

# Minutes – Livingstone Transfer Committee

## Meeting Details

<b>Section: Transfer Committee</b>		<b>Date: 10 October 2013</b>
<b>Meeting Leader: Graeme Kanofsk/Evan Pardon</b>	<b>Group Name: Transitional Process</b>	
<b>Start Time: 9:00am</b>	<b>Duration: 3.00 hours</b>	<b>Location: Evan's Office</b>
<input type="checkbox"/> <b>Line Management</b> Agenda issued 2 days prior	<input type="checkbox"/> <b>Business/Operational</b> Agenda issued 2 days prior	<input checked="" type="checkbox"/> <b>Committee</b> Agenda issued 5 days prior
		<input type="checkbox"/> <b>Toolbox</b> 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 – present	Tracy Sweeney – present	KPMG – present

## Agenda Items

Agenda Item	Minutes
1. Asset allocation of water supply infrastructure and agreements required.	Transfer Committee awaiting further reports. Ongoing
2. Re-opening of previous Yeppoon dog and cat pound	Under investigation by Transfer Manager. Ongoing,
3. Telemetry & SCADA options post de-amalgamation	Transfer Committee awaiting further reports. Ongoing,
4. An update was provided on Information, Communications & Records Management Systems by KPMG consultants.	<p>The KPMG update was formally adopted by the Transfer Committee.</p> <p>Transfer Committee approves the copying of the Finance 1 and Conquest systems for read only reference for use by selected LSC staff.</p> <p>Transfer Committee approves an edited copy of Pathway as read only reference for use by selected senior LSC staff.</p> <p>Transfer Committee approves the continued use of the RRC Waste Management software for LSC until a contract is agreed with a third party for LSC.</p>
5. An update was provided on the plan for staff movements by HR.	Transfer Committee accepted the updates from HR Section. Change of Location Letters to be issued to all employees in the next two weeks in accordance with the certified agreement.
6. An update on current Finance actions was provided.	<p>Transfer Committee accepted the updates from Finance Section. The following reports are to come back to Transfer Committee for adoption::</p> <ul style="list-style-type: none"> <li>▪ Asset &amp; Liability Report;</li> <li>▪ Accounts Receivable &amp; Payable Report; &amp;</li> <li>▪ Forecast Cash Balance for 01/01/14.</li> </ul>

# Committee

7. De-amalgamation Wages Costs and Cost Statement.	<p>The Transfer Committee formally approves the expenditure for de-amalgamation wages of \$27,247.67 for week 27/09/13 and \$15,599.08 for week 4/10/13.</p> <p>The Transfer Committee approves the Cost Statement dated 04/10/13 for \$246,217.00 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.</p>
8. Local Disaster Management Plan for LSC	<p>The RRC Disaster Management Officer is currently working on splitting the LDMP into one plan for RRC and one for LSC. Amendments will be made to the De-amalgamation Regulation to provide for establishment of disaster arrangement post 01/01/14. Ongoing.</p>

**Next Meeting:** 29 October 2013  
**Closed:** 11:35am



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Graeme Kanofski  
Livingstone Transfer Manager.



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Evan Pardon  
Rockhampton Regional Council CEO.