, regional and state level

- all departmental ICT assets are risk managed and maintained in accordance with a defined lifecycle, industry best practice and manufacturer standards

- investment planning for ICT assets is proactive and consistent at all levels through the department

- roles and responsibilities relating to the management of the ICT assets through all stages are clearly defined.

Requirements

- ICT assets are managed using a lifecycle approach through the five stages of plan, purchase, implement, utilise and enhance/retire defined within the ICT asset management procedure

- the management of ICT assets are to comply with Section 23 of the *Financial and Performance Management Standard 2019 (Qld)* and the Financial Management Practice Manual (DoE employees only)

- expenditure authority complies with Financial and administrative delegations (DoE employees only) and Purchasing and Procurement Delegations (DoE employees only)

- disposal of ICT assets is in accordance with Queensland Government's Procurement and disposal of ICT products and services (IS13) policy and Procurement and disposal of ICT products and services implementation guideline

- strategic ICT assets use a consistent and evidence based planning process with ICT governance and reporting arrangements that comply with Queensland Government's ICT resources strategic planning policy (IS2).

- software is managed in accordance with the Queensland Government Software asset management policy and Software asset management guideline.

Definitions

Term	Definition
Enterprise ICT assets	Key ICT assets that are centrally owned, managed and funded by Information and Technologies Branch and are used to deliver services to the school, regional or central offices for example, the department's data centre infrastructure.
ICT	Information and communication technology
ICT asset	ICT hardware, software, systems and services including voice, video and unified communication such as telephony and collaboration systems that are used in the department to process, store or transmit information such as computers, telephone systems, closed circuit television (CCTV) and video surveillance systems, servers, switches, wireless network equipment, cabinets, scanners, multifunctional printers, mobile phones, laptops, iPads, Surface Pros, digital cameras, electronic whiteboards, projectors etc.
ICT asset lifecycle	The ICT asset lifecycle consists of a sequence of stages the asset goes through during the span of its ownership i.e. plan, purchase, implement, utilise and enhance/retire.
ICT asset owner	Owner of ICT assets in schools, regional and central offices who have the authority and are accountable for managing the lifecycle of their ICT asset (i.e. plan, purchase, implement, utilise and enhance/retire). Ownership is often delegated to the operational Assistant Director-General, Executive Director, Regional Director or Principal.

Term	Definition
Local ICT assets	Local ICT assets are either funded and owned by the school, regional or central offices or considered to be owned by the school, regional or central offices once they have been delivered or transferred following the completion of an ICT project or program.
Regional Technology Manager	A Regional Technology Manager is a strategic member of Information and Technologies Branch's State Wide ICT Service Delivery business unit that provides ICT related services to regional and school leadership teams. A Regional Technology Manager provides advice and/or assistance to local ICT asset owners in schools and regional offices in the management of all lifecycle stages of their local ICT asset/s (i.e. plan, purchase, implement, utilise and enhance/retire).

Legislation

- [Financial and Performance Management Standard 2019 (Qld)](#) (section 23)

Delegations/Authorisations

- [Financial and administrative delegations](#) (DoE employees only)
- [Purchasing and Procurement Delegations](#) (DoE employees only)

Policies and procedures in this group

- [ICT asset management procedure](#)

Supporting information for this policy

- Nil

Other resources

- Queensland Government [Procurement and disposal of ICT products and services (IS13) policy](#)
- Queensland Government [Procurement and disposal of ICT products and services implementation guideline](#)
- Queensland Government [ICT resources strategic planning policy (IS2)](#)
- Queensland Government [Software asset management policy](#)
- Queensland Government [Software asset management guideline](#)
- [Financial Management Practice Manual](#) (DoE employees only)
- [ICT asset management](#) (DoE employees only)

Contact

For further information, please contact:

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IT Service Centre
Information and Technologies Branch
Contact: via Services Catalogue Online (SCO) or telephone (1800 680 445)

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18/12/2024

Superseded versions

Previous seven years shown. Minor version updates not included.

1.0 ICT asset management policy

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