

**INTERIM MANAGEMENT COMMITTEE (IMC)
MEETING MINUTES #9**

VENUE:
Wil Mitchell Room, Ipswich City Council

TIME/DATE:
9:00am, Tuesday 5th February 2019

NEXT MEETING:
10:30am, 18th February 2019

ATTENDEES:	REFERENCE	APOLOGIES:	REFERENCE
Greg Chemello	(IA)	Tegan Knott	(TK)
Simone Webbe	(SW)		
Jan Taylor	(JT)		
Stan Gallo	(SGA)		
Rob Jones	(RJ)		
Steve Greenwood	(SGR)		
Nicholas Wilson	(NW)		
James Dickson	(JD)		
Joshua Edwards [until 9:15am]	(JE)		
Naomi Duffy [until 9:15am]	(ND)		

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1. Attendance and apologies	As noted above.
2. Minutes of last meeting	Minutes of the meeting held on 22nd January 2019 were discussed and resolved as a true and correct record.
3. Conflicts of interest	No new conflicts of interest were identified by IMC members.
4. Transformation Program Coordination Team	<p>IA introduced the IMC to JE and ND, two members of the Transformation Program Coordination Team ("TPCT").</p> <p>JE noted that the TPCT commenced on 29 January 2019, and advised that the immediate matters for their consideration include assisting Project Teams to develop their project management documentation, developing progress reporting dashboards for use on the Wire, and assisting with the development of the budget and indicative costings for the Business Transformation Program ("BTP").</p> <p>The IMC noted that they were in favour of the Joint Transformation Committee ("JTC") monitoring the BTP budget, whilst also promoting visibility and transparency in the way the BTP costs are reported.</p> <p>RJ noted that there may be a risk of budget underspend, as Project Teams may tend to resource projects internally, or not seek external expert advice. The IMC discussed the importance of the BTP and noted</p>

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	<p>each project must consider leading practice, and the timeframes required for delivery. Both of these aspects may have financial implications.</p> <p>RJ also reiterated the need to support the Project Leads, the importance of honest reporting and the risk that issues and challenges need to be adequately and promptly communicated in reports. JE noted the TPCT will be working with Project Leads to develop solutions rather than seeking guidance from Steering Committees.</p> <p>The IMC advised JE and ND that they are always available to discuss the BTP.</p>
<p>5. Feedback from Council meeting</p>	<p>The IMC noted they were happy with the amended committee reporting template circulated by the COO of Finance and Corporate Services.</p>
<p>6. Immediate Issues</p>	<p><u>Disposal freeze update</u></p> <p>SGA provided the IMC with an update and noted that record keeping training is currently being rolled out across Council. SGA further noted that sessions have been set up at the Riverview and Yamanto depots for the field staff.</p> <p>SGA noted that work has commenced on the gap analysis against the State Archives model assessment criteria and noted that a meeting of the disposal freeze working group will be set up for the week beginning 11 February 2019.</p> <p><u>Divisional Boundary Review</u></p> <p>The IMC discussed the updated divisional boundaries discussion, and noted that a meeting will be held later in the day to pass on IMC feedback to the team preparing the discussion document.</p>
<p>7. Operational realignment</p>	<p><u>Transformational Project Planning and Governance Framework</u></p> <p>JD noted that he had received positive feedback regarding the TPCT, and that they had performed well since commencing.</p> <p>JD further noted that he had received positive feedback from Project Leads in relation to the project management documentation. Many found it daunting at first, however have commented that it has been a valuable exercise.</p> <p>The IMC commented that the TPCT need to ensure projects keep progressing, given the volume of work required and the delivery timeframes.</p>

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	<p><u>People and Culture Review</u></p> <p>JD noted that he had received an updated sick leave and normal hours worked dataset from People and Culture and is in the process of preparing an analysis template that can be used on an ongoing basis.</p>
<p>8. Leading practices</p>	<p><u>Lessons Learnt/Systemic Reform Project</u></p> <p>JD advised that he was in the process of reviewing and updating the draft letter, which will shortly be provided to the IA for review.</p>
<p>9. Other Business</p>	<p><u>2019 IMC Risk Management Strategy</u></p> <p>SGR suggested that the IMC develop a risk management strategy which sets out the various stakeholders, their needs, and actions required to address and meet the stakeholders' needs.</p> <p>The IMC agreed and noted the importance of providing stakeholders with clarity of the IMC's purpose, communicating progress against that purpose and setting standards around engagement and communication.</p>

The meeting closed at 10:30am.

SIGNED AS A TRUE AND CORRECT RECORD



Greg Chemello
Interim Administrator