

Name of policy:	Community Assets Inspection		
Adoption by Council:	5 February 2025	Minute number:	27/2025
Last review date:	N/A		
Review timeframe:	2 Years		
Next scheduled review date:	February 2027		
Related legislation:	<i>Civil Liability Act 2002</i>		
Associated policies/documents:	MidCoast Council Community Assets Inspection Procedure MidCoast Council Asset Management Plans MidCoast Council Asset Management Strategy		
Responsible division:	Liveable Communities – Public Spaces		

Policy objective

The purpose of this policy is to ensure that community assets including buildings, open space and recreational assets are systematically inspected. This is required to inform asset management planning to minimise lifecycle costs and also to ensure that conditions which may lead to structure damage or safety concern are identified so remedial action may be undertaken.

Policy statement

Council shall manage the inspection of community assets under its care and control with the intention to identify, evaluate and control hazards and adopt appropriate lifecycle asset management.

Policy coverage

This policy applies to Council's:

- Open space and recreation assets i.e. parks and reserves, sportsgrounds, playgrounds, BBQs, shelters, outdoor furniture, monuments, skate parks, sports courts, fitness equipment
- Swimming pools
- Aquatic infrastructure i.e. boat ramps, wharves, jetties, pontoons
- Buildings i.e. administration, community and sporting buildings

And covers staff undertaking asset management and operational functions of these assets.

Strategic Plan link

Community Outcome 1: A resilient and socially connected community

<i>1.2 We have access to a wide range of services and activities that contribute to the wellbeing of all members of our community</i>	<i>1.2.1 Provide accessible and safe local community spaces and facilities</i>
<i>1.4 We protect the health and safety of our communities</i>	<i>1.4.3 Encourage physical health and fitness and social connectedness by providing safe and appropriate recreational facilities</i>

Policy content

The safety and condition of community assets is monitored through a two-level hierarchical inspection regime. The requirements of each inspection level are covered in the *Community Assets Inspection Procedure*, together with the frequency and inspection detail.

- Planned / routine inspections are designed to determine the need for maintenance, temporary works or in some cases asset removal. Routine Inspections are generally scheduled and occur in increments of either a three (3), six (6) or twelve (12) month cycle.
- Asset condition inspections are designed to assess the overall condition of an asset and determine its remaining useful life. These are scheduled either annually, biennial (every 2 years), triennial (every 3 years) or quadrennial (every 4 years).

In addition to the above scheduled inspections, community assets shall be assessed immediately after natural disaster events to manage hazards and inform insurance processes. Community Assets shall also be periodically assessed when staff are on site undertaking other duties such as mowing. Staff are to look for any obvious hazards that may result from vandalism, use or weather conditions and report them to the appropriate Asset Officer.

Where a hazard has been reported or identified, a Risk Rating is used to determine the appropriate control measures to be employed to address a given hazard. The Risk Rating is calculated using the methodology described in the procedure and this calculation will define the priority, control mechanism and target response times for rectification.

References and related documents

MidCoast Council

- Asset Management Strategy
- Asset Management Plan – Open Spaces and Swimming Pools
- Asset Management Plan – Buildings
- Community Assets Inspection Procedure
- Risk Management Policy and Framework
- Statewide Mutual's Best Practice Manuals and Guidance Notes
- Relevant Australian Standards pertaining to asset classes.

Responsible officer (position)

Asset Management Supervisor – Community Assets

Attachments

Nil