

Policy Title: **Asset Management**

Policy No: 256

Directorate: Engineering & Environmental Services

Responsible Officer: Manager – Technical Services

Adopted Date: Policy and Planning Meeting – 06/10/2015

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VERSION	MEETING APPROVED	MEETING DATE	HISTORY
1	Policy & Planning	05/03/2013	Biennial Review
2	Policy & Planning	06/10/2015	Biennial Review

Authorities:

INTRODUCTION:

This policy provides a framework for consistent and appropriate Asset Management practices, processes and systems throughout North Burnett Regional Council.

OBJECTIVES:

Council will manage its assets to ensure whole of life sustainability while delivering services to the community at the appropriate level of service within the context of reducing funding base, low affordability and ageing infrastructure.

The aim of this policy is to give clear direction and to ensure the effective management of the Council's infrastructure in accordance with the adopted Asset Management Framework. Council is committed to implementing Asset Management by

- Allocating resources for the development of Asset strategies, Asset Management Plans and Asset Management improvement programs
- Management of Council's assets is a systematic and sustainable way
- Implementation of a Corporate Asset Management System
- The development of core Asset Management Plans
- The capture of asset data to populate the core Asset Management Plan
- The development and implementation of an Asset Management Improvement Plan
- Regular communication with the community to determine appropriate service levels and asset requirements.

POLICY SCOPE

The policy applies to all infrastructure owned by Council. The elements of Asset Management applied by this policy are:

- Future maintenance, operational, renewal and capital works funding requirements
- Whole of life Asset Management approach
- Asset attribution, condition and the service outcomes
- Performance Management
- Existing and future levels of service
- Risk Management
- Asset Accounting
- Compliance
- Education and improvement practices

Corporate Plan reference

- *Community Infrastructure and Disaster Management*
- *Asset Management*
- *Infrastructure Costing*
- *Infrastructure Delivery*
- *Infrastructure Funding*

POLICY STATEMENT

Asset Management Framework

Council's Asset Management Framework includes the following:

1. Asset Management Policy
 - Principles, requirements and responsibilities for Asset Management linked back to Council's Corporate Plan
2. Asset Management Strategy
 - Asset Management Objectives, Asset Management Practices, Gap Analysis, Audit and review processes
3. Asset Management Plans
 - Description, level of service, demand forecast, lifecycle costs and financial aspects

Asset Management Policy

This policy sets out Council's vision and goals, asset management, organizational roles and responsibilities for the management of Council's assets.

Asset Management Strategy

The strategy will set out actions, timeframes and resources required to obtain and improve asset management knowledge, to improve processes and practices, and to implement an asset management system in the context of Council's resources

Asset Management Plans

Council will develop asset management plans in accordance with International Infrastructure Management Manual 2011(IIMM 2011).

The plans will apply to all assets and will include:

- Identify asset attribution, condition and performance
- Identify existing level of service and any potential gaps of service that may exist
- Provide information on existing and future maintenance, operation and capital works requirements
- Identify short and long term funding needs
- Provide the basis for long term financial planning for assets

Maintenance and Operational Plan

Council will develop maintenance and operational plans detailing the day to day activities required to provide the correct level of service.

Asset Planning (Capital Works)

- All assets will be managed from a whole of life perspective
- A three year rolling Capital Works program will be developed, reviewed and added to annually, as part of Council's budget development process
- Asset renewals will be met prior to any new assets being approved
- New assets will only be approved where there is clearly identifiable need, A Council commitment or a deficient level of service

Asset Accounting and Costing

- Council will keep and maintain an asset register for all assets owned by Council
- Assets will be revalued periodically
- Assets will be depreciated in accordance with current accounting regulations

Asset Management Improvement Program

- Develop and periodically review an Asset Management Improvement Plan

Roles and Responsibilities

Council

- Set Asset Management Policy
- Set levels of services and costs standards
- Approve and renew Asset Management Plans

Technical Services Standing Committee

- Provides direction to senior staff
- Supports the implementation of the Asset Management Program

- Oversee the continued improvement process
- Executive Leadership Team Review and monitor the Asset Management program
- Ensure the development of integrated Asset Management systems, processes and plans consistent with the corporate directive

Asset Manager (“Owner”)

The Asset Manager has the responsibility of the asset

- Manages the asset
- Strategic planning, preparation of life cycle costs, management of budget
- Data collection, maintaining asset registers
- Establishing agreed levels of service and service standards
- Monitoring asset condition and performance against approved maintenance and operational standards

Service Manager

The Service Manager has the responsibility of the service

- Community engagement
- Operational budget
- Developing the maintenance and operations management plan
- Provide services to agreed service standards and overall service performance