

**INTERIM MANAGEMENT COMMITTEE (IMC)  
MEETING MINUTES #10**

**VENUE:**

Wil Mitchell Room, Ipswich City Council

**TIME/DATE:**

10:41am, Tuesday 18<sup>th</sup> February 2019

**NEXT MEETING:**

9:00am, 5<sup>th</sup> March 2019

<b>ATTENDEES:</b>	<b>REFERENCE</b>	<b>APOLOGIES:</b>	<b>REFERENCE</b>
Greg Chemello	(IA)	James Dickson	(JD)
Simone Webbe	(SW)		
Jan Taylor	(JT)		
Rob Jones	(RJ)		
Steve Greenwood	(SGR)		
Stan Gallo	(SGA)		
Nicholas Wilson	(NW)		
Tegan Knott	(TK)		

<b>Item No.</b>	<b>Minutes</b>
<b>1. Attendance and apologies</b>	As noted above.
<b>2. Minutes of last meeting</b>	Minutes of the meeting held on 5 February 2019 were discussed and resolved as a true and correct record.
<b>3. Conflicts of interest</b>	No new conflicts of interest were identified by IMC members.
<b>4. Immediate Issues</b>	<p><u>Disposal freeze update</u></p> <p>SGA advised that a follow up meeting is being held this week in relation to the gap analysis being conducted between Council's current state and the State Archives draft assessment framework. SGA noted that he will provide an email update to the IMC later this week.</p> <p><u>Divisional Boundary Review</u></p> <p>The IMC discussed the progress of the divisional boundaries discussion paper. The IA requested the IMC to further consider the advantages and disadvantages of each option discussed.</p> <p>The IMC highlighted the importance of unbiased report writing. RJ further suggested the document should outline the 'features' of each option.</p> <p>SW expressed the importance of providing supporting references for all statements made in the report.</p>

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<p><b>5. Operational realignment</b></p>	<p><u>Transformational Project Planning and Governance Framework</u></p> <p>NW advised that JD's and NW's project management role had largely been transitioned to the new Transformational Project Coordination Team ("TPCT") and that the handover had been relatively smooth.</p> <p>NW advised that he, JD and the Principal Officer for the Business Transformation Program ("BTP), Joshua Edwards, had provided the CEO, David Farmer with a briefing on the transformational projects. At the briefing David expressed the need for the projects to be prioritised considering the large number of projects within the BTP.</p> <p>The IA and IMC discussed the importance of TP#13 (Return to Elected Representation / Councillor Induction). SGR advised that he felt the project's transformational significance had increased and would be critical to improving employee sentiment within council. The IMC added that the aspects of this project are very broad and will feed into other frameworks such as committee structures, policies and IT solutions. The IMC highlighted the need for the project to be correctly resourced to ensure objectives are achieved within the tight timeframes. Some further discussion will be held around this with the COO's at the Joint Transformation Steering Committee meeting tomorrow.</p> <p><u>People and Culture Review</u></p> <p>NW advised that JD has performed a preliminary data analysis up to and including November 2018 and will meet with IMC members to discuss indicative results. Further discussions are required with People and Culture to obtain additional information.</p>
<p><b>6. Leading practices</b></p>	<p><u>Lessons Learnt/Systemic Reform Project</u></p> <p>On Thursday, 14 February 2019 the IA and representatives from the Department of Local Government, Racing and Multicultural Affairs attended a presentation from JD on the opportunities for legislative reforms and best practice methods observed to date during Interim Administration. The IA noted feedback regarding the presentation was positive from all attendees.</p>
<p><b>7. Other Business</b></p>	<p><u>2019 IMC Risk Management Strategy</u></p> <p>NW and TK advised that they have commenced a stakeholder analysis spreadsheet and although it is in its early stages, the document will assist to prioritise stakeholder issues and decision-making. Specifically, SGR suggested communicating with all of the MPs about what is happening whilst Ipswich City Council is under administration. The IMC also noted that it would be beneficial to have a framework established</p>

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	to deal with such issues before boundary review discussion paper is finalised.
<b>8. Complaints and grievances update</b>	<i>[TK left the meeting at 11:27AM prior to these discussions commencing]</i> SW and SGA provided an update in relation to the key issues from complaints received to date. <i>[Details regarding specific complaints are withheld from the minutes for confidentiality purposes].</i>

The meeting closed at 12:00pm.

SIGNED AS A TRUE AND CORRECT RECORD



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Greg Chemello  
Interim Administrator

