

**INTERIM MANAGEMENT COMMITTEE (IMC)
MEETING MINUTES #13**

VENUE:
Wil Mitchell Room, Ipswich City Council

TIME/DATE:
9:00am, Tuesday 2nd April 2019

NEXT MEETING:
10:00am, 16th 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 | (NW) | | |
| Tegan Knott [until 10:15am] | (TK) | | |
| James Dickson | (JD) | | |
| Joshua Edwards [from 9:20am to 9:59am] | (JE) | | |

| Item No. | Minutes |
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| 1. Attendance and apologies | As noted above. |
| 2. Minutes of last meeting | Minutes of the meeting held on 19 March 2019 were discussed and resolved as a true and correct record. |
| 3. Conflicts of interest | <p>JT informed the meeting that she could reasonably be taken to have a perceived conflict of interest in relation to a contractor (Desley Renton, Director, Renton & Co.) recently appointed by the Arts, Social Development, Community Engagement Department to undertake work for the Community Engagement Branch. JT wanted it noted that she has worked with the contractor previously but will not be involved in any current work with the contractor.</p> <p>No new conflicts of interest were identified by the IA, SW, RJ and SGR.</p> |
| 4. Carry over issues | <p><u>Disposal freeze update</u></p> <p>JD advised that a further analysis has been completed against the Queensland State Archives record keeping assessment tool with most items sitting at under-developed or developing. This will all be captured within TP#8.</p> <p>JD reiterated that importance of the Information Knowledge Manager</p> |

IMC Meeting Minutes
 Tuesday, 2 April, 2019

| Item No. | Minutes |
|--|---|
| | <p>commencing to strengthen the Information Management Unit. RJ suggested to JD that it would be good to get an idea of council's current IT program infrastructure so that it can be analysed under TP #17.</p> <p><u>Divisional Boundary Public Consultation</u></p> <p>The IA reported that the public information night held on Monday 25th March was well attended and that the community feedback has been mostly positive with over 1,000 responses received. The IA has commenced drafting his report and is waiting on the survey results and qualitative data analysis. This report will be provided to the Minister of Local Government and also be made publicly available.</p> <p><u>Community Reference Groups EOI update</u></p> <p>The IA advised that he is waiting on notification regarding the final number of applications received however at last advice, over 300 applications had been lodged.</p> |
| <p>5. Business transformation program</p> | <p><u>TPCT update on progress</u></p> <p>[JE joined the meeting at 9:20am]</p> <p>JE reported that the Senior Managers Day was a success. The CEO outlined his priorities and the importance of the Business Transformation Projects (BTP). There was a specific focus on leadership values and behaviours. The TPCT will now commence seeking broader feedback from council on the projects and to facilitate this, the Marketing team have developed a 'Transformer' campaign and website.</p> <p>RJ said his feel is that the practical applications and outcomes of each of the project teams are slow and that he would like to see some substantial progress by the end of April. The IMC discussed the transfer of knowledge from the expert consultants and agreed that to be beneficial the experts require the participation of the project teams.</p> <p><u>Organisational Risk</u></p> <p>JE outlined that the focus points for the project teams has been on risk for the last 6 weeks. A BTP risk model has been drafted for the BTP with coaching points developed from that model to prompt the project teams. The Queensland Audit Office (QAO) outlined in their report last year that the organisational risk register needs to be updated (which has yet to be completed), however JE feels the business transformational risk register in now in line with QAO requirements. The TPCT will continue to minute any identified risks into the project reporting methods.</p> |

IMC Meeting Minutes
 Tuesday, 2 April, 2019


| Item No. | Minutes |
|---------------------------------|--|
| | <p>The IMC discussed that risk isn't being actively manifested by the leadership team. So as to encourage professional conversation on leadership and transformation topics like risk and ethics, SW suggested that they be added as a focus agenda item on upcoming IMC/ELT meetings. The leadership team could review the risk model table prior to this meeting. During this discussion, reference can then also be made to the VIC IBAC research and lessons this organisation may be able to learn from it.</p> <p>JE advised that in terms of managing risk for the BTP, the steering committee chairs are responsible for high risk items, the project leads/team are responsible for medium risks and low risk items are managed by the TPCT. RJ recommended that use of the red/amber/green lights technique could be used to highlight risks that may increase the potential for failure of a project. This then allows for intervention strategies to be developed and elevates the expectations on who is responsible for mitigating the risk.</p> <p>Further, RJ added and it was discussed amongst the IA and IMC, that there possibly needs to be occasional involvement and directional setting workshops by the IMC in some of the project meetings. JE will recommend to the steering committee chairs that they need to proactively reach out if any concerns are identified, particularly with projects not gaining traction and ticking off action items.</p> <p><u>Issues/action for next Joint Transformational Committee (JTC) meeting</u></p> <p>JE will table the risk and issues register at the next JTC.</p> <p>[JE left the meeting at 9:59am]</p> |
| <p>6. Other Business</p> | <p><u>ICP/CBD Redevelopment</u></p> <p>The Project director finished up with Council last week. Tenderers have been written to advising that the CBD redevelopment is still proceeding.</p> <p><u>Ethical Leadership</u></p> <p>SW advised that her work on public integrity commissioned by ANZSOG for the independent review of the Australian Public Service was recently presented by the Dean of ANZSOG in her stead with her co-author from Oxford University to the <i>2019 OECD Global Anti-Corruption & Integrity Forum</i> in Paris on 21 March in the session <i>Building an Integrity System</i>. Simone will be in Melbourne this week as co-lead of the public sector integrity session with the Hon. Stephen Charles AO QC, Former Victorian Court of Appeal Supreme Court Judge for the CEO Forum for 25 public sector CEOs across the ten jurisdictions of Australia and New Zealand. She has also been invited by the Australian Public Service</p> |

IMC Meeting Minutes
Tuesday, 2 April, 2019

| Item No. | Minutes |
|--|--|
| | <p>Commissioner to meet with the Commonwealth peak body of integrity agency CEOs, the Integrity Agencies Group, in Canberra in the following week. Two other invitations by integrity lead agencies have been declined due to conflicting diary commitments with ICC. These invitations have arisen due to Simone's work at the State and Commonwealth levels and have been discussed with the IA already.</p> <p>The IA and IMC spoke about the importance of ethical leadership at Council.</p> <p><u>Ombudsman Training</u></p> <p>SW advised that feedback from the Office of the Ombudsman in relation to the attendance numbers at the manager training sessions is not reaching the expected target. However those who have attended the sessions have found them to be very informative. The IA and IMC agreed that it's disappointing that this training hasn't been a priority for the 3rd level managers and that so far only 1/3 of the required participants have completed the training compared with the expected target of ½ to be on track. Some sessions have had to be cancelled completely due to no shows.</p> |
| 7. Complaints and grievances update | <p><i>[TK left the meeting at 10:15AM 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 11:00am.

SIGNED AS A TRUE AND CORRECT RECORD



Greg Chemello
Interim Administrator