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## 1. ACQUISITION AND DISPOSAL OF ASSETS

Policy 1.1

LAND (COUNCIL) - LEASES - LEGAL COSTS

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# 1.ACQUISITION AND DISPOSAL OF ASSETS

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## 1.1 LAND (COUNCIL) - LEASES - LEGAL COSTS

### OBJECTIVE:

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To recover Council's costs in the investigation and/or the final preparation of lease agreements, or the sale of Council owned land to a third party upon the latter's request, ensuring the monetary benefit to Council of such lease agreements.

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### POLICY:

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That where Council enters into an agreement particularly with respect to the leasing or sale of Council owned land or building, the Lessee and/or purchaser will be responsible for all reasonable legal costs and stamp duty, if any, incurred by Council associated with the investigation and/or the final preparation of such Agreement, together with an administrative charge to be reviewed annually and included in Council's Operational Plan and Delivery Program.

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<b>Maintained by Department:</b>	<u>Corporate &amp; Community</u>	<b>Approved by:</b>	Council		
<b>Reference:</b>	Dataworks: Policy Register	<b>Council Policy No:</b>	1.1	<b>Effective Date:</b>	4 Nov 08
<b>Min No:</b>	06-349 V1 P08-136 <u>V3 -</u>	<b>Version No:</b>	<u>3</u>	<b>Review Date:</b>	<u>October 2009</u> <u>August 2013</u>
<b>Attachments:</b>					

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## 1. ACQUISITION AND DISPOSAL OF ASSETS

Policy 1.2

ASSET AQUISITION

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# 1. ACQUISITION AND DISPOSAL OF ASSETS

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## 1.2 ASSET ACQUISITION

### OBJECTIVE:

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To ensure Council considers the full life cost of all asset acquisitions prior to entering into any process to acquire/develop future assets.

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### POLICY:

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1. When considering the acquisition and/or development of assets, Council will take into consideration:

- The comparative long term ownership costs of the asset
- Evidence of community demand for the provision or retention of the asset
- Whether the land is suitable for its intended use in accordance with the strategy "ensuring Council land is suitable for its intended use", in the Operational Plan and Delivery Program
- Whether the land is suitable for its intended use in terms of levels of contamination
- The strategic worth of the asset and its community benefit
- Whether the asset provides Council a positive return on the investment
- The extent to which the asset is subsidised by the community, through the use of general rate revenue.

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2. The long term ownership costs of the asset acquisition and/or development must take into account;

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- Acquisition and/or development costs
- The cost of providing finance (i.e. opportunity costs and interest charges)
- Any warranty period applicable
- The length, value and cost of any applicable maintenance agreements
- The lifetime maintenance profile and costs
- Energy consumption and projected costs
- Any residual value (where applicable)
- An investigation of alternative acquisition arrangements, eg. Purchase, lease, rent, public partnership or resource sharing
- An investigation as to alternative financing arrangements, eg. User pay, grants, loan funds or private sector
- Taxation issues under competition policy.

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3. Reports to Council on the acquisition and/or development of assets must include commentary on the above points as well as including details of;

- Community demand
- Strategic worth to the community
- Asset return
- A comparison of long term ownership costs.

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4. Guidance from the Division of Local Governments Capital Expenditure Guidelines and Circular 10.34 should be applied where applicable. Where projects are less than \$1 million (GST exclusive) but expenditure is still expected to be significant the Guidelines should be considered.

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<b>Reference:</b>	Dataworks: Policy Register	<b>Council Policy No:</b>	1.2	<b>Effective Date:</b>	16 February 2009
<b>Min No:</b>	06-349 V1 P08-136 O09-67 V3 -	<b>Version No:</b>	3	<b>Reviewed Date:</b>	February 2009 August 2013
<b>Attachments:</b>					

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## 1. ACQUISITION AND DISPOSAL OF ASSETS

Policy 1.3

ASSET DISPOSAL

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# 1. ACQUISITION AND DISPOSAL OF ASSETS

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## 1.3 ASSET DISPOSAL

### OBJECTIVE:

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To ensure when Council has determined an asset will be disposed of that there is adequate consideration of the method of disposal.

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### POLICY:

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1. The "apparent value" of assets shall be determined by the relevant Manager as listed in this policy who has carriage of management of the asset.
2. "Apparent value" will be determined by the Manager with consideration of the book value, and/ or the replacement value of the asset and/or an assessment of the market value of the asset made by taking into consideration the potential to sell the assets, the perceived value of the asset to a buyer, its life stage and condition, potential for obsolescence and usefulness for future needs.
3. The Manager should detail the assumptions they use in estimating the asset's value in preparing their recommendation to dispose of the asset.

### ASSETS WITH AN APPARENT VALUE OF LESS THAN \$1,000

1. Assets with an apparent value of less than \$1,000 each will be disposed of using a method that maximises the return to Council.
2. Assets with an apparent value of less than \$1,000 shall be disposed of by a method determined by the relevant Manager who must document the process of determining the asset disposal methodology and ensure full documentation is placed on Council's records management system detailing the decision making process and actions taken.
3. The Manager shall ensure the Finance Department is aware of the disposal of the asset.
4. The Manager must be aware and have control of the process of disposal of these assets and be aware and conduct the disposal in light of risk assessment considerations and must ensure no conflict of interest issues are present in the means of disposal chosen.

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### ASSETS WITH AN APPARENT VALUE OF MORE THAN \$1,000

1. Assets disposal will be assessed on a case by case basis for assets with an apparent value of more than \$1,000 by the relevant Manager and the attached memo will be completed to be considered by the General Manager.

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2. Managers will consider the following in their assessment and formulation of recommendations to dispose of an asset provided in the memo:

- Market forces and impact on return from the sale of the asset should be considered and commented upon.
- Community need for the asset and alternative resources which could be considered to be substitutes should be assessed.
- The strategic worth of the asset and its long term benefit to the community should be assessed.
- The purchase price and maintenance costs incurred over the lifespan of the asset should be assessed to determine, where possible, a return on investment of a particular asset.
- That the funds raised from the sale of an asset should be considered as to their use and this must be reflected in the Council's Operational Plan and Delivery Program and include in the recommendation how this will be achieved.

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## METHODS OF DISPOSAL

1. Assets of significant apparent value (being more than \$150,000) are to be disposed of either by auction or tender.
2. Real property (land and buildings) disposal methodology will always be determined by Council, via a resolution.
3. All motor vehicles and plant, except those on novated leases, shall be disposed of via public auction, trade-in or tender processes. Motor vehicles will not be made available to council staff or councillors in private sale arrangements. Vehicles under novated lease are excluded from this restriction as the lease is in the name of the employee and shall be dealt with in accordance with lease provisions.
4. For other assets, the Manager who has carriage of the assets will provide to the General Manager a recommended method of disposal which shall be made after assessing the means to maximise the return to Council.
5. The General Manager will determine the manner of disposal for information technology (IT) assets, office furniture, stores items and scrap materials (including scrap metal) on each occasion disposal is recommended by a Manager.
6. Spoil materials shall be dealt with under the Council's Policy 10.19 "Roadworks - Provision of Unusable Materials to Property Owners".
7. Where a recommendation for destruction of an asset is made, the Manager will provide the General Manager with the assessment criteria used to determine that the asset has no potential to realise a return for Council and will detail the method of destruction and name of the officer who will be charged with the responsibility of ensuring the asset is destroyed.

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8. If after offering an asset for sale, if no interest in purchasing the asset is shown, the relevant Manager may recommend to the General Manager the asset be dumped and provide the recommended best means for managing the dumping process to ensure environmental management conditions are observed.

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9. Dumping or destroying of assets shall be undertaken after consideration of the environmental issues so that any hazardous substances shall be assessed to ensure safe disposal.

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10. Assets can only be donated to other organisations if the organisation can:

- affirm in writing their status as a non-profit organisation.
- provide written acknowledgement of receipt of the asset.
- acknowledge Council will not be responsible for any repair or maintenance of the asset.
- acknowledge that all copyright or licensed content has been removed (for example, software on computers).
- take responsibility for the timely removal of the asset and any associated costs that arise from the assets removal.
- acknowledge council's donation to the organisation via a media release that Council approves.

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#### PROCEEDS FROM ASSET DISPOSAL

1. Proceeds of the disposal of IT Assets will be placed into a reserve for the specific purpose of purchasing new IT equipment unless the General Manager specifically determines an alternative.

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2. Proceeds of all motor vehicle and plant sales will be placed in the Plant Reserve unless the General Manager specifically determines funds are to be otherwise allocated.

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3. Proceeds from the sale of scrap materials shall be placed into the Plant Reserve unless the General Manager specifically determines funds are to be otherwise allocated.

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4. The funds raised from the sale of land and/or buildings will be internally restricted for future strategic asset acquisitions or assets improvements programs.

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5. The accounting treatment and reserving of proceeds from sale from any other asset will be assessed on a case by case basis and approved by the General Manager.

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6. The proceeds shall be reflected in Council's financial statements and reported to Council in quarterly reviews as they arise.

## ASSETS CARRIAGE FOR PURPOSES OF DISPOSAL

The following staff are determined to have carriage of assets and are responsible for the assessment and recommendations to dispose of assets:

Motor vehicles and plant items	Plant and Depot Manager
Information technology assets	Information Technology Manager
Real property (land and buildings)	General Manager
Office furniture	Finance Manager
Clothing	Plant and Depot Manager
Stores items	Plant and Depot Manager
Scrap metal	Operations Manager
Stationary	Finance Manager

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## DOCUMENTATION OF ASSET DISPOSAL PROCESSES

- Documentation detailing decisions made on asset disposal is to be archived in Council's records management system by the relevant Manager.
- Receipt of the disposal of materials to a licensed scrap dealer or contracted engineer are to be included in the documentation.
- The Finance Department is to be informed by the relevant Manager of the disposal of all assets in order that the assets register can be updated and accounting treatments for disposed assets initiated.
- Where a councillor or member of Council's staff or members of the immediate family of a councillor or member of staff purchase an asset, the General Manager is to countersign the documentation that specifies the price paid for the asset and the method used in determining the price paid.

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<b>Reference:</b>	Policy Register	<b>Council Policy No:</b>	1.3	<b>Effective Date:</b>	4 Nov 08
<b>Min No:</b>	06-349 (V1) P08-05 (V2) P08-136 (V3) V4	<b>Version No:</b>	1	<b>Reviewed Date:</b>	Nov 2009 August 2013
<b>Attachments:</b>	1. Memo providing General Manager with recommendation on asset disposal				

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If failing, cost of repair – attach quotation(s)	
Cost of replacement if required – indicate new vs second hand options assessed – also purchase vs lease options etc attach quotation(s):	
Recommended method of disposal:	<input type="checkbox"/> Tender – Council resolution will be required and Manager to determine Open or Selective Tendering processes <input type="checkbox"/> Expression of interest <input type="checkbox"/> Public auction <input type="checkbox"/> Destruction - include details of reasons for recommending destruction, method of destruction and officer who will be responsible for the destruction as per policy requirements in an attachment to this memo <input type="checkbox"/> Other – specify _____
General Manager comments - required for assets where the Manager has determined an apparent value >\$1,000	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected Signed: _____ Date: _____
Advice to <u>Finance Department</u> sent – required for all assets regardless of apparent value – attach advice to <u>Finance Department</u> to this memo when archiving	Relevant Manager: _____ Date: _____

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NB: A completed memo is to be archived on Council's records management system by the author of this memo along with all quotations and associated documentation relating to the disposal of the asset(s)

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# 1. TENDERING

## 1.4 TENDERING

### OBJECTIVE:

To provide a tendering framework which complies with the Tendering Guidelines for NSW Local Government issued by the Division of Local Government 2009.

### POLICY:

#### GENERAL

1. All goods to be purchased with an apparent value of greater than \$150,000 shall be undertaken through an open tender process unless otherwise resolved by Council.
2. Unless specifically altered by the General Manager, the "appropriate person" who shall be responsible for the management of tender documents in accordance with the Local Government Act 1993 and its associated regulation(s) is the senior officer in the Records section of the Council, or in their absence, their immediate supervisor or the General Manager.
3. All tenders will be conducted using principles of transparency, equity and probity.
4. Council may determine to charge a fee for the provision of tender documents.
5. Council will endeavour to provide the same information to all interested parties wherever possible.
6. The General Manager shall appoint designated staff to be responsible for opening, processing and assessing tenders.
7. The General Manager will appoint a Manager or another member of staff to take leadership of the tender assessment group.
8. A set of criteria shall be developed for the assessment of tenders.

#### ADVERTISING:

1. All Tenders and Expressions of Interest shall be advertised in the Sydney Morning Herald and Lithgow Mercury.
2. Other local newspapers may be utilised in addition if required to advertise tenders and expressions of interest at the tender team leader's discretion.
3. Advertisements shall be placed in the local newspaper Council Column in the format prescribed in the Standard Working Procedure for advertising
4. Advertisements in the Sydney Morning Herald shall be in the format in the Standard Working Procedure for advertising.

#### RELEVANT MANAGERS:

1. Relevant Managers will be responsible for managing tendering and purchasing processes for goods up to the value of \$150,000 within their divisions.

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Deleted: for Council to follow for all purchases with a value in excess of \$150,000 (GST Inc) or where Council determines a tender process is to be followed.

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Code of Conduct ¶  
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Business Ethics Policy 9.3¶  
Tendering Policy 1.4¶  
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SWP Delegations and Authority Form ¶  
SWP Tendering ¶  
SWP Credit Cards¶  
SWP Budget Variations¶  
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Local Government Act 1993¶  
Local Government (General) Regulations 2005¶  
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Federal Taxation Legislation ¶  
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- The General Manager shall determine the appropriate Manager to facilitate a tender process.

**DETERMINATION OF TENDER APPROACH:**

- ~~Tenders shall be determined by open tender unless otherwise resolved by Council~~
- If a selective tendering process is resolved by Council, Expressions of Interest shall result in the determination of potential ~~tenderers~~ for the project who will be invited to submit tender submissions.
- Alternatively, Council may determine to create a list of potential tenderers for works where multiple projects may call for services.
- Council will, by resolution, determine its acceptance or rejection of tender(s).

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**OPEN TENDER PROCESSES:**

- All open tenders shall be advertised for a period of 21 days minimum from the date of the first publication of the advertisement in accordance with the Local Government Act and its associated regulations.
- Council may consider the particular exceptions circumstances clauses in the Local Government Act and its regulations where the advertised period may be shortened.
- Open tenders shall be managed in accordance with the Local Government Act 1993 and its regulation(s).

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**SELECTIVE TENDER PROCESSES:**

- All Selective tenders shall be advertised for a period of 21 days minimum from the date of the first publication of the advertisement in accordance with the Local Government Act and its associated regulations.
- Council may consider the particular exceptions circumstances clauses in the Local Government Act and its regulations where the advertised period may be shortened.
- Selective tenders shall be managed in accordance with the Local Government Act 1993 and its regulation(s).

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**SUBMISSION OF TENDERS AND EXPRESSIONS OF INTEREST WHERE SELECTIVE TENDERS WILL BE CALLED.**

- All tenders must be submitted in writing.
- Facsimile submissions will be accepted.
- Electronic submission of tenders will be accepted only via Council's approved e-tendering portal.
- Electronic submissions of tenders by standard email will not be accepted.
- Tenders received after the closing time and date as advertised will not be considered.

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6. Unless delivered via facsimile or e-tendering, tenders should be submitted in a sealed envelope
7. Price will be one, but not the sole determinant, of the recommended tenderer.
8. Council may determine to reject all tenders.
9. All who submit submissions will be advised in writing of the ultimate outcome of the tender consideration following Council's determination of the submissions.

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#### CONTRACTS:

1. All contracts are to be in writing.
2. All contracts for tendered projects must be executed by or on behalf of the Council.

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#### LOBBYING OF COUNCILLORS AND COUNCIL STAFF:

1. Contacting Councillors or Council staff other than the designated contact person directly will automatically disqualify an interested party from all tender or expression of interest processes.

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¶ 10. REVIEW:¶

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This Policy will be reviewed as required and at a minimum at least once during the term of Council.¶

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<b>Reference:</b>	Policy Register	<b>Council Policy No:</b>	1.4	<b>Effective Date:</b>	2008
<b>Min No:</b>	P08-19 (V1) O08-110 (V2) P08-136 (V3) (V4) -	<b>Version No:</b>	4	<b>Reviewed Date:</b>	Nov 2009 August 2011 July 2013
<b>Attachments:</b>					

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<b>Reference:</b>	Policy Register	<b>Council Policy No:</b>	1.4	<b>Effective Date:</b>	4 Nov 08
<b>Min No:</b>	P08-19 (V1) O08-110 (V2) P08-136 (V3) (V4)	<b>Version No:</b>	4	<b>Review Date:</b>	Nov 2009 August 2011
<b>Attachments:</b>					

**RELATED POLICY / SWP / LEGISLATION / STANDARD IMPLICATONS:**

Code of Conduct

Business Ethics Policy 9.3  
Tendering Policy 1.4

SWP Delegations and Authority Form  
SWP Tendering  
SWP Credit Cards  
SWP Budget Variations

Local Government Act 1993  
Local Government (General) Regulations 2005

Federal Taxation Legislation

AS2124 General Conditions of Contracts

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Unless resolved by Council 'open' tending is adopted for all tenders called;

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## 1. ASSETS

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Policy 1.5

ASSET MANAGEMENT

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# 1. ACQUISITION AND DISPOSAL OF ASSETS

## 1.5 ASSET MANAGEMENT

### OBJECTIVE:

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This Policy has the following objectives:

- Ensure Council's services and infrastructure is provided in a sustainable manner, with appropriate levels of service to residents, visitors and the environment.
- Protect Council's assets by implementing appropriate asset management strategies and allocating appropriate financial resources to those assets.
- Maintain an awareness of asset management throughout Council which encourages all Council employees to play a proactive role.
- Meet all legislative requirements of asset management.
- Ensure resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrate transparent and responsible asset management processes that align with appropriate best practice.

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### POLICY:

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### DEFINITIONS

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<u>Asset</u>	A physical component of a facility which has value, enables services to be provided and has an economic life of greater than 12 months.
<u>Asset Management</u>	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.
<u>Asset Management Strategy</u>	A strategy for asset management covering the development and implementation of plans and programmes for asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance monitoring to ensure the desired levels of service and other operational objectives are achieved at optimum cost.
<u>Asset Management Plan</u>	A plan developed for the management of one or more infrastructure assets that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset in the most cost-effective manner to provide a specified level of

service.

<u>Lifecycle</u>	The cycle of activities that an asset goes through while it retains an identity as a particular asset ie from planning and design to decommissioning or disposal.
<u>Natural assets</u>	Shall mean “the stock of natural resources from which ecosystem services are produced that are of value to humans. Natural assets include natural resources such as soil, biota (flora and fauna), water systems (streams, lakes and wetlands), and atmosphere”. Council does not restrict this definition to those natural assets that are of value only to humans and includes those of value to the whole ecosystem.
<u>Life Cycle Cost</u>	The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
<u>Asset Sustainability Ratio</u>	(ASR) – The ratio of asset replacement expenditure relative to depreciation for a period. It measures whether assets being replaced at the rate they are wearing out. The Local Government Code of accounting Practice and Financial Reporting defines this ratio as “Buildings and Infrastructure Renewals Ratio”.
<u>Asset Renewal Funding Ratio</u>	(ARFR) – The ratio of the net present value of asset replacement funding accommodated over a ten year period in a long term financial plan relative to the net present value of projected capital renewal expenditures identified in an asset management plan for the same period. It assesses the entity’s financial capacity to fund asset renewal.
<u>Capital Expenditure</u>	(CAPEX) – Expenditure used to create new assets or to increase the capacity of existing assets beyond their original design capacity or service potential. CAPEX increases the value of asset stock.
<u>Custodian</u>	A body lawfully invested with the power and charged with the obligation of taking care of and managing the community’s infrastructure property.
<u>Steward</u>	Someone who manages property on behalf of the owner.

The above definitions are applicable not only to built assets but apply to any

infrastructure that Lithgow City Council uses to provide a service to the community.

## **POLICY STATEMENTS**

- (a) This policy covers all elected members of the Lithgow City Council, all personnel employed by Lithgow City Council, any person or organisation contracted to or acting on behalf of the Lithgow City Council, any person or organisation employed to work on Lithgow City Council premises or facilities and all activities of the Lithgow City Council.
- (b) This policy does not confer any delegated authority upon any person.
- (c) Asset management principles will be integrated within existing planning and operational processes.
- (d) Asset renewals required to meet agreed service levels and identified in asset management plans and long term financial plans and which align with the priority objectives of the Community Strategic Plan will be given high priority for funding in the annual budget estimates.
- (e) Council will set an ASR target of not less than 25% for each of the General Fund, the Water Fund, the Sewerage Fund and the Waste Fund, having regard for the relative age of its asset portfolio and Integrated Planning Considerations.
- (f) Council's target levels for the ARFR are 85%. (These are based on the expenditures proposed, after due Integrated Planning Considerations are taken in to account, in Lithgow City Council's Asset Management Plans).
- (g) Lithgow City Council's Asset Management Plans will consider the potential significant impact that climate change and population growth will have on its assets.
- (h) Future life cycle costs will be reported and the ability to fund those costs will be considered in all decisions relating to new services and assets and upgrading of existing services and assets. Those lifecycle costs will include the eventual disposal/decommissioning costs.
- (i) Council, as custodian of Lithgow City Council assets, will:
- Ensure the Council's legal obligations are met
  - Represent the community who pay for and use the assets
  - Ensure the asset/service is maintained for use by present and future generations on a sustainable basis
- (j) As part of Council's consideration of infrastructure asset management, Lithgow City Council will:
- Manage its infrastructure and assets in a systematic and sustainable manner
  - Engage with the community, stakeholders and service providers when determining service standards / level of service every four (4) years (as part of

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the Community Strategic Plan review), within the first year of each newly elected Council.

- Allocate appropriate resources to ensure the timely maintenance and renewal of built and natural assets, so that "life cycle" costs are optimised (existing and new assets).
- Meet legislative requirements for asset management.
- Update asset management plans annually to reflect the position in the Operational Plan for the upcoming financial year.
- Audit progress in Asset Management Plans and strategies on an internal basis every two (2) years.

(k) Include natural (ecosystem) assets in Lithgow City Council's infrastructure portfolio and adapt its asset management tools and processes to apply to natural assets and to accommodate the differences between those assets and built assets.

(l) Align its asset management plans with the Community Strategic Plan.

(m) Set levels of service, risk and cost standards after balancing competing demands and considering integrated planning matters.

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#### **POLICY IMPLEMENTATION PROCEDURES**

(a) This policy will be implemented by procedures that will ensure that:

- I. The right assets are built, rebuilt or disposed of.
- II. The assets are managed well.
- III. There is a balance between Council operations, new assets and existing assets.

(b) To achieve this policy, the following key roles and responsibilities and commitments are identified:

##### **I. Council**

- To ensure appropriate resources and funding to responsibly manage the costs of the asset portfolio are made available, in accordance with its service needs.

##### **II. Executive Management Team (EMT)**

- To ensure a review of the risks and opportunities involved in the Asset Management Strategy is undertaken.
- To ensure resources and funding for Asset Management activities are made available to integrate Asset Management into the corporate governance framework.
- Review Asset Management Plans annually.

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- To ensure that timely, accurate and reliable asset information is presented to Council for decision-making.

### III. Managers and Staff

- The General Manager shall ensure that Lithgow City Council's organisational structure will identify responsibility and accountability for implementation of Council's role for custodian of the community's infrastructure assets and meet the associated stewardship requirements.

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### IV. Asset Management Working Group

- Assist Managers to develop and implement policy and procedure
- Maintain momentum and coordination of the implementation of this policy and Lithgow City Council's Asset Management Strategy
- Encourage continuous improvement, innovation and cost effective methods to improve asset management practices.

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<b>Maintained by Department:</b>	Operations	<b>Approved by:</b>	Council	<b>Exhibition Date:</b>	24 June 2012	Formatted Table
<b>Reference:</b>	Policy Register	<b>Council Policy No:</b>	1.5	<b>Effective Date:</b>	4 June 2012	
<b>Min No:</b>	<del>V1 - 12-182</del> V2 -	<b>Version No:</b>	<del>1</del> 2	<b>Reviewed Date:</b>	<del>June 2012</del> July 2013	Deleted: Council meeting minute number
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## **2. CEMETERIES**

Policy 2.1

CEMETERY OPERATIONS

**Version 1**



## **2. CEMETERIES**

### **2.3 CEMETERY OPERATIONS**

#### **1. OBJECTIVE**

1. To provide appropriate standards for the services provided at Council operated cemeteries.
2. Provide a consistent approach to the operation of cemeteries owned, managed and maintained by Lithgow City Council.

#### **2. GENERAL**

1. Council owned cemeteries include Lithgow, Hartley, Wallerawang, Portland, Cullen Bullen, Capertee, Meadow Flat, Sunny Corner, Dark Corner, Palmers Oakey, Rydal and Lowther. Note: The Catholic section at Lowther is privately owned and includes separate internment costs.
2. Glen Alice cemetery is on Crown land and burials are permitted. Fees apply for internments and no ROB's are permitted at Glen Alice.
3. This policy applies to all Cemeteries that are under Lithgow City Council's control.
4. This policy applies to all individuals, organisations, businesses and Council staff who enter a cemetery under Lithgow City Council's control.
5. Cemetery Fees for services provided are set out within the Lithgow City Councils Management Plan which is reviewed annually.
6. Lithgow City Council's cemetery application form must be completed for every new application and submitted to Council's cemetery administration officer. The form is an attachment to Council's cemetery Policy and it details requests for various services offered by Council.
7. Lithgow City Council's monumental application form must be completed for all new monuments and headstones.
8. Columbarium Walls are located at Lithgow, Wallerawang, Portland, and Cullen Bullen. New walls are programmed for Capertee and Hartley in the near future.

9. Garden positions are available at Lithgow, Wallerawang, Portland and Cullen Bullen.

### **3. STANDARD CONDITIONS**

1. Two working days notice must be given at all times to allow sufficient time for grave digging to be completed. Burials with less than 48 hours notice will only be considered if achievable.
2. A Notice of Internment form needs to be completed by Council's Cemetery Administration staff and then forwarded to the Cemetery Officer.
3. All burials etc shall take place between 8:30am and 3:30pm weekdays. After hours can be negotiated and approved by Group Manager Operations.
4. Grave Allotment Sizes –
  - Lithgow Lawn Section - 2.4m x 1.0m
  - Lithgow Lawn 2 – 2.4m x 1.2m
  - Lithgow Monumental Section – 2.4m x 900m
  - Rural Lawn Section – 2.4 x 1200m
5. Depth –
  - Single – 1.22m
  - Double – 1.8m
6. "Probing" can be conducted by Council staff to determine the feasibility of a double internment. It should be noted that this process is limited to the condition of the casket from the first internment and is often unreliable.
7. Preparation of Graves – Lithgow City Council's Cemetery Staff (or those contracted to Council) will prepare graves. The preparation includes –
  - Digging
  - Laying Boards, Mats, bars and imitation grass.
  - Plastic lining if supplied by Funeral Directors.
  - Placement of grave cover on the grave awaiting arrival of Funeral Directors.
8. Lithgow City Council will supply Boards, Mats, Bars, Imitation Grass and a Grave cover for all funeral directors as a standard procedure for all internments.
9. On request by a funeral director, Lithgow City Council will supply chairs for Graveside services.
10. Funeral Directors are required to supply lowering tapes and a marquee if required.

11. Council staff will be present to hand over the burial site and make Funeral Directors aware of any safety concerns. Once the Grave cover is removed the site becomes the responsibility of the Funeral Director as their "Place of Work". The responsibility of the site concludes when the last of the Funeral Directors employees leave the site having covered the grave, for safety reasons, with an approved grave cover, supplied by Lithgow City Council.
12. Lithgow City Council will backfill a grave within one hour of the removal of the funeral directors equipment. It is recommended that the funeral directors advise the family of the deceased not to be present during the filling of a grave as some families find this process distressing.
13. In the event of a reopening, Council will remove any masonry at a set fee approved by Council. \$500 for the removal and replacement of headstones and grave covers. If the masonry work is required to be dismantled and has been constructed in a professional manner and Council damages it in the process of removal, Council accept full responsibility to the repairs to the masonry. If however the masonry appears to be constructed in an unworkmanlike manner, Council will hold the owners of the headstone responsible for the repairs. An assessment will be carried out by Council's cemetery officer and the undertaker will be given sufficient notification before work takes place.
14. Participation by Council staff in the actual internment process is not permitted this includes Council staff carrying the casket from the funeral car.
15. All activities undertaken within the Cemetery Grounds shall comply with relevant WorkCover and Occupational Health and Safety requirements.
16. If an "Owner of Right of Burial" or "Grantee" can not be identified the ownership becomes the responsibility of the executor of the will and/or person with power of attorney.

### **RURAL LAWN CEMETERIES**

1. The lawn cemeteries have no religious denomination sections.
2. Lithgow City Council is responsible for the maintenance of the lawn area and all plantings.
3. All shrubs, plants etc within the cemeteries are planted and cared for by Lithgow City Council.

4. Flowers, Plastic flowers and ornaments shall be retained by placing at the head of the site on the concrete strip. Such flowers will be removed as they deteriorate.
5. Council will permit the installation of plaques in lawn cemeteries. Such plaques will be of a standard size of 381mm x 216mm. Plaques shall be ordered by Lithgow City Council upon application and full costs of purchase and installation shall be met by the applicant.
6. Memorial headstones may be of hard stone including marble, granite or sandstone. Concrete headstones are not permitted. All headstones are to be approved by Council prior to the installation.

#### **LITHGOW LAWN SECTION (ROWS A-M)**

1. The lawn cemetery has no religious denomination sections.
2. Lithgow City Council will maintain the lawn area.
3. All shrubs, plants etc within the cemeteries are planted and cared for by Lithgow City Council.
4. Flowers, Plastic flowers and ornaments may be placed at the head of the site on the concrete strip. Such will be removed as they deteriorate.
5. That Council permit the installation of plaques in lawn cemeteries. Such plaques will be of a standard size of 381mm x 216mm. Plaques shall be ordered by Lithgow City Council upon application and full costs of purchase and installation shall be met by the applicant.
6. Memorial headstones may be of hard stone including marble, granite or sandstone. Concrete headstones are not permitted. All headstones are to be approved by Council prior to the installation.

#### **LITHGOW LAWN 2 SECTION**

1. Headstones are to be erected at least 150mm from the front of the concrete beam and maximum height of 900mm.
2. Headstones must comply with specifications as outlined in the Memorials section of the policy.

3. The lawn cemetery has no religious denomination sections.
4. Lithgow City Council will maintain the lawn area.
5. All shrubs, plants etc within the cemeteries are planted and cared for by Lithgow City Council.
6. Flowers, Plastic flowers and ornaments may be placed at the head of the site on the concrete strip. Such will be removed as they deteriorate.
7. That Council permit the installation of plaques in lawn cemeteries. Such plaques will be of a standard size of 381mm x 216mm. Plaques shall be ordered by Lithgow City Council upon application and full costs of purchase and installation shall be met by the applicant.
8. Memorial headstones may be of hard stone including marble, granite or sandstone. Concrete headstones are not permitted. All headstones are to be approved by Council prior to the installation.

#### **MEMORIAL SECTIONS**

1. Headstones must comply with specifications as outlined in the Memorials section of the policy.
2. Headstones can be removed by Council, at current Management Plan Fees and Charges.

#### **INTERMENT OF CREMATED REMAINS**

1. Approval must be granted to intern ashes on receipt of payment.
2. Cremated remains shall be interred by Lithgow City Council's cemetery staff.
3. Approval will only be given to the "Owner of Right of Burial" or the "Grantee" (The original owner/purchaser of the right of burial. The recognised owner of the right of burial is that person(s) currently entered in the cemetery's register or executor of the will, or person with power of attorney.)
4. Upon request, families can witness the interment of cremated remains into graves, columbarium walls and gardens.

#### **MEMORIALS**

1. No person shall erect a memorial headstone or any other structure on any allotment in Council's cemeteries unless a Monumental Permit has first been issued.
2. The fee for a Monumental permit is designated in the Fees and Charges and once a permit has been paid for and approved, it will be issued to the applicant and the monumental mason.
3. Monumental Permit will only be issued to the "Owner of Right of Burial" or Grantee". (The original owner/purchaser of the right of burial.) The recognised owner of the right of burial is that person(s) currently entered in the cemetery's register or executor of the will, or person with power of attorney.)
4. All memorials and headstones must comply with the Australian Standards. AS 4204-1994 Headstones and cemetery monuments. Failure to comply can result in removal.

### RESERVATIONS

1. Reservation of vacant plots and niches is permissible. Lithgow City Council's cemetery application form will need to be completed and approved by Council's cemetery administration officer.
2. All such reservation plots, niche positions and garden positions are to be paid for, at current Management Plan prices, at the time the reservation is being made unless the applicant has an existing account arrangement with Lithgow City Council. Only then shall a Right of Burial or reserve permit be issued.
3. Council has the discretion to buy back unused sites at a value equal to 80% of the current cost of a Burial plot, niche position and garden position. Proof of ownership will be required or applications in writing will need to be approved by Lithgow City Council's Group Manager Operations.

<b>Maintained by Department:</b>	Operations	<b>Approved by:</b>	Council	<b>Exhibition Date:</b>	N/A
<b>Reference:</b>	Policy Register	<b>Council Policy No:</b>	2.3	<b>Effective Date:</b>	4/2/13
<b>Min No:</b>	13-33	<b>Version No:</b>	1	<b>Reviewed Date:</b>	August 2013
<b>Attachments:</b>	Monumental Application Form Cemetery Application Form				