

**INTERIM MANAGEMENT COMMITTEE (IMC)
MEETING MINUTES #3**

VENUE:
Wil Mitchell Room, Ipswich City Council

TIME/DATE:
8:30am, Tuesday 23 October 2018

NEXT MEETING:
3:00pm, Wednesday 7 November 2018

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

Item No.	Minutes
1. Attendance and apologies	As noted above.
2. Minutes of last meeting	Minutes of the meeting held on 9 October 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. Feedback from Council Meeting held on 16 October 2018	<p><u>CBD renewal strategy</u></p> <p>The IA confirmed the CBD redevelopment strategy was announced to the media on Thursday, 18 October 2018. The IA advised that it was his intention at the next council or committee meeting to propose that an independent report on the total cost of the Ipswich City Properties Pty Ltd approach, including establishment, operation and winding up, should be procured by council and made public.</p>
5. Issues arising	<p><u>IMC & IA Webpage</u></p> <p>JD noted the IMC webpage and IA scripts have been reviewed and approved and final versions of the webpage layout will be provided for sign off shortly.</p> <p>The IA also noted that references to the previous councillors have largely been removed from the www.ipswich.qld.gov.au website and that a review should be conducted to ensure the website has been updated appropriately.</p>

	<p><u>Community Reference Groups / Community Sentiment Surveys and Existing Community Working Groups</u></p> <p>The formation of new Community Reference Groups was discussed and it is anticipated that a report will be submitted to Council's 'Community' Standing Committee for consideration at the meeting scheduled for 7 November 2018.</p> <p>The IA noted an updated Community Sentiment Survey proposal had yet to be received following the discussion at the IMC meeting of 9 October 2018.</p> <p>JD noted that the existing Community Working Groups continue to be reviewed. The review is considering each group's purpose and in many instances a request has been made for the respective group's charter or terms of reference to enable an informed evaluation.</p> <p><u>Christmas Carols</u></p> <p>The IA noted that the next committee meeting is expected to include a report on council support for various Christmas events, including the mayor's Christmas carols. The objective of the report is to move towards a transparent and effective arrangement for supporting various community-backed events.</p>
<p>6. Immediate Issues</p>	<p><u>Human Resource Management</u></p> <p>SW provided an overview of the HR issues and themes raised throughout the various complaints received to date.</p> <p>The IMC discussed the priority for developing the HR and performance capability and desired outcomes across the Council. The discussion considered HR's existing role, structure, alleged improper use of policies and procedures, as well as the inherent risks posed to staff and the organisation under the current framework. Other matters discussed included the future utilisation of the Employee Assistance Program, staff access to special assistance, as well as the extent of the IMC's ability to engage with staff. The next steps will involve consultation with the CEO, Gary Kellar and consideration of obtaining independent advice.</p> <p><u>CEO Recruitment Status</u></p> <p>The IA advised the CEO position is currently being advertised with applications closing on 5 November 2018. It is hoped that an appointment will be made prior to the Christmas with a start date commencing in the new year.</p> <p><u>COO Corporate Services Recruitment Status</u></p> <p>The IA advised a final round of interviews has taken place for the role of COO Corporate Services. A final decision regarding the role will be shortly be announced.</p>

	<p><u>2017/18 Financial Statements</u></p> <p>Council has been provided with a one month extension to finalise its 2017/18 financial statements due to items raised by the QAO that are required to be considered and addressed.</p> <p><u>Complaints and Grievances Update</u></p> <p>SW and SGA advised the number of grievances and complaints reported total 62 with more than 50 indicating a HR related issue or alleged failing.</p> <p><i>[Details regarding specific complaints are withheld from the minutes for confidentiality purposes].</i></p> <p><u>Disposal Freeze</u></p> <p>SG noted the ICT had commenced a holistic review of how information is managed across Council.</p> <p>A request has been made to the State Archivist for guidance on what is considered a 'record' of council. Once this guidance is received a communication to Council will follow to clarify what information is required to be kept under the disposal freeze.</p>
<p>7. Operational realignment</p>	<p><u>Outcomes of the ELT / IMC Workshop</u></p> <p>JD and NW briefed the IMC on the outcomes from the CEO and Senior Manager's Strategy Workshop. A copy of the Transformational Projects Summary was provided to the IMC. It was noted that input from participants is currently being collated by Rowland, who facilitated the session. The feedback from the session was largely positive, however some concerns were raised regarding the volume of work, prioritisation of projects and resourcing constraints. Feedback received also suggested that some transformational projects might be too broad, and therefore some specific important projects may not be appropriately addressed. It was agreed these concerns would be addressed through the planning/programming of work for each project.</p>
<p>8. Leading practices</p>	<p><u>Lessons Learnt/Systemic Reform Project</u></p> <p>To be discussed at the next IMC meeting.</p>
<p>9. Other Business</p>	<p><u>Commemoration of 160 years of Ipswich as a municipality (2020)</u></p> <p>SGA advised that the State Archivist had provided a schedule of important dates associated with Ipswich which noted that the 160th year anniversary of Ipswich as a municipality will fall in early March 2020. The IMC discussed consideration of a community event to celebrate this significant milestone.</p>
<p>10. ICC Call Centre Visit</p>	<p>The IMC members attended a tour of the Ipswich City Council Customer Call Service Centre facilitated by Richard Bennett, the Strategic Client Office Manager within Finance and Corporate Services.</p>

IMC Meeting Minutes
Tuesday, 23 October, 2018

The meeting closed at 10:15pm
SIGNED AS A TRUE AND CORRECT RECORD



Greg Chemello
Interim Administrator