

**INTERIM MANAGEMENT COMMITTEE (IMC)
MEETING MINUTES #4**

VENUE:
Wil Mitchell Room, Ipswich City Council

TIME/DATE:
11:10am, Wednesday 7th November 2018

NEXT MEETING:
10:00am, Tuesday 13th November 2018

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

Item No.	Minutes
1. Attendance and apologies	As noted above.
2. Introduction of Tegan Knott (IMC Secretary)	IA and IMC welcomed Tegan.
3. Minutes of last meeting	Minutes of the meeting held on 23 rd October 2018 were discussed and resolved as a true and correct record.
4. Conflicts of interest	No conflicts of interest were identified by IMC members.
5. Feedback from Committee Meetings held on 7th November 2018	<p>The IA observed that although the new standing committee structure streamlined the council reporting process, it was apparent that further guidance is required to ensure that items are submitted to the appropriate committee.</p> <p>The IA also observed that while some committee meetings were quite short in length, it is anticipated that the length of meetings will change from month to month.</p>
6. Update from LGAQ Conference	<p>The IA advised that he and Charlie Dill (Acting CEO) attended the LGAQ conference for 2 days last week. The IA noted that there was little focus on governance related issues at the conference, and little mention was made of Ipswich City Council and the administration process.</p> <p>The IA also advised that ICC submitted 6 motions which were discussed</p>

	<p>and passed by members of the LGAQ.</p>
<p>7. Issues arising</p>	<p><u>IMC & IA Webpage</u></p> <p>JD advised that the webpages for the IA and IMC are now live.</p> <p>The IA also indicated that additional checks of Council's website are being conducted to ensure that references to the previous councillors have been updated appropriately.</p> <p><u>Community Reference Groups / Community Sentiment Surveys</u></p> <p>The IA referred to the report discussed at Council's 'Community' Standing Committee meeting. The IA highlighted the high response rate to date, being that 600 surveys have been returned in the last 5 days.</p> <p>The IMC discussed that the advertising of the community sentiment survey was inviting and that the response rate is evidence of this. The IMC noted it would be beneficial to see preliminary results of the survey prior to the Christmas holiday season.</p> <p><u>Working group representation communication</u></p> <p>The IA advised a review of Council's representation on existing Community Working Groups is continuing. A communication strategy is also being developed to coincide with the review.</p> <p><u>Christmas Carols</u></p> <p>IA advised that Council has launched 'Christmas Wonderland', the 12 days of Christmas event. The event will run from 13-24 December and consists of various events taking place within Nerima Gardens in Queens Park. The IA also noted that this year's Christmas program will cost less than last year's spend.</p>
<p>8. Immediate Issues</p>	<p><u>CEO Recruitment Status</u></p> <p>The IA advised that 38 applications were received for this position, and that short-listing will commence in preparation for interviews scheduled for 22nd November 2018.</p> <p>SW suggested that communication be made with staff in regards to the integrity commissioner, Nikola Stepanov, being added to the interview panel.</p> <p><u>COO of Finance and Corporate Services Recruitment Status</u></p> <p>The IA advised that the preferred candidate has signed a contract to commence in this position on the 4th December 2018. Communications will be provided to staff today.</p> <p><u>2017/18 Financial Statements update</u></p> <p>RJ advised that the preparation of the financial statements has progressed and that the remaining items should be addressed by the end of the reporting extension received by Council.</p>

	<p><u>Complaints and Grievances Update</u></p> <p><i>[TK left the meeting for the Complaints and Grievances Update]</i></p> <p>SW and SGA provided an update in respect of the complaints received to date.</p> <p><i>[Details regarding specific complaints are withheld from the minutes for confidentiality purposes].</i></p> <p>SW and SGA provided an update regarding the work undertaken in developing Council’s new complaints management framework, noting that the key areas under consideration include the communications plan to staff, and the procurement of an IT platform.</p> <p>The IA noted it would be beneficial to align the commencement of the new independent assessor of councillor complaints with the commencement of Council’s new complaints management framework.</p> <p><u>Disposal Freeze</u></p> <p>SGA advised that work is ongoing in respect of reviewing Council’s position in respect of the disposal freeze that has been put in place by the Queensland State Archivist. SGA noted that there are three workstreams including:</p> <ul style="list-style-type: none"> • Defining what is considered a council record, • An assessment of Council’s policies and procedures in relation to records management, and • Consideration in relation to the disposal freeze on records that are relevant to, or may become relevant to, an allegation of child sexual abuse. <p>SGA stated that there is a need to highlight and address gaps in the process before the freeze can be removed. It was suggested that there is a communication to staff regarding what needs to be kept, being mindful of storage capacity limits.</p> <p>SW suggested that there is clarity obtained around what is a ‘Public’ record vs ‘Political’ record and that perhaps the Queensland State Archivist provide advice in relation to this.</p>
<p>9. Operational realignment</p>	<p><u>Business Improvement Program</u></p> <p>JD advised that a project brief template and the outputs from the ELT/IMC and CEO/Senior Manager workshops have been distributed to the owners of the transformational projects. JD also advised that project owners have been requested to provide indicative project timeframes by 9 November 2018 and their completed project briefs by 16 November 2018. Finance and Corporate Services has been provided additional time given the number of projects that they have been assigned.</p> <p>The IMC discussed whether external assistance will be required to assist in completing the transformational projects as staff have concerns</p>

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	<p>regarding resourcing and capacity. SW noted the risk that outsourcing may limit the opportunity to build internal capacity.</p> <p><u>Recruitment of Business Improvement team</u></p> <p>JD advised that the position descriptions for the business improvement team needed to change to focus around project managing the transformational projects that have now been identified. The team will now be called the 'transformational program team' and will include a Principal Officer and three Senior Officers. The positions will shortly be re-advertised internally.</p> <p><u>Meeting with QTC – reporting framework and Regional Capability Advancement Program (RCAP)</u></p> <p>JD reported that QTC has offered to conduct a review of Council's reporting framework and a desktop assessment of Council's asset, risk and financial management processes. JD noted that QTC's work would inform a number of the transformational projects, and could be undertaken prior to the Christmas holiday period.</p> <p>The IMC discussed whether the CEO/Senior Manager workshop in early December could be used to discuss the outputs of QTC's work.</p>
<p>10. Leading practices</p>	<p><u>Lessons Learnt/Systemic Reform Project</u></p> <p>JD advised that a log of potential opportunities for legislative, policy or procedural change is being maintained. The IMC discussed that commencing discussions with the State Government regarding these observations may be beneficial. It was also suggested that feedback for the possible systemic change discussions be held with the ELT.</p>
<p>11. Other Business</p>	<p>JT advised she would appreciate some clarification around the invoicing process. JD will discuss with Jan's office directly.</p> <p>IMC to email Tegan a schedule of their availability for 2019.</p> <p>Committee meeting appointments will be sent to the IMC by the Committee Branch after November Council meeting (13th November).</p>

The meeting closed at 11:49am

SIGNED AS A TRUE AND CORRECT RECORD


 Greg Chermello
 Interim Administrator