

## Minutes of the Local Advisory Committee - Douglas - held on Monday 16 September 2013

## Local Advisory Committee - Douglas Minutes of Meeting held on 16 September 2013

Date: Monday 16 September 2013

Start Time: 2.15pm

Finish Time: 2.55pm

Location: Reynolds Room, Mossman Office

<b>Meeting Purpose</b>	<b>MEETING OF THE LOCAL ADVISORY COMMITTEE – DOUGLAS</b>	
<b>Attendees</b>	Jeff Tate (Transfer Manager), Doug Ryan, Kym Rowley, Nicole Barton	
<b>Apologies</b>	David Kempton	
<b>Actions and Agreements</b>		
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>An apology was noted for David Kempton.</p>	
2.	<p><b><u>Minutes of the meeting held on Monday 1 August 2013</u></b></p> <p>Minutes of the meeting held on Monday 1 August 2013 were noted.</p>	
3.	<p><b><u>Transfer Manager Progress Report</u></b></p>	

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**Finance****Financial Due Diligence**

As part of the preparatory work leading up to the poll held in March this year, the Queensland Treasury Corporation developed a starting financial position as at June 2012, for the new Douglas Shire (Douglas) and the continuing Cairns Regional Council (CRC).

Sitting as the Transfer Committee, the CEO of CRC and the Transfer Manager have agreed that a review of the QTC work should form part of the due diligence work leading up to the establishment of Douglas on 1 January 2014.

A small group, the Financial Due Diligence Working Group, comprising representatives from Douglas and CRC has been established to do this work. Key tasks include reviewing the QTC methodology and preparing a revised starting financial position for Douglas and CRC at June 2013. It is expected the whole project will be completed by the end of October with an associated component (a split of financial results for the Douglas and continuing part of CRC to be reported in CRC's annual financial statements for the year ended 30 June 2013) being completed several weeks earlier to meet audit timelines.

Once the financial due diligence project is complete it will be subject to a review by an independent body chosen by the Transfer Committee.

**Information Technology**

The decision has been made to proceed with a new IT system largely based around Civica Authority applications and delivered through Civica Cloud. An IT Project Manager has been appointed. He has finalised contractual arrangements for the new system and is leading its implementation. The IT strategy objective is to have the majority of the systems work completed by the end of November to provide for some contingency in December.

To simplify things, it is planned to use Civica's *Best practice implementation* as the basis for the new system. This is a standard set up that covers the usual business processes in a Council, so rather than starting from scratch, we will just be altering this where necessary to meet any specific needs we have. We can continue to develop this over time including after de-amalgamation, but the focus has to be on getting a working system in as short a time as possible.

There is a lot to do in a very short time. The intent is to provide not only the capability for Douglas to operate from day one, but to put us in a position that will allow us to continue to develop and improve our services over the coming years.

**Minutes of the Local Advisory Committee - Douglas - held on Monday 16 September 2013****Disaster Management**

Work is progressing on the arrangements required to have everything in place to undertake our role in disaster management. January is obviously a key time for cyclones and it is essential that we are ready for whatever happens.

It is expected that Emergency Management Queensland (EMQ) will review the Douglas plan in late October/early November. EMQ will also provide relevant training to key staff including the Local Disaster Coordinator.

**Organisation Structure/Staffing****General Manager positions**

Interviews have been conducted and offers made and accepted for both General Manager positions. Darryl Crees has been appointed to the position of General Manager Corporate Services and Paul Hoye has been appointed to the position of General Manager Operations. Both appointees have extensive experience in local government with the former Douglas Shire Council and the current Cairns Regional Council.

**Middle Manager positions**

The successful applicant for the role of Manager Finance and IT is Julian Porter who is currently working for a hotel chain in Darwin. Julian will commence in early October.

We are well advanced in recruiting a Water and Waste Manager and the remaining three middle management positions have recently been advertised.

**Expressions of Interest for vacant positions**

The first round of Expressions of Interest (EOI) for a number of vacant positions in the new Douglas structure closed on Friday 16 August and the second round closed on 30 August 2013. The EOI was open to all CRC staff including those who had already been advised they would be transferred to Douglas.

All EOI from staff other than those already to be transferred to Douglas were considered by CRC to determine which of them may be released.

All transferring staff who lodged an EOI have been interviewed as were others who CRC determined could be released. Some decisions have been made to offer positions to staff who lodged an EOI. The staff to whom the offers have been made are a combination of transferring staff and others who CRC has agreed to release. There will be a period of several days allowed for those offered a position to decide whether or not to accept.

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	<p>The interview process also highlighted the need to refine some aspects of the organisation structure and this will be done before deciding on further staff placements.</p> <p>Four additional positions for which no EOI were lodged in the first round were advertised externally as they need to be filled in the near future. Applications close on 11 September.</p> <p><b><u>Communication and Engagement</u></b></p> <p>The Transfer Manager has continued engagement with community groups and agencies.</p> <p>A temporary website for Douglas Shire Council is planned to be operational in the next month.</p>	
4.	<p><b><u>Issues for the next 4 weeks</u></b></p> <ul style="list-style-type: none"> <li>➤ Temporary website for Douglas to be operational</li> <li>➤ Financial due diligence work to continue</li> <li>➤ Manager Finance &amp; IT to commence in early October. A key role will be budget preparations for the new council.</li> <li>➤ Manager &amp; Water Waste to be appointed and commence late October</li> </ul>	
5.	<p><b><u>General Business</u></b></p> <p>Doug Ryan and Kym Rowley advised that common enquiries they are receiving from the general public are – what is the date for the council election, how much money will there be in the bank account for the new council and what rate increases can be expected.</p>	
6.	<p><b><u>Date of Next Meeting</u></b></p> <p>Next meeting date to be determined in consultation with committee members.</p>	
6.	<p><b><u>Closure of Meeting</u></b></p> <p>Meeting closed at 2.55pm.</p>	