

<b>Policy Number:</b>	<b>10.1</b>
<b>Policy Name:</b>	<b>Asset Management</b>
<b>Classification:</b>	<b>Public – Council Policy</b>
<b>Adopted:</b>	<b>28 July 2015</b>
<b>Frequency of Review:</b>	<b>Biennial</b>
<b>Last Review:</b>	<b>July 2015</b>
<b>Next Review Due:</b>	<b>July 2017</b>
<b>Responsible Officer(s):</b>	<b>Manager Infrastructure and Engineering Services</b>
<b>Policy and Code of Practice Manual File Ref:</b>	<b>CC10/2601</b>
<b>Council File Reference:</b>	<b>CR15/24141</b>
<b>Legislation Authority:</b>	<b>Local Government Act 1999</b>
<b>Related Policies and Codes:</b>	<b>N/A</b>
<b>Related Procedures and Documents:</b>	<b>Community Plan 2014-2024</b> <b>Long Term Financial Plan</b> <b>Associated Asset Management Plans</b> <b>Long Term Capital Works Program</b> <b>Annual Business Plan</b>

**1. PURPOSE**

To set guidelines for implementing consistent asset management processes throughout Town of Gawler.

**2. OBJECTIVES**

To ensure adequate provision is made for the long-term replacement of major assets by:

- 2.1 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.
- 2.2 Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.

- 2.3 Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining an asset management awareness throughout the organisation by training and development.
- 2.4 Meeting legislative requirements for asset management.
- 2.5 Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- 2.6 Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

### **3. SCOPE**

- 3.1 The policy applies to all asset classes owned by Council. Council Asset Classes identified in the asset hierarchy are:
  - 3.1.1 Buildings
  - 3.1.2 Roads and Transport
  - 3.1.3 Stormwater Drainage
  - 3.1.4 Open Space
  - 3.1.5 Fleet, Plant and Equipment
  - 3.1.6 Information Technology
- 3.2 Other assets accounted for include library books, furniture and fittings, and office equipment.

### **4. BACKGROUND**

- 4.1 Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of the organisation. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.
- 4.2 Council owns and uses approximately \$268m of non-current assets to support its core business of delivery of service to the community.
- 4.3 Asset management practices impact directly on the core business of the organisation and appropriate asset management is required to achieve our strategic service delivery objectives.
- 4.4 Adopting asset management principles will assist Council in achieving its Strategic Longer-Term Plan and Long Term Financial objectives.

- 4.5 A strategic approach to asset management will ensure that the Council delivers the highest appropriate level of service through its assets. This will provide positive impact on:
- 4.5.1 Members of the public and staff;
  - 4.5.2 Council's financial position;
  - 4.5.3 The ability of Council to deliver the expected level of service and infrastructure;
  - 4.5.4 The political environment in which Council operates; and
  - 4.5.5 The legal liabilities of Council.

## **5. PRINCIPLES**

- 5.1 A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all Departments of Council.
- 5.2 All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.
- 5.3 Asset management principles will be integrated within existing planning and operational processes.
- 5.4 Asset Management Plans will be developed for major service/asset categories. The plans will be informed by community consultation and financial planning and reporting.
- 5.5 An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.
- 5.6 Asset renewals required to meet agreed service levels and identified in adopted asset management plans and long term financial plans will form the basis of annual budget estimates with the service and risk consequences of variations in defined asset renewals and budget resources documented in budget documentation.
- 5.7 Service levels defined in adopted asset management plans will form the basis of annual budget estimates with the service and risk consequences of variations in defined services levels and budget resources documented in budget documentation.
- 5.8 Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- 5.9 Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.

- 5.10 Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
- 5.11 Future service levels will be determined in consultation with the community.
- 5.12 Training in asset and financial management will be provided for councillors and relevant staff.

## **6. RESPONSIBILITY**

- 6.1 Councillors are responsible for adopting the policy, allocation of resources, providing high level oversight of the delivery of the organisation's asset management strategy and plan and maintaining accountability mechanisms to ensure that organisational resources are appropriately utilized to address the organisation's strategic plans and priorities.
- 6.2 The Chief Executive Officer has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council.

## **7. REVIEW AND EVALUATION**

The effectiveness of this Policy will be reviewed a biennial basis.

The Chief Executive Officer will report to Council on the outcome of the evaluation and if relevant make recommendations for amendments, alteration or substitution of a new Policy.

The Policy will not be altered or substituted so as to affect a process already commenced.

## **8. FURTHER INFORMATION**

Further information about this Policy can be obtained by:-

Telephone: 8522 9211  
Fax: 8522 9212  
Email: [council@gawler.sa.gov.au](mailto:council@gawler.sa.gov.au)  
Appointment: Town Hall, 89 – 91 Murray Street, Gawler  
Letter: PO Box 130, Gawler SA 5118

## **9. AVAILABILITY OF POLICY**

The Policy is available for inspection during ordinary business hours at the Council principal office, Gawler Town Hall or Library Council Offices, 89 – 91 Murray Street, Gawler or is available on the Council website at [www.gawler.sa.gov.au](http://www.gawler.sa.gov.au).

A copy of this Policy will be provided to interested parties upon request, for a fee as contained in the Register of Fees and Charges.