

**INTERIM MANAGEMENT COMMITTEE (IMC)  
MEETING MINUTES #6**

**VENUE:**  
Wil Mitchell Room, Ipswich City Council

**TIME/DATE:**  
1:25pm, Tuesday 27<sup>th</sup> November 2018

**NEXT MEETING:**  
9:00am, Tuesday 18<sup>th</sup> December 2018

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

<b>Item No.</b>	<b>Minutes</b>
<b>1. Attendance and apologies</b>	As noted above.
<b>2. Minutes of last meeting</b>	Minutes of the meeting held on 13 <sup>th</sup> November 2018 were discussed and resolved as a true and correct record.
<b>3. Conflicts of interest</b>	No conflicts of interest were identified by the IA, SW, JT, RJ and SGR.  SGA informed the meeting that he has a conflict of interest in relation to item 10, Complaints and Grievances Update, relating to the new complaints management framework that is being developed. SGA noted that KPMG, a firm at which is he a partner, has been requested by Council to provide a proposal in respect of an ICT platform for use within the complaints management framework. SGA declared that due to this conflict of interest, he will not be involved in the selection process of the ICT platform. JD and NW, being employees of KPMG, are also not involved in the aforementioned selection process.
<b>4. Feedback from Committee Meetings</b>	The IA observed that all reports were submitted to the relevant new standing committee this round. The IMC discussed that a review of the committee report development process would be beneficial, which will be discussed with ELT accordingly. The IMC noted that the inclusion of an executive summary within committee reports highlighting exceptional matters and risk items would be beneficial.

<p><b>5. Feedback from Meeting with the Minister</b></p>	<p>The IA and IMC noted the positive discussion with Hon. Stirling Hinchliffe, Minister for Local Government, Minister for Racing, and Minister for Multicultural Affairs, which focused on the progression of Council reforms and staff morale.</p>
<p><b>6. Immediate Issues</b></p>	<p><u>Recruitment status of the CEO</u></p> <p>Five candidates were interviewed by the selection panel (inclusive of Steve Greenwood, Geraldine MacKenzie, Nikola Stepanov and Gary Kellar) on 22 November 2018. The IA noted that reference checks and psychometric testing is currently being conducted and that he hopes to be in a position to announce the successful applicant to staff before Christmas.</p> <p><u>Finalisation of Financial Statements update</u></p> <p>RJ advised that the 2017/18 financial statements for Council and Council's subsidiaries are set to be considered by the Audit and Risk Management Committee for signing on 28 November 2018.</p> <p><u>Disposal Freeze</u></p> <p>SGA advised that a mapping exercise has identified limited controls in respect of information classification and retention by Council. Accordingly, the data freeze will necessarily remain in place until the fundamental requirements, policies and procedures are reviewed, developed and implemented in respect of information knowledge management. SGA further noted that a meeting will shortly be held with the working group to map out the next steps.</p> <p><u>IA Quarterly Update</u></p> <p>The IA advised that the copy for the quarterly update report will be sent by the end of the week to Council's Economic Development team for finalisation and distribution.</p> <p><u>Development Assessment Framework</u></p> <p>The IA noted that the draft development assessment framework is currently being scrutinized by key external stakeholders. This document achieves the principals of governance and provides a clear and concise framework for development assessments. This framework will set a 'better practice' example for other councils in Queensland.</p>


<p><b>7. Operational realignment</b></p>	<p><u>Business Transformation Program Planning and Phasing</u></p> <p>JD noted that he will circulate the returned transformational project briefs to the IMC.</p> <p>The IMC discussed the importance of the IA and IMC contributing to the projects. JD noted that he will also circulate a document to the IMC and ELT ahead of the joint meeting scheduled for 4 December 2018 for the purpose of discussing and confirming:</p> <ul style="list-style-type: none"><li>- Project timeframes, leadership and governance, and dependencies,</li><li>- The role of the IMC on transformational projects, and</li><li>- The timeline and actions required in respect of the Business Transformation Program prior to the Christmas holiday period.</li></ul> <p><u>Recruitment of Transformational Project Team (previously Business Improvement Team)</u></p> <p>The advertisement for these four positions closed last Friday. An assessment of the applications is being conducted this week. JD is hopeful for interviews to be held next week and the team appointed before Christmas.</p> <p><u>Divisional Boundaries</u></p> <p>The IA advised that he had raised with the Minister today a proposal by the IA to put out a divisional boundary options paper for public consultation in late January 2019. The proposed discussion document would outline an unbiased summary of the advantages and disadvantages of the various divisional boundary options, perhaps with a side commentary by the IA on his views.</p>
<p><b>8. Leading practices</b></p>	<p><u>Lessons Learnt/Systemic Reform Project</u></p> <p>A document setting out suggested legislative reform and learnings from the Administration to date was tabled. This document was prepared by JD and NW based on feedback from the ELT, the office of the CEO and the IA. SGR advised that he will send through a number of items to add to the document.</p>

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<b>9. Other Business</b>	<u>CBD Redevelopment</u> The IA noted that preparation for road works will shortly commence.
<b>10. Complaints and grievances update</b>	<i>[TK left the meeting at 3:15pm prior to these discussions commencing]</i> SW and SGA provided an update in relation to the finalization of the complaints management framework as well as the key issues from complaints received to date.  <i>[Details regarding specific complaints are withheld from the minutes for confidentiality purposes].</i>

The meeting closed at 3:40pm.

SIGNED AS A TRUE AND CORRECT RECORD

  
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Greg Chemello  
Interim Administrator