

**MINUTES OF THE FIRST MEETING OF THE LOCAL TRANSITION COMMITTEE FOR THE NEW CASSOWARY COAST REGIONAL COUNCIL HELD IN THE CARDWELL SHIRE COUNCIL CHAMBERS, THURSDAY 23 AUGUST 2007 COMMENCING AT 3.40PM.**

**PRESENT**

Mr Graham Webb (Johnstone Shire), Mr Basil Micale (Member of Community Reference Group, Johnstone Shire), Cr James P Nicolson (Cardwell Shire Council), Cr Barry Lansdown (Cardwell Shire Council), Mr Steve Rodgers (Australian Services Union), Mr Peter Gunsberger (Australian Workers Union), Mr Bert Veivers (Australian Metal Workers Union) and Mrs Vanessa Kerr (Minutes Clerk).

**TEMPORARY CHAIRPERSON**

Mr Graham Webb nominated Mr Basil Micale as temporary Chairperson until such time as the Chairperson is appointed by the Committee. As there was no objection Mr Micale took the Chair.

**1. APPOINTMENT OF CHAIRPERSON**

Mr Micale called for nominations for the Chairperson of the Local Transition Committee.

Mr S Rodgers moved – seconded Mr P Gunsberger

“That Mr Graham Webb be nominated as Chairperson of the Local Transition Committee for the new Cassowary Coast Regional Council.” **CARRIED**

**2. MEETING PROCEDURES**

Cr B Lansdown moved – seconded Mr B Micale

“That the Meeting Procedures as prepared by the Queensland Government be adopted as the meeting procedures for the Local Transition Committee as per Appendix 1 of the minutes.” **CARRIED**

**3. RECORDING OF MOTIONS**

Cr B Lansdown moved – seconded Cr JP Nicolson

“That when recording motions of the Local Transition Committee the names of those FOR and AGAINST a motion to be recorded in the minutes of the meeting.” **CARRIED**

**4. QUORUM**

Mr S Rodgers moved – seconded Cr JP Nicolson

“That the quorum for the Local Transition Committee be one half of the Committees membership plus one (ie 5 members to be present).”

**CARRIED – 6 Votes to 1 with Cr B Lansdown voting AGAINST the Motion and Mr G Webb, Mr B Micale, Cr JP Nicolson, Mr S Rodgers, Mr P Gunsberger and Mr B Veivers voting FOR the Motion.**

**5. FINANCIAL AND ADMINISTRATIVE ARRANGEMENTS**

Cr B Lansdown moved – seconded Mr P Gunsberger

“That the determination of the Financial and Administration Arrangements of the Local Transition Committee be deferred to the next meeting of the Committee, at which time the Interim Chief Executive Officer will be appointed.” **CARRIED**

**6. APPOINTMENT OF COMMUNITY REPRESENTATIVE**

Mr B Micale moved – seconded Cr JP Nicolson

“That in relation to the appointment of a Community Representative to the Local Transition Committee no action be taken at this time.” **CARRIED**

**7. PROCESS FOR SELECTION OF INTERIM CHIEF EXECUTIVE OFFICER**

Cr B Lansdown moved – seconded Cr JP Nicolson

“That the selection process for the appointment of the Interim Chief Executive Officer be as follows:-

- Chairman to invite applications from eligible Council Officers;
- The Local Government Association of Queensland representative to be contacted;
- Selection Panel consisting of the four Council elected members and the LGAQ representative to meet on Tuesday, 11<sup>th</sup> September 2007 at 1.00pm in the Cardwell Shire Council Chambers;
- Applicants be invited to an interview at the above venue;
- Selection Panel to recommend to Local Transition Committee whom it recommends for appointment as Interim Chief Executive Officer;
- Local Transition Committee to meet and appoint Interim Chief Executive Officer;
- Process will include any other suggestions from the LGAQ representative.”

**CARRIED – 5 Votes to 2 with Mr S Rodgers and Mr P Gunsberger voting AGAINST the Motion as they oppose the appointment of the LGAQ Representative to the Selection Panel and Mr G Webb, Mr B Micale, Cr JP Nicolson, Cr B Lansdown and Mr B Veivers voting FOR the Motion.**

**8. SELECTION CRITERIA FOR THE APPOINTMENT OF THE INTERIM CEO**

Mr S Rodgers moved – seconded Cr B Lansdown

“That the Selection Panel for the appointment of the Interim Chief Executive Officer be guided by a Selection Criteria document which is to be obtained prior to consideration of applications.” **CARRIED**

9. **MEMBERSHIP OF SELECTION PANEL FOR THE APPOINTMENT OF THE INTERIM CEO**

Cr JP Nicolson moved – seconded Cr B Lansdown

“That the Selection Panel for the appointment of the Interim Chief Executive Officer of the Local Transition Committee be comprised of:-

- Mr Graham Webb, Chairman;
  - Mr Basil Micale;
  - Cr James P Nicolson;
  - Cr Barry Lansdown
  - Independent representative from the Local Government Association of Queensland Inc.”
- CARRIED**

10. **PUBLIC NOTICE OF LOCAL TRANSITION COMMITTEE**

Mr S Rodgers moved – seconded Mr B Veivers

“That the Cardwell Shire Council prepare the public notice of Local Transition Committee as per the Guidelines by 9<sup>th</sup> September 2007 with all advertisements to be placed in the Tully Times and Innisfail Advocate.”

**CARRIED**

**NEXT MEETING**

The next meeting of the Local Transition Committee will be held on Wednesday, 12<sup>th</sup> September 2007 commencing at 8.00am in the Johnstone Shire Council Chambers, Rankin Street, Innisfail.

5.20pm            The Chairman declared the meeting closed.

**CONFIRMED AS A TRUE AND CORRECT RECORD THIS TWELFTH DAY OF SEPTEMBER 2007.**

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**CHAIRMAN, MR GRAHAM WEBB**