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For further information regarding Asset Management refer to the Department of Treasury and Finance.

An asset management plan sets out the framework for an agency to allocate appropriate resources and make strategic decisions to support service delivery. The asset management plan is for use when setting out support systems, in-house or contracted out, budgeting and accreditation purposes. There is an assumption that the agency has clearly set out its existing service plans and for the future and has identified asset performance standards.

Objectives

Service delivery oriented

- Define functions.
- Functional requirements.
- Current and future requirements.

Translate agency service and functional requirements to asset requirements.

- Location.
- Spatial.
- Financial.
- Other.

Register

Stocktake

- Asset recording:
  - land, build, plant, equipment
  - compliance
  - conditions.
- Assets and performance:
  - infrastructure / remedial works
  - O and M
  - energy / environment
  - other
  - new
  - refurbished.

What Is

Identify existing conditions - asset assessment

- Asset land / buildings.
- O and M.
- Environmental systems
  - performance requirements for service delivery
  - indoor environmental quality infection control and special requirements
- Central energy
  - essential services and utility arrangements
  - plant and reticulation systems
  - metering monitoring and reporting systems.
- Performance specifications
  - compliance
  - safety
  - security
  - other.
- Life cycle of each component.
- Accommodating future changes.

Analysis
Review suitability of existing to meet service delivery needs.

- business continuity
- contingency arrangements
- budgets
- cash flows
- dysfunctional facilities
- upgrade and renewal priorities
- unsatisfactory, e.g. gaps overlaps
- identify options.

Criteria for selection of preferred asset

- strategic issues
- priority (urgent items < 12 months)
- costing.

Reporting

Asset management plans are required to be produced at critical phases of the development of asset throughout their life, e.g. design stage (cost plan A, C and D) and during operations (e.g. annual budget preparation).

Asset management action plans

- short (12 months)
- medium (3 years)
- long (5 years +).

Asset management budget

- short (12 months)
- medium (3 years)
- long (5 years +).

Management issues

- planning
- acquisition
- implementation
- disposal
- maintenance
- operational
- environmental
- emergency services
- financial plans.
## Asset Management Plan Process

### Operations Planning
- Document service functions that can be translated into requirement of asset eg energy consumption, temperature, humidity, security and lighting standards.
- Document the major assets/plant and relevant performance specifications and/or standards for each function as per the staff/operator demands - i.e. performance indicators.

### Establish and Maintain a Register of the Condition, Value and Functional Suitability of Existing Facilities
- Identify asset requirements to meet operational and regulatory or statutory requirements including asset value.
- Identify unmet or inadequate asset requirements to meet operational and statutory requirements.
- Prepare plans and financial analysis for maintenance and life cycle (see attached) items.
- Review performance of assets in use and track costs and conditions.

### Maintenance / Life Cycle Assessment
- **Describe Annual Maintenance**
  - Estimate recurrent costs for routine, preventive, statutory compliance and fault correction.
  - Estimate annual costs and rates for these costs.
  - Combine costs for elements and equipment to give whole building/facility.
- **Major Periodic Maintenance**
  - Recurrent costs for routine, preventive, statutory compliance and fault correction.
  - Identify annual costs and rates for these costs.
  - Combine costs for elements and equipment to give whole building/facility.

### Maintenance / Life Cycle Items
- **Outline Plan Preparation**
  - List maintenance tasks for each asset on register and frequency for tasks.
  - Identify major maintenance cycles (5, 10, 30 yrs).
  - Identify life expectancy of key elements (5, 10, 30 yrs).

### Environmental and Energy Management Plan Items
- **Outline Plan Scope**
  - Identify demands, targets, benchmarks and applicable policies.
  - Identify major issues including building and site matters, operation and maintenance arrangements.
  - List major components and associated tasks for each aspect.
  - Identify life expectancy of key elements.
- **Capital and Recurrent Issues**
  - Identify energy costs and rates.
  - Identify paybacks and investment criteria (including waste removal) costs and rates.
  - Compare to benchmark facilities.

### Life Cycle - Costs of Replacement
- Estimate replacement costs of key elements (structure, services, equipment, furniture).
- Estimate replacement cost.
- Using life spans (noted in a. Above).
- Prepare annualised costs and rates (contributions to i.e. sinking fund).
- **Recurrent Costs**
  - Identify energy costs and rates.
  - Identify cleaning (including waste removal) costs and rates.
  - Compare to benchmark facilities.
- **Identify Operating Budget**
  - Annual maintenance.
  - Periodic.
  - Life cycle annualised.
  - Recurrent - energy.
  - Recurrent - cleaning.
  - Management and Administration.

### Cost Planning for Assets

### Risk Assessment
- **A. Business Continuity and Contingency Plans for Asset**
- **B. Essential Services and their Maintenance**
- **C. Contingency Planning Requirements**
- **D. OH&S Major periodic maintenance**
  - Estimate recurrent costs for routine, preventive, statutory compliance.
  - Estimate annual costs and rates for these costs.
  - Combine costs for elements and equipment to give whole building/facility.