Policy 4.01 Asset Management

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<tr>
<th>Department</th>
<th>Transport and Utilities Group</th>
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<tbody>
<tr>
<td>Responsible Officer</td>
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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), 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 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.

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.
Policy 4.01 Asset Management

Version: 3

Adopted: 12 April 2011

Next review: May 2017

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 that 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.
- Designing and providing assets to 85% peak load for transport assets as determined by the appropriate survey and identified in the respective AMP.
- Considering ‘Intervention Condition Levels (ICL) as identified from time-to-time, to not fall below notional levels assigned to each asset class in order to maintain asset backlog at 2% on a year cycle in the respective AMP.
- 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 process.
- Implementing an inspection 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 that 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.
Policy Version Control

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Policy No.:</td>
<td>4.01</td>
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<tr>
<td>Department</td>
<td>Transport and Utilities Group</td>
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<tr>
<td>Function</td>
<td>Effective and efficient management of Council assets</td>
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<tr>
<td>Key theme area</td>
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<tr>
<td>CSP Position Statement(s)</td>
<td>Asset Management, Growth, Recreation, Roads and Bridges</td>
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<td>Version</td>
<td>2</td>
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<td>Next revision</td>
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Procedures, guidelines and supporting documents

4.01.1 Maintenance – adoption of schemes
4.01.2 Asset damage, restoration charge

Related BVSC policies

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<td>Work Health &amp; Safety</td>
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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