

POLICY



C011 Asset Management Policy

1 Purpose

Asset management ensures that the appropriate infrastructure and other physical assets are available now and into the future for the benefit of the community and to support the delivery of services whilst balancing levels of service, risk and whole-of-lifecycle asset costs.

The purpose of this policy is:

- To define Council's guiding principles for asset management.
- To assist Council to achieve best practice asset management towards delivery of the Hindmarsh Shire Council Plan 2021-25 and Community Vision to 2040.
- To guide staff in complying with Asset Plan provisions of the Local Government Act 2020.

2 Scope

This policy applies to all infrastructure and other physical assets owned or controlled by Council, including land, buildings, open space, lighting, fleet/mobile plant and lighting assets.

An asset management plan may cover a set of related asset categories.

3 Definitions

Council means Hindmarsh Shire Council

CEO means Chief Executive Officer

4 Responsibility

The following key roles, positions and groups have defined functions as follows:

4.1 Council

Council will make decisions that demonstrate sound stewardship of assets in relation to asset management including consideration of intergenerational equity. Council is responsible for adopting the Asset Management Policy and the Asset Plan, and ensuring that asset management requirements (as documented in the Asset Management Plan) are given appropriate consideration when considering financial allocations during the annual budget planning process and long term financial plans.

4.2 CEO

The CEO will ensure that adequate resources are allocated to enable sound asset management practice across the organisation. They will ensure that asset management objectives align with the organisation's objectives, the Council Plan and the Community Vision. They will ensure that an integrated strategic planning framework is developed and implemented to meet the objectives of the Council.

4.3 Executive Management Team

The Executive Management Team will support the CEO in their decision making, and provide leadership in relation to asset management for any asset-related functions within their directorate.

4.4 Strategic Assets Coordinator

The Strategic Assets Coordinator will provide leadership and direction for implementing Council's asset management framework, including developing the asset management policy, strategic asset management plan and associated asset management plans in accordance with financial plans and annual budget allocations. They have primary responsibility for the monitoring and implementation of the principles contained within this policy across the organisation.

4.5 Development Engineer

The Development Engineer is responsible for assisting the Strategic Assets Coordinator through the development and maintenances of Council's Asset Management System, the undertaking of site inspections of Council Assets and the development of concept, scope and cost estimates for future capital works programs.

4.6 Manager Finance and Customer Service

The Manager Finance and Customer Service will ensure that the financial projections in asset management plans are a key input into the long-term financial plan and will implement a service planning framework to assist asset managers and coordinators in predicting future demand associated with assets and services.

5 Policy / Procedure

5.1 Policy Principles

Hindmarsh Shire Council's asset management principles are as follows:

- **Principle 1** – We will implement and maintain an asset management framework comprising this Policy, a Council Plan and a Council-adopted Asset Plan.
- **Principle 2** - The asset management framework will align with ISO 55001 (Asset Management – Management Systems – Requirements), the International Infrastructure Management Manual and the Asset Plan provisions of the Local Government Act 2020.

- **Principle 3** – Asset management will support the delivery of the Council Plan (as it addresses the overarching Community Vision) and the various subordinate strategies of Council.
- **Principle 4** – Asset planning will have a planning horizon of at least 10 years, and longer where needed, including consideration of the Hindmarsh Shire Council Community Vision to 2040 and climate adaption considerations.
- **Principle 5** – Lifecycle asset activities (acquisition, operations, maintenance, renewal and disposal) will be considered with the objectives of minimizing costs and environmental impact over the whole lifecycle.
- **Principle 6** – Levels of service will be defined for asset-based services in consideration of community needs, financial, social and environmental sustainability.
- **Principle 7** – Funding for renewal of existing assets needed for ongoing service provision will be given priority over funding for new assets, asset upgrades and expansions.
- **Principle 8** – Renewal of existing assets will be based on service need, fitness for purpose, asset condition, and compliance and risk management considerations.
- **Principle 9** – Proposed new assets, asset upgrades and expansions will be in alignment with the Council Plan, Council strategies, service plans and demand forecasts.
- **Principle 10** – Asset management planning and long-term financial planning will be integrated with the service and risk implications of any divergence between asset and financial plans considered as part of the planning process.
- **Principle 11** – Asset management roles, responsibilities and accountabilities will be clearly defined and resourced appropriately and linked to position descriptions and the Workforce Plan.
- **Principle 12** – Asset management training and skills development will be provided for staff, management and Councillors.
- **Principle 13** – A corporate centralised asset management information system will be utilised for the operational and strategic management of assets.
- **Principle 14** – We will regularly measure and report performance against objectives and strive to continuously improve asset management, including the introduction of innovative technologies for productivity and capability improvements.

5.2 Audit and Review

This policy will be monitored continuously to ensure its relevance in terms of community needs and expectations, Council goals and targets and statutory requirements. The Chief Executive / Executive Team shall review compliance with this policy on an ongoing basis and amend the policy if it is no longer deemed relevant.

6 References

Related documents	Legislation
Hindmarsh Shire Council Plan 2021-2025 and Community Vision to 2040 Hindmarsh Shire Council Long-term Financial Plan	<i>Local Government Act 2020</i> <i>Road Management Act 2004</i>

7 Document Control

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