

Land and Property Management Policy

1. Purpose

The WA health system has a statewide land and property portfolio comprising a mix of owned, Crown Reserve and leased properties.

The *Health Services Act 2016* states that a Health Service Provider may for the purpose of performing any of its functions acquire, hold, manage, improve, develop or dispose of and otherwise deal in property.

The purpose of this Policy is to provide direction for all staff members within Health Service Providers when undertaking any land and property acquisition, disposal or property leasing activities.

The objectives of this Policy are to provide guidance to all staff members in Health Service Providers involved in:

- Property Disposal
- Property Acquisition
- Leasing In
- Leasing Out

The Policy is a mandatory requirement under the *Infrastructure (Asset Management) Policy Framework* and is issued pursuant to section 26(2)(d) of the *Health Services Act 2016*.

2. Applicability

This Policy is applicable to each of the Health Service Providers.

This Policy is also binding upon all staff, contractors, consultants and organisations employed or engaged by Health Service Providers.

3. Policy requirements

Health Service Providers are responsible for the management of its land and property portfolio, including land and property detailed within each Health Services Providers' *Memorandum of Understanding for Management and Control of Land and Buildings* with the Health Ministerial Body.

Land and property management activities must be conducted in accordance with the processes and requirements outlined in the following documents:

- *Land and Property Acquisition Procedure*
- *Land and Property Disposal Procedure*

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- *Leasing In Procedure*
 - *Leasing Out Procedure.*

When applying this Policy, Health Service Providers must ensure alignment with:

- the current *WA Health Strategic Asset Plan*
- the Governments [Strategic Asset Management Framework – Department of Finance](#).

Land and Property Information System (LAPIS)

Health Service Providers are responsible for updating information regarding their land and property portfolio and providing this information in a timely manner via the WA health system's online [Land and Property Information System \(LAPIS\)](#). The updating of LAPIS is mandatory to ensure the integrity, accuracy and currency of all WA health system land and property statewide as the central source of information.

Information to be recorded/updated on LAPIS:

- *Owned Property* – Department of Health Infrastructure Unit is responsible for the management of owned information such as Title/Tenure, Address, Land size, etc. however Health Service Providers are required to add value to this data by updating all other fields accessible to the Health Service Provider that relate (but not limited) to description and purpose etc. Department of Health Infrastructure Unit is responsible for adding a purchased property and deleting a disposed property from LAPIS
- *Leased Out Property* – Health Service Providers must input the data into all fields accessible to the Health Service Provider such as use, Lessee, and Lease terms and conditions etc
- *Leased In Property* – Health Service Providers must input the data into all fields accessible to the Health Service Provider such as Title/Tenure, Address, Land size, land value, use, Lessee, and Lease terms and conditions etc.

Aboriginal Health Impact

Health Service Providers must undertake an assessment of the potential impact that any transfer, acquisition or disposal of land may have on Aboriginal people. It is recommended that Health Service Providers develop a community engagement plan to engage with Aboriginal people on matters relating to the management of significant land and property acquisition, leasing and disposal.

4. Compliance, monitoring and evaluation

Implementation of this Policy within Health Service Providers is subject to quality assurance review by the System Manager.

The System Manager will audit Health Service Provider land and property activity by:

- Reviewing the LAPIS generated report "Update of Properties" which details the Health Service Provider activity on the system
- Reviewing Health Service Provider land ownership details on the Landgate online system.

Each Health Service Provider must undertake its own compliance, monitoring and evaluation for all activities in relation to land and property management.

5. Related Documents

The following documents are mandatory pursuant to this Policy:

- [Land and Property Acquisition Procedure](#)
- [Land and Property Disposal Procedure](#)
- [Leasing In Procedure](#)
- [Leasing Out Procedure](#)

6. Supporting information

The following information is not mandatory but informs and/or supports the implementation of this Policy:

- [WA Health Strategic Asset Plan](#)
- [WA Aboriginal Health and Wellbeing Framework 2015-2030](#)
- [Implementation Guide for the WA Aboriginal Health and Wellbeing Framework 2015-2030](#)
- [Authorities Schedules](#) - the following documents provide for various levels of delegation and authorisation to staff within the Department of Health and within Health Service Providers for land and property matters:
 - [Instrument of Delegation \(DG to approve functions on behalf of Minister\)](#)
 - [Instrument of Authorisation – Planning and Building Approvals](#)
 - [Instrument of Authorisation – Property Transactions \(DoH staff on behalf of the Health Ministerial Body\)](#)
 - [Instrument of Authorisation – Property Transactions – WACHS Regional Directors \(Leases on behalf of HMB with restrictions\)](#)
 - Authorisation Schedules (General) for each HSP
 - [East Metropolitan Health Service](#)
 - [South Metropolitan Health Service](#)
 - [North Metropolitan Health Service](#)
 - [Child & Adolescent Health Service](#)
 - [WA Country Health Service](#)

7. Definitions

The following definition(s) are relevant to this Policy.

Term	Definition
Health Service Provider Strategic Asset Plan	A local Health Service Provider plan outlining future and current asset requirements.
Land & Property Information System (LAPIS)	An online database accessible to Health Service Provider of all WA health system land and property controlled by the Department of Health and Health Service Provider (both leased and owned)
Leasing In	The procurement of property by lease negotiation.
Leasing Out	The disposal by lease of space in WA health system owned/controlled property assets to private sector health related service providers or other non-Health entities.

Property Acquisition	Purchase from private sector or transfer of property from an alternative entity.
Property Disposal	Disposal of Health Ministerial Body and Health Service Provider property by sale to private sector or transfer to an alternative entity.
WA Health Strategic Asset Plan	An annual state-wide plan outlining future and current asset planning and management strategies across the WA health system.

8. Policy contact

Enquiries relating to this Policy may be directed to:

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9. Document control

Version	Published date	Effective from	Review date	Amendment(s)
MP 0092/18 v.1.0	20 September 2018	20 September 2018	4 September 2019	Original version
MP 0092/18 v.1.1	29 May 2019	29 May 2019	August 2019	Minor Amendment – Fixed broken links
MP 0092/18 v.1.2	14 August 2019	14 August 2019	August 2020	Minor Amendment to <i>Leasing-Out Procedure</i> (Related document) to provide greater clarity regarding market rental valuation, and short term or temporary occupation.

10. Approval

Approval by	Dr David Russell-Weisz, Director General, Department of Health
Approval date	4 September 2018



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