

Minutes of the Local Advisory Committee - Douglas - held on Tuesday 11 June 2013

Local Advisory Committee - Douglas Minutes of Meeting held on 11th June 2013

Date: Tuesday 11th June 2013

Start Time: 2.00pm

Finish Time: 3.05pm

Location: Reynolds Room, Mossman Office

Meeting Purpose	MEETING OF THE LOCAL ADVISORY COMMITTEE – DOUGLAS	
Attendees	Jeff Tate (Transfer Manager), David Kempton, Doug Ryan, Kym Rowley, Nicole Barton	
Apologies	Nil	
Actions and Agreements		
No	Item	Action
1.	<p><u>Opening of Meeting – Attendance and Apologies</u></p> <p>Jeff Tate welcomed the Local Advisory Committee Members to the meeting and thanked them for their attendance.</p>	
2.	<p><u>Role of the Committee</u></p> <p>The Local Advisory Committee (LAC) Members have been appointed to assist the Transfer Manager, Jeff Tate, with advice on matters he refers to them. The LAC considers it has an important role in assisting with communication between the Transfer Manager and the community.</p> <p>The Transfer Manager commenced his position several weeks ago and has been mainly focussed on developing the Transfer Action Plan. He is now actively meeting with individuals and groups and this will continue with additional advice from the LAC members.</p> <p>The LAC notes that it is not a decision-making body and its primary focus is to provide advice to the Transfer Manager.</p>	

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3. Current focus of Transfer Manager**a) Developing Transfer Action Plan**

The Transfer Manager is required to develop and maintain an up-to-date transfer action plan (TAP). The TAP is considered a work in progress and must progressively document the key steps associated with the de-amalgamation process. Progress is well underway with the TAP for Douglas which will be completed within the next 2 weeks and includes sections on:

- Organisational structure/staffing
- Communication and engagement
- Governance
- Systems
- Finance
- Information Technology
- Work places
- Business trading
- Plant and equipment

b) Financial Due Diligence

Peter McGrath, Professional Accountant and Qualified Auditor, has been engaged by the Transfer Manager to undertake the financial due diligence work associated with the de-amalgamation. Mr McGrath was previously the Auditor for Douglas Shire Council.

c) Information Technology

Information technology is an important consideration and a strategy will be developed shortly to not only meet the needs of the de-amalgamation but also sustain Douglas Shire Council in the future.

The Transfer Manager has secured the domain name "douglas.qld.gov.au" and is investigating securing other domain names for activities associated with the new Council.

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	<p>d) <u>Developing Organisation Structure & Staff Appointments</u></p> <p>The overall organisation structure has been determined and work continues on the detailed functions of each section of that structure.</p> <p>The Local Government (De-amalgamation Implementation) regulation 2013 provides for the transfer of a minimum of 135 positions and a maximum of 165 positions for Douglas Shire Council from Cairns Regional Council.</p>	
4.	<p><u>General Business</u></p> <p><u>Communication and Engagement</u></p> <p>A website providing information on the de-amalgamation process will be developed to go live soon. In addition the Transfer Manager will be seeking opportunities to communicate with community groups through existing communication channels such as newsletters and the websites of other organisations.</p> <p><u>On-going matters</u></p> <p>Whilst there is a transition process into a new organisation there are likely to be some matters that will be on-going and concluded after the commencement of the Douglas Shire Council on 1 January 2014.</p> <p><u>Elections for Douglas Shire Council</u></p> <p>Elections will be held in the last quarter of 2013. Subject to the amendment of the Local Government Act, the newly elected Council will be required to adopt a budget for the first six months of 2014.</p> <p><u>Media Release</u></p> <p>Transfer Manager to prepare a media release providing an overview of the meeting. LAC members to distribute through their networks.</p>	

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5.	<u>Meeting Cycle/Date of Next Meeting</u> Dates of the next 2 meetings:- <ul style="list-style-type: none">➤ Monday 8 July 2013 at 2.00pm➤ Thursday 1 August 2013 at 2.00pm	
6.	<u>Closure of Meeting</u> Meeting closed at 3.05pm.	