

### Introduction

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Infrastructure assets are fundamental to overall Shire service delivery and planning.

Effective responsibility for asset planning requires a well-informed Council and Executive team working along with an engaged community. The long-lived nature of many assets and the need for ongoing renewal requires a coordinated approach to decision making. Decision making must be based upon an understanding of the full costs throughout each asset's lifecycle, and address both short and long-term planning, delivery and servicing needs.

It is necessary to take a coordinated approach, where stakeholders acknowledge, and have regard for the interdependence of respective areas of influence. This is important as decisions made in one area of council can have far-reaching and long lasting effects upon other segments of the council. For example:

- formal Council decisions can result in the need for asset creation, disposal or modification, potentially leading to unforeseen costs;
- decisions made during subdivision and other land use planning can affect the long-term maintainability or operational efficiency of assets acquired as a result of development; and
- asset management decisions made solely for operational purposes can potentially impact the ability of Council to represent Community interests effectively.

The purpose of the Asset Management Policy is therefore to set guidelines for the implementation of consistent asset management processes for the Shire of Capel.

This policy applies to Councillors, the Chief Executive Officer (CEO), staff, Committees and the community involved in the operations, maintenance, refurbishment, renewal, upgrading and development of Council's existing and new assets.

Council staff have a corporate responsibility to provide technical and professional advice to Councillors so that they may make the best decisions on behalf of the people they represent in the Shire of Capel community.

The policy applies to all of Council's assets and it defines the principles underpinning the responsible management of assets.

### Purpose

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The objective of the Policy is to provide clear direction for the management of Council controlled assets to ensure that Council is able to manage its assets in a way that achieves Council's vision, is based on Council's resources and meets the infrastructure needs of the community.

### Policy statement

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This policy provides specific asset management objectives to ensure Council's asset stewardship is met.

1. Establish and routinely update an Asset Management Strategy (minimum 10 year period) as the primary framework to provide and maintain asset services to current and future generations.
2. Manage assets through the development of Asset Management Plans in accordance with relevant legislation and recognised best practice for each major asset group.
3. Through the Community Strategic Plan and Long Term Financial Plan and in consultation with the community, ensure that future funding needs are identified, affordable, agreed upon, and allocated, so that assets can meet a defined level of service.
4. Ensure that the full impact of Council's decisions on both its existing and new assets is understood.
5. Develop and report annually on established sustainability indicators relevant to asset management.
6. Record assets in accordance with the requirements of the appropriate asset accounting standards and financial reporting requirements.
7. Maintain an asset management information system with comprehensive knowledge of all physical assets.
8. Create asset management awareness throughout the Council and supported at an organisational level.

## Application

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1. The Shire of Capel is committed to the provision of safe, efficient and reliable services to the community in the most cost-effective manner.
2. In pursuit of the above, the effective management of infrastructure assets is therefore a key function of Council.
3. Council's overall goal in managing its infrastructure assets is to provide the required level of service in a sustainable manner for present and future consumers.
4. This policy addresses legislative requirements under the Local Government Act 1995 and subsequent regulations and will be revised in accordance with any future changes.

## Procedure

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### Policy Principles

This policy is based upon the following fundamental principles:

- Service focus - ensuring service delivery needs form the basis of asset management;
- Integrated Planning – require careful consideration of the acquisition, disposal and operation of assets in line with the Strategic Community Plan and Corporate Business Plan.
- Informed decision-making - incorporating a life-cycle approach to asset management;
- Sustainability - providing for present needs while sustaining resources for future generations;
- Fiscal responsibility – selection of asset management practices that promote best practice within the context of affordable and appropriate costs; and
- Security - identification and management of risks associated with assets to mitigate negative consequences to Council, its staff and the community.

### Responsibilities

Detailed organisational responsibilities and accountabilities under this policy shall be defined within the Asset Management Strategy and shall be reviewed regularly in line with the Strategy. At minimum the following responsibilities will be enacted:

- Council - adoption, stewardship and governance of Asset Management Policy and Strategy;
- CEO, Executive Management Team - business leadership, compliance management, support and facilitation of 'Best Appropriate Practice in Asset Management' across the entire organisation;
- Asset Management Steering Group - oversight and implementation of policies and procedures to ensure effective asset management across the organisation; and
  
- Asset Owners & Customer Advocates – development of Business Cases (including Whole of Life Costs) and Council advice in support of significant proposals for asset acquisition and disposal from all sources (e.g. non-cash contributions, in-house development, direct purchase etc.)
- Engineering Officers – construction, supervision and certification of practical completion of all assets constructed on behalf of Council. Recommendation of acceptance of infrastructure assets upon satisfactory completion to Council (via senior management); and
- All other staff - contributory support and engagement with asset management principles and practice.

Asset Class	Asset Governance	User Representative (Client Advocacy)	Asset Ownership			Service Provision	
			Executive Management	Asset Owner	Supporting Officer (Asset Owner's Deputy)	Capital Works	Maintenance
	Informed (I)	Consulted (C)	Consulted (C)	Accountable (A)	Responsible (R)		
Roads	CEO	DID	DID	MTS	ETO	ETO/ MO/ External	MO/ External
Footpaths and Trails					ETO Projects	ETO/ MO / External	MO
Drainage					EC	External	MO
Passive Reserves		External (LCDC)		NRMO	MO/ External	External	
Buildings & Minor Structures		MCDLS		MBHS	BMO	BMO/ External	SBM/ External
Public Open Space (Active Reserves)				PS	MO	PS	
Road Bridges		DID		MO		External	External / MRWA
Plant & Equipment					EAO	EAO	
Street Lighting		DID			External	External	
Other		TBD		TBD		To Be Determined	To Be Determined
Information Systems		DCC		DCC	MCBS	ISO	External

**Key to Position Titles**

<b>Acronym</b>	<b>Full Title</b>	<b>Acronym</b>	<b>Full Title</b>
<b>CEO</b>	Chief Executive Officer		
<b>DID</b>	Director Infrastructure & Development	<b>DCC</b>	Director Community & Corporate
<b>MCCLS</b>	Manager Community Development and Library Services	<b>MTS</b>	Manager Technical Services
<b>MBHS</b>	Manager Building and Health Services	<b>MO</b>	Manager Operations
<b>MCBS</b>	Manager Customer and Business Systems	<b>EAO</b>	Engineering Administration Officer
<b>ETO</b>	Engineering Technical Officer	<b>EC</b>	Engineering Coordinator
<b>NRMO</b>	Natural Resource Management Officer	<b>PS</b>	Parks Supervisor
<b>BMO</b>	Building Management Officer	<b>ISO</b>	<b>Information Systems Officer</b>

<b>Department:</b>	Corporate Services	<b>Next review:</b>	December 2022
<b>Reviewer:</b>	Director Community & Corporate	<b>Legislation:</b>	Local Government Act 1995 Local Government (Functions and General) Regulations 1996
<b>Adopted:</b>	Minute OC0613, 26.06.13	<b>Delegation:</b>	
<b>Amended:</b>	Minute OC0208, 19.02.14 Minute OC0113, 27.01.16 <b>Moved &amp; Renumbered:</b> Minute OC1209, 20.12.17	<b>Risk:</b>	
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