
Asset Management Policy



1 Purpose

This Policy confirms the City of Coffs Harbour's (City) commitment to providing the best possible value from activities related to infrastructure assets and continually improving its asset management practices.

The Asset Management Policy and Asset Management Strategy (AMS) establish the principles and direction for managing the City's infrastructure assets to ensure that they:

1. Perform in a way that meets the needs and aspirations of the community as expressed in the Community Strategic Plan (CSP) and enacted through the Delivery Program (DP) to grow, maintain and improve local infrastructure
2. Provide assurance that City assets are managed sustainably through effective governance and from a cultural, social, environmental and economic perspective.
3. Provide confidence in the City's capacity to make informed decisions and provide for community needs

This policy applies to all infrastructure related service provision listed below:

- a) Transport
- b) Drainage
- c) Buildings and Facilities
- d) Open Space
- e) Sewerage
- f) Water Supply
- g) Waste Management Services
- h) Fibre Network

2 Policy

The City will:

1. Take a systematic approach to managing its infrastructure assets based on good industry practice (as defined in within the document listed in Section 5 References), and legislative requirements for Integrated Planning and Reporting (IP&R).
2. The Asset Management System will comprise of the Asset Management Framework which will include the following documents:
 - a) Asset Management Policy
 - b) Asset Management Strategy
 - c) Asset Management Plans
 - d) Asset Management Steering Group terms of reference
3. Follow the Institute of Public Works Engineering Australasia (IPWEA) International Infrastructure Management Manual (IIMM) and other accredited planning templates, with the objective of aligning with the ISO 55000 suite of standards, noting that certification to ISO standards is not mandated by NSW Government and is not a current objective of the City.
4. Apply a minimum ten year timeframe for the Asset Management Strategy (AMS) and the Asset Management Plans (AMP).

5. Establish priorities for service delivery via the strategic planning process and the Council endorsed CSP - MyCoffs 2030
6. Apply the principles of the NSW Government's Fit for Future program to ensure the financial sustainability of AMPs, delivering value for money to ratepayers and taxpayers
7. Apply a "life cycle" asset management approach whilst aligning with standards listed in Section 5 References and their updates, and evolving community expectations. Future life cycle costs will be calculated and considered in all decisions relating to new services and assets as well as upgrading of existing services.
8. Plan, create, operate, maintain, renew and dispose of assets in accordance with the service delivery outlined in the City's DP.
9. Comply with relevant legislative requirements and apply environmental, social, economic and governance principles.
10. Base funding decisions for new asset purchases, and maintenance, renewal and upgrade of existing assets, on the City's AMPs
11. Assign asset responsibility and accountability to specific positions in accordance with this Policy, the AMS, AMPs and service delivery requirements.
12. Establish and maintain an Asset Management Steering Committee to co-ordinate and implement specific asset management improvement initiatives, ensuring alignment with overall service delivery.
13. Integrate the asset management system with finance and service management systems to ensure alignment with the City's corporate objectives.
14. Manage asset-related information in accordance with corporate data and information policies
15. Endorse the AMS and AMPs as part of the IP&R's Resourcing Strategy.

3 Definitions

Asset: an item of physical infrastructure under the control of the City that has actual or potential value to the community.

Asset Management: the combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner.

Backlog for renewal and maintenance of assets: the shortfall in funding for renewal and maintenance of assets as defined in the Local Government Code of Accounting Practice and Financial Reporting. The City has consulted the community and established the current level of service as the alternative benchmark for 'satisfactory' instead of that prescribed by the Code.

Long Term Financial Plan (LTFP): The Long Term Financial Plan projects financial forecasts for the City for at least ten years, and is updated annually as part of the development of the Operational Plan. The LTFP is used by the City to inform decision-making during the finalisation of the CSP and the development of the DP.

SMART objective: specific, measurable, achievable, realistic and time-bound.

4 Key Responsibilities

Position	Directorate	Responsibility
Mayor	Council	To lead the Councillors in their understanding of this policy and the AMS. To communicate the policy to the community. To receive regular updates on its implementation.

Position	Directorate	Responsibility
The Councillors	Council	The Councillors are custodians of community assets, acting on behalf of the community. They are responsible for adopting this policy and ensuring that sufficient resources are made available to effectively manage the City's assets.
General Manager	Executive	To lead staff in their understanding of this policy, and to report on the status and effectiveness of asset management within The City.
Executive Leadership Team (ELT)	All Directorates	To provide cross-divisional support for the implementation of the policy. ELT provides integration between asset management, service management and financial management.
Group and Section Leaders	All Directorates	People Leaders are accountable for the implementation of this policy and related procedures. The Director City Infrastructure has accountability for the development of the asset management policy, strategy and plans, and ensuring their fitness of purpose. All Directorates are responsible for the optimisation of capital investment and the sustainability of the asset portfolio.
Asset Owners	The City	Asset Owners are the authorised representatives of the City to acquire, dispose, lease, license or hire assets in accordance with Council resolutions and delegations
All City officers	The City	All The City staff will comply with this policy and consider its implications for related services, projects and programs.

5 References (laws, standards and other Council documents)

- City of Coffs Harbour Asset Accounting Policy (POL-030)
- City of Coffs Harbour Disposal of Assets Policy (POL-021)
- City of Coffs Harbour Risk Management Policy (POL-058)
- IPWEA Australian Infrastructure Financial Management Manual Australian Edition 2020
- IPWEA International Infrastructure Management Manual International Edition 2020
- ISO 55000:2014 Asset Management – Overview, principles and terminology
- ISO 55001:2014 Asset Management – Management systems – Requirements
- ISO 55002:2019 Asset Management – Management systems – Guidelines for the application of ISO 55001.
- NSW Local Government Act, 1993 No 30 (especially Chapters 3, 9 and Section 403)
- Office of Local Government Integrated Planning and Reporting Guidelines and Manual

6 Details of Approval and revision

- **Approval date:** 10/08/2023
- **Responsible Group:** N/A
- **Responsible Section:** Asset Services
- **Superseded policies/procedures:**
- **Next review date:** 28/08/2025

Table of amendments

Amendment	Authoriser	Approval ref	Date
This policy has been updated to reflect changes in positions, references to City of Coffs Harbour and to reflect the recently adopted resourcing strategy.	Council	2023/154	10/08/23

Amendment	Authoriser	Approval ref	Date
Updated policy to align with IP&R guidelines, current Council and industry best practice, and added new ISO 55002	Council	2022/125	09/06/22