

Minutes of the Local Advisory Committee - Douglas - held on Thursday 1 August 2013

Local Advisory Committee - Douglas Minutes of Meeting held on 1 August 2013

Date: Thursday 1 August 2013

Start Time: 2.00pm

Finish Time: 2.40pm

Location: Mackay Room, Mossman Office

Meeting Purpose	MEETING OF THE LOCAL ADVISORY COMMITTEE – DOUGLAS	
Attendees	Jeff Tate (Transfer Manager), Doug Ryan, Kym Rowley, Nicole Barton	
Apologies	David Kempton	
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> <p>An apology was noted for David Kempton.</p>	
2.	<p><u>Minutes of the meeting held on Monday 8 July 2013</u></p> <p>Minutes of the meeting held on Monday 8 July 2013 were noted.</p>	
3.	<p><u>Transfer Manager Progress Report</u></p> <p><u>Finance</u></p>	

Minutes of the Local Advisory Committee - Douglas - held on Thursday 1 August 2013**Financial Due Diligence**

A financial due diligence working group comprising the CRC Finance Manager and the Douglas consultant engaged to work through the due diligence issues has been formed. It is working to Terms of Reference approved by the Transfer Committee (Cairns CEO and Transfer Manager) and has recently adopted a schedule of tasks which will also go to the Transfer Committee for approval.

The work of the Group will take several months to complete and its findings will be presented to the Transfer Committee for consideration. Once the summary of the financial reconciliation has been presented to the Committee, it will form part of the Transfer Committee Minutes which will be available on the CRC website.

Contracts

A meeting has been held with relevant CRC staff in relation to contracts affected by de-amalgamation. CRC staff will be providing advice to relevant contractors with information on the change/s to billing and payment procedures prior to de-amalgamation taking place.

Information Technology

The IT consultant has finalised the assessment of the draft IT plan prepared by CRC staff and has assessed that proposal against a stand-alone approach using the cloud.

Organisation Structure/Staffing**Middle Manager positions**

Applications closed on 17 July 2013 for the 2 middle management positions – Manager Finance and Information Technology and Manager Water and Waste. There were over 50 applications for the two positions combined. The process of short-listing has commenced and interviews will commence shortly.

Transfer of staff

Staff to be direct transfers from CRC to Douglas have been advised in writing. An Expressions of Interest process is to be undertaken for additional staff to be transferred from CRC to Douglas.

Minutes of the Local Advisory Committee - Douglas - held on Thursday 1 August 2013

	<p><u>Communication and Engagement</u></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><u>Issues for the next 4 weeks</u></p> <ul style="list-style-type: none"> ➤ Temporary website for Douglas to be operational ➤ Interviews for 2 middle management positions – Manager Finance and Information Technology and Manager Water and Waste ➤ Decision to be made on IT approach for Douglas ➤ Financial due diligence work to continue ➤ Transfer Manager to liaise with staff transferring to Douglas. Regular staff bulletins will be circulated. 	
5.	<p><u>General Business</u></p> <p>Doug Ryan sought clarification on how contractors continuing with Douglas will be paid once de-amalgamation has occurred.</p> <p>Transfer Manager confirmed that as of 1 January 2014, Douglas Shire Council will be responsible for paying relevant contractors.</p>	
6.	<p><u>Meeting Cycle/Date of Next Meeting</u></p> <p>Next meeting to be held on Monday 16 September 2013 at 2.00pm</p>	
6.	<p><u>Closure of Meeting</u></p> <p>Meeting closed at 2.40pm.</p>	