

ASSET MANAGEMENT POLICY

INTENT

The purpose of this policy is to outline the guiding principles, define roles and responsibilities, and establish the governance and reporting frameworks that underpin asset management for the Cook Shire Council.

SCOPE

This policy applies to all physical assets owned and operated by Cook Shire Council including buildings, transport, water and sewerage assets. This policy should be referred to by Councillors, Council staff, and contractors when making asset related decisions or undertaking asset operations and maintenance activities.

DEFINITIONS

TERM	DEFINITION
Asset Management	The process of planning and controlling the acquisition, operation, maintenance, renewal, and disposal of organisational assets.
Long-term Asset Management Plan	The plan adopted by Council that summarises how asset management activities are undertaken to ensure the sustainable management of the assets owned and operated by Council.
Core Asset Management Plan	Plans that details how asset management activities are undertaken for specific core asset classes including but not limited to Transport, Sewerage, Water and Buildings and Facilities

Document Number:	D22/25957	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 1 of 5
Authorised By:	Council Resolution		
Original Issue Date:	20 March 2019		
Last Modified:	28 June 2022		
Review Date:	June 2026		
Current Version:	4.0		

TERM	DEFINITION
Level of Service	The defined service quality for a particular service or activity against which service performance may be measured.

POLICY STATEMENT

Background:

Cook Shire Council is the custodian of a broad range of assets located across a vast and challenging geographic area of the Cape York Peninsula. In managing these assets on behalf of the community, Council recognises that asset management is a corporate responsibility that requires an integrated and multi-disciplinary approach to provide sustainable and effective services to the community.

Principles:

Asset management planning and decision making will be guided by the following nine principles:

1. Council is committed to the long-term sustainable management of assets
2. A 10-year Long-term Asset Management Plan will be prepared, regularly reviewed and adopted by Council that establishes the framework for how asset management activities are performed
3. Asset Management Plans will be prepared and regularly reviewed for core asset classes
4. Budget requirements for asset operations, maintenance and renewal contained in the core Asset Management Plans will inform Council's budgeting and long-term financial planning activities
5. Levels of Service will be set based on community needs, balanced against the ability of the assets to deliver and the available Council resources
6. Whole of life cycle costs will be considered when making decisions about the creation of new assets or services, and upgrading of existing assets
7. Council will create a culture where all employees are aware of their role in asset management by providing necessary awareness training and professional development
8. All relevant legislative requirements will be adhered to while taking into account the political, social and economic environments of the day
9. A governance and reporting framework will be developed including the creation of a Council Asset Management Group that will guide implementation of the Long-term Asset

Document Number:	D22/25957	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 2 of 5
Authorised By:	Council Resolution		
Original Issue Date:	20 March 2019		
Last Modified:	28 June 2022		
Review Date:	June 2026		
Current Version:	4.0		

Management Plan and report on the status and effectiveness of asset management across Council

KEY RESPONSIBILITIES

RESPONSIBLE OFFICER	RESPONSIBILITY
Councillors	Councillors are responsible for adopting the Asset Management Policy, Long Term Asset Management Plan, and ensuring that adequate resources are allocated to for long-term sustainable service delivery.
CEO	The CEO has overall responsibility for the implementation of asset management across Council and reporting to Council on the status and effectiveness of asset management within Council.
Director Infrastructure	The Director Infrastructure is responsible for developing Asset Management Plans, implementing asset management policies and procedures and reporting to the CEO on the status and effectiveness of asset management within Council.
Asset Management Steering Group	The Asset Management Steering Group (AMSG) consists of Directors and senior staff who collectively are responsible for oversight of asset management implementation across Council.
Employees	Council Employees are responsible for undertaking tasks in accordance with the Asset Management Policy, Long Term Asset Management Plan and Core Asset Management Plans.

REFERENCES, LEGISLATION AND GUIDELINES

Legislation:

Section 167 of the Local Government Regulation 2012 states that:

- (1) *A local government must prepare and adopt a long-term asset management plan.*

Document Number:	D22/25957	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 3 of 5
Authorised By:	Council Resolution		
Original Issue Date:	20 March 2019		
Last Modified:	28 June 2022		
Review Date:	June 2026		
Current Version:	4.0		

- (2) *The long-term asset management plan continues in force for the period stated in the plan unless the local government adopts a new long-term asset management plan.*
- (3) *The period stated in the plan must be 10 years or more.*

Section 168 of the Local Government Regulation 2012 states that:

A local government’s long-term Asset Management plan (contents) must—

- a. provide for strategies to ensure the sustainable management of the assets mentioned in the local government’s asset register and the infrastructure of the local government; and*
- b. state the estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan; and*
- c. be part of, and consistent with, the long-term financial forecast.*

RELATED DOCUMENTS

Cook Shire Council Corporate Plan 2022-2027

Cook Shire Council Operational Plan revised annually

Long-term Asset Management Plan

Asset Management Plans for core assets.

IMPLEMENTATION/COMMUNICATION

This policy will be implemented in stages commencing immediately. The policy will be communicated through the organisation as it is progressively implemented.

APPROVED BY

Cook Shire Council at the Council Meeting of 28 June 2022.

Document Number:	D22/25957	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 4 of 5
Authorised By:	Council Resolution		
Original Issue Date:	20 March 2019		
Last Modified:	28 June 2022		
Review Date:	June 2026		
Current Version:	4.0		

REVIEW

SPONSOR:	Director Infrastructure
OFFICER RESPONSIBLE FOR REVIEW:	Asset Coordinator
ADOPTION DATE:	28 June 2022 (Council Resolution 2022/155)
REVIEW DATE:	June 2026 (This policy has a maximum life of 4 years)

THIS POLICY IS TO REMAIN IN FORCE UNTIL OTHERWISE DETERMINED BY COUNCIL

AMENDMENT HISTORY

VERSION	AMENDMENT DETAILS	AMENDMENT DATE	APPROVAL
1.0	New Policy	November 2006	Council
2.0	Minor amendments	October 2007	Council
3.0	Detail review and amendment	March 2019	Council Resolution 2019/63
4.0	Detailed review and amendments	June 2022	Council Resolution 2022/155

Document Number:	D22/25957	<p style="text-align: center;">CONTROLLED DOCUMENT</p> <p style="text-align: center;">This electronic document is guaranteed as the most current. DO NOT COPY. Unauthorised hard copies of this document are prohibited.</p>	Page 5 of 5
Authorised By:	Council Resolution		
Original Issue Date:	20 March 2019		
Last Modified:	28 June 2022		
Review Date:	June 2026		
Current Version:	4.0		