



Asset Management Policy

Application	This policy applies to all infrastructure assets, regardless of their source of acquisition
Responsible Officer	Director Infrastructure Services
File No	CM:POL:CWP
Authorised by	General Manager – Council
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Purpose

The purpose of this policy is to set guidelines for implementing strategic asset management of all of Council's infrastructure assets.

It will be achieved by developing an Asset Management Strategy, preparing individual Asset Management Plans for each specific asset category and ensuring the Asset Management data is kept up to date. Together these documents, processes and asset inventories make up the Asset Management System.

Objectives

To ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
- Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining asset management awareness throughout the organisation by training and development.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

Definitions

Asset Management

Asset Management is a systematic process to guide the planning, acquisition, operation and maintenance, renewal and disposal of assets.

Asset Management Strategy

A strategy for asset management covering the development and implementation of plans and programs for asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance monitoring to ensure that desired levels of service and other operational objectives are achieved at minimum cost. The Asset Management Strategic Plan typically has a 10-25 year horizon and aligns Asset Management with the corporate business plan.

Asset Management Plan

A plan developed for the management of one or more infrastructure asset classes that combines multi disciplinary management techniques (including technical and financial) over the lifecycle of

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the asset in the most cost effective manner to provide a specified level of service. A significant component of the plan is the development of long-term cash flow projections for the activities.

Delivery Program

The Delivery Program is designed as the single point of reference for all activities undertaken by Council during each term of office. All plans, projects, activities and funding allocations must be directly linked to this Program.

Operational Plan

Operational Plan comprises detailed implementation proposals and information with a 12month outlook (short-term) but may include forward projections of 1 to 4 years to support the Delivery Program. The plan covers operational issues to ensure the delivery of the Asset Management Policy, Strategy and Plans. The plan also details structure, authority, responsibilities, identify defined levels of service and consider emergency preparedness/ responses.

Asset Management Information System

An Asset Management Information System is the foundation of all Asset Management Practices. It is the combination of processes, data and software to provide the essential outputs for effective asset management and takes into account risk and optimum infrastructure investment. The Asset Management Information System will link with the other corporate information systems such as the Property System, Geographic Information System, Finance System and Document Management System thereby integrating Asset Management with the rest of Council's operations.

Asset

A physical component of a facility which has value, enables services to be provided and has an economic life of greater than 12 months. They represent not only physical objects or rights which have some monetary value, for example land, but also result from expenditure from which the benefit is yet to be derived.

Infrastructure Asset

Infrastructure assets are typically large, sometimes interconnected networks or portfolios of different asset classes that are usually renewed or replaced individually to continue to provide the required level of service from the network. Some examples are: roads, bridges, footpaths, buildings and water & sewer.

Asset Life Cycle

This is the life (years) of an asset from the planning and design phase through to decommissioning or disposal.

Useful Life of an Asset

The useful or economic life of an asset is the estimated or expected time between placing the asset into service and removing it from service.

Level of Service

The defined service quality for a particular service against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, statutory functional requirements, environmental, acceptability and cost.

Reference

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

- Local Government Act 1993
- Local Government (General) Regulation 2005



Policy statements

Background

Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of the organisation. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.

Asset management practices impact directly on the core business of the organisation and appropriate asset management is required to achieve our strategic service delivery objectives.

Adopting asset management principles will assist Council in achieving its Strategic Longer-Term Plan and Long Term Financial objectives.

A strategic approach to asset management will ensure that the Council delivers the highest appropriate level of service through its assets. This will provide positive impact on;

- Members of the public and staff;
- Council's financial position;
- The ability of Council to deliver the expected level of service and infrastructure;
- The political environment in which Council operates; and
- The legal liabilities of Council.

Principles

Council is the custodian and trustee of public assets and is responsible to effectively account for and manage these assets to prolong their life and provide for their eventual replacement.

Asset management is a systematic process to guide the planning, acquisition, operation, maintenance, renewal and disposal of assets. The objective is to maximise asset service delivery potential and manage related risks and costs over the asset's life cycle.

Infrastructure assets are important to the local community and are fundamental to Council's overall service delivery. Council will:-

- Develop, and then review the Strategic Asset Management Plans every 4 years.
- Allow the Community Strategic Plan to inform asset requirements to reflect community priorities.
- Ensure the alignment of the Community Strategic and Corporate Plan with the Strategic Asset Management Plan and vice versa.
- Develop documented service level agreements with key stakeholders to ensure the provision of sustainable assets.
- Use "whole of life" costs as the basis for making decisions regarding asset acquisition, replacement, maintenance and disposal.
- Ensure compliance with Accounting Standards.
- Monitor asset utilisation and predict future demand changes.
- Identify, through risk management and condition assessment, initiatives to reduce the exposure to injury, liability and asset failure.
- Develop and maintain life cycle-based asset management plans for each asset class identified in the Asset Management Strategy.



- Develop and maintain operational plans for each asset class, identifying the full life cycle costs, service level requirements, maintenance requirements, risk management plan, refurbishment, replacement and disposal requirements for each item.
- Provide relevant information to support asset management, including the effective collection, collation and analysis of asset data.
- Keep up to date on issues relating to asset management.
- Deliver enhanced services and organisational performance by optimising and rationalising assets in order to provide the best possible quality and value for money.
- Measure and report on asset performance including utilisation and costing to ensure that the costs incurred do not outweigh the benefits derived.

Responsibilities

Councillors are responsible for adopting the policy and ensuring that sufficient resources are applied to manage the assets.

The General Manager has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council.

Revision Table

Minute /Date	Amendment Summary	Reason or Reference
1384 / 26.6.2012		
1131/ 22.10.2019	Review with minor changes	Reviewed

Associated Documents

- Asset Management Strategy
- Delivery Program
- Asset Management Plan for Transport Infrastructure
- Asset Management Plan for Open Space & Recreation
- Asset Management Plan for Land & Buildings
- Asset Management Plan for Plant & Equipment
- Asset Management Plan for Water & Sewer

Review

This policy may be amended from time to time and will be reviewed within four years of its adoption (or latest amendment) with reference to any relevant legislation, best practice guides, or other factor.