



Council Policy

Asset Management Policy

City of Albany

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Objective

1. The objective of this policy is to ensure that Asset Management is embedded in the organisation and is recognised as a substantive corporate function. A recognised asset management culture will enable the City of Albany (the City) to deliver services through infrastructure assets in an equitable and sustainable way.
2. This policy supports compliance with the State Government's Integrated Planning & Reporting Framework, the principles in the International Infrastructure Management Manual and ISO 55000 series for Asset Management.

Policy Statement

3. The City of Albany is committed to implementing a coordinated and integrated approach to asset management by:
 - a. Defining the City's asset management objectives.
 - b. Through the establishment of a platform for service delivery.
 - c. Providing a framework that enables the Asset Management Strategy and Plans to be produced.
 - d. Supporting a 'whole of life' and 'whole of organisation' approach to asset management.
4. **Key outcomes:** Council, all directorates and the assets team shall commit to the following outcomes:
 - a. A Strategic Asset Management Framework that is consistent with ISO 55000 series: including this policy, strategy and plans.
 - b. Adherence to laws, legislation and regulations in the way assets are managed.
 - c. A structure for clarity of asset ownership, management and responsibility for key functions.
 - d. Support a multi-disciplinary asset team with the skills and resources to implement the Asset Management Framework and achieve the outcomes of this policy.
 - e. Ongoing reporting on asset management performance and improvements.
 - f. Asset management principles shall be included in Councillor and staff inductions.
 - g. Council will endeavour to make informed decisions in relation to service delivery considering the following:
 - Whole of life cost of delivering services
 - Potential non-asset solutions for delivering services
 - Rationalising under-utilised assets through disposal or change of function
 - h. Develop, maintain and regularly review Asset Management Plans for the following asset classes:
 - Buildings
 - Transport (Roads, Kerbing, Carparks)
 - Pathways
 - Stormwater
 - Reserves

- i. Asset Management Plans will form part of the City's day to day business practices and clearly link to asset class strategies, risk management of critical assets, maintenance plans and the long term financial plan.
- j. Project Management and associated funding applications shall be based on the evaluation of alternatives with consideration of lifecycle costs, risks and benefits.
- k. Additional maintenance and operating costs from new or upgrade projects shall be extrapolated into annual operational budgets to ensure consistent service levels.
- l. Strong liaison between Development Services and Assets to ensure sustainable outcomes with new developments.

5. Responsibility and Reporting:

- a. **Council** – is responsible for leading good asset management practices and supporting a whole of life and whole of organisation culture. Council is responsible for ensuring that resources are allocated to achieve the objectives of this policy. Council is responsible for communicating to the community the benefits of good asset management principles.
- b. **Chief Executive Officer (CEO)** – is responsible for leading and supporting the implementation of good asset management practice across the organisation. By encouraging communication and cooperation across directorates and driving the strategic vision of Council. To ensure Council are kept informed of asset management objectives, initiatives and improvements.
- c. **Executive Management Team (EMT)** – is responsible for leading and supporting the implementation of good asset management practice across the organisation. The EMT shall show leadership by example in cross directorate information sharing, removing barriers and applying asset management principles in decision making. EMT shall ensure the responsible use of resources based on criteria consistent with Strategic Planning documents.
- d. **All Directors** – are responsible for ensuring that asset owners and asset owners are supported with strategic and operational planning. Projects under their control follow lifecycle principles and as constructed specifications are provided.
- e. **Asset Owners** – are responsible for the strategic planning and corporate risks associated with the service the asset is supporting. The asset owner engages with the community, encourages internal collaboration and information sharing and generally support the broad principles of asset management. Asset owners will have substantial input into the long term capital planning of the service.
- f. **Asset Managers** – are usually the facility manager, operations manager, or leasing manager of an asset or asset group. They are responsible for the day to day operations of the facility and shall have a detailed knowledge of the asset. Asset managers will have input into annual budgets and be consulted on the impacts of capital works plans.
- g. **Asset Management Working Group (AMWG)** – the Asset Management Working Group is responsible for ensuring that Council's Asset Management Strategy is achieved and that Asset Management Plans are prepared, reviewed and monitored in line with this policy. The AMWG is also driver for implementation and ongoing development of Asset Management Plans. The group is to be a conduit for knowledge, communication and technical support for the whole organisation. It shall provide tactical input into projects, leasing, finance and strategic planning. The AMWG is required to report to the Executive Management Team on all matters relating to Asset Management.

- h. **Executive Director Works & Services** – is responsible for resource allocations associated with achieving Council’s Asset Management outcomes. The EDWS is an advocate for non-discretionary renewal and maintenance budget allocations in line with adopted Asset Management Plans. The EDWS reports to the CEO in relation to Asset Management resource allocation.
- i. **Team Leader Asset Management** – is responsible for leading asset management practices across the organisation through promotion, education and support. Chairing and facilitating the AMWG to drive continuous improvement in asset management and identifying any barriers to the implementation of the Asset Management Strategy and Plans.
- j. **Asset Management Team** – is responsible for the provision of a central pool of technical skills and asset management knowledge in support of the City’s objectives.

Scope

- 6. This policy relates to the management of all fixed assets on City of Albany owned, managed or leased land. This policy excludes the management of mobile plant, light fleet and non-fixed assets.

Legislative and Strategic Context

- 7. The following Acts and Regulations provide the broad framework within which the policy operates:
 - a. *Local Government Act 1995.*
 - b. *Local Government (Administration) Regulation 1996.*
- 8. Community Strategic Plan and Corporate Business Plan:

Community Strategic Plan links <i>(NB: more detailed links are included in the Corporate Business Plan)</i>	
2. Clean, Green & Sustainable	2.2 To maintain and renew city assets in a sustainable manner

Review Position and Date

- 9. This policy is to be reviewed by Council every two years, or earlier if Council considers it necessary.

Associated Documents

- 10. Strategies, procedures, references, guidelines or other documents that have a bearing on this policy and that may be useful reference material for users of this policy:
 - Community Strategic Plan
 - Corporate Business Plan
 - Asset Management Strategy
 - Asset Management Plans
 - Asset Management Working Group Terms of Reference
 - Long Term Financial Plan