

**INTERIM MANAGEMENT COMMITTEE (IMC)
MEETING MINUTES #12**

VENUE:
Wil Mitchell Room, Ipswich City Council

TIME/DATE:
10:00am, Tuesday 19th March 2019

NEXT MEETING:
9:00am, 2nd April 2019

ATTENDEES:	REFERENCE	APOLOGIES:	REFERENCE
Greg Chemello	(IA)	Stan Gallo	(SG)
Simone Webbe	(SW)		
Jan Taylor	(JT)		
Rob Jones	(RJ)		
Steve Greenwood	(SGR)		
Nicholas Wilson [arrived at 10:10am]	(NW)		
Tegan Knott [until 11:05am]	(TK)		
James Dickson	(JD)		
Joshua Edwards [from 10:35am to 10:59am]	(JE)		

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1. Attendance and apologies	As noted above.
2. Minutes of last meeting	Minutes of the meeting held on 5 March 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. Carry over issues	<p><u>Disposal freeze update</u></p> <p>JD highlighted some of the key issues/themes from the report by the A/Corporate Governance Manager tabled at the last IMC meeting. JD advised that more work is being done on assessing Council's practices against the State Archives assessment tool however resourcing is an issue and should be raised with the COO FCS.</p> <p>JD also updated the IA and IMC in relation to the Information Knowledge Management position, advising that it is intended to be temporarily filled by an external contractor.</p> <p>In relation to record management training, JD advised that the majority of</p>

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	<p>persons yet to complete the training are staff who are currently on long-term leave.</p> <p>The IMC and IA discussed the diagnostics that can pulled from 'The Wire' and asked that this be reviewed by the CEO as risks with this data have been identified.</p> <p><u>Divisional Boundary Review</u></p> <p>The IA reported that at least 600 surveys have been returned to date. The public information session is scheduled for Monday night (25th March) and will provide another avenue for residents to complete the survey after hearing further pros and cons about the proposed models from the guest speakers.</p> <p><u>IMC Risk Strategy</u></p> <p>The IA and IMC discussed the themes taken from the stakeholder list and all agreed that this analysis would be beneficial to the council in the broader sense. The IMC and IA concluded that the stakeholders list should sit within and be managed by the Office of the Mayor.</p> <p><u>Community Reference Group EOI</u></p> <p>The IA advised that applications are coming in and there has been positive feedback and talk amongst the community regarding the five community reference groups. The EOI applications will close at midday on Friday 29th March.</p>
<p>5. Business transformation program</p>	<p><u>TPCT update on progress</u></p> <p>[JE joined the meeting at 10:35am]</p> <p>JE reported that a risk and issues register has been developed for tabling at every steering committee outlining the risks and issues for each project. A framework has been established to contribute to ensuring any risks and issues for the projects are properly defined and mitigated.</p> <p>JE advised that at the upcoming senior managers' day, the TPCT will run a change management based program aiming to develop a capability framework whilst briefly touching on leadership. Updates will be provided by each of the steering committee chairs with the day being summarized by the CEO regarding change management within council. After discussions with the CEO, JE advised that moving forward, the senior managers' day should be coordinated by the People and Culture Branch and take on a leadership academy format where the managers' workshop and role-play different scenarios with a focus on building</p>

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	<p>leadership skills.</p> <p>The IA asked if the TPCT were going to prepare reports for committee. It was agreed that the TPCT would prepare a quarterly report to committee, submitted via the COO FCS for approval.</p> <p><u>Corporate Governance Framework</u></p> <p>RJ recently provided a copy of the Townsville City Council Corporate Governance Framework. The IA and IMC discussed this document, stating that it would set a minimum standard and would be an important aspect of the councillor induction process. RJ suggested that the development of a Corporate Governance Framework would fit within the outcomes for TP #13. JE agreed that some of the aspects of this framework could certainly be delivered within the transformational projects. JE will submit this project to the Governance & Risk Steering Committee for consideration.</p> <p><u>Projects requiring further direction/speed</u></p> <p>LGAQ reforms – legislative changes identified within the LGAQ reforms are identifying inconsistencies with TP #14. The fear of reprisals for those conducting the legislative changes is also still present.</p> <p><u>Issues/actions for IMC members at next Steering Committee meetings</u></p> <p>In relation to the project update reports, JE advised that Microsoft Project is now being used as it provides more accountability for timeframes/schedules. JE asked the IMC to provide feedback on whether enough information or too much information is being provided on these project updates when presented at the steering committees.</p> <p>[JE left the meeting at 10:59am]</p>
<p>6. Other Business</p>	<p><u>Feedback from committee meetings and ordinary council meeting</u></p> <p>The IA advised that he had met with some 30 representatives of sport and recreation organisations on Monday 18th March and there are some significant sport and recreation facilities matters that need addressing by council. In essence, there appears to be a lack of facilities planning and significant under-investment overview recent years in major sport and recreation facilities.</p> <p><u>Committee Learnings – Action Items</u></p>

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	TK has developed a register of action items pulled from the committee learnings table. The IA will use this to track action items and an update will be provided monthly at an IMC meeting.
7. Complaints and grievances update	<i>[TK left the meeting at 11:05AM 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 11:30am.

SIGNED AS A TRUE AND CORRECT RECORD



Greg Chemello
Interim Administrator