TECHNICAL SERVICES ATTACHMENTS
ORDINARY COUNCIL MEETING
WEDNESDAY 15 JULY 2026

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
TS01 – 07/26	**Shire Policy 1.7 – Asset Management – Infrastructure Asset Review** **Attachments** 1. Current Policy 1.7 2. Shire Policy 1.7 (track changes) 3. Shire Policy (clean)	01 – 13

SHIRE POLICY 1.7
Asset Management – Infrastructure Assets

Responsible Department:	Corporate Services
Responsible Business Unit:	Governance Officer
Date of Adoption:	18 March 2026
Council Resolution:	210326

1. OBJECTIVE

The objective of this Policy is to ensure that the Shire of Chittering (the Shire) has systems and processes in place to maximise its ability to continue to deliver services on a sustainable basis. Services delivered by the Shire depend on Infrastructure Assets provided to a level of service (LOS), determined by the Council, that is affordable to the community and sustainable in the long term.

2. SCOPE

This policy applies to Council Members, the Chief Executive Officer, employees, contractors and consultants engaged by the Shire of Chittering.

This policy applies to all Shire activities, functions and decision-making processes, and governs the identification, assessment, treatment and monitoring of risks that may affect the Shire's objectives, compliance obligations or service delivery.

3. DEFINITIONS

Asset means a physical item that is owned or controlled by the Shire, and provides or contributes to the provision of service to the community (in this context excluding financial, intellectual and non-tangible assets).

Asset Management means the processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet Council's priorities for service delivery.

Asset Management Plan means a plan developed for the management of infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset.

Council means the elected Council (comprising President and Councillors) of the Shire.

Infrastructure Assets are fixed assets that support the delivery of services to the community. These include the broad assets of roads, drainage, buildings, parks and reserves.

Level of Service means the combination of function, design and presentation of an asset. The higher the LOS, the greater the cost. The aim of asset management is to match the asset and LOS to the community expectation, need and level of affordability.

Life Cycle means the cycle of activities that an asset goes through while it retains an identity as a particular asset.

Maintenance means regular ongoing day-to-day work necessary to keep the asset operating and to achieve its optimum life expectancy.

New means creation of a new asset to meet additional service level requirements.

Operations means the regular activities to provide public health, safety and amenities and to enable the assets to function, e.g. road sweeping, grass mowing, cleaning, street lighting and graffiti removal.

Renewal means the restoration, rehabilitation or replacement of an existing asset to its original capacity. This may include the fixture of new components necessary to meet new legislative requirements in order that the asset may achieve compliance and remain in use.

Resources means the combination of plant, labour and materials, whether they be external (contractors / consultants) or internal (staff / day labour).

Risk means the probability and consequence of an event that could impact on the Council's ability to meets its corporate objects.

Shire means the collective Shire organisation. The Chief Executive Officer (CEO) of the Shire is responsible for ensuring the Shire's obligations and commitments are met.

Stakeholders are those people / sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.

Upgrade means the enhancement of an existing asset to provide a higher level of service.

Whole of the life cost(s) means the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance and rehabilitation and disposal costs.

4. POLICY STATEMENT

The Shire considers that management of its Infrastructure Assets is a major corporate function that requires an organisation wide approach. To achieve this, the Shire will:

- Incorporate Asset Management into its Corporate Plan, Strategic Plan and Annual Budget
- Develop Asset Management plans for the following classes of Infrastructure Assets:
  - Roads
  - Drainage
  - Buildings
  - Parks and Reserves

- Define and document (within Asset Management plans) the functional and operational LOS for each infrastructure asset class, underpinned by a long-term (ten year) financial plan based upon Risk Management Principles.
- Involve and consult with the community and key stakeholders when determining levels of service for Infrastructure Assets.
- Develop and Asset Management Improvement Strategy that allocates resources to ensure sustainable continuous improvement in relation to Asset Management practices within the resource constraints of the organisation.
- Prior to consideration of any major works / renewal or improvement to or creation of an asset, undertake a critical review of the need for the asset including capital, maintenance, operating, renewal, refurbishment, and upgrade costs based on the following key principles:
    - Consider the "whole of life" cost of the assets from the creation to divestment of the asset.
    - Consider options to renew assets before creating new assets.
    - Ensure that the assets forms part of an overall financial strategy.
    - Consider the origin and sustainability of funding sources.
- Continually seek opportunities for the multiple use of assets.
- Ensure that the roles and responsibilities of all asset users and asset managers are well defined and understood.
- Guide the development of Asset Management via an organisation wide, multi-discipline Asset Management Working Group that reports to the Executive Management Team.
- This policy is to be reviewed annually by the Asset Management Working Group.

5. ROLES AND RESPONSIBILITIES

Council is responsible for setting strategic direction, determining Levels of Service and allocating resources through the Corporate Plan, Long Term Financial Plan and Annual Budget.

The Chief Executive Officer is responsible for ensuring the implementation of this policy and that appropriate systems, resources and governance arrangements are in place to support sustainable asset management.

The Executive Management Team is responsible for integrating asset management principles into strategic planning, financial planning and operational decision-making.

All employees involved in asset planning, delivery and maintenance are responsible for managing assets in accordance with this policy and associated procedures.

6. COMPLIANCE

Legislation	*Local Government Act 1995* *Local Government (Administration) Regulations 1996* *Local Government (Financial Management) Regulations 1996* *Local Government (Functions and General) Regulations 1996* *State Records Act 2000*
Industry	Integrated Planning and Reporting Framework (Department of Local Government, Industry Regulation and Safety ISO55000 Asset Management Standards
Organisational Documents	Council Plan (formerly Strategic Community Plan) Corporate Business Plan Long Term Financial Plan Asset Management Plan Policy 1.9 – Risk Management
Strategic Alignment	Connected Communities

7. ADMINISTRATION

Review Cycle	Every 3 years	**Next Review Due**	May 2027
Policy Owner	Chief Executive Officer		
Version	**Decision Ref**	**Date**	**Change**
1.0	Unknown	Unknown	Initial adoption
2.0	170623	21/06/2023	Amendment
3.0	210326	18/03/2026	Review

SHIRE POLICY 1.7
Asset Management~~ – Infrastructure Assets~~

Responsible Department:	~~Corporate~~ Technical Services
Responsible Business Unit:	~~Governance Officer~~Executive Manager Technical Services
Date of Adoption:	18 March 2026
Council Resolution:	210326

1. OBJECTIVE

The objective of this Policy is to ~~ensure that~~guide the sustainable management of the Shire of Chittering's (the Shire's) assets to support service delivery, financial sustainability, risk management and long-term community needs.~~has systems and processes in place to maximise its ability to continue to deliver services on a sustainable basis. Services delivered by the Shire depend on Infrastructure Assets provided to a level of service (LOS), determined by the Council, that is affordable to the community and sustainable in the long term.~~

2. SCOPE

~~This policy applies to Council Members, the Chief Executive Officer, employees, contractors and consultants engaged by the Shire of Chittering.~~

~~This policy applies to all Shire activities, functions and decision-making processes, and governs the identification, assessment, treatment and monitoring of risks that may affect the Shire's objectives, compliance obligations or service delivery.~~

This policy applies to all assets owned, controlled or managed by the Shire that support the delivery of infrastructure services to the community, including Roads ~~infrastructure~~, land, buildings, parks, reserves, ~~plant~~, fleet, equipment and other asset classes identified in the Shire's Asset Management Plan.

3. DEFINITIONS

Asset means a physical item that is owned or controlled by the Shire, and provides or contributes to the provision of service to the community (in this context excluding financial, intellectual and non-tangible assets).

Asset Management means the processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet Council's priorities for service delivery.

Asset Management Plan means a plan developed for the management of infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset.

~~***Council*** means the elected Council (comprising President and Councillors) of the Shire.~~

SHIRE POLICY 1.7
Asset Management~~ – Infrastructure Assets~~

~~***Infrastructure Assets*** are fixed assets that support the delivery of services to the community. These include the broad assets of roads, drainage, buildings, parks and reserves.~~

Level of Service (LOS) means the combination of function, design and presentation of an asset. The higher the LOS, the greater the cost. The aim of asset management is to match the asset and LOS to the community expectation, needs and level of ~~affordability~~funding (municipal or Grant).

Life Cycle means the cycle of activities that an asset goes through while it retains an identity as a particular asset.

~~***Maintenance*** means regular ongoing day-to-day work necessary to keep the asset operating and to achieve its optimum life expectancy.~~

~~***New*** means creation of a new asset to meet additional service level requirements.~~

~~***Operations*** means the regular activities to provide public health, safety and amenities and to enable the assets to function, e.g. road sweeping, grass mowing, cleaning, street lighting and graffiti removal.~~

Renewal means the restoration, rehabilitation or replacement of an existing asset to its original capacity. This may include the fixture of new components necessary to meet new legislative requirements in order that the asset may achieve compliance and remain in use.

~~***Resources*** means the combination of plant, labour and materials, whether they be external (contractors / consultants) or internal (staff / day labour).~~

Risk means the probability and consequence of an event that could impact on the Council's ability to meets its corporate objects.

~~***Shire*** means the collective Shire organisation. The Chief Executive Officer (CEO) of the Shire is responsible for ensuring the Shire's obligations and commitments are met.~~

Stakeholders are those people / sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.

Upgrade means the enhancement of an existing asset to provide a higher level of service.

Whole of the life cost(s) means the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance and rehabilitation and disposal costs.

4. POLICY STATEMENT

The Shire recognises that its assets are essential to the delivery of services to the community and represent a significant long-term investment. The Shire is committed to managing its assets in a sustainable, responsible and coordinated manner to support service delivery, financial sustainability, risk management and long-term community needs.

SHIRE POLICY 1.7

Asset Management~~ – Infrastructure Assets~~

~~The Shire considers that management of its Infrastructure Assets is a major corporate function that requires an organisation wide approach. To achieve this, the Shire will:~~

Asset management will be integrated with the Shire's Council Plan, Corporate Business Plan, Long Term Financial Plan, Asset Management Plan, and Annual Budget. Asset-related decisions will be based on appropriate levels of service, whole-of-life costs, risk asset condition, community need, legislative obligations and the Shire's long-term financial capacity.

- ~~Incorporate Asset Management into its Corporate Plan, Strategic Plan and Annual Budget~~
- ~~Develop Asset Management plans for the following classes of Infrastructure Assets:~~
  - ~~Roads~~
  - ~~Drainage~~
  - ~~Buildings~~
  - ~~Parks and Reserves~~
- ~~Define and document (within Asset Management plans) the functional and operational LOS for each infrastructure asset class, underpinned by a long-term (ten year) financial plan based upon Risk Management Principles.~~
- ~~Involve and consult with the community and key stakeholders when determining levels of service for Infrastructure Assets.~~
- ~~Develop and Asset Management Improvement Strategy that allocates resources to ensure sustainable continuous improvement in relation to Asset Management practices within the resource constraints of the organisation.~~
- ~~Prior to consideration of any major works / renewal or improvement to or creation of an asset, undertake a critical review of the need for the asset including capital, maintenance, operating, renewal, refurbishment, and upgrade costs based on the following key principles:~~
  - ~~Consider the "whole of life" cost of the assets from the creation to divestment of the asset.~~
  - ~~Consider options to renew assets before creating new assets.~~
  - ~~Ensure that the assets forms part of an overall financial strategy.~~
  - ~~Consider the origin and sustainability of funding sources.~~
- ~~Continually seek opportunities for the multiple use of assets.~~
- ~~Ensure that the roles and responsibilities of all asset users and asset managers are well defined and understood.~~
- ~~Guide the development of Asset Management via an organisation wide, multi-discipline Asset Management Working Group that reports to the Executive Management Team.~~
- ~~This policy is to be reviewed annually by the Asset Management Working Group.~~

The Shire will manage its assets in accordance with the following principles:

1. **Sustainable service delivery**

   Assets will be planned, provided, maintained and renewed to support the delivery of services to the community at levels of service that are appropriate, affordable and sustainable.

2. **Whole-of-life asset management**
   Asset decisions will consider the full Life cycle of the asset, including planning, acquisition, operation, maintenance, renewal, upgrade, disposal and associated financial impacts.

3. **Renewal before new assets**
   Priority will be given to maintaining and renewing existing assets before creating or acquiring new assets, unless a new asset is clearly justified by service need, strategic alignment, risk, legislative requirements or community benefit.

4. **Financial sustainability**
   Asset management planning will be aligned with the Long Term Financial Plan and Annual Budget to ensure that asset-related decisions are financially responsible and consider the Shire's capacity to fund future maintenance, renewal and operating costs.

5. **Risk-based decision-making**
   Asset priorities will be informed by risk, asset condition, criticality, service impact, safety, compliance obligations and available resources.

6. **Integrated planning**
   Asset Management Plans will inform, and be informed by the Shire's broader Integrated Planning and Reporting framework, including strategic planning, financial planning, workforce planning and annual budget processes.

7. **Community and stakeholder needs**
   Levels of service will be informed by community need, stakeholder feedback, statutory requirements, available resources and Council's strategic priorities.

8. **Asset information and continuous improvement**
   The Shire will maintain and progressively improve asset information, systems and processes to support evidence-based decision-making, transparent reporting and continuous improvement in asset management practices.

9. **Clear responsibility and accountability**
   Asset management is a shared organisational responsibility.

5. ROLES AND RESPONSIBILITIES

Council is responsible for setting strategic direction, determining Levels of Service and allocating resources through the ~~Corporate Plan, Long Term Financial Plan and Annual Budget~~integrated planning and reporting framework.

The Chief Executive Officer is responsible for ensuring the implementation of this policy and that appropriate systems, resources and governance arrangements are in place to support sustainable asset management.

The Executive Management Team is responsible for integrating asset management principles into ~~strategic planning, financial planning and operational decision-making~~the integrated planning and reporting framework.

All employees involved in asset planning, delivery and maintenance are responsible for managing assets in accordance with this policy and associated procedures.

6. COMPLIANCE

Legislation	*Local Government Act 1995* *Local Government (Administration) Regulations 1996* *Local Government (Financial Management) Regulations 1996* *Local Government (Functions and General) Regulations 1996* *State Records Act 2000*
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7. ADMINISTRATION

Review Cycle	Every 3 years	**Next Review Due**	July 2029
Policy Owner	~~Chief Executive Officer~~Executive Manager Technical Services		
Version	**Decision Ref**	**Date**	**Change**
1.0	Unknown	Unknown	Initial adoption
2.0	170623	21/06/2023	Amendment
3.0	210326	18/03/2026	Review
4.0		00/07/2026	Review and Amendment

SHIRE POLICY 1.7
Asset Management

Responsible Department:	Technical Services
Responsible Business Unit:	Executive Manager Technical Services
Date of Adoption:	18 March 2026
Council Resolution:	210326

1. OBJECTIVE

The objective of this Policy is to guide the sustainable management of the Shire of Chittering's (the Shire's) assets to support service delivery, financial sustainability, risk management and long-term community needs.

2. SCOPE

This policy applies to all assets owned, controlled or managed by the Shire that support the delivery of infrastructure services to the community, including Roads , land, buildings, parks, reserves, , fleet, equipment and other asset classes identified in the Shire's Asset Management Plan.

3. DEFINITIONS

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4. POLICY STATEMENT

The Shire recognises that its assets are essential to the delivery of services to the community and represent a significant long-term investment. The Shire is committed to managing its assets in a sustainable, responsible and coordinated manner to support service delivery, financial sustainability, risk management and long-term community needs.

Asset management will be integrated with the Shire's Council Plan, Corporate Business Plan, Long Term Financial Plan, Asset Management Plan, and Annual Budget. Asset-related decisions will be based on appropriate levels of service, whole-of-life costs, risk asset condition, community need, legislative obligations and the Shire's long-term financial capacity.

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