

ARARAT RURAL CITY COUNCIL

Monuments Asset Management Plan



Ararat Rural City

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1 PLAN INTENTION AND STRUCTURE

The intent of this document is to outline the approach used by Ararat Rural City Council in managing its monuments network. This plan covers the entire lifecycle of all elements of managing the monuments 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 monuments 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

2.1 Monuments Asset Class

The monument and memorial assets covered within the asset management plan includes:

- Monuments & Statues
- Artworks/Art Structures
- Plaques
- Memorial Furniture
- Fountains

The textiles collection of the TAMA/Gallery do not form part of this asset management plan.

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
- Utility agencies
- Maintenance Contractors
- DECCA and other Government organisations
- Council's insurers

2.3 Legislative Requirements, Standards and Guidelines

- Local Government Act 2020 and 1989.
- Local Government Finance and Reporting Regulations 2004
- Australian Accounting Standard AASB116
- Australian Accounting Regulations
- Copyright Act 1968
- Disability Act (Vic) 2006
- Graffiti Prevention Act 2004
- Heritage Act 2017
- Occupational Health and Safety Act (Vic) 2004
- Occupational Health and Safety Regulations (Vic) 2017



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 Monument Asset Description

For the purposes of identifying the distinct types of monuments/memorials the following outlines the definitions used:

Memorial an object or feature intended to preserve the memory of a person, group, event, or place.

Monument a statue which is dedicated to the remembrance of a particular person, event, or story.

Statue a work of art in three (sometimes two) dimensions. It may be representational or abstract and may be composed of a wide range of elements and materials.

Plaque a small/medium sized plate or slab made of metal, stone or any other material with text and graphics displayed on it for the purpose of commemoration.

Artwork a painting, sculpture, photograph etc. that is created to be beautiful or to express an important idea or feeling.

Fountain an ornamental structure in a pool or lake from which one or more jets of water are pumped into the air

3.3 Monument Data Schema

The following structure outlines the mandatory and optional attribute data collected specific to the Ararat Rural City Council Playground Network.

MANDATORY DATA

- Type
- Location

OPTIONAL DATA

- Description
- Age
- Heritage Protected
- Other

3.3.1 Spatial Data

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



3 ASSET MANAGEMENT

3.4 Condition Inspection

Condition inspections occur via one of the following methods:

Level 1: Routine Maintenance Inspection
(Asset officer or Maintenance Staff)

Level 2: Condition Assessment
(Asset Officer or Engineer)

Level 3: Detailed Inspection
(Heritage/Accredited inspector)

3.4.1 Condition Definition¹

Condition	Description
1. Very Good	Sound Monument constructed to current standards, well maintained with no defects. No works required
2. Good	As grade 1 but not constructed to current standards, showing minor wear, tear, and deterioration of surfaces e.g., minor impact damage but no loss of protective coatings or staining of fastenings and welds. Deterioration has significant impact on strength, appearance, and functionality. Only minor work required.
3. Fair	Monument functionally sound, but appearance affected by minor defects e.g., slight impact damage and vandalism, hairline cracking, flaking of protective coatings, staining of steel and fastenings, some deterioration of plaque, or not designed or constructed to current standards. Deterioration beginning to affect the strength, appearance, and functionality. Likely to Require renewal within 5-10 years approx.
4. Poor	Monument functioning but with significant defects e.g., cracking and spalling of concrete, corrosion of steel surfaces and fastenings/welds, impact damage, missing or damaged plaques; causing a marked deterioration in strength, stability, functionality, and appearance. Likely to require renewal within 3-4 years.
5. Very Poor	Memorial has serious problems and has failed or is about to fail in the near future, causing unacceptable deterioration in strength, stability, safety, and appearance. Priority rehabilitation/renewal required.

Inspection Description	Rate
All	Every two years

3.5 Attribute Collection

Asset staff will use 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.

3.6 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 management plan
- Asset condition reports
- KPI reporting
- Asset valuation report

¹ IPWEA Practice note 10.1 Inventories, Condition & Performance Grading

4 DEPOT OPERATIONS

The core responsibilities of council's depot operations with relation to monument is the identification of monument defects and the rectification of those defects through routine and responsive maintenance. Defects are identified through an inspection process and assessed against intervention definitions.

4.1 Defect Inspection

Council undertakes a preventative maintenance inspection of monuments on Council owned assets annually. This process is undertaken by members of Council's depot operations department.

The results of the inspections provide Council with a way to review the condition of the built infrastructure and the environment surrounding it. The results of which provide a list of maintenance works for the responsible Council department to undertake in the following twelve months. All maintenance activity, inspections and works will be recorded on Council's Confirm Asset Management System.

During these audits, an assessment of the condition of the equipment using a scale of 1-5 will be used, based on the tables below.

4.1.1 Defect Definition

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

Condition ²	Description
1. Very Good	Sound Monument constructed to current standards, well maintained with no defects. No work required.
2. Good	As grade 1 but not constructed to current standards, showing minor wear, tear, and deterioration of surfaces e.g., minor impact damage but no loss of protective coatings or staining of fastenings and welds. Deterioration has significant impact on strength, appearance, and functionality. Only minor works required.
3. Fair	Monument functionally sound, but appearance affected by minor defects e.g., slight impact damage and vandalism, hairline cracking, flaking of protective coatings, staining of steel and fastenings, some deterioration of plaque, or not designed or constructed to current standards. Deterioration beginning to affect the strength, appearance, and functionality. Likely to require renewal within 5-10 years approx.
4. Poor	Monument functioning but with significant defects e.g., cracking and spalling of concrete, corrosion of steel surfaces and fastenings/welds, impact damage, missing or damaged plaques; causing a marked deterioration in strength, stability, functionality, and appearance. Likely to require renewal within 3-4 years.
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² IPWEA Practice note 10.1 Inventories, Condition & Performance Grading

4 DEPOT OPERATIONS

4.1.2 Defect Inspection Routine

The following table outlines the defect inspection timeframe intervals.

Monument	Defect Inspection Interval	Customer Request Inspection
Monuments	1 year	5 days

- Preventative maintenance includes proactive maintenance and planned maintenance. Simple maintenance tasks
- Reactive maintenance includes corrective maintenance and unplanned maintenance. This will extend the life of asset instead of further deterioration

4.2 Monument Maintenance

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

4.2.1 Routine Maintenance

Routine maintenance is scheduled maintenance applied to a monument outside of reactive maintenance, where

the applicable maintenance team will visit a monument onsite and complete any maintenance works required on the monument where any defects exist outside of intervention levels.

Routine maintenance scheduling operates as per the table below:

Monument	Maintenance Interval	Responsibility
Monument	1 year	Depot Operations

4.2.1 Reactive Maintenance

Reactive monument maintenance is undertaken by the applicable 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.

Monument	Timeframe	Responsibility
Monument	5 days	Depot Operations



5 ENGINEERING AND PROJECTS

5.1 Monuments Intervention Definitions

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

The following table outlines the response time to a monument defect dependant on the road hierarchy that the monument resides within. Roads with higher utility are graded with higher response objectives specific to items requiring maintenance:

Defect	Intervention Response Time
Deformation of 100mm	1 month
Cracking greater than 15mm wide	1 month
Spalling greater than 40mm in length	1 month
Dirty or covered Monument greater than 30%	3 months

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

- Council monument 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 to the surrounding environment
 - Serviceability of the existing structure
 - Date from which the asset has been identified as eligible for renewal
- 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

Monument 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 monument regularly up to engineers' specification.
- Condition assessment.
- Plan of rectification or renewal of asset.



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.

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 Non-Current Asset Accounting and Valuation Policy (refer to appendix).

7.1 Asset Valuation

Ararat Rural City Council does not undertake valuation of monument assets.

7.2 Asset Capitalisation

Monuments assets captured and represented within the Asset Management System are not capitalised assets within councils financial reporting.

7.3 Representation of Asset Costings within Finance System

Asset 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 playgrounds are:

- Vandalism
- Repairs

8.3 Feedback

General feedback is captured by customer service via email.

8.4 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 monuments. 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.

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 council's 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 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.

It is Ararat Rural City Council's intent to trial and implement various technology related to monitoring of assets that may assist in process efficiencies in this space.

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 Council's intent to trial and implement various technology related to monitoring of assets that may assist in process efficiencies in this space.

11.3 Public Data Access

Road based bridge structures are publicly displayed through the public roads register.

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

- Condition.

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

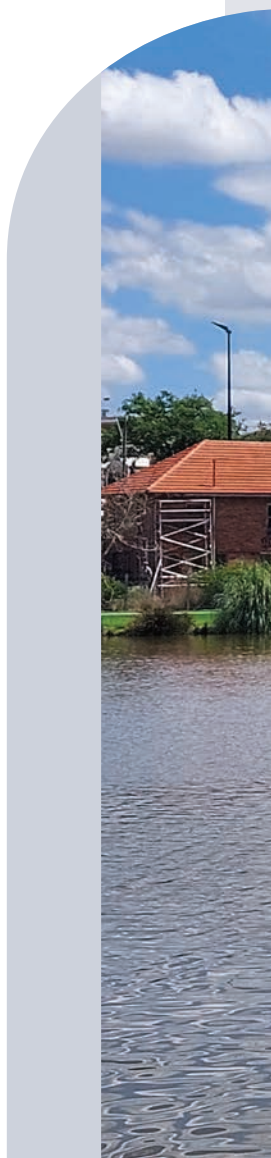
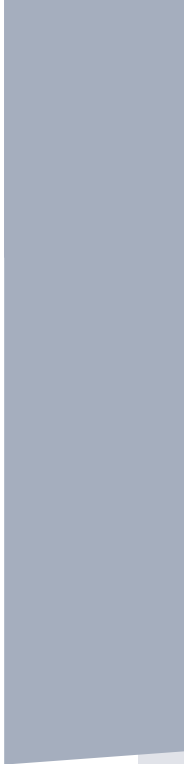
11.4 Predictive Asset Management

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 predictive 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 roads and bridge 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.





Ararat Rural City

CONTACT

Should you have any queries regarding this handbook or attachments please contact the Ararat Rural City Council on 03 5355 0200 or council@ararat.vic.gov.au

