



9/010 Asset Management

Objective

The objective of this policy is to ensure a disciplined, integrated and sustainable approach to the management of the Town of Port Hedland's (the Town's) assets through their life cycle: from acquisition, throughout their useful life and to final disposal.

Content

This policy applies to Council, Councillors, Executive Management, Staff, Committees of Management and the Community involved in the operations, maintenance, refurbishment, renewal, upgrading and development of the Town's existing and new fixed and mobile assets.

This policy applies to all of the Town's fixed and mobile assets which includes: parks, playgrounds, reserves and boardwalks; pathways, sealed and unsealed roads and drainage; sports, recreation and cultural facilities and fields, and; community care and the fixed and mobile assets used by Council in the performance of its duties.

The Town is to manage the portfolio of fit-for-purpose assets required to meet its objectives as set out in the Strategic Community Plan and the Corporate Business Plan. These objectives have been determined through community consultation. Budgeting priority is to be given to the maintenance and renewal of existing assets in a cost effective and timely manner.

To achieve the objective of this policy the following key principles define the Town's approach to asset management:

1. Asset management is a multi-disciplinary process that involves all directorates.
2. Optimisation of asset utilisation and identify under-utilised or redundant assets for alternative use or disposal.
3. Long-term asset acquisition planning that incorporates planned asset retirements and renewals, changing compliance standards and any associated master plans.
4. Total cost of ownership cost estimates are used in asset acquisition decisions. This includes acquisition, implementation, whole of life operation and maintenance costs and refurbishment, disposal and restoration costs.
5. Proper consideration of alternative options in asset acquisition decisions.

6. Formal financial and qualitative justification of material asset acquisition decisions. Approval of asset acquisitions are to be in accordance with the Town's delegation register.
7. Maintenance of administrative asset controls including: asset register, insurance policies, risk management, geographic information system and storage of contracts, technical documents, drawings and warranties.
8. Systems and processes that enable whole of life maintenance planning, asset based recording of maintenance performed, and support informed decision making.
9. Performance of maintenance activities and refurbishments in accordance with maintenance plans. Maintenance plans incorporate condition monitoring and inspections.
10. Asset retirement decisions reviewed in a timely manner. Financial and qualitative justification of material asset retirement decisions with proper consideration of alternative options.
11. Prompt redeployment, decommissioning, or dismantling and disposal of assets and site restoration once retirement decision made.

#### Definitions

**Asset** means an individual or group of physical objects, that has value, enables a function to be performed and has an economic life of greater than 12 months.

Relevant legislation	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> Australian Accounting Standard AASB116 Property, Plant and Equipment
Delegated authority	Please refer to the Town's delegation register for any limits imposed for asset acquisitions or disposals under this policy
Business unit	Financial Services
Directorate	Corporate Services



<i>Governance to complete this section</i>			
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