

STRATEGIC OUTCOME SUPPORTED: 6 - The built environment is responsibly planned and well maintained.

1 Objective

To set guidelines for implementing consistent asset management processes throughout the Donnybrook Balingup Shire and to ensure adequate provision is made for the long-term replacement of major 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.
- Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining asset management awareness throughout the organisation by training, development and resourcing.
- 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 demonstrated best practice.

2 Scope

This policy applies to all Council activities.

3 Policy

3.1 Background

3.1.1 Council is committed to resourcing and 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 Council owns and uses non-current assets to support its core business of delivery of service to the community.

3.1.3 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.

3.1.4 Adopting asset management principles will assist Council in achieving its Strategic Longer-Term Plan and Long Term Financial objectives.

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3.1.5 A strategic approach to asset management will ensure that the Council resources and delivers the most 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 agreed level of service and infrastructure;
- The political environment in which Council operates; and
- The legal liabilities of Council.

3.2 Principles

3.2.1 A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all Departments of Council.

3.2.2 All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.

3.2.3 Asset management principles will be integrated within existing planning and operational processes.

3.2.4 Asset Management Plans will be developed for the major service and asset categories:

- Transport (including):
 - Roads (Pavement , Subgrade, Surface Structure)
 - Kerb & Surface Water Channel
 - Footpaths & Cycleways
 - Drainage (Culverts & Pits
 - Bridges
- Property (including):
 - Buildings
 - Freehold Land
 - Furniture & Equipment
- Recreation (including):
 - Parks & Gardens
 - Playground Equipment
 - Recreation Facilities
- Plant & Equipment
 - Heavy
 - Light

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- Equipment
- Waste Management
 - Landfill sites
 - Transfer stations

The plans will be informed by community consultation and financial planning and reporting.

3.2.5 An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.

3.2.6 Asset renewals required to meet agreed service levels and identified in adopted asset management plans and long term financial plans will be priority considerations for full funding in the annual budget estimates.

3.2.7 Service levels agreed through the budget process and defined in adopted Asset Management Plans will be priority considerations for full funding in the annual budget estimates.

3.2.8 Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.

3.2.9 Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.

3.2.10 Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.

3.2.11 Future service levels will be determined in consultation with the community.

3.2.12 Training in asset and financial management will be provided for councillors and relevant staff.

4.0 Legislation

- Local Government Act 1995.
- Regulations under the Act.

5.0 Related Documents

- Asset Management Strategy and associated Asset Management Plans.

6.0 Responsibility

- Council is responsible for adopting the policy and ensuring that sufficient resources are applied to manage the assets. Council will also determine the level of service for each asset class.
- The Chief Executive Officer (CEO) has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council.
- The Asset Management Team (AMT) consisting of the CEO, Manager of Finance and Administration (MFA), Manager of Works & Services (MWS), Manager of Development and Environmental Services (MDES) is responsible for ensuring that

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Council's Asset Management Strategy is achieved and that Asset Management Plans are prepared and maintained in line with Council's Policy on Asset Management

- Manager Finance and Administration (MFA) is responsible for resource allocation associated with achieving Council's Asset Management Strategy. The MFA reports to the CEO in relation to Asset Management resource allocation.
- Manager Development and Environmental Services (MDES) is responsible for supporting and facilitation of the AMT and ensuring that resources are commissioned to assist the AM Working Group achieve its objectives. The MDES reports to the CEO on all matters relating to Asset Management.
- All Managers are responsible for ensuring that the resources under their control are appropriately allocated to resource asset management and in particular the Asset Management Team. All Managers report to the CEO on all matters relating to Asset Management under their area of control.

7.0 Consultation

The Shire of Donnybrook-Balingup will engage the community and key stakeholders to assist in determining the levels of service outcomes for infrastructure and assets.

8.0 Review Date

This policy will be reviewed annually in line with normal Council Policy review.

POLICY VERSION

Related Policies:	NIL		
Related Procedure:	NIL		
Responsible Department:			
Reviewer:	Director of Corporate & Community		
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