

**INTERIM MANAGEMENT COMMITTEE (IMC)
MEETING MINUTES #7**

VENUE:
Wil Mitchell Room, Ipswich City Council

TIME/DATE:
9:02am, Tuesday 18th December 2018

NEXT MEETING:
3:00pm, 22nd January 2019

ATTENDEES:	REFERENCE	APOLOGIES:	REFERENCE
Greg Chemello	(IA)		
Simone Webbe	(SW)		
Jan Taylor	(JT)		
Stan Gallo	(SGA)		
Rob Jones	(RJ)		
Steve Greenwood	(SGR)		
Tegan Knott	(TK)		
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 27 November 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. SGA reiterated the conflict of interest raised at the previous IMC meeting in relation to the new complaints management framework that is being developed, and reaffirmed the neither he, JD or NW has and will not be involved in the selection process of the ICT platform.
4. Feedback from staff briefings	The IA and the A/CEO recently conducted staff briefing sessions in relation to the progress of council during this transformational period. Staff were briefed on the CBD redevelopment, the Riverview depot upgrade, Vision 2020 and the Business Transformation Program. Feedback from these sessions has been positive.
5. Immediate Issues	<u>Recruitment status of the CEO</u> Negotiations are in progress at the moment. The IA advised that the COO WPR and People and Culture Manager recruitment processes will commence early in the new year.

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	<p><u>Disposal Freeze Update</u></p> <p>SGA advised that a series of training sessions will be developed and rolled out in the new year for the purpose of training staff in the fundamentals of proper information and knowledge management. It is considered that up-skilling staff in the current systems is the most efficient way towards requesting a lift of the disposal freeze imposed by the State Archives.</p> <p>JD also noted that a recommendation of the State Archives is for Council to employ an Information Knowledge Manager, for which there is currently budget. It was suggested that recruitment of this role should be considered as part of transformational project #8 'design and implement a new information knowledge management system.</p> <p><u>IA Quarterly Update</u></p> <p>The IA advised that the quarterly update will be issued this week via various communication channels. The IMC requested a draft copy of the update to review.</p>
<p>6. Operational realignment</p>	<p><u>Transformational Project Planning and Governance Framework</u></p> <p>The IA noted that the first meeting of the three business transformation program steering committees will be held today. The IMC discussed the importance of their contributions to these steering committees and the IA requested that the minutes of all steering committee meetings be dispersed to the IMC. JD advised that the initial meetings will focus on establishing the framework for each project group, allocation of roles, the progression of project plans, and the next steps prior to the end of January 2019.</p> <p><u>Recruitment of Transformational Project Team</u></p> <p>Applications for these three positions are still being considered. JD will provide an update to the IMC when appointments have been finalised.</p> <p><u>CBD/ICP Update</u></p> <p>The IA advised that work is well underway in the mall. Tenders for all the work on the CBD have been released.</p>

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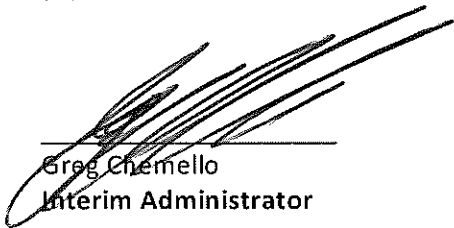
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	<p data-bbox="520 376 847 405"><u>People and Culture Review</u></p> <p data-bbox="520 448 1382 595">The IA noted the receipt of a brief prepared by Gary Kellar on Council’s people and culture reporting framework. The IA noted this report will assist transformational project #2 ‘develop and implement a robust people and performance framework’.</p> <p data-bbox="520 638 1350 745">The IMC enquired as to the recent Evexia staff survey results (due in January) and if further information on this process is available. JD & NW will follow up with the A/People and Culture Manager.</p>
<p data-bbox="193 801 464 831">7. Leading practices</p>	<p data-bbox="520 801 1010 831"><u>Lessons Learnt/Systemic Reform Project</u></p> <p data-bbox="520 873 1398 1223">JD advised the lessons learnt/system reform document has now been split between legislative observations and operational learnings. JD thanked SGR for his contributions which have now been included within the documents. RJ requested that the learnings from the Audit Committee be added to this document following discussion with Audit Committee. SW proposed that the suggestions made by the IA and IMC in Council’s Standing Committee meetings also be added to this document. SGR added that individual views/learnings/systemic reforms could be fleshed out with the departments in the New Year.</p>
<p data-bbox="193 1281 437 1310">8. Other Business</p>	<p data-bbox="520 1281 834 1310"><u>Christmas Holiday Period</u></p> <p data-bbox="520 1337 1377 1485">The IA visited Nerima Gardens over the weekend and was impressed with the number of families visiting the Christmas Wonderland. Given visitor numbers on the weekend it is possible that over 10,000 people will pass through the display.</p> <p data-bbox="520 1512 1337 1541">The IMC advised that they are contactable over the holiday period.</p> <p data-bbox="520 1568 660 1597"><u>Hoax Email</u></p> <p data-bbox="520 1624 1299 1693">SGA wanted the IMC to be aware of hoax emails that have been discovered recently. Further investigations are continuing.</p> <p data-bbox="520 1720 612 1749"><u>Budget</u></p> <p data-bbox="520 1776 1393 1924">The IMC discussed alternative methods or additional practices in relation to the budget process to improve accountability and transparency. JD will obtain the timelines for budget preparations from the Finance Manager.</p>

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9. Complaints and grievances update	<p><i>[TK left the meeting at 10:25AM prior to these discussions commencing]</i></p> <p>SW and SGA provided an update in relation to the finalisation of the new complaints management framework as well as the key issues from complaints received to date.</p> <p><i>[Details regarding specific complaints are withheld from the minutes for confidentiality purposes].</i></p>

The meeting closed at 11:00AM.

SIGNED AS A TRUE AND CORRECT RECORD



Greg Chemello
Interim Administrator