

SP1 Asset Management Policy

Introduction

The objective of this Policy is to establish a strategic framework to guide management of public infrastructure in the Shire's custody and its connection to long term financial planning. The Shire acknowledges that assets support its core business of delivering services to the community. This policy is aimed at ensuring that the Shire has effective and efficient options for delivering asset related services while managing exposure to risk and loss.

Application

The purpose of this policy is to ensure that systems and processes are in place to adhere to all legislative, regulatory and policy imperatives in the development of Asset Management Plans.

Policy Intent

To ensure that all Asset Management planning is based on a structured and consistent methodology. This Policy also assists the Shire in compliance with the provisions of the Integrated Planning & Reporting Framework.

Scope

Asset Management at the Shire of Toodyay involves a combination of management, financial, economic, and technical practices applied to physical assets. This policy applies to all physical assets owned or controlled by the Shire, and asset-related service provision (Community Services) delivered by the Shire's Land and Buildings, Infrastructure, Plant and Equipment, and Information and Communication Technology.

Policy Principles

- Accountability for Assets – providing infrastructure and services to the Shire of Toodyay that support the quality of life and amenity of the Community;
- Ensuring that service delivery needs are the primary driver for Asset Management Practices;
- Establishing and providing defined levels of service for each asset class and monitoring performance;
- Recording asset data – providing reliable dimensional and condition data;
- Managing the impact of growth through demand management and investment in assets;
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service;

*** This Document is not controlled once it has been printed ***

- Identifying, assessing and appropriately controlling risks;
- A sustainable funding model - a long-term financial plan which identifies required, affordable expenditure and how it will be financed; and
- Continuous improvement of Asset Management practices.

Informing Documents

Asset Management Plans shall be compiled using the following informing documents:

- Community Strategic Plan;
- Corporate Business Plan;
- Workforce Plan;
- Annual Budget; and
- Long Term Financial Plan

Review

Asset Management Plans will be reviewed annually as part of the annual budget planning processes. Amendments will be made to capture any material changes in service levels and/or resources available to provide those services as a result of budget decisions.

Asset Management Plans have a life of 4 years and will be due for complete revision at that time. This will ensure that Asset Management Plans represent the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values incorporated into the Long-Term Financial Plan.

Reference Information

Related Legislation	<i>Local Government Act 1995 (WA)</i> <i>Local Government (Financial Management) Regulations 1996</i>
----------------------------	--

Document Control Information

Document Category	Finance
Document Title	Asset Management Policy
Document ID	SP1 FIN20
Author (position title)	Manager Corporate & Community Services
Approved By	Chief Executive officer
Date of Approval (OCM)	27 October 2020
Date of Last Review	19 November 2013 27 October 2020
Date of Next Review	October 2022

*** This Document is not controlled once it has been printed ***