

Asset Management and Maintenance Plans

If you are applying to us for a grant over \$75,000 towards a project that involves capital works, the purchase of a building, structure or land, as part of the application we'll ask you to include an **Asset Management and Maintenance Plan**.

WHY?

Good management and maintenance are crucial to the long-term care of assets – as a community funder we want to ensure that the assets we support are kept in good condition and are well looked after in the longer term.

WHAT?

The plan tells us how you will look after your asset once your project is complete. It's also useful in letting you see the ongoing financial resources you will need to maintain and/or eventually replace your asset or aspects of it.

HOW?

This sample plan will help you to prepare an asset management and maintenance plan. It tells you the type of information that could be included, but this will depend on your specific project.

Ideally your plan should outline all aspects of maintenance, replacement and capital improvements to be undertaken, and the budget requirements for each.

Other Important Considerations

ROLES AND RESPONSIBILITIES

It's important to understand the roles and responsibilities of your organisation and this will depend on whether you own the asset/facility or whether you leased it or are licenced to use it. Roles and responsibilities will generally be detailed in lease or license agreement so make sure you are fully aware of these.

FACILITY MAINTENANCE

There are different types of maintenance that you should consider:

- Reactive maintenance – i.e. when something goes wrong.
- Scheduled maintenance – i.e. inspections that ensure everything is working safely and to ensure warranties are achieved e.g. Building Warrant of Fitness.
- Programmed maintenance – i.e. some assets, equipment or machinery need periodic maintenance e.g. resurfacing of a court or painting of a roof.

For various assets and equipment, it's a good idea to understand which type of maintenance will be needed and when.

CAPITAL REPLACEMENT

An asset or piece of equipment doesn't last forever and will need replacing so it's important to think and plan in the longer term when such things will need replacing. In this way you will be able to plan for the funding of this.

WHOLE OF LIFE

- Capital investment.
- Maintenance costs – the costs of keeping your asset or equipment maintained to ensure it reaches its life expectancy.
- Replacement costs - the money that needs to be put away now and each year so that your organisation can afford to replace eventually.

INFORMATION NEEDED

It's a good idea to have the following information:

- a. Asset register – record your assets
- b. Value of assets
- c. Life expectancy of asset or equipment
- d. Remaining life expectancy
- e. Maintenance needs

REVIEWING YOUR ASSET MANAGEMENT PLAN

It's good practice to review and update your plan annually and to carry out an assessment of the condition of various aspects of your asset.

