

Warrigal

Inspiring communities
for older people

Community Villages

Asset Management Plan

So, What is an Asset Management Plan (AMP)?



The AMP is a comprehensive database system used to track and manage Warrigal's assets. It assists in maintaining and planning for the upkeep of various assets and infrastructure within the villages.

Purpose:

The purpose is to help Warrigal manage and maintain our infrastructure and other assets to a reasonable standard of service. This then leads Warrigal in decisions on maintaining, repairing, and replacing assets throughout its villages.

Why do we need an AMP?



It is a legislative requirement that all operators of retirement villages prepare and keep an up to date AMP that complies with the following Legislation:



The Retirement Villages Act 1999 and The Retirement Villages Regulation 2017

Warrigal must document, track and provide a view of its AMP. Most importantly ensuring transparency in its informed decision-making.

What does the AMP Record?



Here are some key aspects of what the AMP records:



Assets:

All assets within apartments and villas that are owned by Warrigal.



Maintenance:

Allows Warrigal to assess and maintain the condition of each asset and records any maintenance or repair activities that have been conducted. This helps in monitoring the overall health of the assets and planning for future maintenance requirements.



Costs:

Costs associated with each purchase, installation, maintenance, and repair of each asset. This helps in budgeting and financial planning for all villages.



Lifespan and Replacement:

Costs associated with each purchase, installation, maintenance, and repair of each asset. This helps in budgeting and financial planning for all villages.



Compliance and Regulations:

This ensures that the management of assets throughout villages, comply with relevant regulations and guidelines. It tracks any inspections or certifications required for the assets and helps in ensuring compliance with safety and quality standards.

By maintaining a detailed database, villages can expect improved management of their assets, optimised maintenance schedules, efficient allocation of resources, and structural planning for the long-term sustainability of the infrastructure within the village.

What is **in** the AMP?



The AMP **must** include the following information:

Asset Register:

This is a detailed list of all Warrigal's Assets throughout all Villages.

Maintenance Schedule:

Planned maintenance and repair activities with cost estimates.

Three-Year Report:

This report allows visibility of Assets nearing end of life or requiring replacement due to inefficient repair costs.



It must also include



Costs associated with **preventative, scheduled** and **reactive** maintenance and replacing major items of capital.



Reasons for decreases or increases in costs.



How often costs are incurred.



The expected lifespans of items of capital.

Why are there so many different types of maintenance?



There are three types of maintenance and these are in place to ensure the effective and efficient operation of assets. Each type serves a specific purpose and helps address different maintenance needs.

Having these maintenance options allows Warrigal to adopt a maintenance strategy that aligns with their specific needs, resources, and goals. It helps optimise asset performance and lifespan and ensures the smooth operation of equipment.

Preventative maintenance:

Preventive maintenance is the act of performing regularly scheduled maintenance to help prevent unexpected failures in the future. Put simply, it's about fixing things before they break.

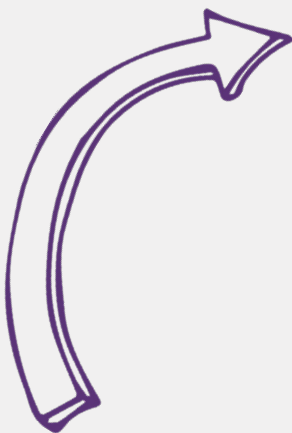
Reactive maintenance:

Refers to an equipment or asset maintenance strategy, where maintenance is performed when an asset has broken down or is faulty. This might be necessary even if the asset is being maintained under a Preventative or Scheduled maintenance plan.

Scheduled maintenance:

Scheduled maintenance is when an asset/item is assigned to a technician. It can either be a recurring task done at regular intervals or a one-time task. This includes inspections, adjustments and regular service.

One more thing...



What is considered a major item of capital and is it included in the Three Year Report?



A major item of capital is an item for which an operator (Warrigal) is responsible, that has a purchase cost of \$1,000 or more.



All items above \$1000 must be included in the Three Year Report.



All remaining items less than \$1000, are included in the Asset Register but not the Three Year Report.



Operators cannot charge residents for maintenance or repairs of items of capital if the item is not listed in the Asset Register.

But when does a capital item get replaced?

The AMP provides data to assess and make consideration of replacement of Items of capital. This assessment must take place within one year of the documented end date of the item's effective remaining life, or when repair costs of the item reach 90% of the purchase price. The accumulated repair costs and Effective Remaining Life measures are documented in the Three Year Plan.

How often does the Asset Register, Costs of Repairs and Maintenance information get updated?



Asset Register is updated within 7 days of receiving invoices.



As daily operational works are carried out, Warrigal continually updates the Asset Register database.

When can I view the AMP?



The Asset Management Plan can be viewed within **seven (7) days** of a request being made and will be dated no earlier than three months from the time of the request.

Other definitions and references



Asset:

An item of capital for which the operator of a retirement village is responsible. This includes building, fixtures and equipment, for example; curtains, light fittings, windows, floor coverings, hot water systems etc.

Excluded Asset:

What is not considered an asset, is; furniture and portable appliances including anything that is purchased or owned by the resident.

Shared Assets:

Major item of capital that is also used in the operation of another of Warrigal's retirement villages or a residential aged care facility; for example, a village bus owned by Warrigal that services more than one of Warrigal's sites.

Effective Life:

The period, expressed in years, that an item of capital can reasonably be expected to remain fit-for-purpose. This accounts to financial cost depreciation schedules determined by the ATO.

End of Useful Life:

The date on which an asset is expected to be no longer fit-for-purpose. This is determined by considering repair costs and physical condition. The assessment may be determined by an accredited technician.

Repairs:

Work carried out where a fault or damage has been detected. By its nature this work is carried out on an 'as needed' basis.

Accumulated Repairs:

Total value of all repairs carried out on an asset.

Note:

Residents who wish to install their own assets can only do so after obtaining written consent from Warrigal by completing a Modification Request Form. The resident will be responsible for the cost of maintenance for these items and not the Village Maintenance Budget. These items will be recorded in the Asset Register. However, the items will not be documented in the Three Year Report due to the item not being owned by Warrigal. Examples of Resident Owned Items are pergolas, awnings, air conditioning units, ceiling fans etc.

Frequently Asked Questions:



What do these reports mean?

These reports are designed to comply with the Retirement Villages Act, 1999 and Retirement Villages Regulation, 2017, detailing information about Warrigal's assets and their condition. They assist Warrigal to make informed decisions about repairs, replacements and provide transparency by regularly updating these reports.

Will the Asset Management Plan remain the same?

The AMP is regularly updated with the most current repair, maintenance, and replacement information from Warrigal's Asset Management Systems.

When an item reaches its effective life, will you replace it?

When an item reaches one (1) year of effective life remaining it will be assessed based on a physical inspection and its repair history records. A decision will be made to either retain (for continued use) or replace the asset.

What determines if an item is replaced or repaired?

An item may be replaced if it's unrepairable or broken, also if it is an aged item and parts are no longer available, or if accumulated repair costs are similar to or exceeding the replacement cost (i.e 90%).

Has the Asset Management Plan been reviewed independently?

An independent review by ALTUS Group Quantity Surveyors confirms that the plan meets legal requirements (Retirement Villages Regulations, Part 4, Division 2A, 26C).

What about assets listed that don't exist in my dwelling and why might the reports show incorrect information about my residence?

Warrigal aims to continuously improve accuracy over time and assessments will be conducted throughout the villages.

How can errors in the reports be fixed?

Warrigal will investigate and amend the reports as needed. We appreciate your feedback and will record your comments and our response/ action on the Resident Comment Register. Errors can be noted by emailing: amp@warrigal.com.au or by placing a comment slip in the provided box.

How can I see an up-to-date version of the Asset Management Plan?

The AMP is available by calling 1-800-WARRIGAL (Option 5, Option 1) or emailing: amp@warrigal.com.au to arrange a suitable time and location for viewing. We can also arrange for a link to be sent via email for your personal viewing.

The information provided in this flyer is for general informational purposes only, and may not reflect the exact language or wording of the applicable regulatory framework. For further specific information please refer to the Fair Trading Retirement Villages Information page at: <https://www.fairtrading.nsw.gov.au/housing-and-property/retirement-villages>