

## **POLICY:**

# **Protocol for Acceptance of Special Assets**

Adopted: 11 August 2014

---

## **Goal**

The key goal when Council accepts special assets, the asset is required to remain of benefit to the community into the future.

## **Discussion**

Special assets are assets that are created through projects initiated by community groups and others that are donated, and/or in some other way transferred to and become the responsibility of Council to manage and maintain, or for which Council retains some form of responsibility.

They may also include:

- Special assets where Council remains the legal owner of the asset or possibly just the land on which the asset is located and where a community group has been formally established to own, or manage and maintain the asset.
- Projects where the Council has commissioned work to promote or commemorate a special event or promote a particular area or activity.

Examples could be buildings, purpose specific recreational areas, structures, sculptures, monuments, billboards and forms of promotional signage.

This protocol is limited to one-off type projects and small scale projects where new community assets are involved.

It is noted that all of these special assets are promoted for genuine and commendable reasons.

Often groups and individuals will have a great concept, be strongly motivated to raise funds and have certain skills that will benefit the project. To achieve a successful outcome the project may also need additional skills and resources to achieve a long lasting benefit for the community. Other project aspects may also need to be considered, such as potential hazards, risks and safety issues relating to the construction and location of the project.

Larger scale initiatives are likely to involve formal development approvals, detailed feasibility studies and be justified by a business case approach.

## **Requirements**

Council welcomes the initiatives of individuals and community organisations to make our community more prosperous and our towns look better and on that basis, initiatives aimed at creating new features are generally welcomed.

However, where such features (called special assets for purposes of this policy) are to be taken over by Council, Council must, as part of its prudence requirements, make sure that such assets do not create financial costs into the future that will put an undue burden on the ratepayer.

Where such assets are destined to be taken over by Council on behalf of the community, the following basic steps are to be followed:

### **Step 1:**

Advise Council of the intention and allow Council to discuss suggested amendments with you. Issues that Council will have to take into consideration include:

- Will the special asset represent an offence to anybody, ie on religious, political, social or aesthetic grounds?
- Have all costs associated with the project been identified and is funding for it in place?
- How does it “fit” with Council’s Long Term Plan and community outcomes and the wider Local Government Act 2002 (notably in relation to Section 10)?
- Are the roles and responsibilities for completing the special asset clearly identified?
- Where does risk lie until such time the special asset is transferred to Council and is it provided for?
- In the case of a structure, whether the special asset will meet Council’s requirements of structural integrity. This will cover design, foundations, seismic compliance, expected operational life, construction material (for ease and cost of future upkeep) as well as special features.
- Will the materials and finish be fit for purpose, also taking into account the climatic and other factors affecting the area and what would the future maintenance requirement be?
- Does the special asset have any special features and if so, will it involve more costs and will full instruction manuals be made available to Council?
- Are all consents, both Council consents and that of landowners, in place and how long will it remain in place?
- Will its location be practical and acceptable to those destined to use the asset?

### **Step 2:**

Council will consult with the applicant on any reservations it has in relation to the special asset and any aspect of it. This will be done in a constructive, positive and progressive manner.

### **Step 3:**

Council will give approval in principle or otherwise. As a local authority, Council is subject to specific and clear decision-making requirements and the information gained under Steps 1 and 2 will be most important for this process.