

Council Policy – Asset Management

Responsible Directorate	Infrastructure Services
Responsible Business Unit/s	Assets and Programming
Responsible Officer	Manager Asset Planning
Affected Business Unit/s	All Business Units

Purpose

The purpose of this policy is to set guidelines for implementing consistent asset management processes throughout the Shire of Ashburton (Shire).

Scope

This policy applies organisationally.

Objective

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 organisation by training and development.
- Meeting legislative 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.

Policy Statement

Background

Asset management practices impact directly on the core business of the Shire and appropriate asset management is required to achieve our strategic service delivery objectives.

Adopting asset management principles will assist in achieving Strategic Long-Term Plan and Long-Term Financial objectives.


Sustainable service delivery ensures that services are delivered in a socially, economically and environmentally responsible manner in such a way that does not compromise the ability of future generations to make their own choices.

Sound asset management practices enable sustainable service delivery by integrating customer values, priorities and an informed understanding of the trade-offs between risks, costs and service performance.

Principles

The Shire'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 Shire'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 ensuring:
 - a. Asset management plans will be completed for all major asset / service areas.
 - b. Expenditure projections from the asset management plan will be incorporated into the Shire'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 are 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.

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- h. Ensuring necessary capacity and other operational capabilities are provided, and asset management responsibilities are effectively allocated.
 - i. A corporate culture is created where all employees play a part in overall care for Shire's assets by providing necessary awareness, training and professional development.
 - j. Providing those we serve with services and levels of service for which they are willing and able to pay.

Risk management

The Council Policy – Risk Management outlines the commitment and objectives regarding managing uncertainty that may impact the Shire's operations.

To ensure the achievement of our vision and strategic goals and objectives, the Shire needs to ensure operational/asset management employees (first line defence) identify asset related risks and they are assessed, managed, monitored and reported.

Risk themes identified in relation to asset management include:

- asset sustainability practices,
- environmental management,
- errors, omissions, delays,
- external theft and fraud including cybercrime, and
- management of facilities, venues and events.

The criteria adopted in Council Policy – Risk Management will be applied to each asset class to identify any moderate-high risks and will be covered in the individual asset management plans.

Community Access and Inclusion Plan

The overarching principles and objectives of the Shire's Community Access and Inclusion Plan are to be considered in the responsible management of the Shire's assets including acquisition, maintenance, and disposal.

Responsibilities

Council is responsible for adopting appropriate policies, allocating resources, and providing high level oversight of the delivery of the Shire's asset management strategy and plans. Council is also responsible for ensuring that Shire's resources are appropriately allocated to ensure sustainable service delivery.

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 Shire.

Definitions

Asset means a physical item that is owned or controlled by Council and provides or contributes to the provision of service to the community.

Asset Register means a record of asset information considered worthy of separate identification. Information may include inventory, historical, condition, construction, technical and financial data.

Asset management means the processes applied to assets from their planning, acquisition, operation, maintenance, replacement, and disposal to ensure that the assets meet Council's priorities for service delivery.

Asset Management Plan means a plan developed for the management of an infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset.

Council means the Council of the Shire.

Relevant policies/documents

[Shire of Ashburton Strategic Community Plan 2022-2032](#)

[Shire of Ashburton Corporate Business Plan 2023-2027](#)

[Community Access and Inclusion Plan-2023-2027](#)

[Strategic Asset Management Plan 2023-2028](#)

[Long Term Financial Plan 2024-2039](#)

Relevant legislation/local laws

Nil

Office use only				
Relevant delegations	01.01.12 Disposing of Property			
Council adoption	Date	14 February 2023	Resolution #	019/2023
Reviewed/modified	Date	21 April 2026	Resolution #	050/2026
	Date		Resolution #	
	Date		Resolution #	
Next review due	2028			