



# ENMM20029 Asset Management Organisation

## Term 2 - 2023

Profile information current as at 26/04/2024 02:28 am

All details in this unit profile for ENMM20029 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

## General Information

### Overview

This unit provides an introduction to asset management within an organisation. You will evaluate organisational structure that supports asset maintenance and management. You will compare different asset management principles and work processes to develop a rudimentary organisational structure that meets the regulatory requirements for asset maintenance and management. You will also research and evaluate changes in organisation's asset management principles driven by market trends, the industry and regulatory environment including contracting strategies.

### Details

Career Level: *Postgraduate*

Unit Level: *Level 8*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

### Pre-requisites or Co-requisites

Prerequisite: ENMM20023 Introduction to Asset and Maintenance Management

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

### Offerings For Term 2 - 2023

- Online

### Attendance Requirements

All on-campus students are expected to attend scheduled classes - in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

### Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

## Class and Assessment Overview

### Recommended Student Time Commitment

Each 6-credit Postgraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

### Class Timetable

#### [Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

#### [Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

### Assessment Overview

#### 1. **Written Assessment**

Weighting: 30%

#### 2. **Written Assessment**

Weighting: 30%

#### 3. **Written Assessment**

Weighting: 40%

### Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

## CQUniversity Policies

**All University policies are available on the [CQUniversity Policy site](#).**

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

## Previous Student Feedback

### Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

#### Feedback from Have your say

##### **Feedback**

The presentation of the online lecture needs to improve to engage students.

##### **Recommendation**

A new lecturer more familiar with online lecture delivery will take this unit for the next offering (Term 1, 2022). This decision is also in line with some of the issues highlighted above. However, in addition to this change, the teaching team will implement improvements in the following areas: Use updated and engaging slides and teaching materials. This will include visuals, videos and appealing PowerPoint slides to make the content more exciting and interactive. Use teaching tools to enhance engagement, such as weekly visual quizzes embedded into Moodle. The teaching team will involve students in learning by asking questions, providing feedback, and collaborating with their peers. The lecturer will ensure participants can reflect on the weekly topics and engage with their peers during weekly sessions. The lecturer will also use real-life examples and case studies to connect with students. This will help them relate to the content and stay engaged throughout the lecture.

#### Feedback from Have your say

##### **Feedback**

The module notes have a lot of areas for improvement. There are case studies, tables and figures that are referred to but not part of any course material. Some of the case studies were part of the Strategies module but not everyone will have done that module to know that.

##### **Recommendation**

Module notes and other teaching resources, including lecture slides, study materials, case studies, and referenced tables and figures, will be reviewed and updated to ensure all materials are provided on Moodle. Additionally, module notes will be enhanced using a new design to improve engagement and access to the required study resources. This will allow all the relevant content, such as weekly module notes, figures and tables, to be stored in specific documents. Furthermore, the assessments will be updated, focusing on industry best practices such as ISO standards. A new marking rubric aligning with evaluations will be developed, and both documents will be placed on the Assessment block of Moodle. The teaching team will ensure the Moodle sections and content are user-friendly and easily accessible for students.

#### Feedback from Have your say

##### **Feedback**

With two lecturers and change in assessors mid term in T2 2021 was difficult to navigate who to discuss concerns.

##### **Recommendation**

The teaching team will ensure that at the start of each term, students are introduced to emergency contact points for the involved academics, and the UC and Lecturer contact details will be published on the Moodle site to avoid similar circumstances in the future.

## Unit Learning Outcomes

### **On successful completion of this unit, you will be able to:**

1. Compare an organisation's asset management principles with industry best practices to develop a risk management plan
2. Identify and communicate asset management practices to meet the needs of an organisation
3. Evaluate organisational structure to support asset management
4. Research and evaluate changes in organisation's asset management principles driven by market trends, the industry and regulatory environment including contracting strategies
5. Develop a rudimentary organisational structure for asset management to meet the regulatory requirements, through an Occupational Health & Safety (OHS) plan
6. Reflect on your role within your organisation and identify ways in which you can develop your professional network as outlined in a Human Resources Management Plan.

N/A

## Alignment of Learning Outcomes, Assessment and Graduate Attributes



### Alignment of Assessment Tasks to Learning Outcomes

| Assessment Tasks             | Learning Outcomes |   |   |   |   |   |
|------------------------------|-------------------|---|---|---|---|---|
|                              | 1                 | 2 | 3 | 4 | 5 | 6 |
| 1 - Written Assessment - 30% |                   |   | • |   | • | • |
| 2 - Written Assessment - 30% | •                 | • |   | • |   | • |
| 3 - Written Assessment - 40% | •                 | • | • | • | • |   |

### Alignment of Graduate Attributes to Learning Outcomes

| Graduate Attributes                                | Learning Outcomes |   |   |   |   |   |
|--|-------------------|---|---|---|---|---|
|  | 1                 | 2 | 3 | 4 | 5 | 6 |
| 1 - Knowledge                                      | ○                 | ○ | ○ | ○ | ○ |   |
| 2 - Communication                                  | ○                 | ○ | ○ | ○ | ○ | ○ |
| 3 - Cognitive, technical and creative skills       | ○                 | ○ | ○ | ○ | ○ |   |
| 4 - Research                                       | ○                 |   | ○ | ○ | ○ |   |
| 5 - Self-management                                |                   |   | ○ | ○ | ○ | ○ |
| 6 - Ethical and Professional Responsibility        | ○                 | ○ |   |   | ○ | ○ |
| 7 - Leadership                                     | ○                 |   |   | ○ | ○ |   |
| 8 - Aboriginal and Torres Strait Islander Cultures |                   |   |   |   |   |   |

## Textbooks and Resources

### Textbooks

There are no required textbooks.

### IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

## Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)  
For further information, see the Assessment Tasks.

## Teaching Contacts

**Arash Daemi** Unit Coordinator  
[a.daemi@cqu.edu.au](mailto:a.daemi@cqu.edu.au)

## Schedule

### Week 1 - 10 Jul 2023

| Module/Topic                               | Chapter                         | Events and Submissions/Topic   |
|--|---------------------------------|--|
| Course overview and Maintenance Objectives | Self-study#1<br>Week 1 eReading | In Tutorial 1, the tutor will explain the requirements for Assignment 1. |

### Week 2 - 17 Jul 2023

| Module/Topic                              | Chapter                         | Events and Submissions/Topic   |
|---|---------------------------------|--|
| ISO55000 overview and Work Classification | Self-study#2<br>Week 2 eReading | Tutorial 2<br>Quiz 2<br>General Discussion Forum on the weekly video |

### Week 3 - 24 Jul 2023

| Module/Topic                      | Chapter                         | Events and Submissions/Topic   |
|-----------------------------------|---------------------------------|--|
| Human Factors in Asset Management | Self-study#3<br>Week 3 eReading | Tutorial 3<br>Quiz 3<br>General Discussion Forum on the weekly video |

### Week 4 - 31 Jul 2023

| Module/Topic   | Chapter  | Events and Submissions/Topic  |
|--|--|---|
| Human Resource Management Concepts<br>Human Resource Management Plan | Self-study#4<br>Week 4 eReading<br>Case Study: Diagnosing Maintenance System Problems: Theory and a Case Study | Tutorial 4<br>Quiz 4<br>General Discussion Forum on the weekly video<br>General Discussion Forum on Week 4 Case Study |

### Week 5 - 07 Aug 2023

| Module/Topic                                    | Chapter  | Events and Submissions/Topic  |
|---|--|---|
| OH&S concept, policies, regulations, governance | Self-study#5<br>Week 5 eReading<br>Case study: 40-year life cycle outlook for building assets<br>Case study: RMIT property services accelerated journey to ISO55001 case | Tutorial 5<br>Quiz 5<br>General Discussion Forum on the weekly video<br>General Discussion Forum on Week 5 Case Studies |

### Vacation Week - 14 Aug 2023

| Module/Topic                   | Chapter | Events and Submissions/Topic |
|--------------------------------|---------|------------------------------|
| NO LECTURE OR TUTORIAL CLASSES |         | Vacation Week                |

### Week 6 - 21 Aug 2023

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|--------------|---------|------------------------------|

|   |  |   |
|---|--|---|
| Stakeholders Management Plan<br>Maintenance Organisations | Self-study#6<br>Week 6 eReading<br>Case study: Sustainable asset management: a case study of drought-time water usage in South-East Queensland | Tutorial 6<br>Quiz 6<br>General Discussion Forum on the weekly video<br>General Discussion Forum on Week 6 Case Study<br>Assignment 1: Human Resource Management Plan; Due: Friday Week 6 |
|---|--|---|

**Assignment 1: Human Resource Management Plan** Due: Week 6 Friday (25 Aug 2023) 11:55 pm AEST

### Week 7 - 28 Aug 2023

| Module/Topic                        | Chapter  | Events and Submissions/Topic  |
|-------------------------------------|--|---|
| Occupational Health and Safety Plan | Self-study#7<br>Week 7 eReading<br>Case study: How an ISO55001-certified Management System transformed the approach to gas safety management | Tutorial 7<br>Quiz 7<br>General Discussion Forum on the weekly video<br>General Discussion Forum on Week 7 Case Study<br>In Tutorial 7, the tutor will explain the requirements for Assignment 2. |

### Week 8 - 04 Sep 2023

| Module/Topic                      | Chapter                         | Events and Submissions/Topic   |
|-----------------------------------|---------------------------------|--|
| Risk and Risk Management Concepts | Self-study#8<br>Week 8 eReading | Tutorial 8<br>Quiz 8<br>General Discussion Forum on the weekly video |

### Week 9 - 11 Sep 2023

| Module/Topic                         | Chapter   | Events and Submissions/Topic   |
|--------------------------------------|---|--|
| Risk Management and Contingency Plan | Self-study#9<br>Week 9 eReading<br>Case Study: Data-driven portfolio risk assessments transform asset management decision-making at Water Corporation | Tutorial 9<br>Quiz 9<br>General Discussion Forum on the weekly video<br>General Discussion Forum on Week 9 Case Study<br>Assignment 2: Stakeholders Management and OH&S Plans; Due: Friday Week 9<br><br><b>Assignment 2: Stakeholders Management and OH&amp;S Plans</b> Due: Week 9 Friday (15 Sept 2023) 11:55 pm AEST |

### Week 10 - 18 Sep 2023

| Module/Topic                   | Chapter                           | Events and Submissions/Topic  |
|--------------------------------|-----------------------------------|---|
| Maintenance Resource Structure | Self-study#10<br>Week 10 eReading | Tutorial 10<br>Quiz 10<br>General Discussion Forum on the weekly video<br>In Tutorial 10, the tutor will explain the requirements for Assignment 3. |

### Week 11 - 25 Sep 2023

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|--------------|---------|------------------------------|

|                                     |                                   |  |
|-------------------------------------|-----------------------------------|--|
| Trends in Maintenance Organisations | Self-study#11<br>Week 11 eReading | Tutorial 11<br>Quiz 11<br>General Discussion Forum on the weekly video |
|-------------------------------------|-----------------------------------|--|

### Week 12 - 02 Oct 2023

| Module/Topic                    | Chapter | Events and Submissions/Topic   |
|---------------------------------|---------|--|
| Revision of Week 1-11 materials |         | Unit Survey<br>Assignment 3: Risk and Contingency Management Plan; Due: Friday Week 12<br><br><b>Assignment 3: Risk and Contingency Management Plan (Report, PPT and Video)</b> Due: Week 12 Friday (6 Oct 2023) 11:55 pm AEST |

### Review/Exam Week - 09 Oct 2023

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|--------------|---------|------------------------------|

### Exam Week - 16 Oct 2023

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|--------------|---------|------------------------------|

## Assessment Tasks

### 1 Assignment 1: Human Resource Management Plan

#### Assessment Type

Written Assessment

#### Task Description

This assignment is about your chosen company's asset management organisation and how the human resources are organised. Here you will tell us about your own asset management organisation. The assignment will cover materials from the topics covered in weeks 1-5. Detail requirements will be discussed in classes. Your answer to this assignment may be unique, but expected major contents include the relevant regulatory requirements, asset management and OH&S roles and responsibilities, reflection on the assigned roles and responsibilities, methods for expanding your professional network, evaluation of your organisation's structure, and references (books, articles, interviews, and other sources).

#### Assessment Due Date

Week 6 Friday (25 Aug 2023) 11:55 pm AEST

#### Return Date to Students

Week 8 Friday (8 Sept 2023)

#### Weighting

30%

#### Assessment Criteria

1. Demonstration of knowledge and comprehensive understanding (40%).
2. Application of concept into real life situation and communicating with several published/unpublished sources (40%).
3. Quality of presentation including neatness, appropriate use of figures and tables, clarity of expression including use of terminology, ease of reading, grammar and spelling, orderly and logical presentation, and use of diagrams/sketches for illustrations (10%).
4. Evidence of research beyond own experiences and course materials (05%).
5. Appropriate use of referencing (05%).

#### Referencing Style

- [Harvard \(author-date\)](#)

**Submission**

Online

**Submission Instructions**

Include a title page with your assignment and submit only in "word" format; NOT pdf. Tables must be in text format (not pictures).

**Learning Outcomes Assessed**

- Evaluate organisational structure to support asset management
- Develop a rudimentary organisational structure for asset management to meet the regulatory requirements, through an Occupational Health & Safety (OHS) plan
- Reflect on your role within your organisation and identify ways in which you can develop your professional network as outlined in a Human Resources Management Plan.

## 2 Assignment 2: Stakeholders Management and OH&S Plans

**Assessment Type**

Written Assessment

**Task Description**

In this assignment, you will develop management plans for an asset management organisation of your chosen company. This includes research, analysis and planning of your own asset management organisation. The assignment will cover materials from the topics covered from weeks 1-8. Detailed assessment requirements will be discussed in classes; however, significant parts of your answer to this assignment may include the stakeholders' management and communication plan, OH&S plan, analysis of contracting strategies, and references (books, articles, interviews, and other sources).

**Assessment Due Date**

Week 9 Friday (15 Sept 2023) 11:55 pm AEST

**Return Date to Students**

Week 11 Friday (29 Sept 2023)

**Weighting**

30%

**Assessment Criteria**

1. Demonstration of knowledge and comprehensive understanding (40%).
2. Application of concept into real life situation and communicating with several published/unpublished sources (40%).
3. Quality of presentation including neatness, appropriate use of figures and tables, clarity of expression including use of terminology, ease of reading, grammar and spelling, orderly and logical presentation, and use of diagrams/sketches for illustrations (10%).
4. Evidence of research beyond own experiences and course materials (05%).
5. Appropriate use of referencing (05%).

**Referencing Style**

- [Harvard \(author-date\)](#)

**Submission**

Online

**Submission Instructions**

Include a title page with your assignment and submit only in "word" format; NOT pdf. Tables must be in word format (not pictures).

**Learning Outcomes Assessed**

- Compare an organisation's asset management principles with industry best practices to develop a risk management plan
- Identify and communicate asset management practices to meet the needs of an organisation
- Research and evaluate changes in organisation's asset management principles driven by market trends, the industry and regulatory environment including contracting strategies
- Reflect on your role within your organisation and identify ways in which you can develop your professional network as outlined in a Human Resources Management Plan.



# 3 Assignment 3: Risk and Contingency Management Plan (Report, PPT and Video)

## Assessment Type

Written Assessment

## Task Description

Assignment 3 has two parts: Part A – Report and the link to the presentation video (worth 30%) and Part B – a PowerPoint presentation and an 8-10 min presentation video. Altogether **TWO (2)** documents for uploading.

In the last assignment, you will apply the risk management concepts to your select asset management organisation. This will be achieved by analysing the organisation's context and developing a risk and contingency management plan. In addition to the written report for this assessment, you will present your risk and contingency management plan in the agreed schedule with your tutor. The assignment will cover materials from the topics covered from weeks 1-11. You will receive further details about the assessment requirements in classes; however, significant parts of your answer to this assignment may include the application of risk management principles and framework to your selected asset management organisation, analysis of the different aspects of the organisation's contractor management, asset risk and contingency management plan, analysis of the organisation's structure, and references (books, articles, interviews, and other sources).

## Assessment Due Date

Week 12 Friday (6 Oct 2023) 11:55 pm AEST

## Return Date to Students

Exam Week Friday (20 Oct 2023)

The expected return date is 3/11/2023

## Weighting

40%

## Assessment Criteria

1. Demonstration of knowledge and comprehensive understanding (40%).
2. Application of concept into real life situation and communicating with several published/unpublished sources (40%).
3. Quality of presentation including neatness, appropriate use of figures and tables, clarity of expression including use of terminology, ease of reading, grammar and spelling, orderly and logical presentation, and use of diagrams/sketches for illustrations (10%).
4. Evidence of research beyond own experiences and course materials (05%).
5. Appropriate use of referencing (05%).

## Referencing Style

- [Harvard \(author-date\)](#)

## Submission

Online

## Submission Instructions

Submit two documents: Written Report in "word" format including the link of the presentation video (8-10 min), and a PPT presentation file

## Learning Outcomes Assessed

- Compare an organisation's asset management principles with industry best practices to develop a risk management plan
- Identify and communicate asset management practices to meet the needs of an organisation
- Evaluate organisational structure to support asset management
- Research and evaluate changes in organisation's asset management principles driven by market trends, the industry and regulatory environment including contracting strategies
- Develop a rudimentary organisational structure for asset management to meet the regulatory requirements, through an Occupational Health & Safety (OHS) plan

## Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

### What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

### Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

### Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

### What can you do to act with integrity?



#### Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



#### Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



#### Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem