

POLICY NAME: DRAFT REVIEW  
ASSET MANAGEMENT

POLICY REF: A01

MEETING ADOPTED: 28 January 2010  
Resolution No. 280110/27

POLICY HISTORY:

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### OBJECTIVE

#### General Purpose

The general purpose of the Asset Management Policy is to set guidelines for implementing consistent asset management processes throughout Ballina Shire Council.

#### Intention

It is Council's intention to ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
- Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining asset management awareness throughout the Council.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.
- Providing directly or on behalf of other levels of Government, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively
- Having regard to the long term and cumulative effects of its decisions
- Ensuring Council bears 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 facilitate the involvement of Councillors, members of the public, users of facilities and services and Council staff in the development, improvement and co-ordination of local government
- Council keeping the local community and the State Government (and through it, the wider community) informed about its activities

### BACKGROUND

Council is committed to implementing a systematic asset management methodology in order to apply best practice asset management across all areas of Council. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.

Council recognises Asset management practices impact directly on the core business of Council and appropriate asset management is required to achieve Council's strategic service delivery objectives.

Council considers that a strategic approach to asset management will ensure that the Council delivers the highest appropriate level of service through its assets. This will provide positive impact on;

- Members of the public and staff;
- Council's financial position;
- The ability of Council to deliver the expected level of service and infrastructure;
- The political environment in which Council operates; and
- The legal liabilities of Council.

Council recognises Asset Management Plans provide key information directly to Council's Corporate Strategic Plan.

### SCOPE OF POLICY

This policy applies to all Council activities.

### AREAS OF RESPONSIBILITY

**Councillors** are responsible for adopting the policy and ensuring that sufficient resources are applied to manage the assets.

The **General Manager** has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council.

### RELATED DOCUMENTATION

As a minimum this Asset Management Policy should be read in conjunction with:

- NSW Local Government Act 1993.
- Regulations under this Act.
- Associated Infrastructure and Asset Management Plans
- **IIMM 2011** and Asset Management Strategy.

### **POLICY**

- A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all Departments of Council.
- All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.
- Asset management principles will be integrated within existing planning and operational processes.
- An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.
- Asset renewals required to meet agreed service levels and identified in infrastructure and asset management plans and long term financial plans will be fully funded in the annual budget estimates.
- Service levels agreed through the budget process and defined in Infrastructure and Asset Management Plans will be considered for funds in the annual budget estimates.
- Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
- Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
- Future service levels will be determined in consultation with the community.

### **REVIEW**

This policy is to be reviewed every four years.