

ASSET MANAGEMENT

COUNCIL POLICY NO. 085

1. PURPOSE

The purpose of the policy is to demonstrate Gannawarra Shire Council's whole-of-organisation commitment to the responsible management of Council's assets. The policy sets the guidelines for implementing consistent asset management processes throughout Council.

2. POLICY OBJECTIVES

This policy sets out Council's commitment to manage and care for its assets in a way that assists it to achieve its vision and meets the needs of the community. This vision is stated as follows:

"We will provide and maintain assets in a sustainable manner to improve the quality of life and safety of the Gannawarra Shire Community."

To achieve this, Council recognises that assets must be planned, provided, maintained, repurposed, refurbished and disposed of so that they continue to meet the present and future service delivery needs of the community.

To achieve the following objectives, Council applies an asset management framework to ensure that adequate provision is made for the long-term management of Council's assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
- Implementing appropriate asset management Plans and strategies and appropriate financial resources for the preservation of assets.
- Creating and sustaining asset management awareness across the organisation through training and development
- 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.
- Creating linkages to the Council Plan and the Long Term Financial Plan.
- Ensuring that the community consultation is appropriate to Asset Management decisions and commensurate with community expectations.

3. SCOPE

This policy applies to all asset classes owned by Council and identified as, but not limited to:

○ Roads	○ Bridges	○ Land	○ Artworks
○ Footpaths	○ Kerb and channel	○ Heavy Plant Fleet	○ Light vehicle fleet
○ Buildings	○ Drainage	○ Swimming Pools	○ Library Books
○ Parks, Reserves & Playgrounds	○ Information Technology	○ Plant & Equipment (Other)	○ Furniture & Fittings
○ Aerodromes	○ Water holdings	○ Caravan Parks	

4. ASSET MANAGEMENT ROLES & RESPONSIBILITIES

Council, management and employees all have the joint responsibility of making Asset Management a priority as they undertake tasks when conducting Council's business and achieving Council's objectives.

The various roles and responsibilities for Council's asset management function are summarised as follows:

Council

In accordance with the *Local Government Act 1989* and the *Road Management Act 2004*, the roles of the Council as custodians of all Gannawarra Shire Council assets are to:-

- Provide stewardship
- Adopt a corporate asset management policy and asset management strategy
- Consider the impact of financial and service level decisions on Council's assets.

Director Corporate Services

- To support the Manager Strategic Assets to continually promote asset management across the organisation and with Council and the community;
- To monitor and review the implementation of the Asset Management Policy and Asset Management Strategy within the allocated resources;
- To foster and support the multi-discipline cross-functional Strategic Asset Management Committee;
- To ensure the results of Council's Business Excellence/Best Value program and service reviews are reflected in Asset Management Plans;
- To ensure staff are appropriately trained and skilled to perform the required asset management functions;
- To ensure that community and key stakeholder input is integrated into Asset Management Plans;
- To ensure that accurate and reliable financial information is presented to Council for decision-making; and

- To provide effective communication, education and awareness between staff, Council and the community.
- To oversee the connectivity between robust Asset Management and the Council Plan and the Long Term Financial Plan.

Manager Strategic Assets

- Establish a cross functional team to oversee the implementation of the corporate Strategic Asset Management Framework
- Chair the Strategic Asset Management Committee
- Continue to review and monitor the ongoing currency of the Strategic Asset Management Framework
- Oversee the development and integrity of Asset Registers for all Council Asset classes; and
- Oversee the development of Asset Management Plans for all asset classes across Council
- Identify training needs of Councillors and staff in appropriate asset management.

Strategic Asset Management Committee

As part of the implementation and future reviews of the Asset Management Policy and Strategy, a Strategic Asset Management Committee has been formed, comprising representatives from each area of Council. This allows each department to take ownership of the implementation and outcomes of asset management.

The core objectives of the Strategic Asset Management Committee are to:

- Ensure the provision of assets which meet the needs of the community.
- Establish asset management goals, strategies, policies and processes in line with the Strategic Resource Plan.
- Be aware of, manage and minimise all risks associated with Council's assets.
- Ensure compliance with all legislative and regulatory requirements.
- Safeguard Council's assets through the implementation of appropriate stewardship mechanisms.
- Prioritise and provide recommendations to Executive on the appropriate mix of projects to be delivered within the capital works program.
- Monitor and report to Executive the actual performance of the capital works program against the long term capital and financial plans.
- Make comment on the development and implementation of the various processes relating to Asset Management across Council.
- Operate within the agreed Terms of Reference.

Community

Community engagement and input will be managed through a range of communication approaches, such as:

- Community planning groups,
- Council Advisory Committees/Groups,
- Progress Association meetings,
- Council's Customer Service Survey results,

- Online forms obtainable from Council’s website,
- Advertisements in the print and social media and on Council’s website, and
- Feedback provided to and from Councillors.

5. KEY ASSET MANAGEMENT PRINCIPLES

Council recognises that to achieve its vision for asset management, the following key principles will be an integral part of its “day to day” decision-making process:

- An Asset Management Strategy exists for implementing consistent and systematic asset management and appropriate best practice throughout Council
- All relevant legislative requirements together with social, political and economic environments are to be taken into account in asset management
- The asset management plans are developed and updated for each asset class. The plans are informed by community consultation and financial planning and reporting.
- An inspection process will be developed for each asset class to ensure agreed service levels are maintained and to identify asset renewal priorities
- Service levels will be developed and defined in each asset management plan. The service levels will form the basis of annual budget estimates
- Future service levels will be determined in consultation with the community
- Renewal plans will be developed based on service levels, condition and risk
- Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading existing services and assets.
- The asset management plans are developed in accordance with Council’s budget constraints with high levels of fiscal consideration and responsibility.
- Staff training needs are identified and resourced.
- Staff skills are recognised and documented in a skills matrix.

6. POLICY IMPLEMENTATION

Council's assets will be managed in the most cost effective manner, driven by defined service levels and best practice performance standards. This will require ongoing assessment of the following key issues:

- Customer and community expectations;
- Strategic and corporate goals;
- Long term financial modelling; and
- Legislative requirements

This should be achieved through strategic planning, service level review, output review, and development/ implementation of the asset management framework managed by the Manager Strategic Assets in conjunction with the Strategic Assets Management Committee.

7. ADOPTION OF POLICY

Council adopted the revised Asset Management Policy No. 085 in May 2017. It follows the frameworks set by the MAV 'STEP' Program and the requirements of the Road Management Act 2004.

8. POLICY REVIEW

Council will review this policy as required but always within two years after a general election of the Council.

At the time it was developed, this policy was compliant with the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

9. FURTHER INFORMATION

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang and Cohuna office or online at www.gannawarra.vic.gov.au.

Any enquiries, in relation to this policy should be directed in writing to the Chief Executive Officer, PO Box 287, Kerang VIC 3579.

Records – Document Profile No. 14/00457

Originally adopted:	2004	
Reviewed:	20/12/2006	Minute Book Reference: 5470
Reviewed:	19/11/2014	Minute Book Reference: 11187
Reviewed:	17/05/2017	Minute Book Reference: 12534
To be reviewed:	2022	