

	COUNCIL POLICY	
	Asset Management Council Policy	
	Policy Number	CP033
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	28/06/2023
	Review Due	28/06/2026

1. PURPOSE

This policy sets governing principles for implementing consistent and transparent, sustainable asset management processes throughout Council.

2. SCOPE

This policy applies to:

- Assets owned or controlled by Council.
- Asset management system including governance, data, processes, information system, knowledge and capability; and
- Employees, Councillors, and Contractors working for the Council.

3. HEAD OF POWER

Local Government Act 2009

Local Government Regulation 2012

4. DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

“Asset” means a resource controlled by Council as a result of past transactions or other past events from which future economic benefits are expected to flow to Council. In the context of this policy, assets are typically physical (tangible) in nature and refers to infrastructure, property, plant and equipment, intangible assets, and capital works in progress.

“Asset Class” means a grouping of non-current assets used for disclosure purposes in the Financial Statements.

“Asset Management” means the life cycle management of physical assets to achieve the stated outputs of the enterprise.

“Council” means Fraser Coast Regional Council.

“Non-current Asset” means an asset which is expected to be consumed over more than one financial year.

“Non-current Asset Held for Resale” means an asset where its carrying amount will be recovered principally through a sale transaction rather than through continuing use. The asset must be available for immediate sale in its present condition subject only to terms that are usual and customary for sales of such assets and its sale must be highly probable.

“Infrastructure assets” means the basic service requirement of Council that is necessary for its operation, such as (but not limited to): water, waste drainage, and transport.

“Non-infrastructure assets” includes but is not limited to the following: property, plant, land, and equipment.

“Stakeholder” encompasses individuals and groups, including Councillors, officers, service users, community members, suppliers, government agency representatives (Local, State and Federal), committees, regulatory bodies and Traditional Owners (the Butchulla and Kabi Kabi people), who hold an interest in the infrastructure and assets.

“Asset Management Plan” is a medium to long-term plan that outlines the strategies and actions necessary to achieve the asset management objectives, bespoke to a particular portfolio (e.g., Water Treatment Plan AMP or a Coastal and Riverine AMP)

“Strategic Asset Management Plan” is a comprehensive plan that outlines the management approach and objectives for all assets owned by Council over an extended period; it is inclusive of Council’s long-term asset management plan pursuant to *Local Government Regulation 2012*.

5. POLICY STATEMENT

Council is committed to managing its assets in a safe and sustainable manner, to enrich and enhance the community’s quality of life for the present and the future. To achieve this, Council will implement and maintain an Asset Management System (AMS), aligned to the ISO55000 series of standards for asset lifecycle management.

Council’s AMS will prioritise continuous improvement in the provision of services and management of assets across the region and through the following, strategic asset management initiatives and activities:

5.1. Asset Management Governance

- Ensure appropriate asset management governance:
 - Identify key stakeholders,
 - Define the roles and responsibilities of stakeholders for key asset groups and services.
 - Set clear expectations for the roles and responsibilities of all stakeholders in the asset management process.
 - Effectively engage with stakeholders.
 - Ensure the effective operation of the cross functional Asset Management Steering Committee (AMSC)

5.2. Strategic Asset Management

- Develop and maintain a Strategic Asset Management Plan, inclusive of Council’s Long-term Asset Management Plan
- Formulate and maintaining a Risk-Based Asset Management Framework that sets Council’s Strategic Asset Management direction and aligns to the corporate objectives.
- Communicate Asset Management framework throughout the Organisation.

- Build Council’s asset management capabilities for the sustainable delivery of assets and services to the community.
- Ensure consistency using AMS, business processes and governance requirements with available resources for continuous improvement.

5.3. Asset Financial Management

- Maintain and manage a financial management system that ensures transparent financial reporting, identifies the gap between financial strategy and planning with asset management objectives, and allocates resources effectively for asset acquisition, disposal, and replacement of assets.

5.4. Asset Data and Systems Governance

- Implement sound data governance and data quality management to provide reliable asset data.
- Establish a comprehensive and reliable asset register that includes up-to-date inventory of assets that informs asset management decision-making and allows for asset health and performance monitoring.
- Manage asset information in accordance with Council’s information management and asset management standards, policies, and practices.

5.5. Asset Lifecycle Management

- Develop and maintain Asset Management Plans for each service area.
- Ensure that asset planning decisions are based on a “whole of life’ of an asset through acquisition, operation, maintenance, renewal and disposal.
- Define Levels of Service for asset-based services, consider community expectations, legislative and technical requirements, and sustainability factors.

5.6. Stewardship

Asset management requires a whole-of-Council approach with the key roles and responsibilities are identified as follows:

Councillors adopt the policy and ensure sufficient resources are allocated to manage the assets.

Chief Executive Officer has the overall responsibility for the effectiveness of asset management within Council.

Executive Management are responsible, as Asset Custodian, for developing asset management plans, implementing asset management business processes, systems, organisational policies, and procedures. Specific asset class ownership is detailed in the Asset Responsibility Matrix.

Asset Management Steering Committee established to ensure good stewardship and governance in the management of the assets of the Fraser Coast Regional Council, comprising of a multi-asset custodian team providing recommendations on appropriate service and asset management improvement strategies.

Employees will be tasked, based on the relevant Core Asset Management Plans and will be responsible for the timely completion of activities contained within these plans.

6. ASSOCIATED DOCUMENTS

Asset Custodian Management Policy - #3447852

Asset Custodian Matrix - Category Tables - #3531283

Non-Current Assets Policy - #837210

7. REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than three years.

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	Adopted	Ordinary Council Meeting	N.A.	21/09/2011
2	Administrative change: 1. Review date amended.	Julie Schoonderwoerd	N.A.	20/09/2013
3	Administrative change: 1. Transfer of Policy from Finance to Infrastructure Planning	Julie Schoonderwoerd	N.A.	29/04/2015
4	Administrative change: 1. Review date amended.	Cecily Clifford	N.A.	08/09/2015
5	Administrative change: 1. Review date amended.	Julie Schoonderwoerd	N.A.	06/02/2017
6	Revised policy Approved	Ordinary Council Meeting	N.A.	18/07/2018
6.1	Administrative change: 1. Risk Assessment added to indicate the level of risk due to the changes in the document. 2. Review date amended.	Tony Trace	N.A.	07/01/2019
6.2	Entire document updated.	Tony Trace	AMSC 3978265	04/02/2020
6.3	Administrative change: 1. Section 10. History updated 2. Section 7. Related Documents updated 3. All recommended changes accepted. Endorsed by AMSC 12/03/2020 Endorsed by EMT 26/03/2020	Asset Management Steering Committee Executive Management Team	AMSC 3990937 Decision 04 EMT 260320	26/03/2020
7	Revised Policy adopted by Council	Ordinary Council Meeting No. 5/20	ORD 10.2.3	27/05/2020
8	Entire document is updated.	N/A		
9	Amendment – Ordinary Meeting No 6/23	Council	28/06/2023	2072344
10				