

**INTERIM MANAGEMENT COMMITTEE (IMC)
MEETING MINUTES #23**

VENUE:
Wil Mitchell Room, Ipswich City Council

TIME/DATE:
9am, Tuesday 1 October 2019

NEXT MEETING:
9:00am, Tuesday 15 October 2019

ATTENDEES:	REFERENCE	APOLOGIES:	REFERENCE
Greg Chemello	(IA)	Simone Webbe	(SW)
Jan Taylor	(JT)		
Stan Gallo	(SGA)		
Steve Greenwood	(SGR)		
Rob Jones	(RJ)		
Josh Edwards (from 9:20am until 9:35am)	(JE)		
Sandy Nunn (until 9:37am)	(SN)		

Item No.	Minutes
1. Attendance and apologies	As noted above.
2. Minutes of last meeting	Minutes of the meeting held on 17 September 2019 were discussed and resolved as a true and correct record.
3. Conflicts of interest	<p>No conflicts of interest were identified by IMC members.</p> <p>SGA noted a possible conflict may emerge at the next Economic Development Committee and Council meeting regarding the Ipswich Central redevelopment given other KPMG professionals were providing advice to council on that matter. It was noted that SGA would declare this at the Committee and Council meetings, and not participate in any discussions on the matter.</p>
4. Carry Over Issues	<p><u>Disposal Freeze</u></p> <p>SGA and the IA confirmed the document has been signed by CEO and IA, and will now be returned to the State Archives. A structured process to remove boxes will soon commence.</p> <p><u>IMC Priorities</u></p> <p>Main priority is the management team. General Manager Andrew Knight is currently absent on personal leave. Advertising for the General Management position for Planning and Regulatory Services is closing this week.</p>

	<p><u>Call Centre Review</u></p> <p>IA confirmed he has sent an email to the CEO (as ICEI Director) regarding finances from Peak Services. It is anticipated the contract will be finalized within the coming months.</p> <p>JT: Requested confirmation if the process has commenced regarding the recruitment of a consulting manager. JT will follow up with JE.</p> <p><u>Ipswich First Website Policy</u></p> <p>IA confirmed he has discussed the need for an Ipswich First website policy with the CEO and relevant officers. Further discussions with CEO and Simon Holt involved how to define the policy framework, rules and parameters for Councillors, its purpose, and other associated risks.</p> <p><u>Committee Reports</u></p> <p>IA advised that he had amended the existing committee report template, specifically in relation to the headings and guidance wording relating to Related Parties and Community and Other Consultation. The amended template was sent to Vicki Lukritz (Committee Manager) for consideration and implementation.</p>
<p>5. Business Transformation Program</p>	<p><u>[JE joined the meeting at 9:20 am]</u></p> <p><u>TPCT update on progress</u></p> <p>JE advised the Schedule of Deliverables is due to be finalised today and sent with all Steering Committee reports. This schedule will ensure expectations on delivery are met with all projects and Steering Committee members. JE requested feedback from IMC members if applicable. Based on the meeting last week, the list of deliverables prioritised for completion prior to IMC departing have now been finalised. This will be sent through to the IMC for final input. JE has requested IMC notify him if anything is missing or additional items are required. Once agreed, this will be sent to CEO for final endorsement. A number of these items are already being worked on across the organisation, so reporting will be drafted to help support ongoing delivery.</p> <p><u>Projects requiring further direction/speed</u></p> <p>TP5, TP14 & TP18 are due to close this month at next week's Steering Committee. Pending some last minute work being completed today, these projects are all due to submit final deliverables and project close reports next Tuesday.</p>

IMC Meeting Minutes
Tuesday, 1 October 2019

	<p>TP18 will have a suite of governance documents (ie. policy, terms of reference), requiring review and approval. RJ advised he has items for further discussion with JE at a later time in relation to TP18. IA to attend meeting with JT, Ben Pole and Sylvia Swalling to further discuss the process for proposed consultants for TP18.</p> <p>TP14 will submit the final letter to the State.</p> <p>TP5 will submit their business planning framework.</p> <p>TP15 operating model has been approved however still requires finance approval. It is intended staff movements for existing staff will accommodate the new positions rather than hiring new staff. JE has suggested an issue be raised on the project to ensure accountability on decision making re: operating model. This issue will be discussed at the next round of Steering Committee.</p> <p>[JE left the meeting at 9:35 am]</p>
6. Other Business	<p>IA has discussed with the appropriate General Managers the need to continue to liaise and communicate with CBD business owners whilst CBD construction continues.</p> <p>IA commented that his meetings with potential candidates are progressing well. There has also been positive feedback from staff and community members on the transparency of candidate meeting minutes being on council's website.</p>
7. Complaints and grievances update	<p><i>[SN left the meeting at 9:37am prior to these discussions commencing]</i></p> <p>Discussion in relation to the key issues from complaints received to date.</p> <p><i>[Details regarding specific complaints are withheld from the minutes for confidentiality purposes.]</i></p>

The meeting closed at 10:30am

SIGNED AS A TRUE AND CORRECT RECORD



Greg Chemello
Interim Administrator