

Council Policy 3.6

Asset Management Policy

Strategic Plan Objective

2.1.1 Undertake asset management assessment, workforce planning and long term financial planning for all EMRC owned infrastructure

Purpose

To provide for the responsible management of EMRC controlled assets.

This policy covers all assets controlled by the EMRC and applies to all areas of EMRC that have responsibility to manage, maintain, operate or provide a service utilising EMRC's assets.

Definitions

An asset is a resource controlled by the entity as a result of past events and from which future economic benefits are expected to flow to the entity – Australian Accounting Standards Board.

Legislation

Local Government Act 1995 s 5.56

Local Government (Administration) Regulations 1996 r.19C and r.19 DA

Policy Statement

EMRC recognises the role that efficient, sustainable and cost effective asset management has in underpinning the delivery of quality services, both in the present and in the future, to its member Councils.

EMRC is committed to an integrated and strategic approach to asset management that is underpinned by the following key principles:

- Ensuring service delivery needs form the basis of asset management;
- Informed decision-making, incorporating a life-cycle approach to asset management and risk management; and
- Sustainability, providing for present needs while sustaining resources for future generations.

Policy Objectives

The objectives of this policy are to:

- Ensure that assets and service levels are maintained in an efficient, sustainable and cost effective manner through long term planning;
- Integrate asset management with other corporate planning to ensure that the impacts of changes in demands and service levels are taken into consideration;
- Assign accountability and responsibility for asset management; and
- Maintain accurate and reliable asset data to effectively inform decision-making.

It is intended that the policy objectives will be achieved through the following:

- The development of a 10 Year Strategic Asset Management Plan (SAMP) to support EMRC’s corporate strategic and business planning;
- The development of a 5 Year Operational Asset Management Plan (OAMP) which provides detailed action plans on key initiatives to be delivered in the next 5 financial years to support the SAMP;
- Identification of existing and new asset requirements based on changes in demands and service levels as part of asset management planning;
- Establishment of clear roles and responsibilities for asset management; and
- Utilisation of an integrated asset management and financial management information system to maintain asset data.

| Position | Roles and Responsibilities |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Council | <ul style="list-style-type: none"> ➤ Act as stewards for all assets owned by EMRC ➤ Provides strategic direction for asset management ➤ Endorses asset management policy and strategy ➤ Endorses SAMP (as part of strategic planning) and OAMP (as part of budget process) |
| Chief Executive Officer | <ul style="list-style-type: none"> ➤ Develops asset management policy and strategy for submission to Council ➤ Develops SAMP for submission to Council ➤ Develops OAMP ➤ Develops business cases ➤ Monitors and reports progress of SAMP and OAMP to Council as required |
| Chiefs | <ul style="list-style-type: none"> ➤ Contribute towards preparation of SAMP and OAMP ➤ Authorise asset additions and disposals in accordance with the approved OAMP ➤ Maintain oversight over assets under their control (including usage, safeguards, risk management and insurance) |
| Asset Officer | <ul style="list-style-type: none"> ➤ Maintains Asset Register and asset related records ➤ Updates General Ledger for asset related transactions (including depreciation, write off, acquisition and disposal) ➤ Provides assistance to EMRC teams as required |
| Team Members | <ul style="list-style-type: none"> ➤ Initiate acquisition or disposal requests ➤ Utilise assets in a responsible manner |

Financial Considerations

The EMRC prepares its financial reports in accordance with Australian Accounting Standards as they apply to local governments, Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations.

The EMRC reports on the classes of assets including:

- Land;
- Buildings;
- Structures;
- Plant and Equipment;
- Furniture and Fittings; and
- Artworks.

Provisions will be included in financial plans and annual budgets.



Adopted/Reviewed

21 March 2013

18 September 2014

06 December 2018

23 June 2022

23 May 2024

Next Review

Following the Local Government Elections in 2025

Responsible Unit

Business Support Team