

Asset Management Policy

City of Wyndham Policy Manual

ASSET MANAGEMENT POLICY

Policy Ref: 45/001/043
Date of Adoption:
Date of Review:
Responsible Officer: Director Infrastructure

1. BACKGROUND

The aim of this Policy is to support Council's vision and strategic objectives through the development and implementation of a corporate asset management framework. Such a framework will assist in dealing with changes to legislation, information needs and community expectations. A key function of the framework will be the development and regular review of Asset Management Plans and Asset Strategies – one for each of Council's major asset classes.

The on-going development of asset management is seen as a partnership between Council, Victorian Auditor General, Department of Planning and Community Development, Municipal Association of Victoria and the community.

2. POLICY STATEMENTS

2.1 Organisational Context

Stewardship of infrastructure is a **core Council function**. Sound asset management (AM) is necessary to enable Council to meet its responsibilities to:

- ensure that assets serve the community for current and future generations;
- ensure that assets provide a level of service and risk the community is willing to support;
- ensure the sustainable management of assets;
- encourage and support the economic and social well being of our municipality; and
- ensure that the needs of all internal and external stakeholders are considered.

2.2 Organisational Vision and Goals for Asset Management

2.2.1 Vision

“As stewards, Council will maximise the life of the community’s assets and manage them in a safe, sustainable and financially responsible manner for the benefit of current and future generations”.

2.2.2 Key Goal

Maintain an accurate asset condition database for all asset categories.

2.2.3 Broad Asset Management Goals

- improve and further develop lifecycle processes and practices;
- optimise the utilisation of Council’s assets over their useful lives through a well developed asset management analysis framework;
- improve Council’s asset data quality;
- implement an Asset Management Information System to facilitate the flow of asset information across the organisation thus improving decision making;
- enhance current levels of operational services without compromising the long-term sustainability of the assets;
- reinforce asset management roles and responsibilities across the organisation at a functional level; and
- renewal of existing assets to take precedence over the creation of new assets to meet existing services.

2.3 Broad Asset Management Relationships and Responsibilities

The broad roles and responsibilities of the various parties involved in managing assets are considered to be:-

2.3.1 Council

- stewardship of infrastructure assets;
- allocation of appropriate resources for the management of Council infrastructure assets;
- establishment of levels of service that will best balance community aspirations and affordability; and
- creation of assets to serve both current and future community needs.

2.3.2 Chief Executive Officer

To act as principal advocate for asset management in Wyndham by:

- developing asset management policy, strategy and plans for Council approval;
- ensuring adequate community involvement in asset management; and
- monitoring and reviewing Council’s performance in managing its assets.

2.3.3 Senior Managers and Staff

2.3.3.1 Asset Management Co-ordinator

- implementation and control of the Asset Management program;
- reviewing and dissemination of Asset Management information throughout Council;
- overseeing the implementation of strategic guidelines and policies in relation to the management of assets;
- producing policies and guidelines for Asset Management;
- optimising and refining Council's practices and policies to ensure effective and efficient operations;
- overseeing the development and implementation of Asset Management Plans;
- overseeing the condition monitoring assessments for all infrastructure assets; and
- responsible for recording accurate asset revaluation rates for all asset categories.

2.3.3.2 Asset Custodian

- implementing Corporate Guidelines, Policies and Strategies relating to Asset Management;
- implementing the Asset Management Plan for their particular asset group;
- co-ordinating the collection of the agreed asset data for their particular asset group;
- liaising with users/community/stakeholders in relation to asset performance;
- developing and implementing agreed plans/strategies in relation to future asset needs;
- in consultation with the relevant Service Manager, ensuring that future asset stock matches service delivery needs;
- agreeing with Maintenance Providers on cyclic/periodic/programmed maintenance and operational programs for their particular asset group;
- co-ordinating the provision of landlord's consent on behalf of Council for proposed works/actions on Council land; and
- facilitating the preparation of Capital Works business cases.

2.3.3.3 Maintenance Manager

- planning, carrying out and managing all reactive maintenance and operational activities including recording all activities on the AMIS system;
- implementing cyclic/periodic/programmed maintenance and operational programs as agreed with the relevant Asset Custodian;
- developing and agreeing with the relevant Asset Custodian inspection regimes relating to condition, performance, safety, compliance with statutory requirements and functional requirements; and
- carrying out other asset related work as agreed with the relevant Asset Custodian.

2.3.3.4 Service Manager

- planning, delivering and managing the provision of "human" services to the community in line with relevant Council Plans, Strategies and Policies;
- planning for future services required including the level and standard of the service;

- liaising with the relevant Asset Custodian in relation to asset options to meet future “human” service needs;
- managing service user’s compliance with relevant regulations;
- liaising with service users in relation to all aspects of the “service”; and
- liaising with the relevant Asset Custodian in relation to assets non-compliance issues

2.3.4 Organisation Position Titles

The Senior Managers and staff positions detailed in clause 2.3.3 are, in some instances, generic descriptions to cover more than one position. Further, the positions are those which have significant input into the asset management process either by way of directly managing the assets or by way of utilising the assets to deliver services. The table below matches the above positions with those in the organisation.

Position as per Clause 2.3.3 above	Equivalent Position in Organisation Structure
Asset Management Co-ordinator	Asset Management Co-ordinator
Asset Custodian	Asset Custodian – Roads/Stormwater Asset Custodian – Facilities/Open Space
Maintenance Manager	Manager, Asset Management & Maintenance Buildings Maintenance Co-ordinator Manager, Parks
Service Manager	Manager, Social Development Manager, Early Years & Youth Manager, Aged & Disability & Recovery Manager, City Presentation & Recreation Manager, Engineering Services

For details regarding the relationship between various Officers/Departments in relation to the provision of services and the management of assets, refer to Attachment 1.

3. POLICY INITIATIVES/ACTIONS

This Policy provides the framework for the on-going review and improvement of asset management in Wyndham.

Training will be provided as required to all staff who have input into the asset management process to ensure that they have a clear understanding of their role and responsibilities. Further, all issues relating to Council's asset management capabilities are reported to the Asset Management Steering Committee as required.

4. RELATED DOCUMENTS

Legislative Requirements:	Road Management Act 2004
Strategies/Plans of Action	Council Plan Asset Management Plans Asset Strategies Long Term Financial Plan Asset Management Improvement Strategy
Other	MAV STEP Program DPCD – Sustaining Local Assets – Local Government Asset Management Policy Statement 2003.

Asset Management Responsibility Chart

