

# Council Policy 2.1.1 – Asset Management

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|------------------------------------|---|
| <b>Responsible Directorate</b>     | Corporate Services  |
| <b>Responsible Business Unit/s</b> | Finance   |
| <b>Responsible Officer</b>         | Asset Technical Officer   |
| <b>Affected Business Units</b>     | Finance<br>Corporate Performance<br>Infrastructure Services<br>Operations |

## Objective

The objective of this Policy is to ensure the Shire of Serpentine Jarrahdale (the Shire) has the systems, people, resources, capability, knowledge and understanding of its assets to effectively provide the intended services to meet the objectives of the Council Plan and Corporate Business Plan. Through the Asset Management Framework and this Policy, in conjunction with the Asset Management Strategy and Asset Management Plans determines the evolution of asset management within the Shire.

## Scope

This Policy applies to infrastructure assets such as roads, carparks, pathways, kerbs, bridges, stormwater drainage, park recreation, public open spaces, streetscapes, trails, natural areas, buildings, land, plant and equipment.

## Policy

### Introduction

This Policy defines the key principles and requirements which the Shire will apply to planning and management, including long term financial sustainability of assets to ensure that these are effective and safe to meet the needs of its community, customers and stakeholders.

The Policy delivers an essential framework and rationale for best practice Infrastructure Asset Management (IAM) decision-making and informs the organisation on how it will maintain its infrastructure assets to meet service delivery requirements.

The asset management framework will also enable IAM to be undertaken in a structured and integrated manner with consideration to full lifecycle costing and assessment of the feasibility, and cost of future replacement.

This Policy complements and builds on the Council Plan, to provide a more formalised approach to IAM principles and methodology and incorporates processes to enable informed decision-making to meet service needs over the life of an infrastructure asset from planning, creation, operations, maintenance, and renewal through to disposal.

### Policy

As custodians of the Shire's assets, Council represents the community as the asset owner and the administration is responsible to provide technical and professional advice to Council in accordance with the Asset Management Strategy.



To achieve the Policy objectives, the Shire is committed to ensuring that asset management is recognised as a major corporate function of Council, and that staff are committed to supporting the function in line with this Policy, by implementation of the following:

- Development and application of consistent standards to infrastructure assets built by the Shire, Community, or the Land Developer.
- Council engagement with the community and key stakeholders on determining service standards when developing levels of service for infrastructure assets in accordance with the Asset Management Plans.
- Allocation of appropriate resources to ensure the IAM practices are undertaken effectively, including timely maintenance and renewal to ensure that lifecycle costs are optimised for both existing and new assets.
- Council will work towards adopting an annual Infrastructure Works Budget that reflects the objectives of IAM, with adequate funding allocated for maintenance, capital renewal and capital upgrade of existing assets.
- Recording and maintaining Asset data in the asset register contained within OneComm for accurate reporting and effective decision-making.

The Shire is committed to making informed decisions in relation to its assets. To achieve this, the Shire has prepared an Asset Management Strategy that guides the implementation of Asset Management practices across the organisation with the significant outcome being the adoption by Council of an Asset Management Plan for the following major classes of assets:

- roads,
- stormwater drainage,
- buildings,
- parks & reserves,
- pathways, and
- bridges.

Asset Management Plans will form part of the Shire's day-to-day business practices and will be used to make informed decisions in relation to service delivery when considering the need to acquire new assets, renew existing assets, upgrade existing assets, or dispose of existing assets to support service delivery.

Asset Management Plans will be prepared as a high-level Executive Summary for each major asset class following elements of the Institute of Public Works Engineering Australasia (IPEWA) and the International Infrastructure Management Manual (IIMM). Supporting technical information will be prepared by key stakeholders to align with IAM which will include long term forward works programs for renewal, upgrade and new.

### **Key Principles to inform Council decision making**

In making informed decisions in relation to assets, Council will consider the following key principles:

- Philosophy of renewing assets before acquiring new assets and where possible, rationalisation of assets which do not provide the necessary level of service or are no longer used to sustainably deliver the service for which the asset was acquired.
- Prior to consideration of any construction or acquisition of a new asset, major refurbishment,



improvement to an existing asset, a critical review of the following shall occur as part of the evaluation and prioritisation process:

- demonstrated need (short and long term),
  - taking a life cycle approach,
  - sustainable outcomes,
  - legislative requirements.
  - future proofing and adaptability of facilities to changing needs including multipurpose/shared use opportunities, and
  - appropriate levels of service and affordability for the management of assets.
- All capital projects will be evaluated in accordance with a Capital Evaluation model and consider Asset Lifecycle Management principles including capital, operating, maintenance, refurbishment, replacement and/or disposal costs.
  - Management of assets utilising a team approach supported by the multidiscipline cross- functional Asset Management Working Group (AMWG).
  - The commitment to engage the community and key stakeholders when determining service levels.
  - Training in asset and financial management will be provided for Elected Members and relevant staff.

### **Responsibility and Reporting**

**Council** is responsible for approving (including amendments to):

- Asset Management Policy,
- Asset Management Strategy, and
- Asset Management Plans.

**Chief Executive Officer (CEO)** is responsible for ensuring that systems are in place to ensure that Council's Asset Management Policy, Asset Management Strategy and Asset Management Plans are prepared and kept up to date and reviewed annually. The CEO reports to Council on matters relating to Asset Management.

**Executive Management Group (EMG)** is responsible for monitoring the implementation of asset management across the organisation. The EMG will ensure that strategies are put in place for the successful implementation of Asset Management.

**Asset Management Working Group (AMWG)** is responsible for ensuring that Council's Asset Management Strategy is achieved, and that Asset Management Plans are prepared and maintained in line with this policy. Where changes to Council's Asset Management Policy, Asset Management Strategy or Asset Management Plans are identified, the AMWG is responsible for reporting these to the Executive Management Group (EMG) for consideration. The AMWG reports to the EMG on all matters relating to Asset Management.

**Director Infrastructure Services** is responsible for resource allocation associated with achieving Council's Asset Management Strategy. The Director Infrastructure Services is responsible for supporting the AMWG and ensuring that resources are commissioned (where appropriate) to assist the AMWG to achieve its objectives.



**Director Corporate Services** is responsible for asset data management and financial reporting. The Director Corporate Services is responsible for supporting the AMWG and ensuring that financial capacity is available (where appropriate) to assist the AMWG to achieve its objectives.

**All Directors** are responsible for ensuring that resources under their control are appropriately allocated to resource asset management and in particular the AMWG.

## Definitions

**Infrastructure Asset Management (IAM)** means

**Institute of Public Works Engineering Australasia (IPWEA)** means

**International Infrastructure Management Manual (IIMM)** means

**Chief Executive Officer (CEO)** is

**Executive Management Group (EMG)** is

**Asset Management Working Group (AMWG)** means

## Relevant Policies/Council Documents

- Council Plan (E23/15978)
- Corporate Business Plan (SJ940)
- Council Policy 3.2.10 – Significant Accounting Policies (E17/11770)
- Asset Management Strategy (E20/8417)
- AP26 – Asset Management (E15/5096)

## Legislation/Local Law Requirements

- *Local Government Act 1995*

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|-----------------------------|-------------|-------------------|---------------------|----------------|
| <b>Relevant Delegations</b> | Nil         |                   |                     |                |
| <b>Council Adoption</b>     | <b>Date</b> | 22 March 2010     | <b>Resolution #</b> | CGAM056/03/10  |
| <b>Reviewed/Modified</b>    | <b>Date</b> | 29 September 2015 | <b>Resolution #</b> | OCM187/09/15   |
| <b>Reviewed/Modified</b>    | <b>Date</b> | 25 January 2010   | <b>Resolution #</b> | OCM023.1/01/10 |
| <b>Reviewed/Modified</b>    | <b>Date</b> | 18 December 2017  | <b>Resolution #</b> | OCM179/12/17   |
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