
Infrastructure Asset Management Policy

Policy Owner: Infrastructure
Contact Person: Manager Assets Management
Date of Approval: 4 May 2010 – IN01-05/10

1. Policy Statement

This policy provides an integrated and multidisciplinary environment for undertaking infrastructure asset management in such a way as to:

- 1.1 Ensure that assets service the community for current and future generations;
- 1.2 Ensure that assets provide a level of service and risk the community is willing to support;
- 1.3 Ensure the sustainable management of assets;
- 1.4 Encourage and support the economic and social well being of our community; and
- 1.5 Allow informed decision making, incorporating life cycle costing principles.

2. Key Definitions**2.1 Infrastructure Assets**

In accordance with the *International Infrastructure Asset Manual 2006* Infrastructure Asset arestationary systems forming a network and serving whole communities where the system as a whole is intended to be maintained indefinitely at a particular level of service potential by the continuing replacement and refurbishment of its components. The network may include normally recognised ordinary assets as its components. The infrastructure assets to be considered in this policy include such assets as roads, kerbing, drainage, footpaths, bridges, buildings, playground equipment, public open spaces, sporting facilities and reserves.

2.2 Infrastructure Asset Management (IAM)

The combined management of infrastructure assets with consideration to financial, economic, engineering and social planning with the objective of providing the required level of service in the most cost effective manner.

Refer to Appendix 1 for further definitions of terms used in this Policy.

3. Objective

This policy aims to achieve the following:

- 3.1 Supports the City's vision and strategic objectives through a dynamic infrastructure asset management framework that will enable IAM to be undertaken in a structured and integrated manner with consideration to full lifecycle costing and assessment of the feasibility and cost of future replacement.

- 3.2 Provides an essential framework and rationale for best practice IAM decision-making (function and standard) and informing the organisation on how it will maintain its infrastructure asset to meet service delivery requirements.
- 3.3 Compliments and builds on the City's Strategic Plan 2006-2021, and provides a more formalised approach to IAM principles and methodology.
- 3.4 Provides the framework for the preparation of IAM strategies and plans for infrastructure assets.
- 3.5 This policy also outlines the importance of IAM and what needs to be considered to ensure:
 - 3.5.1 Financial, social and environmental sustainability issues are clearly understood and recognised by Council (ie: the Elected Members) and its community while providing for present needs and sustaining resources for future generations.
 - 3.5.2 A life-cycle approach is incorporated into IAM processes, enabling informed decision-making to meet service needs over the life of an infrastructure asset from planning, creation, operations, maintenance, renewal through to disposal.
 - 3.5.3 Level of service needs form the basis of IAM.
 - 3.5.4 Management of infrastructure assets is undertaken in a structured and integrated way. When assessing the renewal of an asset, upgrades are to be considered to actively reduce the environmental footprint of the asset and increase the opportunities for the use that the asset provides.
 - 3.5.5 Corporate responsibility and resources are identified and established for infrastructure assets inventory, condition, use and performance.
 - 3.5.6 Risk management is considered as part of an IAM.
 - 3.5.7 Legislative and regulatory requirements are achieved.
 - 3.5.8 New innovative ways of meeting level of service requirements are sought through continuous improvement.
 - 3.5.9 All infrastructure asset registers are kept up-to-date and relevant to enable accurate reporting and effective decision making.

4. Details

4.1 *Custodianship*

As custodians of the City's infrastructure assets, Council is required to represent the community as the infrastructure asset owner to ensure that infrastructure assets and services are maintained for present and future generations at an equitable cost.

4.2 *Technical and Professional*

Administration has a responsibility to provide technical and professional advice to Council so that it is in the position to make the best decisions on behalf of the community.

4.3 *Consideration by Council*

Council will, as part of its consideration of IAM:

4.3.1 Involve and consult with the community and key stakeholders on determining service standards when developing level of service for each infrastructure asset function;

4.3.2 Act as custodians of infrastructure assets on behalf of the community and as part of providing quality infrastructure and community facilities, undertake to develop industry standard, affordable and financially sustainable IAM Plans that include defined level of service for each infrastructure asset function;

4.3.3 In accordance with the City's Strategic Plan 2006-2021 and associated Strategic Financial Management Plan, provide quality infrastructure assets that support services that are appropriate, accessible, responsive and sustainable in accordance with the defined needs of the community;

4.3.4 Manage infrastructure assets in a systematic and sustainable manner;

4.3.5 Ensure infrastructure asset information is accurate and up-to-date, allowing for appropriate planning, both in the short and long term, and for informed decision making to occur;

4.3.6 Manage its infrastructure assets utilising a team approach through a multi-discipline cross-function Infrastructure Asset Management Steering Committee (IAMSC);

4.3.7 Allocate appropriate resources to ensure IAM practices are undertaken effectively, including timely maintenance and renewal to ensure that lifecycle costs are optimised for both existing and new infrastructure assets;

4.3.8 Prior to the consideration of any major works/renewal or improvement to an Infrastructure asset, undertake a critical review of the need and whole of life cost of that infrastructure asset, including capital, maintenance, operating, renewal, refurbishment, upgrade and disposal costs;

4.3.9 Utilise the 'Renew before New' concept for the development of the draft Ten Year Capital Works Program

4.3.10 Considers the outputs of the annual Renewal Gap Modeling analysis undertaken as part of the Western Australian Asset Management

Improvement (WAAMI) Program in the development of the Ten Year Capital Works Program and Strategic Financial Management Plan.

- 4.3.11 Adopts an annual Infrastructure Works Budget that reflects the objectives of IAM, with adequate funding allocated for Maintenance, Capital Renewal and Capital Upgrade of existing infrastructure assets;
- 4.3.12 Continually seek opportunities for multiple use of infrastructure assets.
- 4.3.13 Ensure that the roles and responsibilities for all infrastructure assets are well defined, understood and assigned appropriately;
- 4.3.14 Develop and implement a framework for the evaluation and prioritisation of infrastructure related projects based on demonstrated need for the infrastructure assets; and
- 4.3.15 Develop and apply consistent construction and maintenance standards to infrastructure assets built by the City and through the Community and/or the Land Developer.

5. Policy Application

This policy applies to Council, Executive Management, staff, Committees of Management, the community and land developers involved in development of new infrastructure assets and operation, maintenance, refurbishment, renewal, upgrading and disposal of existing infrastructure assets.

6. Roles and Responsibilities

In order to support this policy the following key roles and responsibilities and commitments are identified:

6.1 Council

- 6.1.1 To act as custodians for infrastructure assets;
- 6.1.2 To set corporate IAM Policy with linkages to the City's Strategic Plan 2006-2010 and Strategic Financial Management Plan;
- 6.1.3 To set levels of service risk and cost standards associated with infrastructure assets;
- 6.1.4 To approve and review IAM Plans and monitor the outcomes;
- 6.1.5 To ensure appropriate resources and funding for IAM activities are made available to integrate IAM Policies, IAM Strategies and IAM Plans into the Corporate Governance framework;
- 6.1.6 To provide consistent and transparent decision making processes based on adopted criteria; and
- 6.1.7 To provide an advocacy role with State and Federal Governments and the community.

6.2 Chief Executive Officer and the Executive Management Team (EMT)

- 6.2.1 To continually promote IAM across the organisation, and with Council and the community;
- 6.2.2 To validate and challenge proposals to ensure they meet the City's Strategic Plan 2006-2021 objectives and community service needs;

- 6.2.3 To develop and continue to refine the overarching IAM Policy and IAM Strategy through relevant linkages to the City's Strategic Plan 2006-2021;
 - 6.2.4 To foster and support a multi-discipline, cross-functional responsibility for IAM;
 - 6.2.5 To monitor the performance of the staff in implementing IAM;
 - 6.2.6 To ensure community and key stakeholders inputs are integrated into IAM Plans;
 - 6.2.7 To ensure staff are appropriately trained and skilled to perform the required IAM functions;
 - 6.2.8 To ensure that accurate and reliable infrastructure asset information is presented to the Council for informed decision-making; and
 - 6.2.9 To provide effective communication between staff, Council and the community.
- 6.3 *Infrastructure Asset Management Steering Committee (IAMSC)*
- 6.3.1 To develop, implement and review IAM Plans;
 - 6.3.2 To continually seek innovative ways of meeting service needs;
 - 6.3.3 To undertake regular reviews of the IAM Policy;
 - 6.3.4 To champion the development and implementation of the IAM Strategy;
 - 6.3.5 To develop IAM Plans, using the International Infrastructure Asset Management Manual as a guide, documenting required allocation of funding and improvement plans for individual infrastructure asset groups, using the principles of lifecycle analysis;
 - 6.3.6 In consultation with the community and key stakeholders, identify IAM levels of service for the Council's consideration/approval;
 - 6.3.7 In accordance with the approved Council level of service, deliver those services to agreed risk and cost standards;
 - 6.3.8 To ensure the efficient and effective use of funds as approved by Council and optimising life cycle cost of all infrastructure assets;
 - 6.3.9 To provide effective communication between staff and the EMT;
 - 6.3.10 To develop and implement maintenance, refurbishment and capital expansion, capital upgrade and refurbishment/renewal programs in accordance with IAM Plans;
 - 6.3.11 To develop and implement procedures that ensure the infrastructure asset database is maintained and updated and provide required reports to Council to meet their statutory and legal responsibilities; and
 - 6.3.12 To promote and raise awareness of IAM to Council, staff, users and community.

7. Implementation and Review

Review of this Policy shall take place every two years

Responsibility for Implementation

Director Infrastructure

Versions	Next Review	Record No:
4 July 2006		516924
4 May 2010 - IN01-05/10	March 2012	TRIM: 10/1009