

TASMAN DISTRICT COUNCIL Organisational policy

Activity Management Policy

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Approved by: Full Council
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1.0 Introduction

Council manages assets on behalf of the ratepayers of Tasman to a value in excess of \$1 billion and spends up to \$100 million per annum. These assets and activities are important because many public services rely upon them and they also represent a significant investment by the community, built up over the last 100 years and more. Council has an obligation to manage both activities and their supporting assets effectively and this policy sets out Council's approach to activity management planning.

2.0 Objectives

- To provide for a consistent approach to activity management planning within Council and to ensure plans reflect the strategic direction of Council.
- To demonstrate to the community that Council recognises the critical importance of managing the district's assets and activities 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/activity area that links their contribution to the Community Outcomes with specific levels of service, performance levels and desired improvement priorities and strategies.

3.0 Policy Statement

Council will manage the district's assets and deliver its activities in a cost effective, sustainable, well planned and coordinated manner to provide agreed levels of service. Council will use 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.

4.0 Roles:

Councillors and Council staff are the custodians of Council assets on behalf of the community.

Councillors have a responsibility to:

- Ensure legal obligations are met
- Represent the best interests of ratepayers as asset owners and residents as customers of services
- Ensure the assets are maintained, and the activities are planned for in a manner that allows it to deliver the desired level of service in the most cost effective manner for current and future generations
- Ensure that assets/activities are planned, created, replaced and disposed of/discontinued in accordance with Council priorities as determined by the Long Term Plan

Council staff have a responsibility to:

- Ensure legal obligations are met
- Provide technical and professional advice to Councillors to enable well informed decisions to be made with regard to management of assets/activities
- To effectively manage the agreed level of service and condition for assets/activities
- To maintain assets and deliver activities in accordance with the guidance provided in AMPs
- To ensure practical systems are in place to collect data necessary to inform future planning

5.0 Principles

Council will adhere to the following principles in its planning:

- Plans will reflect the strategy of Council and drive its operations
- Council will be aware of the need to invest in activity management in order to continue delivering services effectively
- Activity management will be integrated with other planning
- Consideration will be given to what is the most useful data, including type, quality, frequency, that needs to be collected to inform plans and demonstrate achievement of levels of service
- Whole-of-life costs will be considered before initiating any major works, significant renewals of assets and the introduction of new activities
- Sustainability will be integrated into all aspects of AMP development
- The implications of changes in demand and the potential to manage demand will be taken into account as far as resources allow.

6.0 Approval Process

AMPs will be reviewed three yearly to correspond with the Tasman Long Term Planning cycle.

The AMPs must be revised and approved by Council within the three year period between Long Term Plans. All plans should be adopted at the latest by December of the year before the next Council Long Term Plan. Variations to the adopted AMPs may be required once Council has approved funding for the Long Term Plan or subsequent Annual Plans. These variations will be identified in the Long Term Plan or Annual Plan where necessary.

7.0 Consultation

Council will not undertake a general public consultation on individual activity management plans but may use targeted consultation of user/focus groups to test proposed levels of service for key assets/activities for particular communities. Overall community levels of service and proposed changes over the term of the LTP will then be consulted on through the LTP process. The AMPs will be available to the public as supporting documents for the LTP consultation.

8.0 Level of Asset/Activity Management

The table below sets out the level of planning appropriate to each Council AMP.

Activity Management Plan	Level
Transportation	Core Plus
Water	Core Plus
Wastewater	Core Plus
Stormwater	Core Plus
Solid Waste	Core
Rivers	Core
Coastal assets	Core
Environmental Services	Core
Public Health and Safety	Core
Community recreation, grants and cultural services	Core
Parks and Reserves	Core
Community Facilities	Core
Libraries	Core
Properties	Core
Aerodromes	Core

The level for each activity has been determined following an assessment of the criteria set out in the International Infrastructure Management Manual. The assessments are available on:

P:\LTCCP\LTP 2012\AMPs\E&P AMP assessment.xlsx

P:\LTCCP\LTP 2012\AMPs\Community Services AMP assessment.xlsx

P:\LTCCP\LTP 2012\AMPs\Engineering\Tasman AM Policy 24 August 2010.pdf