Ararat Rural City Council

Building and Structures

Asset Management Plan

Table of Contents

1 Plan Intention and Structure

The intent of this document is to outline the approach used by Ararat Rural City Council in managing its building network. This plan covers the entire lifecycle of all elements of managing the building network including but not limited to:

- Construction and Capital Works.
- Maintenance.
- Inspection and Health Assessment.
- Asset Register and Data.
- End of life/Renewal.
- Valuation.
- Incident Management.
- Reporting.

Ararat Rural City Council will execute the management of its building network aligned with the approach outlined in this plan.

This plan is structured into components representing operational areas of the council called 'services. The responsibilities that exist within those services combine towards a whole of organisation approach to asset management.

Council service lines included in this plan are:

- Asset Management
- Depot Operations
- Finance
- Engineering
- Procurement
- Customer Services
- Governance
- Occupational Risk and Safety
- Organisational Transformation

2 Introduction

The buildings owned or managed by Council are provided to the community for a range of uses and services and represent a significant investment by the community and is vital to its lifestyle, health, and wellbeing. Council buildings have been categorised to identify functional use for reporting, asset lifecycle prioritisation and risk management purposes.

2.1 Building Asset Class

Council owns, controls, and manages building infrastructure assets with the objective of delivering services sufficient to meet agreed current and longer-term needs of the local community whilst remaining financially sustainable in accordance with the Council's current and long-term financial objectives.

The building asset management plan has been produced in accordance with the International Infrastructure Management Manual (IIMM) and industry best practice (adhering to the principles of ISO 55000:2014). The building asset management plan outlines key elements in managing the building assets to ensure that agreed levels of service are provided at a financially sustainable and lowest long-term cost to the community and Council.

These key elements include:

- maintaining a Council Building Asset Register
- building infrastructure asset management
- managing the maintenance and renewal improvement programs to meet progressively identified deficiencies.
- compliance with regulatory requirements
- communicating strategies, levels of service and funding expectations to the community.

2.1.1 Council-controlled buildings

The below table is a list of building asset category which the Council has overall control of the buildings via either:

- direct ownership of land and building
- delegated control as the Community Asset Committee for buildings located on Crown land
- lease agreements with external parties

For some of these buildings which either Council owns or controls on Crown land, Council has delegated control to respective Community Committee of Management.

2.1.2 Building control status

There are a variety of arrangements with how the buildings which Council either owns or controls are managed from an asset management perspective (e.g., operation, maintenance, renewal). Council has full asset management ownership responsibilities for some buildings however it also has external agreements with community groups/facility users and/or Community Committee of Management for the ongoing use of some buildings and thus is not responsible for all asset management obligations.

For these buildings Council has reduced capacity to influence provision of service levels compared to the buildings which Council owns and has direct control over. Some of these external agreement arrangements are formalised with documented agreements, however for some of these arrangements, documentation is sparse resulting in less certainty and understanding regarding asset management responsibilities between respective parties.

Typical agreements include:

Section 65 Community Asset Committee instrument of delegation: Council can delegate some of its responsibilities to special committees made up of Councillors, Council staff, and members of the community. These are known as Section 65 Community Asset Committee and are operated according to the Local Government Act (2020) and the Council's Section 65 Community Asset Committee instrument of delegation. Recreation reserve buildings and public halls often have a Section 65 Community Asset Committee.

Other committee of management (Community Asset Committee) agreements: Council can also reach a less formal agreement with members of the community to share/delegate some of its responsibilities to a committee of management operated according to Council's management agreement.

Occupancy/lease agreement: Council provides the building to others to be used for a specific operational purpose (such as kindergartens) which may or may not be managed by a formal agreement.

Building insurance agreement: Council has agreed to pay the building insurance for selected buildings which it does not own and may or may not have a Management Agreement.

Buildings and reserve allocation agreement: Council provides an annual financial allocation to eligible organisations associated with the management of selected buildings (typically halls). This financial allocation is expected to be used to help with the operations and maintenance costs incurred by the organisation.

A key objective of these agreements is to clarify key asset lifecycle management obligations, including:

operations (including payment for utilities and building insurance)

- maintenance
- renewal/refurbishment
- upgrade/improvements
- provision of new assets
- rationalisation and disposal of assets
- any potential financial reporting requirements.

Council has ultimate ownership responsibility for buildings (and site land) which it owns. However, there is a lack of clarity for some buildings regarding building ownership and asset management responsibilities (building control status), such as for buildings which Council 'controls' and are located on Crown land. It is an objective of Council to progressively confirm building control arrangements through agreements for all relevant buildings on the Council building asset register.

2.2 Key stakeholders

Our assets are utilised by a broad cross-section of the community. The stakeholders in the management of Council's footpath assets are many and often their needs are wide-ranging. The relevant key stakeholders are:

- Councillors
- Council Staff
- Community
- Visitors to the municipality
- Community Groups/Committees of Management
- Utility agencies
- Maintenance Contractors
- Neighbouring councils
- DECCA and other Government organisations
- Council's insurers

The community's needs and expectations are subject to change frequently and are becoming more demanding manifested by demands for services that provide better quality, value for money, environmental awareness and relevant value adding.

2.3 Legislative Requirements, Standards and Guidelines

- Local Government Act 2020 and 1989.
- Local Government Finance and Reporting Regulations 2004
- Building Act 1993
- Building Control Act 1981
- Building Regulations 2018
- Crown Land (Reserves) Act 1978
- Disability Act (Vic) 2006
- Domestic Animals Act 1994
- Dangerous Goods Act 1985
- Electricity Safety Act 1998
- Environmental Protection Act 2017
- Gender Equality Act 2020
- Graffiti Prevention Act 2004
- Housing Act 1983
- Heritage Act 2017
- Independent Contractors Act 2006
- Landlord and Tenant Act 1958
- Native Title Act 1993
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2019
- Residential Tenancies Act 1997
- Occupational Health and Safety Act (Vic) 2004

- Occupational Health and Safety Regulations (Vic) 2017
- Victorian Charter of Human Rights and Responsibilities
- National Construction Code 2015
- Australian Accounting Regulations

2.4 Building Inventory

Ararat Rural City Council has a total of 240 buildings and structures including sporting pavilions, municipal offices, libraries, halls, community centres, storage sheds and miscellaneous use buildings.

2.5 Asset Utilisation and Demand

Council does not currently record building utilisation or demand in a consistent way across its building network, representing a major gap in knowledge. Service areas collect data using separate methodologies, with varying levels of detail. A booking system that records detailed information including attendee numbers is needed before Council can accurately report on utilisation and improve its capacity to model demand.

2.6 Supporting Community Groups

Council offers a wide range of Council buildings to Not for Profit and Community Groups to lease or licence to optimise the use of public buildings and to encourage more community services throughout the municipality.

Community groups are often willing to help Council maintain and improve our public buildings. Council will aim to continue to support community groups to improve the buildings they occupy. However, requirements of the Community Leasing and Licencing Policy are that Council and tenants must reach agreement at the outset of a tenancy to ensure clear understanding of roles and responsibilities for building and property maintenance. The agreement will take the form of a maintenance schedule that specifies what Council will maintain and what the tenant will maintain.

Tenants of Council properties also agree that renewal, upgrade, or new works they wish to perform must be done with Council's approval as the building owner.

2.7 Partnerships

Forming partnerships with community service providers is one way in which Council can improve access to services through its buildings, either where Council owns the building and invites in service partners, or where Council shares a partner's building.

Care must be taken when developing partnership agreements to ensure that there are overall community benefits and that the responsibilities of all partners are clearly defined.

3 Asset Management

The Asset Management service is responsible for the delivery of the following core items.

- Asset Management System.
- Asset Class Definition.
- Asset Data Structure and Schema.
- Intervention Definitions.
- Condition Definition and Inspection.
- Asset Attribute Data Collection and upkeep.
- General Asset Reporting.

3.1 Asset Management System

Ararat Rural City Council uses an Asset System called Confirm. Confirm has two modules that act as extensions to the Confirm software, Confirm Connect and Confirm WorkZone.

Confirm Connect is a mobility enabled software module that is built for the specific purpose of 'in the field' use. The software works on a tablet or phone and can work in both online (internet connected) and offline (blackspot or offline) modes. Primarily the software is used by operators to complete 'in the field' activities such as condition inspections, defect inspections or asset attribute data collection.

Confirm WorkZone is used as a management interface to schedule works. This allows for works in similar locations to be grouped, so works can be executed by a crew whilst in a specific region or zone.

3.2 Building Class Definition

Ararat Rural City Council buildings are not currently broken down into different classes. This breakdown will be developed in conjunction with Council's current condition assessments and application into the Confirm Asset Management system.

3.3 Building Data Schema

The development of Building Data Schema will be undertaken in conjunction with the development of building classes, this data will outline the mandatory and optional attribute data collected specific to the Ararat Rural City Council Building Network.

3.3.1 Spatial Data

The Ararat Rural City Council buildings network is captured spatially by position (latitude and longitude) and can be displayed on a mapping environment however the spatial representation of the bridge as a three-dimensional model (using LiDAR etc) is not available at this time.

3.4 Technical Levels of Service

Technical Levels of Service - These technical measures relate to the allocation of resources to service activities to best achieve the desired customer outcomes and demonstrate effective performance. Technical service measures are linked to the activities and annual budgets covering:

Operations (Reliability, Safety and Responsiveness)	The regular activities to provide services (eg: opening hours, cleaning, utilities paid, inspections, etc.
Maintenance (Reliability, Safety and Responsiveness)	The activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g., Repair to damaged carpet, plumbing repairs).
Renewal (Condition and Cost)	The activities that return the service capability of an asset up to that which it had originally (e.g., Replacement of roof cladding, cabinetry, air-conditioning, or exterior/interior painting).
Upgrade/New (Availability, Function and Capacity)	The activities to provide a higher level of service (eg: building extensions, kitchen/bathroom refurbishment, or a new service that did not exist previously (eg: a new aquatic centre, new park shade structure).

Service and asset managers plan, implement and control technical service levels to influence the customer service levels.[1]

3.5 Asset Condition

Council conducts a condition audit of its building assets every two years with the most recent occurring in 2022.

The condition audit captures:

- Overall building condition
- Building aspect condition (External, Internal, Structure and Services)
- Building component condition and renewal estimates
- Compliance defects

3.6 Attribute Collection

Asset staff will utilise Confirm Connect to check current asset attribute data and update as necessary whilst in the field assessing/visiting an asset (i.e., for a condition inspection) New assets will be recorded in confirm based on design specifications and then checked and updated in the field. Asset Attribute data collection will be in line with mandatory data collection requirements.

3.7 General Asset Reporting

Asset staff are required to provide annual asset reporting for valuations and grant application requirements. These specific reports include but are not limited to:

- Asset Valuation
- Asset Dashboard Reporting

[1] IPWEA, 2015, IIMM, p. 2|28

4 Depot Operations

4.1 Operations and Maintenance Plan

Council's objectives in maintaining and operating building assets are to:

- Maintain buildings in a safe, serviceable, hygienic, and aesthetic condition to the satisfaction of Council and the community.
- Maintain the functionality and value of existing buildings.
- To provide and maintain a safe environment for the community within the constraints of Council's financial capacity and resource capability, while displaying a reasonable 'duty of care.'
- To ensure the provision of excellent customer service and that customer (internal and external) requests are responded to quickly and efficiently.

Operations and maintenance plans are designed to enable existing assets to operate to their service potential over their useful life. This is necessary to meet service standards, achieve target standards and prevent premature asset failure or deterioration.

Operations are those activities that keep an asset appropriately utilised. Operations are considered to have no effect on asset condition and include tasks such as cleaning, building inspections, provision of utilities such as water and electricity, etc.

Maintenance of assets is carried out to ensure that Council's building infrastructure achieves its service potential while meeting the needs of users. This is achieved by providing an optimum level of maintenance and care in a financially and environmentally sustainable manner. Typical maintenance activities include repair of building components such as roof repairs, window repairs, plumbing repairs, and servicing and air-conditioning, etc.

Both operations and maintenance can be planned or reactive activities. Planned or routine tasks are programmed to occur at set times or frequencies throughout the year, while reactive tasks are undertaken in response to service requests or because of unforeseen asset failures or system interruptions.

4.1.1 Operations and Maintenance Arrangements

Operations and maintenance activities for Council's building assets is managed by the Depot Operations/Building and Facilities department and is delivered using primarily external contractors facilitated by a small team of inhouse staff with expertise in facilities management.

Council's aquatic facilities utilise some of their own staff with subject matter expertise, and perform operational tasks (regular inspections, cleaning, waste collection) in addition to support provided by Council's Building and Facilities Team.

Council has many community facilities operated by Committees of Management. Each of these committees has (or should have) a maintenance agreement as part of their tenancy agreement which specifies what they can and should maintain, and what they must seek Council approval for before they undertake works. Committees of Management often have own source revenue that can contribute to maintenance costs of Council buildings. Buildings with substantial grounds are maintained by Council's Parks and Gardens team.

4.1.2 Operations and Maintenance Standards

Decisions relating to the maintenance of building facilities is primarily made by Council's Building and Facilities Team. Service priority is made on a two-tiered system being Tier 1 buildings - high public use facilities, such as libraries or aquatics centres, and Tier Two facilities that have low utilisation by the public or are support facilities for other service building like storage sheds.

Maintenance decisions are based on defect criticality and then provided a response time as follows:

- Emergency – 4 hours
- Urgent – Same business day
- Standard – Inspect and Evaluate
    - Program for maintenance
    - Program for Capital Work

Council's condition audits capture wear and tear of Council buildings and prepares a list of tasks that include priority works to be done immediately, urgent works to be done within 12 months, and medium to long term works which includes mostly minor defects, cosmetic and aesthetic improvements that extend beyond a 12-month timeframe.

Council currently does not proactively inspect all its buildings based on a level of service: however, documents are being developed that would create a schedule of inspections to drive a proactive maintenance program.

4.2 Compliance

Compliance with the National Construction Code (NCC), Building Code of Australia (BCA), and Disability Discrimination Act (DDA) is an important indicator for the safety and accessibility of buildings.

Council's Municipal Building Surveyor may undertake compliance audits. Instances of non-compliance have fallen dramatically in all respects, due to an on-going, targeted rolling program to address compliance issues. There remains a reasonable number of DDA compliance issues, which are typically addressed as facility works occur.

4.3 Building Inspection

Building inspections are required for the following compliance areas:

- fire services
- pest control
- cleaning audits
- electrical services
- plumbing and gas services
- air-conditioning
- OH&S/risk audits
- general maintenance
- essential safety measures
- asbestos audits

- condition assessments
- building permits

4.4 Defects Inspection

4.4.1 Defect Definition

The following table is used to identify if any defect exists when undertaking a building defect inspection.

Should a defect be identified it is logged as a defect within Confirm Connect which will trigger the creation of the job for works to be undertaken to rectify the defect identified.

4.4.2 Defect Inspection Routine

Refer to Appendix 1 for the building and structures defect inspection checklist.

4.5 Building Maintenance

Building Maintenance is triggered via response to a compliant, enquiry or event (reactive maintenance) or is routine in nature, based schedule of maintenance events.

Building inspections are aligned with the National Construction Code (NCC) Building Code.

4.5.1 Routine Maintenance

Routine maintenance is scheduled maintenance applied to a building outside of reactive maintenance, where a building maintenance team will visit onsite and complete any maintenance works required on the building where any defects exist outside of intervention levels.

Routine maintenance scheduling operates as per the checklist provided in Appendix 1.

4.5.2 Reactive Maintenance

Reactive building maintenance is undertaken by the depot operations team. It is packaged via a works coordinator who distributes jobs using Confirm WorkZone for execution by crews in Confirm Connect based on identified defects through the inspection process.

Reactive maintenance is undertaken with regards to submitted customer requests.

5 Engineering and Projects

5.1 Building Intervention Definitions

The purpose of building intervention definitions is to describe the level of a defect which subsequently requires maintenance to rectify.

Intervention response times apply from the time of defect identification by council that exceeds the stated intervention level. Identification by Council may be through proactive inspection, reactive inspection following a customer request, or other responsive notification. Where an interim response has been made, the intervention response time shall apply from the time the interim response is completed.

Where multiple defects exceeding intervention levels are identified, intervention shall be prioritised in asset hierarchy order. Where resources are constrained (availability of funds, materials, specialist contractors or specialist equipment), the intervention response times may be extended subject to risks being managed through temporary treatment provisions.

The identification of a defect that exceeds the stated intervention level does not oblige Council to upgrade or maintain the asset to a standard higher than that which it was constructed.

Council endeavours to identify defects that exceed the stated intervention thresholds. Where intervention thresholds are exceeded, treatment will be undertaken in accordance with the timeframes identified and subject to available resources.

5.2 Renewal and Capital Works Planning

Renewal and replacement expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces, or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an upgrade/expansion or new work expenditure resulting in additional future operations and maintenance costs.

- Council building assets approaching end-of-life or no longer meet community needs, will be considered for renewal.
- Priority of renewal will be determined based on the following factors:
  - Significance of the asset
  - Serviceability of the existing structure
  - Date from which the asset has been identified as eligible for renewal
- Renewal of building assets will consider foreseeable growth, and potential expansions of asset use in the future. Buildings will be designed to meet all current standards and industry best practice documents, including:
  - National Construction Code 2015
  - Universal Design Standards
- Risk Assessment based on priority of renewal factors by engineers.
- Decision matrix based on the priority of renewal factors with relevant scaling decided by the engineers.

5.3 Renewal Project Management

Building renewals will be undertaken as individual projects. Ararat Rural City Council Engineering staff will be responsible for overseeing successful project completion, in accordance with industry best practice standards for project management, and this document.

Key stages of the project are:

- Monitor building regularly up to engineers' specification
- Survey of the building

5.4 Creation/Acquisition/Upgrade Plan

New works are those that create a new asset that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs. Assets may also be acquired at no cost.

5.4.1 Selection Criteria

New assets and upgrade/expansion of existing assets are identified from various sources such as documented/forecast population growth, community requests, proposals identified by strategic plans or partnerships with others.

Candidate proposals are inspected to verify need and to develop a preliminary estimate.

Verified proposals are prioritised against all Council projects and are subject to available funding and scheduled in future works programmes.

5.4.2 Summary of Future Upgrade/New Assets Expenditure

New and upgraded asset requirements include works required to cater for growth or higher levels of service. This may include the creation of a new asset or upgrades to increase the capacity of an existing asset. New assets are constructed to provide new services or higher levels of service. An upgrade to a building is an enhancement to meet the demand for an increased level of service or to make a facility fit for purpose.

Funding of new and upgrade works fall into the following categories depending upon the extent and type of works:

- Council funded.
- Externally funded including government grants.
- Donated assets resulting from property development.
- Shared contribution to the cost by Council and an outside interest.

A significant issue that affects demand for new buildings or upgrades to existing buildings is whether existing buildings are fit for purpose in supporting the services that are provided to the community. In some cases, legislative and regulatory changes will drive such works. In other cases, it will be feedback from asset users. The ongoing development of service strategies for each service will guide Council’s investment in new and upgraded building assets.

When Council considers discretionary capital expenditures for new or upgraded assets, it is essential to establish the consequential recurring operational and maintenance costs that will occur once the new or upgraded assets become operational. Understanding life cycle costs is part of being fully informed of future liabilities. As new projects are brought forward for consideration in annual budget deliberations, they will have to include an assessment of these ongoing operational (recurrent) costs to be presented to Council as part of the overall cost projection.

5.5 Climate Change Adaptation Strategies

The impacts of climate change have the potential to impact on the assets that Council manages and the services that are provided.

In the context of the asset management planning process, climate change can be considered as both a future demand and a risk. How climate change will impact on assets can vary significantly depending on the location and the type of asset and services provided, as will how Council responds and manages these impacts.

As a minimum, the Council should consider both how to manage existing assets given the potential impacts of climate change and how to create resilience to climate change in any new works or acquisitions. Opportunities that have been identified to date to manage the impacts of climate change on existing assets are shown in the table below:

Climate Change Description	Projected Change	Potential Impact on Assets and Services	Management
Temperature	Higher Maximum temperatures	• Increased demand for structures providing shade (recreation/play areas/spectators. • Impact on building energy consumption through use of air conditioning	• Investigate increasing shade structures where tree planting is not an option. • Use of renewable energy sources for cooling in summer. • Insulation, window covers, to reduce heat coming into building. • New buildings meeting environmentally sustainable design requirements.
Storm intensity	Increase rainfall intensity during rainfall events	• Capacity of building storm water to ensure water does not impact roof and building footings. • Exposure of low-lying buildings to flood water	• Improved stormwater management through water harvesting options. • Cycle of maintenance to ensure gutters and downpipes can accommodate heavy

			rainfall events for a sustained period. • Emergency management procedures are documented, and training is available to all building managers/users
Rainfall	Reduced annual rainfall	• Increased water costs where supplies may be impacted by water restrictions	• Investment in water efficient building fit out (taps, toilets). • Water harvesting for re-use in the building and on building grounds.
Council buildings as emergency centres	Council community buildings are relied on as gathering points, or as temporary shelter in cases of emergency eg: fire, power outages, flood.	• Community buildings need greater resilience (such as generators/water supply) where these services may be cut off to domestic homes in an emergency.	• Hierarchy of facilities for emergency means some buildings may require additional maintenance and infrastructure to suitably accommodate community members in an emergency.

The way in which Council constructs new assets should recognise that there is opportunity to build in resilience to the impacts of climate change. Building resilience has several benefits including:

- Assets will be able to withstand the impacts of climate change.
- Services can be sustained.
- Assets that can endure the impacts of climate change may potentially lower the life-cycle cost and reduce their carbon footprint.
- Potentially increasing asset life and protecting financial investment returns.

The following table summarises some asset climate change resilience opportunities.

New Asset Description	**Climate change impact these assets?**	**Build Resilience in new works.**
Buildings	Higher maximum temperatures	• Orientation of the building to be north facing • Accommodate renewable energy capability such as solar panels • Design to reduce sun exposure such as use of green roofs/walls
Water Tanks	Reduced annual rainfall	• Invest in capture and reuse of stormwater for buildings.

6 Contracts and Procurement

6.1 Tender Process

The tender process for all asset management types will be in accordance with Council's Procurement Policy. Procurement Policy FINAL 30 May 2023.pdf

6.2 Financial Tracking of Renewal Projects

Financial Tracking of contracts is undertaken through Council's financial system and associated tracking numbers.

6.3 Project Milestone Reporting

Project Milestone Reporting will be undertaken in compliance with funding milestone requirements and contract hold points and key performance indicators.

7 Finance and Valuations

This section references councils Valuations Policy – Major Asset Classes

7.1 Asset Valuation

Ararat Rural City Council has a responsibility to financially represent its network of building assets to fair value. Building valuation is conducted assigning unit rates to those classes on an annual basis based on real world values and multiplying the area of each individual building structure to the assigned unit rate.

7.2 Asset Capitalisation

All assets captured and represented within the Asset Management System are capitalised assets within councils financial reporting.

7.3 Asset Written Down Value

The current written down value of the building asset is defined as the current cost of replacement minus the amount the asset has already depreciated.

7.4 Recurrent and Non-Recurrent Assets

All building assets are treated as recurrent and financially planned for as a renewal asset.

7.5 Asset Depreciation

Building Asset Depreciation is the value ($) of the already consumed portion of the building asset. For example, if the building asset is expected to last 100 years and it is currently 50 years old then it is determined that 50% of the asset is already depreciated. It is calculated in by taking the current unit rate of replacement and multiplying it against the unit rate of replacement connected to the asset and then against the percentage of the asset already consumed.

7.6 Representation of Asset Costings within Finance System

Building renewal projects are tracked within the council finance system using ‘tracking categories. Maintenance and general works expenses are tracked at a network layer within the finance system; however, individual works costs can also be reported through the Asset Management System (Confirm).

8 Customer Service

8.1 Complaints

Complaints will be logged via Council's customer request management system (CRMS).

8.2 Request for Service

Customer request for service will be logged via Council's customer request management system (CRMS). Examples of request for service specific to buildings are:

- Any maintenance required on public buildings, e.g., toilet blocks, rural halls
- Vandalism to any Council buildings
- Any other complaints/feedback

8.3 Customer Request Management System (CRMS)

Council's customer request system (CRMS) will be used to report and record customer/public requests related to Council assets, including buildings and structures. Customers can log a request online, or phone the request into customer service, who log the request on the customer's behalf. The request is then assessed by the responsible member of staff, and work scheduled accordingly. Once the request is complete, Council staff will notify the customer.

9 Risk/Occupational Health and Safety

9.1 Safety and Risk Management

All management and operational work related to asset management (including risk, incident reporting and safe work methods) will be undertaken in accordance with Council's OH&S Policy and associated procedures.
OHS Policy FINAL 19 January 2021

10 Governance/CEO's Office

10.1 Management of Plan

This plan will be adopted and managed on a formal four-year cycle of review.

This plan will be stored under councils Governance SharePoint policy manual, owned by the Office of the CEO and be subject to out of cycle review at the discretion of the CEO.

10.2 Audit

This plan will be available for all standard audit requirements.

11 Organisational Transformation

11.1 Asset Digital Monitoring

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of Asset Monitoring in particular the ability to:

- Enhance the accuracy of estimated remaining useful life.
- Enhance the accuracy of current asset condition.
- Enhance the accuracy of measuring asset health.

11.2 Asset Alerting Services

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of automated alerting specific to council assets.

Current examples of this include alerting when a public bin along Barkly Street reaches a fullness threshold, or when certain storm water systems exceed volume and flow thresholds.

It is Ararat Rural City Councils intent to trial and implement sensor technology where relevant to monitor any of our building assets into the future.

11.3 Public Data Access

Ararat Rural City Council is currently undertaking an assessment to establish additional data sets related to building and structures that may be considered for future public access including

- Condition.
- Attribute.
- Defect.
- Maintenance.
- Financial.
- Spatial.
- Civil and Design.

11.4 Predictive Asset Management

The Rural Councils Transformation Program is a state government funded initiative that is funding the current development of Ararat Rural Councils predictive asset management platform. The platform is intended to have development completed in Q3 2023 ready for testing and organisational use in Q4 2023. The core functions of the predicative asset management platform are

- Analytics at both a network and individual asset level to determine if useful life estimates are trending accurately to current useful life valuation predictions.
- Asset in the annual construction of asset financial valuations for calculated assets.
- Forward predict a rolling 10-year capital works program based on current degradation rates of council assets.
- Detailed reporting including spatial insights across asset classes.

11.5 Key Performance Indicator Platform

The management of all Council's assets will be measured and tracked via Council's service level key performance indicator system within PowerBI. This system will enable monthly tracking of data identified as critical to success related to the Assets service. This key performance indicator information is viewed and monitored by the CEO.

12 Appendix 1 – Ararat Rural City Council – Property Inspection Checklist

No	Item	Criteria	Y	N	N/A	If no, Action Required *(to be placed in Confirm)*
1	**Fire Life Safety**					
1.1	Is emergency lighting operational					
1.2	Are fire exits/doors in good condition, operable, unobstructed and not held open?					
1.3	Are fire door automatic closing devices operational?					
1.4	Are fire stairs free of obstructions?					
1.5	Are emergency exits appropriately signposted?					
1.6	Are written emergency procedures posted and clearly visible to occupants?					
2	**Fire Extinguishers, Hose Reels and Hydrants**					
2.1	Are all extinguishers in place?					
2.2	Are extinguishers, hose reels and hydrants accessible and signposted?	Kitchens must have appropriate fire extinquishers and fire blankets readily available.				
2.3	Do all extinguishers, hose reels and hydrants have inspection tags, which have been stamped in the last six months?					
2.4	Do all hydrant outlets have secure caps?					
3	**Fire System Isolation and Faults**					
3.1	Are the fire indicator panel (FIP) and/or EWIS panels free of isolations and faults?					
3.2	Are the fire pumps (sprinklers and hydrants) free of isolations/ faults and in auto start mode?					
3.3	Are all fire pump suction and discharge valves open?					
3.4	Are the fire pump, FIP, EWIS and sprinkler system logbooks up to date?					
3.5	Are all reported faults being actioned?					
4	**Sprinkler Systems**					
4.1	Are sprinkler system stop valves secured in an open position?					
4.2	Is a stock of replacement sprinklers available on site?					
4.3	Are sprinkler heads throughout the building free of corrosion, mechanical damage or paint?					
4.4	In storage areas, is there at least a 500mm vertical gap between sprinkler heads and storage?					
5	**Automatic Fire Detection**					
5.1	Are all smoke detectors and fire alarms operational?					
5.2	Are all smoke detectors and fire alarms free of obstructions?					
6	**Lighting**					
6.1	Are all internal lights working correctly?					
6.2	Are all external lights working correctly?					
7	**Electrical Equipment**					
7.1	Are portable electrical equipment test tags current?					
7.2	Are all electrical outlets, junction boxes and other electrical boxes properly covered?					
7.3	Are all electrical cupboards/rooms/risers locked?					

No	Item	Criteria	Y	N	N/A	If no, Action Required
7.4	Are any extension cords being used instead of fixed building wiring?					
7.5	Are airconditioners and mechanical ventilation systems in working order?					
8	**Interior**					
8.1	Are interior walls in good condition?					
8.2	Are all floors, steps and stairs in good condition?					
8.3	Are floor coverings in good condition?					
8.4	Are floor boards in good condition?					
8.5	Are internal windows and doors in good condition?					
8.6	Are all fixtures in good repair?					
9	**Exterior**					
9.1	Are exterior walls in good condition?					
9.2	Is the roof in good condition?					
9.3	Is spouting in good condition?					
9.4	Are external windows and doors in good condition?					
9.5	Are any sheds/shelters in need of repair?					
10	**Balustrades and handrails**					
10.1	Is there any damage to balustrades and handrails?					
10.2	Are any climbable objects located near balustrades and handrails?					
11	**Asbestos Report**					
11.1	Are there signs of asbestos in the building?					
12	**Carparks**					
12.1	Are bollards and columns highlighted?					
12.2	Is carpark lighting operational?					
12.3	Are carpark surfaces free of potholes or oil spills?					
12.4	Are carpark surfaces (paving, concrete or asphalt) free of cracks, potholes or oil spills?					
12.5	Are wheel stops highlighted?					
12.6	Are traffic directions marked clearly?					
13	**Potential Property Exposures**					
13.1	Obvious Structural Damage / Hazards	Is there any cracking?				
		Is there any severe corrosion?				
		Other				
13.2	Arson examples	Are there any unrestrained wheelie bins?				
		Are LPG bottles accessible to public?				
		Are there other combustible materials accessible?				
13.3	Fire examples	electrical - overload sockets, test & tag?				
		Is there gas - LPG bottles in ventilated areas?				
		Is there access to underside of building?				
		other??				

No	Item	Criteria	Y	N	N/A	If no, Action Required
13.4	burglary/theft examples	Inadequate security?				
		Are roofs/skylights accessible?				
		Is there visible portable equipment?				
		Is any fencing damaged?				
		Is there any sign of forced entry at doors / windows?				
13.5	Water/Storm	Are there any blocked/overgrown drains/gutters?				
		Are there any damaged drain pipes?				
		Are there puddles on ground around drain pipe?				
		Is there water stains / mould growth on buildings?				
		Is there any overhanging trees?				
13.6	Other examples	Are there signs of vandalism / graffiti?				
		Is there vehicle impact - parking too close to buildings?				
		Is there machinery maintenance required?				
		general wear and tear?				
13.7	Tree location / condition relevant to:	Car Parks				
		Playgrounds				
		BBQs / Picnic areas				
		Property / Buildings				
		Power lines				