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## ASSET MANAGEMENT

Strategic Outcome:	Our Infrastructure.	
Policy type	Statutory	
Date of Adoption:	19 June 2024	Minute Number:
Date for Review:	20 May 2026	
Responsible Officer:	Director Infrastructure	
Document Control:	Replaces Asset Management Policy adopted 15 April 2020	
Delivery Program Link:	IN5.1 Council's assets are actively managed across their lifespan	

### 1. POLICY STATEMENT

The management of the community's assets is a priority of the community and is included in the Community Strategic Plan.

Berrigan Shire Council (Council) has invested significant funds in community assets over many years in order to service the needs and enhance the quality of life of the communities within the Local Government Area (LGA).

The importance of these assets to our community and their significance in relation to Council's budgets means that asset management must be a critical part of Council's planning and service delivery. Council faces many challenges in maintaining a financially sustainable position and pressures as roads, footpaths, buildings, and drains get older and require additional maintenance and ultimately renewal.

Council needs to balance the need to fund the renewal and maintenance of assets with maintaining a healthy financial position. This sometimes involves difficult choices and requires community input and feedback.

This Policy acknowledges that within the limited resources of Council, not all infrastructure assets managed by Council on behalf of the community can be maintained at a level which meets community expectations at all times, but through good asset management practices Council can prioritise its resources to obtain the best value for its expenditure on asset management.



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Council acknowledges it has a duty and responsibility to maintain the community's assets to ensure that optimum usage is achieved, and the community's expectations are met. To help achieve this, Council makes the following commitments to the community:

- Council will engage the community on the standard of services, as defined in the Asset Management Plans, they need and can afford,
- Council will define the level of service required, after consultation with the community and considering the cost of service.
- Council will maintain a register of our assets and we will understand their condition,
- Council will consider the whole of life and long-term costs of acquiring, maintaining and disposing of assets and will renew assets over their lifecycle to minimise long term costs,
- Council will prepare an Asset Management Plan which will influence the Long-Term Financial Plan and Workforce Plan, and integrate with the Delivery Program and Operational Plan, and
- Council will continuously improve our asset management practices.

### **2. PURPOSE**

The objective of this policy is to ensure adequate provision is made to ensure the community's assets meet a level of service set by Council in consultation with the community, to the best of the Council's ability. This includes:

- ensuring Council's services and infrastructure are managed in a sustainable manner, by taking a whole of lifecycle approach to the management of the operations, maintenance, renewal, upgrade and construction of new assets.
- safeguarding Council's physical assets by implementing appropriate asset management strategies and allocating appropriate financial resources for those assets by integrating Asset Management Plans, the Long-Term Financial Plan Workforce Plan and the Combined Delivery Program and Operational Plan.
- creating an environment where all Council employees take an integral part in the overall management of Council assets by creating and sustaining asset management awareness throughout the organisation by training and development.
- meeting legislative requirements for asset management.
- ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.



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- Demonstrate transparent and responsible asset management processes which align with the principles embodied in this policy.
- Consider adaptation and reuse of existing assets as the first step, prior to any new construction.

### 3. SCOPE

The Asset Management Policy applies to (but is not limited to) the assets across the local government area, including at Council facilities listed below:

Roads and bridges	Carparks	Kerb and gutter
Stormwater infrastructure	Sewer infrastructure	Water infrastructure
Footpaths and shared paths	Buildings	Sporting infrastructure
Park accessories	Playgrounds	Streetlighting
Aerodromes	Saleyards	Cemeteries

### 4. OBJECTIVE

This policy is developed to assist the Council with the Delivery Program Objective IN5.1:

Council's assets are actively managed across their lifespan

### 5. DEFINITIONS

**Asset register:** A record of asset information, typically held in a spreadsheet, database or software system, including asset attribute data such as quantity, type and construction cost.

**Condition assessment:** The inspection, assessment, measurement and interpretation of the resultant data, to indicate the condition of a specific component so as to determine the need for some preventative or remedial action.

**Critical assets:** Those assets that are likely to result in more significant financial, environment and social cost in terms of impact on organisational objectives.

**Function:** The ability of the physical infrastructure to meet program delivery needs.

**Level of service:** The defined quality of a particular activity or service area against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental acceptability and cost.



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**Planned maintenance:** Maintenance which is periodic (necessary to ensure the reliability of an asset), predictive (condition monitoring activities used to predict failure) or preventative (initiated without routine or continuous checking and is not condition based).

**Renewal:** Works to replace existing assets or facilities with assets or facilities of equivalent capacity or performance capability.

**Unplanned maintenance:** Corrective work required in the short term to restore an asset its working condition so it can continue to deliver the required service or maintain its level of security and integrity.

**Utilisation:** Represents the ability of the physical infrastructure to meet service delivery needs.

**Whole of life cost:** A total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs

## 6. POLICY IMPLEMENTATION

### 6.1 Principles

Asset Management Principles embodied in this Policy are:

- Asset management is a critical part of Council's planning and service delivery.
- A consistent Asset Management Strategy must exist for implementing systematic asset management, based on industry accepted practice throughout all directorates 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.
- Asset Management Plans will be developed for major service/asset categories. The plans will be informed by community consultation and Council's financial capacity to implement the Plans.
- An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.



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- Asset renewals required to meet agreed service levels and identified in adopted Asset Management Plans will be captured in the Long-Term Financial Plan and will form the basis of annual budget estimates. Every endeavour will be made to adequately fund these renewal requirements within the constraints of Council's financial capacity.
- Service levels defined in adopted Asset Management Plans will form the basis of annual budget estimates with the service and risk consequences of variations in defined services levels and budget resources documented in budget documentation.
- 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 the assets are managed, valued and depreciated in accordance with appropriate industry practice and applicable Australian Standards.
- Whole of life cycle costs will be reported and considered in all decisions relating to new assets and upgrading of existing services and assets.
- Service levels will be detailed in the Asset Management Plans and determined in consultation with the community.
- Asset and financial management information will be provided to councillors.
- Risk associated with the ownership and operation of assets should be understood, with plans in place to address and respond to the elimination or mitigation of those risks.

### 6.2 Service levels

To achieve the objectives listed in this policy Council must increase its understanding of its owned asset base and the expectations of the community in relation to the maintenance of these assets.

To achieve these objectives the following is necessary:

- Community service levels are to be based on condition, utilisation, and functionality ratings and informed by the cost of delivery.
- Service levels are to be explained in the Asset Management Plans. The community must be engaged about the service levels in these plans. The outcomes of community engagement must be considered in the development of these service levels.

### 6.3 Planning and budgeting

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Council will adopt whole of life cost analysis for the management of infrastructure assets. Each asset will be condition assessed and included in the asset management system. Projections of the life cycle of each asset will be extrapolated from data including current condition, intervention levels and forecast maintenance requirements.

Council will regularly review its asset stock and identify opportunities for asset rationalisation and condition improvement, or asset renewal as required.

### **6.4 Renewal and maintenance**

Annual planned maintenance and renewal plans will be developed using asset condition data and incorporate corresponding financial data.

All asset condition data will be captured in accordance with the inspection regimes as documented in the applicable Asset Management Plan.

All services shall be regularly benchmarked to ensure Council is adopting industry accepted practice.

### **6.5 Risk assessment and management**

Council will maintain a program of regular inspection of assets under its control to ensure it is aware of the condition of all assets and to identify potential hazards in the asset base to be minimised.

Council will maintain a Workplace Health and Safety (WHS) System for its employees and contractors working on Council assets.

Council will consider risk associated with each asset category in its Asset Management Plans.

### **6.6 Accounting**

Council will maintain detailed asset registers for those asset categories as listed in this policy in accordance with the current applicable accounting standards.

Assets will be valued in accordance with accounting standards.

Useful lives will be assigned to each asset, with the written down value and depreciation determined annually.

Depreciation charges will be calculated for all assets on an applicable basis in accordance with relevant accounting standards

### **6.7 Asset Management Strategy and Plans**



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Council will develop Asset Management Plans for each asset category listed in this Policy, either individually or combined in larger categories. They need to include service levels, and long-term projections of maintenance, renewal and upgrade costs for each asset category.

These Asset Management Plans will be subjected to annual review and update.

The Asset Management Plans and the Delivery Program and Operational Plan must integrate.

The Asset Management Plans and the Asset Management Strategy must identify critical infrastructure assets.

Council will develop an Asset Management Strategy to provide direction in the management of assets included in the Asset Management Plans.

The Asset Management Strategy will be subject to review every four years in line with the Integrated Planning and Reporting documents.

### **6.8 Responsibilities**

#### 6.8.1 Councillors

- To act as custodians of community assets.
- To adopt and endorse the Asset Management Policy, Strategy and Plans.
- To use the information contained in Asset Management Plans to support decision making.

#### 6.8.2 Executive Leadership Team

- To foster and support the principles of asset management.
- To use the information contained in Asset Management Plans to prioritise the maintenance and renewal of assets and support decision making
- To ensure organisational resources are appropriately utilised to address the organisation's Asset Management Plans and priorities.

#### 6.8.3 Director Infrastructure

- To maintain the Asset Management Policy and procedures to implement the Policy.
- To monitor and champion the implementation of the asset management framework within the organisation.
- Facilitate the alignment of the asset management framework with everyday practice.
- Provide linkage between the community, key stakeholders and the Council's asset managers on management of Council assets.
- To encourage continuous improvement, innovation and cost-effective methods to improve asset management practices.



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- To facilitate the development of Asset Management Plans, Asset Management Strategy and strategic asset management outcomes with a reporting mechanism to Council executive and the elected Councillors.

### 6.8.4 Asset owners

- To ensure the necessary data associated with each asset throughout its whole of life as contained in the Asset Management Plans is captured in the asset register.
- To develop 20-year renewal and maintenance plans for assets included in this Asset Management Policy.
- To develop and implement regimes to assess condition, utilisation and function of assets included in this Policy.
- To review and recommend improvements to the Asset Management Policy, Strategy, Plans and processes, including the asset management improvement plans.
- To promote and raise asset management awareness.
- To assess and manage the risk of asset failure.

### 6.8.5 Responsible Accounting Officer

- To ensure each asset contained in the asset register contains the current adopted unit rates.
- To ensure costs in regard to capitalisation and disposal of assets are entered into Council's asset register.
- To ensure the appropriate depreciation rate is allocated to each asset category and class. • To interpret Accounting Standards to ensure Council's asset information is compliant.
- To provide final approval of all asset revaluation financial data and provide associated supporting documentation to Council's external auditors.
- To provide the Executive Management Team and the Elected Councillors with requested scenarios on funding infrastructure maintenance and renewal.

## **7. RELATED LEGISLATION, POLICIES AND STRATEGIES**

### **7.1 Legislation**

- *Local Government Act 1993*
- Local Government (General) Regulation 2021
- Australian Accounting Standards (AASB116, AASB108, AASB136)
- AS/NZS ISO 31000:2018 Risk Management – Principles and Guidelines
- International Infrastructure Manual

### **7.2 Council policies and guidelines**

- Governance Policy
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- Code of Conduct
- Asset Management Strategy
- Asset Management Plans
- Community Strategic Plan
- Long Term Financial Plan
- Delivery Program and Operational Plan
- Workforce Plan

### **8. RECORDS MANAGEMENT**

All Records must be kept in accordance with Council's Records Management Policy (currently under development) and destroyed as per the General Retention and Disposal Authority: Local Government Records (GA39).

### **9. REVIEW AND EVALUATION**

This policy (procedure) will be evaluated and reviewed at least once every two (2) years as per Council's Governance Policy (currently under development) or as required.

### **10. DOCUMENT AVAILABILITY**

A number of legislative instruments require Councils to have the policy available for inspection at Council's principal office (i.e. Policies made under Part 3, of the Local Government Act 1993). Each document should therefore state the ways in which the policy is available including any relevant fees and charges for access to such policy. An example of the required statement is provided below:

This policy will be available for inspection at Council's principal office during ordinary business hours as per the requirements of section 18 (c) of the *Government Information (Public Access) Act 2009* and section 167 of the *Local Government Act 1993*.

Access to the policy in digital format is free and is available on Council's website <https://www.berriganshire.nsw.gov.au/>

Printed copies of the document are available at Council's principal office (address noted below) and are subject to Council's Fees and Charges.

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### 11. VERSION CONTROL

Version Number	Date	Summary	Responsible Officer
1.0	15 April 2020	New Policy document	Director Technical Services
2.0		Major revision (detail)	Director Infrastructure