



MAPOON ABORIGINAL SHIRE COUNCIL
ASSET AND SERVICE MANAGEMENT POLICY

RESOLUTION NO. C086/01 VERSION V3

This is an official copy of the **Asset and Services Management Policy** of **Mapoon Aboriginal Shire Council**, made in accordance with the provisions of the Local Government Act and Regulations, Public Records Act, Mapoon Aboriginal Shire Council’s Local Laws, Subordinate Local Laws and current Council Policies.

The Asset and Services Management Policy is a Statutory Policy.

Statutory policies are prepared in response to legislative requirements and mandate employee behaviour. This Policy is approved by the Mapoon Aboriginal Shire Council for the guidance of Council and Council staff.

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION N ^o .	DETAILS
1.0	19/4/17		Responsible Officer: Accountant Policy Type: Operational Policy
2.0	30/6/18		Responsible Officer: Accountant Policy Type: Operational Policy
3.0	18/6/19	086/01	Responsible Officer: Accountant Policy Type: Operational Policy
			EXPIRY 30 June 2020

Community Grants Policy

Introduction/Policy Statement:

The Community Grants Policy provides a fair, equitable and transparent framework to enable Council to support individuals and not-for-profit organisations operating in the Mapoon community. The grants are to support and encourage the development of a more creative, innovative and self-reliant Mapoon community.

Policy scope:

1. Purpose

The purpose of this policy is to guide the strategic management of Council's assets and services, which will be achieved by:

- a) Developing and implementing an Asset Management Strategy;
- b) Preparing Asset and Services Management Plans for each asset class;
- c) Preparing and implementing maintenance plans and operating procedures for all critical assets;
- d) Ensuring our people are adequately trained to operate and maintain our assets; and
- e) Ensuring that our information on assets is kept up to date.

2. Objectives

To promote the implementation of asset management principles in a way that ensures:

- a) Assets are managed in accordance with current legislation and government policy;
- b) Assets are managed in accordance with recognised best practice;
- c) Future funding needs are identified so that assets can achieve their defined Level of Service;
- d) A 'whole-of-life' approach is taken to the planning, acquisition, operation, maintenance and renewal of assets;
- e) Asset performance is measured against defined Levels of Service; and
- f) Information about assets is recorded and kept up to date for both the technical and financial aspects of our assets.

3. Scope

This policy applies to all council owned and operated assets and the associated services, regardless of how they were acquired.

4. Definitions

Asset

Non-current assets are defined as a physical item of significant value, possessing service potential or future economic benefit. The item is controlled by Council and originated as a result of a past transaction or event.

Asset Management

Asset management is the process of guiding the acquisition, use and disposal of assets to make the most of their service delivery potential and manage the related risks and costs over their entire life.

Asset and Services Management Strategy

A strategy for the implementation and improvement of asset and services management practices.

Level of Service

Levels of Service are derived from the visionary statements of the Community Plan and the strategic outcomes from the Corporate Plan. Services are described in terms of quality, quantity, reliability, responsiveness, aesthetics and cost.

Services Management

Services management is the supply of appropriate services to the community, which is consistent with the Council's corporate goals and community needs. MASC – Statutory Policy: Asset and Services Management Policy

5. Principles

Council is the custodian of public assets and is responsible to effectively account for and manage these assets to prolong their life and provide for their eventual replacement. Asset management is a systematic process to guide the planning, acquisition, operation, maintenance, renewal and disposal of assets. The objective is to maximise asset service delivery potential and manage related risks and costs over the asset's life cycle.

Council's current suite of assets has the following characteristics:

- Infrastructure and facilities assets that vary in age from new to mature assets;
- The useful lives of assets are substantially influenced by natural and environmental events;
- The ability of Council to maintain and renew assets is compromised by the uncertainty of funding in a financial environment largely dependent on grant funding.

Quality of life demands for sustained and improved services over recent years has accentuated the need to ensure all assets are maintained and renewed to meet community needs. Cost-shifting for services from Federal and State Governments to Local Government and the current global challenges, financially and environmentally, have added to the impetus for improved asset and services management and affordability.

The combined impact of these changes requires a program of continual asset renewal and maintenance to ensure that the service delivery requirements for the community and its visitors are sustained, both now and for future generations.

Best practice asset and services management for Mapoon Aboriginal Shire Council means that Council will:

- Clearly articulate in the Community and Corporate Plans that Council will provide quality infrastructure assets and facilities that support services that are appropriate, accessible, responsive, sustainable and affordable for the community;
- Involve and consult with the community and key stakeholders in determining the Levels of Service framework related to the use of these assets. Council will regularly monitor community satisfaction regarding Levels of Service;
- Maintain current Asset and Services Management Plans for each asset class and competently apply the criteria from those plans;
- Implement the asset management strategy to deliver continuous asset and services management improvements. The Strategy will be reviewed and updated annually;

- Maintain up to date and accurate asset data in Asset Inventories/Registers;
- Ensure that processes to transfer data to the Asset Inventories/Registers are designed and implemented to maintain currency and accuracy of information;
- Use whole-of-life costs as the basis for making decisions on proposals for asset and services renewal and development;
- Support a whole of organisation approach to asset and services management;
- Provide appropriate training to all staff involved in asset and services management;
- Ensure that projects and programs in the Capital Works Program and Long Term Financial Plan are identified and allocated funding as renewal, upgrade and new projects;
- Apply the philosophy of 'Renew before New' for all asset related projects and programs;
- Consider risk management criteria in all asset related proposals, projects and programs;
- Examine non-asset based solutions for service provision.

6. Responsibilities

Councillors

- Provide stewardship of community assets;
- Encourage the adoption of asset management principles and practices throughout the organisation;
- To ensure appropriate resources for asset management activities are made available; and
- To make decisions on services that have asset implications in accordance with this Policy.

MASC – Statutory Policy: Asset and Services Management Policy

CEO

- Approve the asset management strategy and review annually;
- Ensure that sound business principles are reflected in the Asset and Services Management Plans developed;
- Approve the Asset and Services Management Plans;
- Ensure the integration and compliance with the Asset and Services Management Policy with other policies and business processes of Council;
- Ensure compliance with legal obligations; and
- Review the Asset and Services Management Policy every three years.

Staff

- Develop, implement and regularly review asset management strategies;
- Develop and maintain Asset and Services Management Plans;
- Develop and maintain asset information systems;

- Engage up to date technologies, methodologies and continuous improvement processes;
- Deliver Levels of Service to agreed risk and cost standards; and
- Participate in appropriate training to develop the skill sets required to undertake asset management tasks as appropriate for the responsibility of the role or position.

Manager Responsible for Review: **CEO**

Originally Adopted: **27/10/2011**

Currently Adopted: **19/04/2017**

Due For Revision: **30/06/2018**

Policy Version and Revision Information

Policy authorised and adopted by: **Original issue: 27/10/2011**

Naseem Begam Chetty: Chief Executive Officer and The Mapoon Aboriginal Shire Council.

Policy Maintained by: Accountant **This version: 3.0**

Date Adopted:

Review date: 30/6/2022

Workplace Participant Acknowledgement

I acknowledge:

- (a) Receiving this MASC Policy;
- (b) That I should comply with this policy; and
- (c) That there may be disciplinary consequences if I fail to comply, including termination of employment.

Your name:

Signed:

Date:
