SAMIS
Asset Data Standard

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SOUTH AUSTRALIA
Government of South Australia
Department of Planning, Transport and Infrastructure

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2. Version Control

For a history of version control please contact the AGFMA Directorate. DPTI:AGFMA Service Desk <DPTI.AGFMAServiceDesk@sa.gov.au>

Note that printed copies of this document are uncontrolled documents and readers should refer to the AGFMA site for the latest copy. (Link)

3. Acknowledgements

This document has been developed using various Asset Management documents for information sources and references as follows:

- SA Government Strategic Asset Management Framework
- PC114 the SA Premier and Cabinet Instruction for the Minimum Property Dataset
- ISO 55000 Asset Management – Overview, principles and terminology and terminology.
- ISO 55001 Asset Management – Management systems – Requirements.
- ISO 55002 Asset Management – Management systems – Guidelines for the application of ISO55001.
- International Infrastructure Management Manual
- AASB 116 - Property Plant and Equipment (Australian Accounting Standards Board)

Review Meetings

Review meetings were facilitated with the current Facilities Management Service Providers (FMSPs) - DPTI Facility Services Facilities Management Team, as well as with key members of the SPOTLESS Strategic Asset Management Team. These meetings were an essential element of the document quality control, as they considered data items that were able to be recommended to be either locked down, modified or removed, depending on:

a) their usefulness to the business
b) the utilisation rate and
c) data accuracy

Final reviews were undertaken with Client Agency staff (in particular: members of the SAMIS User group) to ensure the data standard continued to meet their asset management needs.

Copyright

4. Purpose of this Document

4.1. Overview

The Strategic Asset Management Information System (SAMIS) is South Australia's across government Asset Management Information System (AMIS) for its building portfolio. This document provides the standard for data that is to be populated into SAMIS.

4.2. Purpose of the Standard

The SAMIS Asset Data Standard is one of a suite of documents that support the implementation of the Strategic Asset Management Framework, as described in 'The Strategic Asset Management Framework (SAMF) a guide for managing South Australian government buildings.'

Asset Information Standards are defined as "*the specification of a consistent structure and format for collecting and storing asset information and for reporting on the quality and accuracy of asset information"*.

This Data Standard focusses on data and drawings standards, data definitions and associated reference material rather than (for example) how to log in and subsequently navigate through the SAMIS menu system.

It is intended to provide all SAMIS users with a better understanding of the fundamental principles behind the SAMIS data - why data is gathered and managed in the way that it is. This should subsequently help to improve knowledge and skills when using the SAMIS database for Strategic Reporting.

This document also provides a reference to the responsibilities borne by the Facilities Management Service Providers (FMSP) when undertaking SAMIS data collection tasks, as outlined in the AGFMA (Across Government Facility Management Arrangements). These responsibilities will include providing core data that underpins the minimum property dataset, as described in PC114 – the *Minimum Property Dataset*, and where the population of much of these data fields is outside of the remit of the FMSP.

The document can be used as a reference guide during training and in day-to-day operation of the software.

4.3. Audience

At a practical level, the SAMIS Asset Data Standard targets those "Data Stewards[1]" who may have the responsibility for gathering and populating data into SAMIS. Specifically, and as described under the Across Government Facilities Management Arrangements (AGFMA), the data stewards can be Agency employees, the Facility Management Service Providers (FMSPs) or private sector SAMIS Contractors, any of whom may have responsibility of data capture and data entry into SAMIS.

[1] See the Glossary of Terms for a definition of Data Steward

Agencies may have a need to refer to this standard if they have constructed or procured assets outside of the AGFMA arrangements and need to update the asset data in SAMIS (see SAMF Section 1.6.).

The in-scope data is outlined in Attachment 1 – *SAMIS Asset Attribute Definitions.*

4.4. Limitations and Exclusions

Note that the full scope of Agency strategic asset information and data needs should be established using the outcomes of research by the Agency. This will ensure that the Agency has access to data that is appropriate to support strategic decision-making, and is not constrained by the limitations that exist in SAMIS. Agencies are therefore encouraged to establish an asset information/data strategy and to subsequently document their individual asset information requirements. The SAMIS data model can be used to test whether SAMIS is able to meet business needs. Agencies may need to make alternative arrangements for any other asset data not stored in SAMIS.

5. Background

The Strategic Asset Management Information System (SAMIS) provides SA Government Agencies a networked software system whereby they can enter, store, manage and report on data about their assets. The system is a bespoke design (circa 2005), with a vision to be "*the single source of truth with rich, reliable, meaningful asset data to ensure users can make informed asset management decisions".* The role of the AGFMA systems administration team is to facilitate governance and management practices and procedures to ensure this vision is realised.

One of the fundamental principles underlying SAMIS is that "Agencies own the data" while DPTI – AGFMA is responsible for SAMIS infrastructure and software.

SAMIS data is underpinned by information plotted onto CAD site and floor plans. Each of these plans provides the single source of truth for the database when establishing and reconciling the location of specific site fabric, site services, building locations and building services with the database. The detail in these plans is described in the *Drawing Specification for SAMIS Site and Building Plans*.

The SAMIS software system consists these key parts:

- The **PORTECO** asset database. This database:
  - Is the main repository of data that locates and physically describes the asset.
  - Has the hazardous materials register, and
  - Has data attributes that more specifically define the assets in the asset register. These attributes include property data, asset descriptions, asset values, asset life cycles, condition ratings and maintenance requirements of assets.
- The **COGNITO** reporting tool
  - allows agencies to access a suite of standard asset reports.
  - assists with the creation of asset budgets for insertion in Asset Management Plans.
- The **PELORUS** geographical searching tool
  - Links "Porteco" data with geographic information about sites.
- The **LEXICON** component
  - Delivers help pages, a glossary of terms and training material

5.1. SAMIS Purpose

The Strategic Asset Management System (SAMIS) exists to support the following outcomes:

1. Agency Strategic Asset Management Planning by providing a database of physical assets and associated attributes that describe the asset, and which underpin capital works and strategic maintenance activities.
2. Whole of Government Planning by offering a 'single-source', across Agency perspective of the assets, and by ensuring a consistent approach to data structure, performance measurement and reporting.

3. AGFMA contract objectives by facilitating a "strategic approach to asset management including proactive advice, reporting and capturing of information" at the "Designated Locations[2]" as defined in the AGFMA Contract.
4. Budget development for participating agencies by providing short, medium and long-term budget projections for asset replacement (life-cycle) by understanding condition and risk.
5. The hazardous materials management process, by recording detail on asbestos and other such hazardous materials that may exist on each site.
6. Property Management by owners and managers within the constraints of specific key performance indicators.
7. Risk management associated with events (see Section 10.2 – Likelihood of the Event) caused by asset failure or under-performance.
8. Provision of "Intervention Packages" and "Options" for agencies, where asset risks have been identified and analysed in SAMIS, and where as a consequence some more robust and flexible asset strategies can be created to deal with those risks.
9. Asset Management Planning by Agencies to support implementation of the SAMF by offering data attributes that underpin key SAMF outcomes[3] such as:
    a. Alignment with ISO 55001 – Asset Management Series
    b. Alignment of Asset Management activities with overall Agency business objectives
    c. Integration with Agency planning frameworks
    d. Prioritisation of services based on criticality
    e. Application of a whole of life perspective to asset management
    f. Integrated Risk Management
    g. Clarity of responsibilities and accountabilities

[2] See the Glossary of Terms
[3] Reference Strategic Asset Management Framework – Section 2 Principles

5.2. SAMIS User Groups

The users of SAMIS are granted access to varying degrees of system functionality and data fields in the SAMIS system depending on their role within the business. Agency staff are only able to see and interact with data related to the Agency for which they are involved. The system allows the Agency administrator to increase or reduce permissions around functionality, and to add or remove access to data on a needs basis.

Typically, the SAMIS user profiles are grouped as follows:

User Role	Role Description
AGFMA System Administrator(s)	Responsible for system availability and data integrity. Provide high-level advice to Agency Data Administrators.
Agency Data Administrator(s)	Data Domain Owners. Responsible for adding and/or updating user profiles and access, first level helpdesk, ultimate responsibility for maintaining the integrity and use of Agency data.
Business Experts	Delegated authority for data integrity, use and analysis by the Data Domain Owner. Responsible for analysis and contextual assignment of data and information at a corporate of business unit level.
Site Experts	Data Custodians with delegated authority from the Data Domain Owner for management and use of data and information at a site level.
Data Gathering and Data Entry	Data Stewards, with delegated authority for data capture and data entry.
Site Viewers	Read only access to view data

Figure 1: SAMIS User Groups:

Note: If individual users believe they need to change their level of access to the data, they should contact either their Agency Administrator in the first instance, or alternatively the SAMIS Help Desk.

6. Asset Scope

In global terms, the scope of property, plant and equipment assets that are included in this document generally meet the following criteria (reference to Accounting Standard AASB 116 – Property Plant and Equipment):

- *They are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes; and*
- *They are expected to be used during more than one accounting period.*

The definition of an asset, according to the International Standards Organisation (ISO55000 – Asset Management) is as follows:

An "asset" is something that has potential or actual value to an organisation. Value can be intangible, financial or non-financial.

Inclusions

In general terms, and provided they meet the AASB 116 and ISO55000 criteria above, assets included for definition in this document are components and sub-components of the fabric, services, plant and equipment of any site or building.

Exclusions:
In broad terms, the assets under management are not:

- Non-Fixed, Operational Assets
  Items that are generally non-fixed (portable) and that are used as support for daily operations tasks (e.g. overhead projectors, IT assets)
- Expensed assets
  Items that do not have a life >1year. Typically these are labelled as "consumables" and include office supplies, workshop items such as gases, oil, rags, wash down detergents, disinfectants, cleaning equipment (brooms, mops etc. - other than plant items), and grounds/gardening equipment such as rakes and shovels. etc.
- Not part of the core function of the site
  Items that are used for non-core functional roles, unless otherwise specifically designated for data capture by the principal or Agency. An example of a non-core function may be a tea/lunch room amenity. Items involved may be kettles, toasters, domestic dishwashers, domestic microwaves, domestic refrigerators, domestic ovens and domestic stoves.
  **Note that some domestic equipment may be used in a Functional Role (e.g. Food Technology / Home Economics classes in Department for Education and in leased visitor accommodation in DEW, in which case they should be considered for inclusion in Asset Management Plans.
- Decommissioned assets
  Assets that have been decommissioned are to be identified in SAMIS as STATUS – *Inactive* (if the asset is out of service, with the possibility of being re-started). Or *Awaiting Disposal* (if the asset has been taken out of service, not to be re-used)

6.1. SAMIS Roles and Responsibilities

There are three stakeholder groups with a role in SAMIS data and information management process. These include:

The Agency or Facility Owner – nominated as the SAMIS Data Owner for the facility, and who may have undertaken works on their own sites.

The AGFMA Directorate, DPTI – designated as the SAMIS System Administrator, and provides data management support, through SAMIS Contractors, for DPTI Building Projects who have undertaken authorised projects on Agency sites.

The FMSPs – each of the FMSPs has a SAMIS Data Stewardship role, and are required to update SAMIS whenever they undertake works, or when they find anomalies in the SAMIS data during the course of their site and building inspection programs as detailed in the AGFMA contract and framework. The FMSPs may engage sub-contractors to supplement their Stewardship role.

6.2. The list of Assets 'in-scope'

In more specific terms, before assets can be captured for entry into SAMIS they must be included in the list of in-scope assets, as defined in the AGFMA Contract.

In-scope assets are any item of plant, equipment or building fabric recognised within SAMIS or nominated by the principal or Agency. A group of in-scope assets has been designated as being in need of annual 'life-cycle' reporting, which means that as a minimum, the projected replacement year and replacement cost must be provided. Similarly, another sub- group of the in-scope assets has been designated as having to have a more complex 'condition' report each year, which means that a more detailed report is required (See Attachment 5 – AGFMA Condition Report Data for details).

Additional guidelines for stakeholders for the Building fabric, Plant and Equipment items which are in-scope of the AGFMA Facilities Management Services Arrangements can be found at the following link to "AGFMA In-scope: Out of Scope Building Maintenance Guide."

6.3. Building Asset Hierarchy

Buildings are established as "Facilities" in SAMIS. A Facility is not a tangible 'bricks and mortar' asset but rather a functional body that delivers a service such as a school or hospital. Buildings, Floors and Rooms that exist at these "Facilities" are described in a logical, hierarchical model to which 'components' and 'sub-components' are attached.

This logical, hierarchical asset model allows for the consideration of every element that may make up the construction of a site or building. The components are able to be described either as an individual 'item' such as an air conditioner, or as a system such as "HVAC" and are able to be located within the logical hierarchy at the place where they are physically located.

7. Purpose of the Site and Floor Plans

Site and Floor Plans are intended to be accurate representations of the physical location, numbering and nomenclature of specified physical asset elements that make up the site improvements found on any given site. These physical elements are gathered from the as-built drawings, Operations and Maintenance Manuals and site surveys. They are then drawn onto site and floor plans and subsequently described in the Asset Hierarchy in SAMIS. This means that the 'Master" Site Plans become the single source of truth when creating the site hierarchy in SAMIS (i.e. Site, Building, Level, Room).

7.1. Purpose of the Site Plans

The purpose of the drawings is to deliver the following outcomes:

1. Support SAMIS Data Governance
   The Site Plans are SAMIS' single source of truth for the location of the following site elements:
   - Site Boundary,
   - boundary fences and internal fences
   - Structures – buildings, sheds, shade structures
   - Service Connection Points
   - Fire and Life Safety Installations – fire booster points, hydrants and hose reels.
   - Swimming Pools
   - Pavements, play areas, ovals and car parks
2. Concept Design
   The Site Plans provide a highly valued drawing resource from which architects and design engineers commence the concept designs and sketch plans for their initial design work.
3. Planning - Strategic and Operations
   The Site Plans provide a base-line of reliable, accurate and clear site layouts to help facilitate strategic and tactical planning. They are also a very valuable resource when Master Planning for future site development.
4. Emergency Management & Business Continuity Plan development*
   The Site Plans support emergency management by:
   - Providing wayfinding with accurate locations of essential safety provisions such as, fire booster points, main switchboards and generators.
   - Showing the accurate location of utilities switches and valves to facilitate the isolation of mains gas, water and electricity.
5. Maintenance and Operations Management
   The Site Plans support wayfinding for maintenance staff by providing an accurate location of maintainable and operable service elements such as fence segments, pavements, tanks, HV Equipment, sewerage systems, structures, and connection/isolation points.

**The wayfindings within the SAMIS Site and Building Plans are a guide and can be changed at any time.*

7.2. Purpose of the Floor Plans

The Floor Plans are intended to deliver the following outcomes:

1. Data Governance for SAMIS
   Floor Plans are the single source of truth for the following specific data points:
   - Level Numbers
   - Room Numbers
   - Rooms ancillary data as described in Section 7.4 - *Floor Plans Information and Data Protocols*
   - Building Footprint and Area
   - Building internal layout
   - Building Services ancillary data
2. Concept Design
   The Floor Plans provide a highly valued framework from within which architects and engineers commence the concept design and sketch plans for initial design work.
3. Planning - Strategic and Operations
   The Floor Plans provide a base-line of:
   - reliable, accurate and clear information regarding building layouts to help facilitate strategic planning, Master Planning and site development
   - reliable, accurate and uncluttered floor layouts to support operations planning at both local and corporate level
4. Emergency Management*
   The Floor Plans Support
   - wayfinding for emergency services staff by providing an accurate location of essential safety provisions such as fire panels, hose reels and generators
   - operations staff in emergency situations by providing accurate location of utilities switches and valves so as to isolate mains gas, water and electricity at the building and floor level.
5. Maintenance and Operations Management
   Floor Plans support wayfinding for maintenance and operations staff.

**The wayfindings within the SAMIS Site and Building Plans are a guide and can be changed at any time.*

7.3. Drawing Protocols

Protocols are generally a set of rules and guidelines for gathering and entering data. When creating drawings these Protocols are to be strictly adhered to and must be consistent across all plans. They are not negotiable.

The information below should be read in conjunction with AGFMA document *Drawing Specification for SAMIS Site and Building Plans* – ref #14470112

7.3.1. Site Plan Drawing Protocols

The site plans are to contain the following detail:

Site Plans Data	Description
Site Area	Data is gathered on site and referenced to the Certificate of Title. The Site Area is measured inside of the site boundary. On some sites this may be different to the fence line. The site plan is to show the site area in Hectares, as calculated from measurements taken to produce the CAD drawing. Cross reference is made to the Certificate of Title for Quality Assurance purposes. Note that in very large sites such as National/Recreation Parks where there are issues associated with the scale, there may be a need to draw multiple site plans. In these cases it is not necessary to include both the site area and the Certificate of Title references/Crown Reference as data on the site plan. The Site Area data is to be entered into the SAMIS Site Data entry form. The Certificate of Title (C/T) Number(s) and boundary dimensions should be displayed on the drawing. An exception is granted to drawings of very large sites with many C/T references, in which case it is not necessary to display these references on the plan. They must however be entered into SAMIS.
Boundary	Data is gathered on site and from survey drawings. The plan is to show an accurate depiction of the site boundaries, using the Certificate of Title as a reference. References are made to survey drawings and engineering drawings as needed.
Adjoining Streets	Data is gathered on site. The plan is to show the location and name of adjoining streets.
Building Footprints	Data is gathered on site. Each building footprint is to be accurately located on the site plan relative to the site boundary, using the standards defined in the drawing standard. Building numbers are to be displayed on the plan.
Electrical Mains	Data is gathered on site. Electrical mains connect the Utility Service Provider SA Power Networks (SAPN) to the property, most often via the main switchboard. Plot the following on the plan: **1. Electricity Connection Point** The Site Plan is to record the location of the connection point of the mains electricity supply to the main switchboard. Note that there may be more than one supply point. 2. **Ancillary elements**: • Main Switchboard (main isolating switch). This may be inside or outside of the building.

Site Plans Data	Description
	• HV Transformer (exclude SAPN Equipment) • HV Switchgear (exclude SAPN Equipment) • Emergency generators and associated switchboards and switchgear Record the associated data in the Equipment Register according to the Data Model in Section 9.4 – Attributes Common to all Asset Classes in SAMIS. OPTIONAL On a separate drawing layer draw a schematic representation of the electricity main (include locational accuracy disclaimers).
Fencing	Data is gathered on site. **Fence Location** All fences are to be recognised where there is an obvious purpose to their existence. Typical fences may include: • Boundary fences; • Security fences; • Internal fences; • Safety fences; • Pool Fences; Note that guard rails, balustrades and garden bed pylons are not fences. The site plan is to show constructed fences only. e.g. galvanised iron, colorbond, post and rail, timber paling fences etc. See the drawing convention for the format of the fence data.
Fire Mains	Data is Gathered on site If there is a Fire Main into the site it will be connected to the property from the mains water pipeline under the street or footpath outside of the site boundary. It is not connected through the water meter. **Ancillary Fire Main Assets** Plot the following ancillary items on the plan and record data in SAMIS: • Fire Booster points; • Fire Hydrants; • Fire water storage tanks, including Fire Water Recirculating Tanks; • Fire pumps (external); • Fire hose reels (external).
Reclaimed Water System	**OPTIONAL** - Data is Gathered on site Not to be included in the Master Drawing. Include on a separate drawing layer. Metered reclaimed water may be connected to the site via the SA Water or Council owned “purple” pipe system. Plot the connection point as well as the: • Reclaimed Water Meter • Reclaimed Water Tank(s) • Reclaimed Water Isolation Valve(s)
Water Main	Data is gathered on site. Mains water may be connected to the site from the SA Water pipe in the street via a water meter. There may be more than one connection point to the property, and hence more than one meter. Plot the location of: • Mains Water Meter(s) • Mains Water Back-flow Prevention Valves

Site Plans Data	Description
	OPTIONAL • On a separate layer draw a schematic representation of the water main (include locational accuracy disclaimers)
Gas Main	Data is gathered on site. Natural gas may be connected to the property from a High-Pressure Gas main via a gas meter and regulator. Plot the location of the: • Natural Gas Meter and Regulator; OPTIONAL • On a separate layer draw a schematic representation of the gas main (include locational accuracy disclaimers)
LP Gas Mains	Data is Gathered on site. Plot the location of the bulk LP Gas bottles (bullets). • Note that the location of the portable LP Gas bottles in cages is not recorded at the Site Plan, but may appear on the Floor Plan.
Telecommunications	OPTIONAL On a separate layer draw a schematic representation of the telecommunications main (include locational accuracy disclaimers).
Paved Areas	Data is gathered on site. All paved areas are to be plotted as per the drawing specification. Where replacement years occur in the 0 to 5 year range going forward, data is to be recorded as accurately as possible (actual replacement year). Where replacement years are in the next 6 to 20 year range, merge areas of the same paving type where the Project Replacement Year (PRY) is <3 years apart (i.e. merge to +/- 1.5yrs). This will reduce the data to be gathered and entered.
Carparks	Show all accessible carpark spaces. OPTIONAL Draw all car parking spaces. • Where there are only minor carparking arrangements gather data on site. • Where there are large car parks, use the engineering drawings to overlay the data.
Sewerage System	Data is gathered on site. The Sewerage System drains sewage from the property into the SA Water sewer main. The sewerage system may comprise a septic tank, common effluent tank, pumping system and rising main. Plot the location of: • Septic tank(s) – if exist; • Common effluent tank(s) and pump(s) – if exist; • Sewerage pumping station(s) – if exist; • Sewerage treatment plant – if exist.
Serviced items	Data is gathered on site.

Site Plans Data	Description
	Serviced items to be plotted are those items likely to require routine and/or breakdown maintenance attention. These include, but are not exclusive to: • bore holes, bore/lift pumps and controls; • towers (TV, water); • windmills; • rainwater tanks and associated pumping systems; • electricity generators; • fuel tanks and associated pumping systems – underground and above ground.
Sheds	Data is gathered on site. Sheds are drawn on the site plan. Shed Types are as follows: • Animal Shelter; • Arbour / Trellis; • Bike Shed; • Covered Way; • Covered Outside Learning Areas (COLAs) • Freestanding Carport; • Freestanding Garage; • Gazebo; • Glass House; • Lunch Shed; • Pavilion; • Pergolas • Rotunda; • Shade Hoses; • Shade Structure/Shade Sail; • Shelter; • Silo; They are entered into SAMIS under the Asset Class of “Building”, but then assigned an Asset Type of “Shed”.
Swimming Pools	Data is gathered on site. Outdoor pools are located on the plan in relation to the boundary.
Site Works	Data is gathered on site • Paved Areas (courts, car parks, roads, hard stand and pedestrian paths); • Formal playgrounds; • Ovals, formal grassed areas, play areas, creeks and other significant site features; • Retaining Walls;

Figure 2: Site Plan Data Protocol

7.3.2. Floor Plan Protocols

A floor plan is created for each level of the building. The information to be plotted on the Building Floor Plans includes the following:

Floor Plans Data	Description
Building Name	Enter the following names onto the drawing: • Local Building Name (often the same as the building use) as designated by the occupant (e.g. "Administration and General Teaching"); • SAMIS Name (e.g. "Building 01").
Building External Footprint	Data gathered on site. The Building Floor Plan is to show the: • External wall; • External exposed columns; • External wall dimensions (metres to 2 decimals); • External doors (including Roller Doors); • Internal walls; • Verandas, carports and pergolas attached to the building (shown as adjoining sheds); • Building Area for each level (to the nearest sqm); • Show adjoining buildings and sheds; • On split-level floors, show the level above and below. Refer to the *Drawing Specification for SAMIS Site and Building Plans*.
Building Internal Layout	Data gathered on site. The Building Floor Plan is to show the internal layout as follows: • Internal walls; • Stairs and Ramps; • Folding Walls; • Internal doors and partitions (not internal windows); • Exposed columns in buildings >1 level. Enter internal wall dimensions if specified by the building owner (this is non-standard data). Refer to the *Drawing Specification for SAMIS Site and Building Plans* for drawing standards
Building Rooms	Data is gathered on site. Plot all rooms (including veranda) that exist on each level. Plot the following detail: • Room/Veranda number as per the drawing specification (see *Alterations to room layouts* below); • Stairs and ramps; • Sanitary fittings (toilet bowl (including accessible fitments), sluice, basin, shower, bath, sink); • Changes to floor finishes (represented as a dotted line); • Changes to room use within an existing room (show as a dotted line); • Lifts - numbered at their lowest landing point only. All other spaces where lifts travel to are shown as voids, with no room number. Refer to the *Drawing Specification for SAMIS Site and Building Plans*.
Building Services	The following internal building services should be plotted on the floor plans: • Fire equipment - hydrants, hose reels, Fire Indicator Panel (FIP);

Floor Plans Data	Description
	• Electrical Distribution Boards; • Hot Water Services.
Indoor Pools	Data gathered on site. Indoor pools are to be plotted

Figure 3: Building Floor Plans Information and Data

The drawing specification can be accessed from the AGFMA Resources Sharepoint site.

7.4. Drawing Conventions

Drawing Conventions reflect the way things are "normally" done. Drawing conventions are not governed by a standard or legislation, but rather are driven by any good practice that suits the operation of the business. Conventions are sometimes industry driven, but can be internal to the organisation.

The following conventions have been adopted when creating new or editing existing SAMIS drawings. Note that these conventions are embedded in the Drawing Standard.

7.4.1. Common Drawing Conventions

The common drawing conventions for all site and floor plans are as follows:

Common Plan Elements	Description
Building Area	Area of the Building Footprint is measured at the external wall face of the external walls.
Dimensions	All dimensions are to be shown to 2 decimal places
Drawing Scale	1 unit = 1 metre
Orientation	The direction North is to the top of the drawing sheet.
Plan Accuracy	Drawing dimensions are to be +/- 1% accurate. The "Accuracy" detail shown on the plan indicates the degree of confidence that plan users can have in the accuracy of the drawings – enter whether "surveyed", or "unknown". "Surveyed" sites are those where the drafter is aware of the source of the on-site measurements and asset locations and can vouch for accuracy and integrity, whereas "Unknown" indicates that the drawing provider is unaware of the source of the data and cannot vouch for accuracy or integrity.
Floor Plan Name	The Floor Plan name is a composite number that follows the underlying protocol: The first 5 numbers are the "Asset Number", followed by a dash (-), followed by 2 digits for each building (from 01 to 99), followed by another dash (-), followed by 1 or 2 digits for the level number (from 1 to 99) e,g, 04521-03-1 is asset number 04521, building 03 level 1
Site Area	The site area is the area inside the boundary of the site. This may vary from the area inside the fence.

Common Plan Elements	Description
	Use the site area in Hectares (Ha) as measured on site. Compare it to the area from the Certificate of Title as a cross-check. Enter data onto the plan to 4 decimal places. For example 0.4349Ha.
Site Plan File Naming	The file name for the site plan uses the 5 digit number for the site e.g. 04349.dwg, or 04349-1.dwg if there is more than 1 sheet for that site.
Title Details	The Site Plan is to show the Certificate of Title reference.
CAD Platform	SAMIS preferred drawing platform is AutoCAD.

Figure 4: Common Plan Drawing Convention

7.4.2. Site Plans General Drawing Conventions

The elements to be drawn on the Site Plans are as follows:

Site Plan Elements	Description
Buildings	All buildings at the site are to be displayed on the site plan. Additions to the buildings are to be shown with a new building number. See the Glossary of Terms for a definition of a "Building".
Fences	For each different section of fence, the site plan is to show: • The Fence Location Code (i.e. A, B, C, D…….etc). Fences are sectioned off when any of the PRY, height or type variables below change. The new fence section is measured for length and is given a new Fence Location Code; • The Fence Type See Attachment 3 – Lookup Lists for Fence Type codes; • The Fence Height See Attachment 3 – Lookup Lists for Fence Height codes; • Projected Replacement Year (PRY) This is an assessors' estimate of the projected replacement year for the fence section. Where the PRYs fall with 3 years of each other for the same fence type and height, these should be bundled so as to minimise data collection and data entry; • Length (m). Typically the sectionalised fence label would take the form of: A-18-BR-2020-510
Pavement Codes	Pavements are to be shown on the drawing and recorded in SAMIS. Each unique part of the pavement has a 2 code per record to be shown on the drawings made up of the following detail: • Pavement Location Code The unique alphabetic location code (A, B, C, D etc) is shown on the drawing. Pavements are sectioned off when either of the PRY or pavement type variables change. The new pavement section is measured for area and is given a new Pavement Location Code; • Paving Function This is a combination of the finish type (see dot points) and the Paving Function: o *Bitumen* – walk or play areas

Site Plan Elements	Description
	○ *Bit veh* – bitumen for vehicle traffic on roads and in car parks ○ *Bit crt* – bitumen for fenced tennis courts or other courts. ○ *Conc-pav* – Concrete pavers ○ *Conc Veh* – concrete for vehicle traffic • Projected Replacement Year This is an assessors' estimate of the projected replacement year for the pavement section. Where the PRYs fall with 3 years of each other for the same pavement type, these should be bundled so as to minimise data collection and data entry; • Area (sqm). This Code would take the following form on the drawing: C *bit-veh 2012 474.*
Serviced Elements - Mandatory	The following Serviced Elements are to be included on the Site Plans wherever they exist (Mandatory List): • Backflow Prevention Valves (Mains Water); • Bore Pumps; • Common Effluent Tanks; • Fire Boosters; • Fire Hose Reels; • Fire Hydrants; • Fire Pumps; • Fire Water Tanks; • Fuel Tanks (above and below ground); • Gas Meters; • Generators; • Grease Traps; • HV Switchgear; • LP Gas Bottles (Bullets); • Main Switch Boards; • Pad Mounted Transformers; • Rain Water Tanks; • Septic Tanks; • Water Meters.
Serviced Elements (Optional)	Where requested by Client Agencies, the following list of items is able to be included on Site Plans (using symbols): • Aerials; • Accessible Parking Spaces; • Radio Towers; • Underground Stormwater Tanks; • Windmills.
Shade Structures	The shade structures to be plotted using the drawing symbols described in the Drawing Standard. These are shown on the drawing as a shed with their own number.
Sheds	All sheds found at a site are to be displayed on the Site Plans. The shed numbering convention for the site plans is as follows: SH1, SH2, SH3 etc.

Site Plan Elements	Description
	See the Glossary of Terms for a definition of a shed.
Site Area	The site area is to be shown on the plans to 4 decimal places, measured in Hectares (Ha). This is measured from the CAD data, and cross checked against the Certificate of Title.

Figure 5: Site Plan Drawing Conventions

7.4.3. Floor Plans General Drawing Conventions

The Floor Plan drawing conventions are as follows:

Floor Plan Elements	Description
Folding Doors	Folding Doors are to be shown using the drawing symbol in the Section 13.1 of the SAMIS Drawing Standard (Mandatory Symbols for Building Plans).
Folding Walls	Folding or "Operable" walls are to be shown using the drawing symbol in Section 13.1 of the SAMIS Drawing Standard (Mandatory Symbols for Building Plans)
Internal Wall or Partition	All internal walls and fixed partitions are to be drawn as follows: • An internal wall is a solid wall from floor to ceiling; • A partition is a fixed (sometimes fixed and demountable) structure >1.5 metres high, generally used to define work spaces and toilet cubicles; • Partitions <1.5metres are not to be shown; • Portable (not fixed) partitions are not to be shown; • Doors and openings are to be shown into rooms as well as cubicles.
Level	A new drawing is needed for each change in Level. Levels commence numbering at the lowest level in the building, and include mezzanines. Start numbering with the lowest level as Level 1.
Room Numbers - general	• Ramps and Stairs between floors have a room number at the floor at which they go up to. I.e. stairs between level 1 and 2 assume a room number from Level 2. • Lift cars have a room number, but at the lowest level to which they travel. • Voids assigned to lift shafts do not get a room number. • Spaces under stairs and ramps that are used as rooms are given a room number • Rooms with differing floor coverings are to use a primary room number, and the parts of the room with variations in floor coverings are to be designated with the letter "a", "b", "c" etc. (use lowercase). For Example: if room #12 is mainly carpet, but a small proportion is vinyl, this small part is numbered as #12a. • A strip of vinyl sheeting around the perimeter of a room is not to be recorded as a differing floor covering
Room Numbers – Merged Rooms	Apply the following conventions to room numbering: • Keep the existing room numbers where they exist on the floor plan;

Floor Plan Elements	Description
	• Add new room numbers for new rooms, starting after the last number used; • Where rooms are merged, keep one of the numbers (preferably the lowest number) and recommence numbering from the last number of the merged group. E.g. where (say) four rooms (Rooms #1, #2, #3 and #4) have been demolished, and 3 new rooms have been created in their place, number the new rooms Room #1, Room #5 and Room #6. Do not re-use the Room Numbers #2 to #4.
Room Numbers per Level	Use the following Room Numbering Convention: • Level 1 rooms are numbered from 1 to 199; • Level 2 rooms are numbered 200 to 299; • Level 3 rooms are numbered 300 to 399. & etcetera
Rooms	All rooms are to be given a unique room number. See the Glossary of Terms in this document for a definition of a room.
Serviced Elements – Building Mandatory	The following serviced items are to be shown on each Floor Plan, where they exist on each level. Refer to the *Drawing Specification for SAMIS Site and Building Plans*: • Access Toilets; • Baths; • Distribution Switchboard; • Drinking Water Units; • Fire Hose Reel; • Fire Hydrant; • Fire Indicator Panel; • Folding Doors; • Folding Walls; • Hand basins; • Laundry Troughs; • Main Switchboard; • Nappy Change; • Ramps; • Showers; • Sinks – single, 1 1/2 and double. • Stairs; • Urinals; • Waste Sinks (Sluices or Cleaners Sinks); • WCs (Toilet Cubicles).
Serviced Elements – Building Optional	The following serviced items are to be included in the floor plan only when they have been specifically requested by the Client Agency. Refer to the *Drawing Specification for SAMIS Site and Building Plans*: • Backflow Prevention valves (building – room); • CCTV Cameras; • Combustion Heaters; • Emergency Exit Lights; • Emergency Lights; • Fire Blankets;

Floor Plan Elements	Description
	• Fire Extinguishers – Powder, CO2, Water; • Gas Heaters; • Thermal detectors; • Hot water Services; • Light Detectors; • Meter Boards; • Motion Detectors; • Shower/Eye wash; • Smoke Detectors; • Thermostatic Mixing Valves.
Toilet Cubicles	Cubicles in toilets with ceiling height walls that define each cubicle are to be drawn as partitions, not as rooms. The toilet is assigned a room number, and cubicles are not numbered.
Veranda	Verandas are to be shown on the Floor Plan. A veranda is the footprint of an exterior or separate section of roof structure sheltering an entrance into a building.

Figure 6: Floor Plan Conventions

8. Attachment 1 - SAMIS Attribute Descriptions

These attributes are applied when creating new or editing an existing facility records and associated assets.

8.1. Facility Attributes in SAMIS

The following attributes are applied at the 'Facility' level.

Facility Attributes	Description	Entered By
Facility Name	The name of the Facility. E.g. "Nailsworth Primary School"	Agency Data Administrator
Business Entity	The name of the business entity to whom the asset belongs. E.g. "Department for Education". Choose from a Select List dropdown.	Agency Data Administrator
Primary Business Service	This is the primary business service for which the Facility is used. E.g. the Primary Business Service of a school will be "Education".	Agency Data Administrator
Facility Type	The Facility Type is subordinate to the Primary Business Service. For example: if the 'Primary Business Service' of a school is "Education", then the 'Facility Type' in a Primary School will be "Primary Education".	Agency Data Administrator
Facility Status	Choose from a Select List below: • Active • Inactive	Agency Data Administrator
Status last Updated	Date that the status was last updated in SAMIS	Agency Data Administrator
Alternative Facility Number	This is the client's facility ID number, based on their accounting or asset management system.	Agency Data Administrator
Facility Description	Free text description.	Agency Data Administrator
Postal Address	Self -explanatory fields	Agency Data Administrator
Works System ID	This is the "designated location" number, as identified in the Maintenance/Works Management System. It is often the same as the 'Site Number' for the facility, but with an extra leading zero. E.g. 00305, instead of 0305.	Agency Data Administrator

Figure 7: Facility Asset Attributes

8.2. Attributes Common to Sites in SAMIS

These attributes are common to all assets that are created in SAMIS. They cannot be entered unless preceded by the Facilities data as shown in Figure 8 above – Facility Asset Attributes.

Common Site Attributes	Description	Data Entry By
Facility Relationship	Describes if this is a Leased Facility or not	Agency Data Administrator
Business Relationship	The Facility Business Relationship refers to the Business Entity nominated by the AGFMA arrangements. Select from: • Spotless • Facilities Services	Agency Data Administrator
Asset Attributes	The designated location number (site number)	Agency Data Administrator
Alternate ID	This is the client's facility ID number as used in their FMS or asset management system	Agency Data Administrator
National Heritage List	Is the asset on the National heritage List (Yes or No)	Agency Data Administrator
State Heritage Register	Is the asset on the State Heritage Register (select from list) • On the interim list • On the register	Agency Data Administrator
Unregistered interest	Is there an unregistered interest in the heritage status of the site (free text)	Agency Data Administrator
Add Building		
Class	High level building class from a drop down list e.g. • Building • Shed • Other	Data Steward
Name	Generally the first building is named Building 01 (note the leading zero) Sheds are entered as Shed 01, Shed 02 etc.	Data Steward
Local Name	The name given to the building by the site operator or owner. Generally this is functionally based (e.g. Administration Block), but can be a memorial name (Joe Bloggs Memorial Library), or simply Block A, Block B etc	Data Steward
Type	Select from a drop down list of building types (e.g. Fixed Solid, Brick Veneer etc). See Lookup List – Building Types. For Transportable Buildings, add the tag Number as found on the side of the building (e.g. 60-XXXX)	Data Steward
Status	Select from a dropdown list. Generally, this value is "In Service". Options are: • Prior to commissioning • Inservice • Inactive • Awaiting Disposal • Disposed • Surplus (in use) • Surplus (not in use) • Vacant	Data Steward

Common Site Attributes	Description	Data Entry By
Asset Function	Functionally based description of the most predominant use of the building.	Data Steward
Internal Area	Internal floor area (sqm) measured to the inside walls	Data Steward
Acquisition Date	Date the asset was acquired from the vendor or constructed (dd/mm/yyyy)	Data Steward
Commissioning Date	Date asset was brought in to service. This is likely to be the same as the acquisition date/s. (dd/mm/yyyy)	Data Steward
Next Assessment Date	Date that the asset is next due for assessment (dd/mm/yyyy)	Data Steward
Number of Items	The number of the items being entered. This is particularly relevant if this is a "group" asset.	Data Steward
Works ID	Number of the building as identified by the Works Management System	Data Steward
Notes	Any notes that are relevant to the building that are not covered in the data above.	Data Steward
Add Level		
Name	Level Name (Level 1, Level 2 etc	Data Steward
Asset Type	From Lookup List - Level Types below	Data Steward
Acquisition Date	Date that level was built (dd/mm/yyyy). Generally defaults to the year of construction of the Facility	Data Steward
Level Number	Select from list (range from B, M, B1, B2, G, 1 through to 22)	Data Steward
Floor Area	Area inside walls in square metres.	Data Steward
Asset Number ID	Number of the Level as recorded in SAMIS.	Data Steward
Works ID (Alternate ID)	Number identifying the Level as it exists in the Works Management System	Data Steward
Notes	Any notes relating to the Level	Data Steward
Balcony Verandah Area (1)	Area of first balcony in square metres	Data Steward
Balcony Verandah Area (2)	Area of second balcony in square metres	Data Steward
Accessible Ramp	Is there an Access Ramp - Yes or No	Data Steward
External Building Area	External area outside walls in square metres	Data Steward
Lift Access	Lift access to the floor - Yes or No	Data Steward
Add Room		
Level Number	Select from a lookup list of existing Levels (range from B, M, B1, B2, G, 1 through to 22). Note: a room cannot exist without a Level Number	Data Steward
Asset Number ID	Number of the room as recorded in SAMIS database.	Data Steward
Name	Room Number .e.g. Room 001	Data Steward
Local Name	Name of the room as designated by the occupier – e.g. "Finance Office", or "Foyer".	Data Steward
Description	Free text description of the main features of the room	Data Steward

Common Site Attributes	Description	Data Entry By
Asset Function	Select from List	Data Steward
Area	Room area in sqm, measured inside walls	Data Steward
No of Toilets	Count of the number of Toilets in the room	Data Steward
No of Showers/baths	Count of the number of Showers and/or baths in the room	Data Steward
Works ID (Alternate ID)	Number identifying the level as it exists in the Works Management System e.g. 00305-01-1-001	Data Steward
Notes	Any notes relating to the Room	Data Steward

Figure 8: Attributes Common to Sites in SAMIS

8.3. Add Building Components

Building asset components include the roof and associated plumbing, floor coverings, paint, equipment such as HVAC, hot water services and building services in general.

8.3.1. Roof and Plumbing

Field Name	Description	Data Entry By
Building	Building Number	Data Steward
Asset Class	Select from the following list: • Downpipe • Gutter • Roof	Data Steward
Name	As designated by the assessor, sectioning the asset class as needed. E.g. Gutter – 1, Gutter -2 etc.	Data Steward
Parent Roof	As selected from Parent Roof lookup list : Only applicable for Gutters and Downpipes. e.g. Roof – 1, Roof-2, Roof- 3 etc. The Parent Roof must exist in the database before a gutter can be entered.	Data Steward
Asset Type	Select from List: The list will vary depending on the Asset Class. See Lookup List – Roof, Gutter and Downpipe Types below	Data Steward
Date Installed	Date of Installation of the asset (dd/mm/yyy)	Data Steward
Disposal Date	Date asset was removed from service (dd/mm/yyy)	Data Steward
Quantity	Unit automatically assigned depending on the asset class. Roof unit is sqm, gutters and downpipes are in metres.	Data Steward
Material	Select from lookup list in Figure 28 – Roof, Gutter and Downpipe Materials below.	Data Steward
Finish	Select from lookup List – Roof Gutter and Downpipe Type and Finish. The available lists are dependent upon the Roof Material selected.	Data Steward
Replacement Cost	The replacement cost is the total cost to replace the existing with a modern equivalent. This should include cost of fees, installation, transport etc. The total cost is to include all costs from concept to disposal (excluding operating and maintenance costs). *Reference AASB 116 Property, Plant and Equipment.* See Attachment 7 – Replacement Cost Standard.	Data Steward
Calculated Cost	Cost to replace from lookup tables of industry rates (select "Override" to access this field)	Data Steward
Projected Replacement Year	The Projected Replacement Year (PRY) is based on either:	Data Steward

Field Name	Description	Data Entry By
	• an age related depreciation rate when compared to an industry standard life expectancy (calculated value) • Judgement of the assessor when considering operating conditions (manually overwrites the calculated value).	
Planned Replacement Year (PRY) Comment	Any comments from the assessor regarding the planned replacement year of the element being assessed. Typically this may be whether the calculated value was over-written by the assessor.	Data Steward
Replacement Year Updated By	The name of the person or organisation responsible for the replacement year data.	
Fragile material	Roof only. Select from Lookup List (see Below)	Data Steward
Fragile Type	Type of Fragile Roof. Select from Lookup List (options are "Dome" or "Skylight")	Data Steward
Percentage	Enter the percentage of Fragile Roof that exists as a ratio of the entire roof.	Data Steward
Notes	Any notes relating to the Roof and associated Plumbing	Data Steward

Figure 9: Roof and Plumbing Data

8.3.2. Floor Coverings

Field Name	Description	Data Entry By
Level	Level Number of the room with the floor finish	Data Steward
Room	Room Number with the floor finish	Data Steward
Name	Free text, as designated by the occupier	Data Steward
Material	The floor material (structure). Select from Lookup List– Floor Material.	Data Steward
Finish	Select from lookup List – Floor Finish (list is dependent upon the Floor Material selected)	Data Steward
Date Installed	Date of installation of the floor finish	Data Steward
Disposal date	Date of Disposal – date when floor covering was removed	Data Steward
Area	Area of the floor covering in sqm	Data Steward
Replacement Cost	The replacement cost is the total cost to replace the existing unit /item /building with a modern equivalent. This should include cost of fees, installation, transport etc. The total cost is to include all costs from concept to disposal (excluding operating and maintenance costs). *Reference AASB 116 Property, Plant and Equipment.* See Attachment 7 – Replacement Cost Standard.	Data Steward
Projected Replacement Year	Year of Replacement based on industry standard wear rates	Data Steward
Updated Replacement Year	Re-assessed year of replacement based on assessment taking into consideration local conditions etc.	Data Steward
Updated Replacement Year Comments	Comments associated with reasons for re-assessed replacement year.	Data Steward
Notes	Any notes relating to the Floor Covering	Data Steward

Figure 10: Floor Covering Data

8.3.3. Paint

Field Name	Description	Data Entry By
Building	From select list of buildings. Building must be created before being painted.	Data Steward

Level	Level Number of the building to be painted.	Data Steward
Date Painted	Date of paintwork	Data Steward
Replacement Cost	Cost to paint the building in current day costs including preparation and paint	Data Steward
Updated Replacement Year	Re-assessed year of re-paint based on assessment taking into consideration local conditions etc.	Data Steward
Updated Replacement Year Comments	Comments associated with reasons for re-assessed re-paint year.	Data Steward
Notes	Any notes relating to the paint work	Data Steward

Figure 11: Paint Data

8.3.4. HVAC

Field Name	Description	Data Entry By
Building	From select list of buildings.	Data Steward
Level	Level Number where the HVAC is applicable	Data Steward
Room	Number of room with HVAC (if applicable)	Data Steward
Name	Generic name of the HVAC element	Data Steward
Asset Class	The Asset Class is selected from the Lookup List in Figure	Data Steward
Asset Type	Type of HVAC applicable to the Class. List is limited from the selection of Asset Class. Note: Where Asset Class is Space Heating, see Lookup list for the list of Space Heating Asset Types	Data Steward
Date Installed	Installation date of item/equipment	Data Steward
Disposal Date	Date of disposal of the element	Data Steward
Quantity	Number of the items selected	Data Steward
(ER01) Equipment ID	Unique number auto-generated by SAMIS	System
(ER02)Barcode Number	Barcode number as applied by the managing contractor	Data Steward
(ER04) Condition Reported Asset	This is a sub-set of the Nominated List of Assets. It indicates that the equipment is to have a condition report, as required by the Terms and Conditions of the AGFMA Contract. See Attachment 5 – AGFMA Condition Report Data for a list of the Data required to complete a Condition Report. See the attached Master Equipment Spreadsheet for a list of individual items.	Data Steward
(ER05) TDS1	Technical Data Sheet applicable to this equipment	Data Steward
(ER06) TDS1 Responsibility	Data describes the TDS to be the responsibility of the Contract Arrangement or Client	Data Steward
(ER13) Manufacturer	Name of the manufacturer	Data Steward
(ER14) Model Number	Model Number of the equipment from the nameplate	Data Steward
(ER15) Serial Number	Manufacturer's serial number from the nameplate	Data Steward
(ER22) Last Audit Date	Date of last assessment	Data Steward
(EC01) Report date	Date of condition report	Data Steward
(EC02) Likelihood of Failure/Condition Rating	**Interim solution to Asset Condition Rating and the Likelihood of Failure.** Rated Likelihood of Failure from L1 to L5. The Likelihood of Failure is a factor in the calculation of the asset Risk Assessment. An assessment of the Likelihood of the Event is achieved by using prescribed selection criteria. See Attachment 2 Risk Management – Likelihood of the Event for selection details.	Data Steward

Field Name	Description	Data Entry By
	The Condition Rating is assumed to be a direct line relationship between the Likelihood and the Condition rating – see below: L1 - Almost Certain Failure / C1 - Very Poor Condition L2 - Likely Failure / C2 - Poor Condition L3 - Possible Failure / C3 - Fair Condition L4 - Unlikely Failure / C4 - Good Condition L5 - Rare Failure / C5 - Very Good Condition	
(EC03) Consequence of Failure	Consequence of Failure as assessed by the assessor. See Attachment 2 – Risk Management. Select from Insignificant, Minor, Medium, Major, Critical.	Data Steward and Agency Data Administrator
Replacement Cost	Cost to replace in current day costs including demolition and installation.	Data Steward
Projected Replacement year	Replacement year based on industry standards for replacement	Data Steward
Updated Replacement Year	Replacement Year based on the assessment on site.	Data Steward
Chilled Beam Type	This is only available when the HVAC Asset Type is “Chilled Beam System”. Select from options “Active” or “Passive”.	Data Steward
Fuel Type	Type of fuel used to operate the equipment. Select from Lookup List - Fuel Type:	Data Steward
Space Heater Type	Only available where the selected Asset Type is “Space Heating”. See the Lookup List - Space Heating and Space Heater Types.	Data Steward
Notes	Any notes relating to the HVAC equipment	Data Steward

Figure 12: HVAC Data

8.3.5. Hot Water Services

Field Name	Description	Data Entry By
Building	From select list of buildings.	Data Steward
Level	Level Number where the Hot Water Service (HWS) (if applicable)	Data Steward
Room	Number of room with HWS (if applicable)	Data Steward
Name	Generic name of the HWS element	Data Steward
Asset Class	Asset Class is automatically selected (Hot Water)	Data Steward
Asset Type	Type of HWS applicable to the Class. List is limited from the selection of Asset Class.	Data Steward
Date Installed	Installation date of the HWS	Data Steward
Disposal date	Date of disposal of the element	Data Steward
Quantity	Number of the items selected	Data Steward
(ER01) Equipment ID	Unique number auto-generated by SAMIS	System
(ER02)Barcode Number	Barcode number as applied by the managing contractor	Data Steward
(ER03) Log Book Flag	If a barcode label is not able to be applied, the element is to be logged for future barcoding when possible.	Data Steward
(ER04) Condition Reported Asset	This is a sub-set of the Nominated List of Assets. It indicates that the equipment is to have a condition report, as required by the Terms and Conditions of the AGFMA Contract. See Attachment 5 – AGFMA Condition Report Data for a list of the Data required to complete a Condition Report.	Data Steward

Field Name	Description	Data Entry By
	See the attached Master Equipment Spreadsheet for a list of individual items.	
(ER05) TDS1	Technical Data Sheet applicable to this equipment	Data Steward
(ER06) TDS1 Responsibility	Data describes the TDS to be the responsibility of the Contract Arrangement or Client	Data Steward
(ER13) Manufacturer	Name of the manufacturer	Data Steward
(ER14) Model Number	Model Number of the equipment from the nameplate	Data Steward
(ER15) Serial Number	Manufacturers serial number from the nameplate	Data Steward
(ER22) Last Audit Date	Date of last assessment	Data Steward
(EC01) Report date	Date of the Condition Report	Data Steward
(EC02) Likelihood of Failure/Condition rating	**Interim solution to Asset Condition Rating and the Likelihood of Failure.** Rated Likelihood of Failure from L1 to L5. The Likelihood of Failure is a factor in the calculation of the asset Risk Assessment. An assessment of the Likelihood of the Event is achieved by using prescribed selection criteria. See Attachment 2 Risk Management – Likelihood of the Event for selection details. The Condition Rating is assumed to be a direct line relationship between the Likelihood and the Condition rating – see below: L1 - Almost Certain Failure / C1 - Very Poor Condition L2 - Likely Failure / C2 - Poor Condition L3 - Possible Failure / C3 - Fair Condition L4 - Unlikely Failure / C4 - Good Condition L5 - Rare Failure / C5 - Very Good Condition	Data Steward
(EC03) Consequence of Failure	Consequence of Failure as assessed by the assessor. See Attachment 2 – Risk Management. Select from Insignificant, Minor, Medium, Major, Critical.	Data Steward and Agency Data Administrator
Replacement Cost	Cost to replace in current day costs including demolition and installation.	Data Steward
Projected Replacement year	Replacement year based on industry standards for replacement	Data Steward
Updated Replacement Year	Replacement Year based assessment on site	Data Steward
Fuel Type	Type of fuel used to operate the equipment. Select from lookup list – Fuel Type	Data Steward
Location	Select from options “Internal” or “External”	Data Steward
Notes	Any notes relating to the Hot Water Service	Data Steward

Figure 13: Hot Water Services

8.3.6. Services

Building Services include mains water, mains gas, mains electrical (including distribution networks) and fire services.

Field Name	Description	Data Entry by
Building	From select list of buildings.	Data Steward
Level	Level Number where the Service is applicable	Data Steward
Room	Number of room with Service (if applicable)	Data Steward

Field Name	Description	Data Entry by
Name	Generic name of the Service element	Data Steward
Asset Class	Select the Asset Class from the Lookup List (very long list)	Data Steward
Asset Type	Type of Service applicable to the Class. List is limited from the selection of Asset Class.	Data Steward
Date Installed	Installation date of the service	Data Steward
Disposal date	Date of disposal of the element	Data Steward
Quantity	Number of the items selected	Data Steward
(ER01) Equipment ID	Unique number auto-generated by SAMIS	System
(ER02)Barcode Number	Barcode number as applied by the managing contractor	Data Steward
(ER04) Condition Reported Asset	This is a sub-set of the Nominated List of Assets. It indicates that the equipment is to have a condition report, as required by the Terms and Conditions of the AGFMA Contract. See Attachment 5 – AGFMA Condition Report Data for a list of the Data required to complete a Condition Report. See the attached Master Equipment Spreadsheet for a list of individual items.	Data Steward
(ER05) TDS1	Select the Technical Data Sheet applicable to this equipment	Data Steward
(ER06) TDS1 Responsibility	Data describes the TDS to be the responsibility of the Contract Arrangement or Client	Data Steward
(ER13) Manufacturer	Name of the manufacturer	Data Steward
(ER14) Model Number	Model Number of the equipment from the nameplate	Data Steward
(ER15) Serial Number	Manufacturers serial number from the nameplate	Data Steward
(ER22) last Audit Date	Date of last assessment	Data Steward
(EC01) Report date	Date of the Condition Report	Data Steward
(EC02) Condition rating	**Interim solution to Asset Condition Rating and the Likelihood of Failure.** Rated Likelihood of Failure from L1 to L5. The Likelihood of Failure is a factor in the calculation of the asset Risk Assessment. An assessment of the Likelihood of the Event is achieved by using prescribed selection criteria. See Attachment 2 Risk Management – Likelihood of the Event for selection details. The Condition Rating is assumed to be a direct line relationship between the Likelihood and the Condition rating – see below: L1 - Almost Certain Failure / C1 - Very Poor Condition L2 - Likely Failure / C2 - Poor Condition L3 - Possible Failure / C3 - Fair Condition L4 - Unlikely Failure / C4 - Good Condition L5 - Rare Failure / C5 - Very Good Condition	Data Steward
(EC03) Consequence of Failure	Consequence of Failure as assessed by the assessor. See Attachment 2 – Risk Management. Select from Insignificant, Minor, Medium, Major, Critical.	Data Steward
Replacement Cost	Cost to replace in current day costs including demolition and installation.	Data Steward
Projected Replacement year	Replacement year based on industry standards for replacement	Data Steward
Updated Replacement Year	Replacement Year based on the assessment on site.	Data Steward
Notes	Any notes relating to the Services	Data Steward

Figure 14: Services Data

8.3.7. Building Components

The building components can be entered from the "Fast Data Entry" screens, or through the "General Details" screens. Typical building components include:

- Fittings
- Roller Doors & Shutters
- Laboratory Equipment
- Office Equipment
- Floors
- Windows
- Lift Shafts and Atriums
- Fixed ladders
- Staircases
- Laundry Equipment
- Other Equipment
- walls
- Roofs
- Scientific Equipment
- Footings
- Steps and Ramps
- Meal Serving Equipment
- Workshop machinery
- Partitions
- Building Services
- Levels
- Equipment and Machinery
- Medical Specialist Equipment
- Finishes and Coverings
- Doors
- Stairwells

Field Name	Description	Data Entry By
Name	Generic name of the Building Component.	Data Steward
Asset Class	Select the Asset Class from the Lookup List (very long list). See the attached spreadsheet for descriptions of appropriate Asset Class and Type matches for Building Components.	Data Steward
Asset Type	Type of Service applicable to the Class. The Lookup List is limited by the selection of the Asset Class.	Data Steward
Date Installed	Installation date of the Building Component.	Data Steward
Disposal date	Date of disposal of the Building Component.	Data Steward
Quantity	Number (count or other unit) of the building component items selected.	Data Steward
(ER01) Equipment ID	Unique number auto-generated by SAMIS	System
(ER02)Barcode Number	Barcode number as applied by the managing contractor (if relevant – note that Building Fabric is not barcoded)	Data Steward
(ER04) Condition Reported Asset	This is a sub-set of the Nominated List of Assets. It indicates that the equipment is to have a condition report, as required by the Terms and Conditions of the AGFMA Contract. See Attachment 5 – AGFMA Condition Report Data for a list of the Data required to complete a Condition Report. See the attached Master Equipment Spreadsheet for a list of individual items.	Data Steward
(ER05) TDS1	Technical Data Sheet applicable to this equipment (if relevant)	Data Steward
(ER06) TDS1 Responsibility	Data describes the TDS to be the responsibility of the Contract Arrangement or Client (if relevant)	Data Steward
(ER13) Manufacturer	Name of the manufacturer of the building component (if relevant)	Data Steward
(ER14) Model Number	Model Number of the equipment from the nameplate (if relevant)	Data Steward
(ER15) Serial Number	Manufacturers serial number from the nameplate (if relevant)	Data Steward
(ER22) Last Audit Date	Date of the last assessment.	Data Steward
(EC01) Report date	Date of the Condition Report.	Data Steward
(EC02) Likelihood of Failure/Condition Rating	**Interim solution to Asset Condition Rating and the Likelihood of Failure.** Rated Likelihood of Failure from L1 to L5.	Data Steward

Field Name	Description	Data Entry By
	The Likelihood of Failure is a factor in the calculation of the asset Risk Assessment. An assessment of the Likelihood of the Event is achieved by using prescribed selection criteria. See Attachment 2 Risk Management – Likelihood of the Event for selection details. The Condition Rating is assumed to be a direct line relationship between the Likelihood and the Condition rating – see below: L1 - Almost Certain Failure / C1 - Very Poor Condition L2 - Likely Failure / C2 - Poor Condition L3 - Possible Failure / C3 - Fair Condition L4 - Unlikely Failure / C4 - Good Condition L5 - Rare Failure / C5 - Very Good Condition	
(EC03) Consequence of Failure	Consequence of Failure as assessed by the assessor. See Attachment 2 – Risk Management. Select from Insignificant, Minor, Medium, Major, Critical.	Data Steward and Agency Data Administrator
Replacement Cost	Cost to replace the component in current day costs including demolition and installation.	Data Steward
Projected Replacement year	Replacement year of the component based on industry standards for replacement.	Data Steward
Updated Replacement Year	Replacement Year based on the assessment on site – local conditions being considered.	Data Steward
Material	The material used in the building component. Select from lookup list.	Data Steward
Finish	Select from a Lookup List. The list of finishes is dependent on the “Material”.	Data Steward
Width	This data field is only applicable to certain Asset Classes.	Data Steward
Notes	Any notes relating to the building component.	Data Steward

Figure 15: Building Components data

8.4. Equipment Attributes Common to All Asset Classes in SAMIS

As evidenced by the data required when adding equipment components, these attributes are common to all asset classes:

Field Name	Description	Data Entry By
(ER01) Equipment ID	Unique number auto-generated by SAMIS.	System
(ER02) Barcode No.	Unique, undefined number that identifies an asset element. Refer to the Attachment 5 - Barcode Standard	Data Steward
(ER04) Condition Reported Asset	Data (Yes or No).	Data Steward

Field Name	Description	Data Entry By
	This is a sub-set of the Nominated List of Assets. It indicates that the equipment is to have a condition report, as required by the Terms and Conditions of the AGFMA Contract. See Attachment 5 – AGFMA Condition Report Data for a list of the Data required to complete a Condition Report. See the attached Master Equipment Spreadsheet for a list of individual items.	
(ER05) TDS1	The Number of the Technical Data Schedule(TDS) that relates to this asset	Data Steward
(ER06) TDS1 Responsibility	Data describes the TDS to be either the responsibility of the FMSP or of the Client Agency	Data Steward
(ER07) TDS2	The Number of the TDS that relates to this asset	Data Steward
(ER08) TDS2 Responsibility	Data describes the TDS to be the responsibility of the FMSP or Agency.	Data Steward
(ER09) TDS3	The Number of the TDS that relates to this asset	Data Steward
(ER10) TDS3 Responsibility	Data describes the TDS to be the responsibility of the FMSP or Agency.	Data Steward
(ER11) TDS4	The Number of the TDS that relates to this asset	Data Steward
(ER12) TDS4 Responsibility	Data describes the TDS to be the responsibility of the FMSP or Agency.	Data Steward
(ER13) Manufacturer	Free Text. Name of the manufacturer of the equipment - copied from the Name Plate	Data Steward
(ER14) Model	Free Text. The Manufacturer's Model Number of equipment – copied from the Name Plate	Data Steward
(ER15) Serial Number	Free Text. The Manufacturer's Serial Number of equipment – copied from the Name Plate	Data Steward
(ER16) Capacity or Size	Free Text. This is a numeric value that describes the capacity or Size of the item. It is matched to the Unit of Measure field below (ER17). Copy from the equipment manufacturer's Name Plate or from the Operations and Maintenance Manual.	Data Steward
(ER17) Capacity Unit of Measure	Free Text. Matched to ER16 above. Describes the capacity or size units as per the Lookup List – Select from a list of 27 units including Amps, Hectares, Kilowatts, Litres per minute etc.	Data Steward
(ER22) Last Audit Date	Date Field	Data Steward

Field Name	Description	Data Entry By
	Date asset was last assessed by a SAMIS data Assessor.	
(EC01) Report Date	Date Field. Unknown	Data Steward
(EC02) Likelihood of Failure/Condition Rating	**Interim solution to Asset Condition Rating and the Likelihood of Failure.** Rated Likelihood of Failure from L1 to L5. The Likelihood of Failure is a factor in the calculation of the asset Risk Assessment. An assessment of the Likelihood of the Event is achieved by using prescribed selection criteria. See Attachment 2 Risk Management – Likelihood of the Event for selection details. The Condition Rating is assumed to be a direct line relationship between the Likelihood and the Condition rating – see below: L1 - Almost Certain Failure / C1 - Very Poor Condition L2 - Likely Failure / C2 - Poor Condition L3 - Possible Failure / C3 - Fair Condition L4 - Unlikely Failure / C4 - Good Condition L5 - Rare Failure / C5 - Very Good Condition	Data Steward
(EC03) Consequence	Rated Consequence from 1 to 5. In SAMIS this is used as a factor in calculation of the Risk Rating. See Attachment 2 Risk Management – Consequence of Events for selection details.	Data Steward and Agency Data Administrator
(EC04) Issue Description	Free Text. Description of the issues associated with the asset that have an effect on the Condition Rating.	Data Steward
(EC05) Risk Description	Free Text. Description of known risks associated with this asset.	Data Steward
(EC06) Recommendation	Free Text. Description of remedies or controls associated with the known risk.	Data Steward

Figure 16: Attributes Common to All Asset Classes

8.5. Site Works Data

Site Works includes car parks, paved areas, fences, steps and ramps. The selection of data is dependent on the asset class. Some asset classes require a longer list of attributes to effectively register their existence in SAMIS.

Attributes	Description	Entered By
Asset Class	See the Lookup List in Attachment 3 – Siteworks Asset Class and Type. This drives attributes in the Asset Type Lookup List below.	Data Steward

Attributes	Description	Entered By
Asset Type	See the Lookup List in Attachment 3 – Siteworks Asset Class and Type.	Data Steward
Asset Name	Free Text (follow Standard) e.g. Fences: Fence SECTION_A, B, C etc carpark: Carpark AREA_A, B, C Paving: Paved Area AREA_A, B, C etc Disability Access Ramp: Disability Access Ramp – 1, 2, 3 etc This convention applies to all Asset Names (see Lookup List)	Data Steward
Date Installed	Date of installation of the site works item	Data Steward
Disposal Date	Disposal date of the site works item	Data Steward
Material	Select the material from the Lookup List	Data Steward
Finish	Depends on Asset Type selection – from lookup list	Data Steward
Projected Replacement Year	Replacement Year based on the Estimated Useful Life and the Installation date (Calculated Data)	System
Updated Replacement Year (UPRY)	Replacement Year based on the observation of the Assessor. Overwrites the Projected Replacement Year.	Data Steward
UPRY Comment	Comments on why the Replacement Year was updated.	Data Steward
Replacement Cost	Cost to replace the asset considering all project costs including unit cost, installation, removal and fees.	Data Steward
Calculated Replacement Cost	The Replacement Cost (above) can be overwritten (select the check box first) by a calculated value if appropriate.	System
Notes	Any notes regarding the asset class and type.	Data Steward
OTHER ATTRIBUTES DEPENDING ON ASSET CLASS AND TYPE		
Insurance Status	This attribute is Client Specific, and also depends on asset class and type. • Insured – Leased • Insured – Owned • Not Insured – Owned but insured separately • Not Insured - Leased	Agency Data Administrator
Area of the Ramp	Applicable for Ramp (sqm)	Data Steward
Levels of Handrails	Applicable for Ramp (Unit)	Data Steward
Maximum Height	Applicable for Ramp (metres)	Data Steward
Depth (of material)	Available only for paved areas (in Millimetres)	Data Steward
Depth	Available for ponds (metres)	Data Steward
Length	Where appropriate – length of element in metres	Data Steward
Length of Fence	Applicable to the fence Asset Class	Data Stewards
Height	Height of asset in metres	Data Steward
Height of Fence	Applicable only to the fence Asset Class	Data Stewards
Width	Where appropriate – width of element in metres	Data Steward
Number of Lagoons/Pans	Applicable to Effluent lagoon	Data Steward
Carpark Location	Select from the following options: • Clothesline • Driveway • Perimeter Path • Verandah	Data Steward

Attributes	Description	Entered By
Number of Carparks	Enter the number of Carparks	Data Steward
Fenced	Applicable for "Courts" Asset Class • Yes • No	Data Steward
Shade Area Light	• Yes • No	Data Steward
Shade Area Location	• Back • Front • Side	Data Steward
Shade Area Power	• Yes • No	Data Steward
Pool Maximum Depth	• Applicable for Pools (metres)	Data Steward
Pool Minimum Depth	• Applicable for Pools (metres)	Data Steward

Figure 17: Siteworks Data

9. Attachment 2 - Risk Management

Risk levels are assessed by considering the likelihood of an asset failure and the consequence of failure to the business. Figure 18 below is a standard risk matrix indicating the overall Risk Level.

Understanding the Risk Level for all assets will enable Asset Managers to make informed decisions on mitigation strategies to avoid / reduce the consequences of assets unexpected failure.

		LIKELIHOOD RATING				
		Rare	Unlikely	Possible	Likely	Almost Certain
CONSEQUENCE RATING	Critical	High	High	High	Extreme	Extreme
	Major	Moderate	Moderate	High	High	Extreme
	Medium	Low	Moderate	Moderate	High	High
	Minor	Low	Low	Moderate	Moderate	High
	Insignificant	Low	Low	Low	Moderate	Moderate

Figure 18: DPTI Risk Level Matrix

The DPTI Risk Level Matrix as shown in Figure 19 above is driven by the contents of the Risk Management Policy DPTI DP086 (see Attachment 9). The Risk Levels are expressed as either Low, Moderate, High or Extreme.

9.1. SAMIS Risk Management Matrix

Asset Managers use SAMIS to understand the risks of asset failure to their business. Figure 19 below shows the equivalent risk level matrix within SAMIS.

		(EC02) CONDITION RATING				
		5 - Rare Failure	4 - Unlikely Failure	3 - Possible Failure	2 - Likely Failure	1 - Almost Certain Failure
(EC03) CONSEQUENCE OF Failure	Critical	High	High	High	Extreme	Extreme
	Major	Moderate	Moderate	High	High	Extreme
	Medium	Low	Moderate	Moderate	High	High
	Minor	Low	Low	Moderate	Moderate	High
	Insignificant	Low	Low	Low	Moderate	Moderate

Figure 19: SAMIS Risk Level Matrix

Currently the SAMIS data field (EC02): Likelihood of Failure/Condition Rating, is used to select the Likelihood of Failure rating from the options: Rare, Unlikely, Possible, Likely or Almost Certain.

Future changes to SAMIS will separate the Condition Rating from the Likelihood of Failure Rating so that Data Stewards will need to select/choose the Asset Condition Ratings through a separate data field (See Section 10.6 – Condition Assessments).

Note that the Descriptions of Risk Levels are not locked down and should be contextualised for consistency in describing entities. Asset Managers should interpret the Risk Level statements in Figure 20 below and use them as a guide for their own business risk depending on their operating environment.

Risk Levels[4] and their descriptions are as follows:

Risk Level	Description
Extreme	The consequences would threaten the survival of not only the activity but also the Department, possibly causing major problems for clients and the SA Public Sector. Controls and Treatments must be effective.
High	The consequences would threaten the survival or continued effective operation of a portion of the Department and/or SA Government. Controls and treatments must be effective.
Moderate	The consequences would threaten the activity. Existing controls must be maintained and possible additional treatments effectively maintained.
Low	The consequences are dealt with by routine operations.

Figure 20: Risk Levels

9.2. Common Errors in Assessing Risks

It is not uncommon for assets to be risk-assessed incorrectly, and as a result Asset Managers are presented with lengthy, unmanageable and unrealistic lists of High and Extreme risk issues that can divert resources away from managing the real risks associated with more important, critical, business function dependent assets. This happens because the likelihood of failure and consequence of failure assessments are over-stated.

It is therefore vital that Data Stewards understand the risk assessment data standards to ensure assets are assigned the correct risk level.

Data Stewards asked to determine likelihood and consequence levels using SAMIS include:

- Facility Management Service Providers (FMSPs).
- Trades and Sub-Contractors.
- SAMIS Contractors.
- Agency Asset Managers.

The Risk Assessments are also made using AGFMA system-generated pre-determined algorithms.

The following terms, definitions and events will help all Data Stewards accurately determine likelihood and consequence levels.

[4] Refer to DPTI DP086 – Risk Management Policy (Attachment 9)

9.3. Likelihood of Failure

Failure of any asset can take place in a number of situations, as follows:

- The asset has stopped functioning. i.e. plant and equipment has broken down.
- The asset is underperforming. i.e. it is operating below its normal capacity and is impacting on its intended function.
- The asset is no longer fit for purpose. i.e. the asset is not capable even in perfect working order to perform at the required level.
- The asset is non-compliant. i.e. does not conform with current regulations / practice.
- The asset is uneconomical to run. i.e. the cost to run the assets has increased and is unsustainable.

9.4. Events Causing Asset Failure

Any or all of the following events may be the cause of the failure of an asset:

- Deterioration of the asset condition – the asset is more likely to fail because it is in such a poor condition. See Section 10.6 for a definition of Condition.
- Asset age - the natural onset of age is often a factor in reducing the remaining useful life of an asset, and therefore increasing the potential for failure
- Poor Reliability – the asset is more likely to fail because of its unreliability (high level of downtime, regular / intermittent failure).
- No support by the Manufacturer or Agent - the asset is more likely to fail because the Manufacturer has withdrawn support for it. This often means that parts or consumables are hard to find or not available at all.
- Application of the incorrect maintenance regime – applying incorrect maintenance frequencies (this can be either too often or not often enough), combined with poor task definition can hasten the failure rate of an asset.
- Not cost effective to repair the asset is more likely to cause an event because (for example) the cost of repairs is greater than the cost to replace the whole unit. i.e. the maintenance cost fails the cost-benefit analysis.
- Replacement Parts are hard to source. Finding replacement parts may come from abroad and take a long time to arrive. This increases downtime and may compound the consequences.
- Legislative Compliance – the asset is unable to comply with legislation.
- Vandalism, abuse or inappropriate use.
- Climate change unexpected or unusual weather/climatic events causing asset failure.
- Environmental unsustainability – the business is less likely to meet its environmental targets because the asset has a high emissions factor.
- Site and building upgrades causing the asset to become redundant.
- Changes in fashion / aesthetics / taste cause the asset to become obsolete.

When making an assessment as to the Likelihood of failure taking place, assessors must take into consideration possible causal factors / events.

If none of the above events take place then it is reasonable to expect that the asset will reach its expected useful life. If however any of these events do take place, the Likelihood of Failure is increased.

Figure 21 below describes the Likelihood Ratings to be applied when determining Risk.

Likelihood Rating	Likelihood of Events Occurring
5 - Rare Failure	**Rare** for the asset to cause an event to occur in this condition. Asset related events anticipated less than once in 10 years.
4 - Unlikely Failure	**Unlikely** for the asset to cause an event to occur in this condition but not negligible. Asset related events anticipated about once in 10 years.
3 - Possible Failure	**Possible** for the asset to cause an event to occur at least once in 3 years if it remains operational in this condition. Asset-related event possible once in 3 years. Likelihood of Failure < 50:50.
2 - Likely Failure	**Likely** for the asset to cause an event to occur at least once a year if it remains operational in this condition. As likely as not to happen 50:50.
1 - Almost Certain Failure	**Occurs, or Almost Certain** for the asset to cause an event to occur at least several times a year if it remains operational in this condition. More Likely to happen.

Figure 21: Likelihood Rating

9.5. Consequence of Failure

The list of consequences of asset failure can be extensive and are not just limited to their impact on operational business. These consequences can be any or all of the following:

- Reduced Business Performance and Service Delivery – asset failure jeopardises operations, objectives and outcomes.
- Environmental Damage – asset failure damages the environment.
- Work Health and Safety impact – asset failure will have an effect on personal health and safety. Asset failure prevents or restricts availability and/or access or egress to facilities
- Financial Loss – asset operation or failure will cause a significant financial cost, over and above normal operations.
- Political Embarrassment, Reputational Loss – asset operation or failure will cause reputational loss or political embarrassment.

This is not an exhaustive list of consequence events and Agencies will need to consider their own situation.

Asset Managers will need to consider how realistic these event consequences are. They will also need to consider how long an asset will stay non-operational and how quickly it can be replaced / repaired. Consequences may be short lived and are often overstated when selecting the correct consequence level.

To determine the correct consequence level (see *figure 14*), assessing consequences will take into consideration how likely it is that any of these events will happen, and if they do happen, to what degree.

Having established / assessed the events that might happen, a consequences level is selected as described below (Figure 22).

Each consequence level has a consequence description. These descriptions are not locked down and should be contextualised to suit the business operating environment. For example, the consequence of an event in a critical care facility may be very different from the consequence of the same event at a non-critical facility.

Event Consequence Rating	Description of the Event Outcomes
Critical	The event results in any or all of the following: • Catastrophic (death or major injury) impact on public, users and operators • Very high financial loss e.g. >$1,000,000 on expense budgets • Facilities and associated Program outcomes are severely impacted • Significant reputational damage at a National and International level • Permanent environmental damage over a wide area
Major	Event results in any or all of the following: • Single fatality, permanent or partial disabilities, injuries requiring hospitalisation • Significant impact on Facilities and project or business outcomes • Severe temporary environmental damage extending over a large area requiring extensive and lengthy remediation • Major reputational damage at a Statewide and possibly National level • $500k to $1mil impact on expenditure budgets.
Medium	Event results in any or all of the following: • Injuries that require medical treatment • Moderate level of disruption to asset performance • Temporary environmental damage over limited area • Moderate impact on Facilities and associated departmental operations • Moderate reputational damage at a city wide and possibly Statewide level • $100k to $500k impact on expenditure budgets
Minor	Asset or System Failure results in any or all of the following: • Minimal impact on Facilities and associated business objectives • Minor reputational damage internally and within operational circles • Injuries that require first aid treatment • Temporary environmental damage in a small area • Up $100k impact on expenditure
Insignificant	Asset or System Failure results in any or all of the following: • No impact on Facilities and service objectives continue to be met. • No reputational effect. • Negligible impact on objectives • No impact on expenditure budgets • No minor injuries sustained

Figure 22: Consequence Rating

9.6. Condition Assessments

"Condition" is a measure of the level of deterioration of an asset. Assets naturally deteriorate over time and this adversely impacts on their ability to maintain their service potential in an effective and safe manner for users and operators.

Signs of physical deterioration can include increased maintenance and the attendant costs necessary to sustain performance.

The graphic below is an indicator of the effect that asset age has on the general condition rating. As shown, the asset can lose up to 40% of its condition in the first 65% of its life, and then another 40% of its remaining condition in the next 20% of its life.

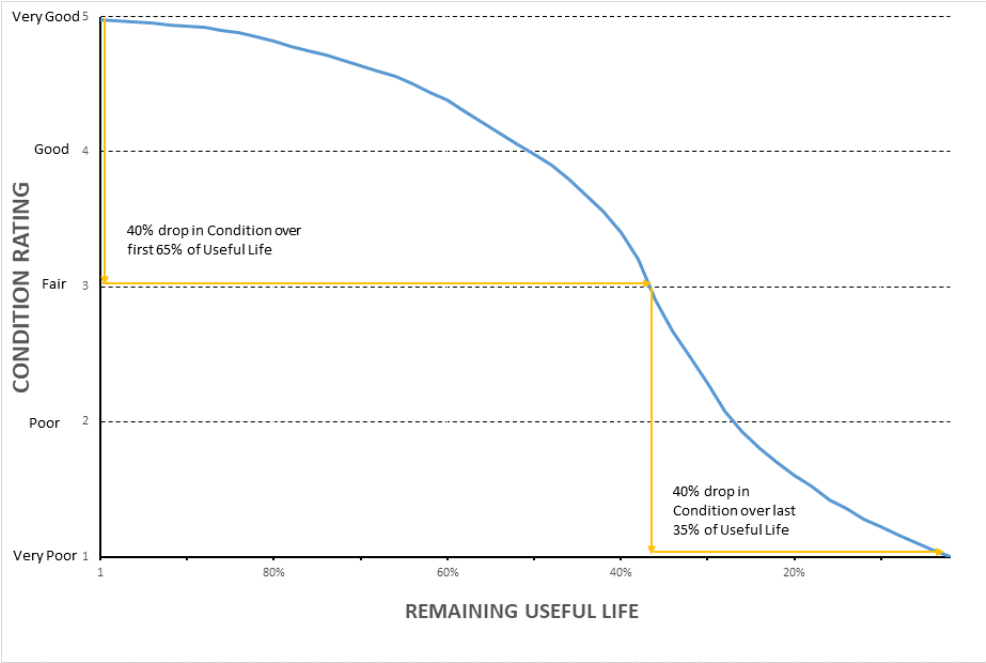

Figure 23: Asset Decay Curve

SAMIS will in future use data from fields (ER20) *Installation Date* and the asset's *Expected Useful Life* to calculate a theoretical Replacement Date. Using the curve above, this value will be used to derive an "Age-based Condition Rating". For example, an item between 0% and 50% of its Life Cycle will be given a Condition Rating of "Good".

Another independent field (name yet to be determined - EC**) will be created in SAMIS to capture the value of the *Condition Rating*.

Data Stewards can adjust the Replacement Date based on their observations and advice received by over-writing the calculated value, so that the condition rating is adjusted either up or down as required. For example, if an asset is 50% through its life-cycle and is then refurbished, its life will be extended past the original calculated expected Useful life replacement date. By adjusting the Replacement Date out for (say) another 10 years the Condition Rating will rise proportionately.

Asset State	Definition
Rating 5 – Very Good	Asset State: The asset will only be Very Good on the day of its installation and commissioning. Once it is in-service it immediately begins to reduce in condition, so that it is then rated as being in "Good" condition. It is reasonable therefore that all assets will be initially reported as being in "Good" Condition.
Rating 4 - Good	Asset State means that the facility/asset: • Meets all functional service requirements all of the time • Will have no detrimental impact on the Operational Capability • Will have no safety issues during service delivery • Meets all statutory requirements • is between 0% and 50% through its expected life-cycle
Rating 3 - Fair	Asset State means that the facility/asset: • may cause minor disruptions to service delivery during operation • may cause a minor detrimental impact on the Operational Capability • may have a minor impact on safety during operational service. • Meets all statutory requirements • is between 51% and 65% through its expected life-cycle
Rating 2 - Poor	Asset State means that the facility/asset: • may cause frequent disruption to functional requirements. • may cause a medium detrimental impact on the Operational Capability • may have a medium potential to cause safety related issues during service delivery • May not meet statutory requirements at all times • is between 66% and 76% through its expected life-cycle
Rating 1 - Very Poor	Asset State means that the facility/asset: • is about to fail or regularly fails, and is scheduled to be replaced in the short term • may have a significantly detrimental impact on the Operational Capability • is no longer able to meet its service function • may have a significant impact on safety and wellbeing outcomes during service delivery • does not meet statutory requirements • is between 78% and 100% through its expected life-cycle

Figure 24: Asset State (Condition) Ratings

9.7. Summary - Risk Management

When entering values into SAMIS fields EC02 and EC03, Data Stewards should:

- Consider the Likelihood of Failure rather than just the specific condition of the asset.
- Provide realistic Likelihood of Failure ratings based on the above descriptions and events.
- Focus on those assets that are critical to business outcomes when selecting major or critical levels for consequences.
- Avoid over-stating the Consequence of Failure for assets that have minimal impact to the functionality of business or building.

Risk Management is a complex subject. By critically considering the above risk management terms, definitions and events, Asset Managers will be presented with SAMIS data that allows them to make informed decisions so that resources can be allocated to those assets that need them the most.

10. Attachment 3 – Lookup Lists

The underlying tables are commonly used when creating or updating site plans.

10.1. Lookup Lists for Site Assets

The lookup lists for Site assets are as follows:

10.1.1. Siteworks Asset Class and Type

The Asset Type is solely dependent on the Asset Class. By selecting an Asset Class the options for selection in the Asset Type drop-down list are changed.

Site Works Asset Class	Site Works Asset Type Options
Amphitheatre	No Options
Aquifer Storage and Recovery Wells	No Options
Boardwalk	No Options
Bollards	No Options
Bridge	No Options
Carpark	Select from: • Sealed; • Unsealed; • Paved.
Chlorination System	Select from: • Chlorine Generator (Salt Water); • Gas Chemical Dosing (Fresh Water); • Liquid Chemical Dosing (Fresh Water); • Salt Water Chlorinator – SARDI West Beach.
Court	No Options
Covered Way	No Options
Diving Platform	No Options
Diving Pool	Select from: • Inground Concrete tiled; • Inground Concrete Painted; • Inground Marble Sheen.
Effluent lagoon	Select from: • Evaporation lagoon; • Primary lagoon; • Secondary lagoon.
Electronic Display	Select from: • LCD; • LED; • Plasma.
Fence	Select from the following Fence Types: • Boundary Fence; • Court Fence; • High Security Internal - Barbed Wire Extension; • High Security Internal - Razor Wire Extension; • High Security Perimeter - Barbed Wire Extension; • High Security Perimeter - Razor Wire Extension;

Site Works Asset Class	Site Works Asset Type Options
	• Internal Fence; • Lagoon Perimeter Fence; • Pool Fence; • Security Fence; • Security Fence 358 Welded Mesh.
Filtration System	• Cartridge; • Diatomaceous Earth; • Sand; • Water Filter – Ultra Violet; • Carbon Water Filter; • Filters Replaceable – Bag Type; • Water Filter – Gravity Type; • Water Filter – V Fold Type; • Bio Filter – Sea Water; • Drum Water Filter – SARDI West Beach; • Water Filter – Micrographic Processing Equipment.
Flagpole	No Options
Formal Sports Area	• Athletics; • Baseball; • Cricket; • Football; • Hockey; • International Athletics; • International Hockey; • International Soccer; • Lacrosse; • Rugby; • Soccer.
Fuel Pump	Manual; Powered.
Fuel tank	• Above Ground; • Below Ground.
Gate	• Boomgate – automatic; • Boomgate – manual; • Crash and Safety barrier; • Double – use vehicle gate; • Pedestrian Gate; • Personal Access Gate; • Security Gate Automatic; • Security gate Manual; • Single – use pedestrian gate; • Sliding Gate Automatic; • Sliding Gate Manual; • Swing Gate Automatic; • Swing Gate Manual; • Turnstiles; • Vehicle gate.
Groundwater Wells	No Options
Hand Rail/Guard rail	No Options
Helipad	No Options
Informal Sports Area	No Options
Jetty	No Options

Site Works Asset Class	Site Works Asset Type Options
Kerb/Gutter	No Options
Monuments	No Options
Nature Pond	• In-ground concrete; • In-ground concrete painted; • In-ground concrete with liner; • In-ground fibreglass; • In-ground tiled.
Ornamental Grassed Area	No Options
Ornamental Pond	• Above Ground concrete; • Above Ground concrete painted; • Above Ground concrete with a liner; • Above Ground fibreglass; • Above Ground marblesheen; • Above Ground tiled; • In Ground concrete; • In Ground concrete painted; • In Ground concrete with a liner; • In Ground fibreglass; • In Ground marblesheen; • In Ground tiled.
Outdoor Furniture	• Benches; • Litter Bins; • Seats; • Tables.
Path/Trail	• Sealed Path; • Unsealed Path.
Paved Areas	• Combined; • Hard Play Area; • Paved Area; • Paved Vehicle Use/Car Park.
PC Station	No Options
Pergola	No Options (added as a shed)
Planted Area	• Formal; • Formal Mulched; • Informal.
Play Equipment	No Options
Playground	• Mulched; • Synthetic Rubber Matting.
Pole	No Options
Pool Water Heating	• Gas Heating System; • Heat Pump; • Solar Heating System; • Waste Heat (Co-generation); • Pool Heat Pump.
Ramp	• Boat ramp; • Disability ramp; • Loading ramp.
Road	Sealed Road; Unsealed Road;
Rough Grassed Area	No Options
Sandpit	With Shade Structure (note that this shade structure would be added as a shed;

Site Works Asset Class	Site Works Asset Type Options
	Without Shade Structure.
Sculptures/Public Art	No Options
Service Tunnel	No Options
Shade Structure	• Glass House – controlled climate; • Glass House – natural climate; • Pergola; • Shade House; • Shade Sail; • Bali Hut.
Sign	(Default Value) Park Sign.
Sports Lighting	No Options
Steps (outdoor)	No Options
Swimming Pool	• Above ground Fibreglass; • Above Ground Galvanised Steel with a liner; • In Ground Concrete Painted; • In Ground concrete with a liner; • In Ground Fibreglass; • In Ground Galvanised Steel with a liner; • In Ground Marblesheen; • In Ground Concrete Tiled.
Towers	No Options
Viewing Platform	No Options
Wading Pool	No Options
Walls – Outdoor	Boundary Wall; Free Standard Wall; Hitting Wall; Retaining Wall.
Water Feature	No Options

Figure 25: Site Works Asset Class and Type

10.1.2. Fence-Type Codes for Drawings

Code	Description	Code	Description
AC	Asbestos cement/fibro cement corrugated	**PI**	Zincalume/galvanised profiled iron
AP	Aluminium profiled	**PP**	Permapine log
AS	Asbestos cement/fibro cement sheet	**PW**	Post and wire
BR	Brush	**SC**	Steel chain
CI	Zincalume/galvanised corrugated iron	**SF**	Steel-Security-Fence
CM	Chain mesh	**ST**	Steel or cast iron
CW	Chicken wire	**TP**	Timber/construction or paling
GT	Galtube	**WM**	Weldmesh
NF	No Fence		

Figure 26: Fence Type Codes and Descriptions

10.1.3. Fence-Height Codes and Descriptions for Drawings

Code	Description (Metres)	Code	Description (Metres)
06	0.6 metres	**21**	2.1 metres
09	0.9 metres	**24**	2.4 metres
12	1.2 metres	**30**	3.0 metres
15	1.5 metres	**36**	3.6 metres
18	1.8 metres	**50**	5.0 metres

Figure 27: Fence Height Codes

10.1.4. Pavement Functions

Pavement Functions	Descriptions
Roads	These are pavements designed for use for vehicular traffic. This is regardless of the actual use. E.g. a former vehicular roadway may have been abandoned for use as a footpath. Record this as a vehicular road.
Car Parks	"Car Parks" are pavements designed for use specifically as car parks. This is regardless of the actual use. E.g. a former vehicular car park may have been abandoned for use as a netball court. Record this as a vehicular car park.
Courts	"Courts" are pavements designed for use as tennis, basketball, netball or other type of court.
General Paved Areas	These are pavements that are not designated as any of the above (road, car park or court).

Figure 28: Pavement Functions

10.2. Lookup Lists for Building Components

10.2.1. Building Types

Building Types		
Building - Transportable House	Covered Way	Shed
Building - Brick Veneer	Freezer/Coolroom	Shed – Animal Shelter
Building - Demac	Garage Freestanding	Shed – Arbor/Trellis
Building - Dugout		Shed – Bike Shed
Building - Elmcon		Shed – Carport
Building - Fixed Non-solid		Shed – Gazebo
Building - Fixed Solid		Shed – Glass House
Building - Samcon		Shed – Lunch
Building - Stone		Shed – Pavilion
Building - Transportable – Metal		Shed – Rotunda
Building - Transportable – Timber		Shed – Shade Structure/Sail
Building - Transportable – Solid (Concrete Tank Type)		Shed – Shelter
		Shed – Silo
		Shed – C.O.L.A
		Shed – Pergola
		Shed – Shade House

Figure 29: Building Types

10.2.2. Level Types

Level – Asset Types	
Basement/Cellar	Roof Level
Ground Level	Sub-basement
Lower Ground Level	Upper Ground Level
Mezzanine Level	Upper Level

Figure 30: Level Types

10.2.3. Roof, Gutter and Downpipe Types

Roof Types	Gutter Types	Downpipe Types
Cantilevered	Box	Concealed
Covered Way	Concealed	Exposed
Curved	Eaves	
Domed		
Flat		
Gabled		
Hipped		
Lean-to		
Lean-to with catwalk		
Lean-to with Light		
Mansard		
Other		
Saw-tooth		
Skillion		

Figure 31: Roof, Gutter and Downpipe Types

10.2.4. Roof Gutter and Downpipe Materials

Roof Material	Gutter Material	Downpipe Material
A/C Fibro Cement Corrugated	A/C Fibro Cement	A/C Fibro Cement
A/C Fibro Cement Shingles	Aluminium	Aluminium
Aluminium	Cast Iron	Cast Iron
Aluminium Profiled	Concrete	Concrete
Concrete	Copper	Copper
Copper	Fibreglass	Fibreglass
Fibreglass	PVC	PVC
Fibro Cement Profile	Stainless Steel	Stainless Steel
G.I. (Profiled)	Zincalume/GI	Zincalume/GI
Glass		
Lead		
Metal Tiles		
Non-metal tiles		
Not applicable		
Polycarbonate		
Roof Tiles Clay		
Roof Tiles Concrete		
Slate		
Timber Shakes		
Zincalume/GI (Corrugated)		
Zincalume/GI (Decking)		

Figure 32: Roof Gutter and Downpipe materials

10.2.5. Roof Gutter and Downpipe Type and Finish

	ASSET TYPE			FINISH								
MATERIAL	Roof	Gutter	Downpipe	Natural	Paint	Anodised	Bituminised Felt	Galvanised	Quarry Tiles	Exposed Aggregate	Fibreglass	Colorbond
A/C Fibro Cement Corrugated	x			x	x							
A/C Fibro Cement Shingles	x			x	x							
A/C Fibro Cement		x	x	x	x							
Aluminium		x	x	x	x							x
Aluminium	x					x						
Aluminium Profiled	x			x	x	x						x
Cast iron		x	x	x	x							
Concrete	x			x			x		x			
Concrete		x		x								
Copper	x			x								
Copper		x	x	x	x							
Fibreglass	x	x	x	x								
Fibro Cement Profile	x			x	x	x	x		x	x		x
G.I. (Profiled)	x			x	x	x	x		x	x		x
Glass	x			x								
Lead	x			x	x							
Metal Tiles	x									x		
Non-metal tiles	x			x								
Not applicable	x											
Polycarbonate	x			x								
PVC		x	x	x	x							
Roof Tiles Clay	x			x								
Roof Tiles Concrete	x				x							
Slate	x			x								
Stainless Steel		x		x								
Stainless Steel			x	x	x							
Steel			x		x			x				
Timber Shakes	x			x								
Zincalume/GI		x		x	x						x	x

	ASSET TYPE			FINISH								
MATERIAL	**Roof**	**Gutter**	**Downpipe**	**Natural**	**Paint**	**Anodised**	**Bituminised Felt**	**Galvanised**	**Quarry Tiles**	**Exposed Aggregate**	**Fibreglass**	**Colorbond**
Zincalume/GI			x	x	x			x				x
Zincalume/GI (Corrugated)	x			x	x							x
Zincalume/GI (Decking)	x			x	x							x

Figure 33: Roof Gutter and Downpipe Type and Finish

10.2.6. Floor Material

Floor Material Type	Comment
A/C Fibro Cement Sheet	Not to be used. Entry will not allow entry of the floor finish.
Aluminium	Not to be used. Entry will not allow entry of the floor finish.
Bitumen/Asphalt	Not to be used. Entry will not allow entry of the floor finish.
Concrete	Not to be used. Entry will not allow entry of the floor finish.
Not Applicable (default)	Default Value
Pavers – Clay Brick	Not to be used. Entry will not allow entry of the floor finish.
Steel	Not to be used. Entry will not allow entry of the floor finish.
Terrazzo	Not to be used. Entry will not allow entry of the floor finish.
Timber	Not to be used. Entry will not allow entry of the floor finish.

Figure 34: Floor Material

10.2.7. Floor Finish

Floor Finish Type		
Adflex	Aluminium Sheeting	Artificial Turf
Asbestos Sheet	Bagged Natural	Bitumen/Asphalt
Bituminous Felt	Brick and Block paving	Carpet Axminster
Carpet Tiles	Composition	Computer Floor Tile
Concrete	Concrete Polished	Cork
Exposed Aggregate	Fibre Cement Sheeting	Fibreglass
Galbestos (GI Decking)	Galvanised	Gravel
Limewashed Plaster	Linoleum	Marble
Marblesheen	Marviplate	Metal
Mosaic Tiles	Non-slip	Nuralite
Other	Padding	Paint
Parquetry – hardwood	Parquetry – Particle Board	Plasticised
Quarry Tiles	Render Painted	Rough Cast painted
Rubber	Slate	Soil
Sports Floor (Tara Flex)	Stone	Stucco natural
Stucco painted	Studded Rubber Tiles	Terrazzo
Timber	Vermiculite	Vinyl Sheet
Vinyl Sheet unsealed	Vinyl Tiles	Vinyl Tiles Unsealed

Figure 35: Floor Finishes

10.2.8. Fuel Type

Fuel Type	
Bulk LPG	Aviation Fuel
Electric	Diesel
LPG Bottle	Inaccessible
Oil	Mains Gas
Solar	Petrol
Electric & Gas	Solid

Figure 36: Fuel Type

10.2.9. Space Heating and Space Heater Types

Space Heating 'Asset Type'	Space Heater Type
Electric radiant Space Heater	Panel Type
Electric Space Heater	Tube Type
Gas Radiant Space Heater	Under wood floor heating system
Gas Space Heater	In screed "demand" floor heating System
Hot Water Radiant Space Heater	In slab floor heating system
Oil Space Heater	In ceiling heating system
Slow Combustion Space Heater	
Ceiling panel Heater	

Figure 37: Space Heating and Space Heater Types

11. Attachment 4 - Hazardous Materials

The hazardous materials Data is updated by Specialised and accredited Hazardous Materials Contractors.

Data includes:

Field Name	Description	Data Entry By
Asset	Location of the asbestos – identifies site, building, floor, room. Data format: Modbury Primary School>Building 01.Level 1.Room 001	Accredited Contractor
Type	Type of hazardous Material. Selected from Lookup List: • Synthetic Mineral Fibre • Polychlorinated Biphenyls • Asbestos	Accredited Contractor
Category	Numeric value (??)	Accredited Contractor
Element Type	Select from lookup list – names the physical location of the hazardous material. Common entries are: • Ceiling Insulation • Light Fittings • Infill panels • Window • Air conditioning duct • Floors • Internal walls • Hot Water Services	Accredited Contractor
Action taken	Free text – common entry is: • Material removed	Accredited Contractor
Material type	The material type is a sub-element of the “Type”. This is free text, and includes entries such as: • P.C.B • Synthetic Mineral Fibre • Asbestos Cement Sheet • Vinyl Tile containing asbestos • Asbestos textile cloth	Accredited Contractor
Modified By	Name of person modifying the record	Accredited Contractor
Modified date	Date that the record was modified	Accredited Contractor
Asset Status	Status as found in the facility data – not updateable.	System

12. Attachment 5 – AGFMA Condition Report Data

The table below lists the data and information needed to produce the standard minimum Condition Report as required by the AGFMA.

SAMIS Field	AGFMA Contract Clause	Description
	(i) Designated Location of the Item	*The lands and other places made available to the FM Service Providers for the purposes of the FM Services Arrangements* (reference AGFMA Contract)
	(ii) Description of the item	Description of the item from SAMIS data (gathered on site from the equipment nameplate)
(ER02)	(iii) Identifier for the item	SAMIS identifier or other unique number for the item
(ER13)	(iv) Manufacturer of the Item	Item Manufacturer data from SAMIS (gathered on site from the equipment nameplate)
(ER14)	(v) Model of the item	Item Model Number data from SAMIS (gathered on site from the equipment nameplate)
(ER15)	(vi) Serial Number of the Item	Item Serial Number from SAMIS (gathered on site from the equipment nameplate)
(EC02)	(vii) Condition Assessment Rating of the item, using the rating categories determined by the Principal	The Condition Rating applied to the item Rating: 1 – Very Poor, 2 – Poor, 3 – Fair, 4 – Good, 5 – Very Good.
(EC04)	(viii) Description of the issues that gave rise to the condition assessment rating.	Outline of how / why the condition rating was applied. e.g condition related issues such as (not an exclusive list): • Failed Service Standards • Inappropriate Use • Other Specific Circumstances (e.g. vandalism, abuse, over-use)
	(ix) The outcome of the Contractor's risk analysis for the item, using the risk categories as determined by the Principal	Assessment of the likelihood of occurrence and consequences associated with the risks identified, using the Risk Matrix. The outcome is to be the Residual Risk Level, assessed after taking into consideration all mitigating factors such as routine maintenance, asset inspections etc. Risk Levels are Extreme, High, Moderate, Low.
(EC05)	(x) A description of the risks associated with the item identified during the risk analysis	Summary of the risks associated with the asset element. Risks are things that can have an adverse effect the outcome.
(EC06)	(xi) Recommended FM Services for the item	Recommended additional corrective action to mitigate the identified risks. This is a summary of actions that will reduce or manage the risk.

Figure 38: Condition Report Criteria

13. Attachment 6 – Barcode Standard

Barcodes are placed onto an item so as to be an alternative numbering system which identifies that object as a unique thing. They attached or adhered directly to the item as a label.

The intent of the barcoding process is to:

a) Future proof the identification of plant and equipment by providing a robust identification system for items
b) Improve operational effectiveness by accurately identifying an item, and showing attributes relevant to the task at hand
c) Improve operational efficiency by displaying attribute data for asset surveyors, valuers, asset inventories and stocktakes and maintenance contractors/staff

Barcode Standard

Label Type

- Use only the Standard Code 39 Type barcode. This lineal, alphanumeric code is able to extend to any length, restricted only by the label's physical size. Labels should be approx. 75mm x 25mm.
- Use long-life acrylic or Mylar barcode label stickers for indoors, and aluminium tags for outside.
- Use labels that have been printed using Thermal Transfer Technology. This will ensure labels survive harsh weather and conditions such as is found outdoors and in plant rooms etc.

Application

- All maintainable plant and equipment is to be barcoded if part of the Maintenance Agreement.
- Fabric items are not to be barcoded.
- Where new assets have been discovered and there is doubt about maintenance responsibility (i.e. client or AGFMA), the assets are to be conditionally barcoded and recorded. Prior to upload these assets must be referred to the Agency for a decision as to whether they go to the PM or not.
- 'Group' assets are to be barcoded at the controller, main control panel or switchboard, whichever is the most applicable. Individual components of system assets are not to be barcoded. Examples of "Group" assets include fire extinguishers, smoke and heat detectors, movement detectors and air conditioning systems.

Location

- Use common sense when applying the label to the most available, least likely-to-be-damaged place on the item.
- Apply the barcode label as close to the existing nameplate as possible.
- Never apply the barcode to a wall surface.
- Never apply the barcode nearby the item being identified; always place it directly onto the item being labelled.

Where a Barcode Sticker is not possible

If a barcode cannot be applied for any reason, leave the barcode cell blank in the spreadsheet and provide commentary in the spreadsheet general notes as to why no barcode could be applied. At the earliest next opportunity, apply a barcode and record the details in SAMIS.

14. Attachment 7 - Replacement Cost Standard

In order to ensure that the data used for budgeting and risk management has as much integrity and accuracy as possible, asset owners need to fully understand all of the cost factors associated with any proposed asset replacement project. The factors included in the Replacement Cost value should therefore include the following:

- Cost of Planning for replacement (e.g. Professional Fees);
- Cost of Designing the new modern equivalent system (e.g. Professional Fees);
- The Cost to gain approvals for items such as heritage conservation, traffic management, environmental management etc. (e.g. Professional Fees);
- The Demolition Cost of the existing unit and Disposal;
- The Procurement Cost of the new asset;
- Installation and Commissioning Costs;
- The Cost of Data – Drawings updates and database management (generally already funded through the AGFMA Contract).

Note that this excludes any Operations and Maintenance Costs.

In most cases of equipment replacement a like-for-like scenario is able to be quantified, given that the normal operational circumstances are:

- Minimal planning requirements are required for most equipment assets when replacing on a like-for like basis;
- Minimal design is required (like-for-like);
- No approvals are generally needed;
- Procurement costs are generally known or can be readily obtained for most equipment;
- Labour charges for installation and commissioning are often commonly known, but if not can be readily calculated for most equipment;
- Data update costs are already funded.

The SAMIS Administrator will undertake to hold the unit costs in a replacement cost table, and will have this table maintained by a qualified Cost Manager on an annual basis. Costs will be automatically populated into SAMIS when the equipment type and class is identified, along with other pertinent detail such as equipment capacity or size.

Where there are extenuating circumstances surrounding the replacement of an item or system asset, and where a variation to the unit cost is needed, the Data Steward is to seek assistance and advice from any of the following:

a) The client or client's delegate (FM or Project Manager)
b) The contractor(s) that specialise in the class of asset
c) The nominated cost estimator

Reference: Compiled AASB 116 Property Plant and Equipment

From Paragraph 15:

The cost of an item of property, plant and equipment comprises:

a) *its purchase price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates.*
b) *any costs directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.*
c) *the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located, the obligation for which an entity incurs either when the item is acquired or as a consequence of having used the item during a particular period for purposes other than to produce inventories during that period.*

17 Examples of directly attributable costs are:

a) *costs of employee benefits (as defined in AASB 119 Employee Benefits) arising directly from the construction or acquisition of the item of property, plant and equipment;*
b) *costs of site preparation;*
c) *initial delivery and handling costs;*
d) *installation and assembly costs;*
e) *costs of testing whether the asset is functioning properly, after deducting the net proceeds from selling any items produced while bringing the asset to that location and condition (such as samples produced when testing equipment); and*
f) *professional fees.*

15. Attachment 8 - Glossary of Terms

Terminology	Description	Reference
Agency	Government Department or Authority	
Agency Data Administrator(s)	Data Domain Owners. Responsible for adding and/or updating user profiles and access, first level helpdesk, ultimate responsibility for maintaining the integrity and use of Agency data.	
AGFMA	Across Government Facilities Management Arrangements	
AGFMA Section	Across Government Facilities Management Arrangements Section, is a part of the Across Government Services Directorate, Department of Planning, Transport and Infrastructure.	
AIR	Agency Information Requirements	
Appendix 3	A local term used to describe an AGFMA Directorate spreadsheet that contains information on the full TDS catalogue.	AGFMA - Technical Data Schedule (TDS) Management, Administration and Generation - Guidance Note
Asset	An asset is an item, thing or entity that has potential or actual value to an organisation."	ISO55000
Attribute	An asset record comprises a number of descriptors which, when combined, describe the asset. These descriptors are known as data attributes.	
Asset Acquisition Date	Date the asset was initially acquired before installation and commissioning. This is generally the same as the Purchase Date.	
Asset Element	A component or sub-component of a more holistic asset to which the asset attributes are applied.	
Asset Class	The "asset class" describes a functional group of assets. It is derived from the asset hierarchy. Asset Classes may be selected from the highest level of the hierarchy e.g. a building can be an asset class, or further down the hierarchy, HVAC may be an asset class. Asset classes are used to group assets with a similar function so that common attributes can be assigned to them, thereby minimising that table structures that underpin them. E.g. if all assets had their own class, then we would need attributes to describe all of them, some of which would be common. If we group these assets into common bundles, the common attributes can be shared, minimising the data management burden.	

Terminology	Description	Reference
Asset Commissioning Date	Date that the asset was brought into service. This may be the same as the Acquisition/Purchase date if the asset was procured, installed and commissioned within a short time period.	
Asset Hierarchy	Vertical representation of the asset and its components and sub-components. The hierarchy is based on a logical Parent-Child relationship, whereby each child asset component may only have one parent asset or asset component, but parent assets may have many child asset components and sub-components.	
Assets "in-scope"	In-scope assets are any item of plant, equipment or building fabric recognised within SAMIS or nominated by the principal or Agency	AGFMA
Asset Life-cycle	The asset life-cycle takes into consideration each stage of the entire life of an asset, i.e. from "cradle to grave". Typical asset life-cycle stages include: • Concept Planning • Design and Approval • Procurement, Construction, Commissioning and Handover (includes Defects Liability Period) • Operations and Maintenance • Review • Decommissioning and Disposal	
Asset Management	Asset Management is a "coordinated activity of an organisation to realise value from assets."	ISO55000
Asset Name	As per the SAMIS database	
Asset Register	"Fixed" Asset Registers are lists of things that are owned by the business, and which contribute to the business outcomes. Registers are restricted to listing items with a value greater than a pre-determined threshold value (e.g. $5,000) which is most often set by the ATO. Asset registers contribute to the Balance Sheet, in that they summarise the value of all land, buildings infrastructure and plant and equipment.	
Asset Status	This is a SAMIS attribute, depicting the current operational status of an asset. Choose from a select list as follows: • Prior to Commissioning • In Service • Inactive • Awaiting Disposal • Disposed • Surplus (in Use) • Surplus (not in use) • Vacant	
Asset Type	Asset Types are associated with asset classes. Each asset class should be associated with an asset type, as a way of better	

Terminology	Description	Reference
	defining the asset element. A generic HVAC Asset class is better defined if a type is associated: e.g. HVAC – Air Conditioning System HVAC – Heating System HVAC – Ventilation System If we decide that the Heating System is better designated as the Asset Class, then the types could be as follows: * Space Heater *etc	
Asset Value	The Asset Register carries a number of values, each of which have a different purpose: • Fair Value – this is generally the market value. • Replacement Value – the cost to replace the item with a modern equivalent • Insurance value – the value realised in the case of an insurance claim. The value depends on whether the item can be purchased "off the shelf", or whether it has to be reconstructed as a "specialised" asset such as a hospital or prison. • Depreciated Value or written down value – the asset is depreciated over its estimated useful life, most commonly on a straight-line basis. This value represents the remaining value after depreciation has been deducted.	
Building	A building is defined as a structure with a roof and walls that is intended for use as shelter, housing, or as an enclosure for people, animals or goods and chattels.	
Building Footprint	The footprint is a representation of the area of ground under the perimeter of the building. It excludes all structures not under the main roof of the main building (e.g. lean-to verandas). It is measured at the outline of the building and is shown by a continuous line around the perimeter of the building where it touches the ground. The Footprint excludes the eaves overhang.	
Building Asset Hierarchy	The Building Asset Hierarchy includes the following components: • Building Structure • Building Fabric • Building Services • Building Plant and Equipment	
Building Services	Building Services are those assets that provide specific service outcomes to occupants. Typically, they include (not an exclusive list): • Mains Water Systems • Mains Electricity Systems	

Terminology	Description	Reference
	• Mains Gas Systems • Sewer Drain Systems • Vertical Transport Systems • Fire Systems • Security Systems	
CAD	Computer Aided Drawing	
Client	Business Entity	
Commissioning	The act of initial startup of an asset. It is not necessarily the same as bringing it into service. It can be the date a piece of plant or equipment was first started after installation and operationally tested, or the date(s) that a new building was put through its startup checks – e.g. air conditioning, fire systems, drainage tests etc)	
Condition Rating	"Condition Rating" is a measure (1 to 5) of the level of deterioration of an asset, relative to the Service Standard required. For example, it can take into consideration any or all of the following elements (but not exclusive to): a) Age-based deterioration b) Level of Functionality (compared to the service standard set) c) Presentation (compared to the service standard, if presentation is a factor) d) Reliability (measure of downtime)	
Condition Report - Nominated Assets	Assets that are nominated within the AGFMA contract to have a condition report about them. These are generally "big ticket" items that can have a significant impact on business continuity for the Agency, where failure can severely affect performance of other related functions and, or threaten health, safety and security in particular.	AGFMA Contract / Framework
Consequence	Outcome of an event affecting objectives.	ISO31000 – Risk Management
Cost Manager	Person responsible for cost estimates. Also known as the Quantity Surveyor or Estimator.	
Data Quality	See Section 6.1 of this document. An assessment as to the confidence levels that can be drawn from data when considering all or some of the following: • Accuracy of data • Timeliness of availability of data • Validity compared to allowed data entry to this field • Consistency • Completeness	

Terminology	Description	Reference
	• Reliability	
Data Steward	Group or individual responsible for gathering and uploading or data entry into the information system. Accountable to the Data Owner or Data Custodian with Owner's delegated authority.	
Designated Location(s)	The lands and other places made available to the FM Service Providers for the purposes of the FM Services Arrangements	Facilities Management Services Arrangements Service Level Guidelines
External Paint	SAMIS classifies external paint as "Finishes and Coverings" to the external surfaces of a building or structure. Data to be entered includes PRY and Cost.	
Floor Coverings	The floor covering data is captured for SAMIS. It is not shown on the drawing. 'Floor Covering Type' is selected from the drop-down list. If one room has a number of floor covering types, the different areas are shown as separate records with different room numbers, using a suffix "A" or "B". For example, Room 1 is mostly carpet, with a section of Vinyl which is labelled Room 1A. Note: where a small perimeter of vinyl surrounds a room (e.g. for coping), and where the balance of the floor covering is different to this, the perimeter vinyl is ignored.	
FMSP	Facility Management Service Provider. A term used extensively to describe organisations responsible for delivery of Facilities Management Services under the AGFMA.	
Gazebo	A gazebo is a pavilion structure, sometimes octagonal or turret-shaped, often built in a park, garden or spacious public area. Gazebos overlap with pavilions, kiosks, pergolas, and rotundas.	Wikipedia
Group Asset	A "Group Asset" is an asset class or type that can be "grouped" in order to describe it as a collective. These items are often found in high volumes but are of relatively low unit cost. This includes items such as Fire Extinguishers (e.g. recorded as a count per Floor), Fire Sprinklers and RCDs.	
Hazardous Materials	In general terms, these are building materials that may pose a health risk to humans if incorrectly handled or inhaled. They include: • Ammonium Nitrate (fertiliser); • Asbestos containing materials; • Ethanol; • Fibreglass insulation and fibre reinforced products; • Heavy Metals caused by dust/fumes from;	

Terminology	Description	Reference
	○ Arsenic based products ○ Lead and lead paint ○ Chromium plating ○ Mercury ○ Zinc coating ○ Cadmium ○ Copper ○ Nickel coating • Polychlorinated Biphenyls (PCBs); • Respirable Crystalline Silica Dust; • Swimming Pool Chemicals (Calcium Hypochlorite, Sodium Hypochlorite, Hydrochloric Acid).	
HVAC	A building element - Heating Ventilation and Air Conditioning.	
Internal Paint	SAMIS categorises Internal paint as "Finishes and Coverings". Data to be gathered includes PRY and cost.	
Level	A level in a building is any complete section of a floor that is accessible for human occupation.	
Life-cycle report – Nominated Assets	Sub-set of all "Nominated" assets held in SAMIS, additionally nominated to have a life-cycle report about them.	
Lift	Lifts are also known as "Vertical Transport" assets. Lift types are as follows: • Passenger Lift; • Goods Lift; • Service Lift (e.g. dumb waiter); • Lift Controls. Lifts do not have a room number assigned.	SAMIS User Guide
Likelihood	The chance of something happening. In risk management terminology, the word "likelihood" is used to refer to the chance of something happening, whether defined, measured or determined objectively or subjectively, qualitatively or quantitatively, and described using general terms or mathematically (such as a probability or a frequency over a given time period).	ISO31000 Risk Management
Location Hierarchy	The data structure in SAMIS uses a vertical hierarchy of the elements and sub-elements of physical locations called "Facilities". These are generally places able to be found on a map. Within these Facilities assets such as buildings and other structures exist.	
Nominated Asset	Any item of plant, equipment or building fabric that is recognised within SAMIS or nominated by the Contract Principal or Client Agency.	
Pavilion	A Pavilion may be small garden outbuilding, similar to a summer house or a kiosk. A pavilion built to take advantage of a view may be referred to as a gazebo. Bandstands in a park are a type of pavilion. A sports pavilion is usually a building adjacent to a sports ground used for changing clothes and often partaking of refreshments. Often it has a verandah to provide protection from the sun for spectators.	Wikipedia

Terminology	Description	Reference
Projected Replacement Year (PRY)	This value is entered by the assessor, after having taken into consideration the expected useful life, the age, visual presentation, its capability compared to when it was new and the reliability of the asset being assessed.	SAMIS
Replacement Cost	The factors included in the Replacement Cost value should include the following: • Cost of Planning for replacement (e.g. Professional Fees); • Cost of Designing the new modern equivalent system (e.g. Professional Fees); • The Cost to gain approvals for items such as heritage conservation, traffic management, environmental management etc. (e.g. Professional Fees); • The Demolition Cost of the existing unit and Disposal; • The Procurement Cost of the new asset; • Installation and Commissioning Costs; • The Cost of Data – Drawings updates and database management (generally already funded through the AGFMA Contract).	International Infrastructure Management Manual (IIMM). AASB 116 – Property, Plant and Equipment
Replacement Year	The projected replacement year for the asset element, calculated by using the SAMIS lookup table of industry standard estimated useful life in years (EUL) and the installation date. (Installation date + EUL = Replacement Year) Note: the Replacement Year is a factor in the calculation of the asset Condition Rating. SAMIS allows the calculated year to be overwritten by the assessor depending on asset state at the time of the assessment. The revised Replacement Year value will adjust the values in the decay curve and set a new condition rating.	
Risk	The effect of uncertainty on objectives.	ISO31000-2009
Risk Level	Magnitude of a risk or combination of risks, expressed in terms of the combination of consequences and their likelihood.	ISO31000
Risk Management	The process of managing risks: • Contextualising the operational environment; • Identifying the Risks – finding out what might go wrong; • Assessing Risk Levels – Using the Risk management Toolkit to assess risk levels; • Treating Risks using the Hierarchy of Control as a guide; • Reviewing outcomes on a regular basis.	ISO31000-2009
Roof System	The roof is a long-life (approximately 40 – 50 years) membrane that covers the roof frame on a building. System elements include the cladding (steel sheet, tiles), the gutters (eaves and box type) and the downpipes (concealed, non-concealed). <u>Different Roof Types</u> Where there is more than one roof type, the following rules apply: • The roof material determines whether there is a new roof record, not whether it is flat, pitched, skillion etc. If the roof is all galvanised iron, treat it as one roof. Make	

Terminology	Description	Reference
	comments in the notes about the various construction types). • Multiple roof-type records should only apply if there is a variation in the replacement year of more than 3 years. Merge the roofs, gutters and downpipe records where replacement years are <3 years apart. This will allow avoidance of multiple records of roof, gutter, downpipe where various (small) parts have been replaced because of maintenance issues. • Where possible, include the life and cost of the gutters and downpipes with the roof record, unless there is a strong reason to have these as individual asset types.	
Room	A room is to be given a room number if it meets any of the following criteria: 1. It is a Habitable Space; and, 2. It has a floor area >5sqm (e.g. 2.24m x 2,24m minimum or equivalent); 3. The floor coverings are different for >5% of the total room area. For example if the room is mostly carpet, but a small area is vinyl finish, this area must be >5% of the total area for it to be classed as a room and receive its own room number. (this would mean that floor areas would be 100% accurate, and floor finishes would be between 95% and 100% accurate – well within tolerance). See the Glossary (below) for a definition of a Habitable Space.	
Room (Habitable)	**"Habitable Room"** means a room used for normal domestic activities, and — (a) includes a bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, playroom, family room, home theatre and sunroom; but: (b) excludes a bathroom, laundry, water closet, pantry, walk-in wardrobe, corridor, hallway, lobby, photographic darkroom, clothes-drying room, and other spaces of a specialised nature occupied neither frequently nor for extended periods.	
Rotunda	A 'Rotunda' is any building with a circular ground plan, and is sometimes covered by a dome. A 'Band Rotunda' is a circular bandstand, usually covered by a dome.	Wikipedia
SAMIS	Strategic Asset Management Information System	
Sanitary Fittings	Sanitary Fittings include, toilet bowls, cisterns, urinals, basins, baths and showers.	
Shade Structures	Shade Structures are restricted to the following: • Pergola (open framed structure, sometimes with a shade cover or poly-carbonate cladding); • Shade house (structure covered in shade material to reduce sunlight and heat); • Shade sail structure (timber or steel frame with canvas awning strung between).	

Terminology	Description	Reference
Shed	All non-habitable buildings are classed as a "Building" and type "Shed" in SAMIS The National Construction Code (NCC) classes all N**on-habitable** buildings such as a garage, carport, shed or similar, as a "Shed" and therefore as Class 10a Structures. **Habitable** means a room used for normal domestic activities, and— (a) includes a bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, playroom, family room, home theatre and sunroom; but (b) excludes a bathroom, laundry, water closet, pantry, walk-in wardrobe, corridor, hallway, lobby, photographic darkroom, clothes-drying room, and other spaces of a specialised nature occupied neither frequently nor for extended periods.	NCC
Site Improvements	The site improvements include **Site Fabric:-** • Fences • Pavements • Swimming Pools • Courts • Car Parks • Roads **Site Services:-** • Fire Main • Electrical Service • Water Main • Gas Main • LPG • Recycled Water Main	
Switchboards	Switchboards are electrical system components. **The Main Switchboard** This is the primary connection point for the Utility Provider (i.e. SA Power Networks) to the site. Contains the main isolation switch for the site. May have a direct connection to the meter. Electricity supply is distributed from the main switchboard to the Distribution Boards. **Distribution Boards** Generally contain circuit breakers and RCDs. They are generally quite static (no moving parts), and distribute electricity throughout the building via circuits connected to the circuit breakers. **Mechanical Switchboard** These boards are designed to control mechanical plant. They are often dynamic in nature, and may contain circuit breakers, indicator lights, switches, relays and contactors.	
System Assets	Collectively, "System Assets" belong to a common Asset Class so that they can be grouped together into a "System". Typically these are components of a system, and are Air Conditioning Systems, Roof Systems, Drainage Systems, Electrical reticulation Systems etc. Group Assets are not System Assets.	
TDS	Technical Data Schedule Documents that describe maintenance frequencies and tasks for specific assets. References are made to manufacturers recommended servicing activities, Australian Standards and Codes of Practice.	

Terminology	Description	Reference
TDS Classification	Technical Data Schedules are grouped by Function. Groups include (not a complete list) - Electrical, Mechanical, Plumbing, Hospitality, Building, Electronics, Equipment.	
Veranda	A veranda is an open area either under the main roof structure of a building, or attached to the main building with a roof separate to the main roof (e.g. a skillion roof). Its area is added with other verandah areas and the total listed in the title bar of the floor plan drawing to the nearest m².	

Figure 39: Glossary of terms

16. Attachment 9 – Risk Assessment Matrix - DPTI

RISK ASSESSMENT MATRIX

DP086 – Risk Management Policy ***Attachment 3***

Key Risk Categories and Examples of Potential Consequences in each Category									RISK LEVEL		LIKELIHOOD RATING				
Corporate Strategy and Business Planning	**Assets and Facility Management**	**Financial**	**WHS and Community Safety**	**Business Performance and Service Delivery**	**Procurements and Contract Management**	**Project Management**	**Environment**	**Reputation, Political, Legislative and Policy Compliance**			**Rare**	**Unlikely**	**Possible**	**Likely**	**Almost Certain**
											Less than once in 10 years	*About once in 10 years*	*About once in 3 years*	*About once a year*	*Several times a year*
											Negligible likelihood	*Likelihood low but not negligible*	*Likelihood less than 50/50*	*As likely as not to happen 50/50*	*More than likely to happen*
• Critical project/programs objectives as stated in the business case not achieved • Systemic failures and overall survival of the organisation is threatened • Chief Executive concern	• Significant or critical community infrastructure assets are destroyed • Significant or critical community infrastructure assets are unusable for months	• Significant impact on departmental funding causing other departmental objectives not to be met • Ministerial budget business case required for significant project variation • Greater than 10% impact on approved budget or alternatively for major projects greater than $80m financial impact on budget • Major loss of current revenue • Significant compromise of Departmental operations	• Multiple fatalities, permanent or partial disabilities • Collapse of business function, widespread industrial action • Section of the Community or workforce harmed	• Severe impact on ability to achieve the desired project and program outcomes • Potential to completely derail project, with severe impacts on multiple project and program attributes of financials, resourcing, schedule, scope or delivered quality • Ministerial intervention	• Breach of contract terms • Product/services not fit for purpose • Default on a contract which has significant implications on the ability to provide a critical service to the community • Contractor no longer available	• Major milestones or deadline missed > 4 months • Quality of product will not meet specification and variation will not be accepted • Project team dismantled leaving no skill set	• Permanent damage over a wide area, destruction of sites or artefacts of cultural heritage significance • Permanent impact threatens survival of flora or fauna • Threat to health of widespread community health	• Consistent extreme negative media attention (months) • Irreconcilable community loss of confidence in the organisation's intentions and capabilities • Significant prosecution and fines, major litigation involving class actions, major noncompliance with legislation • Public Government intervention Independent Commission Against Corruption (ICAC) investigation with prosecution • Loss of accreditation • Ministerial/CE concern • Breach of Legislative restrictions related to data set/use (eg Privacy/other Acts) • Misuse of data for criminal purposes • Breach of Commercial-in-Confidence arrangements	CONSEQUENCE RATING	Critical	**High**	**High**	**High**	**Extreme**	**Extreme**
• Major project/programs objectives as stated in the business case not achieved • Impact cannot be managed within existing resources and threatens survival of department • CE/Chief Officer concern	• Non-critical community infrastructure assets are destroyed • Significant or critical assets are unusable for weeks	• Business case to CE for further funding required or significant variation • Between 5% to 10% impact on expenditure budget or for major projects $15m - $80m financial impact on budget • Major Loss of current revenue • Serious compromise of Departmental operations	• Single fatality, permanent or partial disabilities, injuries requiring hospitalisation • Industrial action over many months, significant management intervention required • Increase in workforce absentee rate	• Significant impact on ability to achieve the desired project or business outcomes • Potential to significantly impede the project, with significant impacts on multiple project and program attributes: financials, resourcing, schedule, scope or delivered quality • Continued capability of the organisation is threatened	• Significant supply delay and/or cost overrun • Serious delay impacting project schedule • Significant supply delay and/or cost overrun impacting project contract schedule • Significant delays by Contractors	• Major milestone or deadline missed by 2 to 3 months • Quality of product is unlikely to meet specification and variation is unlikely to be approved • Significant change in project team skill set or reduced workforce number	• Pervasive and severe temporary damage extending over a large area requiring extensive and lengthy remediation and years of recovery; extensive serious injuries • Damage to flora or fauna requires significant period of recovery (years)	• Considerable and prolonged community impact and dissatisfaction publicly expressed • Consistent negative media attention (weeks) • Major breach of legislation, major litigation (eg. Privacy/other Acts) • Independent Commission Against Corruption (ICAC) investigation with recommendations • CE/Chief Officer concern • Integrity of data released • Public liability claims exposure		Major	**Moderate**	**Moderate**	**High**	**High**	**Extreme**
• Moderate impact on critical departmental objectives • Impact requires management and resources from key areas of business to respond • Client concern	• A range of assets, including some significant assets are unusable for weeks	• Scope creep and variation costs require approval • Between 1% to 5% impact on expenditure budget or for major projects $1m - $15m financial impact on budget • Moderate variation to current revenue • Compromise of Departmental operations	• Injuries requiring medical treatment • Threats of industrial action, impact can be absorbed, management action required • Increase in departmental workforce absentee rate	• Noticeable impact on ability to achieve the desired project or business outcomes • Potential to impede the project, with possible impacts on one or more attributes: financials, resourcing, schedule, scope or delivered quality	• Some supply delay, some changes required to products/service to be useable • Some supply delay and/or changes contract/project impact • Ongoing delays with Contractors	• Major milestone or deadline missed by one month • Quality of product meets most, but not all specification and variation approval is required to proceed • Short term project team skill set changes or reduced workforce number	• Severe temporary damage over limited area requiring extensive remediation • Medical treatment required • Impact on flora or fauna is recoverable over a 6 to 12 month period	• Sectional community impacts and concerns publicly expressed (days) – caused by departmental processes • Negative media attention (days) • Loss of confidence by the community in Department processes • Serious incident requires investigation and legal representation to determine liability, noncompliance with legislation or report to authority with possible prosecution and/or (eg. Privacy Act). • Client concern		Medium	**Low**	**Moderate**	**Moderate**	**High**	**High**
• Minor impact on Group and Divisional objectives • Impact requires additional internal management or redirection of resources to respond	• A number of assets are unusable but can be replaced within acceptable timeframes	• Scope creep and minor variations minimal impact • Up to 1% impact on expenditure budget or for major projects $100,000 - $1m financial impact on budget • Minor impact on current revenue • Minor compromise of Departmental operations	• Injuries requiring first-aid treatment • Urgent dialogue with industrial group required and impact can be absorbed through normal activity • Increase in local staff absentee rate	• Minor impact on ability to achieve the desired project outcomes • Some potential to impede the project with minor impact on financials, resourcing, schedule, scope or delivered quality	• Effects immediately controlled – product/service defect • Minor supply delay causing inconvenience • Contract effects immediately controlled minor supply delay causing inconvenience • Minor delays in start dates or reduced Contractor numbers	• Major milestone or deadline missed by 2 to 3 weeks • Minor variation between the product and specification falls within the approved scope • Minor changes to project team skill sets or reduced workforce	• Temporary damage affecting local area, first aid required • No threat to fauna or flora	• Local community or individual impacts and concerns • Complex legal issues need addressing, noncompliance and breaches • Minor breaches of legislation (eg. Privacy/Other Acts) • Occasional once-off negative media attention		Minor	**Low**	**Low**	**Moderate**	**Moderate**	**High**
• Negligible impact on Group and Divisional objectives • Impact can be managed through routine activities	• Assets receive minimal damage or are only temporarily unavailable	• Scope creep and minor variations with no impact on Departmental operations • No impact on expenditure budget • or for major projects less than $100,000 negligible impact on overall budget • Zero impact on revenue	• Incident with or without minor injury • Dialogue with industrial groups may be required, negligible impact	• Insignificant impact on ability to achieve the desired project outcomes • Negligible potential to impede the project, with almost no impact on project financials, resourcing, schedule, scope or delivered quality • Isolated partial or short term service disruption	• Small supply delay/incomplete delivery • Contractors deliver on terms and conditions	• Major milestone or deadline missed by > one week • Quality of product meets specification • Team members have adequate skills set in implementing project	• Minor temporary damage that normal practice can rectify; no injuries	• Isolated local community or individuals' issues-based concerns • Legal issues managed by routine procedures, minor noncompliance and breaches (eg. Privacy/other Acts)		Insignificant	**Low**	**Low**	**Low**	**Moderate**	**Moderate**

RISK LEVEL LEGEND:
Extreme – The consequences would threaten the survival of not only the activity but also the Department, possibly causing major problems for clients and the South Australian Public Sector. Controls and treatments must be effective.
High - The consequences would threaten the survival or continued effective operation of a portion of the Department and/or South Australia Government. Controls and treatments must be effective.
Moderate - The consequences would threaten the activity. Existing controls must be maintained and possible additional treatments effectively implemented.
Low - The consequences are dealt with by routine operations.

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17. Table of Figures