



MINUTES

Meeting No	31
Meeting	FNQ Regional Asset Management Group (RAMG)
Date	15 November 2016
Time	9:30am.
Venue	Committee meeting room, level three, Cairns Regional Council

The meeting opened at 9:30am.

1. Attendance –

Name	Organisation
Steven Cosatto	FNQROC
Steve Albrecht	Cairns Regional Council
Ian Pearl	Cairns Regional Council
Tony Hughes	Tablelands Regional Council
Margery Jones	Cairns Regional Council
Michael Czarnecki	Cook Shire Council
Perry Clum	Mareeba Shire Council
Charmaine Snape	Hinchinbrook Shire Council
Jodie Harpin	Hinchinbrook Shire Council
Monica Acconero	Hinchinbrook Shire Council
Justin Fischer	Cassowary Coast Regional Council
Michael Ringer	Cairns Regional Council
Cassie Twine	Tablelands Regional Council

Observers

Name	Organisation
Bruce Gardiner	Cairns Regional Council

2. Apologies

Name	Organisation
Jacqui Perkowicz	Mareeba Shire Council
Chris Mitchell	Tablelands Regional Council
David Trotter	Cassowary Coast Regional Council
William Wong	Cairns Regional Council

3. Acceptance of previous minutes – previous meeting No.30

Steve Cosatto advised that he had not received any correspondence regarding amendments or omissions of the previous minutes – a copy of the minutes can be found

on FNQROC website <http://www.fnqroc.qld.gov.au/regional-programs/regional-asset-management-strategy>

4. Actions from Previous Meeting No. No.29

No.	ACTION	OWNER	COMPLETED?
30.1	Steve Cosatto to redistribute QAO (Charles Strickland's) email advising group regarding cost of removal of existing asset – is it to be added to the unit rate.	FNQROC	✓
30.2	Steve Cosatto to present the “Infrastructure Funding Renewal” paper to the ROC Board at the October 12 Board meeting.	FNQROC	✓
30.3	Steve Cosatto to facilitate a workshop for AM Group to develop a Terms of Reference	FNQROC	✓
30.4	Steve Cosatto to distribute all presentations with minutes	FNQROC	✓

5. Councils to review opportunities for RAMG collaborative projects –

Projects identified at RAMG meeting No.30 included:

1. Community Expectations.
2. Value of Council Assets.

Steve Cosatto advised that members were not obliged to be part of either project. It is intended that project outcomes were for members referencing, benchmarking and discussion purposes.

6. Project – Community Expectations.

Development of a Service Level Model.

General discussion:

- Regional template to be based on CRC's Five Star Model.
- Template to be broad and flexible, members can expand template to suit.
- Acknowledged that the majority of assets would be categorised within the 2- 4 category in the 5 Star Rating range.

Objectives of Project:

- Model should be easily explained and therefore understood by stakeholders, community and operational staff,
- To assist members in the determination of:
 - Response Prioritisation
 - Quality of the response
 - Levels and frequency of service.
- Integration with AM, Corporate and Operational Plans,
- Budgeting guide.

- Living/flexible document
 - Different Asset categories ie Roads, Water Buildings
 - Council's able to tailor to suit individual needs as their processes evolve.

Required:

Development of Matrix to consider components such as, but not limited to:

- Value – Asset dependant
- Usage
- Criticality, Risk, Consequence
 - Highly critical assets should be separated and treated differently as their inclusion within any asset matrix can skew assumptions.
- Aesthetics
- Historical significance
- Condition.

Additional considerations:

- Financial Perspective – budget, Councils financial reality,
- Stakeholders:
 - Service providers
 - Infrastructure Team
 - Community – Councillors
 - Finance
- Legislative

Next Steps:

At Friday 24 February 2017 meeting Councils to develop;

- Matrix - guiding principles, framework.
- Classifications/Priority.

ACTION: 31.1 - Regional Asset Management Group (RAMG) members to discuss Level of Service project with respective senior management and relevant stakeholders to gauge level of support within councils.

ACTION: 31.2 – RAMG members to extend invite relevant stakeholders to RAMG Friday 24 February 2017 meeting.

7. Presentation – Cairns Regional Council, Asset Management Strategy – 2016/26. Bruce Gardiner (General Manager CRC Infrastructure Services) – see attached.

- Why.
- The Journey so far.
- Development of a maintenance Strategy around the Five Star rating.
- This model is focused on the Asset not on the customer service.
- Take home messages:
 - Centralised register ie not with individual Asset owners.

- Stakeholders are able to agree on the rating of the majority of assets, ie 90% the other 10% requires discussion.
- Identify what has to be maintained to what level then consider financial and amend where required.

8. Project - Value of Council Assets

General discussion:

- Development of a data base which includes RAMG members unit rates, forward program of Council valuation dates.
- Update of existing FNQ RAMG benchmark spreadsheet – see attachment. Document was originally developed by the RAMG in April 2014.
- Agreed that members would repopulate spreadsheet and at Friday 24 February 2017 group would review and reassess project direction and or project viability.

ACTION: 31.3 – RAMG members to populate Regional Asset Benchmark spreadsheet and return to FNQROC for collation prior to Friday 24 February 2017 meeting.

9. Next meeting – Friday 24 February 2017

10. Meeting Closed 1:30 pm

11. Actions from Meeting No. No.31

Action No.	ACTION	OWNER
31.1	Regional Asset Management Group (RAMG) members to discuss Level of Service project with respective senior management and relevant stakeholders to gauge level of support within councils.	All
31.2	RAMG members to extend invite relevant stakeholders to RAMG Friday 24 February 2017 meeting.	All
31.3	RAMG members to populate Regional Asset Benchmark spreadsheet and return to FNQROC for collation prior to Friday 24 February 2017 meeting.	All/FNQROC