

**INTERIM MANAGEMENT COMMITTEE (IMC)
MEETING MINUTES #14**

VENUE:
Wil Mitchell Room, Ipswich City Council

TIME/DATE:
9:30am, Tuesday 16th April 2019

NEXT MEETING:
9:00am, 30th April 2019

ATTENDEES:	REFERENCE	APOLOGIES:	REFERENCE
Greg Chemello	(IA)		
Simone Webbe	(SW)		
Jan Taylor	(JT)		
Rob Jones	(RJ)		
Stan Gallo	(SG)		
Steve Greenwood	(SGR)		
Nicholas Wilson	(NW)		
Tegan Knott [until 10:22am]	(TK)		
James Dickson	(JD)		
Joshua Edwards [from 9:52am to 10:07am]	(JE)		

Item No.	Minutes
1. Attendance and apologies	As noted above.
2. Minutes of last meeting	Minutes of the meeting held on 2 nd April 2019 were discussed and resolved as a true and correct record.
3. Conflicts of interest	No new conflicts of interest were identified by the IA or the IMC.
4. Carry over issues	<p><u>Disposal freeze update</u></p> <p>SGA advised that a suggestion from the Business Services and Support Manager was to control the data we already have such as emails and Objective, and implement policies and procedures around retention and deletion. This method wouldn't be time consuming and will result in a policy rollout across the organization. JD suggested that a report should be submitted to next council committee meeting outlining this action.</p> <p><u>Divisional Boundary Public Consultation</u></p> <p>The IMC discussed the format of the proposed report to the Minister and the community resulting from the recent divisional boundary consultation. In particular, the IMC discussed whether the report should simply summarize and</p>

IMC Meeting Minutes
 Tuesday, 16 April, 2019

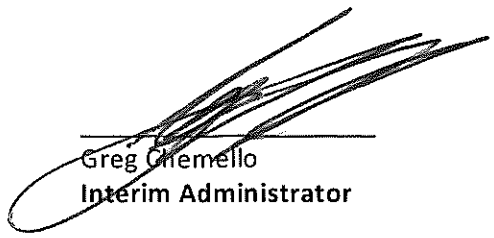
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	<p>reflect the survey findings or add in context of the views and findings of the IA and IMC over the last 8 months. It was agreed to adopt the latter approach. IMC members undertook to provide their feedback on this to the IA by 17th April. The IA advised that council would need to follow up the report with specific data and maps to the state government on the divisional options, similar to an analysis that would be conducted by the electoral commission.</p> <p><u>Community Reference Groups EOI update</u></p> <p>The application period for the expressions of interest for the community reference groups have now closed. The IA advised that the ELT and CEO are assessing the applications and will be making a decision on the successful representatives in the next week or so. A summary report will go to Council to note, not approve.</p>
<p>5. Business transformation program</p>	<p>[JE joined the meeting at 9:52am]</p> <p><u>TPCT update on progress</u></p> <p>The IA thanked RJ and JE on running a very productive JTC meeting last week. As a result of this meeting, JE advised that some of the project schedules, plans and teams have been revised which will be sent to the next steering committees for approval.</p> <p>JE advised the change in Lead for TP#8 Information Management to Jodie Welsh. JE has arranged a meeting with SW and SG to discuss issues with the project and provide advice for steps forward.</p> <p>To assist with guidance for TP#1, RJ met with Queensland Treasury Corporation (QTC) to develop action items. The project lead will be delegating these action items out to the project teams today. The QTC have advised they are happy to provide advice and guidance for projects 1, 5 and 7.</p> <p>JE confirmed that the Governance framework was approved at the last JTC meeting and this will form part of TP#13.</p> <p>The IA, IMC and JE held a discussion around TP#11 and how this project needs to encourage transparency around roles in council that have delegations and provide accountability and clarity regarding delegation processes and outcomes.</p> <p>RJ requested an indicator included on the JTC report for overall project health, to be assessed subjectively by the Steering Committee Lead. Each report should have last month's indicator and this months, to ensure appropriate trend reporting. JE agreed and advised this will be included in next JTC reporting.</p>

IMC Meeting Minutes
Tuesday, 16 April, 2019

Item No.	Minutes
	<p>SW asked whether a representative from the property services branch had been added to TP#4 (asset management). JD confirmed this had occurred. SW noted that Gold Coast City Council's asset management policy includes both land and the asset lifecycle. JE advised that an update will be provided at the next steering committee.</p> <p>[JE left the meeting at 10:07am]</p>
6. Other Business	<p><u>Discuss and plan transformation development topics for discussion with ELT such as risk</u></p> <p>The IA will be encouraging the ELT to demonstrate good leadership to their staff even though their own positions are uncertain at this point during the current restructure. The IMC agreed that providing positive leadership during the organizational restructure process is of high importance. The IA and IMC also discussed the importance of aligning values with ethical norms and that a leadership model discussion could be led by the CEO at the next IMC/ELT/CEO meeting.</p> <p><u>Feedback from Committee and Council meeting</u></p> <p>The IA advised that there were still issues outstanding regarding council's previous resolution on the Swifts club as raised at this morning's Council's meeting. No decisions have been made at this stage and ongoing discussions will be held with Swifts.</p>
7. Complaints and grievances update	<p><i>[TK left the meeting at 10:22AM prior to these discussions commencing]</i></p> <p>SW provided an update 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