



ASSET MANAGEMENT POLICY

POLICY GOAL	3	To plan and fund the Shire's infrastructure and service needs
POLICY SUB GROUP	3.4	Infrastructure Services
VERSION	3	
DATE ADOPTED	18 February 2014 (2014.22)	
PLANNED REVIEW DATE	February 2016	



Purpose

To set guidelines for implementing consistent asset management processes throughout Kempsey Shire Council.

Objectives

To actively and cost effectively manage the creation, development, ongoing operation/maintenance and renewal/disposal of assets owned by Kempsey Shire Council for the benefit of residents, ratepayers and visitors to the Kempsey Shire.

This will be achieved through;

- Establishing an understanding of the whole of life cost of providing infrastructure to the community and reviewing the level of service/income to achieve long term sustainable funding of infrastructure.
- Development of an Asset Management Strategy which will detail the current areas where the objectives are not being achieved and provide a strategy of how to manage the existing situation.
- Development and implementation of levels of service which are reflective of the infrastructure capacity and condition as well as the community's capacity and willingness to fund.
- 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 organisation.
- Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Demonstrating transparent & responsible processes that align with demonstrated best practice, establish responsibility, meet legislative requirements and allocate adequate resources for asset management.

Scope

This Policy applies to all Council Activities, including but not limited to transportation, recreation, airport, saleyards, caravan parks, waste management, water supply and wastewater infrastructure. For the purpose of this policy 'assets' will include such items as roads, buildings and any other physical infrastructure that is Council's responsibility to operate and/or maintain.

Organisational Context

Our community's vision is:

"We live in a community that provides opportunity to all, to prosper in an environment that supports well-being, connectedness and access to resources the community wants and needs."

Our community values are:

Healthy

We value being healthy, this means:

- Having health that allows people to do the things they enjoy;
- Having health that does not limit people from earning a living;
- Not suffering from ill health;
- Living a long and fulfilling life;
- Living in a healthy environment; and
- The environment being in a healthy state.

Wealthy

We value being wealthy, this means:

- Earning enough money to afford the lifestyle that makes us happy;
- Being able to afford the basics that improve our lives;
- To have a rich and valuable culture; and
- To have a wealth of experience.

Safe

We value being safe, this means:

- People feel safe in their homes;
- People feel safe in public areas;
- People are not unduly affected by anti-social behaviour and crime;
- The risk of accidents are minimised; and
- Our community is prepared and resilient to emergency events such as floods and fires.

Sociable

We value being sociable, this means:

- People are involved in their community;
- People treat others with courtesy and respect;
- People support and assist others in the community; and
- People have a range of options to become involved in community activities.

Policy

- Kempsey Shire Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of the organisation. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.
- A consistent Asset Management Strategy will be developed for implementing systematic asset management and appropriate asset management best-practice throughout all Departments of Council.
- Asset management principles will be integrated within existing planning and operational processes. All relevant legislative requirements together with political, social and economic environments are to be taken into account.
- Asset Management Plans will be developed for major service/asset categories. The plans will be informed by community consultation, long term financial planning and integrated reporting
- An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.
- Over time Asset renewals required to meet agreed service levels identified in adopted Asset Management Plans and long term financial plans, will form the basis of annual budget estimates with the service and risk consequences of variations in defined asset renewals and budget resources documented in budget documentation.
- A comprehensive Assets Register that records details of all Council's assets including information regarding their condition, performance and value will be kept and maintained.
- Consultation will occur with community groups and community management committees in the creation and management of assets through the development of the Delivery Program and Operating Plan(s).
- The management of Council's asset will be improved over a period of time through the following measures:
 - Ensuring that the asset base is not increased without considering the impact on the ability to fund future maintenance and rehabilitation;
 - Ensuring that renewal plans are prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service;
 - Not replacing those assets, which are determined to be under-utilised, at the end of their useful lives, subject to consultation with the community and determining the impact of non-replacement on the community; and
 - Increasing revenue streams to ensure assets are maintained at least in their current condition.
 - Ensuring that donated or contributed assets meet the appropriate standards and provide optimal ongoing operational cost and effective life.

- Where community groups are involved in maintaining and operating Council's assets, formal arrangements shall be in place to ensure that the roles and responsibilities of both Council and the Community group are clearly communicated and followed.
- Training in asset and financial management will be provided for councillors and relevant staff.

Responsibilities

Councillors are responsible for adopting the policy, allocation of resources, providing high level oversight of the delivery of the organisation's Asset Management Strategy and plan and maintaining accountability mechanisms to ensure that organisational resources are appropriately utilized to address the organisation's strategic plans and priorities.

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.

Policy Implementation Procedures, Guidelines and Documents

Reference No.	Title
3.4.1	Asset Damage Restoration Charge
3.4.2	Asset Management Strategy 2013
3.4.3	Asset Management Plan – General 2013
3.4.4	Asset Management Plan – Water Supply 2013
3.4.5	Asset Management Plan – Sewerage 2013
3.1.7	Pedestrian Access and Mobility Plan

Related Kempsey Shire Council Policies

Policy No.	Title
5.6	Occupational Health and Safety Policy
5.9	Procurement Policy
5.12	Public Private Partnership Policy