

Minutes – Livingstone Transfer Committee

Meeting Details

Section: Transfer Committee		Date: 28 August 2013	
Meeting Leader: Graeme Kanofsk/Evan Pardon		Group Name: Transitional Process	
Start Time: 11:00am	Duration: 3.00 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
Alicia Cutler, Michael Clerc & Andy Ireland – 10:55-11:49am	Tracy Sweeney – 11:49am-12:40pm	KPMG – 10:05-10:55am
Drew Stevenson – 12:45-12:56pm		

Agenda Items

Agenda Item	Minutes
1. Yeppoon Landfill Operational Contract.	Existing arrangement extension under negotiation. Ongoing .
2. Asset allocation of water supply infrastructure and agreements required.	Transfer Committee awaiting further reports. Ongoing
3. Re-opening of previous Yeppoon dog and cat pound	Under investigation by Transfer Manager. Ongoing ,
4. Telemetry & SCADA options post de-amalgamation	Transfer Committee awaiting further reports. Ongoing ,
5. An update was provided on Information, Communications & Records Management Systems by KPMG consultants.	The KPMG report was formally accepted by the Transfer Committee. Ongoing ,
6. An update was provided on the plan for staff movements by HR.	Transfer Committee accepted the updates from HR Section.
7. An update on current Finance actions was provided.	Transfer Committee accepted the updates from Finance Section. A submission will be sent to QTC requesting them to review the issues that have been identified with the QTC methodology with view to establishing a fair outcome for both Councils. Ongoing ,

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<p>8. De-amalgamation Wages Costs W/E 02/08/13 and De-amalgamation Cost Statement 12/08/13.</p>	<p>The Transfer Committee approves the Cost Statement dated 26/08/13 for \$173,384.00 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. And further the Committee approve a reduction in the amount of \$74.86 from the Cost Statement for 30 July 2013 due to an error.</p> <p>The Transfer Committee approves for an amendment be made of previous cost statements totalling \$163,717.00 for funding from the working capital account, as stated in minutes of 31 July 2013, to be amended to the amount of \$178,443.30 due to incorrect calculations.</p> <p>The Transfer Committee formally approves the expenditure for de-amalgamation wages of \$12,326.44 for week 09/08/13 and \$13,326.05 for week 16/08/13 and \$19,487.26 for week 23/08/13.</p> <p>The Transfer Committee approves for the De-amalgamation Wages Costs for week of 30/07/13 approved in minutes of 31 July 2013 to be reduced from \$94,127 to \$94,052 due to staff wages being incorrectly costed to this project.</p>
<p>9. Local Disaster Management Plan for LSC</p>	<p>The RRC Disaster Management Officer is currently working on splitting the LDMP into one plan for RRC and one for LSC. Transfer Committee awaiting advice from the Department on outstanding legal issues. Ongoing.</p>
<p>10. Engagement of Auditor to review Special Purpose Financial Statements to be prepared as at 31 December 2013.</p>	<p>The Transfer Committee requests that Special Purpose Statements be prepared as at 31 December 2013 for the purposes of separation of LSC and that a separately contracted audit be also performed by QAO of these statements and provide assurance to the accuracy and appropriateness of the separation. Both the cost of the preparation of these statements as well as the audit will be recognised as a De-amalgamation Cost.</p>
<p>11. Contestable Electricity Contract Renewal.</p>	<p>That the Contracts & Tenders team be authorised to tender for contestable electricity on behalf of both CRRC and LSC for all 32 sites as identified. Report to come to Transfer Committee for approval and CEO signature. An email to be sent to the Director General for approval.</p>

Next Meeting: 9 September 2013

Closed: 2:00pm

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Graeme Kanofski
Livingstone Transfer Manager.



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Evan Pardon
Rockhampton Regional Council CEO.