

**INTERIM MANAGEMENT COMMITTEE (IMC)
MEETING MINUTES #27**

VENUE:
Wil Mitchell Room, Ipswich City Council

TIME/DATE:
9:10am, Tuesday 26 November 2019

NEXT MEETING:
2:00pm, Tuesday 10 December 2019

ATTENDEES:	REFERENCE	APOLOGIES:	REFERENCE
Greg Chemello	(IA)		
Simone Webbe	(SW)		
Jan Taylor	(JT)		
Stan Gallo	(SGA)		
Steve Greenwood	(SGR)		
Rob Jones	(RJ)		
Josh Edwards (from 9:45am until 10:05am)	(JE)		
Sandy Nunn (until 10:05am)	(SN)		

Item No.	Minutes
1. Attendance and apologies	As noted above.
2. Minutes of last meeting	Minutes of the meeting held on 29 October 2019 were discussed and resolved as a true and correct record. (Note: meeting scheduled 12 November 2019 was cancelled)
3. Conflicts of interest	No new conflicts of interest were identified by IMC members. SW declared receipt of a personal 'thank you' gift from an ICC staff member (book).
4. Carry Over Issues	<u>IMC Priorities</u> <ul style="list-style-type: none"> • <u>Effective ELT: IA</u> 2 December 2019 Peter Tabulo starts as General Manager of Planning and Regulatory Services Department. Acting General Manager, Brett Davey, will be assisting with the hand over process. <p>Andrew Knight remains as General Manager of Corporate Services Department until 13 December 2019. Advertising for the position closes Friday 29 November, with an anticipated appointment by Christmas and start date in January 2020. Recruitment process being overseen by Davidson. Internal EIO for the position in the interim has been well received.</p> <p>Great response received to current advertised positions vacant, with</p>

	<p>20-30 applicants for General Manager, ICT, HR positions.</p> <p>Community, Cultural and Economic Development progressing through cultural change within the department.</p> <p>RJ: Believes the ICT steering committee requires further guidance and support.</p> <p>Don Stewart doing a great job in his new role managing council's community venues and assets.</p> <p>Discussion with community members at a recent community meeting highlighted that the community are looking forward to return of Councillor representation for the city.</p> <ul style="list-style-type: none">• <u>HR capability and services</u> IMC is meeting with Prominence consulting group following this IMC meeting to discuss the performance management and development framework needed to be put in place.• <u>Governance systems and risk management</u> SW: PWC playing a major role, however some areas require more refinement to eliminate inconsistencies with risks.• <u>Effective councillor induction framework</u> Framework and guide have been finalised. Dissemination to candidates and general public is progressing well. First community session is being conducted tonight. Open invitation to community was extended via print and radio. Additional councillor candidate was announced today.• <u>Outstanding issues from previous council meetings</u> Nil to report• <u>Ipswich Central redevelopment</u> IA: Considerations are being had regarding committing additional funds towards the retail sector of the project. Potential tenants for vacant areas continue to be sourced, with many other tenants already committed. Construction is progressing within projected timeframes. HOA to meet and devise way forward. Opportunity for media on 11 or 12 December to promote progress of the project and introduce secured tenants.
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<p>5. Business Transformation Program</p>	<p>SW noted the original Good Governance framework was condensed to a smaller document. The shorter framework document was to be supported by the Guide which was to be Ipswich specific. RJ advised further clarification is required on what changes have been made to the original document. There is an issue with links leading to external and internal material. It was noted that there could be a possible timing issue with Councillor inductions.</p> <p>JT noted that Council's website requires improvement. This has been highlighted on a priority list however it appears to have been delayed. It was noted the website content is reliant on infrastructure. Anything that impacts the wider community should be seen as a priority. RJ noted there should be a focus on the implementation strategy with clear instructions, which should then be prioritised operationally.</p> <p><u>[JE joined the meeting at 9:45am]</u></p> <p>JE provided an update on the Business Transformation Program.</p> <p>In a recent meeting with the JTC, IA raised the opportunity to continue reporting on implementation of the TP2 to ensure confidence of its ongoing delivery. JE suggested this reporting should focus primarily on the P&C strategy. The P&C strategy is a document that was drafted listing all deliverables and actions within TP2, along with additional ones. The merging of key P&C projects into one, will ensure appropriate governance and drive confidence in delivery without confusing everyone with multiple plans etc. SW agreed with the approach but requested confirmation that the capability framework would be included per discussion in yesterday's risk workshop. JE agreed to review strategy and provide update to IMC.</p> <p>JE noted the implementation plan for the grievance framework has now been agreed. Work will commence by the project team with timely reporting provided based on the agreed milestones within the plan. An implementation plan will also be written for the performance framework that will be submitted to the next round of Steering Committee for comment.</p> <p>JE confirmed IMC are due to meet with the Consultant today to discuss expectations and delivery of the performance framework.</p> <p>JE raised the ongoing IMC priorities reporting and asked for any feedback or comment. Some areas of concern were noted, and are</p>
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	<p>flagged appropriately within fortnightly reporting. General discussion was had on leadership charter and requirements. JE advised the draft charter and Executive performance plans have been completed and are due to be submitted to CEO today for feedback and comment. JE will provide draft versions of these to the IMC for comment once presented to CEO. SW noted the Victorian Department that included a leadership charter as a key strategy in navigating their way back from serious integrity failures (corruption, theft, culture), and suggested this document might be helpful to look at given the key role it is said to have played in helping to build a corruption-resistant culture. This should be considered separate and additional to performance agreements. RJ noted there could be a potential issue with getting ELT to commit to the agreement without having any prior involvement. It was suggested the agreement should be signed by the staff member for accountability purposes. ELT require a system of assessing behaviours and values periodically. .</p> <p>JE suggested consideration be given to nominations for awards such as LGAQ, LGMA, etc. This would be great recognition and positive promotion of Council from external representatives. Previous discussions highlighted the need to be mindful of projects which are nominated, ie. only one nomination from ICC, not multiple. IMC suggested LGMA as the preferred award for potential nominations. SW questioned if nominations would be done as a group or individual. JE advised they can be project/team based. [JE left the meeting at 10:05am]</p>
<p>6. Other Business</p>	<p><u>January to March 2020 Priorities</u></p> <p>JT: Requesting an update on Swifts.</p> <p>IA: The club completed a community engagement exercise. Some issues were highlighted including the club being required to purchase the land from Council (Council own the building), financial commitment required from the club to develop a property Master Plan. The club may encounter community issues with any proposed increase in poker machines; the gaming regulation requires the club to undertake a community impact assessment and community engagement as part of any application to significantly increase the number of machines. It appears the club is considering moving in two stages: Stage 1 club to acquire the land and renovate the existing premises, Stage 2 to expand the club including additional poker machines. JT: Requesting a copy of all outstanding items from previous council meetings. SW advised Vicki Lukritz has previously sent the</p>

IMC Meeting Minutes

Tuesday, 26 November 2019

	<p>Action Items Register to all IMC members on 21 November 2019.</p> <p>SN: Notifying IMC members that the Murphy Room will no longer be available for IMC use, effective today. Room will be repurposed for use by the Councillor Support Team. SN advised alternative meeting rooms will be sourced for existing IMC appointments in the Murphy Room.</p> <p>IA: New Council logos and branding have been previously approved by Council. Once the branding strategy has been considered at the December Council meeting the CEO would be responsible for approval of the Style Guide.</p>
<p>7. Complaints and grievances update</p>	<p>[SN left the meeting at 10:05am prior to these discussions commencing]</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