

Minutes – Livingstone Transfer Committee

Meeting Details

Section: Transfer Committee		Date: 31 July 2013	
Meeting Leader: Graeme Kanofsk/Evan Pardon		Group Name: Transitional Process	
Start Time: 9:30am	Duration: 2.45 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
Michael Clerc & Andy Ireland – 10:27-11:00am - present	John & Tony, KPMG – 9:30-10:27am present	

Agenda Items

Agenda Item	Minutes
1. Yeppoon Landfill Operational Contract.	Seek further clarification. Ongoing.
2. Asset allocation of water supply infrastructure and agreements required.	This item has been tasked to the Director Operations for Livingstone. Ongoing
3. Re-opening of previous Yeppoon dog and cat pound	Transfer Manager to investigate possibility of using local boarding kennel to provide an interim service. Follow up inspections and discussions occurring. Ongoing,
4. Telemetry & SCADA options post de-amalgamation	This item has been tasked to the Director Operations for Livingstone. Ongoing,
5. An update was provided on Information, Communications & Records Management Systems by KPMG consultants.	The KPMG draft report was formally accepted by the Transfer Committee.
6. An update on current Finance actions was provided.	Transfer Committee accepted the updates from Finance Section.
7. De-amalgamation Wages Costs W/E 07/06/13 and De-amalgamation Cost Statement 17/06/13.	The Transfer Committee approves the Cost Statement dated 30/07/13 for \$94,127.00 and for these costs to be charged to the de-amalgamation project and authorises the funds to be drawn down from the working capital account. The Transfer Committee approves previous cost statements totalling \$163,717.00 for funding from the working capital account. The Transfer Committee formally approves the expenditure for de-amalgamation wages of \$14,255.40 for week 19/07/13 and \$23,627.47 for week 26/07/13
8. Proposed construction of stock pound	Operations Manager Local Laws to compile an agreement to the current stock contractor's existing contract to extend his terms to include the service provision with an upfront payment of \$5,000.00 to assist with the provision of the stock pound. Ongoing.

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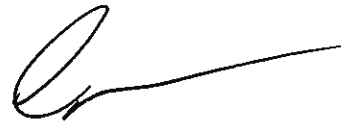
9. Local Disaster Management Plan for LSC	The RRC Disaster Management Officer is currently working on splitting the LDMP into one plan for RRC and one for LSC.
10. Replacement Uniforms for LSC staff prior to 31/12/13	For staff going to LSC as of 01/01/14 RRC will replace uniforms as per the fair wear and tear policy without any branding on the replacement uniform.
11. Business Cards for LSC staff	There will not be any LSC business cards produced until a name and logo has been decided by the new Council. Once a postal address and generic phone number has been finalised generic business cards will be ordered.

Next Meeting: 12 August 2013

Closed: 12:15pm



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Graeme Kanofski
Livingstone Transfer Manager.



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Evan Pardon
Rockhampton Regional Council CEO.