

**INTERIM MANAGEMENT COMMITTEE (IMC)
MEETING MINUTES #5**

VENUE:
Wil Mitchell Room, Ipswich City Council

TIME/DATE:
9:24am, Tuesday 13th November 2018

NEXT MEETING:
3:00pm, Tuesday 27th November 2018

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

Item No.	Minutes
1. Attendance and apologies	As noted above.
2. Minutes of last meeting	Minutes of the meeting held on 7th November 2018 were discussed and resolved as a true and correct record.
3. Conflicts of interest	<p>No conflicts of interest were identified by IMC members.</p> <p>The IA informed the meeting that he could reasonably be taken to have a perceived conflict of interest relating to Item 4, the Recruitment status of the CEO, noting he professionally knows 4 of the 38 applicants for the CEO position.</p> <p>The IA advised that he would be able to participate in the discussion on Item 4 given he would not be involved in the interview panel process for CEO position.</p>
4. Immediate Issues	<p><u>Recruitment status of the CEO</u></p> <p>Chandler McLeod received a total of 38 applications and have recommended to the selection panel a short-list of 5 applicants. The selection panel are currently reviewing the applications and may include additional applicants on the short-list.</p> <p>The IA noted there was a good cross-section of experienced applicants that included current and former local government and public agency</p>

	<p>CEOs from Queensland and interstate. Interviews are planned to be held on 22nd November 2018 with a decision to be hopefully made before Christmas.</p> <p><u>Finalisation of Financial Statements update</u></p> <p>RJ advised that further discussions are being held this week in relation to the finalisation of the 2017/18 financial statements. It is still anticipated that the remaining outstanding items will be addressed by the end of the reporting extension received by Council.</p> <p><u>Disposal Freeze</u></p> <p>SGA advised that work is ongoing in relation to the review of Council’s information management and record keeping policies and procedures.</p> <p>SGA noted that a mapping exercise has commenced in order to identify the information management systems and applications utilised across Council, and the associated document management practices.</p> <p>The IMC discussed the importance of uniformity and how managing records effectively and in a harmonised manner, contributes to the risk management framework/process.</p> <p>The IA suggested that records management be discussed with Council’s Executive Leadership Team (ELT) and that a committee report be drafted to the Governance Committee providing recommendations on the same.</p> <p><u>IA Quarterly Update</u></p> <p>The IA reported that Council’s Economic Development will take the lead on this project. The update will be a Council wide coordinated approach, explaining to the Ipswich communities what Council has achieved over the last quarter and what we are aiming to achieve in the next quarter. The update is due to be published by late November, early December.</p>
<p>5. Operational realignment</p>	<p><u>Output from CEO and Senior Managers’ Strategy Workshop</u></p> <p>The IMC discussed two additional transformational projects which were raised at the CEO and Senior Managers’ strategy workshop, being:</p> <ul style="list-style-type: none"> • The development of a project initiation framework, and • A culture/sentiment project focusing on “Line of Sight” and bottom-up culture change. <p>The IMC considered that the development of a project initiation</p>

framework should be included as a component of the transformational project to “review and implement the risk management framework”.

The IMC noted the culture/sentiment project and the reinvigoration of “Line of Sight” would require review. The IMC considered that the input from staff in the form of a survey could assist the program in moving forward. The IA and IMC requested that discussions around “Line of Sight” be added to the agenda of the next ELT/IMC/CEO meeting.

Business Transformation Program

JD noted the brief for the project to develop a leading practice asset management framework has been received, as well as an indicative timeline for the project to improve compliance and effectiveness of delegations.

The closing date for return of the remaining project briefs is Friday, 16th November 2018. Project briefs will then be collated for the ELT to review and consider.

The IMC considered that there would be a need to understand the cost of each project and to ensure they are adequately supported. SW noted there was a need to empower council to own the development of its core business and that outsourcing for projects should be minimized to ensure internal capabilities and learnings are not lost.

JD advised that internal communications in relation to the Business Transformation Program are currently being developed by the Internal Communications Officer.

The IA expressed his expectation that all transformational projects would be communicated to staff prior to the Christmas break together with announcement of the Transformational Project team in order to articulate a clear direction for Council in 2019. The timing of this announcement should also align with the implementation of Council’s new complaints management framework which will result in the discontinuance of the “whistleblower” email facility.

Recruitment of Transformational Project Team (previously Business Improvement team)

JD advised that the advertisement of the new position descriptions will be published shortly in line with the E-Hub roll out. Applications will remain open until Friday 23rd November 2018. JD noted the team will be responsible for the project management of the Business Transformation Program and drive the implementation of the identified

	<p>projects.</p> <p><u>QTC Reporting/Surveying/Mapping</u></p> <p>QTC has commenced mapping council’s reporting framework which is due to conclude late November/early December. QTC has also provided an updated scope for the Regional Capability Advancement Program which is currently being reviewed by the Chief Operating Officer of Finance and Corporate Services. JD will email the scope to the IMC.</p> <p><u>Divisional Boundaries</u></p> <p>The IA confirmed he had received advice from the Department of Local Government that multi-councillor divisions can be considered in a review of divisional boundaries.</p> <p>There are three broad options available:</p> <ol style="list-style-type: none"> 1) No Divisions, 2) 8-10 divisions with restructured boundaries to more appropriately reflect “communities of interest”, or 3) 4-5 divisions, again based on communities of interest, each with 2 councillors. <p>The IA noted there are important considerations to how each model would manage the extensive forecast population/voter growth in specific parts of the Ipswich City local government area over time, so that boundary changes are minimized and stability is best provided to divisions (if any). Further, there is a need to ensure proper representation across the City is captured for the betterment of the entire local government area rather than representation being dominated by pockets. This also ensures that non-urban areas are fairly and adequately represented even though population numbers are relatively low.</p> <p>The IA advised he is aware this is a major matter of public interest, and confirmed he is keen to progress this as soon as practicable to give certainty to the communities of Ipswich as early as possible.</p>
<p>6. Leading practices</p>	<p><u>Lessons Learnt/Systemic Reform Project</u></p> <p>ELT has been requested to provide their suggestions by Friday 16th November. SW suggested that:</p>

	<ul style="list-style-type: none"> • The IMC maintain a log of their observations of potential legislative, policy or procedural change, and • That changes implemented to date be recorded. <p><u>Development Assessment Delegation</u></p> <p>The IA noted that a report considering revised development assessment delegations is anticipated to be presented at the February or March 2019 Committee meetings.</p>
<p>7. Other Business</p>	<p><u>Role of IMC Secretary</u></p> <p>The IMC Secretary discussed ways in which assistance could be given to the IMC with regards to administrative and secretarial provisions (diary management, Objective, projects).</p> <p><u>Working relationship with ELT</u></p> <p>The IMC observed that the monthly catchup with the ELT is very useful, particularly as the transformational projects continue to develop. Action points from ELT and IMC meeting held on 7th November 2018 will be distributed this afternoon.</p> <p><u>IMC Charter Update</u></p> <p>JD noted that the IMC Charter currently references the 10 committees, and needs to be updated to reflect the new committee structure. The IA suggested also making reference in the IMC Charter to the monthly meetings of the ELT/IMC/CEO.</p>
<p>8. Complaints and grievances update</p>	<p><i>[TK left the meeting at 10:19am prior to these discussions commencing]</i></p> <p>SW and SGA provided an update in respect of the development of the complaints management framework by the internal working party as well as 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 10:54am.

SIGNED AS A TRUE AND CORRECT RECORD



 Greg Cherrillo
 Interim Administrator