Insert logo of club

Name of Club

Asset Management Plan

Year

Add in photo of club

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## Introduction

This Asset Management Plan (AMP) describes the strategic focus of [Name of organisation], its vision and priorities together with a current analysis of its assets and large equipment that impact on its ability to achieve that strategic focus.

The AMP also considers the ability of [Name of organisation] to fund the asset management plan and whether it needs to secure any further additional financial support and from where. The AMP is for the three year period 2016 to 2019 inclusive.

## Strategic Focus of [Name of organisation]

To appreciate our organisation, our history, scope and the range of current services and opportunities that are provided by our organisation to our members and the broader community the following information is provided and summarised as follows:

### Current Scope of Services

#### Our History

[Provide a couple of paragraphs on the history and success of the organisation to allow new readers to appreciate what you have already achieved]

#### Our Facilities

[Describe the facilities presently and how you use them, for both summer and winter and how important they are to your organisation]

#### Governance

[Explain the governance of the organisation and how funded and where that funding goes – such as facility hire, coaches, servicing members etc]

### Current Members and Target Audience

The current membership figures of the organisation are as follows:-

| **Membership / user group type** | **This year** | **Last year** | **2 years ago** | **Next years target** |
| --- | --- | --- | --- | --- |
| Adults |  |  |  |  |
| Juniors |  |  |  |  |
| Others |  |  |  |  |
|  Casual use etc |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 It is the intention of the organisation to grow the membership and usage of the facilities so that this reflects the growth in population of the ACT community as follows;

* [please detail…..]

### Situational Analysis (SWOT)

[Name of Organisation] has completed the following SWOT and has identified the impact that the assets can have on the community and the issues and opportunities raise here.

| **SWOT Element**  | **“Which means that”** | **“ So action needed”** |
| --- | --- | --- |
| **Strengths**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Weaknesses**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Opportunities**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Threats** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Key Objectives for Next 3 Years

The key priorities and objectives for the next three years for the organisation are:

| **Ref**  | **Priority and/or objective**  |
| --- | --- |
| 1 | Membership and Community Participation  |
|  |  |
|  |  |
|  |  |
| 2 | Sporting Pathways / Development  |
|  |  |
|  |  |
|  |  |
| 3 | Marketing  |
|  |  |
|  |  |
|  |  |
| 4 | Asset Management  |
|  |  |
|  |  |
|  |  |
| 5 | Partnerships  |
|  |  |
|  |  |
|  |  |
| 6 | Risk management and safety |
|  |  |
|  |  |
|  |  |
| 7 | Finance  |
|  |  |
|  |  |
|  |  |
| 8.  | Asset Management  |
|  |  |
|  |  |
|  |  |
| 9 | Other |
|  |  |
|  |  |
|  |  |

## Asset Management Assessment

### Asset Replacement Plan

The club has completed its asset register and is attached as an excel attachment [use the Excel Template provided to complete] and from this Asset Register the following replacement needs are identified to allow the organisation to be able to achieve its key objectives over the next three years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref** | **Equipment / Asset Name** | **Location** | **Years Life Left** | **Projected costs $** | **Rational for need** |
| **Year 1** | **Year 2** | **Year 3** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |
| Total Yearly Costs  | $ | $ | $ |  |

### Maintenance Plan

From completing the Maintenance Plan [Use the Toolbox Template 1] the following equipment and assets maintenance needs are identified over the next three years. Year 1’s detail can be found in the Attachment completed template.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref Number** | **Equipment Name** | **Location** | **Type of Maintenance Needed** | **Annual Maintenance $$ budget allowed** | **Name of Maintenance org.** | **Frequency of maintenance**  | **Year 1** | **Year 2** | **Year 3** |
| ***Reactive*** | ***Planned*** | ***Scheduled*** | ***Sinking fund*** | ***Other*** |
| 1 |  |  |   |   |   |   |   |   |   |   |   |   |   |
| 2 |  |  |   |   |   |   |   |   |   |   |   |   |   |
| 3 |  |  |   |   |   |   |   |   |   |   |   |   |   |
| 4 |  |  |   |   |   |   |   |   |   |   |   |   |   |
| 5 |  |  |   |   |   |   |   |   |   |   |   |   |   |
| 6 |  |  |   |   |   |   |   |   |   |   |   |   |   |
| 7 |  |  |   |   |   |   |   |   |   |   |   |   |   |
| 8 |  |  |   |   |   |   |   |   |   |   |   |   |   |
| 9 |  |  |   |   |   |   |   |   |   |   |   |   |   |
| 10 |  |  |   |   |   |   |   |   |   |   |   |   |   |

### Financial Funding Analysis

#### Cost Analysis

From the summary of the maintenance and replacement plan the following Cost Analysis explores the costs in summary:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Description** | **Year 1 Costs $** | **Year 2 Costs $** | **Year 3 Costs $** | **Rational and Impact**  |
| **Asset Replacement (3.1)** |  |  |  |  |
| **Annual Maintenance (3.2)** |  |  |  |  |
| **New Assets and Equipment** **(Please detail)** |  |  |  |  |
| **Totals**  |  |  |  |  |

#### Revenue Analysis

From internal revenue sources (eg. membership, casual usage fees, sponsorship, sinking fund, etc) we believe that we can fund the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Estimated costs**  | **Income generation that we can commit**  | **Any short fall**  | **Strategies to increase funding to meet the expenses needed to achieve AMP** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| Other  |  |  |  |  |