ASSET MANAGEMENT POLICY

Policy, procedure protocol	Policy
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Review Period	This policy will be reviewed at the time of any relevant legislative changes, and reviewed at a minimum of every four years.
Review due date	2025
Date revoked	
Documents superseded	52/12 – Asset Management V1
Related Documents	Local Government Act 1993 Community Strategic Plan Long Term Financial Plan Asset Management Strategy Asset Management Plans Asset Disposal Policy International Infrastructure Management Manual (IIMF) National Asset Management Assessment Framework (NAMAF)
Relevant delegations	
Responsible Officer	

Version	Date	Author	Details	Minute No.
1	27/04/2012	George Warne	Original	52/12
2	10/10/2016	Siew Neale	Revised content to meet IPWEA IIMM	206/16

POLICY OBJECTIVE

To ensure that Brewarrina Shire Council develops and maintains appropriate systems, processes, organisational structure, resources (both Financial and Human) and organisational commitment (Culture), to deliver a consistent and sustainable level of service delivery in line with community expectation.

POLICY BACKGROUND

Council has care, control and responsibility for asset portfolio with a fair value of in excess of $191,079,000.[1] These assets are used to underpin the delivery of services to the community. If assets fail, service delivery is threatened.

This policy sets the framework for ensuring that service delivery is not threatened and that replacement, upgrade and provision of assets is carried out in a planned manner. The policy also ensures that non-asset ownership options are considered when considering changes in service levels.

VISION

Council's Vision for Asset Management is to provide and manage an appropriate mix of infrastructure at the lowest life cycle cost in a sustainable manner to support our community.

POLICY

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.

[1] June 2016 General Purpose Financial Statements.

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.

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

KEY COMMITMENTS

The following is a set of key commitments that Council will adhere to in relation to total asset management.

- Council will develop, maintain and adopt Asset Management Plans covering all major Asset Classes:
  - Transport (Roads, Bridges ,Footpaths)
  - Water Supply & Sewerage Services
  - Stormwater Drainage
  - Parks and Landcare
  - Buildings
  - Aerodromes
  - Waste Facilities
  - Plant & Equipment
  - Pool

- The format of Asset Management Plans will align with the Institute of Public Works Engineering Associations (IPWEA) International Infrastructure Management Manual (IIMM), which ensures that best practices are incorporated, including community consultation for levels of service.
- Council will develop and maintain an Asset Management Improvement Strategy (AMIS) with a planning horizon of 4 years and which sets out continual improvement for asset management systems and processes in line with the State Government's Integrated Planning and Reporting Framework.
- Prior to considering changes to services levels and / or new capital works, Council will consider the following;
  - Alignment with the strategic objectives of the community (Community Strategic Plan – 2013 - 2023).

  - Options for service delivery without Council owning an asset (third party asset ownership).
  - Options to renew assets before acquiring new assets.
  - The full lifecycle cost of owning the assets (whole of life cost).
  - Whether the whole of life cost of asset ownership can be accommodated within the Long Term Financial Plan.
- Council will regularly review (in line with the AMIS) the need for asset ownership and will implement a process to dispose of redundant or poor performing assets.
- Council will establish and maintain a multi-disciplinary, cross functional Asset Management Working Group (AMWG) to guide the development of asset management practices, systems and processes.

LINKAGE TO OTHER CORPORATE DOCUMENTS

This policy should be read with reference to the following documents;

- The Community Strategic Plan – 2013 - 2023
- Asset Management Strategy
- Asset Management Plans (AMPs)
- Long Term Financial Plan (LTFP)

APPLICATION

This Asset Management Policy applies to all infrastructure assets owned by Brewarrina Shire Council.

ROLES AND RESPONSIBILITIES

Council will:

- Set Asset Management policy and vision.
- Act as stewards for all Council owned assets on behalf of the community.
- Adopt the Asset Management Policy and support the Asset Management Strategy and monitor their outcomes.
- Allocate necessary resources to support appropriate asset management processes.
- Approve levels of service, risk and cost standards in consultation with the community.
- Support continuous improvement programs.

Executive Staff will:

- Ensure that the strategic direction meets Community and Council aims.

- Implement asset management policies, strategies, plans, across the Organisation as part of the overall Resourcing Strategy.
- Monitor implementation progress of the Asset Management Strategy and identify corrective actions if required.
- Provide relevant and timely professional advice to Council on asset management issues for decision-making, and present information in terms of life cycle risks and costs.
- Identify relevant benchmarks and opportunities to achieve best practice.
- Ensure availability of appropriate resources for asset management activities.
- Ensure that assets are managed in compliance with industry guidelines and standards.
- Ensure that staff responsible for managing assets are trained appropriately.

Asset Management Group represents the asset management and planning expertise within Council and will:

- Oversee the development, monitoring and review of asset policies, strategies and plans using best practice asset management principles.
- Develop operational procedures to ensure the capture and management of asset information.
- Implement tactical plans (such as maintenance programs, capital works programs) in accordance with Asset Management Plans.
- Report implementation progress and effectiveness to the Executive Staff Committee.

Council Staff (to the extent that they have asset management related responsibilities) will:

- Employ up to date technologies, methodologies and continuous improvement processes in asset management.
- Have asset management responsibilities reflected in input/output documentation and position descriptions as appropriate.
- Undertake actions and programs consistent with the adopted Asset Management Policy, Strategy and Plans.

DEFINITIONS

Infrastructure Assets
Include roads / bridges / pathways, sewerage / drainage, parks and nature reserves, water supply, buildings and plant, etc

Asset Register
A record of asset information with historical, financial, condition, construction and technical data.

Useful Life
The period over which a depreciable asset is expected to be used.

Asset Management Plan

A plan developed for the management of an infrastructure asset or asset category over the lifecycle of the asset. The Asset Management Plan establishes, for each Asset Category:

- Levels of priority with respect to usage and cost
- Operations and Maintenance
- Renewals and Replacements
- Financial Projections
- Continuous Monitoring and Improvement.