

## STATEMENT

Resource Recovery Group's vision is a circular economy with less waste and lower carbon emissions.

The Asset Management policy provides the framework to allow RRG to coordinate activities and practices to optimally manage its assets, and their associated performance, risk and expenditures over their lifecycle.

## SCOPE

The Asset Management Policy is to ensure that assets are protected and maintained to reach their maximum useful life.

## OBJECTIVE

- The Asset Management Policy outlines a local government's asset management objectives, targets and plans. It establishes a platform for service delivery and provides the framework that enables the Asset Management Strategy and Plans to be produced.
- The Asset Management Policy must support a 'whole of life' and 'whole of organisation' approach to asset management.

## DEFINITIONS

## ROLES & RESPONSIBILITIES

### 1 Council

- a. The Regional Council adopts the Asset Management policy and vision with linkage to the Community Strategic Plan.
- b. To ensure appropriate resources and funding for Asset Management activities are made available for total Asset Management into the corporate governance framework.

### 2 Executive Management Team

- a. To continue to refine the "overarching" Asset Management Policy and the initial Asset Management Strategy with linkage to the Corporate Business Plan for consideration by Council.
- b. To foster and support the principles of Total Asset Management.
- c. To implement and continuously review the corporate Asset Management Policy and Strategy with agreed resources.
- d. To ensure that timely, accurate and reliable information is presented to council for decision-making.

### 3 Executive Manager Operations

- a. To implement the asset management framework as identified in this Policy.
- b. To manage and improve asset management practices;
  - Maintain all plant and equipment in a safe operating condition

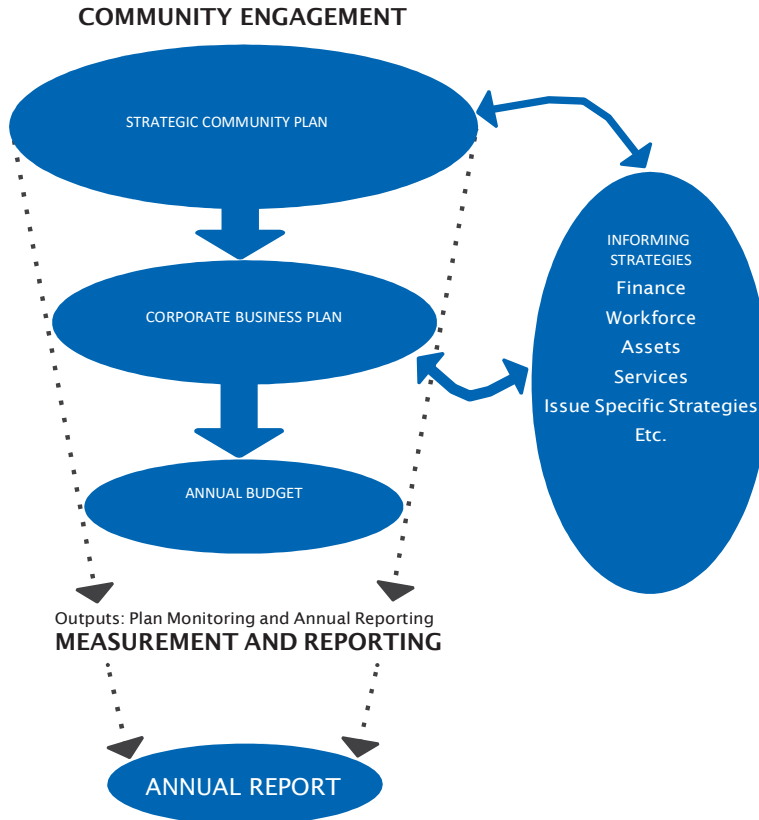
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- Ensure all plant and equipment is operating at peak efficiency
- Maximize plant and equipment life
- Minimize plant and equipment service failures
- Minimize loss of accessibility due to equipment failure
- Meet or exceed manufacturers' maintenance requirements
- Maintain facility, plant and equipment exterior and interior appearance
- Meet or exceed all environmental licencing requirements
- Maintain a system of permanent facility, plant and equipment maintenance records
- Adhere to a strict preventive maintenance schedule
- Administer an equipment warranty recovery program as and when required
- Preserve all business investments in the facility.
- Help the facility function as intended and operate at peak efficiency, including minimizing energy consumption.
- Prevent failures of building systems that would interrupt occupants' activities and the continuation of site operations
- Sustain a safe and healthful environment by keeping the facility and its components in good repair and structurally sound.
- Provide maintenance in ways that are cost-effective and value adding to the business.

### CONTENT

All local governments in Western Australia, including Regional Councils, are required to plan for the future in accordance with Section 5.56(1) of the *Local Government Act 1995* and adopt an Integrated Planning and Reporting Framework. The diagram below, incorporated in the RRG Corporate Business Plan, depicts this framework:

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Source: Department of Local Government, Integrated Planning and Reporting Guidelines, 2013.

To effectively and sustainably manage assets, all local governments are required to:

- Develop an Asset Management Policy.
- Develop an Asset Management Strategy including:
  - Asset Management Plans for major asset classes.
  - Processes that link Asset Management Plans to Long Term Financial Plans.
  - Defined levels of service and affordability.
  - Governance and management arrangements.
  - Data and systems to support asset management.
  - Improvement of skills and processes.
- Develop a process for evaluating Asset Management Plans, processes and asset sustainability.
- Link Asset Management to the Annual Report.

The Asset Management Framework will be used to inform proposals for future legislative requirements and should be referred to when addressing the legislative requirements regarding integrated planning (plan for the future) and reporting, and financial management.

RRG will maintain the following documents associated with Assets Management:

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### Asset Management Plan

A plan developed for one or more assets that combines technical and financial management processes to provide a specified level of service.

### Asset Management Strategy

Outlines how the local government's asset portfolio will meet the service delivery needs of its communities into the future, enabling the local government's asset management policies to be achieved and ensuring that asset management is established as part of the local government's Integrated Plan.

### Asset Register

A record of asset information considered worthy of separate identification including date of acquisition and or disposal, financial values, depreciation, re-valuations and other technical and financial information, including maintenance costings for whole of life management.

RRG is committed to:

1. investing in, maintain, and operate assets to:
  - a. Meet reliability standards, availability requirements, efficiency needs, environmental requirements, safety and security standards, and other requirements; and
  - b. Minimize the life cycle costs of assets.
  
2. Implementing asset management systems to govern the planning, investing, operating, maintaining, and disposing of assets. The systems will meet the Council's objectives for internal operations by:
  - a. Evaluating and applying leading asset management practices;
  - b. Follow best practice principles and practises such as ISO55000:2014.
  - c. Establishing long-term asset management strategies and asset objectives directed at achieving the Council's vision and strategic objectives;
  - d. Developing asset management plans to implement the strategies and achieve the asset objectives and targets;
  - e. Monitoring and ensuring delivery of the asset objectives and targets;
  - f. Collection and evaluation of Asset Management data using Asset Management Information System (AMIS) and Computerised Maintenance Management System (CMMS).
  - g. Employing RRG's risk management policy an approach;
  - h. Employing RRG's WHS Policies and procedures
  - i. Providing ready access to necessary asset and financial information;
  - j. Establishing clear roles, responsibilities and accountabilities;
  - k. Incorporating structured reviews directed at continuously improving the systems.

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## REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>▪ <i>Local Government Act 1995</i></li> <li>▪ <i>Local Government (Functions and General) Regulations 1996</i></li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>▪ <i>Community Strategic Plan 2022-2032</i></li> <li>▪ <i>Corporate Business Plan 2024-2028</i></li> <li>▪ <i>Long Term Financial Plan</i></li> <li>▪ <i>Annual Adopted Budget</i></li> </ul>	
<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	February 2027	
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>▪ <i>ISO 55000:2014</i></li> <li>▪ <i>Asset Management Plan</i></li> <li>▪ <i>Asset Management Strategy</i></li> <li>▪ <i>Asset Register</i></li> </ul>	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Executive Manager Operations	Biennial
<b>Risk Rating</b>	Operational Risk Register – Risk High	
<b>Location of document</b>	RRG website Staff Intranet 9 Aldous Place, Booragoon – Corporate Services 350 Bannister Road, Canning Vale – staff room	

## 8.0 DOCUMENT CONTROL REGISTER

<b>Date</b>	<b>Review</b>	<b>No.</b>	<b>Author</b>	<b>Resp Officer</b>	<b>Council</b>
2016	Original	1	EMCS	EMO	23/02/2017
2019	Review	2	EMCS	EMO	28/02/2019
2021	Review	3	EMCS	EMO	25/02/2021
2023	Review	4	MGC	EMO	23/02/2023
2025	Review	5	EMGC	EMO	20/02/2025

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