

**INTERIM MANAGEMENT COMMITTEE (IMC)
MEETING MINUTES #8**

VENUE:
Wil Mitchell Room, Ipswich City Council

TIME/DATE:
11:00am, Tuesday 22nd January 2019

NEXT MEETING:
9:00am, 5th February 2019

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

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1. Attendance and apologies	As noted above.
2. Minutes of last meeting	Minutes of the meeting held on 18 December 2018 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. Feedback from committee	The IA and IMC discussed that there is still room for improvement in the quality of information provided in the committee reports. The IMC felt that in addition to providing a summary of the benefits, reports should highlight any potential implications for community groups and stakeholders to ensure balanced and informed decisions can be made. SW suggested that mandatory headings in the committee report template of 'implications, risks and impacts' would encourage this process. The IA will request this amendment to the report template.
5. Immediate Issues	<u>Recruitment Status of the CEO</u> David Farmer has been appointed as the new CEO and will commence on Monday 4 th February 2019. TK will coordinate a "meet and greet" with David after he has completed his induction.

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	<p data-bbox="523 367 1406 837"><u>Disposal freeze update</u> SGA and JD met with State Archives to update them on council's planned approach with regards to training staff on current knowledge management systems (approx. go live date for the training module is Feb 4), document retention and the gap analysis based on the 6 principles of retention provided by the state archivist. The State Archives have agreed to attend a meeting with the project team and Information Management Unit to provide suggestions on addressing the identified gaps. State Archives will then give consideration to what is required to lift the disposal freeze. The IMC suggested looking into best practices for knowledge management within other local government areas and State Government.</p> <p data-bbox="523 882 1406 1151"><u>IA Quarterly Update</u> TK provided the details on council's distribution methods for the IA communications such as the monthly column, quarterly update and seasonal residents guide. To ensure more prominent placement of the IA quarterly update, the IMC suggested that all council staff be provided with a link to the newsletter and a media release be prepared. The next update is due for release in March.</p> <p data-bbox="523 1196 1406 1711"><u>Divisional Boundary Review</u> Updated voter numbers data is currently being compiled by the Electoral Commission and is expected to be available in early February. Council is therefore obliged to wait to finalize the community consultation document until that data has been included. The Community Offices will be briefed on the report prior to it going out for public consultation, so that they can respond to any queries. The IA has approached some Mayors from other local government areas to speak at a community information session on their experiences with being a divided, undivided single or multi-councillor (wards) structure. JT asked that a one-page summary of the public consultation report be drafted for quick reference by readers. The IA confirmed a summary would be prepared.</p>

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<p>6. Operational realignment</p>	<p><u>Transformational Project Planning and Governance Framework</u> The first round of steering committees have been held with project teams and terms of reference for all steering committees including the joint transformation committee have been drafted for approval. JD will follow up with the project leads on the status of their project plans, whether any significant or major changes are required to the scope and if there are any key matters that need to be raised with the steering committee. The IA advised that he will discuss with the ELT if there is any further support required by the project leads.</p> <p><u>Transparency and accountability processes for budgeting</u> The IA and IMC discussed how an “estimates type” process could be useful in producing greater transparency and accountability for the budget, particularly in terms of how the budget meets the strategic priorities of council. RJ will discuss further with the COO of Finance and Corporate Services and the IMC agreed to hold a more detailed discussion on this in the next week or two.</p> <p><u>People and Culture Review</u> NW provided an overview of work conducted in respect of reviewing trends across Council in the use of Sick Leave. SW expressed concern that there was limited ability to generate the analysis for reporting purposes and asked that this be taken in to consideration by the ELT so that this kind of information can be retrieved by management at any time.</p>
<p>7. Leading practices</p>	<p><u>Lessons Learnt/Systemic Reform Project</u> NW advised that the letter to the Minister regarding suggested legislative changes and operational learnings is in draft format and will be reviewed by JD. SW asked that the committee learnings table compiled by TK also be added to the learnings table for the Minister.</p>
<p>8. Other Business</p>	<p><u>Media commentary</u> The IA sought the IMC’s advice regarding the IA’s portrayal in the media. This was in the context of some comments that he is acting like a Mayor (and shouldn’t be) and other comments that his public profile is too low (and wanting him to be more “mayor like”). The IMC agreed that the new CEO can assume much of the public profile on council operational issues but suggested that the IA should still undertake the lead role in relation to press releases for the transformation program.</p>

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	<p><u>IMC availability for 2019</u></p> <p>The IMC confirmed that their preferred meeting dates are Monday and Tuesday as these are the two days they are likely to be based in Ipswich. With the commencement of the Transformation Project Communication Team (TPCT) next week, it is likely that the KPMG Consultants will step back to part-time at the end of February and phase out shortly there-after.</p> <p><i>[JD arrived at the meeting at 12:05PM]</i></p> <p><u>Changes to the charter & interaction with project teams</u></p> <p>NW advised that the charter has been updated to reflect the IMC's involvement in the business transformation program and steering committees. The IMC discussed the notification process regarding attendance at the transformation project steering committee meetings. To effectively support the IA, the IMC requested that they receive a copy of all of the agendas and minutes for each of the steering committees. The IMC also advised that they may need to attend a Steering Committee that they are not a member of and in such circumstances they will notify the TPCT and Steering Committee Chair in advance.</p> <p><u>Internal staff communications policy</u></p> <p>Council's internal communications officer has recommended that a policy be drafted regarding internal communications with staff. The IMC agreed that there is an issue with the flow of internal communication on some occasions however developing a policy may not be the solution. It was suggested that this be discussed with the CEO. SW suggested that in terms of the IA/Mayors involvement in communications, it may be worthwhile researching the statement of expectations that a state government minister would provide to a Director-General as an example. The IA requested that this topic be added to the agenda of our weekly staff meeting.</p>

The meeting closed at 12:15pm.

SIGNED AS A TRUE AND CORRECT RECORD



Greg Chemello
Interim Administrator