

## Asset Management Steering Committee Charter

<b>Policy type</b>	Administration
<b>Function</b>	Organisation
<b>Policy Owner</b>	Asset Engineering
<b>Effect date</b>	23 January 2025

### 1. Purpose

This Charter outlines the objectives, responsibilities, and administration of the Asset Management Steering Committee (the Committee).

The Committee is responsible for the guidance, governance, and achievement of organisation-wide asset management. The Committee will monitor and provide guidance on asset management policy and practice, as well as providing oversight and accountability for deliverables.

The Committee will provide oversight to ensure organisational governance requirements, concepts and directions are established and maintained, whilst allowing innovation and continuous improvement in value for money service delivery. This includes insights on long-term strategies impacted by legislative requirements, Australian Standards, Best Practice and Departmental guidance.

Committee Members will ensure business objectives are being adequately resourced and addressed, and the execution of Asset Management derived projects remain on target.

### 2. Scope

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

### 3. Objectives

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

- Report to the Executive on the overall maturity of asset management at Council and the priorities for improvement to service performance through improved asset management
- Consider and respond to specific recommendations of the Queensland Audit Office, External or Internal Audit and Council's Audit Committee.
- Enable communication across executive offices and divisions to enable a consistent, evidence-based and integrated approach to:
  - Risk Management for assets
  - Knowledge Management needed to support Asset Management Plans (AMPs) including software, data and business processes
- Review resource planning to ensure efficient delivery of the Strategic AMP
- Consider workforce planning to deliver the class-specific AMPs
- Review Asset Management Plans prior to them being recommended to Council
- 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
- The implementation of the Asset Management Policy
- The establishment, implementation, annual review and reporting on progress on the Strategic AMP Improvement Plan to achieve target levels of asset management maturity.

## 4. Outcomes

The outcomes of the Committee are:

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

## 5. Membership and Roles

The Committee will consist of the following permanent members:

Department	Title
Corporate & Community Services	Manager Finance
Corporate & Community Services	Principal Financial Accounting
Commercial Services	Manager Water & Wastewater
Governance, Risk & Performance	Manager Governance, Risk and Performance
Infrastructure Services	Asset Engineer
Infrastructure Services	Director Infrastructure Services (Sponsor)
Infrastructure Services	Manager Asset Engineering (Chair)
Infrastructure Services	Manager Asset Maintenance

The agenda items of each Committee meeting will determine which members (or external departments, officers, employees or contractors) will be required to attend specific meetings. For example:

- Meetings regarding policy and strategy may require attendance by some members of Executive Leadership Team.
- Meetings regarding specific asset classes may require attendance of Asset Custodians.

Permanent Committee membership will include organisational stakeholders with significant involvement in asset management planning and processes, and/or asset custodians of a portfolio greater than ten percent (10%) of CCRC's total asset replacement value.

### 4.1 Role of the Committee

The Committee will guide the delivery of asset management services including:

- Asset Management Policy
- Strategic Asset Management Plan
- Service & Asset Management Plans
- Asset Management Procedures
- Asset Management Information Systems Development
- Asset Management Benchmarking & Reporting
- Risk management reporting
- 10 year capital programming
- Other matters relating to Council's assets
- Organisational Communication - Asset Management Commitment.
- Developing, implementing and monitoring key performance indicators.

## **4.2 Role of the 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 Committee membership. During meetings the Chair will ensure decisions are consensus based and recorded in task sheets. The Chair will ensure true and accurate minutes and action items are recorded and disseminated post meeting to attendees.

## **4.3 Role of Members**

The Committee will leverage the experiences, expertise and insight of key individuals committed to delivering the Strategic AMP. Committee members are not necessarily directly responsible for managing project activities but provide support and guidance for those who do.

Committee members should:

- Be responsible for ensuring service levels and risks are monitored, appropriately documented and communicated to the Executive
- Be involved in communicating best value for money services for CCRC through transparent and accountable resource allocation
- Identify potential improvements to address weaknesses and risks of proposed projects
- Review and monitor AM improvement 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 CCRC achieved from the improvement of asset management practices.

## **6. Meetings**

The Committee will meet quarterly or as required to keep track of issues and progress of deliverables including the SAMP Improvement Plan actions and ongoing support to its stakeholders.

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

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

## **7. Reporting**

The Committee will:

- Report to the Executive on the proceedings of each Committee meeting, outcomes of the Committee's reviews and recommendations, and any other relevant matters.
- Provide advice to Council on AM matters where appropriate
- Provide updates on Committee proceedings and outcomes for feedback and endorsement to the Audit Committee. These are to be provided at the first meeting after each Committee meeting.
- Record proceedings of each meeting and ensure each meeting record is provided to both the Audit Committee and Senior Leadership Team on a regular and timely basis
- Ensure the Committee's Charter is published on CCRC's intranet.

## 8. Review of the Charter

The Committee will review its Charter biennially or earlier if required, including as a result of organisational restructure. The outcomes from this review are to be recommended for approval by the Executive.

<b>Related forms, policies and procedures</b>	Asset Management Policy
<b>Relevant legislation</b>	<i>Local Government Act 2009</i>
<b>Reference and resources</b>	Queensland Audit Office International Infrastructure Management Manual (IPWEA, IIMM). International Infrastructure Financial Management Manual (IPWEA, IIFMM). ISO 55000 Series of Standards

<b>Policy Number</b>	22100		
<b>Approved by</b>	Council Resolution 2025/010	<b>Approval date</b>	23 January 2025
<b>Review date</b>	23 January 2027		