



# **Asset Management Policy**

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## 1. PURPOSE

- 1.1 The purpose of this policy is to define a broad framework and principles for the sustainable and effective lifecycle management of all asset groups required for current and future service delivery to the community of Golden Plains Shire Council. It will enable Council to implement a coordinated approach to the management of all assets essential to Council's strategic and operational goals.



## 2. SCOPE

- 2.1 This policy provides a framework for the procedures, processes, systems, and asset information required to manage Council's existing and future physical assets.
- 2.2 The adherence to this policy is the shared responsibility of all Councillors, employees, contractors, and external consultants acting on behalf of Council.
- 2.3 It applies to the management of all Council's physical assets including property, infrastructure, natural assets, plant and equipment.

## 3. POLICY STATEMENT

### 3.1 Background

- 3.1.1 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.
- 3.1.2 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. Adopting asset management principles will assist Council in achieving its strategic and long term financial objectives.
- 3.1.3 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.

### 3.2 Vision and Objectives

- 3.2.1 The vision underlying this policy is that Council should be able to sustainably maintain, improve and grow its assets to support services in a way that minimises risk and impact on the environment, and which demonstrates best value.
- 3.2.2 In doing this Council will comply with all legal, regulatory, safety and environmental requirements placed upon it and will not compromise the safety of its employees or the public.
- 3.2.3 In support of this vision, our underlying principles of asset management are:

<b>People first approach</b>	We will be driven by understanding the needs and aspirations of our community so that our assets support social and economic wellbeing.
<b>Access, inclusion, and equity</b>	We will work towards having safe, accessible, and functional assets that respond continuously to changing needs.
<b>Environmental sustainability</b>	We will plan and manage our assets to build climate resilience and mitigate our environmental impact.
<b>Lifecycle approach</b>	We will take a whole-of-life approach to managing our assets that minimises risk, ensures compliance, and optimises our asset spending.
<b>Financial responsibility</b>	We will aspire to provide sustainable levels of funding and resources for the benefit of current and future generations.
<b>Leadership and innovation</b>	Through innovation and good governance, we will embed good practice where the whole organisation plays an integral role in the overall management of our assets.

### 3.3 Asset Management Practice

- 3.3.1 Council is the custodian and trustee of public assets and is responsible to effectively account for and manage these assets to prolong their life and provide for their eventual replacement.
- 3.3.2 Asset management is a systematic process to guide the planning, acquisition, operation, maintenance, renewal and disposal of assets. The objective is to maximise asset service delivery potential and manage related risks and costs over the asset's life cycle.
- 3.3.3 Infrastructure assets are important to the local community and are fundamental to Council's overall service delivery. Council will:
- Allow the Community Vision to inform asset requirements to reflect community priorities.
  - Establish an appropriate governance structure so that ownership, control, accountability, and reporting requirements for assets are established, clearly communicated, and implemented.

- Aim to deliver long term financial sustainability by making decisions that lead to a cost-effective asset base. This will be supported by focussing on asset renewal before providing new assets, rationalising under-utilised assets, and limiting asset expansion unless justified.
- Maintain an Asset Management Strategy that will define the status of asset management practices and include a roadmap for achieving Council's desired state of asset management practice.
- Develop and maintain Asset Management Plans for each asset class identifying the full life cycle costs, service level requirements, maintenance requirements, risk management plan, refurbishment, replacement, and disposal requirements. Asset Management Plans will cover a period of at least 10 years.
- Commit to prioritising asset expenditure based upon agreed service levels, the ability of the current assets to meet the needs of the community, and Council's available resources.
- Use "whole of life" costs as the basis for making decisions regarding asset acquisition, replacement, maintenance, and disposal.
- Comply with all legislative and regulatory obligations.
- Apply systematic and cyclic reviews to all asset classes to ensure they are managed, valued, and depreciated in accordance with appropriate best practice as prescribed by Australian Standards, including the Australian Accounting Standards Board's AASB 116.
- Identify, through risk management and condition assessment, initiatives to reduce the exposure to injury, liability, and asset failure.
- Provide relevant information to support asset management, including the effective collection, collation, and analysis of asset data.
- Keep up to date on issues relating to asset management.
- Aspire to achieving advanced asset management practices that are service driven, align with the strategic priorities and directions of Council, and are informed by community input.
- Make investment in appropriate and timely asset management training and development programs for staff.

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#### 4. PROCEDURES

Nil

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#### 5. RESPONSIBILITIES

##### 5.1 Asset, Service and Financial Management Responsibilities

- 5.1.1 Council recognises that the very nature of asset management requires input and interaction between all facets of the organisation, including units that do not have specific responsibility for managing assets but use Council assets in the delivery of services.
- 5.1.2 With a whole of Council approach to asset management, Council will establish the platform required for the sustainable and responsible management of Council's assets.
- 5.1.3 The key responsibilities and relationships associated with asset management within Council are:

**Council**

- To act as overall stewards for assets that are owned or controlled by Council.
- Endorsing levels of service for all business areas that will best balance community aspirations and financial sustainability.
- Ensure that asset management requirements and lifecycle costs are appropriately considered in decision making and catered for in council planning and financial management.
- Approve the Asset Management Policy, the Asset Management Strategy, and Asset Plan.
- Approve Asset Management Plans prepared for key asset classes.
- Approve a long-term Financial Plan that provides appropriate resources for asset management activities.
- Ensure asset management is part of senior management performance criteria.

**Senior Management Team**

- To ensure alignment / compliance with Council's legislative responsibilities including under the *Local Government Act 2020* (Vic).
- To meet all obligations of the Australian Accounting Standards as they relate to asset management.
- Accountable for overall organisational asset management and service planning performance.
- To continually promote asset management across the organisation and Council.
- Ensure that accurate and reliable information is presented to Council for decision-making.
- Provide adequate resources and oversight in the implementation of the asset management framework.
- Ensure that asset management and its governance are integrated into corporate governance including corporate planning, financial management, reporting, and risk management.
- To ensure Council's agreed levels of service are funded in the Long Term Financial Plan including renewal and development investments.

**Asset Management Steering Committee**

- Provide a coordinated, consistent, collaborative, and integrated approach to service planning and asset management across Council.
- Support the development, monitoring and review of the Asset Management Policy, Asset Management Strategy, Asset Plan, and Asset Management Plans.
- Champion asset management across Council and support the evaluation and development of organisational asset management capability.
- Monitor progress of the implementation of the Asset Management Strategy, Asset Management Plans, and related improvement actions and the reporting of status and recommendations to the Senior Management Team.
- To ensure asset condition is monitored and reported in Council's Asset Management Plans on a cyclical basis.

**Asset Management Team and Council Staff**

- Prepare, implement, and review the Asset Management Policy, Asset Management Strategy, Asset Plan, and Asset Management Plans.
- Manage asset systems, develop procedures, and ensure compliance with standards and to support decision making, accountability and improvement.
- Maintain detailed asset registers providing a common data set for organisational purposes.
- Effectively and efficiently manage funds allocated for asset maintenance, operations, and asset related projects.
- Promote and raise awareness of asset management across the organisation and through the community.
- Proactively seek development of skills, abilities, and education where required to meet the requirements of the role.
- Provide asset information and assistance to Council's Service Managers.
- Be innovative, identify and communicate opportunities for improvement.

**5.2 Compliance, Monitoring and Review**

- 5.2.1 The Asset Management Steering Committee is responsible for overseeing the continued implementation, monitoring and review of this policy.
- 5.2.2 Accountability and transparency of the ongoing work of this steering committee will occur through periodic reports to Council's Executive Leadership Team.
- 5.2.3 This policy is reviewed every 4 years by 31 October in the year following a Council election.

**5.3 Reporting**

- 5.3.1 The policy owner is responsible for reporting, where required by the policy.

**5.4 Records Management**

- 5.4.1 The policy owner will ensure that all records are maintained relevant to administering this policy in accordance with the *Public Records Act 1973 (Vic)*.

## 6. DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
<b>Asset</b>	An asset is a physical component of a facility that has value, enables services to be provided and has an economic life of greater than 12 months.
<b>Asset Management</b>	Asset Management is the combination of management, financial, economic, engineering, and other practices and is applied to physical assets with the objective of providing the required level of service in the most cost effective manner over the life of the asset.
<b>Asset Management Framework</b>	A set of interrelated or interacting elements of an organisation that establish asset management policies and objectives and processes to achieve those objectives.
<b>Asset Management Strategy</b>	A set of agreed principles and actions that determines how Council will manage its assets over time.
<b>Asset Plan</b>	Outlines Council's asset management priorities for the next 10 years and how we will manage our portfolio of assets to deliver services effectively and realise the Community Vision.
<b>Asset Management Plan</b>	An Asset Management Plan is a plan developed for the management of specific infrastructure asset categories that combines multi-disciplinary management techniques over the lifecycle of the asset in the most cost-effective manner to provide specified levels of service.
<b>Community Vision</b>	The Community Vision identifies the aspirations and goals the community wants to achieve in the long term.
<b>Council Plan</b>	The Council Plan reflects which community outcomes and strategic priorities Council intends to contribute to during its 4-year term. While strongly aligned to the Community Vision, it is not constrained to this agenda and may incorporate broader objectives.
<b>Financial Plan</b>	Provides a long-term view of the resources that Council expects to be available to us and how these will be used/allocated and prioritised over the next 10 years.
<b>Levels of Service</b>	Levels of Service statements describe the outputs or objectives that Council intends to deliver to its customers.

## 7. RELATED LEGISLATION AND DOCUMENTS

### 7.1 Strategic Documents, Policies or Procedures

The policy owner is responsible for reporting, where required by the policy.

- 7.1.1 Golden Plains Community Vision 2040
- 7.1.2 Council Plan 2021-25
- 7.1.3 Asset Management Strategy 2024-29 (Pending)
- 7.1.4 Asset Plan 2022-32
- 7.1.5 Asset Management Plans
  - 7.1.5.1 Part A – General AMP (2018)
  - 7.1.5.2 Part B – Roads & Carparks AMP (2019)
  - 7.1.5.3 Part C – Bridges & Culverts AMP (2019)
  - 7.1.5.4 Part D – Footpaths & Cycleways AMP (2021)
  - 7.1.5.5 Part E – Buildings AMP (2021)



- 7.1.5.6 Part F – Public Open Space AMP (2022)
- 7.1.5.7 Part G – Stormwater Drainage AMP (2022)
- 7.1.6 Asset Disposal Policy 2019
- 7.1.7 Asset Recognition, Valuation and Revaluation Policy 2018
- 7.1.8 Community Engagement Policy 2021

## 7.2 Legislation

- 7.2.1 *Charter of Human Rights and Responsibilities Act 2006 (Vic)*
- 7.2.2 *Local Government Act 2020 (Vic)*
- 7.2.3 *Local Government (Planning and Reporting) Regulations 2020 (Vic)*
- 7.2.4 *Road Management Act 2004 (Vic)*

## 8. HUMAN RIGHTS STATEMENT OF COMPATIBILITY

- 8.1 It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*,

## 9. POLICY OWNER

- 9.1 The Director Infrastructure and Environment is the owner of this policy.

## 10. DOCUMENT INFORMATION

DOCUMENT TYPE:	Council Policy
DOCUMENT STATUS:	Approved/Not Approved
DOCUMENT OWNER POSITION:	Director Infrastructure and Environment
APPROVED BY:	Director Infrastructure & Environment
DATE ADOPTED:	[Insert Date/Month/Year]
VERSION NUMBER:	1.5
REVIEW DATE:	No later than 31/10/2025
DATE RESCINDED:	[Include if relevant]
EVIDENCE OF APPROVAL:	 Signed by Chief Executive Officer
FILE LOCATION:	[Include a file location (AltusECM Ref) so that it may be accessed in future and amended - Word and PDF – insert file path] INT[XX/XXXX]
NOTES:	<p>Policy documents are amended from time to time; therefore you should not rely on a printed copy being the current version.</p> <p>Please consult Council's Policy page on the Golden Plains Shire Council website to ensure that the version you are using is up to date.</p> <p>Available at:</p> <p><a href="https://www.goldenplains.vic.gov.au/residents/my-council/about-council/council-policies">https://www.goldenplains.vic.gov.au/residents/my-council/about-council/council-policies</a></p>

