

Asset Management Policy 2017



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1 PREAMBLE

Darebin City Council owns and maintains assets such as roads, footpaths, buildings, drains, open space, libraries, recreational centres, plant and equipment to support service provision to the community it serves.

“Asset management” is a systematic process to guide the planning, acquisition, operation and maintenance, renewal and disposal of assets. Its objective is to maximise asset service delivery potential and manage related risks and costs over their entire lives.

The long lived nature of many assets and the need for their ongoing renewal means that planning must be on an understanding of the full costs throughout each asset’s lifecycle, and address both short- and long-term planning needs.

Well maintained municipal infrastructure (such as roads, footpath and street trees) play an important role in forming the look and feel of an area. This policy recognises the impact that Council’s assets have on the wellbeing of the community.

Municipal infrastructure contributes to achieving other important social policy outcomes, including preventative health, social cohesion and tolerance, stronger social capital and community resilience and better access to broad-based education and learning.

Asset management is the practical vehicle for:

1. Improving the well-being of people in our community by providing opportunities for them to live their lives well, and
2. Ensuring that our services, programs and facilities benefit all including our most vulnerable.

2 PURPOSE

The purpose of this Asset Management Policy is to guide sustainable management of Council’s assets to meet current and future community needs.

This policy sets vision, outlines principles and assigns responsibilities for how the Darebin City Council will manage its assets.

3 SCOPE

This policy applies to the creation, acquisition, operation, use, maintenance, rehabilitation and disposal of all Council assets.

This policy applies to:

1. Council owned physical assets
2. All physical assets that Council does not own but has direct responsibility for or control over

Council and all Council staff are responsible for adherence to this policy in their day to day activities.

4 ASSET MANAGEMENT VISION

*“Darebin City Council’s vision for asset management is to support Council’s vision for a **greener, bolder and more connected** city through the efficient and effective supply of assets in a safe, responsive, sustainable and inclusive manner meeting regulatory obligations and customer expectations.”*

5 ASSET MANAGEMENT POLICY

The Darebin City Council will:

- Develop and implement **environmentally sustainable** asset management practices
- Seek to achieve financial sustainability through **optimisation** of asset lifecycle costs
- Prepare and regularly review an **Asset Management Strategy** to guide the implementation of asset management
- Prepare and annually review **Asset Management Plans** for each asset class
- Establish and operate an **Asset Management Steering Group** to oversee and promote **continuous improvement** of asset management within the organisation
- Manage its assets to ensure that they are **fit for purpose** taking into account **best appropriate practice** asset management
- Provide **equal access** to Council's assets as a basic right for all residents
- Ensure **human rights** principles and evidence are taken in account in decision making
- Understand and **manage risk** associated with owning and operating assets
- Asset management practices and decision making is from a **service delivery** point of view with transparent assumptions about service delivery needs
- Allocate **responsibilities** for asset management throughout the organisation
- Renew the assets required for service delivery and provide for new assets to meet changing and growing **community needs**
- Collect **information** on its assets and their use to assist with asset management
- Implement a **training plan** which will identify and address asset management related training needs for Councillors and staff
- Involve the community in decisions about setting **levels of service** for assets
- Prepare and regularly review an **Asset Management Communications Plan** to promote awareness of asset management
- Provide annual reporting to the community on **asset performance** against levels of service and sustainability targets
- Asset management will be **integrated** with corporate, financial, business and budgetary planning.
- Periodically **review** this policy

6 ASSET MANAGEMENT FRAMEWORK

The framework below represents shows the relationship between the various elements of the asset management process:



Figure 1 – Asset Management Framework

7 ASSET MANAGEMENT RESPONSIBILITIES

To achieve this policy the following key roles and responsibilities are identified:

Council

- To act as custodians of community assets
- To set asset management policy and vision
- To approve AM Strategy
- To approve the Council Plan, the Annual Budget and Strategic Resource Plan
- To allocate appropriate resources for asset management activities

Chief Executive Officer/ Executive Management Team

- To provide leadership and direction in the implementation of the AM Policy and AM Strategy
- To ensure that community needs and the outcomes of service reviews are incorporated into asset management planning and the Strategic Resource Plan
- To ensure that the training needs of Councillors and staff in financial and asset management practices are provided
- To ensure that accurate and reliable information is presented to Council
- To ensure appropriate delegations and approval processes are followed

Asset Management Steering Group

- To oversee the implementation of the AM Policy and AM Strategy
- To oversee the ongoing development and review of service plans and asset management plans
- To ensure that community needs and the outcomes of service reviews are incorporated into asset management plans
- To promote and raise awareness of asset management within the organisation
- To ensure relevant health and wellbeing, human rights and equity principles and strategies are taken into consideration

Staff & Management

- To implement AM Strategy
- To review and regularly update AM Plans
- To develop and implement maintenance, renewal and capital works programs in accordance with the AM Policy, AM Strategy, AM Plans and budget allocations.
- To deliver levels of service to agreed risk and cost standards & expectations
- To develop and implement business processes to support asset management
- To develop and implement asset management improvement plans
- To develop and implement improvement plans for individual asset groups
- To manage infrastructure assets in consideration of long term sustainability
- To report asset related risk and damage
- To gather and analyse relevant data and research
- To ensure appropriate delegations and approval processes are followed
- To monitor, review and report on asset management policies, strategies and plans
- To provide and manage the asset management information system
- To establish and monitor asset risk inspection regimes
- To manage asset condition assessments
- To provide asset valuations
- To provide accurate and reliable information to council for decision making

8 POLICY REVIEW

This policy shall be reviewed at least every four (4) years to ensure consistency with other Council policies and enhance the effectiveness of delivering the necessary outcomes.

The policy should be reviewed following the Council Plan preparation process associated with new Council terms.

Responsibility for managing a review on expiry rests with the Manager Strategic Asset Management.

The review will be undertaken by the Asset Management Steering Group based on industry requirements and feedback on the effectiveness of the policy in achieving its objectives.

A collaborative whole of Council approach to policy review would allow staff with the knowledge and understanding of the social determinants of health and wellbeing to improve intra- and inter-agency communication, leading to more sustainable outcomes for the whole community.