

Hay Shire Council Policy



Title of Policy	Asset Management	
This applies to	Councillors & Staff	
Author	David Webb	Date Approved: 27 July 2021
Position of Author	General Manager	Authorised by: Council
Legislation, Australian Standards, Code of Practice.	<ul style="list-style-type: none"> - Local Government Act 1993 - Local Government (General) Regulation 2005 - Civil Liability Act 2002 	
Related Policies/Procedures	<ul style="list-style-type: none"> • Community Strategic Plan • Delivery Plan • Long Term Financial Plan • Asset Management Plan – Buildings and Other Assets • Asset Management Plan – Transport • Asset Management Plan – Water & Sewerage Services • Asset Management Plan – Plant 	
Attachments		
Aim	To set guidelines for implementing consistent Asset Management processes throughout Hay Shire Council.	
Version	Details	Date
Version 1	Initial Issue	
To be reviewed		
Superseded Policies	Asset Management – Initial Issue 17 th May 2012 & Review 29 th April 2014	
The Policy		

OBJECTIVES

1. To set guidelines for implementing consistent asset management processes throughout Hay Shire Council that is based on service delivery needs and integrated into Council's corporate and financial planning and reporting process.
2. To ensure that assets used to support the services delivered by Hay Shire Council are sustainable and continue to function at a level of service determined by Council and accepted by the broader community.
3. To ensure adequate provision is made for the long-term replacement of major assets by:

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- a) 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.
- b) Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- c) Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining an asset management throughout the Council.
- d) Meeting legislative requirements for asset management.
- e) Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- f) Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

SCOPE

1. The Policy provides guidelines in relation to asset management to the Council, Councillors, management and staff as well as Section 355 Committees which are involved in the operation, maintenance, renewal, upgrade or disposal of a Council asset.
2. This Policy applies to the following classes of assets:
 - a) Building and Other Assets:
 - i. Camping Grounds
 - ii. Council Offices
 - iii. Medical /Dental Centre
 - iv. Museums/Galleries
 - v. NSW RFS and SES Facilities
 - vi. Public Amenities
 - vii. Public Swimming Pools
 - viii. Public Halls
 - ix. Public Parks
 - x. Recreation Grounds
 - xi. Showgrounds
 - xii. Works Depots
 - xiii. Aerodrome
 - b) Transport assets:
 - i. Bridges
 - ii. Culverts & Causeways
 - iii. Footpaths
 - iv. Kerb & Gutter
 - v. Road pavements and surfaces
 - vi. Street Furniture and Streetscapes
 - vii. Bulk Earthworks
 - viii. Storm & flood mitigation
 - c) Plant:
 - i. Minor Plant – equipment

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- ii. Major Plant & Trucks – graders, loaders, rollers, tippers, crew cab truck.
 - iii. Vehicles – cars, twin cabs, utilities
- d) Water & Sewer Assets
- i. Hay Sewerage Scheme – gravity mains, rising mains, pump stations and sewerage treatment works, low pressure systems and pump units.
 - ii. Hay Water Supply Scheme – water treatment plant, reservoirs, pumps, reticulation mains, water meters.

POLICY STATEMENT

1. Council is committed to implementing a systematic asset management in order to apply appropriate asset management best practices 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.
2. Council will adopt a strategic approach to asset management which will ensure that the Council delivers the highest appropriate level of service through its assets. This will provide positive impact on:
 - a) Members of the Public and staff;
 - b) Council’s financial position
 - c) The ability of Council to deliver the expected level of service and infrastructure;
 - d) The political environment in which Council operates; and
 - e) The legal liabilities of Council.

PRINCIPLES

1. A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all Departments of Council.
2. As custodian of a wide range of assets Council will adopt the following principles.
 - a) *Sustainability* - preserving Council’s assets (maintaining their overall condition) for future generations.
 - b) *Planning* - development and maintenance of asset management plans for each class of asset to which this Policy applies.
 - c) *Integration* – incorporating asset management plans and asset management principles into long term financial and corporate planning including the Community Strategic Plan and Delivery Plan.
 - d) *Liability Management* - ensuring that existing assets are safe for use by the current generation with particular reference to the Civil Liability Act 2002.
 - e) *Monitoring* - an inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.
 - f) *Prioritisation* – asset renewals required to meet agreed service levels and identified in infrastructure and asset management plans and long-term financial 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.
 - g) *Review* - systematic and cyclic

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reviews will be applied to all asset classes to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.

- h) 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.
- i) *Consultation* – future service levels will be determined in consultation with the community.
- j) *Training* – Ensure that staff with asset management responsibilities are training in asset management principles, practices and processes.

RESPONSIBILITY

1. Council is responsible for adopting the Asset Management Policy and Asset Management Plans, determining levels of service in consultation with the community, and allocating resources for the management of Council’s assets.
2. The General Manager is responsible for overseeing and implementing the Asset Management Policy and Asset Management Plans with the agreed resources and reporting on the status and effectiveness of asset management within Council.

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