

**INTERIM MANAGEMENT COMMITTEE (IMC)
MEETING MINUTES #28**

VENUE:
Wil Mitchell Room, Ipswich City Council

TIME/DATE:
2:00pm, Tuesday 10 December 2019
(Final Meeting)

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 2:25pm until 2:35pm)	(JE)		
Sandy Nunn (until 2:40pm)	(SN)		

Item No.	Minutes
1. Attendance and apologies	As noted above.
2. Minutes of last meeting	Minutes of the meeting held on 26 November 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. SW & JT declared receiving flowers from a Council staff member. All agreed that was a lovely gesture.
4. Carry Over Issues	<p><u>IMC Priorities</u></p> <p><u>Effective ELT</u> This really remains a “work in progress” with a recently appointed GM Planning and Regulatory Services, and a replacement GM Corporate Services to be recruited soon.</p> <p><u>HR capability and services</u> This also remains a “work in progress”. It was acknowledged by all that we have not achieved as much as we would have liked in this area; the framework and staff competency concerns have not been resolved.</p> <p>Steering committee feedback from today’s meeting indicated the grievance policy won’t be active until January 2020. Additional resources will be required to cope with expected volumes.</p>

	<p>Prominence have provided excellent consulting service in their role; we should have brought them on much sooner.</p> <p><u>Governance systems and risk management</u> Risk management is progressing well, aided by PWC expert consulting advice.</p> <p>Procurement is also progressing well under the newly recruited Manager.</p> <p>Today's steering committee comments reflect the current "pain points" in the governance reforms and have been referred to ELT for further review.</p> <p><u>Effective councillor induction framework</u> This is now finalised. Our councillor guidebook and framework is being reviewed/adopted and implemented by some other councils.</p> <p><u>Outstanding issues from previous council meetings</u> Items to be addressed / actioned include:</p> <ol style="list-style-type: none">1. Reviewing / rescinding outdated policies2. Taxi services3. Cherish the Environment: still seeking resolution. Letter of discontinuation to be sent from IA, which can be noted at next Council meeting by SGR.4. QR and Stockland agreements to be reviewed for hand over between IA and SGR.5. WAG Payments: Outstanding issues in relation to a court order regarding funding received by the group for environmental projects (waste facility). IA plans to meet with the funding provider to discuss the process moving forward. Reference to be made in relation to the original purpose of the funding provided. WAG can advise and be consulted but can't make decisions regarding the grants. IA to hold discussion to clarify the roles of WAG members and ICC. <p><u>Ipswich Central redevelopment</u> All council key decisions on the redevelopment are now done. There will be a media article soon focused on the council spending decisions compared to the value created, due to be released in the coming week.</p>
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<p>5. Business Transformation Program</p>	<p><u>[JE joined the meeting at 2:25pm]</u></p> <p>JE advised next round of IMC reporting is due to be sent this Friday. Most initiatives have now been finalised, with a few outstanding and receiving the required attention. The ELT Leadership Charter will be sent out this afternoon for review and feedback by the IMC. Performance plans are still being worked through with the CEO and individual GM's, however still on track for finalisation prior to calendar year end.</p> <p>IA noted requirement to update the reporting template to now reflect 'IA priorities' to ensure continuity of delivery with SG. All agreed, JE to update report templates going forward.</p> <p>JE noted Sylvia Swalling has stepped in as project sponsor for a number of crucial BTP projects and is confident attention will be provided to future issues going forward. JE noted requirement from steering committee to establish a schedule of delivery on sub-delegations to ensure timely resolution to issue. IMC happy with this approach, with ongoing reporting on issue through to steering committee to ensure governance over delivery.</p> <p>JE advised template for implementation plan is now being used by a number of projects across the program and across the organisation. RJ noted importance to ensure traction on delivery is ongoing. JE agreed and advised intentional milestones being included on implementation plans to ensure appropriate progress reporting can be completed through to both the steering committee and Audit & Risk Committee.</p> <p>JE also provided thanks to the IMC for their support and advice on the BTP over the past 12 months. Their valuable input has helped achieved some of the great outcomes and deliverables we have seen.</p> <p>[JE left the meeting at 2:35pm]</p>
<p>6. Other Business</p>	<p><u>January to March 2020 Priorities</u></p> <ul style="list-style-type: none"> • IA to confer with Council's Legal team regarding the potential for the Minister for Local Government to take or direct council to take any further "remedial action" under the Local Government Act. • SN to arrange extended IT and swipe card access for IMC members to finalise communications until 31 January 2020. • SN to finalise recurring appointments for IMC members' diaries.

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<p>7. Complaints and grievances update</p>	<p>[SN left the meeting at 2:40pm prior to these discussions commencing] No matters discussed.</p> <p><i>[Details regarding specific complaints are withheld from the minutes for confidentiality purposes.]</i></p>
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The meeting closed at 3:30pm

SIGNED AS A TRUE AND CORRECT RECORD



Greg Chemello
Interim Administrator