



ESTABLISHMENT AND CO-ORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 4 OCTOBER 2010
AT 9.00 AM

COMMITTEE MEMBERS PRESENT:

Acting Lord Mayor G Quirk and Councillors A Cooper, F King, D McLachlan, P Matic, A Schrinner and M de Wit.

OTHER ATTENDEES:

Cr K Adams, Michael Corkill, Lord Mayor's Deputy Chief of Staff and Colin Jensen, Chief Executive Officer.

APOLOGIES:

Lord Mayor Campbell Newman, Cr G Knapp.

Minutes:

E&C approved the minutes from Monday 27 September 2010.

1. General Business

1. E&C discussed operating expenditure savings for Council.

ACTION: Chairman to discuss with Divisional Managers opportunities for savings.

2. E&C discussed Northern Link and the possible requirements for Development Assessment applications for the building vent station and control centre.

ACTION: Scott Stewart to advise Cr Matic on the development assessment requirements for Northern Link.

3. E&C discussed the Cross River Rail Project. It was noted that a strategy presentation is scheduled for E&C, Monday 11 October 2010.

4. E&C discussed the Pinkenba Obelisk monument, in response to a recent Sunday Mail article. E&C would like consideration to be given to converting the site to parkland. It was noted that the site is currently being held by BP in Trust for the Crown.

ACTION: Cr McLachlan to discuss ownership and potential upgrades with BP and report back to E&C.

5. E&C discussed the memorandum re State Planning Scheme Policy: 2/10 Koala Conservation – response to the Department of Environmental Resource Management on draft guidelines.

ACTION: Andrew Chesterman to brief Cr Schrinner on the implications of the State's requirements and report back to E&C.

6. E&C discussed the briefing note re bulk water infrastructure charges. E&C supports the direction indicated in the briefing note.

ACTION: Greg Evans to write to the Queensland Water Commission stating Council's case as per the briefing.

7. E&C discussed the memorandum re Christmas in Brisbane 2010 Activation. The decorations should not diminish the focus on the mall and also be traditional.

ACTION: David Jackson to ensure the decorations do not diminish the focus on the mall and also be traditional.

8. E&C noted the briefing note re City Hall Restoration – Traffic Management Arrangements.

9. E&C noted the memorandum re City Centre Place Management Update (No.31).

10. E&C discussed the memorandum in response to an E&C action re the Prescribed Burn Program. E&C require that the external review include a review of the local processes in light of the Victorian Bushfires report.

ACTION: Shane MacLeod to note E&C's requirements and ensure the consultancy request is processed through the Oversight of Consultancies Committee.

11. E&C discussed an article in today's Courier Mail re the Clem7. KPMG are not willing to sign off the impairment of asset.


ACTION: Scott Stewart to provide briefing note to E&C on the recent RCM impairment and KPMG's audit position on the Clem7 as soon as possible.

2. Establishment and Co-ordination Committee Submission Results

Please refer to the Establishment and Co-ordination Committee Results document for the meeting dated 4 October 2010.

3. Establishment and Co-ordination Strategy Results

Please refer to the Establishment and Co-ordination Committee Strategy Results document for the meeting dated 4 October 2010.



Chief Executive Officer



ESTABLISHMENT AND CO-ORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 11 OCTOBER 2010
AT 9.00 AM

COMMITTEE MEMBERS PRESENT:

Lord Mayor Campbell Newman and Councillors M Bourke, A Cooper, F King, P Matic, D McLachlan, A Schrinner, M de Wit.

OTHER ATTENDEES:

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

APOLOGIES:

Deputy Mayor G Quirk, Cr G Knapp.

Minutes:

E&C adopted the minutes from the 4 October 2010 with amendments.

1. General Business

1. E&C discussed the planned burn program. E&C noted the requirement of Council ensuring that controlled burn-offs satisfactorily manage the risk of bushfire.

ACTION: Vicki Pethybridge to provide a briefing note to E&C outlining the planned burn across the city against targets including Council's commitment to the planned burn program and the burn created by non-Council activities.

2. E&C discussed the current rainfall in Brisbane and the Contact Centre. E&C raised concern with the method in which the Contact Centre operates during storm events. E&C hold the view that the current command and control of information flow must be reviewed to ensure Council is consciously meeting its obligation to ensure public safety and the safety of assets. The Lord Mayor outlined the following priorities for the management of disaster events:

1. Protection of community safety.
2. Protection of private and BCC property (where possible).
3. Reopen roads.
4. Assist residents with clean up.
5. Clean up of city BCC assets.

ACTION: Vicki Pethybridge to note E&C's concerns and review the disaster operations management current command and control of information and report back with a briefing note.

3. E&C discussed the Milton Tennis Centre acquisition and the tight timeframe. E&C hold the view that the process should be progressed quickly through the use of a 'Notice of Intention to Resume'.

ACTION: Mark Mazurkiewicz to progress and provide a briefing note to E&C on the progress of the Milton Tennis Centre acquisition.

4. E&C discussed the Energex contract re street lighting. E&C hold the view that alternative arrangements should be investigated to break the monopoly and to achieve better cost outcome for

Council. E&C noted previous trials for alternative lighting and requested a briefing note outlining the results.

ACTION: CEO to investigate alternative arrangements for powering street lighting and to report back to E&C with the results.

5. E&C noted the Taiwanese Community who raised over \$170,000 at a fundraiser for the City Hall Restoration Project on Friday night. The Lord Mayor will refer to this in Council.

ACTION: Pip Hold to write a letter from the Lord Mayor to the Taiwanese fundraising group.

6. E&C discussed the movement of staff to Brisbane City Enterprises on overseas assignment.

ACTION: Greg Evans to discuss with Brisbane City Enterprises CEO future tendering for overseas assignments.

7. E&C discussed the recent election commitment to close the landfill/transfer station at Murrarie and convert into open space.

ACTION: David Askern to expedite the acquisition of this property noting the delays that have occurred in the Planning and Environment Court.

8. E&C noted the progress on the E&C Publication Scheme. It is due for completion this week.

9. E&C discussed the briefing note re Brisbane Transport on-time running. E&C hold the view that improvements must be made in the managing of performance to improve on-time running.

ACTION: Councillor de Wit to discuss operational improvements with Brisbane Transport and determine alternative methods to ensure better performance.

10. E&C noted the briefing note re Online Review – ourbrisbane.com options. The strategy presentation will be rescheduled.

11. E&C noted the memorandum re City Centre Place Management Update No. 32

2. Establishment and Co-ordination Committee Submission Results

Please refer to the Establishment and Co-ordination Committee Results document for the meeting dated 11 October 2010.

3. Establishment and Co-ordination Strategy Results

Please refer to the Establishment and Co-ordination Committee Strategy Results document for the meeting dated 11 October 2010.


.....
Chief Executive Officer



ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 18 OCTOBER 2010
AT 9.00 AM

COMMITTEE MEMBERS PRESENT:

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

OTHER ATTENDEES:

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

APOLOGIES:

Minutes: E&C adopted the minutes from 11 October 2010 with amendments.

1. General Business

1. E&C discussed and agreed on the recent request from the Townsville City Council to have their Marketing and Communications Manager liaise with Craig Stevens.

ACTION: Craig Stevens to meet with the Townsville City Council's Marketing and Communications Manager on Thursday or Friday of this week.

2. E&C discussed the recent request from the Bundaberg Council to meet with Michael Byrne re the Consulting Oversight Committee.

ACTION: Michael Byrne to meet with the Bundaberg City Council and discuss the Consulting Oversight Committee.

3. E&C discussed broadband as a major focus for Council. E&C noted the need for a formal governance structure within Council so that it can be managed efficiently. E&C hold the view that the objective is not to create revenue in the early years but to provide broadband throughout Brisbane. E&C agreed that it would be viable for Brisbane City Council (BCC) to receive free bandwidth or a future revenue stream in time. E&C agreed that by October 2011 the I3 project should have thousands of homes connected. E&C hold the view that the agreement, design and network rollout should be progressed in a timely manner, with commencement beginning in May 2011. E&C hold the view that a separate committee could be formed to manage the broadband plan efficiently. E&C agreed that the relationship with QUU will be essential in the implementation of the broadband project and consideration should be given to developing this plan beyond Brisbane.

ACTION: Ian Maynard to consider and progress the broadband plan and report back to E&C outlining a way forward.

4. E&C discussed the recent flood warnings in Brisbane. E&C noted that Council issued a Community Service Announcement (C.S.A) on parking restrictions due to possible flooding and that this was perfectly reasonable. E&C noted that the sentence on sandbags in the C.S.A was possibly not required and that the FIC provided their advice which was influenced by not using the most up to date information and by using the most conservative of the provided data. E&C agreed that warnings will continue to be issued where necessary to ensure public safety and protection of property. E&C hold the view that text message alerts to Brisbane residents alerting them of flood prone areas should continue as Council information comes to hand.

ACTION: CEO to improve processes to ensure that flood warnings are announced in a timely manner providing the most accurate available information to the public. E&C discussed possible arrangements of relaying the information on social websites such as 'Twitter'.

5. E&C discussed the briefing note re Regular Rates Payments. E&C noted that credit card payments are desirable but cannot occur until Payment Card Industry arrangements are put in place.

ACTION: Greg Evans to note E&C's request and progress Payment Card Industry arrangements to cater for the regular rates payments.

6. E&C noted the briefing note re Northern Link – Development Approvals for Tunnel Control Centre and Ventilation Outlet Buildings.

7. E&C discussed and noted the briefing note re Transforming Council (Securing 2026) Portfolio. E&C noted that the Albert Park Flexi School has been informed of the outcomes of Securing 2026 and therefore there is no need for this to be scheduled in the upcoming E&C Strategy presentations.

ACTION: Amanda Pafumi to note E&C's guidance.

8. E&C discussed the briefing note re reducing bus changes and fleet maintenance costs. E&C discussed the recent media story relating to statistics of children being left behind at bus stops. The report identified a total of 240 children being left behind per year.

ACTION: Al Warren to increase efforts around children being left behind at bus stops and advise on what the statistics actually represent.

9. E&C noted the briefing note re CLEM7 – KPMG Reported comments.

10. E&C discussed the briefing note re high pressure cleaning in the CBD. E&C noted the inter-relationship with footpath replacement.

ACTION: Geoff Beck to note E&C's feedback.

11. E&C discussed the briefing note re the Acquisition of Volvo Chassis in Financial Year 2012-13. E&C agreed to proceed with the purchase of 60 low floor buses.

Moved: Councillor de Wit

Seconded: Councillor Quirk

Carried.

12. E&C discussed the memorandum re the Milton Tennis Resumption Negotiations. E&C hold the view that ^{redacted} may represent reasonable value. E&C agreed that Option 2 be followed for the acquisition of the Milton Tennis Courts from Kevin Seymour.

Moved: Deputy Mayor Quirk

Seconded: Cr Matic

Carried.

13. E&C discussed the briefing note re Direct Seeding Trial Update. E&C noted and agreed that tube stock can be later planted as required to supplement the direct seeding to ensure a successful result.

ACTION: CEO to consider the management of the pilot to ensure it has a fair chance at success.

14. E&C discussed the memorandum re City Centre Place Management Update No. 33. E&C discussed the continuing issues of loitering under the Turbot St bridge.

ACTION: Shawn Day to note E&C's concerns and to ensure the Turbot St area is regularly maintained to the standard of other areas in the CBD.

15. E&C discussed the memorandum re the Renewable Energy Project Update. E&C noted the memorandum and hold the view that other SEQ Council's, through the Council of Mayors SEQ, (SEQCOM) should be accommodated within the energy purchase if they desire.

ACTION: Andrew Chesterman to note E&C's request and to progress the project for consideration of the Council of Mayors (SEQ).

16. E&C noted the briefing note re the Chinatown Mall Activation Update.


17. E&C discussed the memorandum re the update on development of and OJU lease offer at 15 Green Close, Fortitude Valley. E&C hold the view that a formal submission should follow the briefing note to transfer the land to CBIC. E&C hold the view that consideration should be given to develop the site into a 15 storey building in accordance with the planning scheme.

ACTION: CEO to note E&C's request and investigate options for increasing the height of the building to increase the level of accommodation being provided.

18. E&C noted the memorandum re the Contact Centre Monthly Report – Top 100.

2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 18 October 2010.



.....
Chief Executive Officer



ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 25 OCTOBER 2010
AT 9.00 AM

COMMITTEE MEMBERS PRESENT:

Lord Mayor Campbell Newman and Councillors G Quirk, A Cooper, G Knapp, D McLachlan, P Matic, Cr de Wit and A Schrunner.

OTHER ATTENDEES:

Cr K Adams, Chairman of Council, Michael Corkill, Lord Mayor's Deputy Chief of Staff and Colin Jensen, Chief Executive Officer.

APOLOGIES:

Minutes:

E&C adopted the minutes from Monday 25 October 2010 with amendments.

1. General Business

1. E&C discussed the briefing note in response to an E&C action re litter and grass cutting on State owned roads. E&C considered that the Western Freeway and Gympie Road are also candidates for a more pro-active approach. E&C noted that the briefing note was unsatisfactory. E&C hold the view that the State should maintain their roads to the high-standard that Council maintains its local roads.

ACTION: Vicki Pethybridge to provide an update to E&C on the 'Litter from Vehicles' project that was funded this financial year. Vicki is to meet with Department of Transport and Main Roads and convey Council's requirement that they maintain their road environment to the appropriate high standard.

2. E&C discussed the memorandum in response to an E&C action re Prescribed Burns.

ACTION: Vicki Pethybridge to present to E&C Strategy on this topic within three weeks time outlining how the strategy will be developed and implemented.

3. E&C noted the briefing note in response to an E&C action re the implementation of 24 hour graffiti removal.

4. E&C noted the briefing note re Transforming Council (Securing 2026) Portfolio.

5. E&C noted the briefing note re 'GreenPower Plus Project Update.'

6. E&C noted the briefing note re the media report on children being left behind.

7. E&C noted the briefing note re Contact Centre Pro-active Plan for Critical Events. Cabinet stressed that the issues with staffing at the Contact Centre should never reoccur.

ACTION: Vicki Pethybridge to note E&C's concerns.

8. E&C discussed the memorandum re the City Centre Place Management Update No. 34. E&C discussed the Bicentennial bikeway and the inconsistent line markings. E&C noted the

requirement of bike lane safety and the need for green pavement near the Go Between Bridge for a cycle lane.

ACTION: Sherry Clarke to review the Bicentennial bikeway line markings and undertake interim improvements to immediately improve the legibility of the pedestrian and cycle lanes, wherever possible.

9. E&C discussed the memorandum re the Walter Taylor Ward By-Election – Vote Counting and Access to the Electoral Commission Queensland (ECQ) Electronic Tally Board. E&C noted that ECQ changed polling booth locations without sufficient notice or communication. E&C noted that the Ironside School voting booth was replaced with a church across the road. This resulted in significantly reduced votes being cast at this booth compared to previous elections.

ACTION: Peter Rule to meet with the ECQ and de-brief on their conduct of the By-election for the Walter Taylor Ward.

10. E&C discussed the open level crossing elimination program and the lack of willingness for the State to fund their responsibilities.

ACTION: Barry Broe to write to the State Government outlining Council concerns re the open level crossing elimination program and report back to E&C.

11. E&C discussed the need to ensure that Civic Cabinet does not do off-site meetings with agencies or companies that will be actively tendering for work at that time or in the near future.

ACTION: CEO to consider the process for scheduling off-site Civic Cabinet meetings.

12. E&C discussed flood warning systems and Council's involvement. E&C considered how the current process effectively use newer technologies applied to the process that has been agreed since post the 1974 flood. E&C hold the view that Council forecasting must, by nature of our business, also consider the local creeks as well as the Brisbane River.

ACTION: Vicki Pethybridge to note E&C's concerns and provide a brief identifying the flood warning systems in use, and how Council forecasting is managed.

13. E&C discussed information from a concerned resident that a state-listed heritage house on Kangaroo Point is not being maintained properly, and is resulting in deterioration of the building.

ACTION: Andrew Chesterman to write to the Department of Environment and Natural Resources advising them of the apparent poor maintenance of a Kangaroo Point heritage home.

14. E&C discussed the closure of ferry services and the delay in the issuing a Community-Service-Announcement. E&C noted that the ferry services were closed due to a police incident.

ACTION: Craig Evans to review the current community service announcement process and ensure Council notifies the public as soon as information comes to hand.

15. E&C discussed Brisbane Square cleaning and energy use. E&C discussed the issue of conference room lights remaining on, even when not in use. E&C hold the view that the current waste removal contract should be reviewed as it is noted that Cleanaway are collecting waste from the building around 8:00am despite the requirement of waste vehicles to depart the CBD by 7:00am.

ACTION: CEO to advise Brisbane Square employees to turn lights off in conference rooms when not in use. Sue Rickerby to review the waste collection arrangements for Brisbane Square for compliance with Council's requirements.

16. **MOTION.**

"That E&C authorises:-

- a. The creation of the redacted Sub Committee of E&C.
- b. Membership of this subcommittee shall until further notice be:-
 - i. The Lord Mayor

- ii. Deputy Mayor Councillor Quirk
 - iii. Councillor Schrinner
- c. The purpose of this redacted Subcommittee is to provide guidance to Council Officers on policy and other issues in relation to the conduct of redacted
- d. This redacted Subcommittee is a part of Establishment and Coordination Committee and will have the same rights and privileges as that committee.”

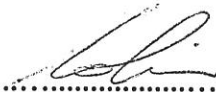
MOVED: Cr Schrinner
SECONDED: Cr Quirk
CARRIED.

2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 25 October 2010.

3. Establishment and Coordination Strategy Results

Please refer to the Establishment and Coordination Committee Strategy Results document for the meeting dated 25 October 2010.


.....
Chief Executive Officer