

Policy 5.01 Asset Management

Directorate	Community Relations and Leisure Strategy and Business Services Transport and Utilities Group
Responsible Officer	Director(s)

Scope

This policy encompasses the systems implemented by Council to effectively manage and maintain its assets and should be read in conjunction with the Community Strategic Plan (CSP), the Infrastructure Asset Management Plans (AMP), Resourcing Strategy and the Financial Management Policy.

Purpose

The objectives of this policy are to set a broad framework for implementing consistent asset management processes throughout the Bega Valley Shire Council and to ensure adequate provision is made for the long term management of infrastructure assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to users and the environment.
- Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- 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 Council.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

Definitions

An 'asset' refers to any resource with a financial value attached to it, normally acquired to ensure local service delivery. Council assets include finances, plant and equipment, infrastructure, buildings, open space, other property and any other resources under its ownership or care and control.

The term 'asset management' describes the combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

Legislative requirements

Local Government Act 1993 and Regulations under the Act.

Civil Liability Act 2002

Policy Statement

Bega Valley Shire Council will address the matter of 'Assets Management' in a systematic manner by:

- Providing directly or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services are managed efficiently and effectively.
- Making asset decisions in regards to long-term and cumulative effects.
- Managing assets in consideration of the fact that Council is the custodian and trustee of public assets. Prioritised outcomes of the Asset Management Plan (AMP) and major projects will guide the Long-term Financial Plan.
- Applying this policy and procedure to all Councillors, employees of Council as well as external consultants engaged as representatives of Council.
- Implementing asset management plans based on best practice throughout all departments of council and in conjunction with the Community Strategic Plan (CSP).
- Implementing all asset management plans in accordance with relevant legislative requirements together with political, social and economic environments.
- Integrating asset management principles within all planning and operational process.
- Implementing an assessment regime as part of asset management to ensure service levels are maintained and to identify asset renewal priorities and risks identified and mitigated.
- Ensuring all asset renewals required to meet agreed service levels and identified in the adopted asset management plans and long term financial plans will be fully funded in the annual budget estimates.
- Ensuring service levels agreed through the budget process and defined in the adopted Asset Management Plans will be fully funded in the annual budget estimates. Prioritising and implementing asset renewal plans progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- Reviewing the various asset classes on a systematic and cyclical basis to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
- Considering all future life cycle costs and reporting these prior to making decisions relating to new services and assets and upgrading of existing services and assets.
- Determining future service levels in consultation with the community.

Responsibilities

Elected Council

- Provide stewardship
- Consider the impact on Council's asset base of planning, financial and service level decisions
- Adopt the Asset Management Policy and Strategy

General Manager, Leadership Executive Group.

- Ensure that sound business principles are reflected in the Asset Management Strategy and Plans that are developed
- Ensure the impact on Council's asset base is considered when making recommendations to Council in relation to planning and financial matters or the delivery of services
- Support the implementation of the asset Management Strategy and associated programmes
- Approve the Asset Management Plans
- Ensure the integration and compliance with the Asset Management Policy and Strategy with other corporate policies and procedures
- Ensure compliance with legal obligations
- Facilitate 'Best Appropriate Practice in Asset Management'

Strategy and Asset Services

- Facilitate Corporate Asset Management Group
- Review Asset Management Policy and Strategy
- Develop and implement effective asset management practices
- Facilitate integration and consistency with asset management practices across the organisation
- Develop and maintain an Asset Management Information System to facilitate efficient and effective asset management

Asset Managers

- Develop and maintain Asset Management Plans including asset maintenance and renewal plans
- Keep abreast of best practice and innovation whilst minimising whole of life costs with regard to asset and service delivery planning
- Provide professional advice and comment to other departments of Council in relation to asset management

Policy Version Control

Policy title	Asset Management
Policy No.:	4.01
Directorate	Community Relations and Leisure, Strategy and Business Services, Transport and Utilities Group
Outcome Area	Connected Communities
Goal(s)	<ol style="list-style-type: none"> 1. We have opportunities to work, learn and socialise through the provision of affordable public transport and telecommunication process. 2. We have a network of good quality roads, footpaths and cycleways connecting communities throughout the Shire and beyond.
Responsible Officer	Directors
Version	3
Adopted	
Next revision	May 2021

Related BVSC policies

Policy No	Title
6.05	Work Health and Safety
6.06	Financial Management

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 4.02 Private Works

Department	Transport and Utilities Group
Responsible Officer	Group Manager

Scope

This policy and procedure manual encompasses the processes implemented to manage the effective and efficient completion of private works by Council's operational staff including but not limited to mowing, grading of domestic roads or driveways and associated drainage.

Purpose

- To minimise the time that BVSC owned plants is not being used and that operational staff are unproductive.
- To perform works at competitive market prices that returns a profit to BVSC.

Definitions

Private works include any work or service, which is carried out by Council upon agreement with a private individual, company or organisation and which is outside the normal responsibility of the Council.

Legislative requirements

Local Government Act 1993, section 67

Policy Statement

Bega Valley Shire Council will address the matter of 'private works' in a systematic manner by:

- Undertaking private works only if their performance does not adversely affect the implementation or timeliness of identified BVSC works priorities.
- Performing private works in line with all BVSC policies on risk management and Work Health and Safety.
- Performing works on the basis that the customer accepts full responsibility for gaining approvals for the contracted work.
- Selecting works that are within Council's capabilities and adhering to provisions of this policy.
- Ensuring that private works are not offered or made available to Council staff or Councillors.

Policy Version Control

Policy title	Private Works
Policy No.:	4.02
Department	Transport and Utilities Group
Function	Management of Council resources
Key theme area	An Accessible Place
CSP Position Statement(s)	Growth
Responsible Officer	Group Manager
Version	2
Adopted	8 June 2010
Next revision	May 2017

Procedures, guidelines and supporting documents

- Nil procedures

Related BVSC policies

Policy No.:	Title
5.05	Work Health & Safety

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 4.04 Roads

Department	Transport and Utilities Group
Responsible Officer	Group Manager

Scope

This policy and procedure manual encompasses the processes implemented to manage all roads owned and managed by Council

Purpose

- To actively develop, name and manage local and regional road assets owned and managed by BVSC for the safety and benefit of residents and visitors.

Definitions

The term "road" refers to any road under the control of Council for which Council is the road authority, including public roads or a road that is to be dedicated to Council by way of a subdivision of land. The term excludes Crown public roads, private roads and roads under the control of any State Government Authority.

The term "public road" refers to a road that is opened or dedicated, which the public are entitled to use either on foot, in a vehicle or otherwise and declared to be a public road for the purposes of the *Roads Act 1993*.

Legislative requirements

Roads Act 1993

Local Government Act 1993

Policy Statement

Bega Valley Shire Council will address the matter of 'Roads' in a systematic manner by:

- Applying relevant and appropriate construction standards and guidelines for road construction and development within the Shire.
- Adhering to the requirements of the *Roads Act 1993* in reference to how Council becomes responsible for the management and maintenance of roads.
- Inspecting, monitoring and reviewing roads for which Council is responsible.
- Maintaining and upgrading roads and parts of roads within the Shire for which it is responsible, according to BVSC's implemented budget and Asset Management Plan (AMP).
- Advocating for and facilitating the maintenance and improvement of roads and related infrastructure that are the responsibility of NSW Government agencies.
- Delegating authority to BVSC's Group Manager | Transport and Utilities Group to approve the use of suitable road names, according to the implemented procedure and criteria for naming and re-naming of roads, pursuant to the provisions of *Section 162 Roads Act 1993*.

Policy Version Control

Policy title	Roads
Policy No.:	4.04
Department	Transport and Utilities Group
Function	Maintenance and management of roads
Key theme area	An Accessible place
CSP Position Statement(s)	Growth, Tourism, Asset Management, Roads, Bridges
Responsible Officer	Group Manager
Version	2
Adopted	8 June 2010
Next revision	May 2017

Procedures, guidelines and supporting documents

4.04.1 Road naming

4.04.2 Roadside grazing

4.04.3 Extension of Council maintained roads in concessional lot subdivisions

Related BVSC policies

Policy No.:	Title
4.01	Asset Management

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 4.05 Signage

Department	Transport and Utilities Group
Responsible Officer	Group Manager

Scope

This policy and procedure manual encompasses the processes implemented to manage the implementation of tourism, services and facility signage across the Bega Valley Shire. This Policy covers signage proposed within reserves under the care and control of Council. The Policy also covers directional signage proposed within the Princes and Snowy Mountains Highway road reserves

Purpose

- To clearly indicate street names, directions to local businesses, sporting facilities, community attractions and beaches for the benefit and safety of residents and visitors.
- Establish a cooperative signage process for local government, tourism and community service operators.
- Improve awareness and access to tourist activities and facilities for travelers.
- Ensure a high standard of coordinated and complementary directional signage.
- Ensure ease of visitor navigation by using the most effective combination of tourist, services and facilities signs and direction signs.
- Ensure directional signs within road reserves are visually acceptable.
- Rationalise signs to minimise the proliferation of signs through cooperation and consultation with affected sign owners.
- Ensure full cost recovery for applications for tourist and community signs.

Definitions

For the purposes of this Policy four major types of road signs used by visitors to find tourist attractions and facilities in the Bega Valley, have been identified. These are:

- Tourist Attraction Signs (Brown and white)
- Service Signs (Blue and white)
- Community Facility Signs (Blue and white)
- Advertising Signs (Signs on private property)

Permissible Signs

The following signs are permitted within the Bega Valley Shire LGA;

Tourist Attraction Signs

- Commercial/non-commercial tourist operations
- National Parks;
- Natural features;
- Conservation parks/botanic gardens;
- Wineries catering for tourists;
- Historic sites/buildings/towns;
- Scenic lookouts; and
- Tourist drives and trails

Tourist attraction signs signal commercial and non-commercial tourist establishments and features of tourist interest.

Service Signs

Service signs include those for:

- accommodation facilities;
- caravan and camping parks/areas
- visitor information centre;
- tourist information bays;
- service stations;
- public toilets;
- rest areas;
- parking areas; and
- police, hospitals, ambulance & fire brigades

Service signs direct the travelling public to essential and desirable facilities and service businesses. Service signs signal service establishments and features of service interest.

Community Facilities Signs

Community facility signage is for facilities that are essentially community based, even though visitors may use them and, in some cases, attract visitors in their own right. These include:

- Council buildings and facilities
- arts centres;
- churches;
- recreation centres;
- golf courses;
- racecourses;

- swimming pools; and
- airports / aerodromes
- major institutions (e.g. Universities & State Departments)
- schools (including pre-schools & child care centres)

Community Service signs signal community service establishments and features of tourist interest.

"As of Rights" Signs

The following signs do not require approval from Council:

- any sign or notice erected by a public authority;
- any sign notifying the public of possible hazards or of activities in a public area (e.g. roadwork signs, underground electricity, etc.); and
- any sign on a registered motor vehicle used principally for conveyance of goods or passengers.

Advertising Signs

The proliferation of advertising signage detracts from the environment, adversely affecting the scenic values the region is known for. Advertising signs on private land are generally sought to promote individuals. Development consent is required for this type of signage on private land.

Prohibited Signs

All signage placed within the road reserve without the approval of Council or the relevant Authority is prohibited.

This includes:

- items attached to trees, power poles, telecommunications poles, existing signage poles, etc;
- any sign on a vehicle (whether registered or not) which is used principally as an advertisement rather than as a vehicle; and
- any sign or bill poster placed within the road reserve (e.g. power or telecommunications poles, existing signage poles, etc.).

Cultural or political event signage, such as festivals or elections, is permitted for up to two weeks prior to the event and requires removal within one week after the event

Legislative requirements

Nil

Policy Statement

Bega Valley Council will address the matter of 'Signs' in a systematic manner by:

- Adhering to all relevant legislative requirements by maintaining a high standard of sign design to ensure that roadside signage communicates effectively with travelers and meets safety, aesthetic and environmental considerations.
- Applying relevant technical standards for design, manufacture and installation of signage.
- Presenting signs in a consistent colour and shape to facilitate recognition. A combination of numbers, words and symbols is used to optimise information retention and comprehension.
- Ensuring signs do not present a safety hazard.
- Ensuring all signs are designed to the appropriate Australian Standard and where applicable the Tourism NSW/Roads and Maritime Services Tourism Signing Guidelines.
- Minimising local directional signs at major intersections and permitting only one sign to be erected for the purpose of providing tourist information. A second or subsequent sign may be erected if Council considers it reasonable and essential for the information of residents and visitors.
- Including all community, accommodation and shopping facilities in signage using generic language without specifying the name of the establishment.
- Ensuring that tourist signposting cascades down from the State Government, which has responsibility for signing state roads such as the Princes Highway to Local Government, which has responsibility for signing local and regional roads. Depending on what type of sign is required and where, tourist attraction and services signing throughout the Bega Valley may involve Roads and Maritime Services (RMS) or the Tourist Attraction Signposting Assessment Committee (TASAC), various departments within the Council, the Sapphire Coast Tourism Board, tourism organisations and tourism operators. Each group has specific responsibilities in relation to signage.

Policy Version Control

Policy title	Signage
Policy No.:	4.05
Department	Transport and Utilities Group
Function	Information sharing and directory assistance
Key theme area	An Accessible Place
CSP Position Statement(s)	Growth, Tourism, Asset Management, Roads and Bridges, Recreation, Community Buildings
Responsible Officer	Group Manager
Version	3
Adopted	21 December 2010
Next revision	May 2017

Procedures, guidelines and supporting documents

- 4.05.1 Beach Signage
- 4.05.2 Beach signs priority listing
- 4.05.3 Signs on buildings
- 4.05.4 BVSC Signage Guidelines 2010

Related BVSC policies

Policy No.:	Title
3.01	Development Administration
5.03	Risk Management and Insurance

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 5.02 Transport Services

Department	Transport and Utilities Group
Responsible Officer	Director

Scope

This policy encompasses the processes required to manage the design, construction, operation and maintenance of all transport assets, owned and managed by Council.

This policy and relevant procedures have been aligned with the Transport Strategy and Infrastructure Asset Management Plans.

Purpose

- To adopt a formalised and consistent approach to the planning, development, operation and management of Council's transport network.
- To actively develop, name and manage transport assets owned and managed by BVSC for the safety and benefit of users.
- To outline the steps and precautions required to eliminate or reduce risks from Council's transport infrastructure.

Definitions

For the purpose of this Policy, Transport refers to:-

- Roads
- Bridges
- Shared pathways
- Drainage
- Kerb and gutter
- Line marking
- Roadside furniture e.g., signage, guard rail, guide posts, bus shelters, lighting
- Cattle grids

Legislative requirements

Australian Standard AS1428 (Set) – Design for Access and Mobility (Set)

AS/NZS ISO 31000:2009 Risk management Principles and Guidelines

AS/NZS ISO 55000:2015 Asset Management Principles and Guidelines

Local Government Act 1993 and Regulations under the Act

NSW Roads Act 1993

Policy Statement

Bega Valley Shire Council will sustain levels of service and manage our duty of care to users of the Transport network by:

- Providing infrastructure within Council's transport network that is fit for use, safe and accessible.
- Efficiently allocating available funding and resources for the maintenance and repair of the transport network.
- Developing a priority for maintenance and capital works as outlined in the Asset Management Plans
- Developing systems and procedures for recording and reporting on the transport network that is measurable and demonstrates Council's ability to meet agreed levels of service.
- Assessing future network requirements including standards of design and construction
- Applying relevant and appropriate standards and guidelines for maintenance, construction and development within the Shire.
- Consulting with the community with regard to levels of service and future needs and priorities.
- Adhering to the requirements of relevant Acts, Standards and Guidelines with regards to Council being responsible for the planning, management and maintenance of transport infrastructure.
- Advocating for transport related infrastructure that complements our transport network
- Assessing the magnitude of risks from the consequence/likelihood risk matrix with the aim to eliminate or reduce the level of risk relating to transport assets.

Policy Version Control

Policy title	Transport Policy
Policy No.:	5.02
Directorate	Transport and Utilities Group
Outcome Area	Connected Communities
Goal(s)	<ol style="list-style-type: none"> 1. We have opportunities to work, learn and socialise through the provision of affordable public transport and telecommunications services. 2. We have a network of good quality roads, footpaths and cycleways connecting communities throughout the Shire and beyond.
Responsible Officer	Director
Version	1
Adopted	
Next revision	May 2021

Related BVSC Policies

5.01 Asset Management

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
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