

## Minutes of the Local Advisory Committee - Douglas - held on Monday 28 October 2013

## Local Advisory Committee - Douglas Minutes of Meeting held on 28 October 2013

Date: Monday 28 October 2013

Start Time: 1.05pm

Finish Time: 1.35pm

Location: Mackay Room, Mossman Office

<b>Meeting Purpose</b>	<b>MEETING OF THE LOCAL ADVISORY COMMITTEE – DOUGLAS</b>
<b>Attendees</b>	Jeff Tate (Transfer Manager), David Kempton (via phone) Doug Ryan, Kym Rowley, Nicole Barton
<b>Apologies</b>	Nil

### Actions and Agreements

No	Item	Action
1.	<p><b><u>Opening of Meeting – Attendance and Apologies</u></b></p> <p>Jeff Tate welcomed the Local Advisory Committee Members to the meeting and thanked them for their attendance.</p> <p>David Kempton joined the meeting via phone link.</p>	
2.	<p><b><u>Minutes of the meeting held on Monday 16 September 2013</u></b></p> <p>Minutes of the meeting held on Monday 16 September 2013 were noted.</p>	
3.	<p><b><u>Transfer Manager Progress Report</u></b></p> <p><b><u>Finance</u></b></p>	

**Minutes of the Local Advisory Committee - Douglas - held on Monday 28 October 2013****Due Diligence process**

The Financial Due Diligence Working Group (FDDWG) is continuing work on the review of the QTC methodology and preparing a revised starting financial position for Douglas and the continuing Cairns Council at June 2013. This work is expected to be completed by the end of November.

Transactions for the six months to 31 December 2013 will be split on the Cairns Regional Council (CRC) ledger between CRC and Douglas with the final results being available in February/March 2014.

A copy of the "Role, Principles, High Level Methodology and Deliverables" for the FDDWG was provided to Committee Members.

**Information Technology**

Training has commenced with key staff for the new IT system – Civica Cloud. A forward schedule of training has been developed with wider staff involvement as time progresses.

A schedule of key dates (of data transfer) is being negotiated with CRC.

The de-amalgamation website is now live and can be viewed at <http://douglas.qld.gov.au/>

**Disaster Management**

Work is progressing well on the Local Disaster Management Plan for Douglas. The Transfer Manager will be attending a Disaster Preparedness Seminar in Cairns in early November.

A meeting will occur with parties who are likely to form the Local Disaster Management Group (LDMG). This will be followed by training delivered by Emergency Management Queensland (EMQ).

The State Government will pass a Regulation to allow the Transfer Manager to take the steps necessary to adopt a Local Disaster Management Plan and appoint the LDMG.

**Organisation Structure/Staffing**

Discussions are on-going with the CEO of CRC regarding the timing of him providing the list of positions to be transferred to Douglas. It is anticipated that the positions will include some vacant positions.

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	<p><b>General Manager positions</b></p> <p>Paul Hoye (Operations) and Darryl Crees (Corporate Services) have effectively commenced in their General Manager roles as at 1 October 2013.</p> <p><b>Middle Manager positions</b></p> <p>The Manager of Finance &amp; IT – Julian Porter commenced on 8 October 2013 and the Manager Water &amp; Waste, Wouter van der Mere commenced on 21 October 2013.</p> <p>Positions of Manager Governance, Manager Infrastructure and Manager Development and Environment have been advertised and interviews conducted. Progress on appointments will be affected by the timing of the list of positions to be transferred from CRC.</p> <p><b><u>Communication and Engagement</u></b></p> <p>The Transfer Manager has continued engagement with community groups and agencies and undertaken interviews with Port Douglas &amp; Mossman Gazette, the Newport and Port Douglas Radio.</p>	
4.	<p><b><u>Issues for the next 4 weeks</u></b></p> <ul style="list-style-type: none"> <li>➤ Continue work on the implementation of the new IT system – some testing of the systems will begin to take place.</li> <li>➤ Meeting with parties likely to form the Local Disaster Management Group and training with Emergency Management Queensland to occur.</li> <li>➤ List to be received from the CEO of Cairns Regional Council for positions being transferred to Douglas.</li> <li>➤ Financial due diligence work to continue.</li> </ul>	
5.	<p><b><u>General Business</u></b></p> <p>The Transfer Manager advised that he has been contacted by several candidates for the Douglas Shire Council election seeking discussions and/or meetings.</p>	

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	After taking advice from the Department of Local Government, Community Resilience and Recovery, the Transfer Manager has reluctantly decided not to have such discussions and meetings and to refer all candidates to the de-amalgamation website ( <a href="http://www.douglas.qld.gov.au">www.douglas.qld.gov.au</a> ) to ensure that everybody has access to the same information.	
6.	<b><u>Date of Next Meeting</u></b>  Future meetings to be held on:- <ul style="list-style-type: none"><li>• Tuesday 12 November 2013 at 1pm</li><li>• Tuesday 10 December 2013 at 12.30pm</li></ul>	
7.	<b><u>Closure of Meeting</u></b>  Meeting closed at 1.35pm.	