



The NAMS Group

2008 Seminar Series

A Series of Practical One Day Courses Covering all Aspects of Asset and Activity Management

Courses to suit everyone— introductory and advanced courses for staff, consultants and contractors working in the asset management field, and introductory and specialist subject courses for non-asset based activity managers, support staff and elected officials.

Introduction to Asset Management

Wellington 3rd March

Auckland June 16th

Christchurch 2nd September

Writing Asset Management Plans

Christchurch 4th March

Palmerston North 17th June

Rotorua 3rd September

Levels of Service

Dunedin 11th March

Wellington 17th March

Rotorua 18th March

Palmerston North 20th October

Auckland 21st October

Asset Management for Property

Auckland 18th February

Wellington 19th February

Asset Management for Parks

Auckland 2nd July

Wellington 3rd July

Asset Management for Non-asset Managers

Wellington 7th April

Rotorua 8th April

Optimised Decision Making and Risk Management

Christchurch 5th May

Rotorua 6th May

Asset Valuation and Financial Forecasting

Wellington 26th May

Rotorua 27th May

Information Systems and Data Management

Rotorua 4th November

Christchurch 10th November

Wellington 11th November

Attend only the courses that interest you or multiple events for a comprehensive grounding in asset /activity management theory and best practice. We can also run the above courses at your venue- saves travel costs and time. Contact kathy@nams.org.nz for further details.

Course Contents

Introduction to Asset Management.

The basic principles, the drivers for AM, the IIMM 2006 and other guidelines, where to start, life-cycle strategies, demand management, performance and condition monitoring.

Writing Asset (or activity) Management Plans

What is good practice and what should I focus on to get the most value into my plans? LGA requirements and changes needed when updating older plans. What options are there for format and delivery of AMP's, What organisational resource and structure is required. Attendees will gain an understanding of good practice and how to apply it to their own organisation's planning.

Levels of Service.

Consulting with the community, agreeing service levels and community outcomes and delivering on them. Creating Customer Value, Legislative Requirements, Consulting with and Informing Customers, Developing and Costing Levels of Service, Developing Level of Service Options, Decision Making and Trade offs, Implementing Levels of Service

Asset Management for Property.

Based on NAMS Property, the manual with interactive website specifically developed for the effective management of property assets. Property case studies are utilised to cover the basics of Asset management for property, including condition grading of buildings, commercial business drivers such as leasing/ return on investment and levels of service unique to property.

Asset Management for Parks

Training based upon the NAMS series of guidelines, and their application in developing asset management plans for parks, reserves and other associated community assets.

Asset Management for non-asset managers.

Training designed specifically for accountants, corporate planners, LTCCP co-ordinators etc. The basic principles of asset management and the relationships between AMP and strategic planning, development contributions, valuation, fixed asset register, long term financial forecasts, community outcomes, Levels of service and the formation of the LTCCP are discussed.

Optimised Decision Making and Risk Management .

Overview of ODM guidelines and key concepts, Defining problem and outcomes required, Developing and short listing options, benefit /cost, predictive modelling and economic analysis and using software tools. Risk management, Risk management framework, The five failure modes, Risk analysis and treatment, Emergency planning (e.g. Lifelines).

Asset Valuation and Financial Forecasting.

Overview of the NAMS Asset Depreciation and Valuation Guidelines and key concepts. Covers asset valuation, IFRS requirements, Valuation process under IFRS [categorisation of examples], DRC calculation, depreciation, optimisation, determining asset lives, Financial forecasts, Preparing long term financial forecasts.

Information Systems and Data Management.

Identifying business needs, selecting the appropriate information systems and requirements, what data to collect, good practice for managing and handling asset data.

Each course has a mix of theory, and analysis of actual case studies and practical examples, and a range of exercises to assist in demonstrating the concepts



The NAMS Group

Registration Fees. \$429 per person per day.

Multiple Course Discount Rates,

4 Courses \$1600

5 Courses \$1900

6 or more courses- \$350 per course

For discounted rates to apply the registration fee must be paid prior to attending the first course.
All prices are exclusive of GST

Daily Programme

- Registration 8.30am -coffee /ea available
- 9.00-10.15 Session 1
- Morning Tea
- 10.30-12.30 Session 2
- Lunch
- 1.30-3.00 Session 3
- Afternoon Tea
- 3.00-4.15 Session 4

All refreshments and food is provided please let us know when registering if you have specific requirements

Further venue details available at: www.nams.org.nz

Prerequisites

It is assumed that attendees at these courses will own and be familiar with the contents of the following NAMS guidelines.

- IIMM (International Infrastructure Management Manual)
- Developing levels of service and performance measures guidelines
- Optimised Decision Making Guidelines
- Depreciation and Valuation Guidelines

These Guidelines can be ordered through NAMS

Registration.

Please complete the attached registration form and return with payment and order number to:

NAMS
C/O Ingenium
PO Box 118
Thames
Fax 07 8683930
Email trina@ingenium.org.nz.

Cancellations will incur a 10% administration charge and must be received 14 days before the event starts

REGISTRATION FORM
NAMS 2008 Seminar Series Registration Form
 GST Number 90 652 419

Mail/Fax or email this order to:
 National Asset Management Steering Group
 c/o INGENIUM
 P.O. Box 118,
 THAMES,
 NEW ZEALAND.

Tel: +64 7 888 3930
 Fax: +64 7 888 3930
 Email: trina@ingenium.org.nz

First Name _____ Last Name _____

Organisation: _____ Position _____

Full Postal address: _____

Phone: _____ Fax: _____ Email*: _____

(*We will contact you by email with venue details, and any last minute changes etc)

I WISH TO ATTEND THE FOLLOWING COURSES (please indicate courses, dates, and locations)

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

COST: \$482.63 per person per day

Multiple event discounts

Four events	\$1800	Five events	\$2137.50
Six events or more	\$393.75 per event		

All prices are GST Inclusive

Signed: _____ Total Cost Order Number _____

Payment Method. Cheque Enclosed, Order Number, Credit Card (details below), Direct Credit

Bank Account Details: Westpac Bank, Thames 03-0458-0264788-01

CREDIT CARD PAYMENT. Please debit my Visa/MasterCard as detailed below:

Card holder name _____

Amount payable \$ _____ Card Expiry date (mmyy)

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Signature of card holder _____