

Purpose:	To appropriately maintain the University's building assets to support the University's strategic objectives.		
Audience:	Staff		
Supporting Procedures:	<i>Asbestos Management Procedure</i> <i>Electrical Testing and Tagging Procedure</i> <i>Reporting Faults Procedure</i>		
Contact Officer:	General Manager, Assets and Maintenance	Phone:	See Campus Directory

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Preamble:

The planning and prioritisation of maintenance on University property is an important aspect of the asset management role performed by the Property, Development and Commercial Services Office (PDCSO). A planned maintenance programme based on assessment of asset condition, criticality, and risk reduces the risk that unforeseen asset failure will compromise university operations or place students and staff at risk. It also provides the basis for allocating limited maintenance funding and sets out the objectives and approach to planning the university's maintenance programme. Maintenance of assets has to be aligned with University's strategic plan. The controlling document for this Maintenance Planning Policy is the strategic asset management plan.

Objectives:

1. To ensure Murdoch University's land and building assets perform effectively and efficiently throughout their service life.
2. To prioritise, manage and mitigate maintenance associated risks effectively.
3. To allocate maintenance funds appropriately and systematically.

Policy:

1. PDCSO acts as 'building owner' in respect of asset management and compliance with statutory and regulatory building requirements for land.
2. The PDCSO maintenance program is informed by the University's Strategic Asset Management Plan and building condition audits.
3. Maintenance drivers and responses can generally be categorized as shown in Figure 1 on the following page. The budget is prioritised and allocated based on:
 - 3.1. Statutory compliance
 - 3.2. Workplace health and safety
 - 3.3. Risk management
 - 3.4. Asset condition audit outcomes and lifecycle costings
 - 3.5. Impact on functionality and core business

- 3.6. Public appearance and amenity
- 3.7. Sustainability outcomes
- 3.8. Loss or damage to property
- 3.9. Whenever possible value add principals are applied to combine above areas.
4. The Assets and Maintenance division will arrange for building condition audits to be undertaken of a type and at a frequency that:
 - 4.1. ensures compliance with statutory obligations;
 - 4.2. is based on assessed risks;
 - 4.3. is informed by asset lifecycle information; and
 - 4.4. takes into account the importance and functionality of the asset.

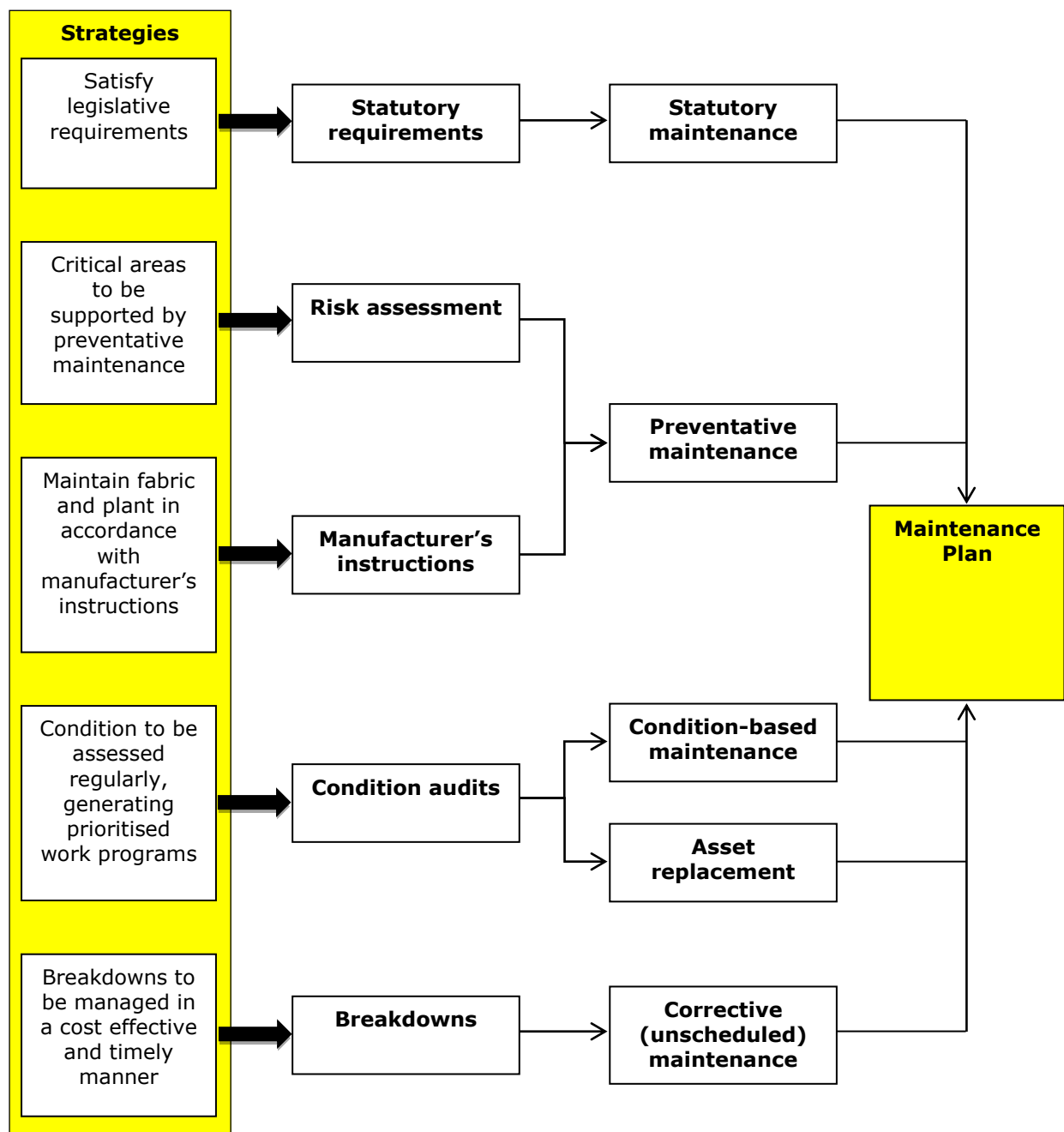


Figure 1: Elements of Maintenance Strategy

5. Building condition audit information is used to make objective decisions about asset maintenance and replacement. This information will then be used to determine the five year Maintenance Plan of Works (both planned and backlog maintenance). The different stages of the five year maintenance are shown in Figure 2. The planning for each budget year will proceed as set out below:

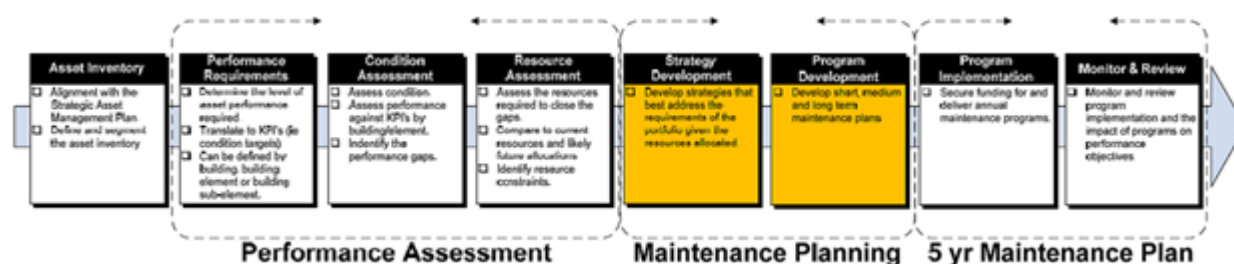


Figure 2: Maintenance Plan Development Process

Timing	Activity
December (budget year -2)	Condition audits completed and reviewed.
January (budget year -1)	Draft maintenance programme provided to PDCSO for endorsement to consult with University stakeholders.
February – March (budget year -1)	Consultation period.
April (budget year -1)	Proposed maintenance programme submitted to PDCSO.
June (budget year -1)	Budget proposal prepared for Senate approval.
December (budget year -1)	Budget approved.
January (budget year)	Maintenance programme commences.

Table 1: Maintenance Definition

Category	Sub-Category	Definition
Planned Maintenance	Preventative Maintenance	Maintenance performed to retain an item or asset in its operating condition by providing systematic inspection, detection and prevention of incipient failure.
	Condition-Based Maintenance	Maintenance initiated as a result of routine or continuous checking
	Statutory Maintenance	Maintenance that must be carried out to meet statutory requirements.
Unplanned Maintenance	Corrective and Breakdown Maintenance	Maintenance performed, as a result of failure, to restore an item or asset to its optimal condition.
	Incident Maintenance	Returns an asset to an operational or safe condition following damage caused by storms, fire, forced entry or vandals.
Recapitalisation	Asset Replacement	Asset replacement is the replacement of building elements or major components, based on the recognised life of that building component.

Supporting Procedures:

The Senior Executive Director, PDCSO is authorised to approve all supporting procedures.

Supporting Guidelines:

There are no supporting guidelines.

Supporting Standards:

There are no supporting standards.

Performance Indicators:

There are no performance indicators.

Definitions:

There are no key terms.

Related Documents:

[*Asbestos Management Procedure*](#)

[*Authorising Building and Maintenance Works on University Property Policy*](#)

[*Electrical Testing and Tagging Procedure*](#)

[*Reporting Faults Procedure*](#)

Strategic Asset Management Plan 2011-2021,

<https://goto.murdoch.edu.au/StrategicAssetManagementPlan>

References:

TEFMA Inc, The Strategic Asset Management Guideline

Approval and Implementation:

Approval Authority:	Senior Executive Director, PDCSO
Responsible Officer(s):	General Manager, Assets and Maintenance

Revision History:

Version	Date Approved	Effective Date (if later than 'Date Approved')	Next Review Date	Resolution No. (if applicable)
Approved	10/09/2015		10/09/2017	
1	23/11/2011		23/05/2013	