



TATIARA DISTRICT COUNCIL

ASSET MANAGEMENT POLICY

Definitions

Assets - For the purpose of this policy, 'assets' include all Council assets, including: infrastructure assets (i.e. roads, footpaths, cycle paths, kerbs and channels, street furniture, signage, street trees, bridges, buildings, drains, playgrounds, open space and sporting reserves); cultural assets (i.e. art collections); office equipment (software, desks, computers, etc.); vehicles; and plant equipment etc.

Asset Management - The process applied to assets from their planning, acquisition by Council, operation, maintenance, renewal and disposal, to ensure that the assets meet Council's and the community's priorities for service delivery.

Appropriate Best Practice - The application of best practice processes in asset management, taking into account the costs and systems that are appropriate to meet the required service levels.

Purpose

This policy provides the overall framework to guide the sustainable management of Council's asset portfolio as a platform for service delivery to ensure that:

- Infrastructure assets are effectively and efficiently managed through the course of their life cycle;
- There is clear direction for asset custodians to allow informed decision making;
- Community needs and expectations are satisfied;
- Legislative and regulatory requirements are met;
- Best value practices are incorporated in infrastructure asset management strategies and implementation activities;
- Financial, social and environmental resources are used in a sustainable way;
- Exposure to risk is managed through the application of sound operational principles and practices;
- There is continuous improvement in asset management and service delivery; and
- Sustainable Development is based on the recognition that planning must be based on the integration of sound social, ecological, economic and cultural principles and practices

Preamble

Tatiara District Council is charged with the stewardship and management of a range of assets, including:

- 1900 kms of roads,
- 44km of footpath/cycle paths
- 21km of stormwater pipes
- 4 Community Waste Management Schemes
- 80 parks and recreational areas
- 25 bridges and major culverts

Council's total assets were valued at \$213,000,000 at the end of the 2016/17 financial year.

These assets form the basis for a great deal of Council's service delivery. The importance of these assets to communities and their significance in terms of Council's budgets and operational strategies means that asset management must be at the centre of Council's overall financial and strategic planning.

This policy, together with individual Asset Management Plans and associated working procedures and practices will put in place a comprehensive, accountable and transparent asset management framework for the Tatiara District Council.

Achieving best value in relation to both short and long-term needs requires an understanding of the total costs associated with each asset over its life span (from acquisition, through operation, maintenance and rehabilitation to disposal). Adopting a best practice, life cycle approach to asset management will enable Council to safeguard the considerable investment required to sustain its asset portfolio for current and future generations.

Council's Asset Management Promise

Tatiara District Council will work with the local community to set affordable standards for the quality and safety of those assets we manage on their behalf. Further, we will acquire, dispose of and optimise the use of these assets to ensure that the overall asset base meets these standards while not negatively impacting on Tatiara communities or the environment

Scope

This policy applies to the creation, acquisition, operation, maintenance, rehabilitation and disposal of all Council assets.

Objectives

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

- Ensuring that services and infrastructure are provided in a financially sustainable manner, with the appropriate levels of service to customers and the environment.
- Safeguarding infrastructure assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all employees take an integral part in overall management of infrastructure assets by creating and sustaining an asset management awareness throughout the Tatiara District Council by training and development.
- Meeting any legislative and regulatory requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

Principles

The Tatiara District Council's sustainable service delivery needs will be met by ensuring adequate provision is made for the long-term planning, financing, operation, maintenance, renewal, upgrade, and disposal of capital assets by:

1. Ensuring that the Tatiara District Council's capital assets are provided in a manner that respects financial, cultural, economic and environmental sustainability;
2. Meeting all relevant legislative and regulatory requirements;
3. Demonstrating transparent and responsible Asset Management processes that align with demonstrable best-practices;
4. Implementing sound Asset Management plans and strategies and providing sufficient financial resources to accomplish them by:

- a. Asset Management plans will be completed for all major asset / service areas.
- b. Expenditure projections from Asset Management Plans will be incorporated into the Tatiara District Council's Long Term Financial Plan.
- c. Regular and systematic reviews will be applied to all asset plans to ensure that assets are managed, valued, and depreciated in accordance with appropriate best practice.
- d. Regular inspection will be used as part of the asset management process to ensure agreed service levels are maintained and to identify asset renewal priorities.
- e. Asset renewals required to meet agreed service levels and identified in adopted asset management plans, and when applicable 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.
- f. 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.
- g. Future service levels with associated delivery costs will be determined in consultation with the community.
- h. Ensuring necessary capacity and other operational capabilities 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 Tatiara District Council's assets by providing necessary awareness, training and professional development; and
- j. Providing those we serve with services and levels of service for which they are willing and able to pay.

Roles & Responsibilities

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

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 the Tatiara District Council.

Training Needs

To fulfil its asset management obligations, the organisation will conduct familiarisation sessions for Councillors and staff in financial and asset management practices including the importance of service planning and property risk exposure minimisation. Where a need is identified, it will undertake relevant training to those requiring a higher level of skill.

Related Documents

Asset management is a dynamic process that affects all areas of Council service delivery and as such this policy will impact upon and relate to a number of policies and strategies throughout the organisation. This policy relates to the following documents:

- Asset Management Strategy

- Asset Management Plans
- Strategic Plan
- Long Term Financial Plan

Monitoring and Evaluation

This policy will be monitored continuously to ensure its relevance in terms of community needs and expectations, Council goals and targets and statutory requirements. The Chief Executive / Management Team shall review compliance with this policy on an ongoing basis and report to Council on an annual basis.

Record of Amendments

DATE	REVISION NO	REASON FOR AMENDMENT
30th May 2005	Rev 00	Draft Policy (Adopted 14 th June 2005)
9 th October 2007	Rev 01	Policy reviewed and adopted
9 th July 2013	Rev 02	Policy reviewed – extra section on training added, and adopted.
10 July 2018	Rev 03	Policy reviewed – changes included to align with industry standards and reduce duplication within the Asset Management Strategy