

Asset Management Policy

Purpose

The purpose of Asset Management is to ensure that Council has an appropriate range of equipment, facilities and infrastructure for current and future needs provided in a sustainable manner through consistent and strategic management of assets ensuring appropriate and affordable levels of service to residents, visitors and the environment.

Scope

This policy encompasses the systems implemented by Council to effectively manage and maintain its assets and should be read in conjunction with the Community Strategic Plan (CSP), the Asset Management Strategy, Workforce Management Strategy and the Long-term Financial Plan.

Definitions

Term	Meaning
Asset	Any resource that maintains a financial value to Council after it is purchased, normally acquired to ensure local service delivery. Council assets include plant and equipment, infrastructure, buildings, open space, other property under Council care.
Asset Management	The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner.
Asset Class	A grouping of assets to enable effective management of like assets.
Asset Owner	The Business Unit Manager allocated responsibility for the management of an Asset Class
Asset Management Strategy	The Asset Management Strategy identifies assets that are critical to Council's operations and outlines risk management strategies for these assets. The Asset Management Strategy will include specific actions required to improve Council's asset management capability and projected resource requirements and timeframes. The Asset Management Strategy will seek to balance the resources required in the Asset Management Plan and resources available in the Long-Term Financial Plan.
Asset Management Plan	The Asset Management Plan/s must encompass all the assets under Council's control, identify asset service standards, and contain long term projections of asset maintenance, rehabilitation and replacement costs.

Policy Principles

This policy provides a broad framework for implementing consistent asset management processes throughout Council and to ensure adequate provision is made for the long-term management of infrastructure assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate and affordable levels of service to users 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 Council.
- 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 best practice.

To achieve best practice, affordable asset management, Council will implement an Asset Management Strategy supported by detailed, risk-based Asset Management plans for each asset class. The Asset Management Strategy will take a long-term approach to ensure Council assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery. Council will develop the Asset Management Strategy and Asset Management Plans based on the following principles:

- Asset operation and maintenance requirements to meet agreed levels of service and to meet Council's commitment to community safety will be given priority funding.
- Asset renewals required to meet agreed levels of service and identified in asset management plans and long-term financial plans will be given second priority for funding.
- Upgrading of infrastructure to provide a new agreed level of service as defined in infrastructure and asset management plans will be a tertiary consideration for funding.
- Systematic and cyclic reviews will be applied to all asset classes to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
- Whole of life costs will be reported and considered in decisions relating to new assets and upgrading of existing services and assets.
- Asset Management Plans will consider the implementation of sustainable development and upgrade to reduce the financial and environmental impact of Councils assets.
- Continuous improvement of asset management through investment in Council staff and information systems to ensure best practice asset management is delivered through a risk management approach.

Responsibilities & Review

The General Manager has overall responsibility for developing infrastructure asset management systems, policies and procedures and financial models and reporting on the status and effectiveness of asset management

Director Infrastructure and Assets is responsible for ensuring that people, processes and systems are in place to meet the infrastructure asset management objectives and will oversee the development and implementation of the Asset Management Strategy and Asset Management Plans for all asset classes.

Asset Owners are responsible for the development of Asset Management Plans for their allocated asset classes that ensure compliance with Council's Asset Management Policy and Strategy.

Review will be every four years.

References

This policy is to be read in conjunction with the following:

Legislation	Local Government Act 1993 and Regulations	
	Work Health and Safety Act 2011 and Regulations	
	Policies and procedures	ISO 255001 – Asset Management
		Procurement and Disposal Policy
		Property Acquisition and Disposal Policy
		Leasing of Council Property Policy
Road Standards Policies		

Approval History

Stage	Date	Comment	MagiQ Reference
Original	13 June 2007	Adopted at PP&R	
Updated	24 February 2010	Adopted by Council	
Updated	24 February 2022	Adopted by Council	Min 41 Doc ID 32949

Ownership and Approval

Responsibility	Role
Author	Director Infrastructure and Assets
Owner	Director Infrastructure and Assets
Endorser	EMT
Approver	Council