

**INTERIM MANAGEMENT COMMITTEE (IMC)
MEETING MINUTES #11**

VENUE:
Wil Mitchell Room, Ipswich City Council

TIME/DATE:
9:00am, Tuesday 5th March 2019

NEXT MEETING:
10:00am, 19th March 2019

ATTENDEES:	REFERENCE	APOLOGIES:	REFERENCE
Greg Chemello	(IA)		
Simone Webbe	(SW)		
Jan Taylor	(JT)		
Rob Jones	(RJ)		
Steve Greenwood	(SGR)		
Stan Gallo	(SGA)		
Nicholas Wilson	(NW)		
Tegan Knott	(TK)		
James Dickson	(JD)		
Joshua Edwards [from 9:20am to 9:58am]	(JE)		

Item No.	Minutes
1. Attendance and apologies	As noted above.
2. Minutes of last meeting	Minutes of the meeting held on 18 February 2019 were discussed and resolved as a true and correct record.
3. Conflicts of interest	No new conflicts of interest were identified by IMC members.
4. Immediate Issues	<p><u>Disposal freeze update</u></p> <p>SGA provided an update from the A/Corporate Governance Manager on the outcome of ICC's preliminary record keeping assessment, which was based on the Queensland State Archives' draft record keeping maturity assessment tool, which is currently out for consultation.</p> <p>SGA advised that a further update will be provided to the IA and IMC following a meeting with the disposal freeze working group this afternoon.</p> <p>SGA also advised that approximately 90% of staff had completed the record management training, noting that some of the depot/field staff were still to complete the training and that this should be finalised later this week.</p>


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	<p><u>Divisional Boundary Review</u></p> <p>The IA advised that written submissions are coming in already and by 4:30pm Friday afternoon, over 100 surveys had been submitted online. A further update will be provided by the IA at the next IMC meeting.</p>
<p>5. Operational realignment</p>	<p><u>Transformational Project Planning and Governance Framework</u></p> <p>[JE (TPCT Principal Officer) joined the meeting at 9:20am]</p> <p>JE, the IMC and IA held a discussion around project statuses, project team meetings, action items, implications, timeframes and risks, highlighting the importance of resourcing projects adequately.</p> <p>JE advised that a report inclusive of a decisions register, milestones, budget matters and risks will be added to the agenda for the Joint Transformation Committee (“JTC”).</p> <p>SW reiterated the importance of governance within council and highlighted that project teams should, as far as possible, work towards whole of council solutions which are then mandated by council leadership.</p> <p>SW suggested that the report JE referred to perhaps also needs to go to the Steering Committees, as well as a separate report from the TPCT which calls out specific matters that may not have been identified or covered by the Project Leads. RJ added that this will help with getting project meeting action items completed.</p> <p>[JE left the meeting at 9:58am]</p> <p><u>People and Culture Review</u></p> <p>JD circulated an analysis conducted on the sick leave recorded across Council from November 2015 to November 2018. JD noted that the analysis was conducted to identify branches with historically high levels of sick leave. JD further noted limitations in the source information, being that it did not include other forms of leave, such as annual leave, long service leave, time in lieu, leave without pay, and therefore the analysis could not correlate long periods of sick leave with other leave categories. The IA and IMC communicated that this is a standard report an Executive may request at any time when wanting to perform a ‘health check’ on their department and therefore should be a requirement of the relevant operating system. JD noted that he was advised that a report with all leave categories would need to be ‘built’ by ICT. RJ suggested that this highlights a failure in the risk management reporting process.</p>

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	JD and NW will arrange further discussions with the CEO, SGA and SW on this matter.
6. Leading practices	<u>Lessons Learnt/Systemic Reform Project</u> The IA advised that feedback was yet to be received from the State Government on the proposed legislative changes submitted earlier this year. SGA advised that he will follow up the Department for a meeting to discuss the submission.
7. Other Business	<u>2019 IMC Risk Management Strategy</u> JD presented a preliminary stakeholder analysis to the IA and IMC and will consider adding additional internal and external stakeholders. JD noted that he will arrange a meeting with SGR to further discuss the analysis. <u>NW & JD availability</u> JD advised that NW and JD are available at Council from Monday to Wednesday. TK is still full-time.

The meeting closed at 10:30am.

SIGNED AS A TRUE AND CORRECT RECORD



Greg Ghemello
Interim Administrator

