

**INTERIM MANAGEMENT COMMITTEE (IMC)
MEETING MINUTES #19**

VENUE:
Wil Mitchell Room, Ipswich City Council

TIME/DATE:
3:00pm, Tuesday 23rd July 2019

NEXT MEETING: 6th August 2019, 9:00am

ATTENDEES:	REFERENCE	APOLOGIES:	REFERENCE
Greg Chemello	(IA)		
Simone Webbe	(SW)		
Jan Taylor	(JT)		
Stan Gallo	(SG)		
Rob Jones	(RJ)		
Steve Greenwood	(SGR)		
Tegan Knott [until 5:04pm]	(TK)		
Sandy Nunn [until 5:04pm]	(SN)		
Josh Edwards [from 4:20pm – 4:45pm]	(JE)		

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1. Presentation	At 3pm, the IMC attended a presentation in the Claremont Room on the People and Culture Framework by Ken Tapfield and Allison Petersen (Prominence Consulting). The presentation concluded at 4:10pm and all members moved into the Wil Mitchell Room.
2. Attendance and apologies	As noted above.
3. Minutes of last meeting	Minutes of the meeting held on 25 th June 2019 were discussed and resolved as a true and correct record.
4. Conflicts of interest	No new conflicts of interest were identified by the IA or the IMC.
5. Carry over issues	<p><u>Disposal Freeze</u></p> <p>SGA advised that the draft statement of intent for the archivist should be approved by the end of this week. This should see the disposal freeze lifted for Council. An update will be provided at the next IMC meeting.</p> <p><u>Community Reference Groups</u></p> <p>The IA reported that the first round of Community Reference Group meetings were a great success and that agenda items are starting to flow in from the</p>

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	<p>community/committee members e.g. management of weeds in non-urban areas.</p> <p><u>Memorabilia</u></p> <p>The IA advised that there have been a number of new referrals to the Crime and Corruption Commission since the conviction of former Mayor, Andrew Antonioli. This however means the community auction that the IA was hoping to have in October this year will likely be postponed due to some of the memorabilia items now possibly being 'proceeds of crime'. The IA will keep the IMC informed of how the memorabilia will be managed once a decision has been made.</p>
<p>6. Business transformation program</p>	<p>[JE joined the meeting at 4:20pm]</p> <p><u>TPCT update on progress</u></p> <p>JE advised that a 'project closed' report is being drafted to identify the projects or actions that have been completed to date. RJ asked if JE could also prepare a schedule of release for critical projects that have impending due dates. JE will draft both and distribute to the IA and IMC for their consideration.</p> <p>The CEO has requested that the project teams be reviewed to ensure that the staff who are required to implement the outcomes as part of their business as usual processes are providing input into the projects. The CEO has therefore requested a mid-year validation which Josh will share prior to the next JTC meeting.</p> <p>The IA, IMC and JE held a general discussion around some of the projects that seem to have stalled; further updates will be provided by the TPCT at the next JTC meeting. All present commented that the People and Culture Framework this afternoon was well presented and all agreed that it should be sent to ELT. JE will arrange this.</p> <p>SW asked if the agendas and minutes of all TP steering committee and joint steering committee meetings could be made visible at least within ICC (and potentially under RTI's publication scheme too) as staff had pointed out that they were inaccessible unless they were on that particular steering committee. JE explained that there may be a drive set-up issue but he will investigate and advise further.</p> <p>[JE left the meeting at 4:45pm]</p>
<p>7. Other Business</p>	<p><u>Introduction to Sandy Nunn</u></p> <p>The IA and IMC agreed that whilst TK is on maternity leave, SN will take over</p>

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	the agenda development, minute taking and invoicing responsibilities for the IMC. The IA and IMC had a general discussion with SN about her current role and welcomed her to the team.
8. Complaints and grievances update	<i>[TK and SN left the meeting at 5:05pm prior to these discussions commencing]</i> SW 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 5:10pm.

SIGNED AS A TRUE AND CORRECT RECORD



Greg Chemello
Interim Administrator