

	<h1 style="text-align: center;">Asset Management Policy</h1>
Version No	9.0, 5 May 2021
Endorsement	General Manager Planning and Development – 5 May 2021 Policy Review Panel – 18 May 2021
Authorisation	Council – 7 June 2021
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Responsible officer	Engineering Services Manager
Policy owner	Asset Management & GIS Coordinator

1. Purpose

To ensure that Asset Management is clearly recognised by Council and the Community, ensuring the management of Council's Assets for present and future generations. To establish a framework to ensure a structured, coordinated, cost effective and financially sustainable approach to asset management across the whole organisation.

2. Scope

This policy relates to all infrastructure asset categories such as roads, pathways, signs, lighting, kerbs, traffic management devices, stormwater assets, bridges, buildings, street and park furniture, active open space, passive open space, playgrounds, fencing and irrigation.

3. Definitions

Assets are tangible items e.g. a road section, a drainage pit, a building, which provide services that the community requires or expects in order to carry out their normal business, private, community or recreational pursuits. Council's assets are generally acquired or constructed to meet the needs of the community or the operational needs of the organisation at a particular point in time.

4. Policy

Stewardship of infrastructure is a core Council function. Sound asset management is necessary to enable Council to meet its responsibilities to:

- Provide timely services and infrastructure for current and future generations;
- Provide and maintain sustainable community infrastructure within the City;
- Encourage and support the economic and social development of the City;
- Enhance community safety and promote access to services and amenities;
- Provide infrastructure that will improve the health and wellbeing of the community;
- Mitigate risk associated with the management of critical assets;

This policy is intended to provide high level guidance to Council and its officers in order to:

- Develop and implement the Asset Management Strategy;
- Develop Asset Management Plans for all Council assets;
- Incorporate asset management practices into Council's operations to ensure that all assets are being managed for their full life cycle.

4.1 Corporate Context

Services that rely on delivery of sound asset management include;

- Transport and Pedestrian Services (Roads and pathways);
- Recreation and Leisure Services (Parks and recreation reserves, playing grounds\courts and playground infrastructure);
- Stormwater and flood protection services (Pits, pipes, gross pollutant traps and bio-retention assets);
- Community health and welfare services;
- Cultural and Community Facilities (Library services, civic centres and halls);
- Financial management; and
- Risk management and mitigation.

4.2 Vision

To ensure that infrastructure assets support services that are appropriate, accessible, responsive, timely and sustainable to the community, in accordance with responsible asset management that will preserve the life of the asset and ensure that the community is receiving the best value for money from Asset Management Programs.

4.3 Policy Principles

Council is committed to the following key principles:

1. Service delivery guides asset management practices and decisions;
2. Asset planning and management has a direct link with Council's corporate and business plans (including the Council Plan and Long Term Financial Plan), budgets and reporting processes;
3. Long Term financial planning (10yrs) will be guided by asset renewal demand;
4. Application of the 'Renew before Upgrade, Expansion or New' philosophy for asset related programs;
5. Identified asset renewal funding will be considered as non-discretionary and new projects as discretionary;
6. Asset management decisions based on the benefits and risks of assets and an evaluation of alternative options that take into account full life cycle costs and impacts of these costs on the ability to fund future maintenance and rehabilitation;
7. All new projects are to be evaluated and prioritised in accordance with the Project Management Framework;
8. Approval of new projects follows the Project Approval Flow Chart described in Figure 2 in the Project Management Framework;
9. Grant funded new or upgrade projects are to be reviewed for full life cycle ('whole of life') costs as part of this project consideration process;
10. Asset Management Plans will communicate information about assets and the actions required to provide defined levels of service within a best value for money framework;
11. Asset management plans are informed by community consultation and integrate with local government financial reporting frameworks;
12. Financial and asset management reporting must be categorised in terms of Operational, Maintenance, Renewal, Upgrade, Expansion and New expenditure classifications to enable sound asset management decisions;

13. Councillors and staff, with asset and financial management responsibilities, will be appropriately trained in relevant asset and financial management principles, practices and processes.

5. Responsibility / Accountability

To achieve this policy the following key roles and responsibilities are identified:

<p>5.1</p>	<p>Council</p> <ul style="list-style-type: none"> • Act as stewards for Council's assets • Adopt Asset Management Policy • Adopt Council's Asset Management Strategy and Asset Management Plans and monitor the outcomes • Adopt sustainable levels of service, budgets, risk and cost standards • Ensure adequate resources for Asset Management activities are made available and considered in Council's Long Term Financial Plan • Promote and raise awareness of asset management in the community.
<p>5.2</p>	<p>Chief Executive and General Managers</p> <ul style="list-style-type: none"> • Support and promote the principles of the Asset Management Policy to Council; • Implement the Asset Management Strategy with adequate resources; • Monitor and review performance of the Asset Management Steering Committee and Council staff in achieving the Asset Management Strategy • Ensure that accurate and reliable information is presented to Council for decision-making; • Recommend to Council appropriate levels of service, budgets, risk and cost standards • Report to Council, on a regular basis, the status of the implementation of the Asset Management Strategy to meet the requirements of the National Asset Management Assessment Framework (NAMAF)
<p>5.3</p>	<p>Asset Management Steering Group</p> <ul style="list-style-type: none"> • Ensure Asset Management is undertaken throughout the organisation in an environment of Best Practice • Report to the Executive, on a regular basis, the status of the implementation of the Asset Management Strategy to meet the National Asset Management Assessment Framework (NAMAF) core maturity requirements.
<p>5.4</p>	<p>Asset Management and GIS Team</p> <ul style="list-style-type: none"> • Assist the Manager of Engineering Services in developing and implementing Asset Management Plans for individual asset groups, using the principles of lifecycle analysis • Assist in the development and implementation of improvement plans (such as recurrent maintenance programs, capital works programs) in accordance with the Asset Management Strategy and annual plan • Assist the Manager of Engineering Services in the development/review of levels of service, risk and cost standards • Liaise with Finance in the development of the Long Term Financial Plan • Liaise with Manager of Engineering Services in the development of the Capital Works program • Assist in the management of asset information and report on it under Council's statutory requirements • Develop standardised asset attributes for all asset groups of assets: Transport, Buildings, Open Space and Stormwater

	<ul style="list-style-type: none"> • Establish Council's Register of Assets as the one source of truth on all asset's information • Implementation of a rolling condition Assessment Program in order to determine and monitor the operational condition of all assets. Undertake periodic revaluation of assets in accordance with Australian Accounting Standards AASB 116 Property, Plant and Equipment guidelines, in order to verify their remaining useful life and to report financial risks.
5.6	<p>Manager Engineering Services</p> <ul style="list-style-type: none"> • Develop and implement Asset Management Plans for individual asset groups: Buildings, Transport, Open Space and Stormwater, using the principles of lifecycle analysis • Develop and implement improvement plans (such as maintenance programs, capital works programs) in accordance with Asset Management Strategy and Asset Management Plan • Undertake a 'Whole of Life Costings for all Capital Projects' • Manage the maintenance and renewal of assets under their control to ensure continuous, timely, efficient and effective service delivery to an agreed community standard as determined by the Service Manager • Assist Service Unit Managers in determining lifecycle risks and costs. Undertake Asset Management in accordance with industry best practice • Undertake Asset Management in accordance with industry best practice • Liaise with Service Managers and recommend asset expenditure programs and budgets
5.7	<p>Service Unit Managers</p> <ul style="list-style-type: none"> • Integrate community consultation feedback in the development of service delivery needs • Develop, review and deliver levels of service, to agreed risk and cost standards • Manage the service delivery of assets under their control to ensure continuous, timely, efficient and effective service delivery to an agreed community standard • Report to the Council and Chief Executive in terms of lifecycle risks and costs • Liaise with the Manager of Engineering Services
5.8	<p>Maintenance Service Providers</p> <ul style="list-style-type: none"> • Carry out inspections as per service level agreement • Undertake maintenance works as per service level agreement • Represent Council when carrying out these works • Proactively identify and advise the Manager of Engineering Services on asset condition issues.

6. References and links to other documents

6.1 Integration of Asset Management into the Organisation's Business Processes

Council and Wellbeing Plan 2017-2021 sets our strategic objectives that the Council will pursue. The plan includes the following themes in relation to Asset Management:

- Responsible and accountable management of the organisation's resources; Establishing strategic objectives for municipal services and monitoring their achievements; Taking the needs of the community into account; Supporting community health and wellbeing.

6.2 Broad Asset Management Responsibilities and Relationships

- This Policy and the Asset Management Strategy will be reviewed every year
- The implementation of Asset Management Plans will be monitored and reported against annually.
- Asset Management Plans will be reviewed every four years and are written in support of Council's strategic direction.

7. Policy Review

This policy shall be reviewed on an annual basis by the Asset Management & GIS Team and will be submitted to the Policy Review Panel every four years.

The exception to the four year review period will be where the Asset Management & GIS Steering Committee identifies significant changes to the policy. Significant changes to the policy will require it to be submitted to the Policy Review Panel for approval within the four year mandatory review period.

Responsibility for managing the review process, including the consideration of policy expiry, rests with the Engineering Services Manager.