

Minutes – Livingstone Transfer Committee

Meeting Details

Section: Transfer Committee		Date: 5 June 2013
Meeting Leader: Graeme Kanofsk/Evan Pardon		Group Name: Transitional Process
Start Time: 10:00am	Duration: 1.25 hours	Location: Evan's Office
<input type="checkbox"/> Line Management Agenda issued 2 days prior	<input type="checkbox"/> Business/Operational Agenda issued 2 days prior	<input checked="" type="checkbox"/> Committee Agenda issued 5 days prior
<input type="checkbox"/> Toolbox Agenda issued 2 days prior		

Attendance Record

Name	Name	Name
Graeme Kanofski – present	Evan Pardon - present	Katie Mitchell (minutes) - present

Agenda Items

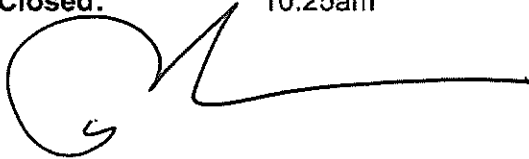
Agenda Item	Minutes
1. Yeppoon Landfill Operational Contract.	Seek further clarification. Ongoing.
2. Information, Communications & Records Management Systems.	Transfer Committee agrees to investigate the appointment of a firm to project manage the transition process. KPMG was engaged on 28 May 2013. Completed. KPMG provided a preliminary working draft report, final update report will be provided to Transfer Committee in next seven days.
3. Asset allocation of water supply infrastructure and agreements required.	This item will be tasked to the acting Director Operations for Livingstone once appointed. Ongoing
4. Finance and HR Sections provided a status update.	Transfer Committee accepted the updates from each Section and are awaiting a response from the Department in relation to an industrial relations matter.
5. Re-opening of previous Yeppoon dog and cat pound	Transfer Manager to investigate possibility of using local boarding kennel to provide an interim service. Meetings and inspections have been conducted in past two weeks. Ongoing,
6. Telemetry & SCADA options post de-amalgamation	Appointed Acting Director Operations will be tasked to establish this service. Ongoing,
7. State Library provision of funding to support the provision of library services to Council.	Transfer Manager to establish the RRC transition plan for library services and then meet with the Director Regional Access & Public Libraries. Chief Executive Officer to arrange a report to the Continuing Council Committee. Teleconference between Transfer Manager and Director State Library to be held on 12 June 2013.
8. Lease of Queen Street Office (Lot 4 RP604764).	Approval has been received from Director General Department of Local Government, Community Recovery and Resilience to enter into this lease. Application submitted 09/05/13. Director General approval letter received 27/05/13. Transfer Committee resolved that entering into this lease is the only option reasonably available.

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9. De-amalgamation Wages Costs W/E 24/05/13	Transfer Committee formally approve the expenditure of \$52,046.30 as de-amalgamation costs.
10. Livingstone Local Advisory Committee	The first Livingstone Local Advisory Committee meeting was held on 30/05/13 where the Transfer Manager provided an update on the transition which was accepted by all Committee members. CEO was provided with a copy of these minutes.

Next Meeting: 5 June 2013

Closed: 10:25am



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Graeme Kanofski
Livingstone Transfer Manager.



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Evan Pardon
Rockhampton Regional Council CEO.