

# HILLTOPS ORDINARY MEETING AGENDA

28 March 2018

Held in the Hilltops Council Harden Chamber, 3 East Street, Harden

## ACTING GENERAL MANAGER'S LATE REPORT

### 18/53 – PROGRESS REPORT ON THE STRONGER COMMUNITIES PROJECTS AND THE STRONGER COUNTRY COMMUNITIES PROJECTS.

Reference: File No. F23.00  
Responsible Officer: Acting Director Infrastructure Services

#### PURPOSE

The purpose of this report is to provide information on the progress with the projects that have been funded under the Stronger Communities and the Stronger Country Communities Programs. Hilltops Council has received a total of \$15 million under these programs from the State Government and as part of the conditions for the funding they are to be completed by July 2019.

#### REPORT

### STRONGER COMMUNITIES FUNDED PROJECTS

PROJECT NAME	PROJECT VALUE	STATUS UPDATE
Boorowa Caravan park - New managers cabin and camp kitchen	\$200,000.00	Survey and design in progress. Tender documents being prepared.
Harden Caravan park - Camp kitchen	\$100,000.00	Park study to be carried out. Desk top discussion on Kitchens built elsewhere completed.
Boorowa Urban Growth: relocate Eastern Works Depot out of residential area; clear site and develop for residential subdivision	\$1,000,000.00	Project budget is being reviewed. Design concept plans being prepared.
		Meeting with landowners re land swap. Looking at similar design to Weddin Shire Depot. Have preliminary pricing for sheds + concrete.
		Land swap with neighbour next to stockpile. will need DA for possible

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		subdivision. Survey Commencing next week for new block. DA to be submitted.
		Met with consultant- will have quote this week, putting together final quotes and prices- will possibly need to go back to Council for additional finances.
Road network improvement program	\$700,000.00	95% complete
Chinese Cemetery Murrumburrah	\$50,000.00	Site survey completed, Specialist Chinese based landscape architect engaged, draft plans completed. Historical Society endorsed draft plans. Plans being updated with minor modifications based on feedback. Quantity survey completed.
Young Regional Library	\$2,000,000.00	
Lambing Chinese Garden Flat Tribute	\$300,000.00	David Newberry has quotation for supply and install \$1.2M
		David provided information on the quote. The GM and Mayor had a meeting with the Chinese embassy who are interested in the project. Our Chinese tourism officer will be able to liaise with our sister city and Chinese embassy.
Solar Power for Council facilities	\$328,995.00	Sites across Hilltops currently being assessed, allocation will be distributed across multiple sites. DA being prepared for Admin building Young. Mid-April - finalisation of recommendation for individual sites.
Burrangong Creek and Murimboola Creek Beautification & connectivity	\$1,500,000.00	Burrangong Creek - 1km concept design completed for walking. Council to be briefed on the project.
		Included briefing paper on Murimboola Creek.
Harden playground Refurbishments	\$350,000.00	Newson Park Play equipment, Coddington Park Fencing Play area, play equipment

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		and Shade sail - Tenders have been reviewed for installation of equipment.
		Nelson Park Pedestrian Lighting replacement - Bundled with other Hilltops flood lighting projects or use Solar lighting currently on trial.
		Educational cycleway link - Council contribution of a 50% co - contribution with external stakeholder (Bunyip proposed) externally funded.
Harden pool renewals	\$300,000.00	Harden pool disabled toilet & parent room - location still to be determined.
		Pool Disabled access - Concrete ramp to be placed in pool after season end
		Pool flood lighting replacement: existing poles are in poor structural condition - To be bundled with other lighting works (current columns have severe rust at the base requiring renewal. The lighting is being reviewed and the option for LED type being considered.
		Jugiong Pool tiling hob - completed
Young Swimming Pool Turnstiles & Entrance	\$1,700,000.00	Consultant engaged to review business case.
Trinity Centre Refurbishment	\$100,000.00	Trinity Centre Building upgrade (window upgrade & paint) - works is underway (90% complete).
		Trinity Centre Flexible Care garage: allocated September 2017 - DA consent 90% complete.
Mechanics Institute Renewals works	\$250,000.00	Mechanics air conditioning split system central control, Mechanics Inst guttering and fascia repairs west/east & north sections - works has commenced.
		Mechanics painting exterior west/east and north sections - Staff scheduled to carry out the works.
		Mechanics painting interior - quotes being obtained
Boorowa Playground Softfall and upgrades	\$250,000.00	Tenders in progress. Report to be presented at the April Council meeting.

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Harden Sports Fields	\$1,000,000.00	Racecourse - Bar/shower block proposed, to be considered further with SCCF applications, race committee have drafted plans ready to lodge a DA.
		Maclean Oval canteen and fit out changerooms - Amenities building, design to be refined.
		Roberts Park - Site survey completed. Ready to compile tender for installation of lights.
		Tennis Courts - Site still to be determined.
Boorowa Tennis Courts	\$300,000.00	Construction to be tendered along with Young Tennis Courts.
Young Tennis Courts	\$1,000,000.00	
Boorowa Sports Fields Improvements incl Lighting	\$500,000.00	Relocate existing Rugby League field: earthworks, irrigation, turfing and lighting.
		Ground works - complete
		Lighting - complete + commissioned
		Irrigation - complete
		Lay topsoil and turfing - over seeding 26-03-2018
		Poles - will be installed once turf is established
		Fencing and seating - fencing 50% complete. Seating to be arranged.
Blackguard Gully precinct	\$500,000.00	In discussion with Heritage office.
Cranfield Oval redevelopment	\$600,000.00	Internal carpark commenced
		Binalong street road works on going.
		Budget to be reviewed.
Museum Extension (Harden)	\$100,000.00	

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## STRONGER COUNTRY COMMUNITIES FUNDED PROJECTS

PROJECT NAME	PROJECT VALUE (estimates)	STATUS UPDATE
Young arts and cultural precinct: amenities upgrade	\$150,000.00	Design has been completed
Boorowa Rec park toilet upgrade	\$130,000.00	Under contract works to commence in April
Boorowa Rec Park lighting refurbishment	\$100,000.00	Currently reviewing quotes for installation
Harden Visitors Information Centre	\$100,000.00	
Boorowa disability play equipment	\$240,000.00	Tenders have been called
Young Rugby League amenities refurbishment	\$113,500.00	YRL project in progress. Nearly completed
Young sporting fields linking pathway	\$777,359.00	Works scheduled to commence beginning of May.
Murrumburrah showground linkages	\$178,000.00	Works scheduled to commence beginning of May.

### RECOMMENDATION

It is recommended that Council; receive and note the progress report on the Stronger Communities projects and the Stronger Country Communities projects.

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## 18/54 - DRAFT HILLTOPS COUNCIL ASSET MANAGEMENT POLICY

Reference: File No. F23.00  
Responsible Officer: Acting General Manager

### PURPOSE

The purpose of this report is to present a draft Hilltops Asset Management Policy for consideration by Council, and endorsement to adopt the policy after the requisite public exhibition for the required 28 days, if no submissions are received.

### REPORT

The objective of the Asset Management Policy is to ensure that Council ethically achieves the best Practises in Asset Management value for money in all purchasing activities.

The Policy defines Council's Asset Management functions, guiding principles, and legislative and regulatory compliance obligations. It has been developed following a review of the policies of the previous Young, Boorowa and Harden Councils, as well as those of other comparable local councils in NSW.

This Policy will provide a sound basis for Council members to ensure that all Asset management activities are conducted efficiently, effectively and ethically, in compliance with legislative requirements. Through observing this policy, Council will be able to use Asset Management as an opportunity to manage the community's money wisely and to deliver services in a financially, environmentally and socially sustainable way.

### STATUTORY PROVISIONS

- NSW Local Government Act 1993
- Local Government Amendment (Planning and Reporting) Act 2009
- Civil Liability Act 2002
- Local Government (Finance and Reporting) Regulations 2014
- NSW Local Government (General) Regulation 2005
- Commonwealth Work Health and Safety Act 2011

### POLICY IMPLICATIONS

Once adopted, this policy will establish the basis for the development and implementation of Asset Management Strategy to provide standard guidance, legislative and reporting requirements to officers.

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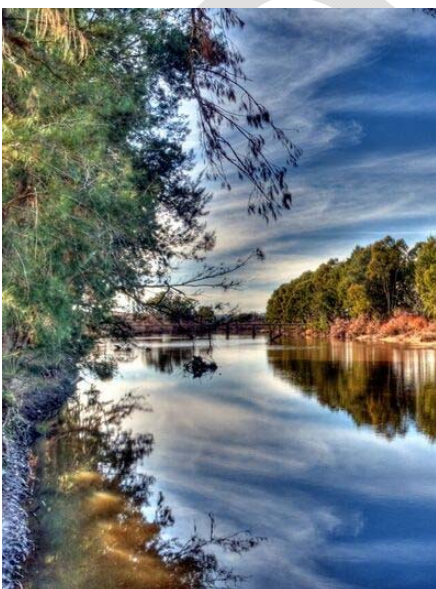
## ATTACHMENTS

Attachment 1 - Draft Hilltops Council Asset Management Policy

## RECOMMENDATION

It is recommended that Council;

1. endorse the Asset Management Policy to be placed on public exhibition for a period of 28 days calling for submissions;
2. if any submissions are received that propose changes, or if there are substantial post public exhibition changes proposed for any other reasons, a report be submitted to Council for consideration detailing the public exhibition outcomes and with further recommendations regarding adoption; and
3. if there are no submissions received proposing changes as a result of the public exhibition, or there are no substantial post public exhibition changes proposed for any other reasons, Council adopt the Asset Management Policy.



**Draft**  
**Asset Management**  
**Policy**





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### Document Control

<b>Policy</b>	Asset Management Policy	<b>Policy Number</b>	107
<b>Author/Reviewer</b>	Manager Engineering Services	<b>Review Period and Date</b>	Reviewed within 12 months of election/4 yearly - September

- This Asset Management Policy (Policy) shall be reviewed within 12 months of an election, and thereafter at intervals of no greater than four years. Any review will ensure this Policy continues to meet all statutory requirements and the operational needs of Hilltops Council. The Policy may also be reviewed at other times as determined by Hilltops Council.

### Document History

<b>Date</b>	<b>Status</b>	<b>Version</b>	<b>Resolution</b>	<b>Description</b>
February 2017	Draft	0.1		Asset Management Policy - created
28 March 2018	Draft	0.2		Presented to Council for endorsement, public exhibition for 28 days



## 1. PURPOSE

To provide a framework to achieve sustainable asset management, that is based on service delivery needs and integrated into Council's corporate and financial planning processes.

## 2. OBJECTIVE

To ensure that assets used to support the services delivered by Hilltops Council are sustainable and continue to function at a level of service determined by Council and accepted by the broader community.

## 3. SCOPE

This policy provides guidance to Council, councillors, management and staff, members of special committees (Section 355 Committees) who are involved in the operation, maintenance, renewal, upgrade, development or disposal of a Council asset.

## 4. POLICY

4.1 Asset management is a major responsibility of Council in undertaking its primary objective of endeavouring to achieve the best outcomes for the local community, having regard to the long term and cumulative effects of decisions Asset Management Policy.

4.2 As custodian of a variety of assets, including a large infrastructure network, Council will embrace the following principles:

- 4.2.1 Sustainability, preserving Council's assets (maintaining their overall condition) for future generations.
- 4.2.2 Liability management, ensuring that existing assets are safe for use by the current generation.
- 4.2.3 Incorporating responsible asset management principles into long term financial and corporate planning, including the Community Strategic Plan and the Delivery Plan.
- 4.2.4 Give preference to funding the renewal of existing utilised assets over the upgrade of existing assets or creation of new assets.
- 4.2.5 Consider the whole of life cost of any proposed upgrade to an existing asset or the creation of a new asset prior to the adoption of a project; these costs include operational, maintenance and renewal costs over the life of the asset.
- 4.2.6 Account for all infrastructure and asset expenditure in financial reporting under the categories of operations; maintenance; renewal; upgrade; expansion and new.
- 4.2.7 Implement and regularly review the Asset Management Strategy, which identifies improvement opportunities and leads to best practice in asset management.
- 4.2.8 Operate a cross-functional Strategic Asset Management Committee to oversee asset management responsibilities and to co-ordinate, advise on, and facilitate the implementation of the adopted Asset Management Strategy.



- 4.2.9 Prepare and adopt Asset Management Plans:
- 4.2.10 Ensure that Councillors and staff, with asset management responsibilities, are trained in asset and financial management principles, practices and processes.
- 4.2.11 The roles and responsibilities for asset management are:

**Council:**

Overall custodian of assets; adopt policy and asset management plans incorporating level of service; allocate budget resources; and integrate into Council's long term financial and corporate planning.

**Executive Team:**

Educate and promote awareness of the Asset Management function to staff, councillors and the community.

Support the Strategic Asset Management Committee.

Ensure all Managers are aware of their responsibilities and comply with the Policy, Strategy and Plans

**General Manager:**

Oversee and implement asset management policy, strategy and plans with agreed resources. Ensure appropriate resources are available for asset management activities.

**Strategic asset management Committee:**

Develop and implement asset management policy, strategy and plans. Educate and promote awareness of the Asset Management function to staff and contractors.

Ensure reports comply with the IP&R guidelines and National Asset Management Framework prior to General Manager submission for endorsement to authorities.

Review quarterly reports for submission to Executive Team.

Monitor and review implementation of the Policy, Strategy and Plans.

Provide advice and guidance to the Asset Management Unit.

Assess asset and financial management skills across the organisation and recommend further training to Human Resources where required

## 5. RELATED LEGISLATION

- NSW Local Government Act 1993
- Local Government Amendment (Planning and Reporting) Act 2009
- Civil Liability Act 2002
- Local Government (Finance and Reporting) Regulations 2014
- NSW Local Government (General) Regulation 2005
- Commonwealth Work Health and Safety Act 2011

## 6. RELATED POLICIES

Policy Development Guidelines  
Risk Management Policy  
Budget Preparation and Financial Reporting



## 7. REFERENCES

- Australian Accounting Standards  
Local Government and Planning Ministers' Council, Local Government financial sustainability nationally consistent frameworks, Framework 2 – Asset planning and Management (May 2009)  
Australian Centre of Excellence for Local Government – National Assessment Framework  
Australia Local Government Association – State of the Assets 2015  
NSW Integrated Planning Reforms  
The Local Government & Municipal Knowledge Base – Asset Management International  
Infrastructure Management Manual  
Hilltops Council
- Asset Management Strategy
  - Community Strategic Plan, Council Budget & Strategic Resource Plan

## 8. REVIEW

This policy will be reviewed two years from the date of adoption, with operational amendments as required, in accordance with Council's approval.

## 9. DEFINITIONS

### Asset Management

Asset Management is 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. It includes the management of the whole life cycle (design, construction, commissioning, operating, maintaining, repairing, modifying, replacing and decommissioning/disposal) of physical and infrastructure assets.

### Asset

A physical asset built or constructed to provide a service to the community and requires life cycle management by Council. Physical assets include land, buildings, plant and equipment, roads, bridges, footpaths and bicycle paths, parks, sporting and leisure facilities, playgrounds and passive recreational reserves, art works, stormwater drains and associated structures.