

Appendix 1.8: Asset management communications plan

**Regulatory proposal for the ACT electricity distribution network 2019-24
January 2018**

Disclaimer: On 1 January 2018, the part of ActewAGL that looks after the electricity network changed its name to Evoenergy. This change has been brought about from a decision by the Australian Energy Regulator. Unless otherwise stated, ActewAGL Distribution branded documents provided with this regulatory proposal are Evoenergy documents.

ActewAGL

for you

Asset Management Communications Plan

Version Number 4.0 Effective date: 16/08/2017

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for you

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1 Purpose

This document forms the Asset Management Communications Plan for ActewAGL Distribution. It is intended to define the communications objectives and approach to the management of the Asset Management System within the organisation, in a manner which:

- Is optimised and sustainable in terms of whole-life, whole-system cost over the long-term;
- Assists in delivery of the company's overall Vision, Organisational Strategic Plan and Objectives;
- Appropriately considers how communications facilitates the organisation to establish and achieve current and future demand via the management of the condition and performance of the asset base;

This document and the Asset Management approach captured within it are derived from and consistent with the overall ActewAGL Distribution Asset Management Policy (Doc. Ref.), which in turn is consistent with the overall ActewAGL Distribution Organisation Strategic Plan.

It is a live document which defines how the ActewAGL Asset Management activities are to be communicated and provides the necessary framework and guidance to all relevant stakeholders.

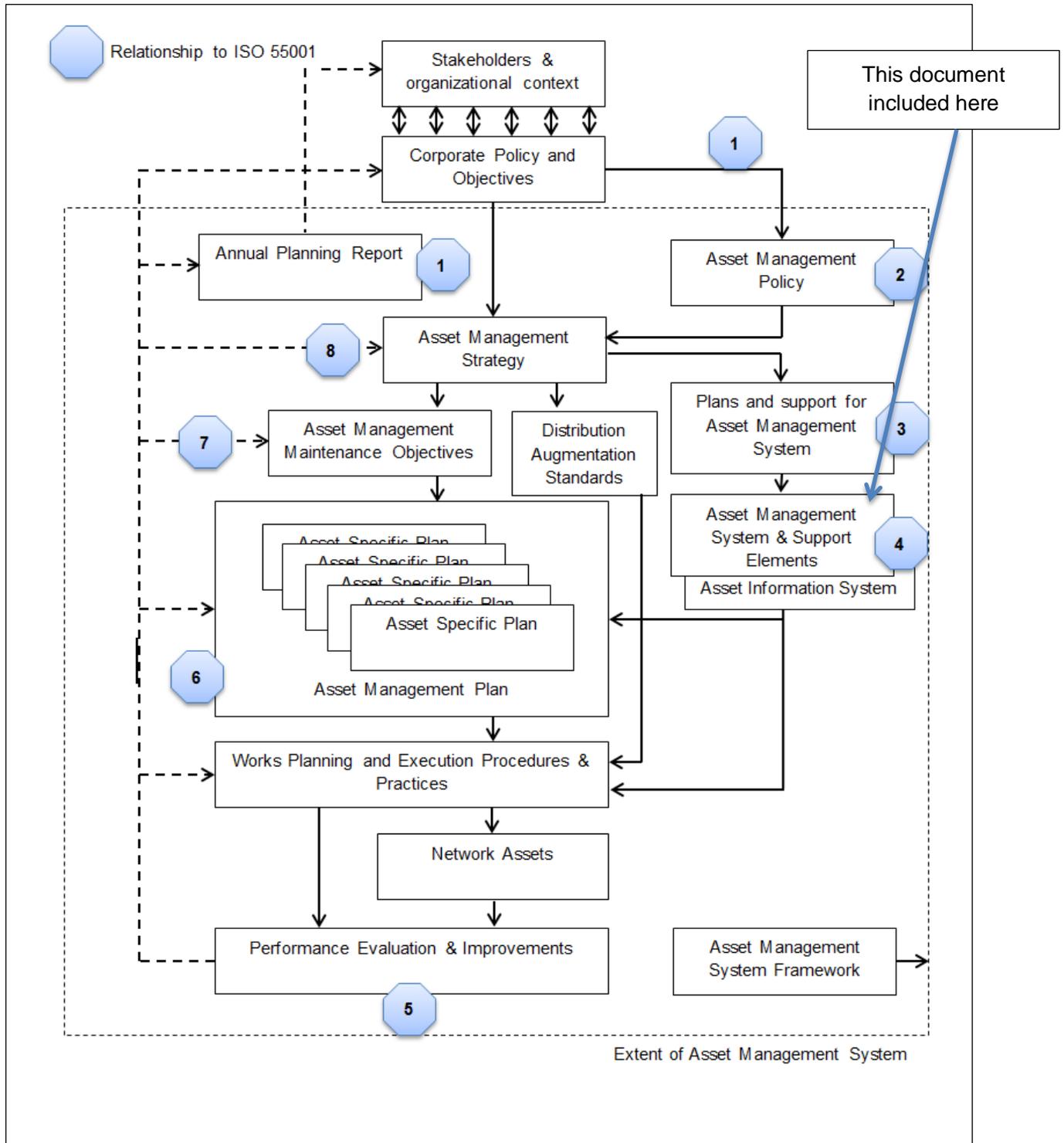
It is intended to define how ActewAGL intends to achieve effective communications within the organisation to achieve the aims set out in the Asset Management Policy

2 Good Practice Alignment

This document has been developed based on good practice guidance from internationally recognised sources, including the Global Forum on Maintenance and Asset Management (GFMAM) and the Institute of Asset Management (IAM). It has been developed to comply with the relevant clauses of BSI PAS 55:2008 (specifically clause 4.4) and the emerging requirements of the ISO55000 series of standards.

3 Corporate Alignment

This Asset Management Communications Plan forms a key role within the overall ActewAGL Asset Management Framework and helps to establish a clear 'line-of-sight' between the company's activities on the ground, including asset interventions, and the overall Energy Networks Organisation Strategic Plan. The generic steps in this line of sight, as defined by ISO 55001, are shown in the diagram below.



This Asset Management Communication Plan ensures that pertinent asset management information is effectively communicated to and from employees and other stakeholders, including contracted service providers

4 Scope

4.1 Scope of Activities Covered

The scope of this Asset Management Communications Plan is consistent with the Asset Management Policy and applies to all forms of communications required to enable staff and stakeholders to implement the policy:

- Documentation;
- Checklists;
- Training;
- Presentations;
- Meetings and workshops;
- Assistance and Mentoring;
- Public announcements

4.2 Stakeholder Scope

The range of stakeholders is outlined below:

- ActewAGL board;
- Executive and senior management;
- Staff;
- Contractors;
- Regulators;
- Customers and general public

4.3 Summary of Routine Communications

Stakeholders	Communications Name	Delivery Method/Format Documents by Email or Paper	Producer	Due/Frequency
ActewAGL board; Owners	Board Paper, Owner's report	Word Document	Asset Strategy	Annual or as required
Executive and senior management;	Memorandum, meetings & other	Word Document	Asset Strategy	As required
Annual Planning Report	All Stakeholders incl Regulators	Posted on Intranet	Asset Strategy	Dec every year
Asset Strategy & Planning	Zone Development Reports	Posted on Intranet	Asset Strategy	Continuous
Asset Strategy & Planning	Asset Data, Project Briefs, general	RIVA, posted on intranet all other methods	Asset Managers	Continuous
Finance	Budgets, reports & general	Word, Excel, PDF and as required	Asset Strategy, RIVA	Annual or as required
Works Enablement Program Development	Program of Works,	Excel (PoW), Post on Intranet (Procedures) & all other methods	Asset Strategy	Annual or as required
Works Enablement	Maintenance procedures	Post on Intranet (Procedures) & all other methods	Asset Managers	Annual or as required
Other Staff;	General Office Communications	All methods - prefer face to face & Phone	All staff	As required
Contractors; Consultants	Purchase orders, directives and general as required	Contracts, business forms & other as required	Asset Strategy, Contractors, Consultants	As required
Regulators;	Periodic Regulatory Submission of Asset Management Plan, & response to general enquiries	Through reg affairs branch - as required, PDF documents as required	Asset Strategy	As required
Customers and general public	Announcements, response to enquiries	Through marketing & corporate affairs as required	Asset Strategy & Planning Branch	As required

5 Communication Plan Objectives

To meet corporate objectives and embrace asset management principles by assuring all stakeholders within, and impacted by the Asset Management System have the capability and understanding required to efficiently carry out required tasks within the AMS or have adequate awareness of how the AMS will have impact on them.

6 Implementation of Asset Management Communications Plan

The following steps are being taken to ensure the implementation of a ISO 55001 compliant Asset Management Communications Plan which is in alignment with Corporate Vision, Policies and Strategies.

1. Undertake Asset Management Communications Training for key staff.
2. Undertake a Systems Alignment workshop
3. Identify staff resource gaps
4. Prepare an Asset Management board paper for executives and board.
5. Develop and promulgate Asset Management Policy in line with Corporate Policies.
6. Develop and promulgate Asset Management Objectives/Strategy based on the Policy
7. Develop and promulgate Asset Management framework & Document Hierarchy
8. Develop and issue Template for Asset Specific Plans
9. Establish and embed communications plan (this document) and capabilities audit to ensure team approach within the Asset Management System
10. Identify and record network constraints and capture performance monitoring information streams
11. Develop and issue Asset specific plans for all asset classes
12. Undertake RIVA training sessions for key staff.
13. Assist and mentor asset managers and other key staff in developing specific asset management plans.
14. Hold workshops with key stakeholders to explain the functions and features of the AMS

7 Accountability

This document has been authorised by the Senior Branch Manager – Asset Strategy and Planning, who is accountable for its communication, implementation and continual development.

8 Publication & Communication

An original signed copy of the current version of this Asset Management Communications Plan is retained in formal company records at all times. Communication to relevant internal and external stakeholders, service providers and other relevant parties who require knowledge of the Asset Management Strategy is via the following mechanisms:

- Intranet publication,
- Internet publication;
- Standard company briefing processes;
- Training courses; and
- Contractual requirements;