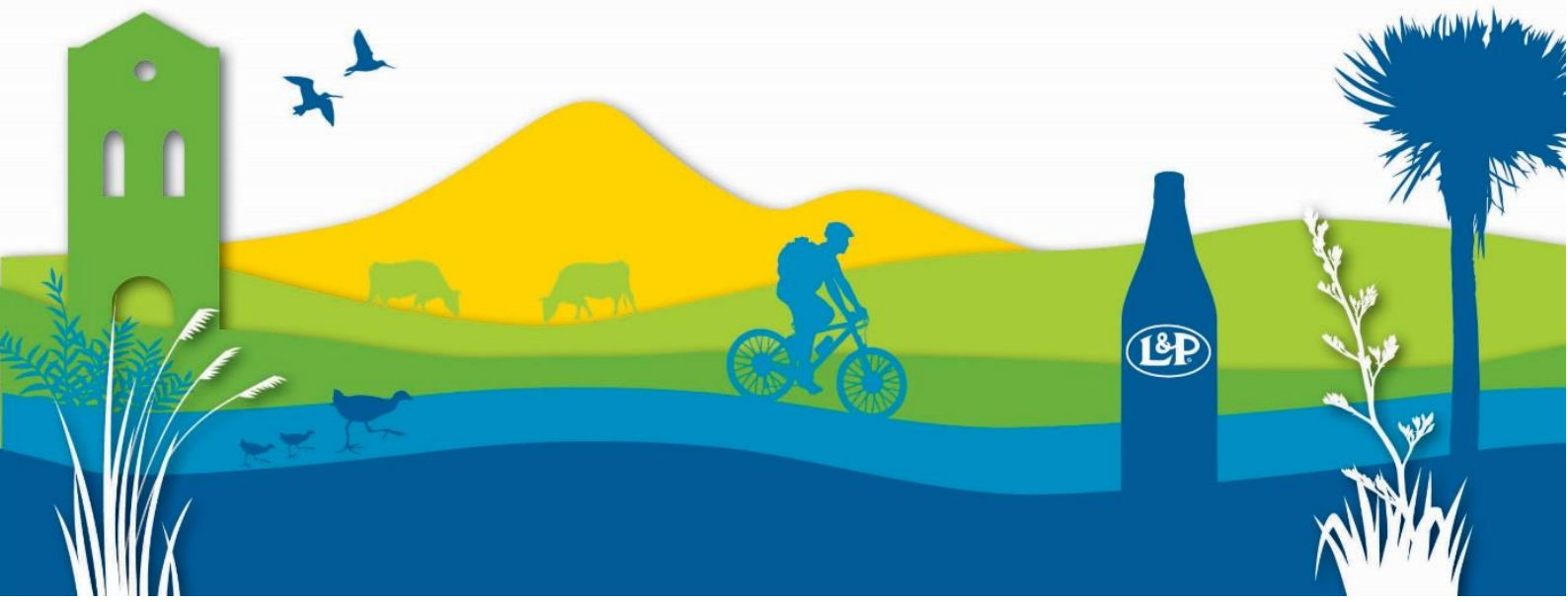




2021 - 24

# Activity Management Policy

our home, our future  
tō tātou rohe kāinga, tō tatou ao tūroa



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## 1. Policy Overview and Context

The Hauraki District Council (HDC) manages its physical assets on behalf of its community to ensure that the assets meet the needs of the community and are capable of providing services required to underpin the social, economic, environmental and cultural wellbeing of the communities.

HDC is committed to sustainable appropriate asset management practices based on the principles of the Local Government Act (2002) and the International Infrastructure Management Manual.

Council's present groups of assets and activities, as detailed in the Hauraki Long Term Plan, that are subject to asset / activity management planning are:

- Network Services
  - Land Transport
  - Water Supply
  - Wastewater
  - Stormwater
  - Waste Management
  - Land Drainage and Flood Protection
  - Hauraki Rail Trail
- Community Facilities
  - Community Halls
  - Pensioner Housing
  - Property (Overhead activity but asset based)
  - Public Toilets
  - Cemeteries
  - Non-Recreation Reserves
- Community Recreation
  - Libraries
  - Swimming Pools
  - Sports Fields
  - Recreation Reserves

This Policy sets out the requirements for appropriate management of these assets and activities.

## 2. Purpose and Scope

All local authorities have responsibility for, or take responsibility for, the delivery of many services to their communities. In general terms these are either activity based (e.g. regulatory services and community development) or asset based (e.g. infrastructure assets and community facilities). For all of the Council's asset based activities it has developed Activity Management Plans (AMPs) as the base documents for all long term planning for the assets and the services they deliver. These plans are continually reviewed and used as working documents, and are comprehensively reviewed as part of the Hauraki Long Term Plan development.

This Policy gives guidance and direction to the development of these AMPs for staff and sets the appropriate level of asset management or Maturity Index for each asset or activity.

### 3. Definitions

**Activity Management (AM)** - the systematic and coordinated activities and practices of an organisation to optimally and sustainably deliver on its objectives through the cost-effective lifecycle management of assets and associated activities.

**Activity Management Plan (AP)** - Long-term plans (usually 10-20 years or more for infrastructure assets) that outline the activities and programmes for each service area and resources applied to provide a defined level of service in the most cost effective way.

**Appropriate Activity Management Practice** - the level of AM practice development (aware-advanced) which is considered optimal for the specific organisation.

**Asset** - An item, thing or entity that has potential or actual value to an organisation (such as plant, machinery, buildings, etc.)

**International Infrastructure Management Manual (IIMM)** - The IPWEA manual that sets the standard of asset management for New Zealand.

### 4. Supporting documents

This policy is underpinned by two key documents. The implementation of this policy must be in accordance with these documents. These documents are:

1. International Infrastructure Management Manual 2015, IPWEA (abbreviated to IIMM).
2. Hauraki District Council: Selecting the Appropriate AM Level, Waugh, 2009 (Document M1502261).

### 5. Policy Statement

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

### 6. Strategic Direction

This policy recognises the Hauraki District Council's Strategic Direction, in particular, the Council Mission which is to:

- actively provide leadership to and advocate for the community
- provide for the economic, social, cultural and environmental wellbeings of our communities
- foster open-minded and two-way communication with the community

- ensure the sustainable use and management of resources for the benefit of all who live in, work in and visit the Hauraki District

## 7. Principles

The Council will adhere to the following core principles in the planning and decision making related to the creation, acquisition, operation, maintenance, renewal and disposal of infrastructure assets:

- Achievement of the Council's strategic outcomes
- Transparency
- Accountability
- Economic, cultural, social and environmental sustainability
- Continuous improvement
- Customer and stakeholder focus
- Causer / user pays balanced against ability to pay
- Optimisation of life cycle costs
- Risk basis.

## 8. Objectives

The objectives for asset management planning and practices are to:

- Ensure that Council services and infrastructure assets are provided in a sustainable manner with appropriate levels of service.
- Ensure that Council infrastructure assets are managed in accordance with statutory and regulatory requirements.
- Ensure an appropriate lifecycle approach is taken for all decisions on infrastructure assets.
- Ensure that management of assets be in a systematic process to guide planning, acquisition, operation and maintenance, renewal and disposal of the required assets.
- Ensure that the Council has regard to iwi, community and relevant stakeholders associated with the delivery of services and the management of infrastructure assets.
- Ensure that the delivery of services is sustainable in the long term and delivers on Council's economic, environmental, social, and cultural objectives.
- Ensure that the Council's service delivery is optimised to manage related risks.

## 9. Level of Asset Management

The Council uses the International Infrastructure Management Manual (IIMM) as the basis for asset management, for assessing asset maturity and for continual improvement. The IIMM uses the following Asset Maturity Index (AMI) (Table 1) to identify the various levels of asset management. An appropriate level of asset management (indicated by the AMI) should be used for each activity or asset. Table 1 identifies the appropriate level of asset management adopted by the Hauraki District Council<sup>1</sup>. Continual asset management improvements aim to generally raise the level of

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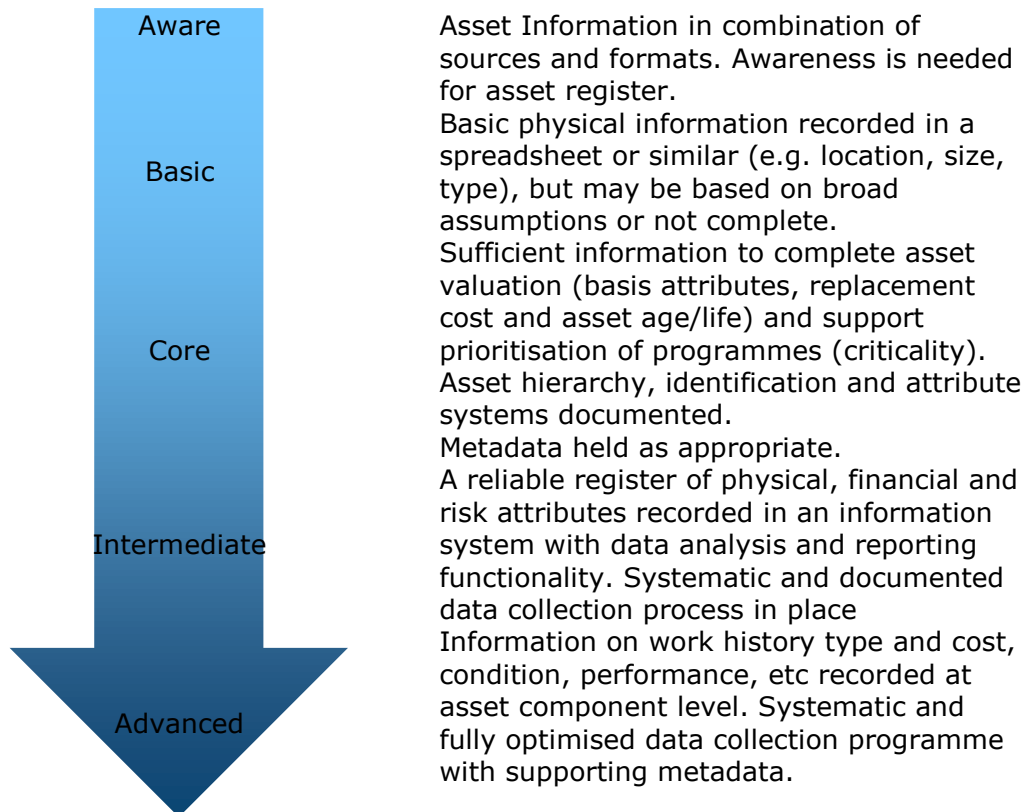
<sup>1</sup> The baseline appropriate level of asset management was identified in the Waugh report titled Hauraki District Council: Selecting the Appropriate AM Level dated 30 June 2009 (Document M1501333) and adopted by the Council for the Asset Management Policy 2010.

asset management over time. This is reflected in the Target Asset Maturity Index in table 1.

Various components within each asset or activity may be at a higher or lower level of Maturity, but the overall Maturity Index must minimally meet the threshold identified in table 1.

Each AMP and AP will identify the Maturity Index of the separate components of the management of the asset or activity.

**Table 1: Maturity Index and Level of Asset Management for Each Activity**



<b>Asset / Activity</b>	<b>Previous Asset Maturity Index</b>	<b>Target Asset Maturity Index</b>
Land Transport	Intermediate	Intermediate
Water	Intermediate	Intermediate
Wastewater	Intermediate	Intermediate
Stormwater	Core	Intermediate
Land drainage and flood protection	Intermediate	Intermediate
Waste Management	Intermediate	Intermediate
Hauraki Rail Trail	Core	Core
Community Facilities	Core / Intermediate	Core / Intermediate
Community Recreation	Core / Intermediate	Core / Intermediate

*Table 1: Maturity Index for each activity*

## 10. Policy Review

This Policy must be reviewed no longer than 3 years from the date of approval and at least 6 months prior to the adoption of the Hauraki Long Term Plan.

## 11. Roles and responsibilities

Role	Responsibility
Chief Executive	Responsible for ensuring that the policy is implemented
Group Manager Engineering Services; Group Manager Community Services and Development	Overall responsibility for ensuring the development of activity management policies, plans and procedures. Responsibility for overseeing the implementation of activity management policy, review of activity management outcomes and ensuring alignment with the Council's strategic direction across all assets.
Asset Manager	Responsibility for developing and maintaining asset lifecycle plans and ensuring appropriate budget provisions are made for activity management. Responsibility for stakeholder engagement, delivery of work and improvement programmes and reporting.
Infrastructure Systems and Planning Manager Community Services Manager	Responsible for maintaining asset data and providing relevant information to Activity Managers to inform decision-making.
Asset Engineer	Identification of maintenance, renewal and disposal requirements for assets.

Outside expertise is used as required and utilised from time to time at an asset management development team, departmental or individual asset manager level to assist with matters as identified at those levels. This can be for peer review, specialist knowledge, resourcing and other identified matters.

## 12. Document Management and Control

	Title:	<i>Activity Management Policy 2021-24</i>		
	Sponsor:	<i>Adrian de Laborde</i>		Approved By:
				<i>Hauraki District Council</i>
	Adopted:	Review Date:	Version:	File Ref:
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