

 City of Mount Gambier	<b>COUNCIL POLICY - A900 ASSET MANAGEMENT</b>	Version No:	2.0
		Issued:	19/04/2022
		Next Review:	April 2024

## 1. INTRODUCTION:

This document sets out the policy of the City of Mount Gambier (Council) to:

- 1.1 Ensure adequate provision is made for the long-term management of major Council infrastructure and assets by:
  - 1.1.1 Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
  - 1.1.2 Safeguarding Council assets including physical assets by implementing appropriate asset management strategies and financial resources for those assets.
  - 1.1.3 Creating awareness amongst employees and elected members of their responsibilities for the creation and management of sustainable assets.
  - 1.1.4 Meeting legislative requirements for asset management.
  - 1.1.5 Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
  - 1.1.6 Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.
  - 1.1.7 Ensuring an integrated approach across all business units in asset management service delivery.
- 1.2 Set the guidelines for implementing consistent asset management practice and procedure throughout the City of Mount Gambier.

## 2. PURPOSE:

The Asset Management Policy sets out the principles by which the Council intends applying asset management to achieve its organisational objectives.

## 3. SCOPE:

The Policy applies to Council assets within the City of Mount Gambier that are owned, managed and/or under the care of Council.

## 4. DEFINITIONS:

**Infrastructure Assets** include, but are not limited to, the following asset types:

Asset Category	Asset Types Included
Infrastructure	Roads, Public Access (i.e. Footpaths, Ramps, Stairs, hard surface trails, Tracks), Storm Water Drainage, Car Parks, Public Lighting etc.
Buildings and Structures	Community Buildings/Halls, Public Administration/Corporate, Public Convenience/Facilities, Commercial buildings etc.
Landfill	Caroline Landfill

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Open Space and Recreation	Playgrounds, Sporting Ovals, Recreational/Drainage reserves/Passive Areas, Crater Lakes, Significant Gardens (Umpherston Sink hole Cave Gardens, Railway Land, Vansittart Park garden, Englebrecht Cave), Cemeteries, Trees and Vegetation etc.
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There are additional asset classes governed under their own policy and as such the following asset classes, and the management thereof, are excluded from the scope of this policy:

- Plant and Equipment/Fleet (including Light and Heavy Fleet)
- IT & Systems (including Information Technology hardware and software)

## 5. ROLES & RESPONSIBILITIES:

### 5.1 Council:

Responsible for adopting the policy, allocating resources, and providing high level oversight of the delivery of the Council's asset management strategy and plans. The council is also responsible for ensuring that organisational resources are appropriately funded to ensure sustainable service delivery.

### 5.2 Chief Executive Officer:

Responsible for resourcing the development of an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council.

### 5.3 General Manager City Infrastructure:

Responsible for developing and implementing an Asset Management Strategy and associated management plans for infrastructure assets, to achieve the strategic objectives within the agreed time frame. Monitor and review the effectiveness of Council's Asset Management Strategy and Plan.

### 5.4 Employees:

Employees are responsible for adhering to the policy.

## 6. OBJECTIVES

1. Manage assets consistently with Council's Strategic Plan, Long Term Financial Plan and other relevant Council policies.
2. Provide Council's services and infrastructure in a sustainable manner, with the appropriate levels of service to the community, cultural needs, visitors and the environment.
3. Develop a Strategic Asset Management Plan that will demonstrate how service delivery needs can be met in the future.
4. Create an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining asset management awareness throughout the organisation through training and development.

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## 7. POLICY PRINCIPLES

In accordance with Section 122 of the Local Government Act (SA) 1999 Council is required to have in place a consistent Asset Management Strategy enacted through the existence of regularly reviewed Infrastructure and Asset Management plan(s). The following points describe the key policy principles:

1. Asset Management plans will be completed for all major Asset Classes.
2. Council will prepare a risk management plan (in accordance with Council's risk management framework) for each major infrastructure asset class and use this information in their decision making processes in regard to the management of assets.
3. Expenditure projections from Asset Management Plans will be incorporated into the Council's Long Term Financial Plan.
4. Asset renewals required to meet agreed service levels as identified in the Asset Management Plans and Long Term Financial Plan will be funded as a matter of priority in the annual budget estimates.
5. Regular and systematic reviews will be applied to all Asset Management Plans to ensure that assets are managed, valued, and depreciated in accordance with Australian Accounting Standards.
6. Asset renewals will only be brought forward if they are included in the forecast ten year program approved in the relevant Asset Management Plan. The only exception is where there is a clearly documented and approved strategic and economic justification via a business case, annual project budget Summary On A Page (SOAP) and/or by Council recommendation.
7. Targeted inspections on assets that are believed to be critical or identified as having a key focus (i.e. through customer queries or risk assessment) will be undertaken to ensure levels of service are maintained and/or corrective actions identified.
8. Whole of life costs will be considered in all decisions relating to new services and upgrading of existing services and assets.
9. Changes in and/or new service levels with associated delivery costs will be determined in consultation with the community.
10. Ensure the corporate culture is such that all employees play a part in the overall care for the Council's assets by providing necessary awareness, training and professional development.
11. Provide Council's customers and stakeholders with assets which meet their expectation of a reasonable level of service and affordability.

## 8. TRAINING / EDUCATION

Relevant staff will be adequately trained and qualified to implement and comply with this policy.

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## 9. REVIEW

This Policy will be reviewed every three years; or

- The frequency dictated in legislation; or
- Earlier in the event of changes to legislation or related policies and procedures; or
- If deemed necessary by the General Manager City Infrastructure.

## 10. ACCESS TO THE POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au). Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

File Reference:	AF11/1786
Applicable Legislation:	Local Government Act 1999 Section 122
Reference: Strategic Plan - Beyond 2015	Goal 2: Our Location
Related Policies:	Asset Accounting Policy  E500 - Provision of Council Resources to Support the Emergency Services in Emergencies
Related Procedures:	Nil
Related Documents:	

## DOCUMENT DETAILS

Responsibility:	General Manager City Infrastructure
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