

# Douglas Shire Council Transfer Committee Minutes – Meeting Number 1

#3991167v2

Date	Wednesday 29 May 2013	Start Time 3.30pm	Finish Time pm	Location	Spence Street
Attendees	Peter Tabulo, Jeff Tate				

## Actions and Agreements

No	What	Who	When	Completed
1	<b>Meeting No. 1 - 29 May 2013</b>			
2	<b>MATTERS FOR INFORMATION ONLY</b>			
	2.1 Staff to be transferred – verbal update by CCEO. Mike Cole has provided list of staff in old Douglas area. GMs still working through. Work together on transfers and structure.			
	2.2 De-amalgamation budget prepared by TM. Noted. JT to update budget totals as required. Discuss with Juli-Ann the structure for reporting.			
	2.3 Estimated de-amalgamation staff requirements – scheduled prepared by TM.			
	2.4 Transfer Action Plan – verbal update by TM. Nearly completed.			
3	<b>MATTERS FOR DECISION</b>			
	3.1 Assets and liabilities to be transferred. No matters for decision.			
	3.2 Joint agreements. No matters for decision. Work being done on identifying CRC contracts that impact on DSC. Waste Management – Bedminster Contract – briefing on Monday 17 <sup>th</sup> June at scheduled Technical De-amalgamation Meeting (TDM).			
	3.3 Costs associated with de-amalgamation. No matters for decision. Reports to be submitted to TC Meetings			
	3.4 Other matters. No matters for decision.			
4	<b>OTHER BUSINESS</b>			
	4.1 JT to be Douglas contact person for marketing/PR/media on de-amalgamation.			
5	<b>FORWARD AGENDA/NEXT MEETING</b>			
	5.1 Mondays after TDM as required. *PT away 24/8/13 – 8/10/13			



Peter Tabulo  
Chief Executive Officer  
Cairns Regional Council



Jeff Tate  
Transfer Manager- Douglas