

LOCKYER VALLEY REGIONAL  
COUNCIL  
Local Transition Committee  
Meeting  
31 AUGUST 2007

---

**ATTENDANCE**

<b>Attendance:</b>	<b>Members</b>	<b>Cr Steve Jones, Gatton Shire Council Cr Janice Holstein, Gatton Shire Council Cr Richard Lee, Laidley Shire Council Cr Geoff Lester, Laidley Shire Council Jade Ingham, Queensland Council of Unions Martin Cash, Australian Services Union Wayne Pitkin, Australian Workers Union</b>
	<b>Observers</b>	<b>Cr Lois Span Colin O'Connor Chris Payne Pat Byrnes</b>

**The meeting commenced at 11.10 am**

LOCKYER VALLEY REGIONAL  
COUNCIL  
Local Transition Committee  
Meeting  
31 AUGUST 2007

---

**BUSINESS AGENDA**

Item Number: 1  
**SUBJECT HEADING: APPOINTMENT OF CHAIRPERSON**

- 
1. Cr Holstein chaired the meeting until the appointment of a chairperson. Councillors Jones, Lee and Lester expressed interest in being Chairperson. A ballot was held to determine the position, with Cr Steve Jones being elected as Chairperson. Cr Jones assumed the Chair for the remainder of the meeting.

Item Number: 2  
**SUBJECT HEADING: ADOPTION OF MEETING PROCEDURES**

- 
- 2.1 Members considered the draft meeting procedures circulated by the Department of Local Government.

---

**RESOLUTION**

**THAT the draft meeting procedures, as circulated, be adopted as the procedures for meetings of the Local Transition Committee.**

Moved by: Cr Holstein

Seconded by: Martin Cash

CARRIED

- 2.2 In order to provide clarity on certain issues within the meeting procedures, members considered the following matters:

**Observers**

**RESOLUTION**

**THAT the meetings of the LTC be open to the public, ie there be no limitation of the number or type of observers, and that non-members may be excluded from the meeting when confidential/sensitive issues are being considered using the same principles as outlined in Section 463 Local Government Act 1993.**

Moved by: Cr Lee

Seconded by: Cr Lester

LOST

LOCKYER VALLEY REGIONAL  
COUNCIL  
Local Transition Committee  
Meeting  
31 AUGUST 2007

---

**THAT observers to meetings of the LTC be limited to members proxies, Chief Executive Officers of the affected Councils and, by invitation, other persons as determined by resolution of the LTC.**

Moved by: Jade Ingham

Seconded by: Cr Holstein

CARRIED

**Quorum**

**THAT the quorum comprise one half of the Local Transition Committee's membership plus one, subject to a minimum of two of the members present being union representatives.**

Moved by: Cr Holstein

Seconded by: Martin Cash

CARRIED

**Employment Sub-Committee**

THAT the members resolved that any work to establish this sub-committee commence following the appointment of the Interim Chief Executive Officer.

**Agenda for Subsequent Meetings**

**THAT the Chairperson liaise with the two CEO's regarding the agenda for the next meeting.**

Moved by: Cr Holstein

Seconded by: Wayne Pitkin

CARRIED

LOCKYER VALLEY REGIONAL  
COUNCIL  
Local Transition Committee  
Meeting  
31 AUGUST 2007

---

**Location of Meetings**

**THAT the next meeting be held at Laidley with the location of subsequent meetings to be advised by the Interim CEO.**

Moved by: Cr Holstein

Seconded by: Jade Ingham

CARRIED

**Release of Minutes**

It was resolved that a draft copy of the minutes be circulated to all members as soon as possible following the completion of the meeting. Subject to approval being received from members, the minutes may then be made available to the public.

**Press Statements**

**THAT a press statement be prepared at the end of each meeting, to be circulated to all representatives prior to its release to the media.**

Moved by: Cr Holstein

Seconded by: Cr Lee

CARRIED

*Meeting adjourned for lunch at 1.00 pm and resumed at 1.40 pm.*

- 3.0 Financial and Administrative Arrangements  
It was resolved that this matter be deferred until the appointment of Interim CEO is made.

LOCKYER VALLEY REGIONAL  
COUNCIL  
Local Transition Committee  
Meeting  
31 AUGUST 2007

---

4.0 Community Representatives

**THAT the LTC not appoint any Community representatives at this point in time, however, this may be considered further at a future date.**

Moved by: Cr Lee

Seconded by: Cr Lester

CARRIED

*The Chief Executive Officers left the meeting for consideration of the following matters.*

5.0 Process for Selecting Interim CEO

**THAT**

- i. the LTC Chairperson write to the Chief Executive Officers and Deputy Chief Executive Officer of each of the affected Council no later than Monday 3 September 2007 inviting applications for the position of Interim CEO.**
- ii. Applications are to include a resume and details of how the individual would perform the role**
- iii. Such applications be received prior to 4.00 pm on Monday 10 September 2007.**

Moved by: Cr Lester

Seconded by: Cr Lee

CARRIED

6.0 Panel for Selecting Interim CEO

**THAT the panel for selecting the Interim CEO comprise the two elected representatives from each Council together with a representative from WMS Professionals Network of Toowong as the independent person.**

LOCKYER VALLEY REGIONAL  
COUNCIL  
Local Transition Committee  
Meeting  
31 AUGUST 2007

---

Moved by: Cr Lester

Seconded by: Martin Cash

CARRIED

It was resolved that interviews take place on Tuesday 11 September, 2007 at Gatton.

It was noted that WMS Professionals Network would charge \$130 + GST/hour for their work and the Chairperson is to send details outlining the LTC's requirements of them.

7.0 Next meeting

The next meeting be held on Tuesday 11 September 2007 commencing at 2.00 pm.

There being no further business, the meeting closed at 2.45pm

Confirmed on Tuesday, 11 September 2007

.....  
Cr Steve Jones  
Chairperson