



ASSET MANAGEMENT POLICY

7.63.20

1. **PURPOSE**

The purpose of this policy is to set the principles, requirements and responsibilities for implementing consistent asset management processes throughout the City of Port Lincoln (Council).

2. **DEFINITIONS**

Key Term	Definition
Asset	An individual or group of physical objects, which has value and enables services to be provided.
Asset Management	The combination of management, financial, economic, engineering and other practices applied to assets with the objective of providing the required service level in the most cost effective manner.
Level of service	The defined service quality for a particular service/activity against which service performance may be measured.
Asset Management Plan	Long-term plans (usually 10 years or more for infrastructure assets) that outline the asset activities and programs for each asset class and resources applied to provide a defined level of service in the most cost effective way.
Asset Lifecycle	The lifecycle of assets can be defined in four stages including creation/acquisition, operations and maintenance, capital renewal/replacement, and decommission/disposal.

3. **INTRODUCTION/BACKGROUND**

The City of Port Lincoln owns and manages a large and diverse range of physical assets. These assets enable the provision of services to the community for current and future generations. Asset management is a critical tool in ensuring appropriate provision is made for the long-term management of Council assets, and their impacts on all areas of service planning and delivery.

4. **SCOPE**

This policy applies to all Council assets that are owned, managed, or under the care and control of Council.

This policy is supported by Council's asset management documentation, including Asset Management Plans, and Long-Term Financial Plan.

5. **POLICY CLASSIFICATION**

This is a Council policy as it supports Council's strategic management requirements relating to Asset Management.

6. POLICY POSITION / COMMITMENT

Council takes a planned, systematic and sustainable approach to the management of the City of Port Lincoln's assets in accordance with the requirements under the Local Government Act 1999.

7. POLICY PRINCIPLES

Council manages assets to support the delivery of a range and level of services to meet community needs into the future.

Council's asset management objectives will be supported through a planned and financially responsible approach to the long-term planning, financing, maintenance, operation, renewal, upgrade and disposal of assets. In applying this approach, Council will have regard to community needs, agreed levels of service, asset condition and risk, whole-of-life costs, legislative requirements, Council's adopted priorities and available financial and operational resources.

Council will work towards achieving these outcomes by seeking to implement the following initiatives, having regard to available financial and operational resources:

- 7.1. Preparing and adopting Asset Management Plans for all major asset/ service areas in accordance with legislative and regulatory requirements, informed by community consultation where appropriate, and consistent with affordable service levels;
- 7.2. Preparing and maintaining a Strategic Asset Management Plan to facilitate integration of Council's Strategic Management Plans into asset management planning, risk management, and operational processes to achieve Council's strategic objectives;
- 7.3. Applying systematic asset management practices across all areas of Council, considering a whole of life approach for managing assets;
- 7.4. Applying regular and systematic reviews to all asset plans to ensure that assets are managed, valued, and depreciated in accordance with appropriate best practice;
- 7.5. Undertaking regular inspections as part of the asset management process to inform maintenance activities, support the delivery of agreed service levels and to identify asset renewal priorities;
- 7.6. Considering future life cycle costs in decisions relating to new services and assets and upgrading of existing services and assets;
- 7.7. Determining future service levels with associated delivery costs in consultation with the community where appropriate, together with Council's strategic priorities, risk considerations and available resources;
- 7.8. Seeking to provide the necessary capacity and other operational capabilities are provided and asset management responsibilities are effectively allocated;
- 7.9. Creating a corporate culture where all employees play a part in overall care for Council's assets by providing necessary awareness, training and professional development;
- 7.10. Seeking to ensure that Council's services and assets are provided in a financially sustainable manner, with appropriate levels of service;

- 7.11. Safeguarding Council assets by implementing asset management strategies and the allocation of appropriate financial resources for those assets;
- 7.12. Creating an environment where Council Members, Council committee members and Council employees understand the importance of asset management by creating an asset management awareness throughout the organisation through reporting, training and development, where appropriate;
- 7.13. Meeting legislative and regulatory requirements for asset management;
- 7.14. Ensuring resources and operational capabilities are identified and responsibility for asset management are allocated;
- 7.15. Demonstrating transparent and responsible asset management processes that align with best practice standards and guidelines.

8. POLICY REQUIREMENTS

Financial Resources

- 8.1. Asset renewals required to meet agreed service levels and identified in adopted asset management plans will form the preliminary basis of annual budget estimates with the service and risk consequences of variations in defined asset renewals and budget resources to be considered;
- 8.2. Expenditure projections from Asset Management Plans will be incorporated into Council's Long-Term Financial Plan.

9. RELATIONSHIP TO LEGISLATION AND COUNCIL DOCUMENTS

This policy should be read in conjunction with:

- Local Government Act 1999
- Asset Management Plans
- Long Term Financial Plan
- Asset Accounting Policy 7.63.10
- Disposal of Land & Assets Policy 16.63.7
- Delegations Register

10. RELATIONSHIP TO THE DELEGATIONS REGISTER

The actions and decisions under the policy must be made in accordance with Council's Delegations Register and applicable statutory authorisations.

11. COMMUNICATION

This policy will be communicated through:

- Publication on the City of Port Lincoln's website;
- Publication on SharePoint;
- Staff email notification following adoption.

12. TRAINING

- Training needs, relevant to asset management responsibilities, will be identified by the relevant General Manager or Manager and reviewed through the annual Performance Development Review process, where applicable to the role;
- Training identified through this process will be undertaken, subject to operational requirements and available resources;
- Managers are responsible for ensuring training records are maintained.

13. RECORDS MANAGEMENT

Relevant Council Officers must capture, in the approved records management system, records including:

- Adopted Asset Management Plans, including workings;
- Decisions relating to new services and upgrading of existing services and assets.

14. MONITORING AND REPORTING

- Compliance with this policy will be monitored through annual Strategic Asset Management reviews and management oversight.
- Significant Asset Management activities and compliance issues will be reported to Executive Management as required.

15. NON-COMPLIANCE

Failure to comply with this policy may result in:

- Management action;
- Disciplinary action in accordance with Council procedures;
- Revocation of delegated authority; or
- Referral to external authorities where legislative breaches are identified.

16. TRANSITIONAL ARRANGEMENTS

Not Applicable.

17. **RESPONSIBILITY**

The table below outlines the Role and Responsibilities applied to this policy:

Role	Responsibility
Council	Adopts and reviews the Policy, ensuring that the policy reflects the appropriate actions to meet legislative and regulatory requirements for asset management.
Chief Executive Officer	Ensures systems, delegations, resources and controls support legislative and regulatory requirements for asset management, implementation of asset management plans, procedures, and reporting on the status of effectiveness of Council's asset management; approves matters within CEO authority; and escalates significant issues to Council.
Executive	Reviews material policy, legal, financial, risk and cross-organisational issues and monitors significant implementation concerns.
General Managers	Provides portfolio oversight; approves material departures from this Policy within authority; determines higher-risk, precedent-setting or resource-significant matters; and escalates only where a higher statutory, financial or strategic authority is required.
Managers / Document Owner	Owns and administers the Policy; approves technical matters within delegation; oversees asset management activities; and monitors technical compliance.
Employees	Prepare Draft Asset Management Plans, act within delegation, maintain records, provide technical or financial input, undertake inspections and escalate matters outside authority or expertise.
Governance / Records / Other Support Roles	Monitor compliance with legislative and regulatory requirements for asset management.

18. **REVIEW REQUIREMENTS**

This Policy will be reviewed within four years of adoption, or earlier where required by legislative change, a material change to Council's organisational or technical arrangements, a significant incident or legal decision, repeated non-compliance, audit findings, or a Council resolution. The document owner is responsible for initiating the review and ensuring related controlled documents are reviewed at the same time.

19. POLICY DOCUMENT CONTROL TABLE

Policy Name	Asset Management Policy
Folder ID:	19732
Policy No.	7.63.20
Version:	1
Policy Classification:	Council
Document Owner:	Manager Civil Assets and Operations
Responsible Department:	Environment and Infrastructure
Responsible General Manager	General Manager Environment and Infrastructure
CEO Authorisation for Internal Policy:	N/A
Last Revised Date:	New Policy
Policy Adopted Date:	21 September 2026
Minute Reference:	CO 26/214
Applicable Legislation:	Local Government Act 1999 (SA)
Related Policies:	7.63.10 Asset Accounting Policy 16.63.7 Disposal of Land & Assets Policy
Related Procedures:	
Related Documents:	Asset Management Plans Long-Term Financial Plan

Date	Endorsed by	Council/Exec resolution No.:	Description of changes/reason for review
21/09/2026	Council	CO 26/214	New Policy