

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

VENUE:
Wil Mitchell Room, Ipswich City Council

TIME/DATE:
9:00am, Tuesday 25 September 2018

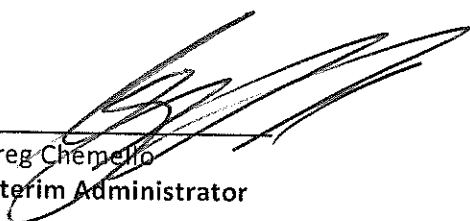
NEXT MEETING:
2:00pm, Tuesday 9 October 2018

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

Item No.	Minutes
1. Issues identified to date	<p><u>IMC Charter</u></p> <p>The IMC Charter is now finalised and will be put on the Intranet within a week. An IMC specific page on the Intranet is also being developed, and will include a link to the IMC Charter.</p> <p><u>Council committee structure</u></p> <p>IA, IMC and Council's Executive Leadership Team (ELT) have deliberated on the new committee structure. All agree that the new Committee structure should align to Advance Ipswich themes so that there are direct lines between council's strategic vision and the governance arrangements to deliver on that vision. A report will be submitted for consideration at the October Ordinary Council meeting.</p> <p><u>CBD renewal strategy</u></p> <p>Consultants have been engaged by QTC to review the current strategy and provide recommendations on CBD development going forward. QAO is also reviewing strategy and assessing feasibility. Reports and assessments will be received in the next month or so for IMC and Council's consideration.</p>
2. Immediate Issues	<p><u>Position of CEO</u></p> <p>IA advised that Sean Madigan and the IA had agreed that Sean would step down as CEO and return to his previous role as Health, Security and Regulatory Services Chief Operating Officer. Resourcing a CEO replacement will be confirmed in the coming weeks. The IMC noted the communication of the change in management needs to be clear and respectful for both internal</p>

	<p>and external stakeholders.</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>The IMC agreed that an email to staff should be issued by the IA to provide an update on the number of complaints being handled and the high level themes emerging from the complaints. The protocols for the recording and managing complaints made to the IMC was also discussed.</p> <p><u>Community Reference Group</u></p> <p>JT noted there are a number of existing CRGs, some of which are reported to be functioning better than others. A meeting is to be organised with the IA, JT and Caroline McMahon to discuss the proposed structure and purpose of the CRG prior to a report being prepared for Council consideration.</p> <p><u>Community Sentiment Survey</u></p> <p>The memo prepared by Caroline McMahon (CM) was read and discussed. Further clarification from CM has been requested for certain items, including the purpose of demographical questions and distribution of the survey.</p>
<p>3. Operational realignment</p>	<p><u>Organisational Strategy</u></p> <p>The IMC agree that steps must be taken to commence project design before Council's strategy day. It was confirmed the strategy session will take place on 16 October 2018. The purpose of the strategy session was discussed, being for the IMC and ELT to share their views on the priorities of council and to determine the actions necessary to implement the ensuing projects.</p>
<p>4. Leading practices</p>	<p>Rescheduled to be discussed at next IMC meeting.</p>
<p>5. Other Business</p>	<p>JT to be set up for media monitoring. IT to assist JT with setup.</p>

The meeting closed at 10:30am
 SIGNED AS A TRUE AND CORRECT RECORD


 Greg Chemello
 Interim Administrator