

## POLICY



**Date adopted:** 30/05/2017  
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**Policy title:** ASSET AND SERVICES MANAGEMENT

**Directorate:** OFFICE OF THE CEO

**Branch:** ENTERPRISE PORTFOLIO MANAGEMENT OFFICE

**Policy objective:** To ensure that a holistic asset management system is in place that supports the management of physical assets and delivery of infrastructure services to the community in a financially sustainable manner, supports initiatives within Council's Corporate Plan and supports Council's asset management obligations in accordance with the *Local Government Act 2009* and Local Government Regulation 2012.

### Policy scope:

This policy provides the guiding principles and framework to strategically manage infrastructure services and physical assets owned or controlled by Council with a focus on the organisation's long life infrastructure asset classes such as roads, bridges, stormwater, water and wastewater, buildings, parks and other physical assets, but excludes Council owned land.

This policy has been developed with reference to the following legislation and standards:

- (a) the *Local Government Act 2009*
- (b) the Local Government Regulation 2012
- (c) ISO 55000, 55001, 55002
- (d) International Infrastructure Management Manual (Institute of Public Works Engineering Australasia).

### Policy statement:

Council's asset management system comprises an asset management strategy, policies, processes, personnel, technology and information. These elements are all necessary for the organisation to manage assets in a whole-of-life and financially sustainable manner, aligning asset management practices to Council's strategic objectives and long term financial plan while addressing the service delivery needs of the Logan community.

#### 1. Governance

Council's asset management system:

- (a) shall be led by the Strategic Asset Management program in partnership with the Asset Management Service Delivery Coordination Team (AM SDCT), involving representation from all Council branches that have responsibility for the

management of physical assets owned or controlled by Council. The AM SDCT shall be responsible for:

- (i) the currency of relevant policies and strategies to ensure asset management is performed in accordance with relevant legislation and industry best practice
  - (ii) regular reporting to the Council on the development of asset and services management initiatives
  - (iii) the oversight of activities within each of the branches necessary to achieve the objectives of this policy.
- (b) Each of the AM SDCT representatives shall be responsible for ensuring that sufficient resources are committed within their branch to meet asset management requirements determined by the AM SDCT from time to time. Each branch shall also be responsible for budgeting each financial year to meet their asset management obligations.
- (c) The AM SDCT shall report annually to the Chief Executive Officer and the Council on the status of asset management initiatives currently being undertaken.

2. Asset management objectives

- (a) the management of assets is undertaken in a structured and co-ordinated manner
- (b) the effective and efficient management of assets by:
  - (i) taking a strategic, lifecycle approach to the management of assets
  - (ii) developing and maintaining Asset and Services Management Plans which are aligned to and consistent with the long term financial plan
  - (iii) preparing business cases for proposed future funding requirements (based on quality information) prior to the introduction of new assets or services or for the rehabilitation of existing assets
  - (iv) ensuring the most cost effective lifecycle approaches to managing assets are considered using a risk management based approach while meeting levels of service
  - (v) monitoring asset performance and maintaining asset data in accordance with corporate asset data requirements
  - (vi) ensuring investment decisions are based on optimised levels of service that address the needs of the community in a financially sustainable manner
  - (vii) undertaking regular audits of the asset management system to ensure alignment with industry standards and best practice
- (c) non-asset solutions are considered as part of the introduction of any new service or proposed expansion of an existing asset base
- (d) legislative and regulatory requirements are met
- (e) the asset management, growth management and financial management functions of Council work together to address issues of financial sustainability.

### 3. Roles and responsibilities

Council, the Chief Executive Officer, directors, the Asset Management SDCT, managers and program leaders are responsible for ensuring this policy and associated documents are understood and adhered to by all staff. Further details of roles and responsibilities relating to this policy can be found below in the document titled 'Detailed List of AM Roles and Responsibilities'.

### 4. Implementation of policy

- (a) Implementation of this policy will be principally achieved through the Asset Management Strategy, which shall ensure that a structured set of actions aimed at enabling continuous improvement to asset management activities across the organisation is maintained. Updating and implementing the strategy shall be the responsibility of the Strategic Asset Management program, supported by the Asset Management SDCT.
- (b) This Asset and Services Management policy provides support for, and forms part of, Council's asset management system, which brings together all of the elements required to convert this policy into action and drive Council towards a more advanced asset and service management maturity status and alignment with industry best practice.

#### Related policies/legislation/other documents:

DOC ID	DOCUMENT TYPE	DOCUMENT NAME
<a href="#">8851728</a>	Internal	Asset Management System
-	Legislation	<i>Local Government Act 2009</i>
-	Legislation	Local Government Regulation 2012
<a href="#">8851353</a>	Internal	Detailed List of AM Roles and Responsibilities