

Minutes of the Local Advisory Committee - Douglas - held on Monday 8th July 2013

Local Advisory Committee - Douglas Minutes of Meeting held on 8th July 2013

Date: Monday 8th July 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>Minutes of the meeting held on Tuesday 11 June 2013</u></p> <p>Minutes of the meeting held on Tuesday 11 June 2013 were noted.</p>	
3.	<p><u>Transfer Manager Progress Report</u></p> <p>a) <u>Finance</u></p> <p>Work is progressing well on the financial due diligence work associated with the de-amalgamation. A meeting was held with QTC at the end of June to further discuss the issues and a more detailed analysis of the figures has commenced.</p>	

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A draft Information Technology plan has been prepared by Cairns Regional Council staff. A consultant has been engaged to review that plan and to also negotiate with suppliers.

c) Organisation Structure/Staffing

Two (2) middle management positions for Douglas Shire Council have been advertised – Manager Finance and Information Technology and Manager Water and Waste. Applications close on Wednesday 17 July 2013. Appointments to be made for these positions as quickly as possible.

The list of staff to transfer from Cairns is expected to be finalised and all staff informed by the end of July.

d) Communication and Engagement

A name block has been developed for Douglas Shire Council (please refer to top of the page). This is a temporary design and will be used until the new Council is formed and selects a permanent logo.

Transfer Manager has attended 12 meetings with community groups and agencies and has a forward program of meetings with more to arrange.

Kym Rowley enquired if it would be appropriate for the Transfer Manager to conduct a public meeting/information session for the community.

Transfer Manager to discuss possible public meeting with Department of LGCRR.

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4.	<p><u>Issues for the next 4 weeks</u></p> <p>Staffing numbers and 2 manager positions to be finalised.</p> <p>More detailed financial information should be available.</p>	
5.	<p><u>General Business</u></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>	
6.	<p><u>Meeting Cycle/Date of Next Meeting</u></p> <p>Dates of future meetings:-</p> <ul style="list-style-type: none"> ➤ Thursday 1 August 2013 at 2.00pm ➤ Monday 16 September 2013 at 2.00pm 	
6.	<p><u>Closure of Meeting</u></p> <p>Meeting closed at 2.50pm.</p>	