COUNCIL POLICY

Asset Management

Contents

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Policy number 049	**Status** Current	**Approved by** Council
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Directorate Assets	**Department** Asset Maintenance	**Internal / External** External

REVISION RECORD

MANDATORY – Use 1.0, 2.0 for adopted / approved versions and 1.1, 1.2 for drafts or revisions without change.

Date	Version	Revision description
05/11/2003	1.0	Adopted
04/04/2006	1.1	Amended
03/11/2010	1.2	Reviewed, amended and endorsed for approval
22/04/2020	1.3	Reviewed, amended and endorsed for approval
05/05/2020	2.0	Version 2.0 adopted by council

1. Purpose

This policy outlines Alpine Shire Council's approach to the management of those assets for which it is the custodian. The policy provides clear objectives, defines key principles and lists responsibilities that underpin asset management.

This policy supports the development and implementation of an Asset Management Framework which includes an Asset Management Strategy, Asset Management Strategic Action Plan and individual Asset Management Plans for each asset class.

This will ensure the sustainable and effective management of Council's Infrastructure Assets, in line with community expectations of service levels, affordability and efficiency.

2. Scope

This policy applies to all physical assets owned and managed by Council except for those exclusions listed below.

- Furniture
- IT Equipment
- Library books
- Financial & Human resources
- Information Assets (including intellectual property)

3. Policy details

3.1 ASSET MANAGEMENT FRAMEWORK

Council's Asset Management Policy supports a Framework that:

- Describes a clear direction and ownership of Asset Management.
- Guides improved decision making by all stakeholders.
- Identifies the community's needs and expectations and seeks to match these with the sustainable provision of those assets required to deliver Council services.
- Integrates the resources and knowledge within Council and the community with the ability to plan for present and future needs.
- Better manages Council's risk.

3.2 ASSET MANAGEMENT PRINCIPLES

The framework will be based on the following principles:

- That councillors are informed on the long-term sustainability of our assets, the links to our strategic direction and future service delivery options.
- An environment will be created where all employees take an integral part in overall management of infrastructure assets by creating and sustaining an asset management awareness throughout Council by training and development.
- Service planning will be central to informing our Asset Management practices and decisions.

- Community consultation will inform Asset Management and Service Planning outcomes. We will actively engage with all stakeholders, especially the community, in determining the levels of service and driving asset performance. We will monitor and report on customer satisfaction on the services provided.
- All projects, including capital works will be assessed against our long-term objectives and will include whole of lifecycle costs as part of project evaluation.
- Financial and Asset Management reporting is to be categorised in terms of operational, maintenance, renewal, upgrade, new and disposal expenditure classifications to enable informed and sustainable Asset Management decisions.
- The 10-year Long Term Financial Plan shall reference the Asset Renewal Gap in accordance with Asset Management Plans.

4. Roles and responsibilities

The following positions are responsible for

Responsibility	Role / Position
- Endorse the Asset Management Policy. - Act as stewards for all Council assets on behalf of the community. - Ensure appropriate resources and funding for Asset Management activities are made available to integrate Asset Management into the corporate governance framework.	Council
- Ensure that the Asset Management Policy, Strategy and Plans are integrated into the corporate governance framework. - Continually embed and promote Asset Management across the organisation. - Foster, support and actively participate in a cross-functional Asset Management Steering Group. - Ensure the organisation has the appropriate Asset Management capability to deliver the Asset Management Framework. - Endorse the Asset Management Strategy and Asset Management Framework. - Ensure that the financial requirements and projections for Renewal, Upgrade, New and Disposal of assets are incorporated into the Strategic Resource Plan and Long-Term Financial Plan consistent with Asset Management Plans. - Accountable for overall organisational Asset Management and Service Planning performance.	Executive Leadership Team

Responsibility	Role / Position
• Oversees the development and implementation of the Asset Management Framework. • Works towards advancing the organisation's asset management practices to achieve Core Maturity in accordance with the International Infrastructure Management Manual. • Monitors performance against the Asset Management Strategy – Strategic Action Plan • Reviews and endorses the asset renewal program and develops options to meet the renewal gap.	Asset management Steering Committee

5. Human Rights Charter compatibility

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 [Vic]*.

6. Supporting documents

This policy should be read in conjunction with all other relevant, Council policies and procedures, as well as relevant legislative requirements.

Related Legislation

- *Local Government Act 2020 [Vic]*
- *Local Government (Finance and Reporting) Regulations 2004 [Vic]*
- *Road Management Act 2004 [Vic]*

Related Guidelines, Operational Directives or Policies

- Council Plan
- Asset Management Strategy
- Asset Management Plans
- Municipal Road Management Plan
- Long Term Financial Plan

Related Procedures

- Asset Management Framework
- Asset Management Governance Framework
- Asset Management Steering Group Terms of Reference

7. Definitions and abbreviations

Term	Meaning
Physical asset	Includes: • Road network, including pathways, bridge structures and car parks • Drainage network, including flood protection and water sensitive urban design assets • Parks and recreation facilities • Buildings • Plant and equipment • Information and communication technology equipment • Land including open space and environment • Trees • Landfill and Transfer Stations • Arts and cultural collections
Asset Management	The systematic and coordinated activities and practices of an organisation to optimally and sustainably deliver on its objectives through the cost-effective lifecycle management of assets.
Asset Management Framework	The overarching Asset Management hierarchy including policy, strategy and plans guiding the whole of lifecycle Asset Management.
Asset Management Strategy	A high-level action plan that gives effect to the Asset Management Framework by documenting the approach to delivering on objectives and plans with supporting systems.
Asset Management Plan	Long-term plan documenting information that specifies the activities, resources and timescales required for a defined level of service for an individual asset category or a group of assets, to achieve Council's asset management objectives.
Renewal Gap	The difference between the organisation's current renewal funding and the required renewal demand.
Service Planning	A comprehensive review and planning of a particular area of Council service delivery. The focus of Service Planning is on quality, efficiency and ability to sustainably meet the needs of the community informing provision of current and future assets.

8.   Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 5 day of May 2020
in the presence of:

COUNCILLOR

COUNCILLOR

CHIEF EXECUTIVE OFFICER