



Asset Management Policy

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1 Purpose

This policy provides a framework for consistent practice of asset management within the Council. The council commitment is to adopt a whole of lifecycle approach to asset operation and maintenance to deliver fit for purpose, sustainable and reliable assets.

2 Scope

This policy applies to the areas of the organisation that manage and operate tangible, physical assets for the purpose of delivering services to the residents of Tararua District.

The assets are part of the district's physical infrastructure and are essential to the delivery of services to meet the community's needs and for the Tararua District Council to achieve the levels of service outlined in the Long Term Plan (LTP).

In broad terms the infrastructure assets of the Council cover the following activities:

- Roding
- Water supply
- Storm water
- Waste water
- Land
- Council buildings
- Other operational, restricted and work in progress

This policy does not apply to Council owned furniture, IT equipment and passenger vehicles, or the assets of the Council contractors.

3 Benefits of Good Asset Management

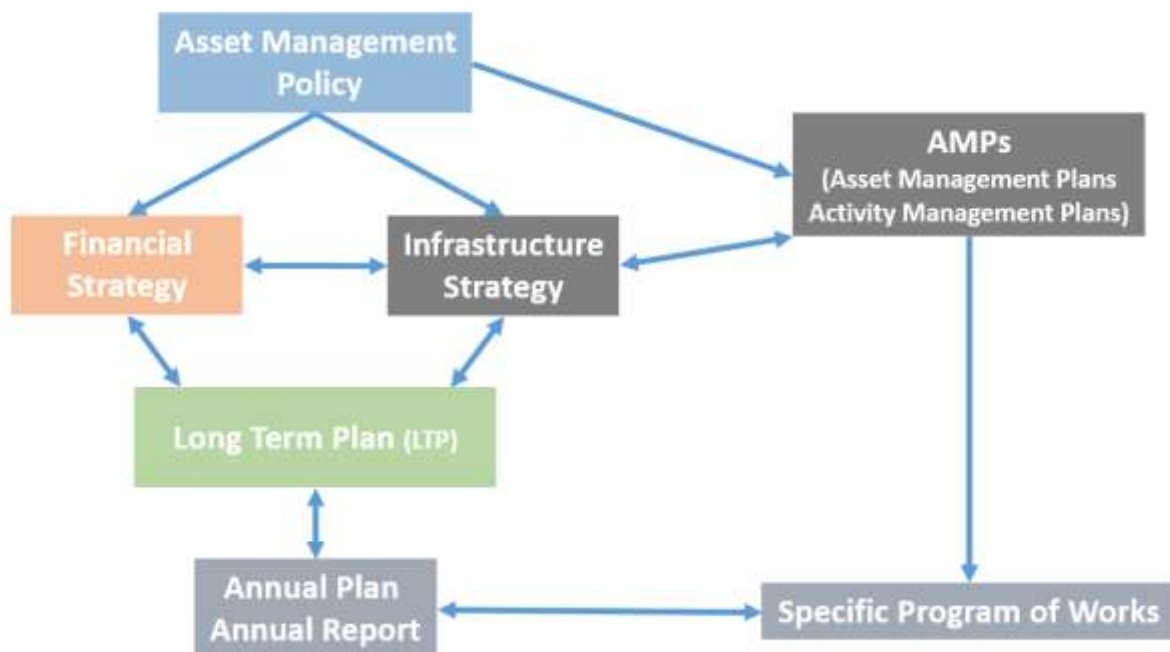
- The active management of assets enables prudent and optimal investment, data driven decisions at the right time in an asset's lifecycle to minimise the risks to the public and council and ensure continuity of delivery especially for critical services.
- By understanding the lifecycle of our assets, we can intervene in a planned and structured way. This way, we minimise reactive responses and create a "no surprises" environment using appropriate risk, criticality and good management practices.

- The assets we manage on behalf of the public are essential to a functioning society and as such, we have an obligation to achieve the required customer service levels through active renewal and maintenance activities.
- Through better asset data maturity we can, with a higher level of confidence, allocate depreciation funding to reflect upcoming renewal programmes and reduce rating shocks events as well as ensuring rates are not over committed towards infrastructure.

4 Strategic Context

There are a number of internal strategic and statutory documents that specify the functions, services and activities of the Council. These documents need to be compatible and inform each other with the intention of delivering asset related functions, services and activities in an efficient and effective manner.

The relationship between this Asset Management Policy, the Infrastructure Strategy, Long Term Plan and the various levels of asset management is set out below:



5 Policy Statement

The Council will manage the district’s assets and deliver associated activities in a cost effective, sustainable, well-planned and coordinated manner to provide agreed levels of service.

The Council will prepare Activity and Asset Management Plans generally in accordance with the International Infrastructure Maintenance Manual (IIMM).

The Council will use Asset and Activity Management Plans (AMPs) as the means to fulfil its statutory obligations for compliance with the Local Government Act 2002, Resource Management Act 1991, Building Act 2004, Land Transport Management Act 2003, Health Act 1956 and the requirements of the Office of the Auditor-General for its assets and activities.

6 Principles

Tararua District Council will adhere to the following principles in its asset management planning:

- The Council will develop financial, social, cultural and environmental sustainable asset management plans (AMPs) that are to industry standard appropriate for the scale of assets and associated risks being managed;
- AMPs will reflect the strategy and priorities of the Council and will be used to drive the day to day management of assets and the associated services;
- The Council will manage the infrastructure assets in a planned, systemic and sustainable manner;
- Specially, Council will:
 - involve and consult with the community and key stakeholders on determining the levels of service;
 - ensure asset information is accurate and up to date, allowing for appropriate asset planning, both in the short and long-term, and for informed decision-making to occur;
 - allocate appropriate resources to ensure asset management practices can be undertaken and the timely maintenance and renewal of those assets so that “life cycle” costs are optimised (existing and new assets);
 - provide a framework for asset revaluation
 - ensure that the roles and responsibilities of all asset users are well defined and understood;
 - ensure that AMPs are integrated with other relevant planning documents;
 - recognise the risks associated with the delivery of agreed levels of service and manage them appropriately;

- recognise the implications of changes in demand and actively manage demand wherever practical;
- develop and implement a framework for the evaluation and prioritisation of capital projects; and
- consider whole-of-life costs before initiating any major works and significant renewal of assets, or before introducing new Council activities.

7 Objectives

- To provide for a consistent approach to asset management planning within the Council and to ensure the plans reflect the strategic direction of the Council.
- To demonstrate to the community that the Council recognises the critical importance of managing the district’s assets in an effective and sustainable manner in order to deliver appropriate levels of service to current and future generations.
- To confirm a coordinated process for each significant asset area that reflects Councils strategic direction, and links their contribution to the Council Outcomes with specific levels of service, performance levels and desired improvement priorities and strategies.
- Drive efficiency, improve performance and reduce total cost through innovation, risk management, partnerships and effective contract management.

8 Roles and Responsibilities

Role	Responsibility
Chief Executive	Production and presentation of all Asset Management Plans
Activity Managers*	Overall responsibility for ensuring the development of asset management policies, plans and procedures. Responsibility for overseeing the implementation of asset management policy, review of asset management outcomes and ensuring alignment with the Council’s strategic direction across all assets. Also responsible for the preparation of the AMPs.
Asset Managers*	Responsibility for developing and maintaining asset lifecycle plans and ensuring appropriate budget provisions are made for asset management. Responsibility for stakeholder engagement, delivery of work and improvement programmes and reporting.

Role	Responsibility
Asset Administrators*	Responsible for maintaining asset data and providing relevant information to Asset Managers to inform decision making.
Asset Engineer*	Identification of maintenance, renewal and disposal requirements for assets.

* titles are generic

