

OFFICIAL

ESTATE APPRAISAL (EA) FRAMEWORK OVERVIEW



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Glossary

Acronym	Name	Acronym	Name
AS/NZS	Australian Standard/New Zealand Standard	EUMS	Estate Upkeep Maintenance Schedule
BEAP	Base Engineering Assessments Program	EU	Estate Upkeep
BM	Base Manager	GEMS	Garrison Estate Management System
CF	Contribution Factor	HRU	Head of Resident Unit
CR	Criticality Rating	ICT	Information and communications technology
DEQMS	Defence Estate Quality Management System	N/A	Not Applicable
DEPU	Directorate Estate Planning and Upkeep	PBSM	Performance-Based or Scheduled Maintenance
E&IG	Estate & Infrastructure Group	SDT	Service Definition Table
EA	Estate Appraisal	WO	Work Order
EMOS	Estate Maintenance and Operation Services	WHS	Workplace Health and Safety
ERIM	Estate Register Information Model		

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1 Introduction – The Estate Appraisal Framework

- 1.1 The purpose of this document is to provide a brief overview of the Estate Appraisal (EA) Framework. It describes the various artefacts that form the Framework itself, their overall content and how they interface with one another and the broader Defence estate management framework.
- 1.2 The EA Framework replaces the EA policy (2018) and describes the EA Process in detail, recognising that EA is an integral part of Defence’s overall estate management approach. The EA Framework supports the Defence Estate Strategy 2016-36 and is intended to operate within the One Estate Framework once it is implemented.
- 1.3 The EA Framework consists of the:
 - EA Policy – short high-level document that outlines the context and principles of EA;
 - EA Plan – clarifies stakeholder roles and responsibilities, identifies stakeholder management outcomes and presents the overall broad process for how EA is to be undertaken and the expected outcomes; and
 - EA Instructions – provides detailed instructions specific to an asset class or type of appraisal where required. This can include where legislation relates to a specific asset type resulting in additional appraisal requirements.
- 1.4 An illustration of the Framework and its components are shown in Figure 1.

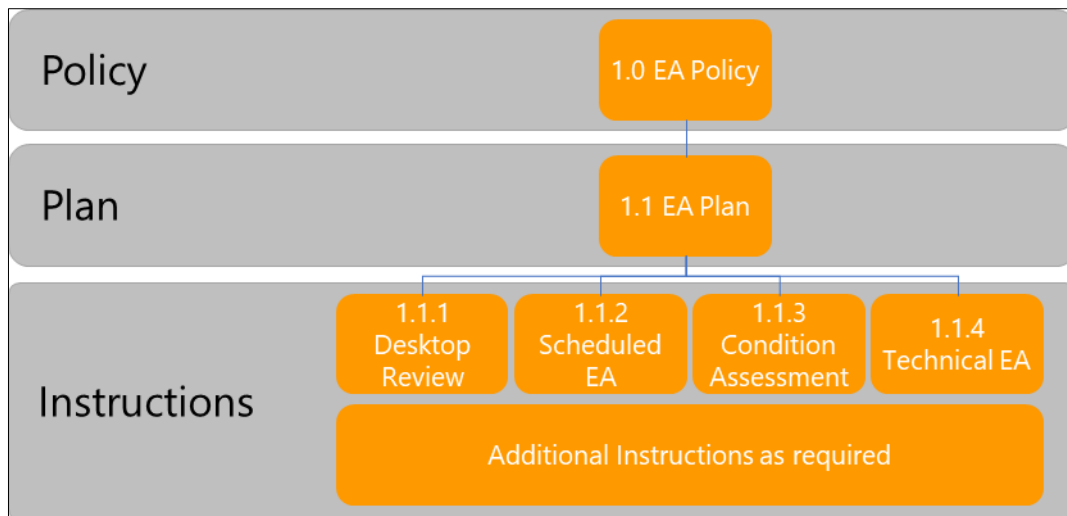


Figure 1 The Estate Appraisal Framework

2 EA Policy

- 2.1 The EA Policy describes the agreed context, aim and principles of Estate Appraisal (EA). EA is the mechanism by which Defence develops an accurate and objective understanding of the capability of the Defence Estate.
- 2.2 The EA Policy supports the Defence Estate Strategy 2016-36 to *optimise Defence's approach to estate investment to ensure effective whole of life asset management through development and implementation of the Capability Life Cycle Estate Asset Management Framework; and to achieve a more cost effective and efficient estate.*
- 2.3 The EA Policy functions in support of the One Estate Framework, in particular the Strategic Asset Management Plan (SAMP). The SAMP is a core strategic document which describes Defence's long-term approach to managing its estate assets and translates Defence's organisational objectives into asset management objectives.
- 2.4 The aims of the EA policy are aligned to the Defence Estate Strategy 2016-36 *Aims and Priorities*, and in particular:
- Strategic Aim 1: A fit for purpose estate, of the right size in the right place that best enables capability and operations;
 - Strategic Aim 2: An estate that is safe, secure and compliant;
 - Priority 2.1: A safe and compliant estate; and
 - Priority 2.2: Understand and manage estate risks.
- 2.5 The following four principles govern the EA policy:
- The information gathered from EA must provide an accurate understanding of the estate;
 - EA must provide timely data for other estate management activities to occur;
 - The asset attributes that are collected must be relevant to the users of the data; and.
 - Due to the number of assets in the estate, any EA must be risk-based.
- 2.6 The EA policy complies with legislation and other Defence policies, such as the One Estate Framework, WH&S, Environmental and Asbestos Management policies and Fire Safety surveys.

3 EA Plan

3.1 The EA Plan is a detailed document intended for all stakeholders who carry out or received EA data. The document primarily describes the required outcomes the overall process of how Defence requires EA to be carried out: Master scheduling, Desktop review, EA planning, EA conduct, GEMS upload.

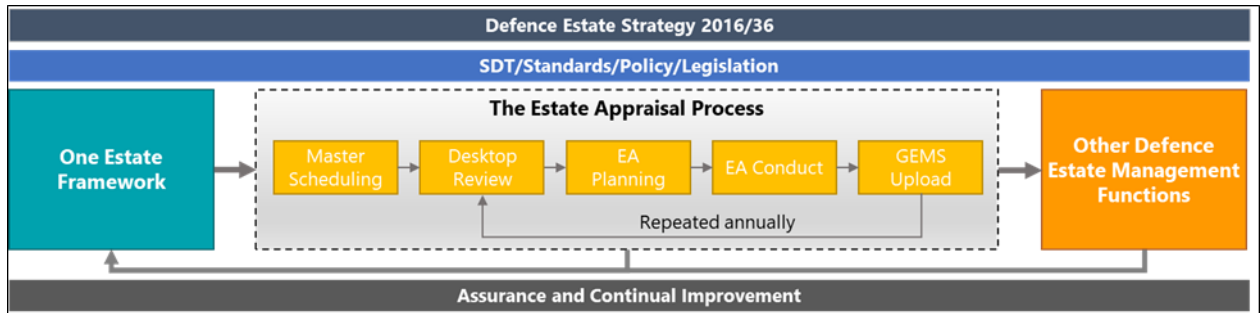


Figure 2 The EA process within the wider Defence Estate Management context

3.2 The EA Plan also:

- Further describes the strategic and organisational context of EA by operationalising the four EA policy principles, the context of EA Framework in relation to Defence Estate Strategy 2016-36, and the context of EA Framework within the One Estate Framework;
- Describes the overall EA attributes and rating instructions that should be collected in each EA step;
- Provides a detailed process for raising ZM03 work orders for the conduct of Responsive maintenance; and
- Provides guidance on Risk considerations and Stakeholder considerations.

4 EA Instructions

4.1 The EA Instructions provide detailed guidance specific to an asset class, site or type of appraisal where the EA process described in the EA Plan needs to be adjusted. This can include where legislation relates to a specific asset type resulting in additional appraisal requirements.

4.2 Typically, EA Instructions detail the specific items relating to the conduct of EA for the asset class, site or type of appraisal and include:

- Summary of scope and requirements;
- Process;
- Inputs;
- Outputs;
- Risks; and
- Stakeholders.

- 4.3 The list of current EA Instructions and a summary of their purpose and usage is as follows:
- Desktop Review – Provides the requirements for annual desktop reviews, to confirm changes on the estate and their impact on assets and use in consultation with base stakeholders. The output from this instruction is updated EA information for incorporation into Appraisal Planning;
 - Scheduled EA – Provides the requirements and methodology for Scheduled EA, which are physical assessments on items on the estate (as per the Estate Register Information Model (ERIM)); in accordance with frequency and scope requirements prescribed in legislation and this document;
 - Condition Assessment – Provides the requirements and methodology for Condition Assessments, which apply to equipment and infrastructure where there is a performance-based or schedule-based maintenance plan; and
 - Technical EA – Provides the requirements and methodology for scheduled detailed investigations of critical Defence systems of a technical nature, delivered by specially procured contractors as directed by Defence.

5 EA Framework Implementation

- 5.1 To better enable Defence to carry out a risk-based decision on the operations of the Estate, a number of additional attributes have been defined and are to be captured by the assessors during the conduct of EA. These attributes are detailed in Section **Error! Reference source not found.** of *1.1 EA Plan*.
- 5.2 However, DEPU recognises that GEMS, in its current form, does not have the capability to allow the capture of these additional attributes and that updating GEMS to enable the collection of these attributes will be a potentially protracted process. This is expected to be completed from mid-2021 onwards. The EA Plan will be updated to Version 2.0 in due course to reflect this change.

5.3 The roadmap for the implementation of the EA Framework is shown in Figure 3.

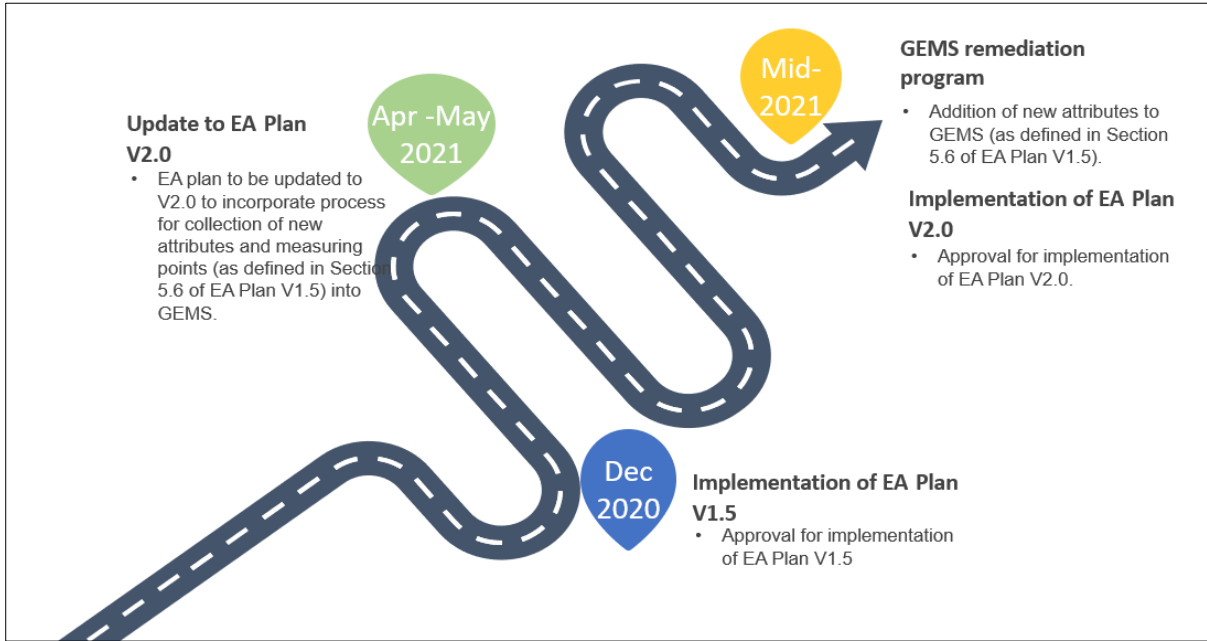


Figure 3 EA Framework Implementation Roadmap