COUNCIL POLICY

		Policy No:	**IE-11**
MOYNE SHIRE	**Asset Management**	Approval Date:	June 2022
		Approved By:	Council
		Review Date:	June 2026
		Version No:	001

Responsible Officer:	Manager Assets and Contracts
External References:	The Institute of Public Works Engineering Australasia and NAMS Canada
Related Policies	Council Plan 2021-2025 My Moyne, My Future 2040 – Community Vision Asset Plan 2022 Infrastructure Asset Management Plans. Community Engagement Policy Long Term Financial Plan
Authorising Officer:	Chief Executive Officer

1. PURPOSE

The purpose of this policy is to set guidelines for implementing consistent asset management processes throughout the Moyne Shire Council.

2. SCOPE

This policy applies to all Moyne Shire Council departments, officers, employees and contractors.

3. OBJECTIVES

To ensure adequate provision is made for maintenance activities and the long-term renewal or replacement of major assets to:

- Ensure that services and infrastructure are provided in a financially sustainable manner, with the appropriate levels of service to customers and the environment.

- Safeguard infrastructure assets and the safety of employees, the community, contractors and other users, by implementing appropriate asset management strategies and appropriate financial resources for those assets.

- Create an environment where all employees take an integral part in overall management of infrastructure assets by creating and sustaining asset management awareness throughout the organisation.

- Meet legislative requirements for asset management and reduce risks.

- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.

- Demonstrate transparent and responsible asset management processes that align with best practice.

- Support improvements to community-based asset governance, management and reporting.

4. POLICY

4.1 Background

Asset management practices impact directly on the core business of the Moyne Shire Council and appropriate asset management is required to achieve Council's strategic service delivery objectives.

Adopting asset management principles will assist in achieving the Asset Plan 2022 and Long-Term Financial Plan objectives.

Sustainable service delivery ensures that services are delivered in a socially, economically and environmentally responsible manner and in such a way that does not compromise the ability of future generations to make their own choices.

Sound asset management practices enable sustainable service delivery by integrating customer values, priorities and an informed understanding of the trade-offs between risks, costs and service performance / outcomes.

4.2 Principles

The organisation's sustainable service delivery outcomes will be met by making adequate provision for long-term planning, financing, operation, maintenance, renewal, upgrade and disposal of infrastructure assets by:

1. Ensuring that Moyne Shire's capital assets are provided in a manner that addresses and responds to financial, cultural, economic and environmental sustainability;

2. Community-based asset management practices and reporting is strengthened;

3. Meeting all relevant legislative and regulatory requirements;

4. Demonstrating transparent and responsible asset management processes that align with best-practices;

5. Implementing asset-class based Asset Management Plans and strategies and providing sufficient financial resources for their implementation by:

   a. Requiring the responsible asset class managers to develop and review the relevant Asset Management Plans and monitor performance of Asset Plan 2022.

   b. Incorporating expenditure projections from Asset Management Plans into the organisation's Long-Term Financial Plan.

c.   Ensuring assets are managed, valued, and depreciated in a regular and systematic manner in accordance with industry standards and financial procedures.

d.   Undertaking regular inspections to ensure service levels are maintained and asset renewal priorities are identified.

e.   Ensuring asset renewals required to meet agreed service levels are identified in adopted Asset Management Plans, and the Long Term Financial Plan, will form the basis of annual budget estimates.

f.   Considering future life cycle costs in decisions relating to new services and assets or upgrading of existing services and assets.

g.   Consulting with the community to determine future service levels and associated delivery costs.

h.   Ensuring necessary resources are provided and asset management responsibilities are effectively allocated.

i.   Creating a corporate culture where all employees play a part in overall care for the organisation's assets by providing necessary awareness, training and professional development; and

j.   Providing the community with a level of service for which it is willing and able to pay.

5.   RESPONSIBILITY

Councillors are responsible for adopting the policy, allocating resources, and providing high level oversight of the delivery of the organisation's Asset Plan 2022 and infrastructure Asset Management Plans.

Council is also responsible for ensuring that organisational resources are appropriately allocated to ensure sustainable service delivery.

The **Chief Executive Officer** has overall responsibility for developing the Asset Plan 2022, infrastructure Asset Management Plans and procedures and reporting on the state of the assets and effectiveness of asset management within the organisation.

6.   REVIEW DATE

The Asset Plan 2022 has a scope of 10 years and must be reviewed for adoption by 31 October in the year following a general election. The plan takes effect from 1 July in the year following a general election.

The Asset Management Policy 2022 will be reviewed every four years, with the next review due by 30 June 2026.

7.   QUALITY RECORDS

(List the documentation and records to be completed to ensure compliance with this policy)

Record	Retention/Disposal Responsibility	Location

8.   ATTACHMENTS

(Attach guidelines, flowcharts, process maps, etc.)

Version Number	Details of change
OD001 version 2	
OD001 version 3	