

TEMORA SHIRE COUNCIL



ASSET MANAGEMENT STEERING COMMITTEE CHARTER

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Review Details

ABOUT THIS RELEASE

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REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
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PLANNED REVIEW

Planned Review Date	Revision Description		Review by
June 2027	General Review		

1.0 Purpose

The purpose of this Charter is to document the objectives, responsibilities, and administration of the Asset Management Steering Committee (AMSC) of Temora Shire Council (Council).

The primary function of the AMSC is to take responsibility for determining the program, governance, and the achievement of outcomes of the Asset Management Improvement Plan (AMIP). The AMIP is part of the Asset Management Strategy and aims to convert inadequacies identified through an asset management maturity assessment into a prioritised list of improvement actions. The AMIP process is iterative and the AMIP should be regularly reviewed and updated by the AMSC. Delivery of the improvement actions aim to facilitate continuous organisational asset management improvement until the desired level of maturity is achieved.

The AMSC provides an operational policy level overview so organisational governance requirements, concepts and directions are established and maintained whilst allowing innovation and continuous improvement in value for money service delivery. The AMSC provides insight on long-term strategies in support of legislative mandates.

Members of the AMSC ensure business objectives are being adequately resourced and addressed, and the project remains under control.

2.0 Scope

This Charter applies to all Council departments, officers, employees, and contractors.

3.0 Objectives

In seeking to achieve the above purpose, the Committee will:

- Implement the Asset Management Policy.
- Monitor the establishment, implementation, review and reporting on progress on Asset Management Improvement Plan (AMIP) to achieve target levels of asset management maturity.
- Communicate the overall maturity of asset management at Council and the opportunities for improvement to service performance through improved asset management.
- Enable communication across departments to enable a consistent, evidence based and integrated approach to:
 - Risk Management for assets.
 - Knowledge Management needed to support the asset management plan (software, data and business processes).
 - Resource Planning to ensure efficient delivery of the 4-year plan.

- Workforce Planning to deliver the asset management plan.
- Support / guide the establishment and maintenance of regular reporting supported by appropriate evidence based on business processes, systems and data that communicate current and future affordable service levels and risks.

4.0 Outcomes

The intended outcomes of the AMSC are to:

- Improve organisational support and awareness of asset management.
- Coordinate a holistic approach to asset management (financial, strategic, regulatory, whole-of-life, environmental/sustainability, information technology).
- Define and implement list of agreed priorities and specific actions to be achieved.
- Information sharing and encourage consistency of approach.
- Lift accountability for achieving asset management objectives.
- Demonstrate organisational commitment to asset management.

5.0 Membership and Roles

The AMSC will consist of the following members:

Position
General Manager (Chair)
Chair of Asset & Operations Committee
Director of Finance and Administration
Director of Health and Building
Engineering Asset Manager
Engineering Works Manager
Asset Accountant / Finance Accountant
Enterprise Risk Manager

The agenda items of each AMSC Meeting will determine whether additional relevant positions of Council should be invited to attend on a one-off basis.

5.1 Role of the Committee

The role of the (AMSC) is to guide the delivery of asset management services including:

- Asset Management Policy.
- Asset Management Strategy.
- Service & Asset Management Plans.
- Asset Management Procedures.

- Asset Management Information System development.
- Asset Management Benchmarking & Reporting.
- Risk Management Reporting.
- Other matters relating to Council's assets.
- Organisational communication - asset management commitment.
- Developing, implementing and monitoring key performance indicators that link the Resourcing Strategy to the Community Strategic Plan.

5.2 Role of Chair

The role of the chair is to set agenda and determine required attendance for each meeting dependent on the items on the agenda. Some items will require attendance of stakeholders not listed on the AMSC membership. The role of the chair during meetings will be to ensure all decisions are consensus based and recorded in task sheets.

5.3 Role of Member

It is intended that the AMSC leverage the experiences, expertise and insight of key individuals committed to delivering the Integrated Planning & Reporting framework, including the Community Strategic Plan. AMSC members are not necessarily directly responsible for managing project activities but provide support and guidance for those who do.

Thus, individually, AMSC members should:

- Be responsible for ensuring service levels and risks are monitored, documented in the Asset Management Plans and communicated to executive management.
- Be involved in communicating best value for money services for Council through transparent and accountable resource allocation.
- Identify potential improvements to address weaknesses and risks of proposed projects.
- Review and monitor the status of the AMIP projects.
- Establish and monitor processes that ensure there is accountability for projects achieving their stated objective for service level and risk improvement.
- Help balance conflicting priorities and resources.
- Foster positive communication on the benefits to Council achieved from the AMIP.

6.0 Meeting

The AMSC will meet quarterly, or sooner as required, to keep track of issues and the progress of the AMIP and ongoing support to its stakeholders.

The Committee may invite such other people, as it deems necessary to attend and advise at meetings.

The agenda and supporting documentation should be delivered to the Committee members at least three (3) working days prior to each meeting.

7.0 Reporting

The Committee will:

- Report to the Asset & Operations Committee at the first meeting subsequent to each committee meeting, regarding the proceedings of each committee meeting, the outcomes of the committee's reviews and recommendations and any other relevant matters.
- Record proceedings of each meeting and ensure each meeting record is provided to the Council on a regular and timely basis.
- Ensure the Committee's Charter is published on the Council's website.

8.0 Review Date

The Committee will review its Charter every 4 years or earlier, should it be required. The outcomes from this review are to be recommended for approval by the Council and the outcome documented in the Council minutes.

9.0 Reference & Related Documents

The AMSC will reference relevant guidelines and practices. These include:

- Strategic Asset Management Framework and Supplementary Guides.
- Integrated Planning & Reporting Framework and Supplementary Guides
- International Infrastructure Management Manual (IPWEA, IIMM, 2020).
- International Infrastructure Financial Management Manual (IPWEA, IIMM, 2020).
- ISO 5500 Series of Standards
 - ISO 55000 Asset management – Overview, principles and terminology.
 - ISO 55001 Asset management – Management System – Requirements.
 - ISO 55002 Asset management – Management systems - Guidelines on the application of ISO 55001.

Acknowledgement

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