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## AP007 – Asset Management

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### 1. Intention

To ensure that services delivered by the Shire of Waroona continue to be sustainably delivered. This will be achieved by ensuring that the infrastructure assets used to support the service delivery continue to function to the level of service determined by Council. It will also provide clear direction as to how Council, as custodians of community assets, will manage those assets within an asset management framework.

### 2. Scope

This policy applies to Elected Members and employees of the Shire of Waroona.

### 3. Statement

To achieve the policy objective, the Shire of Waroona is committed to ensuring that Asset Management is recognised as a major corporate function within Council, and that staff are committed to supporting the function in line with this policy.

The Shire is committed to making informed decisions in relation to its infrastructure assets. To achieve this, the Shire will prepare an Asset Management Strategy that will guide the implementation of Asset Management practices across the organisation.

In making informed decisions in relation to infrastructure assets, the Shire will consider the following key principles:

- Philosophy of renewing assets before acquiring new assets and, where possible, rationalising assets that are no longer used or do not provide the necessary level of service required to sustainably deliver the service for which the asset was acquired.
- Prior to consideration of any major refurbishment or improvement to an asset, a critical review of the following shall occur as part of the evaluation process:
  - Need for facility (short and long term)
  - Legislative requirements
  - Opportunities for rationalisation
  - Future liability including ultimate retention/disposal
  - Opportunities for multiple use
- All capital projects will be evaluated in accordance with a capital evaluation model and take into account capital cost, ongoing cost of maintenance, refurbishment, replacement and operating cost (“whole of life” cost assessment).
- Management of assets utilising a team approach supported by the multi discipline cross-functional asset management working group.
- Development and implementing a 10-year rolling long-term financial plan that incorporates infrastructure renewal requirements as identified within the various Asset Management Plans.
- The commitment to involve and consult with the community and key stakeholders when determining service levels.

### 4. Responsibility and Reporting

#### 4.1 Council

Responsible for approving the following documents:

- AP007 - Asset Management policy

- Building Waroona 2030 - Asset Management Strategy

Council is also responsible for ensuring (upon recommendation of the Chief Executive Officer) that resources are allocated to achieve the objectives of the above documents.

In adopting asset management plans, Council is also determining the level of service for each asset class.

#### 4.2 Chief Executive Officer

Responsible for ensuring that systems are in place to ensure that Council's Asset Management Policy, Asset Management Plan are prepared and kept up to date, reviewed at least annually and that recommendations are put to Council (at least annually) in relation to appropriate resource allocation to fulfil the objectives of the above documents. The Chief Executive Officer reports to Council on all matters relating to Asset Management.

#### 4.3 Executive Management

Responsible for ensuring that resources under their control are appropriately allocated to resource asset management. Executive is responsible for monitoring the implementation of asset management across the organisation and ensuring strategies are put in place to remove barriers to the successful implementation of Asset Management. Executive Management reports to the Chief Executive Officer on all matters relating to Asset Management.

#### 4.4 Asset Management Working Group (AMWG)

Responsible for ensuring that Council's Asset Management Plan is achieved and Asset Management Strategies are prepared and maintained in line with Council's Policy on Asset Management. Where changes to Council's Asset Management Policy or Plan are identified, the AMWG is responsible for reporting this to the Executive Management Team for consideration. Where aspects of Council's Policy, Improvement Strategy or Plans are not being achieved or adhered to, the AMWG is responsible for reporting non-compliances to the Executive Management Team for corrective action. The AMWG reports to the Executive Management Team on all matters relating to Asset Management.

### 5. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

### 6. Review

This policy is to be reviewed as required.

### 7. Associated Documents

Nil.

<b>Division</b>	Administration
<b>Policy Number</b>	AP007
<b>Contact Officer</b>	Director Corporate Services
<b>Related Legislation</b>	Local Government Act 1995 Local Government (Administration) Regulations 1996
<b>Related Shire Documents</b>	Asset Management Plan

<b>Risk Rating</b>	Low	<b>Review Frequency</b>	Triennially	<b>Next Review</b>	June 2027
<b>Date Adopted</b>	26/07/2011			OCM11/07/087	

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
25/07/2024	Reviewed with minor amendments	OCM24/06/090
<b>Previous Policies</b>		
CORP017 – Asset Management 1.31 – Asset Management Policy		