



WARRNAMBOOL
CITY COUNCIL

Asset Management Policy

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1. INTRODUCTION

1.1. Purpose

The purpose of this Policy (the Policy) is to ensure Council manages and provides assets in a sustainable manner in line with the required levels of service based upon the vision of the adopted Council Plan.

The Policy is implemented through Council's adopted Asset Management Strategy.

1.2. Scope

The Policy is applicable to Warrnambool City Council in its operations and functions relating to asset management within the Municipality. It applies to Councillors, Executive Management, Staff, Committees of Management, and in consultation with the community where applicable.

1.3. Definitions

Term	Definition
Asset	An item that has a value to an organisation, for a life greater than 12 months. This Policy only refers to physical assets (plant, infrastructure, land).
Asset Management (AM)	The systematic and coordinated activities and practices of an organisation to optimally and sustainably deliver through the cost-effective lifecycle management of assets.
Asset Management Working Group	A cross-directorate committee providing a coordinated and integrated approach to asset management across the entire organisation with an increased understanding of asset management issues.
Council	Warrnambool City Council.
Council Plan	The Council Plan is the document, required by law, which sets out the direction and priorities for Council over a four-year period.
Level of Service	The quality of an asset which can be measured by inspection frequencies, response times, width of roads or footpaths.
The City	The Municipality of Warrnambool.
The Policy	Council's adopted Asset Management Policy (Policy).
The Strategy	Council's adopted Asset Management Strategy (Strategy).

1.4. References

Acts	<ul style="list-style-type: none"> Local Government Act 1989 Road Management Act 2004
Industry	<ul style="list-style-type: none"> Municipal Association of Victoria (MAV) STEP Program Victorian Auditor General's Office (VAGO) ISO 55000:2014 International Infrastructure Management Manual (IIMM) Australian Infrastructure Financial Management (AIFM) Guidelines National Asset Management Assessment Framework (NAMAF) Local Government Victoria

Council Documents	<ul style="list-style-type: none">• Council Plan 2013-17 (amended)• Asset Management Strategy (2014)• Asset Management Plans (AMP)• Long-Term Financial Plan (LTFP)• Risk Management Policy• Risk Management Strategy
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2. POLICY

2.1. Council Plan

“Our sustainable city will be financially secure... have well maintained assets... balanced with financial viability”

2.2. Policy Objectives

- Ensure that Council’s legal obligations are met
- Asset management is to be integrated with the organisation’s corporate processes, including business plan, budget and reporting procedures
- A “whole of life” cost approach shall be used to determine financial requirements for all assets.
- Provide infrastructure assets that support services that are appropriate, accessible, responsive, and sustainable to the community.
- Ensure that the roles and responsibilities of asset managers and users are well defined and understood with respects to ownership, control, accountability and reporting

3. GOVERNANCE

3.1. Owner

Manager Infrastructure Services

3.2. Review

This Policy is implemented in accordance with Council’s adopted Asset Management Strategy June 2014 in consultation with Council’s Asset Management Working Group. The Coordinator Asset Management will review the policy for any necessary amendments no later than four years after its formulation or after the last review in accordance with industry best practices.

3.3. Compliance Responsibility

Failure to follow the principles set out in this policy may result in Council undertaking unsustainable practices, non-compliance with legislation, increased risk, and burdening itself with an unmanageable financial responsibility. Roles and responsibilities are outlined below:

3.3.1. Councillors

- Act as stewards for infrastructure assets on behalf of the community.
- To ensure appropriate resources and funding for asset management activities are made available to integrate policies, strategies and plans into the Council governance framework.
- Provide consistent and transparent decision making based on adopted criteria.

3.3.2. Management Executive Group (Chief Executive and Directors)

- To continually promote AM across the organisation and with Council and the community.
- To validate and challenge proposals to ensure they meet the Council Plan objectives.

- To adequately budget funding of asset renewal in accordance with the Policy

3.3.3. *All Employees*

- To provide the correct technical and professional advice to Council so that they may make the best decisions.
- Implementation of the Strategy and AMP.
- Continually seek innovative ways of meeting service needs.
- Identify "levels of service" for implementation.
- To develop and implement maintenance and refurbishment capital works programs in accordance with AMP.
- Ensure the asset database is maintained and updated.
- Provide reports to Council.
- Promote and raise awareness of asset management to Council and staff.

3.4. **Charter of Human Rights Compliance**

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007).

Warrnambool City Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee health and safety representatives in any workplace change that may affect the health and safety of any of its employees.