

MINUTES

Meeting No	34
Meeting	FNQ Regional Asset Management Group (RAMG)
Date	25 July 2018
Time	10:05am
Venue	Kingsford meeting room, Level 3, Cairns Regional Council

The meeting opened at 10:15am.

1. Attendance

Name	Organisation
Kylie Hempel	Tablelands Regional Council
Jacqui Perkowicz	Mareeba Shire Council
Justin Fischer	Cassowary Coast Regional Council
Joel Elkhorne	Hinchinbrook Shire Council
Ian Pearl	Cairns Regional Council
Lachlan Rankine	FNQROC

2. Apologies

Name	Organisation
Sam Wakeford	Mareeba Shire Council
Martin Cookson	Cook Shire Council
Garry Pickering	Croydon Shire Council
Jeff Bunt	Etheredge Shire Council
Dawn Lake	Yarrabah Aboriginal Shire Council
Kylie Hempel	Tablelands Regional Council(Technical Difficulties)
Sarah Shorey	Tablelands Regional Council
Cassie Twine	Tablelands Regional Council
Tony Hughes	Tablelands Regional Council
Michael Czarnecki	Cook Shire Council
Perry Clum	Mareeba Shire Council
Matthew Schembri	Hinchinbrook Shire Council
Jodie Harpin	Hinchinbrook Shire Council
Monica Acconero	Hinchinbrook Shire Council
Kayla Hales	Mareeba Shire Council
Jason Hemingway	Cassowary Coast Regional Council
Michael Kriedemann	Douglas Shire Council
Simon Michie	Douglas Shire Council
Victor Mills	Wujal Wujal Aboriginal Shire Council
Mike Hayward	Carpentaria Shire Council
Helius Visser	Cairns Regional Council
Michael Ringer	Cairns Regional Council

3. Welcome

Lachlan welcomed attendees, thanked everyone for taking the time to attend the acknowledging those that had travelled to the meeting.

4. Acceptance of previous minutes – previous meeting No.33

No objections raised.

5. Actions from Previous Meeting No. No.32

ACTION NO.	ACTION	OWNER	
33.1	LGAQ to provide research paper 'The impacts of depreciation vs renewals annuity accounting for water and sewerage assets' by Dr Janet Mack, on release.	LGAQ/FNQROC	Complete
33.2	FNQROC to investigate alternatives to improve compliance with documentation requirements (<i>FNQROC Dev Manual CP1.25</i>).	FNQROC	Complete
33.2 Update: The FNQROC development manual works acceptance checklist identifies the requirement to supply all relevant documentation (All operating Manuals, maintenance procedures, mechanical warranties etc.) prior to the granting of a Works Acceptance meeting (& subsequently the Works acceptance certificate. The governance of this requirement rests with the individual council. Notwithstanding; Cairns Regional Council is undertaking the development of the ACDC Portal, a web based submission portal. Although stage 1 planning only considers the drafting standards of as constructed submissions, stage 2 planning incorporates the requirement to submit/validation loop to submit additional documents(such as ITP plans etc.) prior to the submission being accepted, thereby removing the need for the development team to check that each individual document has been received(note: Content is not checked). Development is ongoing, and updates will be given in due course.			
33.3	FNQROC to distribute research paper (<i>A strategic focus for road maintenance in Queensland Transport</i>).	FNQROC	Complete
33.4	FNQROC to distribute an introductory presentation on the TRC service model and management 'Confirm' defect and asset management software.	FNQROC/TRC	Complete

6. New Business

6.1 Regional Consistency on condition rating of building assets

Discussion was had around what was trying to be achieved, with regional consistency in the methodology and standards in which the condition ratings of buildings are being assessed, with the resulting outputs being used to inform individual Councils' revaluations and subsequent operational budgets.

It was agreed that the ratings should consider performance criteria in conjunction with service criteria (asset criticality/perceived public importance). It was noted that councils significantly differ in the information they collect and retain on their building assets, as well as their relative

intervention levels. It was resolved that each council were to send their building condition summary databases to Lachlan for revision and collation.

Action Item 34.1: All councils, to send their building condition summary databases to Lachlan for amalgamation into a single spreadsheet that all could use. Once amalgamated, Lachlan will re-distribute these to councils to seek endorsement from respective council for use within their asset management departments. Based on these categories a condition rating guidance document will be prepared.

6.2 Queensland Treasury Asset Management Training

After a brief discussion about the content of the sample training agendas sent by QTC (and distributed with the RAMG agenda), it was noted that these appeared to be quite broad (and focussed on the general preparation of asset management plans. It was noted that significant benefit would be found if QTC would be able to provide targeted AM training, in a more 'real world' treatment of assets/environment. Examples being:

- Guidance on asset treatments when not being replaced, or with significant service level reduction,
- Standards/standardisation and streamlining of componentisation.
- Advices around the preparation of short, succinct AM plans that are more practical, that still meet the requirements of the QTC.
- Practitioners guide where insufficient/broad/ineffective data sets are available.

It was resolved that councils would send their specific areas of AM training to Lachlan, whom will subsequently liaise with QTC/UQ on possible options.

Action Item 34.2: All councils to send their specific areas of AM training to Lachlan, whom will subsequently liaise with QTC/UQ on possible options under available funding opportunities.

7. General Business

7.1 Email Discussion Group

The group requested that there be an informal discussion group organised to share information, experience and opportunities to improve operational effectiveness.

Action Item 34.3: Lachlan to distribute a distribution list to the group to allow free flow of information between members.

7.2 IPWEA Subscription

Discussion was had around FNQROC subscribing to the IPWEA 'e-book' library, for use by councils. Councils resolved that FNQROC to contact IPWEA to discuss availability of a regional discount.

Action Item 34.4. Councils resolved that FNQROC to contact IPWEA to discuss availability of a regional discount.

7.3 SAI Global(Australian Standards) Subscription

Discussion was had around FNQROC subscribing to SAI Global (Australian Standards), for use by councils. Councils resolved that the matter be referred to the procurement committee to

develop a valuation of the current total region spend on Standards to allow a consideration to be made on the relative merit of a group purchase.

Action Item 34.5: Procurement committee to develop a valuation of the current total region spend on Australian Standards to allow a consideration to be made on the relative merit of a group purchase.

7.4 Regional Forward Revaluation Calendar

Discussion was had around the opportunity to develop a forward revaluation calendar to allow better distribution of the limited pool of consultants available in FNQ. Additionally, allows better information sharing collaboration between councils in similar scenarios.

Action Item 34.6. Lachlan to develop/distribute 5 year calendar for councils to populate.

7.5 Data Analytics

Enquiries were made about the attainment of anonymous usage statistics/device/location data from google(as an alternative to road counts/building counts etc) to better inform asset utilization and infrastructure spending.

Action Item 34.7. Lachlan to further investigate attaining this data, or options therein.

7.6 Useful life benchmarking spreadsheet update

Although noted as a lower priority, it was requested that post the EOFY workflow (>October), the group look to start sharing information to allow the update of the Useful Life Benchmarking Spreadsheet.

Action Item 34.8. When requested, councils to provide Lachlan with an updates to the useful life benchmarking spreadsheet.

8. Council Updates:

1.1 Mareeba Regional Council noted their:

- Long term Asset Management Plan has been updated and will be going to Council for Endorsement shortly.
- Community housing Asset Management Plan now adopted.
- Plans for Water, Wastewater and Bridges are to be developed this year.
- Asset Management Maturity Assessment is being undertaken annually and progress tracked in TechOne.
- Working towards providing asset management plans to council that are more succinct, and more accurately reflect MSC process, with the resulting documents being more user friendly.

9. Messages for FNQROC Board

1. Nil

10. Next meeting

Date to be advised.

11. Meeting Closed 12.15pm

12. Actions from Meeting No. No.34

ACTION NO.	ACTION	OWNER
34.1	All councils, to send their building condition summary databases to Lachlan for amalgamation into a single spreadsheet that all could use. Once amalgamated, Lachlan will re-distribute these to councils to seek endorsement from respective council for use within their asset management departments. Based on these categories a condition rating guidance document will be prepared	All Councils FNQROC
34.2	All councils to send their specific areas of AM training to Lachlan, whom will subsequently liaise with QTC/UQ on possible options under available funding opportunities	All Councils FNQROC
34.3	Lachlan to distribute a distribution list to the group to allow free flow of information between members.	FNQROC
34.4	Councils resolved that FNQROC to contact IPWEA to discuss availability of a regional discount.	FNQROC
34.5	Procurement committee to develop a valuation of the current total region spend on Australian Standards to allow a consideration to be made on the relative merit of a group purchase.	FNQROC (Procurement)
34.6	Regional Forward Revaluation Calendar - Lachlan to develop/distribute 5 year calendar for councils to populate.	FNQROC All Councils
34.7	Data Analytics(google anonymous user data) - Lachlan to further investigate attaining this data, or options therein.	FNQROC
34.8	When requested, councils to provide Lachlan with an updates to the useful life benchmarking spreadsheet.	FNQROC All Councils