

Douglas Shire Council Transfer Committee Minutes – Meeting Number 3

#3991167v4

Date	Friday 16 August 2013	Start Time 3.00pm	Finish Time 3.40pm	Location	Teleconference Mossman/Cairns
Attendees	Peter Tabulo, Jeff Tate				

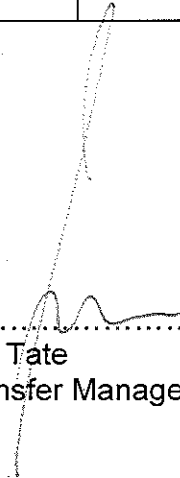
Actions and Agreements

No	What	Who	When	Completed
1	Meeting No. 3 – 16 August 2013			
2	Minutes of previous meeting <i>Noted.</i>			
3	Matters for information only 3(a) Progress of the Transfer Action Plan <i>Progressing okay.</i>			
4	Matters for decision 4(a) Approval of the Terms of Reference for the Records Management Working Group. <i>Approved.</i> 4(b) Approval of:- <ul style="list-style-type: none"> • Financial Due Diligence Working Group Methodology • Financial Due Diligence Working Group Work Schedule • Revenue and Cost Allocation Principles <i>Deferred to a future meeting of the Transfer Committee.</i> 4(c) Approval to proceed with the purchase of IT hardware, software and services, equipment/services <i>Approved.</i> 4(d) Approval of the monthly financial report – Section 27(c) De-amalgamation Regulation <i>Approved.</i>			

5	Other business - <i>Nil</i>			
6	a) Next meeting – <i>to be determined.</i> b) Future agenda items			



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Peter Tabulo
Chief Executive Officer – Cairns Regional Council



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Jeff Tate
Transfer Manager - Douglas