

**INTERIM MANAGEMENT COMMITTEE (IMC)
MEETING MINUTES #18**

VENUE:
Wil Mitchell Room, Ipswich City Council

TIME/DATE:
2:00pm, Tuesday 25th June 2019

NEXT MEETING: 9th July 2019, 3pm

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 3:10pm]	(TK)		
Graham McGinniskin [from 2:00pm until 2:25pm]	(GM)		
Anna Payne [from 2:37pm – 3:03pm]	(AP)		

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1. Attendance and apologies	As noted above.
2. Minutes of last meeting	Minutes of the meeting held on 11 th June 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. Meet & Greet	<p><u>Risk Management Coordinator, Graham McGinniskin</u></p> <p>The IA and IMC met with Graham McGinniskin who was recently appointed to the role of Risk Management Coordinator. GM outlined his previous work experience and his goals. His initial priorities include familiarizing himself with with the transformational projects, establishing a risk management framework and developing a strategic risk register.</p>
5. Carry over issues	<p><u>Disposal Freeze</u></p> <p>SGA advised that they are now in the final stages before removing the freeze. A statement of intent will be presented to the State Archivist within the next</p>

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	<p>few weeks.</p> <p><u>Memorabilia Update</u></p> <p>The IA advised that the numerous memorabilia items that have been catalogued (700 plus items) demonstrates how much the policies and procedures needed to be tightened around community donation spending. The first of the community reference groups meet tonight and an item of discussion includes what to possibly do with all of the items. The IA advised that a community auction in late November at the Civic Centre may be a possibility.</p>
<p>6. Business transformation program</p>	<p>[AP joined the meeting at 2:37pm]</p> <p><u>TPCT update on progress</u></p> <p>AP advised that updates on project statuses were provided at the Steering Committees held earlier today. The TPCT are in the process of developing and mapping a project dependencies register which they hope to table at the next round of Steering Committees. They are also going to draft a change schedule that will model when the relevant changes are likely to occur. The IA and IMC all agreed that both of these would help with progression of the projects.</p> <p>The IA and IMC held a discussion with AP around TP #2 and TP #4 and progression of the same. AP advised that best practice meetings are being held with the relevant project leads after identifying a communication gap. RJ said that with regards to TP #2 he'd also like to see a strategic plan that encourages the development of leaders within Council.</p> <p>[AP left the meeting at 3:03pm]</p>
<p>7. Other Business</p>	<ul style="list-style-type: none"> • Committee action sheet review <p>In relation to the committee comments register tabled by TK, the IMC mentioned that they thought there were a few reports that were yet to come back to committee and they would therefore review the register and advise TK accordingly.</p> <ul style="list-style-type: none"> • Community Reference Groups (update) <p>The IA advised that the first meetings of the community reference groups is being held tonight. An update would be provided at the next IMC meeting.</p>

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8. Complaints and grievances update	<p><i>[TK left the meeting at 3:10pm 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 3:30pm.

SIGNED AS A TRUE AND CORRECT RECORD



Greg Chemello
Interim Administrator