



## ESTABLISHMENT AND CO-ORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 2 AUGUST 2010  
AT 9.00 AM

### COMMITTEE MEMBERS PRESENT:

Lord Mayor Campbell Newman, Deputy Mayor G Quirk, Councillors A Schrunner, G Knapp, D McLachlan, M de Wit, A Cooper & P Matic.

### OTHER ATTENDEES:

Cris Anstey, Lord Mayor's Chief of Staff and Ian Maynard, Acting Chief Executive Officer.

### APOLOGIES:

#### Minutes:

E&C approved the minutes of Monday 26 July 2010.

### 1. General Business

1. E&C supported the briefing note re Council's policy when dealing with advocacy signs.
2. E&C discussed the update re the current status of the Planned Burn Program, and more specifically as it pertains to Allandale Place, The Gap. E&C requested a further briefing note including a map which outlines areas within Brisbane that are targeted for burn-offs and which areas have already been burnt-off. The briefing should also include details of actions being undertaken by QFRS in relation to Allandale Place. Monthly progress reports are to be provided to E&C identifying what burns are planned, what burns have been undertaken and an explanation of any variances.

**ACTION:** Vicki Pethybridge to note E&C's requests and to arrange for the appropriate briefing notes to be provided to E&C.

3. E&C noted the briefing note re expansion joints in Council's Malls.
4. E&C noted the results of the Service Tracker Research.
5. E&C noted the update re the acquisition and redevelopment of the former Milton Tennis site. The area will be managed by the Major Parks PCG.
6. E&C noted the research results on residents' perceptions of the Parks and Service Audit Guide. The Executive Summary and Guide are to come back next week.
7. Councillor McLachlan referred to an email sent on 7 July to Ward Offices regarding the green waste service. The information contained in this email was inaccurate. E&C raised concerns that the IMAP process is not consistently being following. Should this type of event happen again, IMAP training for all senior officers (Band 8 and above) will be arranged.

**ACTION:** Sue Rickerby to investigate the green waste matter and to report back to E&C.

8. E&C requested an update on the long term accommodation arrangements for QUU.

**ACTION:** Mark Mazurkiewicz to provide an update on the long term accommodation arrangements for QUU at Green Square.

9. A copy of Council's Corporate Wardrobe Procedure selection will be provided to E&C for their information.

10. E&C referred to the demolition of a heritage listed house in Palmer Street, Windsor. The matter went to court and Council lost the case and has not yet appealed the decision.

**ACTION:** Acting CEO and Councillor Cooper to review the matter as to why Council did not proceed with an appeal. David Askern to note that, where the Planning and Environment court rules against Council, he is to appeal on every occasion.

11. E&C discussed the issue of appropriate catering for long meetings.

12. E&C requested a status update on the City Hall Project by the Divisional Manager, City Planning and Sustainability.

**ACTION:** Andrew Chesterman to provide a status update of the City Hall Project.

**Establishment and Co-ordination Committee Submission Results**

Please refer to the Establishment and Co-ordination Committee Results document for the meeting dated 2 August 2010.

**Establishment and Co-ordination Strategy Results**

Please refer to the Establishment and Co-ordination Committee Strategy Results document for the meeting dated 2 August 2010.



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Chief Executive Officer

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## ESTABLISHMENT AND CO-ORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 9 AUGUST 2010  
AT 9.00 AM

### COMMITTEE MEMBERS PRESENT:

Lord Mayor Campbell Newman, Deputy Mayor G Quirk, Councillors A Schrunner, G Knapp, D McLachlan, M de Wit, A Cooper & P Matic.

### OTHER ATTENDEES:

Cris Anstey, Lord Mayor's Chief of Staff, Colin Jensen, Chief Executive Officer and Ian Maynard, Divisional Manager, Corporate Services.

### APOLOGIES:

#### Minutes:

E&C approved the minutes of Monday 2 August 2010.

### 1. General Business

1. E&C discussed the City of Brisbane Act 2010. An internal policy and relevant procedures need to be developed. The Lord Mayor queried the correct use of commercial-in-confidence watermark on documents.

**ACTION:** David Askern to provide advice re the correct use of commercial-in-confidence watermark on documents.

2. E&C noted the advice in regards to advertising signs in Appleby Road, Stafford. Councillor Cooper reported that a review of the advertising guidelines has commenced.

3. E&C discussed the updated Corporate Induction Package and noted several editorial issues. It was requested that the document be reworked.

**ACTION:** Ian Maynard to note E&C's concerns and to ensure that the Package is resubmitted.

4. E&C noted the update re the development work being undertaken to establish a direct seeding trial plot under the auspices of the 2 Million Trees project.

5. E&C discussed the City Centre Place Management updates from 29 July 2010 and 5 August 2010. It was noted that options to vary waste collection hours have yet to be provided to E&C. Concerns were expressed over the closure of Isles Lane at Post Office Square. Councillor Cooper will look into this issue.

**ACTION:** Shawn Day to note E&C's feedback and to ensure that options to vary waste collection hours are included in his next E&C briefing.

6. E&C noted the letter to the Acting CEO re the draft South Brisbane Neighbourhood Plan.

7. E&C discussed the memorandum seeking approval to release all trolleys which are currently held in storage by Council.

**MOTION:** "E&C agreed on \$25 for each trolley released, on a 'take one - take all' basis. The money raised is to be donated to a registered creek catchment charity."

MOVED: Councillor Quirk  
SECONDED: Councillor Cooper  
CARRIED.

8. E&C noted the letter re the possibility of suppling of recycled water to the Rocks Riverside Park Community Gardens. Shane MacLeod, Manager, Local Asset Services to meet with Councillor Matic and Councillor Bourke to discuss possible grants options for funding the installation of stormwater tanks.

**ACTION: Shane MacLeod to meet with Councillor Matic and Councillor Bourke to discuss possible grants options for funding the installation of stormwater tanks in the Rocks Riverside Park Community Gardens.**

9. E&C noted the Audit Committee minutes from the meetings of 27 August 2009, 18 November 2009 and 10 March 2010.

10. E&C noted the update re the Chinese Museum of Queensland. Councillor Quirk will provide a further update next week on actions taken to date.

11. E&C noted the update re the implementation of 24 hour graffiti removal. Councillor McLachlan and Councillor Knapp confirmed that the existing equipment and access to specialised equipment is adequate for Council's needs. The Lord Mayor queried the status of the trials of the new technology for graffiti removal and prosecution.

**ACTION: Vicki Pethybridge to provide an update on the trial of new technology for graffiti removal and prosecution. Vicki to develop a position re partnerships with local schools or associations to paint toilet blocks in parks, as a graffiti reduction method.**

12. E&C noted the memorandum re safety in the Valley.

13. E&C discussed the status report on the upgrade and leasing of the heritage-listed old Victoria Park Golf Clubhouse. E&C requested that this item be progressed urgently, noting previous delays.

**ACTION: Kent Stroud to report back to E&C with a project plan, which includes clear finish dates.**

14. E&C noted and supported the update re the Queensland Miniature Car Club.

15. E&C discussed the research results on residents' perceptions of the Parks Service Audit Guide. E&C requested that this document be utilised as an internal operational guideline only.

**ACTION: Shane MacLeod to note E&C's position.**

16. Performance bonus arrangements for Executives are to be discussed at the next two E&C meetings.

**ACTION: Ian Maynard to provide a brief on the process for performance bonus discussions with E&C.**

17. E&C supported the establishment of an advisory board for City Hall, including the development of a charter. E&C also supported the immediate recruitment of a City Hall Venue manager. The management of the project remains of interest and will be reviewed in a month.

18. E&C discussed the City Reach Riverside Boardwalk. E&C desire immediate visual and general usability improvements to the boardwalk, e.g. for pedestrians and cyclists. No action is to be taken at this point on the mooring leases.

**ACTION: Sunil Madan to note E&C's feedback and to action the requested improvements to the Boardwalk.**

**Establishment and Co-ordination Committee Submission Results**

Please refer to the Establishment and Co-ordination Committee Results document for the meeting dated 9 August 2010.



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Chief Executive Officer

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## ESTABLISHMENT AND CO-ORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 16 AUGUST 2010  
AT 9.00 AM

### COMMITTEE MEMBERS PRESENT:

Lord Mayor Campbell Newman, Deputy Mayor G Quirk, Councillors A Schrunner, G Knapp, D McLachlan, M de Wit, A Cooper & P Matic.

### OTHER ATTENDEES:

Cris Anstey, Lord Mayor's Chief of Staff & Colin Jensen, Chief Executive Officer.

### APOLOGIES:

#### Minutes:

E&C approved the minutes of Monday 9 August 2010.

### 1. General Business

1. Councillor de Wit reported that she had called the Contact Centre this morning to report smashed glass in a bus shelter. The Contact Centre referred her to Adshell. Discussion continued on similar referrals to Energex regarding failed street lights. E&C hold the view that the Contact Centre should record such issues and refer them onto the necessary bodies.

**ACTION: Vicki Pethybridge to note E&C's concerns, review the current processes and brief E&C on potential amendments.**

2. E&C expressed their concerns re grass height and litter on State controlled roads and felt that it was not meeting the standards of a capital city.

**ACTION: Barry Broe to brief the CEO on past liaison with the State Government on this issue and devise a way forward.**

3. E&C discussed the quality of the pavement on the Victoria Bridge footpath.

**ACTION: Sunil Madan to assess the quality of the footpaths on the Victoria Bridge and ensure that any necessary repairs are made.**

4. E&C discussed the Northern Link project. It was requested that when the construction is announced, a simultaneous announcement be made outlining the funding allocated to the preservation and management of the heritage Toowong cemetery.

**ACTION: Scott Stewart to note E&C's request.**

5. E&C discussed the briefing note re the status of Council's land transfer to QUU. E&C queried whether the house on Bartley's Hill will be transferred to QUU or be retained by Council. They also asked whether the reserve is required for future use as a reservoir or if it could be retained as park.

**ACTION: Ian Maynard to investigate and brief E&C.**

6. E&C discussed the briefing note re the long term accommodation for Queensland Urban Utilities at Green Square. It was noted that, prior to their separation from Council, QUU were to

lease a building from CBIC with other Councils able to buy-in. The position of QUU in relation to leasing a building from CBIC needs to be clarified.

**ACTION: Ian Maynard and Councillor Schrinner to progress matter of CBIC building and its lease to QUU.**

7. E&C discussed the briefing note re the IMAP process. Councillor McLachlan reported that the issue was posting the schedule on the Council website.

**ACTION: Sue Rickerby to note E&C's feedback and to ensure that website information goes through the IMAP process, as previously directed.**

8. E&C discussed the City Centre Place Management Update from the 12 August 2010. It was noted that the water feature at Emma Miller Place contained stagnant water. This issue should be referred to the State as they are its overseer. E&C requested that the proposed options for waste collection in the CBD come back to E&C as a formal submission.

**ACTION: Shane Macleod to write to the State Government re the issue of the water feature in Emma Miller Place. Shawn Day to bring back the proposed options for waste collection in the CBD as a formal E&C submission.**

9. E&C discussed the current status of the Planned Burn Program, and an update on Allandale Place, The Gap. E&C raised concerns that the program may not be achieved before the fire season begins. It was queried whether this is an ongoing delivery issue. E&C requested further information on contingency plans developed, should the Burn Program not be completed in the burn window.

**ACTION: Vicki Pethybridge to note E&C's concerns and to prepare a briefing note which compares the status of this year's burns to those completed at this point last year, the contingencies developed and the forward program for burning in future years.**

10. E&C noted the Contact Centre Monthly Report- Top 100.

11. E&C noted the magazine article re Council's taskforce against graffiti.

12. It was noted that the Kangaroo Point Parklands were looking clean this morning.

**ACTION: Shane Macleod to pass on E&C's feedback to the relevant staff.**

13. E&C raised the issue of overflowing rubbish bins along Mollison St, West End.

**ACTION: Shane Macleod to address this issue.**

#### **Establishment and Co-ordination Committee Submission Results**

Please refer to the Establishment and Co-ordination Committee Results document for the meeting dated 16 August 2010.

#### **Establishment and Co-ordination Strategy Results**

Please refer to the Establishment and Co-ordination Committee Strategy Results document for the meeting dated 16 August 2010.



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Chief Executive Officer



## ESTABLISHMENT AND CO-ORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 23 AUGUST 2010  
AT 9.00 AM

### COMMITTEE MEMBERS PRESENT:

Lord Mayor Campbell Newman, Deputy Mayor G Quirk, Councillors A Schrunner, G Knapp, D McLachlan, M de Wit, A Cooper & P Matic.

### OTHER ATTENDEES:

Cris Anstey, Lord Mayor's Chief of Staff & Colin Jensen, Chief Executive Officer.

### APOLOGIES:

#### Minutes:

E&C adopted the minutes of Monday 16 August 2010 with amendments.

### 1. General Business

1. E&C discussed the recent resignation of the Project Manager, City Hall Restoration Project and requested that Sunil Madan assume the role. E&C also requested that the process to recruit the venue manager should be commenced immediately. E&C is of the view that City Hall should be managed as a venue within City Business. The recommendation to include a brasserie on the Adelaide Street side of the building was supported, at a reappraised estimate. E&C also requested that all lifts be functional from the date of the re-opening.

**ACTION:** Andrew Chesterman to prepare a formal E&C submission to appoint Sunil Madan to the role of Project Manager, City Hall Restoration Project. Sue Rickerby to immediately commence recruitment for a new City Hall Venue Manager. Krishan Tangri to reappraise the estimate of the kitchen fit-out for the brasserie and compare against industry bench marks and to include the provision of all lifts from the date of the re-opening.

2. E&C discussed recent disruptions in the Council Chamber.

**ACTION:** David Askern to work with the Chairman of Council and the CEO to ensure that Council meetings are held in an efficient and effective manner.

3. E&C discussed the likelihood of a by-election in the Walter Taylor Ward.

**ACTION:** CEO to progress arrangements for a possible by-election in the Walter Taylor Ward.

4. E&C discussed the update re City Reach Boardwalk. The delay in action was discussed, in particular the time required for approvals by the Department of Environment and Resource Management. E&C requested that the planter boxes be removed as soon as safe and practical.

**ACTION:** CEO to discuss the issue with the Director General, Department of Environment and Resource Management. Sunil Madan to ensure that the planter boxes are removed as soon as safe and practical.

5. E&C discussed and noted the advice from the Chief Legal Counsel re the artwork at Catalina Place, Teneriffe.



6. E&C discussed the briefing note re options for a new approach to community consultation. It was noted that often the same people turn up to consultation events. E&C suggested that invitations could be sent out to a sample of residents from the electoral roll to ensure more representative attendance.

**ACTION: Craig Evans to further investigate possible improvements in attendance at community consultation events.**

7. E&C discussed and supported the proposal to continue with the offer of employment for the role of Manager, ICT PMO.

**ACTION: Ian Maynard to provide feedback to the recruitment company and to ensure associated issues do not recur.**

8. E&C discussed and noted the Service Tracker 2009/10 research results.

9. E&C discussed the advice from the Chief Legal Counsel re the correct usage of commercial-in-confidence notations and watermarks on documents. E&C raised concerns that commercial-in-confidence notations have previously been applied unnecessarily on documents. E&C noted a recent decision by the Conduct Review Panel in relation to commercial-in-confidence information.

**ACTION: Peter Rule to review the Conduct Review Panel and consider new members if required.**

10. E&C discussed the memorandum seeking the nomination of a Councillor on the Brisbane North Community Jobs Priorities Committee as a representative of LGAQ. E&C agreed to nominate Councillor King as Council's replacement to the Committee.

**ACTION: Peter Rule to note E&C's request and to arrange for Councillor King to represent Council on the Committee.**

11. E&C discussed the City Centre Place Management Update from 19 August 2010. E&C discussed the possibility of using larger, high pressure machines to clean large areas of pavement. Whilst generally the Queen Street Mall was clean this morning, some specific areas, such as Albert Street, were noted as requiring further attention.

**ACTION: Geoff Beck to investigate the use of additional cleaning machines for the City Malls and other areas where new concrete paving has been placed.**

12. E&C discussed the briefing note re the developments of plans and operational requirements for the Museum of Brisbane as part of the City Hall Restoration Project. E&C requested a further briefing next week which is to include graphics that clearly show what areas are under the control of the Museum of Brisbane and the intended uses.

**ACTION: Andrew Chesterman to prepare a further briefing focussing on the provisions for the Museum of Brisbane in City Hall post-restoration, including floor plans.**

13. E&C noted the briefing note re the planned repairs to the pedestrian footpath on the Victoria Bridge.

14. E&C discussed the update re the trolley collection funds.

**MOTION: "The money raised is to be used by Keep Australia Beautiful for disbursement to registered creek catchment groups for use in the Brisbane area."**

**MOVED: Councillor Knapp**

**SECONDED: Councillor McLachlan**

**CARRIED.**

**Establishment and Co-ordination Committee Submission Results**

Please refer to the Establishment and Co-ordination Committee Results document for the meeting dated 23 August 2010.

**Establishment and Co-ordination Strategy Results**

Please refer to the Establishment and Co-ordination Committee Strategy Results document for the meeting dated 23 August 2010.



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Chief Executive Officer

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## ESTABLISHMENT AND CO-ORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 30 AUGUST 2010  
AT 9.00 AM

### COMMITTEE MEMBERS PRESENT:

Lord Mayor Campbell Newman, Deputy Mayor G Quirk, Councillors A Schrunner, G Knapp, D McLachlan, A Cooper & P Matic, A Wines. Cr Adams present until end of Formal Submissions.

### OTHER ATTENDEES:

Cris Anstey, Lord Mayor's Chief of Staff & Colin Jensen, Chief Executive Officer.

### APOLOGIES:

Cr M de Wit.

### Minutes:

E&C approved the minutes of Monday 23 August 2010 with amendments

### General Business

1. E&C discussed the Riverstage redevelopment.

**ACTION: Councillor Cooper and Councillor Knapp to arrange an external presentation on the proposed redevelopment with potential stakeholders (e.g. ballet and theatre) of the venue.**

2. E&C discussed contractual supply chain management issues affecting Transfer Stations.

**ACTION: Arron Lee to investigate and report back to E&C.**

3. E&C discussed the City Hall Restoration Project and the requirement to fill the Project Director role.

**ACTION: Andrew Chesterman to advertise to fill the role urgently.**

4. E&C discussed the LMERC memorandum from Shane McLeod re funding of areas to remain separate and discrete rather than bundled. Outsourcing of staff is mentioned over the use of agency and temporary staff. The recommendation was not approved.

**ACTION: Shane MacLeod to note E&C's feedback.**

5. E&C discussed the Museum of Brisbane and the two-year forward program. Councillor Knapp and Vicki Pethybridge should be consulted prior to presenting to E&C in September for approval. There was concern raised that the Museum of Brisbane should not unduly influence the City Hall restoration process. Consideration will be given to the operational structure and the possible introduction of a Board to oversee it, if significant improvements can't be made.

**ACTION: Vicky Pethybridge to note E&C's feedback.**

6. E&C discussed six asset classes which aren't using 'Green power'. Community Groups should be left outside of the arrangement. \$730,000 would be required to fund the purchase of Green Power for these asset classes. Implementation of Items 1 & 2 is to occur now, with 3, 4 & 5 to occur over time. It is acknowledged that negotiations will have to occur with the building owners. However, if this is unsuccessful, Council is to offset the use ourselves. In the future, all leases will need to accommodate the purchase of green power by the owner. This will be referred to as Green Power Plus.

**ACTION: John Jordan to note E&C's feedback and action accordingly.**

7. E&C discussed the briefing note regarding the future use of Bartley's Hill House. Councillor Schrinner and Councillor McLachlan to propose options for the disposal of the additional land for E&C's consideration.

**ACTION: Councillor Schrinner and Councillor McLachlan to provide a proposal, to dispose of the additional land.**

8. E&C discussed the memorandum regarding the Excellence in Local Government Leadership Program 2010.

**ACTION: E&C considered that future attendance would be possible after evaluating the first course (without attendance). Peter Rule to note.**

9. E&C discussed the memorandum in response to a recent discussion paper from the Queensland Law Reform Commission re the ineligibility of Councillors for Jury selection.

**ACTION: CEO to respond via letter as proposed.**

10. E&C discussed the memorandum re the City Centre Place Management Update from 26 August 2010.

**ACTION: Shawn Day to provide briefing note on the enforcement of littering in the Valley.**

11. E&C discussed the memorandum detailing Contact Centre procedures regarding non-Brisbane City Council maintenance issues. Councillor Cooper also noted a recent example of being offered the phone number for Department of Transport and Main Roads. E&C noted the procedure should be relatively low cost.

**ACTION: Paul Salvati to pursue an arrangement with Energex and other similar organisations for non-Brisbane City Council maintenance issues and provide a briefing note to E&C for further consideration.**

12. E&C noted the actions taken in response to the overflowing bins on Mollison St, West End.

13. E&C noted the memorandum acknowledging that the Parks Service Audit Guide will be for internal use only.

#### **Establishment and Co-ordination Committee Submission Results**

Please refer to the Establishment and Co-ordination Committee Results document for the meeting dated 30 August 2010.



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**Chief Executive Officer**