

**INTERIM MANAGEMENT COMMITTEE (IMC)  
MEETING MINUTES #2**

**VENUE:**

Wil Mitchell Room, Ipswich City Council

**TIME/DATE:**

9:00am, Tuesday 9 October 2018

**NEXT MEETING:**

9:00am, Tuesday 23 October 2018

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

\*Caroline McMahon attendance to present on relevant matters within Item 8.

Item No.	Minutes
1. Attendance and apologies	As noted above.
2. Minutes of last meeting	Minutes of the meeting held on 25 September 2018 were discussed and resolved as a true and correct record.
3. Conflicts of interest	No conflicts of interest were identified by IMC members.
4. Issues arising	<p><u>IMC Charter</u></p> <p>Whilst the IMC Charter has been finalised, it is still required to be published on Council's external and internal websites. A specific IMC webpage has been drafted and will be provided for approval shortly. A copy of the IMC Charter will also be made available on the IMC webpage.</p> <p><u>Council Committee Structure</u></p> <p>The IA, IMC and Council's Executive Leadership Team (ELT) have deliberated on the new committee structure. The IA requested the CEO prepare a report to council for consideration at the October Ordinary Council Meeting.</p> <p><u>CBD renewal strategy</u></p> <p>The IA provided an update on the status of the work associated with the CBD renewal strategy. The IA has requested the COO of Finance and Corporate Services prepare a report regarding the future strategy for the CBD redevelopment for consideration at the October Ordinary Council Meeting.</p>

<p><b>5. Immediate Issues</b></p>	<p><u>CEO Recruitment Status</u></p> <p>The IA reported that recruiting for the CEO position will commence shortly. Charlie Dill has stepped into the role as acting CEO and the transition has been smooth. Gary Kellar has been engaged as a consultant on a part time basis as a local government expert and will be based in the office of the CEO.</p> <p><u>CFO Recruitment Status</u></p> <p>RJ noted that recruiting for the CFO position is ongoing. A shortlist for the role has been reached with final round interviews to commence shortly.</p> <p><u>Finalisation of Financial Statements</u></p> <p>The finalisation of financial statements has been delayed primarily due to items raised by the QAO. Given the circumstances an extension of time to finalise the accounts will be requested from the QAO.</p> <p><u>Complaints and Grievances Update</u></p> <p><i>[Details regarding specific complaints are withheld from the minutes for confidentiality purposes].</i></p> <p><u>HRM Policies and Practices</u></p> <p>SW provided an overview of her observations in respect of HRM policies and practices which have been a dominant theme in the reports of wrongdoing from whistleblowers and outlined certain areas for review and consideration, including the frequently alleged improper use of HRM policies to bully and intimidate.</p> <p>SW suggested that the IA discuss these observations with the ELT and reiterate their need to show leadership within each department and also request assistance to identify training needs. SW also discussed the need to imbue a proactive approach to HRM policies and practices, rather than reactive.</p> <p><u>Lessons Learnt/Systemic Reform Project</u></p> <p>SGR discussed the importance of capturing the learnings made by the organisation throughout the Administration which could inform and guide potential systematic reform. IMC agreed to document lessons learnt and observations in their role on an ongoing basis. The working document will serve as a reflection piece to guide potential local government reform.</p>
<p><b>6. Operational realignment</b></p>	<p><u>Organisational Strategy</u></p> <p>JD provided an update in respect of the ELT and IMC strategy workshop scheduled for 16 October 2018 after Council's Ordinary Meeting. The purpose of the workshop was further defined with focus to be placed on operational improvements for the next 18 months. A facilitator from Rowland consulting was confirmed.</p> <p>JD also noted staff focus sessions will shortly commence and Third Level Managers will hold a similar operational strategy workshop.</p>

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<b>7. Leading practices</b>	<u>Branding as Vision 2020</u> The IA discussed "Vision 2020" branding, which is in development and is intended to be a consistent theme on internal and external correspondence linked to the Council's motto of "Confide Recte Agens" which means "Be confident in doing right".
<b>8. COO Discussion/ Presentation</b>	<u>Community Reference Group ("CRG")</u> CM (ASDCE) attended the IMC meeting to discuss this issue. Matters discussed included aligning CRGs to the Advance Ipswich Themes, the membership of the CRGs, terms of reference and periodical performance reviews and reporting. <u>Community Sentiment Survey</u> The IMC and CM examined the Sentiment Survey in detail reaffirming its purpose and clarifying specific questions included within the proposed survey. A revised Sentiment Survey will be provided by CM shortly for consideration by the IA.
<b>9. Other Business</b>	JT commented on the visit by his Excellency, the Honorable Paul de Jersey, Governor General of Queensland. A positive sentiment was observed by the IMC and the large amount of work that went into organising the visit was acknowledged and appreciated.

The meeting closed at 3:30pm  
SIGNED AS A TRUE AND CORRECT RECORD



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Greg Chemello  
Interim Administrator