

# Douglas Shire Council Transfer Committee Minutes – Meeting Number 2

#3991167v3

Date	Monday 15 July 2013	Start Time 10.00am	Finish Time 10.40am	Location	Spence Street, Cairns
Attendees	Peter Tabulo, Jeff Tate				

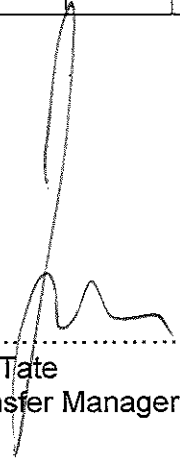
## Actions and Agreements

No	What	Who	When	Completed
1	<b>Meeting No. 2 – 15 July 2013</b>			
2	Minutes of previous meeting – noted.			
3	<p><b>Matters for information only</b></p> <p>3(a) Information reports on progress of the Transfer Action Plan - noted.</p> <p>3(b) Progress on list of staff to be transferred - noted – letters to staff to be transferred to go out next week.</p>			
4	<p><b>Matters for decision</b></p> <p>4(a) Formation of the financial due diligence working group as per report prepared - approved.</p> <p>4(b) Timeframes and methodology for the Expressions of Interest process for additional staff to be transferred from CRC to Douglas. Approved as follows:-</p> <ol style="list-style-type: none"> <li>1. Positions descriptions to be completed by Friday 19 July 2013</li> <li>2. Expressions of interest from any CRC staff member (including those already determined to be transferring to Douglas) to open 24 July 2013 and close 2 August 2013.</li> <li>3. Concurrent processes for CRC to determine whether staff members can be released to transfer to Douglas, and for Transfer Manager to determine whether they meet the Douglas position descriptions concluding on Friday 9 August 2013.</li> <li>4. Process to finalise staff who are both available and suitable for transfer – may include interviews, discussions about most suitable roles etc. to conclude on Friday 16 August 2013. Transfer Manager to advise CRC CEO of the staff chosen to be transferred to Douglas on same day.</li> <li>5. Letters to go to staff chosen to be transferred to Douglas on 19 August 2013 giving them until 23 August 2013 to either accept or reject the offer.</li> </ol> <p>4(c) Monthly financial report – Section 27(c) De-amalgamation Regulation - approved.</p>			
5	Other business - nil.			

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6	<b>Next meeting – future agenda items</b> a) IT plan and implementation b) Contracts Noted.			



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Peter Tabulo  
Chief Executive Officer  
Cairns Regional Council



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Jeff Tate  
Transfer Manager- Douglas