

1.3 Asset Management Policy

Policy Owner	Executive Director Infrastructure, Development and Environment
Responsible Officer	Manager Engineering & Sustainability Team Leader Asset Management
Date of Approval	16/06/2009
Amended/Revised	25/06/2024

Objective

The objective of this policy is to ensure that Asset Management is embedded in the organisation and is recognised as a substantive corporate function. A recognised asset management culture will enable the City of Albany (the City) to deliver services through infrastructure assets in an equitable and sustainable way.

This policy supports compliance with the State Government’s Integrated Planning & Reporting Framework, the principles in the International Infrastructure Management Manual and the ISO 55000 series for Asset Management.

Scope

This policy relates to the management of all fixed assets on the City of Albany owned, managed or leased land. This policy excludes the management of mobile plant, light fleet, and other non-fixed assets such as furniture and equipment.

Policy Statement

The City of Albany is committed to implementing a coordinated and integrated approach to asset management by:

- Defining the City’s asset management objectives.
- Through the establishment of a platform for service delivery.
- Providing a management system that enables the Strategic Asset Management Plan (SAMP) to be produced and reviewed regularly.
- Supporting a ‘whole of life’ and ‘whole of organisation’ approach to asset management.

1. Key outcomes:

Council, all directorates, and the assets team shall commit to the following outcomes:

- A management system that is consistent with ISO 55000 series: including but not limited to this policy, the SAMP, asset strategies, technical guides, and maintenance plans (to be created).
- Adherence to laws, legislation and regulations in the way assets are managed.
- A structure for the clarity of asset ownership, management, and responsibility for key functions.

- A structure for categorising, prioritising and consistently managing inventories for all infrastructure and building assets.
- Provision of information on created or replaced assets in the Albany Spatial Data Specification (ASDS) format.
- Support a multi-disciplinary asset team with the skills and resources to implement the Asset Management System and achieve the outcomes of this policy.
- Ongoing reporting on asset management performance and improvements. Asset management principles shall be included in Councillor and staff inductions.
- Council shall make informed decisions in relation to service delivery considering the following:
 - Whole-of-life cost of delivering services
 - Potential non-asset solutions for delivering services.
 - Rationalising under-utilised assets through disposal or change of function.
- Develop, maintain, and regularly review the SAMP for the following asset classes:
 - Buildings
 - Transport (roads, bridges, paths, kerbing, carparks, coastal infrastructure)
 - Stormwater
 - Managed Space
 - Services
 - Airport (link to Airport Asset Management Plan in SAMP).
- The SAMP will form part of the City's day-to-day business practices and link to asset class strategies, risk management of critical assets, maintenance plans and the long-term financial plan.
- Project management and associated funding applications shall be based on the evaluation of alternatives with consideration of lifecycle costs, risks and benefits.
- Additional maintenance and operating costs from new or upgrade projects shall be extrapolated into annual operational budgets to ensure consistent service levels.
- Strong liaison between Development Services, Reserves and Engineering & Sustainability Teams to ensure sustainable outcomes with new subdivisions.

2. Responsibility and Reporting:

- **Council** – is responsible for leading good asset management practices and supporting good decision-making considering whole-of-life costs and whole organisation culture. The council is responsible for ensuring that resources are allocated to achieve the objectives of this policy. The Council is responsible for communicating to the community the benefits of good asset management principles.
- **Chief Executive Officer (CEO)** – is responsible for leading and supporting the implementation of good asset management practices across the organisation. By encouraging communication and cooperation across directorates and driving the strategic vision of the Council. To ensure Council are kept informed of asset management objectives, initiatives and improvements.
- **Executive Management Team (EMT)** – is responsible for leading and supporting the implementation of good asset management practices across the organisation. The EMT shall show leadership by example in cross-directorate information sharing, removing barriers and

applying asset management principles in decision-making. EMT shall ensure the responsible use of resources based on criteria consistent with Strategic Planning documents.

- **Executive Director Infrastructure, Development & Environment** – is responsible for resource allocations associated with achieving Council’s Asset Management outcomes. The Director is an advocate for non-discretionary renewal and maintenance budget allocations in line with adopted levels of service in the SAMP and other asset plans and strategies. The Director reports to the CEO in relation to Asset Management resource allocation.
- **All Directors** – are responsible for ensuring that asset owners and asset managers are supported in implementing strategic and operational planning. Projects under their control follow lifecycle principles and as constructed specifications are provided.
- **Asset Owners** – are responsible for informing the strategic planning and corporate risks associated with the service the asset is supporting. The asset owner engages with the community, encourages internal collaboration and information sharing and generally supports the broad principles of asset management. Asset owners will have substantial input into the strategic long-term capital planning of the service.
- **Asset Managers** – are usually the facility manager, operations manager, or leasing manager of an asset or asset group. They are responsible for the day-to-day operations of the facility and/or infrastructure and have a detailed knowledge of the asset. Asset managers shall have input into annual budgets and be consulted on the capital works program priorities.
- **Team Leader Asset Management** – is responsible for leading asset management practices across the organisation through promotion, education, and support. Drive continuous improvement in asset management and identify any barriers to the implementation of the SAMP. The team leader is responsible for ensuring that the Strategic Asset Management Plan is prepared, reviewed, and monitored in line with this policy. Provide tactical input into projects, leasing, finance, and strategic planning.
- **Asset Management Team** – is responsible for the provision of a central pool of technical skills, asset management knowledge and communication in support of the City’s objectives

Legislative and Strategic Context

The following Acts and Regulations provide the broad framework within which the policy operates:

- *Local Government Act 1995*
- *Local Government (Administration) Regulation 1996*
- *Community Strategic Plan and Corporate Business Plan*

Community Strategic Plan to 2032	
Place	Responsible growth, development and urban renewal
Place	Local history, heritage and character is valued and preserved
Place	A safe, sustainable, and efficient transport network
Managing Risk	4. Preserving and renewing critical infrastructure in a cost-effective manner.

Corporate Business Plan 2022-2026	
A safe, sustainable, and efficient transport network	Improve road safety, connectivity & traffic flow. Encourage the use of active transport. Parking improvements Maintenance Manual
Interesting, vibrant and welcoming places	Provide attractive and sustainable parks, playgrounds and reserves.

Review Position and Date

This policy is to be reviewed by the Council every two years, or earlier if Council considers it necessary.

Associated Documents

Documents that have a bearing on this policy and that may be useful reference material for users of this policy, follow:

- Airport Asset Management Plan
- Albany Spatial Data Specifications
- Asset Management Structure Chart
- Building Hierarchy SAMP Technical Guide
- Community Strategic Plan
- Corporate Business Plan
- Long Term Financial Plan
- Stormwater Hierarchy SAMP Technical Guide
- Strategic Asset Management Plan