10.1	ASSET MANAGEMENT AND SUSTAINABILITY STRATEGY (AMSS) - ASSET PRIORITISATION (BUILDINGS) IMPLEMENTATION PLAN

Attachments: 1.   **AMSS Implementation Plan - PoaP**

 RECOMMENDATION:

 That Council:

 1.   **RECEIVES the project plan associated with the Asset Prioritisation Plan for Buildings.**

PURPOSE OF REPORT:

For Council to receive the project plan associated with Asset Prioritisation Plan for Buildings, as requested by Council at the December Ordinary Council Meeting. (Attachment 1).

BACKGROUND:

The Asset Management and Sustainability Strategy (AMSS) Implementation Plan provides detailed and technical guidance around the planning, management and provision of the City's assets. The Strategy was endorsed at the Ordinary Council meeting on the 16th of November 2021 and Council resolved in part as follows:

 3.   **REQUESTS the CEO prepares a detailed Implementation plan for short term actions in the Asset management and Sustainability Strategy to present to the December 2021 Council Meeting.**

 4.   **REQUESTS the CEO include a project plan for the Sport and Recreation facilities plan as part of the implementation plan for the Asset Managemnt and Sustainability Strategy.**

At the Ordinary Council meeting on the 14th of December 2021 the Administration provided both items and Council resolved in part as follows:

 2.   **REQUEST the CEO engage with Council as part of project initiation and present project plans for Asset Prioritisation (buildings) project and Levels of Service project to the Council meeting in March 2022, including project resources, project deliverables, tasks and milestones and project reporting.**

This report is provided in response to this resolution of Council.

DETAILS:

Administration has previously prepared an Implementation Plan for the short-term actions in the AMSS. Following the Ordinary Council meeting on the 14th of December 2021, Administration was requested to engage with Council and present a project plan specifically associated with Asset Prioritisation Plan for Buildings to the Ordinary Council Meeting in March 2022.

The Administration has subsequently compiled the project plan which outlines the project resources, deliverables, milestones and associated activities. (Attachment 1).

LEGAL/POLICY:

The AMSS is part of the Integrated Planning and Reporting Framework as recommended in the Department of Local Government Sports and Cultural Industries Integrated Planning and Reporting: Asset Management Guidelines.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to receive the project plan attached to this report.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

<u>*Enhanced Environment*</u>

Our parks and reserves are maintained, enhanced and well utilised.

<u>Accessible City</u>

We have better integrated all modes of transport and increased services through the City.

<u>Connected Community</u>

Our community facilities and spaces are well known and well used.

<u>Thriving Places</u>

Our physical assets are efficiently and effectively managed and maintained.

<u>Sensitive Design</u>

Our built form character and heritage is protected and enhanced.

<u>Innovative and Accountable</u>

Our resources and assets are planned and managed in an efficient and sustainable manner.

SUSTAINABILITY IMPLICATIONS:

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024.*

Sustainable Energy Use/Greenhouse Gas Emission Reduction

PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following priority health outcomes of the City's *Public Health Plan 2020-2025*:

Increased physical activity

FINANCIAL/BUDGET IMPLICATIONS:

The cost associated with the AMSS Implementation Plan (Buildings) has been financially provisioned following the 2021/2022 mid-year budget review.

PROJECT ON A PAGE — CITY OF VINCENT

Project Size	Medium
Priority	High
Start Date	January 2022
Estimated Finish Date	December 2022
SCP Category	Enhanced Environment Connected Community Innovative & Accountable

Field	Value
Project Name:	**Customer Experience** Asset Prioritisation Plan for Buildings
Project Board:	Internal
Project Manager:	Manager City Buildings and Asset Management
Project Code (CBP):	CBP Strategic Priority No. 4
Accountable Executive Sponsor:	Executive Director I and E
Service Area:	Infrastructure and Environment
Project Description:	Develop an Asset Prioritisation Plan for Buildings
Expenditure Type:	Budgeted GL & Project
Container & Record No:	

Objectives:

The Asset Management and Sustainability Strategy (AMSS) provides detailed and technical guidance around the planning, management and provision of the City's assets

Associated with the AMSS Implementation plan short term deliverables, a review of key asset classes such as the City's buildings is required. The purpose of this project is to develop an Asset Prioritisation Plan for Buildings

Project Success is...
- Development and implementation of an asset prioritisation plan
- Adopting a long-term asset renewal/replacement programme
- Identified key performance measures
- Risk management and mitigation plan

Field	Value
Estimated Timeframe:	1 year
Total Expenditure:	$TBC
Variance Estimate: (Indicate how accurate your estimate is, i.e. +/- 40%, +- 10%)	+/- 10%
Total FTE cost (estimated):	
Number of FTE	1
Total Project Cost (ex. GST):	$120,000
Account No.(Finance to allocate)	

Benefits
- Ensuring more effective utilisation of assets
- Increase in levels of service delivery to the community
- Improvement in asset management practices
- Planning for the future needs of ratepayers and the community

Key Stakeholders (internal and external)

Internal
- Executive
- All staff

External
- Elected Members
- Community
- Ratepayers

Project Milestones and Forecast Expenditure
(Optional Phasing and Gantt Charts tabs available)

Milestone	Comments	Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year 2	Year 3	Year 4	Outer Years
Project group established	Jan 2022		X															
Consolidate & Update Building Register	Jan 2022		X															
Compile Building Asset Hierarchy & Data Templates	Feb 2022			X														
Compile Building inspection programme & liaise with building occupants (Clubs, lessees etc.)	Feb 2022			X														
Undertake building inspections & collate data	Feb – Aug 2022			X	X	X	X	X	X	X								
Consolidate data & Integrate with Geographical Information System (GIS)	Mar – Aug 2022				X	X	X	X	X	X								
Service performance review	Feb – Aug 2022				X	X	X	X	X	X								
Develop Asset Prioritisation Plan – Life cycle analysis, remaining useful life, risk, intervention levels etc.	Sep – Oct 2022										X	X						
Levels of Service review	Sep 2022										X							
Future demand forecast	Oct 2022											X						
Compile & document asset prioritisation report	Oct-Nov 2022											X	X					
Presentation of draft to Council	Nov 2022												X					
Council report & recommendation	Dec 2022													X				
Total		$ -																

Deliverables

What the project delivers:

Compile a Building Asset Prioritisation Plan. Key elements of the plan are as follows:
- Building condition audit inspection of all buildings & associated assets
- Asset condition profile
- Service performance review
- Life cycle analysis
- Capital works renewal/replacement plan

Risks and Issues

Risks (what could happen):
Asset failure and deteriorating infrastructure
Insufficient funding for asset renewals

Issues (what has been identified):

- Building Disposal Review
- Define Levels of Service & Performance Measures
- Future Demand Forecast
- Risk Assessment
- Review of Asset Management practices
- Asset Management Improvement Plan

What is out of scope?
- Beatty Park.

What happens if we don't do the project?
- Lack of long-term planning.
- Assets continue to fail and deteriorate
- Poor asset ratios – Non-compliance with Office of the Audit General

People or Engagement Activities	Process/Policy changes or improvements required for this project to succeed	Technology tools or infrastructure changes or improvements required for this project
• Focus groups with internal stakeholders.	• Review/Update Asset Management policy	• GIS • Efficient data integration • Building asset hierarchy to be compiled and documented

Internal Service Requirements: *Please discuss with the appropriate Service Area as soon as practicable and indicate here which areas will be included.*

	Consulted	Plan attached	Plan to be developed	Not applicable		Consulted	Plan attached	Plan to be developed	Not applicable		Consulted	Plan attached	Plan to be developed	Not applicable
Engagement / Media:	☐	☐	☐	☒	Human Resources:	☐	☐	☐	☒	Risks & Issues:	☐	☐	☐	☐
Engineering / Parks:	☒	☐	☐	☐	ICT:	☐	☐	☒	☐	Other (Innovation):	☐	☐	☒	☐
Planning: Consulted:	☐	☐	☐	☒	Finance / Procurement:	☐	☐	☐	☒		☐	☐	☐	☐