



MINUTES

Meeting No	32
Meeting	FNQ Regional Asset Management Group (RAMG)
Date	31 March 2017
Time	10:00am.
Venue	Committee meeting room, level three, Cairns Regional Council

The meeting opened at 10:00am.

1. Attendance –

Name	Organisation
Steve Albrecht	Cairns Regional Council
Tony Hughes	Tablelands Regional Council
Michael Czarnecki	Cook Shire Council
Perry Clum	Mareeba Shire Council
Jodie Harpin	Hinchinbrook Shire Council
Monica Acconero	Hinchinbrook Shire Council
Joel Elkhorne	Hinchinbrook Shire Council
Cassie Twine	Tablelands Regional Council
Jacqui Perkowicz	Mareeba Shire Council
Taylor	Mareeba Shire Council
Chris Mitchell	Tablelands Regional Council
Sarah Shorey	Tablelands Regional Council
Kylie Hempel	Tablelands Regional Council
Cassie Twine	Tablelands Regional Council
Chris Mitchell	Tablelands Regional Council
Tony Wynen	TSIRC

2. Apologies

Name	Organisation
David Trotter	Cassowary Coast Regional Council
Margery Jones	Cairns Regional Council
William Wong	Cairns Regional Council
Simon Michie	Douglas Shire Council
Nick Bloomfield	Cairns Regional Council
Michael Ringer	Cairns Regional Council

3. Welcome

Darlene thanked everyone for taking the time to attend the conference call to provide her an update on what has been happening and apologised that the agenda was not full enough to enable a face to face meeting.

The group was also advised that there was a SDC conference call at 10am which many in this group may have been pulled away to attend.

4. Acceptance of previous minutes – previous meeting No.31

The minutes of the previous meeting were accepted.

5. Actions from Previous Meeting No. No.31

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

Darlene sought to clarify the intent behind this given previous work undertaken regional.

It was clarified that the intent was to spend half a day looking at the Strategic Direction for the groups and things they could tackle, what they wanted to achieve; this such as a review and maintaining the useful life benchmark document and recording variations and the background for those variations; and Schedule of rates.

It was agreed that perhaps a schedule of rates was not achievable.

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
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This has not been actioned, those in attendance don't believe the spreadsheet was sent for review. Action to remain with a due date prior to Friday 19th May.

6. Update on FNQROC Strategic Directions

Darlene updated the group on where FNQROC was at after their 2nd Strategic Planning Day 13th march 2017. Essentially the FNQROC Board has agreed on a vision and 5 goals. All activities will come back to core and activities will be rebuilt around the 5 goals. Mayors and CEO's have each been allocated an agreed goal to scope for discussion at our next FNQROC meeting 10th April. Essentially the 5 goals are:

- Develop resilient transport infrastructure and connectivity
- Provide reliable and affordable water and energy
- Protect and manage our natural assets and environment
- Develop equitable social infrastructure, and
- Provide equitable communication network

With regard to technical committees; the board discussed all technical committees and agreed on the following:

- There are a significant number of technical committees however participation is limited or there is a significant impact on a number of councils as the same staff are attending many.
- They do believe there is value in these committees and didn't want to cut any of them.

There for:

- Regional technical committees should continue under the auspice and structure of FNQROC to ensure:
 - staff continue to, at minimum, connect with external bodies i.e. State and federal agencies to understand strategic direction/resolve issues, share knowledge, experience and expertise;
 - aligned messages/advocacy; it is not in the region's best interest to have groups pushing an agenda which could be contrary or impact on the Boards advocacy;
 - the region is able to tackle emergent issues.
- That the activities undertaken regionally are their priorities (not the priorities of others) to achieve their goals.

All technical committee terms of reference will be review and rewritten in a consistent format with their objectives either at a minimum (first dot point) and or against the FNQROC goals.

It was reiterated that nothing is set in stone at this stage and more details will come after the Boards meeting 10th April.

7. Regional Asset Management Group going forward

Each council presented on the outcomes they would like to see from the Regional Asset Management Group. There was consensus around:

1. Regional Framework for 'whole of service' service levels. The benefits foreseen from this include:
 - a. Regional funding applications with data to support
 - b. Consistent messaging from the region.
2. Maintaining the Useful life data base – this enables councils to push back on consultants.
3. Training
4. Information and knowledge sharing as well as invited presenters.

It is felt that 6 months between face to face meetings with conference call in between is about right.

9. General Business

9.1 Finance summit update

QTC Project decision framework

Reminder regarding the QTC Project decision Framework and toolkit which can be used for programs as well. It contains Tools and Templates, process and policy templates.

The Framework provides guidance which is scalable depending on the type, scale and risk of a project i.e. it can do a Dam or a footpath.

The World Bank is now interested in the product.

Building a robust business case

Common issues are thinking you need a tome and using a template.

In theory a robust business case will have:

1. Reasoning or rationale for initiating an investment
2. What is the Service need or issues to be resolved (not limited to):
 - Legislative compliance, contractual compliance, efficiency gain, demand/growth, service improvements. Tease out needs versus wants.
3. Considers all possible options including the option of doing nothing and then selected the preferred. Note, you need to identify the rationale and evaluation criteria of the preferred option. Also note, if you do a business case and you have limited options it will go to the bottom of the pile as it will be deemed that all options have not been considered – it was suggested brainstorming options and documenting these.
4. With the preferred option, identify consideration of all the risks, Stakeholders, costs (with confidence levels around low, medium and high estimates) with an understanding that detailed design will give a better confidence levels, benefits relating to the optimal options. 'Wider economic benefits' as a term is a warning that you had to scratch to achieve benefits i.e. travel time efficiencies, crash reduction costs etc.
5. Tests and articulates all inputs and assumptions within the business case.

Make sure you articulate the problem and don't just put in the solution. I.e. heading of a business case: review of options for the outsourcing of clinical services – outsourcing of clinical services is a solution to an issue they were trying to resolve.

Side discussion regarding crash and road data and current arrangements.

ACTION 32.1 – Darlene to send LGAQ Road and Transport Advisory Group notes to Asset Management Group.

Interesting titbit

Lockyer Valley splits their budget in two – they have a recurring budget and a budget for ‘one off’s’.

APV – Fair Value Pro

Attendees were aware of this product but mentioned that unit rates were required (and required to be maintained) which was a lot of work and unless council is committed to this then it is not helpful.

9.2 Aecom presentation

Hold off at this stage, for councils if it is data management or systems they are ok. Darlene to chase up Justin about the intent and information around this request.

ACTION 32.2 – Darlene to follow up with Justin the request for Aecom to present at the Asset Management meeting.

9.3 Donated assets and getting information from contractors

Discussion occurred around the efficiency of obtaining relevant data from contractors and inputting into council systems. Cairns Regional Council (W&W) is currently looking at a system to get information from the developer directly into their system rather than the current process of information in and manual input into council system.

Discussion was then around the data required from contractors/developers donating assets to councils. Decision was to review the relevant sections within the Development Manual at the next meeting.

ACTION 32.3 – Workshop Regional Development manual and CP1 sections relevant to data requirements for donated assets at the next meeting 19 May 2017.

10. Council updates:

Cook – nothing to report

Hinchinbrook – AM plans, capitalisation, new staff, training and getting up to speed.

Tablelands – Mobile asset management (facilities jumping on), Dashboard asset management plans, Revaluations, Council restructure – gained additional asset staff but asset portfolio may grow soon.

Mareeba – Budget, revaluations (sewer and water), Asset register, capitalisation, preparing for end of financial year, overarching AMP adopted with individual ones for classes to be developed, budget gone for review, mobile data collection.

Note from Tropical Council workshop - asset valuations and useful life will be a focus of the QOA.

TSIRC – Evaluation completed across 15 islands – outcomes due back May.

Cairns (W&W) – updating AMPs to inform Corporate AMP, capitalisation, incorporation and formalising condition and renewal and informing capital works. (note used condition to identify and risk to prioritise the work – found it easier to communicate the work required)

11. Messages for FNQROC Board

11.1 Activities the RAM committee would like to focus on

1. Regional Framework for ‘whole of service’ service levels. The benefits foreseen from this include:
 - a. Regional funding applications with data to support
 - b. Consistent messaging from the region.
2. Maintaining the Useful life data base – this enables councils to push back on consultants.
3. Training

11.2 Funding

The RAM group would like raise that current funding like works for Qld while welcomed is generally being spent on delivering new infrastructure and is against asset management principles. The would like to see more of a focus on funding (from the State) for renewals rather than upgrades only.

12. Next meeting – Friday 19th May 2017

13. Meeting Closed 11:30 am

14. Actions from Meeting No. No.32

Action No.	ACTION	OWNER
31.3	RAMG members to populate Regional Asset Benchmark spreadsheet and return to FNQROC for collation prior to Friday 19 May 2017 meeting.	All/FNQROC
32.1	Darlene to send LGAQ Road and Transport Advisory Group	Darlene Irvine

	notes to Asset Management Group.	
32.2	Darlene to follow up with Justin the request for Aecom to present at the Asset Management meeting.	Darlene Irvine
32.3	Workshop Regional Development manual and CP1 sections relevant to data requirements for donated assets at the next meeting 19 May 2017.	All / Darlene Irvine