

Douglas Shire Council Transfer Committee Minutes – Meeting Number 9

3991167v10

Date	Monday 30 September 2013	Start Time 9.24am	Finish Time 9.27am	Location	Spence Street, Cairns
Attendees	Cairns Regional Council - Kelly Reaston (A/CEO), and Douglas Shire Council - Jeff Tate (Transfer Manager)				

Actions and Agreements

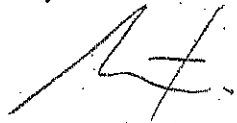
No	What	Who	When	Completed
1	<p>Opening of Meeting – Attendance and Apologies</p> <p><i>An apology was noted from Peter Tabulo who is on leave.</i></p>			
2	<p>Minutes of previous Transfer Committee Meeting</p> <p>Decision</p> <p>That the minutes of Transfer Committee meeting no 8 held on 23 September 2013 be accepted.</p>			
3	<p>Matters for Information Only</p> <p>a) Progress of the Transfer Action plan to be discussed at the next Transfer Committee meeting and Cairns Regional Council to update list of issues developed be noted.</p>			
4	<p>Matters for decision</p> <p>a) Financial Due Diligence – Materiality Principles <i>That the Transfer Committee approve for the purposes of the Financial Due Diligence Project:</i></p> <p>a) <i>The materiality thresholds of 1% for Income Statement items and 5% for balance sheet items, as utilised by QAO for their audit of the 2013 financial statements, together with:</i></p> <p>b) <i>A threshold of 90% for the allocation of work orders at the function level.</i></p> <p><i>Approved.</i></p> <p>b) Transfer of Staff <i>That the Cairns Regional Council/Douglas Shire Transfer Committee approve refinements</i></p> <p><i>Approved</i></p>			

27 September 2013

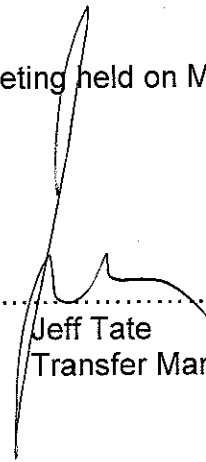
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	<p>c) Financial Due Diligence Working Group – Additional Resources <i>That the Transfer Committee approves the additional temporary resourcing for the Finance Due Diligence Working Group (FDDWG) at an estimated cost of \$14,500.</i></p> <p><i>Approved</i></p> <p>d) Information Technology <i>That the Transfer Committee approves the Information Services De-amalgamation works request.</i></p> <p><i>Approved.</i></p>		
5	Other Business <i>Nil</i>		
6	Next Meeting <i>The Transfer Committee will next meet on Tuesday 8 October 2013</i>		
7	Closure of meeting <i>9.27am</i>		

Signed as a true and correct copy of the minutes of the Transfer Committee meeting held on Monday 30th September 2013.



Kelly Reaston
A/Chief Executive Officer – Cairns Regional Council



Jeff Tate
Transfer Manager – Douglas