



**ASSET EDGE QLD COUNCILS**

- Balonne Shire Council
- Banana Shire Council
- Barcardine Regional Council
- Blackall-Tambo Regional Council
- Boulia Shire Council
- Bulloo Shire Council
- Bundaberg Regional Council
- Burdekin Shire Council
- Burke Shire Council
- Cairns Regional Council
- Cassowary Coast Regional Council
- Central Highlands Regional Council
- Charters Towers Regional Council
- Cloncurry Shire Council
- Croydon Shire Council
- Douglas Shire Council
- Etheridge Shire Council
- Flinders Regional Council
- Fraser Coast Regional Council
- Gladstone Regional Council
- Goondiwindi Regional Council
- Hinchinbrook Shire Council
- Isaac Regional Council
- Livingstone Shire Council
- Logan City Council
- Maranoa Regional Council
- Mareeba Shire Council
- Murweh Shire Council
- North Burnett Regional Council
- Paroo Shire Council
- Quilpie Shire Council
- Redland City Council
- Rockhampton Regional Council
- Somerset Regional Council
- Southern Downs Regional Council
- Scenic Rim Regional Council
- Western Downs Regional Council
- Whitsundays Regional Council

## UGC18 - Time to Register

Click the link below to register online for User Conferences at one of the three Qld venues . Booking early will guarantee you place. More info on pg 4.

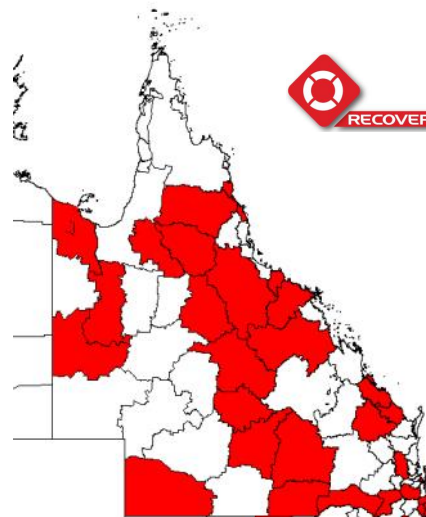
<b>Cairns</b>	<b>2-3 May</b>
<b>Gladstone</b>	<b>8-9 May</b>
<b>Toowoomba</b>	<b>10-11 May</b>

<https://bookwhen.com/assetedgetraining>



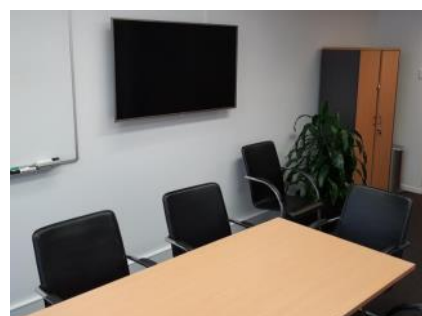
## Recover Council numbers grow in Queensland

There are now 26 councils across Queensland with the Recover software. Each is prepared to record both Event Damages and Restoration Works for Activated QRA disasters. Our developers have included some terrific enhancements in the solution for recording and reporting damage information and photos. More info on Pages 2 and 3.



## Small Group Training now at Maroochydore

Asset Edge now has great facilities to train small groups in our Maroochydore office. Over the next few months we will be informing councils of different short courses on Reflect and Recover. Stay tuned for more..





## Be Recover Ready!

### Are your devices and staff prepared?



#### Things to check:

- Android Devices used for Recover data collection have the latest Recover version. Current version is **2017.12.1A**
- Ensure devices have the LATEST chainage file. Chainage can and should be downloaded regularly! Where changes are made in mapping files, such as road extensions, chainage changes or new subdivisions - you **MUST** ensure devices download this 'new' location file.
- Are users aware of the devices Location settings that may affect location pinning?
- Users understand how to collect good damage data - complimented with great photos of the damage

#### After Event Creation in Web:

- Upon creation of a new event in Web, Androids will need to synchronise to receive the new event
- Android users will need to then **SELECT** the new **EVENT** on the device to record damages

## Recover Training at Scenic Rim RC

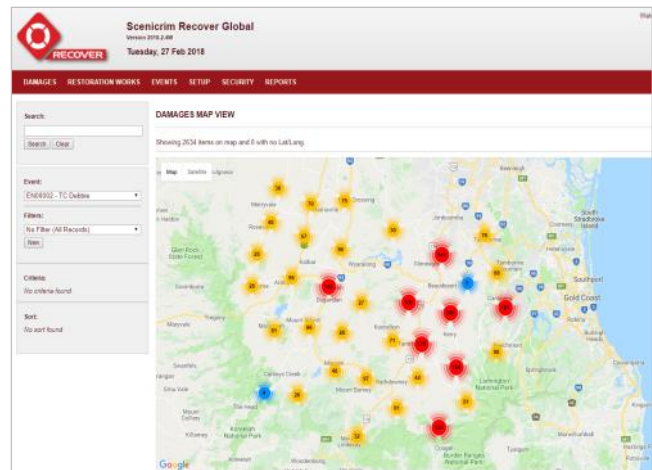
Android User and Web Administration training sessions can ensure both field staff and administration staff at your Council are comfortable with both the collection of damage data and the management of an event.

Training sessions can be provided at your council location providing users a hands-on experience utilising a simulation/test event.

We can also provide Web Admin training sessions in our new Maroochydore office training room.

If you would like more information on training options for **Recover** - please contact Donna on 0408 704 911 or [dhurst@assetedge.com.au](mailto:dhurst@assetedge.com.au)

*The Scenic Rim Regional Council recently completed 4 sessions of Recover Android training - covering both Damages and Restoration Works modules.*





# What's NEW in Recover

## Recover Photo Download File Naming and Grouping

With the December 2017 version release an option to configure the naming of photos was added to the Recover Web Photo Download function. This allowing users to define the naming of images by selecting one or more related data fields which then becomes the structure of the file name.

In addition - we have just released Recover Web version 2018.2.4W which allows the user to define the download grouping of images. Previous download functions would only group by Event Number or Damage Number - now users can group the photos by damage type, location, asset type, response type and so on. Where grouping has been set with two or more selections the 'order' of the selection will depict the folder structure for the download. Images below explain how it works!

**Download Photos**

Please choose the fields to be used when naming the files:

**Filename Columns**

- Damage Number
- Location

**Available Columns**

- Fourth Unit of Measure
- Funding Source
- Job Number
- Latitude
- Location Category
- Location Description
- Location Type 1

Please choose the fields to be used when grouping the files in folder:

**Folder Columns**

- Asset Type
- Damage Type

**Available Columns**

- Actual Restoration Cost
- Asset ID
- Asset Type

Please enter your email address below so you can be notified once the download is finished.

Email:

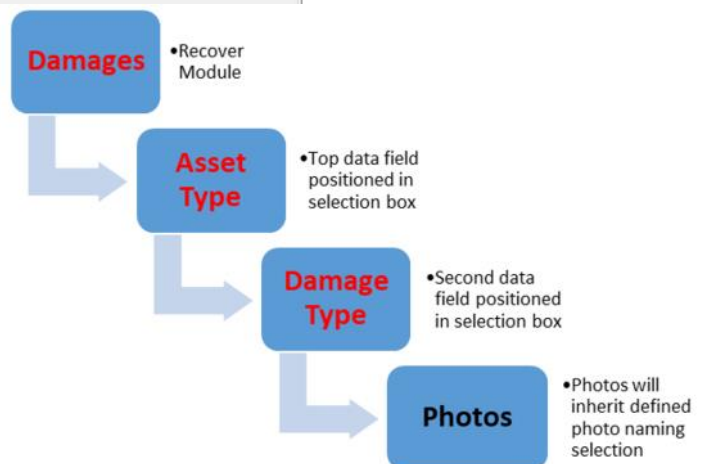
The photos will inherit the filename format as structured within the top section of the Download Photos screen.

Please remember to UNZIP the download file. The ZIPPED format does not display the properties fully - limiting the tabs shown.

Unzipping/Extracting will allow

users to access the **Properties** tab which contains the latitude/longitude information and other.

Related metadata is also available within the excel file within the Recover Photo Download zip file.



The example above shows the file structure by which the photo download will adopt per the setup shown in image 1



## AE Annual User Group Conference 2018

Our Annual User Group Conferences for 2018 have once again been organised across three states.

We are following a similar model to 2017 that includes seven locations across QLD, NSW and VIC allowing access to the majority of the 140 Reflect councils across Australia.

Our conferences run across 1.5 days at each venue. The first day is a full conference day with a conference dinner - hosted by Asset Edge in the evening. The second day concludes at midday to allow attendees to return to their council areas.

The conference agenda will provide all attendees with valuable information and new ideas for enhancing and expanding the use of Reflect and other Asset Edge applications within their Organisations.

We have limited numbers at each of the Queensland venues and recommend that you reserve your attendees as soon as possible. New Councils interested in using Reflect are also welcome to attend

Venue	Day 1	Day 2	Where
Cairns, QLD	Full Day - Wed 2nd May	Half Day - Thu 3rd May	DoubleTree by Hilton Hotels
Gladstone, QLD	Full Day - Tues 8th May	Half Day - Wed 9th May	Oaks Grand Gladstone
Toowoomba, QLD	Full Day - Thurs 10th May	Half Day - Fri 11th May	City Golf Club

Day 1	(Hrs)		
8:30	9:00	1	<b>REGISTRATION &amp; WELCOME</b> Welcome & Introduction - Asset Edge Update - Annual User Survey distributed
9:00	10:00	2	<b>Reflect</b> Reflect Web and the UAC - Enhance and Changes over the last 12 months. Where we store your data and how secure is it?
10:00	10:30	3	<b>Reflect</b> Reflect Android - Enhance and Changes over the last 12 months. Device selection and settings. Risks associated with your council devices
			<b>Morning Tea</b> Provided by Asset Edge
11:00	11:45	4	<b>Reflect</b> Reflect Windows - Enhance and Changes over the last 12 months. Where are we headed with UAC. Scheduling and automation - we need your input!
11:45	12:00	5	<b>Reflect</b> Precision Level Services - Is your and find out the Asset Edge software use at your council. The benefits and savings!
12:00	12:30	6	<b>Reflect</b> Integration with Reflect - why is it important? How it works - API, XML, CSV. How much does it cost? And what is required by Councils?
			<b>Lunch</b> Provided by Asset Edge
13:15	14:00	7	<b>Recover</b> NCRWA reporting requirements, pre-condition and migration work. New requirements for your State as a result of the National NCRWA Funding Reform
14:00	14:15	8	<b>Reflect</b> Discussion - Reflect Inspections versus Reflect Planned Inspections activities - availability a big shift in Reflect. What does it mean for the inspectors, maintenance crews and managers?
14:15	14:30	9	<b>Signum</b> A full run down on all the great new features in Signum - Sign Management Solution. How easy to use to send your council's new messages and requirements
			<b>Afternoon Tea</b> Provided by Asset Edge
14:45	15:00	10	<b>Reflect</b> Setting up an Open Space database in Reflect - how to approach? What information is needed and the implementation process. The do's and don'ts!
15:00	15:30	11	<b>Reflect</b> Council Case Studies - six of the best from around the country!
15:30	15:45	12	<b>Remus</b> A full run down on Remus - our new Time Management Solution for recording and calculating council's new assets
15:45	16:00	13	<b>Reflect</b> Planned Work Scheduling - there's a lot you need to know!
16:00	16:30		<b>Review Whiteboard and Questions</b> Opportunity to address like a raised during the sessions and discuss new discussion with Asset Edge representatives

ASSET EDGE ANNUAL CONFERENCE DINNER COMMENCING 7:00pm.  
Meals and Refreshments provided by Asset Edge.

To view this years Asset Edge Annual User Group Conference Agenda please click the "agenda" image or go to <http://assetedge.com.au/>

This year we have introduced a new electronic booking System To register please go to

<https://bookwhen.com/assetedgetraining>

and enter details for those who intend to join us at one of this years events.

If you need any assistance please call 1300 219 552





## Training News from around the Queensland Councils

### Fraser Coast Regional Council



On Thursday 2nd & Friday 3rd February - Fraser Coast Regional Council completed their RMPC implementation training. It was a small but very knowledgeable group. Wendy who was familiar with the claim process - quickly secured a complete understanding of the Reflect process. Inspectors, Craig and David were soon collecting defects with a full understanding of the data requirements and were very pleased with the ease of operation of Reflect and the quality of images.

Prior to the implementation of Reflect - Fraser Coast Regional Council did not have software or systems in place that allowed them to share the defect data or produce reporting in the way that Reflect now does.

Overall the training produced increased awareness in Reflect and some further improvements have been implemented to allow Fraser Coast Regional Council to efficiently collect and manage and report on their RMPC data.



### North Burnett Regional Council



A very productive few of days of Reflect training at NBRC took place from 20-22 February. A portion of the visit to council was spent working with the Senior Technical Officer (Assets) reviewing some of the database setup. A full days training was then undertaken by the inspectors. From the session they gained an understanding of the inspection process and the importance of good data collection. The hands-on part of the training out in field provided an additional lesson for the day -

*You should never stand on the edge of the road near ponding water as it may result in a second shower for the day.*



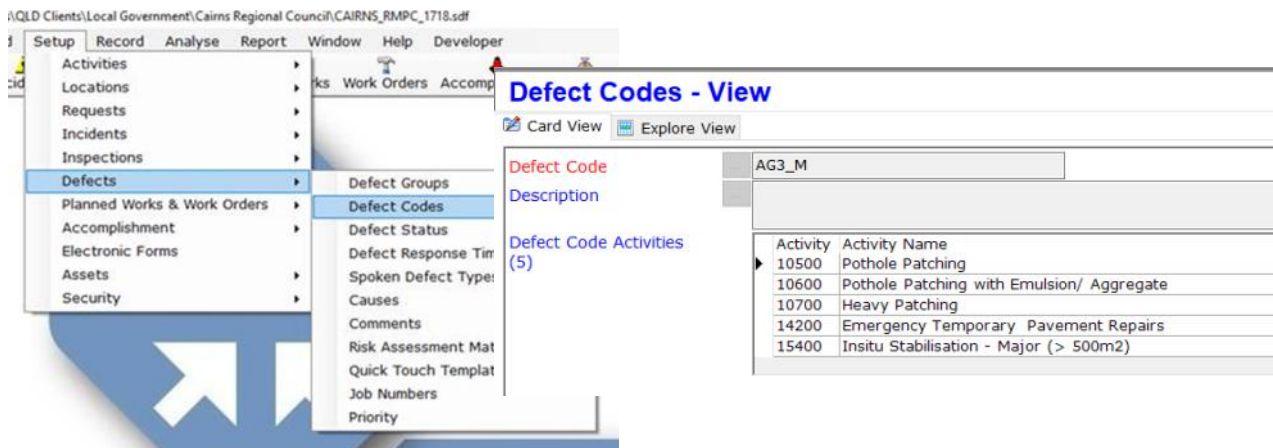


## RMPC GUIDELINES - Why are RMPC Activities missing when recording defects on my tablet or computer?

The TMR RMPC ILRT defect model specifies which Activities can be used against the Defect Codes.

Defect No	Defect Code	Defect Intervention Level Criteria / Description	Initial Intervention level	Upper Intervention Level :: Maximum Response Time											Maintenance Activity	Remarks
				Corporate Priority Weighting	Field Weighting	Code Score (Corporate + Field)	Corporate Defect Priority	Category A Road	Category B	Category C Road	Category D Road	Category E Road	Corporate Score (Code Score + Location Score)	Corporate Score (Code Score + Location Score)		
		Location Score						8	6	4	3	2				
343	63	RN Damaged Old Dept. of Main Roads Fencing														
344	RN1_M	Fence damage that is a hazard	NA	10	10	20	1-Hazard							As a hazard	20	500 Repair Roadside Fencing
345	RN2_M	Damage affecting effectiveness or purpose of the fence	NA	3		3	3 - Safety							Log the defect monitor and inform to principal	3	
346	RN3_M	Poor aesthetics to travelling public or pedestrians	NA	1		1	Appearance /Aesthetics							Log the defect monitor and inform to principal	1	

Within Reflect when a Defect Type is entered for a road the software generates a specific defect code. Once this code and a RMPC schedule are chosen - Reflect will then display the list of valid Activities in a list that the inspector can choose from. If there is only one valid combination the software will auto-assign the activity as defined by the specification. Where there is NO match for Defect Code & Schedule - the activity value will be left unassigned or Blank.



This Defect Code-Activity relationship data tables are not accessible to councils to edit or add more data. A Queensland Reflect 1718 RMPC databases a setup as per the contract requirements.

There are three possible solutions to council if this problem is occurring in your database;

- If you can ? Select a different Defect Code with a matching Activity in the council Schedule
- Select JMRA in the Schedule field which will allow all activities to be shown (*advanced knowledge*)
- Contact Doug Beal to request that an activity be added to a defect code relationship – with a reason why this is required, it should have the approval of your TMR District Engineer



## RMPC - FUN FACTS

<b>4</b>	Months before the commencement of the 1819 Contract
<b>49454</b>	Defects have been raised using Reflect by 35 councils in the 17/18 RMPC year
<b>1300 219 552</b>	The Asset Edge Support Desk number to call whenever you need a RMPC hand

## RMPC NEW MAINTENANCE ACTIVITY GUIDELINES

Asset Edge have received the new RMPC Maintenance Activity guidelines as have we presume have most of the councils in Queensland (Nov 17 edition).

Our next job is to include the changes to the specification in the Master RMPC 1819 database which will then be copied and issued to all Reflect councils in May 2018 ready for loading in of Schedules for the new contract year.

In May we will also be liaising with your council and TMR to ensure all goes smoothly in the transition

This includes

- Copy all outstanding Defects to new database
- Copy all outstanding Planned Works to new database
- Copy any requested E-Forms to the new database
- Copy any requested Work Orders (Not Started to the new database)
- Setup all Work Teams and if requested schedules in the new database
- Update Chainages and Location layer in the new database when requested

All the above services are carried out at no cost to Reflect RMPC councils.



Code	Activity Name	Image	Description	Frequency
10	Street Sweeping		Street Sweeping is a critical activity to maintain the cleanliness and safety of the road network.	Weekly
11	Street Sweeping and Gully Cleaning		Street Sweeping and Gully Cleaning is a critical activity to maintain the cleanliness and safety of the road network.	Weekly

## SWRRTG ADVANCED REFLECT TRAINING NEXT WEEK

Asset Edge Will be conducting an Advanced Reflect training session over two days in Roma next week following a request from the SouthWest Regional Roads Transport Group.

This Region comprises of six LGAs including Paroo, Bulloo, Murweh, Quilpie, Maranoa and Balonne. All use Reflect for RMPC and most are already using on Local Road networks or are intending to do so in the near future.

The agenda is full of interesting topics that will enable this councils to get the most out of the software and develop on the skills already obtained by the users at council.

### Learning Objectives

- Reflect Security and User Management
- Reflect Web – new Features and Capability
- Reflect Windows - New Features
- Quick Touch Recording in Reflect - Setup and Use
- Database Management
- RMPC news - Vigil Surveillance Analytics
- Setting up new Asset Class Databases
- Electronic Forms - Creation and Use
- Integrating Reflect with GIS, CRMS and Finance Systems
- Reporting - Advanced including output to KML and Templates
- Mobile Data Recording in Reflect Hints and Tips