Policy 4.01 Asset Management

Scope

This policy and procedure manual encompasses the systems implemented by Council to effectively manage and maintain its assets and should be read in conjunction with the Community Strategic Plan (CSP), the Infrastructure Asset Management Plans (AMP), Resourcing Strategy and the Financial Management Policy.

Purpose

The objectives of this policy are to set a broad framework for implementing consistent asset management processes throughout the Bega Valley Shire Council and to ensure adequate provision is made for the long term management of infrastructure assets by:

- Ensuring that Council’s services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to users 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.

Definitions

An ‘asset’ refers to any resource with a financial value attached to it, normally acquired to ensure local service delivery. Council assets include finances, plant and equipment, infrastructure, buildings, open space, other property and any other resources under its ownership or care and control.

The term ‘asset management’ describes the combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

Legislative requirements

Local Government Act 1993 and Regulations under the Act

Civil Liability Act 2002
Policy Statement

Bega Valley Shire Council will address the matter of ‘Assets Management’ in a systematic manner by:

- 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 are managed efficiently and effectively.
- Making asset decisions in regards to long-term and cumulative effects.
- Managing assets in consideration of the fact Council is the custodian and trustee of public assets. Prioritised outcomes of the Asset Management Plan (AMP) and major projects will guide the Long-term Financial Plan.
- Applying this policy and procedure to all Councillors, employees of council as well as external consultants engaged as representatives of council.
- Implementing asset management plans based on best practice throughout all departments of council and in conjunction with the Community Strategic Plan (CSP).
- Implementing all asset management plans in accordance with relevant legislative requirements together with political, social and economic environments.
- Integrating asset management principles within all planning and operational processes.
- Implementing an assessment regime as part of asset management to ensure service levels are maintained and to identify asset renewal priorities and risks identified and mitigated.
- Ensuring all asset renewals required to meet agreed service levels and identified in the adopted asset management plans and long-term financial plans will be fully funded in the annual budget estimates.
- Ensuring service levels agreed through the budget process and defined in the adopted Asset Management Plans will be fully funded in the annual budget estimates. Prioritising and implementing asset renewal plans progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- Reviewing the various asset classes on a systematic and cyclical basis to ensure the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
- Considering all future life cycle costs and reporting these prior to making decisions relating to new services and assets and upgrading of existing services and assets.
- Determining future service levels in consultation with the community.

Responsibilities

Elected Council

- Provide stewardship
- Consider the impact on Council’s asset base of planning, financial and service level decisions.
- Adopt the Asset Management Policy and Strategy

General Manager, Leadership Executive Group.

- Ensure that sound business principles are reflected in the Asset Management Strategy and Plans that are developed.
- Ensure the impact on Council’s asset base is considered when making recommendations to Council in relation to planning and financial matters or the delivery of services.
- Support the implementation of the Asset Management Strategy and associated programmes.
- Approve the Asset Management Plans.
- Ensure the integration and compliance with the Asset Management Policy and Strategy with other corporate policies and procedures.
- Ensure compliance with legal obligations.
- Facilitate ‘Best Appropriate Practice in Asset Management’.
Strategy and Asset Services

- Facilitate Corporate Asset Management Group
- Review Asset Management Policy and Strategy
- Develop and implement effective asset management practices
- Facilitate integration and consistency with asset management practices across the organisation
- Develop and maintain an Asset Management Information System to facilitate efficient and effective asset management

Asset Managers

- Develop and maintain Asset Management Plans including asset maintenance and renewal plans
- Keep abreast of best practice and innovation whilst minimising whole of life costs with regard to asset and service delivery planning
- Provide professional advice and comment to other departments of Council in relation to asset management
Policy 4.01 Asset Management  
Version: 5  
Adopted:  
Next review: May 2021

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### Policy Version Control

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<tr>
<th>Policy title</th>
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<td>Policy No.:</td>
<td>4.01</td>
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| Department     | Community Relations and Leisure  
|                | Strategy and Business Services  
|                | Transport and Utilities Group |
| Function       | Effective and efficient management of Council assets |
| Key theme area | An Accessible Place |
| CSP Position Statement(s) | Asset Management, Growth, Recreation, Roads and Bridges, Waste, Water and Sewer |
| Responsible Officer | Director(s) |
| Version        | 5                |
| Adopted        |                  |
| Next revision  | May 2021         |

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**Procedures, guidelines and supporting documents**

- **4.01.1** Maintenance – Adoption of schemes
- **4.01.2** Asset, damage restoration charge

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**Related BVSC policies**

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**Note:** Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council’s website  
www.begavalley.nsw.gov.au