

CAPITAL ASSET MANAGEMENT (CAM) POLICY

Section	DVC – University Services
Contact	Manager – Financial Planning and Analysis
Last Review	December 2025
Next Review	January 2028
Approval	Policy Owner
Effective Date	December 2025

Purpose:

Through effective capital asset planning and management, Massey University (the University) will ensure the best facilities, technology, and infrastructure affordable are available to give the University the greatest flexibility in meeting the changing needs of teaching, learning, research, administration, and engagement with communities. The University leadership is committed to strong asset management and continual improvement to maintain best practice.

This Policy sets out the principles by which the University will acquire and maintain Capital Assets. Note that Asset disposals are dealt with in the “Asset Disposal and Write Down Policy.”

Policy:

As part of sound Capital Asset Management practice, Massey will:

1.1. Prioritise Capital Investment, based on the following drivers:

- **Alignment with the University Strategy, including the four Pou**
- **Generates New Revenue and/or Reduces costs** - there is a direct financial benefit resulting from the proposal.
- **Mitigates risk** - investment mitigates risk for the University.
- **Enhances reputation** - the investment will have a positive impact on Massey's reputation.

1.2 Establish long-term plans for existing assets.

If it is determined that the asset is critical or economically beneficial to keep, it should be replaced before the risk of failure becomes unacceptable. If the asset is determined as non-critical or non-economical to retain, it should be established whether it is worth disposing of the asset.

- 1.3. Develop and maintain a Strategic Asset Management Plan.
- 1.4. Develop and maintain a Capital Asset Management Improvement Plan.
- 1.5. Assign roles, responsibilities, and accountability to staff within the University to enact this, Policy.
- 1.6. Integrate CAM with the University's risk management practices.
- 1.7. Ensure that all CAM activity complies with Statutory Regulations.

Definitions:

Capital Assets Covered by this Policy include:

- Land & Buildings
- Work in Progress
- ICT Equipment and Infrastructure
Library Collection
- Research Equipment
- General Equipment
- Vehicles
- Intangible Assets (including Software)
- Biodiversity Plantings

Audience:

This Policy applies to all applicable stakeholders of the University, and this applies to all Assets as defined above within the University.

Relevant legislation:

- Building Act 2004
- Hazardous Substances and New Organisms Act 1996
- Acts Covering Biological Research
- Resource Management Act 1991
- Sale of Liquor Act 1989
- Smoke Free Environments Act 1990
- Fire Service Act 1975
- Health and Safety in Employment Act 1992
- Education and Training Act 1989
- Public Finance Act 1989

Legal compliance:

The legislation above sets out the University's obligations for legal compliance.

Related procedures / documents:

- Strategic Asset Management Plan
- Risk Management Policy and Risk Management Framework
- Asset Disposal and Write Down Policy
- Asset Investment Policy
- Asset Financial Procedure

Document Management Control:

Prepared by: Manager – Financial Planning and Analysis
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