

POLICY

Policy name	Asset Management
Responsible manager(s)	Manager, Sustainable Development
Contact officer(s)	Assets Planning Coordinator
Directorate	Planning and Sustainability Services
Approval date	23 April 2013

Purpose

This policy is designed to ensure that:

- Council's assets are managed effectively to deliver the level of service our community is prepared to pay for in the short, medium and long term taking account of the social, economic and environmental consequences of Council's decisions.
- Costs are reasonably shared between those using and consuming the assets today and those who will be required to renew, replace, upgrade or dispose of those assets in the future (providing inter-generational equity).
- There is continuous improvement in asset management and service delivery.

The policy aims:

- To promote an integrated framework for dealing with the management, renewal and upgrading of infrastructure assets
- To ensure consistency and fairness in the manner in which the Council deals with infrastructure assets
- To address the Council's Charter under Section 8 of the *Local Government Act 1993* which states in part that Council shall:
 - have regard to the long term and cumulative effects of its decisions;
 - bear in mind that it is the custodian and trustee of public assets and to effectively account for and manage the assets for which it is responsible.
- To minimise the risk to Council from public liability under the *Civil Liability Act 2002*.
- To make Council's policies and requirements for asset management readily accessible and understandable to the public.

Policy statement

1	Application This policy applies to all physical infrastructure assets owned, controlled or managed by Council.
2	Council is responsible for the management of an array of infrastructure that has been developed for and on behalf of the community. To ensure the realisation of the goals and aspirations of the community, Eurobodalla is committed to sustainable management of that infrastructure. To achieve this, Council is committed to implementing a systematic, integrated methodology across all areas of its operations. Council will implement the asset management framework as outlined in the <i>International Infrastructure Management Manual (IPWEA 2011)</i> , the NSW Integrated Planning Reforms and the <i>Local Government Amendment (Planning and Reporting) Act 2009</i>
3	Asset Management Strategy An Asset Management Strategy will be developed and adopted by Council that is

	consistent with the Community Strategic Plan.
4	<p>Level of Service</p> <p>Detailed levels of service for all its asset groups will be developed in partnership with the community to ensure that the needs of the Community and the Council are met. The agreed level of service for each service area shall take into account the capability of Council to maintain that infrastructure in an economically sustainable fashion. Council will implement Maintenance Management Systems and inspection regimes for all its assets to ensure agreed levels of service are maintained.</p>
5	<p>Asset Management Plans</p> <p>Council will develop formal Asset Management Plans for the infrastructure in each of its major service functions, addressing the whole of life costs of the infrastructure including initial capital cost, operation, maintenance, rehabilitation, and where appropriate, disposal of assets.</p> <p>The Asset Management Plans shall also address the expansion or upgrade of the asset to meet the growing demands of the community, drawing upon appropriate strategies and planning documents.</p>
6	<p>Asset Planning and Budgeting</p> <p>The Asset Management Plans shall be used to inform and provide linkages to Council's Long-term Financial Plan</p> <p>Systematic and cyclic reviews will be applied to all asset classes to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice Australian Standards.</p> <p>All assets will be valued in accordance with Fair Value principles.</p> <p>Council will regularly review its asset inventory and identify opportunities for asset rationalisation.</p>
7	<p>Asset Operations and Management</p> <p>Systematic asset management and appropriate asset management best practice shall be adopted and implemented throughout all departments of Council.</p> <p>Wherever possible, predictive modelling will be used to develop and implement preventative maintenance programs to ensure that lowest net life cycle cost is achieved and asset potential is optimised.</p>

Implementation

Implementation steps		Responsibility
1	<p>Management Plan</p> <p>This policy will be implemented by following council's Asset Management Plan, which specifies in detail the plan, procedures and matters to be considered.</p>	Council officers
2	<p>Staff</p> <p>Under supervision, applicable Council staff will be responsible for ensuring that policies are implemented appropriately within their work area, after they have received relevant training to do so.</p>	Council Officers
3	<p>Concerns</p> <p>Concerns received regarding the management of cemeteries will be recorded on Council's customer service request (CSR) or records system and handled in accordance with Council's Customer</p>	Council Officers

	Complaints and Services Requests Policy. They will be used to analyse the history of complaints and requests and to help determine follow up actions.	
4	Complaints Complaints received regarding this policy will be lodged with the Public Officer and handled in accordance with council's Complaints Policy.	Public Officer
5	Consultation Public submissions regarding this policy will be considered during the policy exhibition period. Any other consultation deemed necessary may occur with key stakeholders when and if required.	As required

Review

The policy will be automatically revoked at the expiration of twelve months after the declaration of the poll for the next general NSW local government election, unless council revokes it sooner. **Note:** *Automatic revocation of the policy is provided for by section 165(4) of the Local Government Act 1993. The next general local government election is expected to be held in September 2016.*

This policy will also be reviewed and updated as necessary when council's functions, structure or activities change or when technological advances or new systems change the way that council manages assets.

Reviews of the effectiveness of this policy could include the following:

Performance indicator	Data source(s)
Complaints	Council records
Audit	Audit

Governance

This policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies, and guidelines.

Related legislation and policies

Name	Link
Codes of Practice	www.esc.nsw.gov.au/site/Publications/Strategies/PolicyReg/Default.aspx
Other Related Council Policies	www.esc.nsw.gov.au/site/Publications/Strategies/PolicyReg/Default.aspx
<i>Local Government Act 1993</i>	www.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/
<i>Civil Liability Act 2002</i>	www.austlii.edu.au/au/legis/nsw/consol_act/cla2002161/
<i>Local Government Amendment (Planning and Reporting) Act 2009</i>	www.legislation.nsw.gov.au/sessionalview/sessional/act/2009-67.pdf

Related external references

Name	Link
Division of Local Government	www.dlg.nsw.gov.au/

NSW Integrated Planning Reforms	www.dlg.nsw.gov.au/dlg/dlghome/dlg_generalindex.asp?sectionid=1&mi=6&ml=9&AreaIndex=IntPlanRept
International Infrastructure Management Manual 2011	www.ipwea.org.au/bookshop/iimm/

Change history

Version	Approval date	Approved by	Minute No	File No	Change
1	07/12/2006	Council	06/	E06.0380	Policy commenced
2	22/9/2009	Council	09/291	E09.3418	Policy Updated
3	23/04/2013	Council	13/108	E13.7095	Updated to new Policy Template, updated review date and links

Internal use

Responsible officer	Director, Planning & Sustainability Services			Approved by	Council
File	E13.7095	Report no	O13/68	Effective date	23/04/13
Min no	13/108	Review date	Sep 2016	Pages	4