

## 1. Purpose

The purpose of the Asset Management Policy is to define the principles, objectives and responsibilities for implementing good practice asset management across Westland District Council.

### 1.1 Background

The Local Government Act 2002, Section 10 set outs the requirement for “the provision of efficient and effective infrastructure that meets the existing and foreseeable needs of the community”.

Asset management is a process to guide the planning, acquisition, operation, maintenance, renewal and disposal of assets. The objective of asset management is to maximise service delivery potential while managing related risks and costs over the lifecycle of the assets.

Council acknowledges and adheres to the legislation and strives to improve its asset management maturity through continuously improving process and practice.

### 1.2 Scope

Council provides a wide range of services to the community across the district. This policy applies to the following infrastructure assets:

Activity	Descriptor
Transportation	Roads, bridges, culverts, footpaths, kerb and channels, streetlights, signs and road markings.
Water Supply	Treatment Plants, pipelines, and pump stations.
Wastewater	Treatment plants, gravity mains, rising mains, and pump stations.
Stormwater	Pipelines and pump stations.
Solid Waste	Landfill and transfer stations.
Property & Facilities	Land and buildings.
Parks, Reserves & Cemeteries	Public reserves, cemeteries, playgrounds and walkways.
Cycle Trail	Cycle trail, bridges, drainage, shelters and signs.

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

It applies to all staff who are involved in the management of assets, including the acquisition, construction, and disposal of assets, together with all staff or contractors responsible for maintaining and reporting on assets.

### 1.3 Commencement

This policy comes into force on 27<sup>th</sup> September 2024.

## 1.4 Definitions

“**Asset Management Maturity/Index**” means the level of advancement of asset management practices within an organisation or activity. The maturity index classifications are Aware, Basic, Core, Intermediate and Advanced.

“**Asset/Activity Management Plan (AM Plan)**” means a plan that outlines how Council will achieve the outcomes for the community based on the set levels of service.

“**Asset Management System (AMS)**” means a management system for asset management, a set of interrelated or interacting elements which establishes policies, objectives, and processes to achieve the objectives.

“**Depreciation**” means the systematic allocation of the depreciable amount (often referred to as the cost of consumption of the asset by ratepayers) of an asset over its useful life.

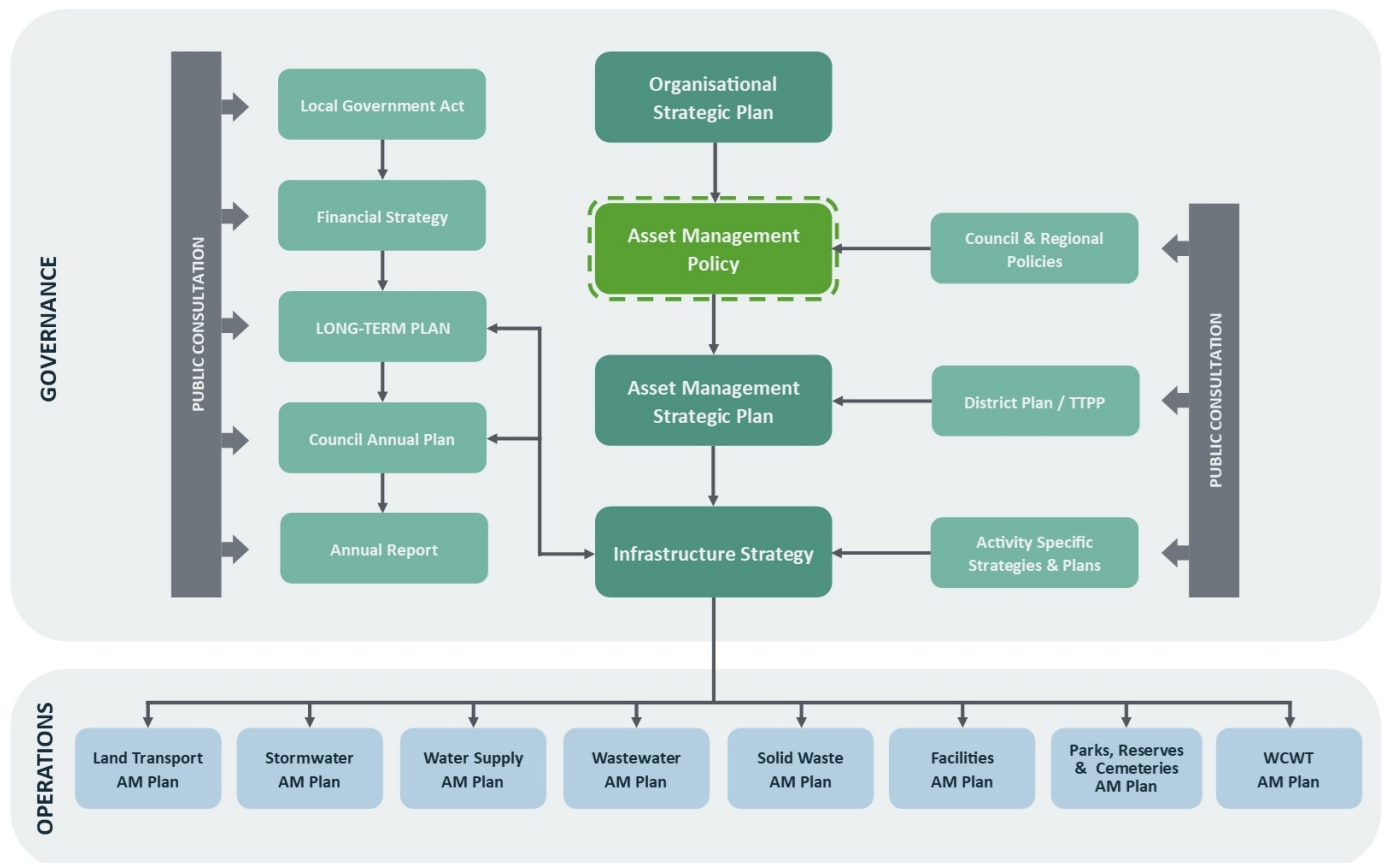
“**International Infrastructure Management Manual (IIMM)**” means a comprehensive manual on how to prepare and use Asset Management Plans.

“**Level of Service**” means the defined intended standards of outcome to be provided to the community relative to their desire to pay, and how this standard will be measured to ensure performance.

## 2. Policy

### 2.1 Strategic Context

There are a number of internal and statutory documents that specify the asset related functions and activities of Council. The relationship between this policy, Infrastructure Strategy, Long Term Plan and other asset management documents is shown in the diagram below.



## 2.2 Policy Statement

Council will manage the districts assets and deliver associated activities in a well planned, cost effective, coordinated and sustainable manner at an agreed level of service.

Council will develop activity management plans that are industry standard and appropriate for the scale of assets being managed. These plans will reflect the strategies and priorities of Council and will be used to drive day to day management and decision making.

Council will use activity management plans to fulfil its statutory obligations for compliance with the Local Government Act and other legislation.

## 2.3 Policy Principles

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

- Align asset management decisions with organisational strategy and goals
- Incorporate lifecycle management, from planning to disposal, in decision making
- Consult with stakeholders to determine appropriate levels of service
- Recognise the risks associated with the delivery of the agreed level of service and manage them appropriately
- Make decisions with a long term, inter-generational approach
- Monitor, measure and report on assets and asset management performance
- Develop the capability of people and teams and ensure all staff understand their roles and responsibilities
- Ensure asset information is accurate and up to date as possible and use it to make evidence based decisions
- Support implementation of asset management systems and tools
- Implement efficient and effective service delivery models
- Ensure compliance with all legislative and regulatory requirements
- Incorporate climate resilience considerations in decision making
- Measure, advance and improve the asset management system to a core level of maturity

## 2.4 Policy Objectives

1. To provide a consistent approach to asset management planning and ensure plans reflect the strategic direction of Council.
2. To demonstrate to the community that Council recognises the importance of managing the districts assets in a sustainable manner to deliver appropriate levels of service across current and future generations.
3. To drive asset management maturity within Council.

### 3. Roles and Responsibilities

The roles and responsibilities for Council staff are:

Role	Responsibility
Council Elected Members	<ul style="list-style-type: none"> <li>• Represent the interests of the community.</li> <li>• Review, approve and/or Adopt the Annual Report, Annual Plan, Long-Term Plan, Infrastructure Strategy and Asset Management Plans.</li> <li>• Strategic governance oversight of operational and capital expenditure.</li> </ul>
Executive Leadership Team	<ul style="list-style-type: none"> <li>• Agree the Asset Management Policy Strategy, and Asset Management Plans, ensuring alignment with LTP, and present to council for approval.</li> <li>• Provide strategic oversight and monitor and review the operational performance against the Strategy and improvement plans.</li> <li>• Implement the Asset Management Policy and Strategy, within the financial resources.</li> <li>• Ensure appropriate asset management capability and capacity is developed to meet current and future needs.</li> </ul>
District Assets Senior Management	<ul style="list-style-type: none"> <li>• Implement the Asset Management Policy, Strategy, Asset Management Plan, and improvement plans.</li> <li>• Develop and implement maintenance, renewal, and capital works programmes in accordance with the Asset Management Policy, Strategy and Plans.</li> <li>• Engage with iwi, community, and stakeholders on long term asset planning.</li> <li>• Deliver levels of service to agreed acceptable risk and within approved financial parameters.</li> <li>• Provide quality asset data and trend information to support strategic decision making.</li> <li>• Lead the integration of asset management principles into operational planning practices and processes.</li> </ul>

### 4. Reporting

None perceived.

### 5. Related Documents and Acts

The following Westland District Council documents relate to this policy:

Policy, Plan or Strategy	Relationship to 'the Policy'
Existing Asset Management Planning Policy	The existing Asset Management Planning Policy will be superseded by this document.
Infrastructure Strategy	Subordinate to the policy and contains the 30-year strategy for managing infrastructure activities at a higher level of detail than individual Activity Management Plans.

Long Term Plan	Subordinate to the policy and contains the 10-year plan for managing activities across Council.
Strategic Asset Management Plan	To be developed – Subordinate to the policy and will contain asset management objectives and Councils strategic approach to asset management.
Activity Management Plans	Subordinate to the policy and highlights levels of service and lifecycle management of assets for each activity.
Annual Plan	Subordinate to the policy and includes any changes from the Long Term Plan since it was prepared.
Annual Report	Subordinate to the policy and reports against the Long Term Plan on financial and non financial criteria.
Financial Strategy	Subordinate to the policy and outlines how the Councils Long Term Plan will be funded.
Council Risk Framework	The Risk Framework prescribes in detail the risk approach used by Council. This approach will be used in asset management decision making – as outlined in this policy.

The following Legislation relates to this policy:

- Local Government Act 2002,
- Building Act 2004,
- Burial and Cremation Act 1964,
- Health Act 1956,
- Land Transport Management Act 2003,
- Reserves Act 1977,
- Resource Management Act 1991.
- Climate Change Response Act 2002,
- Litter Act 1979,
- Waste Minimisation Act 2008,
- Heritage New Zealand Pouhere Taonga Act 2014,
- Walking Access Act 2008,
- Health and Safety Act 2015,
- Utilities Access Act 2010,
- Taumata Arowai Water Services Regulator Act 2020

*Note: Any legislation referred to should be interpreted as meaning the Act and its amendments*

This policy also refers to best practice which is outlined in the:

- International Infrastructure Management Manual (IIMM)
- ISO 55000 Asset Management Standards

## 6. Implementation of the Policy

This policy will be implemented in conjunction with Activity Management Plans and the Long Term Plan. And will be actively communicated during planning and operational delivery.

Gaps in asset management practice will be identified through an asset management maturity assessment following the Long Term Plan Process. These will be transferred to the asset management improvement programme for action and will be monitored by the District Assets Team.

## 7. Policy Review

A review of this policy will take place every three years as part of the of the Long Term Plan process.

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