

Douglas Shire Council Transfer Committee Minutes – Meeting Number 12

3991167v13

Date	Monday 28 October 2013	Start Time: 9.27am	Finish Time: 9.36am	Location:	Cairns Regional Council, Spence Street, Cairns
Attendees	Cairns Regional Council – Peter Tabulo (CEO), and Douglas Shire Council - Jeff Tate (Transfer Manager)				

Actions and Agreements

No	What	Who	When	Completed
1	<p>Opening of Meeting – Attendance and Apologies</p> <p><i>No apologies.</i></p>			
2	<p>Minutes of previous Transfer Committee Meeting Decision</p> <p><i>The minutes of Transfer Committee Meeting Number 11 held on 22 October 2013 were noted.</i></p>			
3	<p>Matters for Information Only</p> <p>a) IT representatives from Douglas and CRC are working on transition cut-over dates for data migration. A briefing paper is to be submitted for consideration at a future Transfer Committee Meeting.</p> <p><i>Noted.</i></p>			
4	<p>Matters for decision</p> <p>a) Evaluation of RFQ for Independent Review of Financial Due Diligence Working Group Outcomes</p> <p>The Transfer Committee had been asked by the Financial Due Diligence Working Group to:-</p> <ul style="list-style-type: none"> i. Approve the engagement of KPMG (Cairns Office) to conduct the Independent Review of FDDWG outcomes at a cost of \$68,000 (excluding GST). ii. Note that the cost of the Independent Review will be a de-amalgamation cost. <p><i>Approved.</i></p>			

	<p>b) Proposed approach to attribute financial years results 2009 to 2011</p> <p>The Transfer Committee had been asked by the Financial Due Diligence Working Group (#4164357) to select an approach from the following 3 options to develop the revenue/expenditure splits for the 3 financial years 2009 to 2011:</p> <ul style="list-style-type: none"> a) Use the QTC approach b) Replicate the approach applied for 2012 and 2013 financial years, or c) Modify the approach used for the 2012 and 2013 years to achieve the timelines. <p><i>The Transfer Committee approved option (c) to modify the approach used for the 2012 and 2013 years to achieve the timelines.</i></p>			
<p>5</p>	<p>Other Business</p> <p>a) Staff Transfers</p> <p>The Transfer Committee noted that the list is to be finalised this week and then provided to the Transfer Manager.</p>			
<p>6</p>	<p>Next Meeting To be determined</p>			
<p>7</p>	<p>Closure of meeting 9.36 am</p>			

Signed as a true and correct copy of the minutes of the Transfer Committee meeting held on Monday 28 October 2013.

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Peter Tabulo
Chief Executive Officer – Cairns Regional Council

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Jeff Tate
Transfer Manager – Douglas