

POLICY NO: 42
POLICY TITLE: ASSET MANAGEMENT
SECTION RESPONSIBLE: ENGINEERING
MINUTE NO: 991
REVIEW DATE: 30 JUNE 2009

OBJECTIVE:

To safeguard and enhance community assets, and to limit exposure to loss from litigation and prosecution.

SCOPE OF POLICY:

This policy applies to all employees of Greater Hume Shire Council.

BACKGROUND:

Greater Hume Shire Council is a rural local authority, of approximately 5,929km², in regional New South Wales. There are numerous communities within the Shire with approximately 45% of the population living in the five main towns of Culcairn, Henty, Holbrook, Jindera and Walla Walla. The total population is approximately 10,510. The Council maintains 2,084 Km of Shire roads, both sealed and unsealed, and there is 387km of (National and State Highways/roads) within the Shire.

Greater Hume Shire Council has a Mission Statement *"to provide quality leadership through service and management that meets the needs of all communities, enhances their well being and develops opportunities through community involvement"*. To support this Mission, Council has adopted a systematic risk management approach to control all areas of risk within the organisation, incorporating the principles of AS/NZS 4360:2004.

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PRINCIPLES:

Generic sources of risk include business and financial risks, legislative compliance, occupational health and safety risks due to the nature of the varied work environments, risks arising from natural events or exotic animal or crop diseases, technology and technical issues, management activities and controls, corporate governance risks, as well as commercial and legal relationships between Greater Hume Shire Council and our clients, customers, contractors and service providers.

The main objectives of the risk management approach are to:

- Maintain the highest possible integrity for services provided by Greater Hume Shire Council;
- Safeguard and enhance Greater Hume Shire Council assets including human, fiscal, property and the environment;
- Create an environment where all Greater Hume Shire Council employees, volunteers and contractors will assume responsibility for managing risk;
- Achieve and maintain legislative compliance;
- Ensure resources and operational capabilities are identified and responsibility allocated for managing risk;
- Ensure Greater Hume Shire Council can appropriately deal with risk;
- Demonstrate transparent and responsible risk management processes which align with accepted best practice.

To safeguard and enhance community assets, and to limit exposure to loss from litigation and prosecution, Council has recognised the need for a system of infrastructure assets inspection and reporting. Council has designated the duties of Roads and Assets Inspection to the Manager Design who, among others, will be responsible for the regular and documented inspection of Council roads, footpaths and other non-vehicle assets. In addition, the Manager Design will be responsible for the regular inspection and reporting of State roads, as required under the RTA Single Invitation Maintenance Contract.

The designated Officers will record the condition of all Council roads and assets, and will report any defects discovered, or reported, to nominated Council Officers. As part of the risk management team, the Officers will be responsible for ensuring Council's risk management strategies, policies and procedures, are complied with, and updated and improved upon where and when necessary.

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The infrastructure assets to be inspected include:

- All roads, footpaths, bridges and culverts and street tree planting within the Shire, irrespective of ownership or control;
- All parks and recreational facilities within the Shire, including playground equipment, swimming pools and ancillary buildings and signage used as remote supervision;
- All public toilet facilities and rest areas;
- All stormwater systems, flood protection and land drainage structures within the Shire;
- All waste disposal facilities and systems operated within the Shire including waste transfer stations, landfills and sewage systems;
- All Council owned or operated buildings and facilities and dwellings, including the airpark, gravel pits and quarries; and
- vacant land.

The Council is responsible for the oversight of the Asset Inspection system, which forms part of the Risk Management Program.

The General Manager is responsible for ensuring the Asset Inspection system is resourced and operating to protect and enhance the total assets of the Shire and reduce the exposure to litigation.

Departmental Directors are responsible for the implementation of this Policy on Asset Inspection and the associated procedures within their respective departments. The Director Engineering is responsible for the oversight of the Assets Inspection and Reporting duties of the Manager Works and the designated Officers.

All Council Supervisors are responsible for the continued support of this Policy and the Asset Inspection schedule by the exercise of constant vigilance in the observation of faults, hazards and potential hazards in Council assets during the normal performance of their duties.

All Council employees are responsible for the protection of Council assets in the performance of their normal duties and in the timely reporting of faults, hazards or potential hazards they may observe whilst performing their duties.

Identified faults and hazards shall be noted on an appropriate form and reported to nominated officers of Council. These faults and hazards will then be evaluated using the IAC Risk Assessment process as detailed below.

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The faults and hazards that have been identified during the asset inspection process must be assessed and controlled; this can be achieved by implementing the following three (3) stage risk process approach:

Identify

Identify the faults, hazards or potential hazards in the asset inspection.

Assess

Assess the likelihood and consequences from the faults or hazards.

- **Extreme risk, immediate action required**
- High risk, prioritised action required
- Tolerable risk, planned action required
- Low risk, actioned by routine procedures

Control

Control the faults or hazards using Control Options.

- Eliminate
- Substitute
- Isolate
- Engineer
- Administrate
- PPE

Budget considerations will necessitate the allocation of funds in order of risk priority.

The details of Asset Inspection schedules and frequencies, intervention levels and response times, reporting and corrective action responsibilities, resource allocation, employee training needs and review and auditing processes are addressed in detail in the supporting Risk Management Asset Inspection Procedures.