

Norfolk Island Regional Council



Buildings Asset Management Plan 2020-2029

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1.0 Executive summary

What is this plan about?

This asset management plan (The Plan) covers all buildings assets that are owned and/or insured by the Norfolk Island Regional Council's and are used in the delivery of services to the people of Norfolk. These assets are as tabulated in 5.1

What is an Asset Management Plan?

Asset management planning is a comprehensive process assisting Council to ensure services are delivered in a financially sustainable manner. Asset management plan details information about assets including actions required to provide an agreed level of service in the most cost-effective manner. The Plan identifies asset service standards and contain long-term projections of asset maintenance, rehabilitation and replacement costs services. The Plan is prepared to conform with the Asset Management Policy and Asset Management Strategy.

2. Introduction

2.1 Background

This asset management plan is to demonstrate responsive management of assets (and services provided from assets), compliance with regulatory requirements, and to communicate funding needed to provide the required levels of service over a 20 year planning period.

The asset management plan follows the format for Asset Management (AM) Plans as recommended in International Infrastructure Management Manual.

The asset management plan is to be read with Council's Asset Management Policy, Asset Management Strategy and the following associated planning documents:



2.2 Norfolk Island Community and Strategic Plan

The Community Strategic Plan 2016-2026 was adopted by Council 21 September 2016, following extensive community consultation. The Community Strategic Plan contains a vision for Norfolk Island and recommends strategic objectives and future directions.

2.3 Plan framework

- Levels of service – specifies the services and levels of service to be provided by council
- Future demand – how this will impact on future service delivery and how this is to be met
- Life cycle management – how we will manage our existing and future assets to provide defined levels of service
- Financial summary – what funds are required to provide the defined services
- Asset Management practices
- Monitoring – how the plan will be monitored to ensure it is meeting the organisation’s objectives
- Asset management improvement plan

2.4 Core and advanced Asset Management

This asset management plan is prepared as a “core” asset management plan over a 10 year planning period. It is prepared to meet minimum legislative and organisational requirements for sustainable service delivery and long term financial planning and reporting. Core asset management is a “top down” approach where analysis is applied at the network level.

3. Levels of service

3.1 Customer Research and Expectations

The council has not carried out any detailed research on customer expectations with regards to building infrastructure. This will be investigated for future updates of the asset management plan.

3.2 Community levels of service

Relate to the service outcomes that the community wants in terms of safety, quality, quantity, reliability, responsiveness, cost effectiveness and legislative compliance

Community levels of service ensures used in the asset management plan are

- Safety Is the service safe?
- Quality How good is the service?
- Function Does it meet user’s needs?

Technical levels of service – Supporting the community service levels are operational or technical measure of performance. These technical measures relate to the allocation of resources to service activities that the organisation undertakes to best achieve the desired community outcomes and demonstrate effective organisational performance.

Technical service measures are linked to annual budgets covering:

- Operations – the regular activities to provide services such as opening hours, cleaning frequency, etc
- Maintenance- The activities necessary to retain an assets as near as practicable to an appropriate service condition (eg. building and structure repairs)
- Renewal – Renewal to maintain assets for maintaining the service levels
- Upgrade – the activities to provide an higher level of service

Asset management plan, implement and control technical service levels to influence the customer service levels our current service levels are detailed in the following table

Current and desired service levels

Key Performance Measure	Level of service	Performance measure process	Desired level of service	Current level of service
Quality	Provide quality building, recreational and sporting facilities	Customer requests and or complaints	Buildings maintained to Australian standards	
Function	Ensure facilities meet user expectations	Customer request and or complaints	Ensure that all buildings are fit for purpose	Planned and routine maintenance will continue .
Operations	Ensure buildings are consistently presented in a tidy and well maintained condition suited to their intended purpose	Customer notification and complaints	Buildings maintained to building standards	Provision and operations of buildings currently meets user expectations
Maintenance	Compliance with legislation and standards be phased in	Customer notification and complaints	Customer notifications and complaints	

3.4 Desired levels of service

Indications of desired levels of service will be obtained from community consultations/engagement.

4 Future Demand

4.1 Demand drivers

Factors affecting demand include population change, changes in demographics, seasonal factors, rates, consumer preferences and expectations, technological changes, economic factors, agricultural practices, environmental awareness and divestment or outsourcing of services.

4.2 Demand forecast

There is expected to be little change in demand due to population growth.

5. Lifecycle Management Plan

The lifecycle management plan details how council plans to manage and operate the assets at the agreed levels of service while optimising life cycle costs

5.1 Physical parameters

The assets covered by this asset management plan are shown below in table

Airport	Health and Quarantine
Museum	Waste Management
Fire services	library
Communications	Emergency service
Public works	Lighthouse
Liquor bond	Radio station
Social services Tourism information centre	Electricity
Customs	Fuel depot ball bay

With a Replacement Value of \$ 62,820,300

5.2 Asset capacity and performance

The council's services are generally provided to meet the expectations of the community at par with the levels set up by Norfolk Island Regional Council Community Strategic Plan 2016-2026.

Buildings	Service Deficiency
All buildings	NRIC will aim to maintain the assets to the current standards and keep them functional whilst carrying out improvements within available funding.

5.3 Asset condition rating

Condition is measured using a 1-5 grading system as detailed in Table

Condition Grading	Description of condition
1	Very Good: only planned maintenance required
2	Good: minor maintenance required plus planned maintenance
3	Fair : significant maintenance required
4	Poor: significant renewal/ rehabilitation required
5	Very poor: physically unsound and / or beyond rehabilitation

5.4 Asset condition profile

The condition profiles of our assets are shown below in table and figure

Condition	Very good	Good	Fair	Poor	Very poor
Airport			✓		
Library		✓			
Fire services	✓				
Communications				✓	
Public works depot			✓		
Liquor bond			✓		
Tourism information centre			✓		
Health and Quarantine			✓		
Waste Management			✓		
Emergency service	✓				
Lighthouse			✓		
Radio station			✓		
Electricity			✓		
Fuel depot ball bay				✓	

5.5 Asset valuations

The value of assets recorded in the asset register as of 30 of June 2019 as summarised below

Current replacement cost	\$62,820,300
Annual Depreciation Expense per year	\$923,458

5.6 Building Risk Management Plan

An assessment of risks associated with service delivery from infrastructure assets has identified risks that will result in loss or reduction in service from infrastructure assets. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks

5.7 Routine operations and Maintenance plan

Operations include regular activities to provide services such as building inspection and repair on a routine basis. Routine maintenance is the regular on-going work that is necessary to keep assets operating, including instances where portions of asset fail and need immediate repair to make the asset operational again.

5.8 Operations and Maintenance plan

Operations activities affect service levels including quality and function through street sweeping and grass mowing frequency, intensity and spacing of street lights and cleaning frequency and opening hours of building and other facilities.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day to day work necessary to keep assets operating, eg electrical repairs to power points, lighting, door and window furniture and servicing. Maintenance may be classified into reactive, planned and specific maintenance works activities

Reactive Maintenance is unplanned repair work carried out in response to service request and management/ supervisory directions

5.9 Critical Assets

Critical assets are those assets which have a high consequence of failure but not necessarily a high likelihood of failure. By identifying critical assets and critical failure modes, organisations can target and refine investigative, activities, maintenance plans and capital expenditure plans at the appropriate time.

Operations and maintenance activities will be customised to mitigate critical assets failure and maintain service levels

5.10 Standards and specifications

Strategically we will be aiming to meet the following regulation/standards in future:-

- Work Health and Safety legislation & regulations
- Building Code of Australia
- Australian Standards
- All relevant council policies and
- Other regulatory requirements

5.11 Summary of future operations and maintenance expenditures

To be provided in later versions of the plan.

5.12 Capitalisation Threshold

Operations

- Service delivery management including condition assessment, defect inspections and management systems
- Supervision
- Premises cleaning, etc
- Utility costs

Maintenance & Repair**Capitalise if value > \$20,000**

- Reactive maintenance to building assets
- Programmed maintenance
- Replacing facilities and structures
- Partial replacement of plant and equipment

Capital Renewal**Capitalise**

- New assets
- Upgrade assets

5.13 Renewal/ replacement Plan

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 or lesser required service potential. Work over and above restoring an asset to original service potential is upgrade/ expansion or new works expenditure

5.14 Renewal plan

Council's Asset Renewal Plan is the programmed renewal dates of assets which are used to predict expenditure requirement within the long term financial plan. The current residual life of the asset identifies the date of renewal

Early defect identification by condition assessment may enable major maintenance works to extend the asset life before renewal is required

Asset category	Useful life(years)	Asset category	Useful life(years)
Airport	10	Liquor bond	15
Museums	10	Waste Management	10
Library	8	Social Services Tourism information centre	6
Fire services	30	Fuel depot ball bay	10
Communications	20	Electricity Powerhouse	10
Public Works Depot	15	Emergency service	30
Lighterage	10	Radio station	10

5.15 Renewal and replacement strategies

The organisation will plan capital renewal and replacement projects to meet level of service objectives and minimise infrastructure service risk by:

Planning and scheduling renewal projects to deliver the defined level of service in the most efficient manner,

Undertaking project scoping for all capital renewal and replacement projects to identify:

- The service delivery ‘deficiency’, present risk and optimum time for renewal/replacement
- The project objective to rectify the deficiency
- The range of options, estimated capital and life cycle costs for each options that could address the service deficiency
- And evaluate the options against evaluation criteria adopted by council, and
- Select the best option to be included in capital renewal programs

Using ‘low cost ‘ renewal methods (cost of renewal is less than replacement) wherever possible, Maintain a current infrastructure risk register for assets and service risks associated with providing services from infrastructure assets and reporting very high and high risks and residual risks after treatment to management and council

Review current and required skills base and implement workforce training and development to meet required construction and renewal needs,

Maintain a current hierarchy of critical assets and capital renewal treatments and timings required Review management of capital renewal and replacement activities to ensure council is obtaining best value for resources used.

Renewal ranking criteria

Asset renewal and replacement is typically undertaken to either

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate
- To ensure the infrastructure is of sufficient quality to meet the service requirement

It is possible to get some indication of capital renewal and replacement priorities by identifying assets or assets groups that:

- Have a high consequence of failure
- Have a high utilisation and subsequent impact on users would be greatest
- The total value represents the greatest net value to the organisation
- Have the highest average age relative to their expected lives
- Are identified in the AM Plan as key cost factors
- Have high operational or maintenance costs, and
- Where replacement with modern equivalent assets would yield material savings

5.16 Summary of future renewal and replacement expenditure

To be provided in later versions of the plan.

5.17 Creation/ Acquisition / Upgrade plan

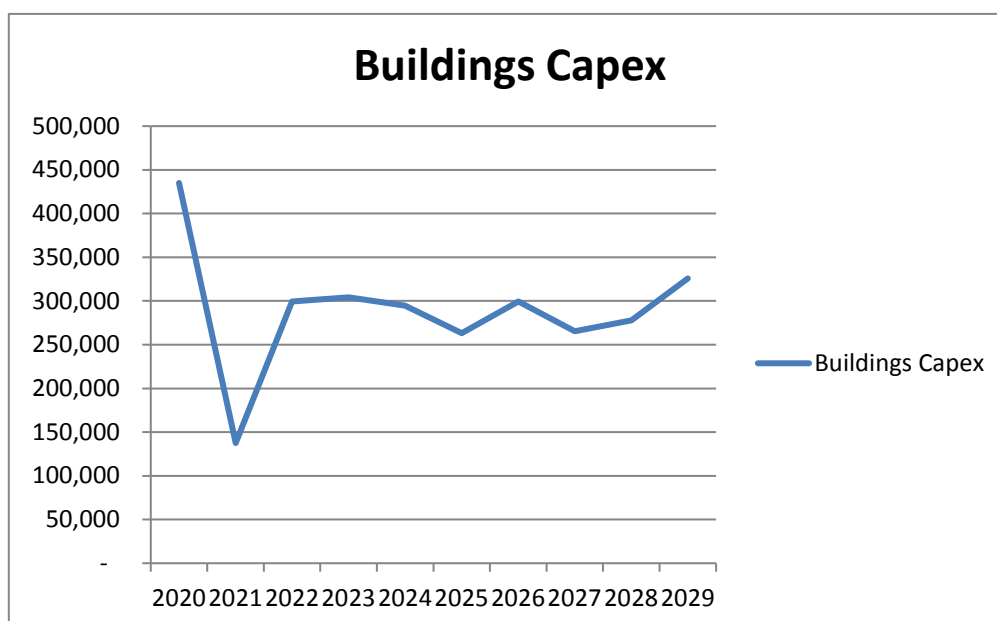
New works are those works that create a new asset that did not previously exist, or works which upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs. Assets may also be acquired at no cost to the organisation from land development.

5.18 Selection criteria

New assets and upgrade/expansion of existing assets are identified from various sources such as councillor or community requests, proposals identified by strategic plans or partnerships with other organisations. Candidate proposals are inspected to verify need and to develop a preliminary renewal estimate. Verified proposals are ranked by priority and available funds and scheduled in future works programme. The priority ranking criteria is detailed in

Criteria	Weighting
Public Health & safety	50 %
Identified by Strategic Plans	40 %
Councillor/ Public Request	10 %

5.19 Summary of future upgrade/ new assets expenditure



5.20 Disposal Plan

Disposal includes any activity associated with disposal of a decommissioned asset including sale, demolition or relocation. Assets identified for possible decommissioning and disposal are shown in table below together with estimated revenue. These assets will be further reinvestigated to

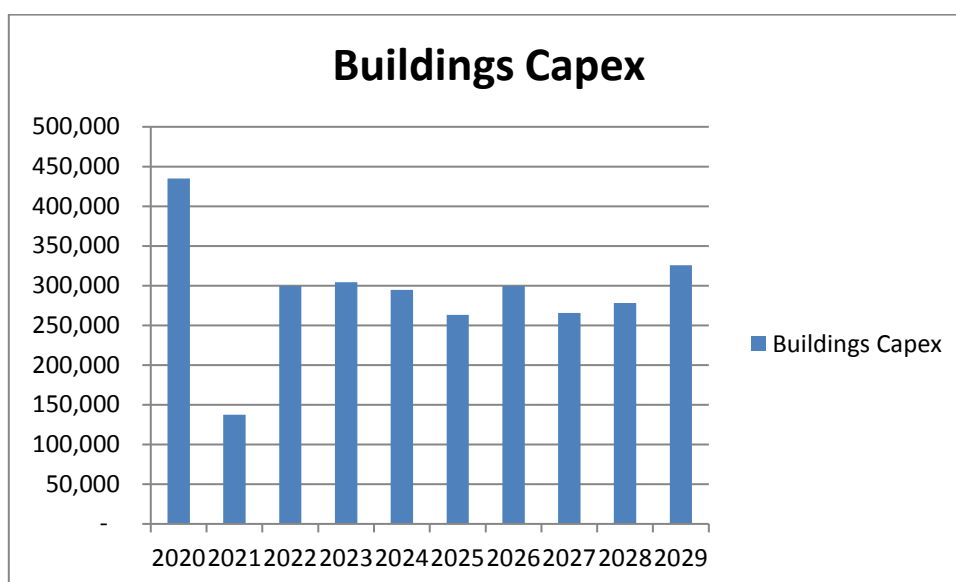
determine the required levels of service and see what options are available for alternate service delivery, if any. Any revenue gained from asset disposals is accommodated in the organisation's long term financial plan.

6. Financial Summary

This section contains the financial requirements resulting from all the information presented in the previous sections of this asset management plan. The financial projections will be improved as further funds become available to meet the desired levels of service and current and projected future asset performance

6.1 Financial Statements and Projections

The financial projections are shown in figure below for projected operating (Planned Maintenance and Operational) and Capital expenditure (renewal upgrade/ expansion/ new assets. Note that all costs are shown in real values



6.2 Sustainability of service delivery

There are two key indicators for service delivery sustainability that have been considered in the analysis of the service provided by this asset category, these being

- Long term life cycle costs/ expenditure
- Medium term projected / budgeted expenditure over 10 years of the planning period

Long term – life cycle cost

Life cycle costs (or whole of life costs) are the average costs that are required to sustain the service levels over the asset life cycle. Life cycle costs include operations and maintenance expenditure and asset consumption (depreciation expense). The life cycle cost for the services covered in this asset management plan is \$ 6,976,500

Medium term- 10 year financial planning period

This asset management plan identifies the projected operations, maintenance, and capital renewal expenditures required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required service

in a sustainable manner

These projected expenditures may be compared to budgeted expenditures in the 10 year period to identify any funding shortfall. In a core asset management plan, a gap is generally due to increasing asset renewals for ageing assets.

At this stage it will be unrealistic to estimate these expenditures

6.3 Funding Strategy

Current funding is based on depreciation values.

6.4 Valuation forecasts

Asset values are forecast to increase as additional assets are added to the asset stock from construction and acquisition by the organisation and from assets constructed by land developers and others and donated to the organisation

The depreciated replacement cost will vary over the forecast period depending on the rates of addition of new assets, disposal of old assets and consumption and renewal of existing assets.

6.5 Key Assumptions made in Financial Forecasts

The key assumptions made in presenting the information contained in this asset management plan and in preparing forecasts of required operating and capital expenditure and asset values, depreciation expense and carrying amount estimates. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts

Key assumptions made in this asset management plan are:

- The asset condition rating are a representation of the overall asset data base and based on a desktop analysis and experience by Council Staff involved with the assets through inspections, maintenance and capital improvements.
- The age of the assets recorded in Council's Asset Management database are a true representation of the actual construction date

7. Plan Improvement and Monitoring

7.1 Accounting and financial systems

Council employs the Authority enterprise Business system provided by CIVICA.

7.2 Accountabilities for financial systems

The Chief Financial Officer is responsible for the control of council's accounting systems

7.3 Accounting standards and regulations

Australia accounting standards (AASB) Local Government, code of accounting practice and financial reporting, Council's accounting policy, the Local Government Act (1993(NSW))(NI)

7.4 Capital/ maintenance threshold

The aim of the capitalisation policy is to set a capitalisation threshold above which assets are required to be recorded by council in its financial statements. The process for this is the capitalisation process and is achieved by the recording of the capital cost of the acquisition of assets into Council's financial system and then into the asset management system.

7.5 Asset Management system

Council proposes installing the asset management module of the Authority enterprise business system provided by CIVICA at a later date.

7.6 Asset Registers

Asset registers linked to the council land register are proposed at a later date, and will reviewed and further developed as part of the improvement program for this Asset Management Plan