

MINUTES

Meeting No	35
Meeting	FNQ Regional Asset Management Group (RAMG)
Date	2 April 2019
Time	10:10am
Venue	Draper meeting room, Level 3, Cairns Regional Council

The meeting opened at 10:10am.

1. Attendance

Name	Organisation
Robert Jones	Cairns Regional Council
Steve Alberecht	Cairns Regional Council
Ian Pearl	Cairns Regional Council
Jodie Harpin	Hinchinbrook Shire Council (Via Teleconference)
Monica Acconero	Hinchinbrook Shire Council (Via Teleconference)
Joel Elkhorne	Hinchinbrook Shire Council (Via Teleconference)
Claudia Doughboy	Wujal Wujal Aboriginal Shire Council
Peter West	Wujal Wujal Aboriginal Shire Council
Chris Mitchell	Tablelands Regional Council (Via Teleconference)
Jacqui Perkowicz	Mareeba Shire Council
Kayla Hales	Mareeba Shire Council
Lachlan Rankine	FNQROC

2. Apologies

Name	Organisation
Sam Wakeford	Mareeba Shire Council
Justin Fischer	Cassowary Coast Regional Council
Kylie Hempel	Tablelands Regional Council
Martin Cookson	Cook Shire Council
Garry Pickering	Croydon Shire Council
David Munro	Etheridge Shire Council
Dawn Lake	Yarrabah Aboriginal Shire Council
Kylie Hempel	Tablelands Regional Council
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
Jason Hemingway	Cassowary Coast Regional Council
Michael Kriedemann	Douglas Shire Council
Simon Michie	Douglas Shire Council

Name	Organisation
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.34

No objections raised.

5. Actions from Previous 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
<p>Action Item 34.1 Update: To date, only two councils have submitted their building condition summary databases. It is requested the following councils submit their databases to Lachlan for Collation:</p> <ul style="list-style-type: none"> • Hinchinbrook Shire Council • Wujal Wujal Aboriginal Shire Council • Tablelands Regional Council • Cassowary Coast Regional Council • Cook Shire Council • Douglas Shire Council • Carpentaria Shire Council • Etheridge Shire Council • Yarrabah Aboriginal Shire Council • Hopevale Aboriginal Shire Council 		
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
<p>Action Item 34.2 Update: Limited specific training advice/requests was received from councils. Enquiries to QTC/UQ provided an agenda of training (on which, QWRAP funding was submitted for and received(@50% total cost). Further development of detail with QTC/UQ determined that the training type to be provided would not be suitable for the group.</p>		

Members within the RAMG suggested that any training undertaken should be undertaken Australian Quality Training Framework (of which there are only two suppliers). TRC nominated a compliant supplier with this, whom they are engaging with for a number of staff:
<https://www.cqu.edu.au/courses/graduate-certificate-in-asset-and-maintenance-management>.

Action Item 35.1: Lachlan to investigate funding for Australian Quality Training Framework approved courses under SCDF Funding.

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

34.4	Councils resolved that FNQROC to contact IPWEA to discuss availability of a regional discount.	FNQROC
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Action Item 34.4 Update: Request was made to the branch president, whom subsequently presented to the committee, whom did not support the request. Item Complete.

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)
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Action Item 34.5 Update: Request was made to SAI Global(the administrator of Australian Standards) whom did not support the request. Item Complete.

34.6	Regional Forward Revaluation Calendar - Lachlan to develop/distribute 5 year calendar for councils to populate.	FNQROC All Councils
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Action Item 34.6 Update: Remains outstanding.

Email sent to Councils 18 October 2018, (requesting each council populate their indicative revaluation schedule. Lachlan to re-send with the minutes.

34.7	Data Analytics(google anonymous user data) - Lachlan to further investigate attaining this data, or options therein.	FNQROC
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Action Item 34.7 Update: Further investigated with Telstra as has better data/network in the region.

An information seminar was undertaken for the region/LG's. It was determined that limitations currently exist in the density of the data available. Currently data can only be scaled down to an SA1(See ABS website for explanation). Additional to this, there is a time window constraint of 15 minute intervals. These concerns relate to privacy of individuals and being able to be identified. It was noted that some of these can be resolved (i.e SA1 density will be resolved with the introduction of 5G networks & in house(Telstra) data processing removes privacy concerns) however, the product is still too expensive for use on a regular basis. LGAQ and Telstra have discussed the opportunity to co-fund some of these development costs, so there is an opportunity that these costs will reduce in time(as/after processes etc have been set up).

It was also noted that this went on to develop into an opportunity for councils to engage with Telstra on a project called 'MavHack' – which comprises of Local governments /Telstra getting together to identify opportunities where simple apps can be used to simplify local governments business and operations (eg. Defect logging/dog barking recorder). It was noted that endorsement of this project is being sought from the FNQROC board on the 8th April and further noted that Telstra has indicated they will fund the development costs to the project.

It was requested of the group to consider opportunities/ideas for this project.

34.8	When requested, councils to provide Lachlan with an updates to the useful life benchmarking spreadsheet.	FNQROC All Councils
Action Item 34.7 Update: Ongoing.		

6. Discussion topic: Condition/Function/Capacity reporting requirements for the ALGA

Discussion was had around why the Australian Local Government Association requires the reporting of condition/function/capacity and is there a more functional way of reporting this information (i.e. sustainability ratio, maintenance ratios). The issue being is how you measure the utilization/capacity with buildings – particularly those under lease arrangements/usage contracts (i.e. sports team clubhouses etc).

The discussion highlighted that these ratios do not necessarily represent the intended insight that the ALGA want, being ‘What is the intended service, and how does it relate/measure to that? Are these assets performing the service/function they are intended to, (and is it being done in an efficient and effective manner)’.

The request was made that councils consider what their preferred reporting characteristics would be (for asset performance), and for FNQROC to draft a letter to the ALGA requesting review.

Action Item 35.2: All councils to send their preferred reporting characteristics (for asset performance), and for FNQROC to draft a letter to the ALGA requesting review of the categories of information requested.

Further discussion was had that this was not applicable to all assets (i.e. Toilet blocks). Is it providing the service it was intended (convenience). The Key is determining what the service/service standard that each asset is to provide. Cairns nominated that they have just completed a toilet strategy, which defines these parameters, of which, subject to approval would be beneficial to all councils to see how these services are measured.

Action Item 35.3: Cairns to forward toilet strategy to Lachlan (subject to approval) for distribution.

7. Regional consistency on condition ratings of building assets.

It was generally accepted that IPWEA practice note 3 provided the appropriate framework and measures for building condition assessment, however a number of councils identified that there is opportunity to better structure the methodology of condition assessments of road assets. To this effect, TRC & Mareeba indicated that in lieu of condition assessments, they are utilizing data collected through defect logging to inform their condition rating (and subsequent rehabilitation priorities). It was noted that this solution was well supported by the platform ‘Technology One’. Within that, noted that the categorisation of defects is based (albiet simplified) on the RMPC categories/work types and scaled against the IPWEA practice note for the condition rating.

Action Item 35.4: TRC and MSC to forward their simplified versions of the RMPC defect categorisations and weightings to Lachlan for Distribution.

This has been effective thus far for councils using this set-up. It was suggested that the next meeting be arranged such that other councils see how it all works. It was also suggested, that

despite using different defect logging software, there would be benefit in process mapping from defect to financial register.

Action Item 35.5: Lachlan to approach Technology One for a process map of their base methodology, for use by councils to develop/clarify their own business mapping/processes.

Whilst well covered in the practice note for condition assessment criteria, componentisation and the detail in which this is done provided opportunity to be considered regionally. The forum consensus was that there is opportunity to simplify this (eg. From 7 to 4 component) however it was requested that this be reserved for a later date. (E.g. Post the development, implementation and steady state running of those implementing/using Technology one in the region). An alternative to this is an increase in the trigger for componentisation.

Action Item 35.6: Councils to send their current trigger levels for componentisation, and the categories of componentisation to Lachlan for collation.

8. General Business

None for Noting.

9. Points for noting to the FNQROC Board

None for Noting.

10. Next meeting

6 August 2019
Mareeba Shire Council Chambers/Main Office
65 Rankin St, Mareeba QLD 4880

11. Meeting Closed 12.15pm

With the exception of motions and explicit request to be named, this meeting operates under **Chatham House Rule**:

Everyone present is free to use the information received, but they cannot reveal the identity or affiliation of the speaker or any other participant.

The Chatham House Rule allows people to speak as individuals, and to express views that may not be those of their organisation. It encourages free discussion.

12. Actions from Meeting No. No.35

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	<ul style="list-style-type: none"> - Hinchinbrook Shire Council - Wujal Wujal Aboriginal Shire Council - Tablelands Regional Council - Cassowary Coast Regional Council - Cook Shire Council - Douglas Shire Council - Carpentaria Shire Council - Etheridge Shire Council - Yarrabah Aboriginal Shire Council - Hopevale Aboriginal Shire Council
34.6	Regional Forward Revaluation Calendar - Lachlan to develop/distribute 5 year calendar for councils to populate.	<p>Emailed to councils 18 Oct 2018</p> <p>All Councils to respond(ex MSC)</p>
34.8	When requested, councils to provide Lachlan with an updates to the useful life benchmarking spreadsheet.	<p>FNQROC</p> <p>All Councils(ex MSC)</p>
35.1	Lachlan to investigate funding for Australian Quality Training Framework approved courses under SCDF Funding.	Lachlan
35.2	All councils to send their preferred reporting characteristics (for asset performance), and for FNQROC to draft a letter to the ALGA requesting review of the categories of information requested.	All Councils
35.3	Cairns to forward toilet strategy to Lachlan (subject to approval) for distribution.	Lachlan
35.4	TRC and MSC to forward their simplified versions of the RMPC defect categorizations and weightings to Lachlan for Distribution.	TRC(Chris) and MSC(Jacquie)
35.5	Lachlan to approach Technology One for a process map of their base methodology, for use by councils to develop/clarify their own business mapping/processes.	Lachlan
35.6	Councils to send their current trigger levels for componentisation, and the categories of componentisation to Lachlan for collation	All Councils