



## ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 1 NOVEMBER 2010  
AT 9.00 AM

### COMMITTEE MEMBERS PRESENT:

Lord Mayor Campbell Newman and Deputy Mayor G Quirk, Councillors A Cooper, G Knapp, D McLachlan, P Matic, A Schrunner and I McKenzie.

### OTHER ATTENDEES:

Councillor K Adams, Chairman of Council, Cris Anstey, Lord Mayor's Chief of Staff, Michael Corkill, Lord Mayor's Deputy Chief of Staff & Colin Jensen, Chief Executive Officer.

**APOLOGIES:** Councillor M de Wit

### Minutes:

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

### 1. General Business

1. E&C discussed the memorandum re the Finalisation of Contract with Suzanne Daley Violence Minimisation Alliance (SDVMA) for the provision of Personal Safety Seminars. A letter of 7 October 2010 to the Lord Mayor from Suzanne Daley was tabled which indicated that Greg Scroope had already advised the project was being cancelled in a meeting with Ms Daley. Further this letter outlines that Ms Daley had previous indications that Council would be continuing with a second two years. E&C hold the view that further work must be undertaken under improved contract administration and performance management arrangements. E&C noted the difficulty previously experienced in attracting participants to the course.

**ACTION:** Project to continue as previously committed until the end of the current term. Vicki Pethybridge to improve the current contract administration and performance management arrangements.

2. E&C discussed the briefing note re the Draft Outdoor Recreation Management Strategy – Communication and Engagement. E&C hold the view that Scouts & Guides should be also consulted for the management strategy.

**ACTION:** Andrew Chesterman to note the feedback and progress the submission to E&C for consideration.

3. E&C noted the briefing note re the Quarterly Workplace Justice Reports showing reduced numbers of bullying/ harassment incidents reported.

4. E&C discussed the briefing note re Naming the Brisbane Housing Company project at Green Square/ Constance Street. E&C noted that Sir Reginald Groom, former Lord Mayor, appears to have not been recognised to date and opportunities for this should be considered.

**ACTION:** Cr Knapp to consider alternative names for naming the Brisbane Housing Company project before coming back to E&C for approval.

5. E&C noted the memorandum re the Transforming Council (Securing 2026) Portfolio – Update.

6. E&C discussed the briefing paper re Ferry Terminals, Wharves & Moorings (FTWM) – Update of Project Management Plan. E&C noted their previous and continuing support for commercial opportunities at ferry terminals and along boardwalks etc.

**ACTION: Mark Mazurkiewicz to note E&C's guidance and progress the initiative in a timely manner.**

7. E&C noted the memorandum re Securing 2026 Project – Leverage the Rapid Response Group model across FaCS.

8. E&C discussed the City Centre Place Management Update No.35. E&C hold the view that chewing gum removal in King George Square could be improved.

**ACTION: Shawn Day to note E&C's feedback and ensure chewing gum removal in the King George Square precinct is improved.**

9. E&C discussed Council advertising noting that campaigns do not seem to adequately reach various ethnic communities. E&C noted that the use of ethnic radio stations have been effective in the past.

**ACTION: Craig Stevens to report back to E&C with a brief outlining alternative campaign advertising strategies, including the use of ethnic radio stations.**

10. E&C discussed Operational Expenditure. E&C requested that the Executive Management Team make the necessary decisions prior to 2<sup>nd</sup> Budget Review. E&C are willing to defer the 2<sup>nd</sup> Budget Review as long as the budget review progresses through Council before recess.

**ACTION: CEO to postpone the LMERC 2<sup>nd</sup> Budget Review for Thursday to allow EMT to make further improvements to the proposed budget provided that the revised budget proceeds through Council before recess.**

11. E&C discussed the Marketing & Communications branch and the recent public commentary. E&C confirmed that a review of M&C can proceed immediately as part of Support Services program.

**ACTION: Craig Evans to review the Marketing and Communications branch as part of Support Services to ensure that it is efficient and effective.**

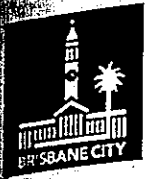
## **2. Establishment and Coordination Committee Submission Results**

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 1 November 2010.

## **3. Establishment and Coordination Strategy Results**

Please refer to the Establishment and Coordination Committee Strategy Results document for the meeting dated 1 November 2010.

  
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**Chief Executive Officer**



## ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 8 NOVEMBER 2010  
AT 9.00 AM

### COMMITTEE MEMBERS PRESENT:

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

### OTHER ATTENDEES:

Councillor K Adams, Chairman of Council, Cris Anstey, Lord Mayor's Chief of Staff, Michael Corkill, Lord Mayor's Deputy Chief of Staff & Colin Jensen, Chief Executive Officer.

### APOLOGIES:

#### Minutes:

E&C adopted the minutes from the 1 November 2010 with amendments.

#### 1. General Business

1. E&C discussed the Violence Minimisation Alliance. E&C noted that there have been recent reports of cancelled courses at Indooroopilly without people who had previously accepted being notified.

**ACTION:** Greg Scroope to ensure that people who have registered for the Violence Minimisation Alliance Safety Courses are notified in a timely manner if courses are cancelled.

2. E&C noted the briefing note re Rafting Ground Road Flooding and Resulting Damage.
3. E&C noted the memorandum re Resumption of Milton Tennis Court land from KS5 Pty Ltd.
4. E&C noted the memorandum re Koala State Planning Scheme Policy and Regulations.
5. E&C noted the memorandum re Transforming Council (Securing 2026) Portfolio – Update.
6. E&C discussed the memorandum re the Proposed Queen Street Mall Smoking Ban. E&C agreed to apply a total ban on smoking in the Queen Street Mall.

**ACTION:** Lorraine Gregory to note E&C's decision and action accordingly.

7. E&C discussed the briefing note re Align Property Management and Maintenance.

**ACTION:** Amanda Pafumi to note E&C's guidance and to implement the recommendation.

8. E&C discussed the memorandum re City Centre Place Management Update (No.36). E&C noted that the cleanliness of the city has been inconsistent with examples given from observations of rubbish throughout Adelaide Street, New Farm Park and broken glass outside Admiralty Quays. E&C hold the view that the City Centre Place Management

Updates should only contain new information and that regular inspections are to be carried out every Monday

**ACTION: Councillor McLachlan and Shawn Day to undertake early morning inspections on Mondays. Shawn Day to note E&C's guidance and ensure the City Centre Place Management Updates contain only new information.**

9. E&C noted the Yeronga Memorial Park – Land Conservation Management Plan progress update.

**2. Establishment and Coordination Committee Submission Results**

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 8 November 2010.

**3. Establishment and Coordination Strategy Results**

Please refer to the Establishment and Coordination Committee Strategy Results document for the meeting dated 8 November 2010.

  
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Chief Executive Officer



## ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 15 NOVEMBER 2010  
AT 9.00 AM

### COMMITTEE MEMBERS PRESENT:

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

### OTHER ATTENDEES:

Councillor K Adams, Chairman of Council, Cris Anstey, Lord Mayor's Chief of Staff, Michael Corkill, Deputy Chief of Staff & Colin Jensen, Chief Executive Officer.

### APOLOGIES:

#### Minutes:

E&C adopted the minutes from the 8 November 2010 with amendments.

### 1. General Business

1. E&C discussed the City Hall Restoration and recent allegations by the building trade group of unions.

**ACTION:** Stuart Pickering to facilitate immediate access to the site for safety inspections by the unions in accordance with normal arrangements. Stuart Pickering is to fully investigate the contract and sub-contract arrangements and the allegations raised by the unions.

2. E&C discussed Contact Centre performance. E&C will be closely following the performance of the Contact Centre.

**ACTION:** Paul Salvati to provide a weekly update to E&C via the CEO on Contact Centre performance for the previous week.

3. E&C discussed the Second Budget Review and the impacts on staff attitude.

**ACTION:** EMT to ensure that they provide a unified and concerted effort to address any staff concerns as they arise.

4. E&C noted the continued increase in traffic volumes with record volumes on the Go Between Bridge being achieved.

5. E&C noted the briefing note in response to an E&C action re Community Garden – Rocks Riverside Park.

6. E&C noted the memorandum re the update on Fitzgibbon Parklands Master Plan opportunities for mountain biking at the former Fitzgibbon landfill.

7. E&C noted the memorandum re the New Residential Parking Permit Implementation Update.

**ACTION:** Brett Turville to provide up to date figures to Councillor Quirk prior to the Council meeting of 16 November 2010.

8. E&C discussed the strategy briefing paper re Contacting Council online: Consistent Methods and Services. E&C endorsed all actions listed. E&C agreed to proceed with both options 1 and 2.

**ACTION: Paul Salvati to note E&C's decision and implement the actions by proceeding with Options 1 & 2 within current budget arrangements.**

9. E&C noted the briefing note re Violence Minimisation Alliance Safety Courses.

10. E&C discussed the proposed E&C meeting dates for 2011.

**ACTION: E&C agreed with the addition of a meeting for Monday 20 December 2010.**

11. E&C noted the memorandum re matters from UFB Board meeting of 29/10/10 for consideration by the Establishment and Coordination Committee.

12. E&C noted the memorandum re Bicentennial Bikeway Line Markings – Toowong to CBD.

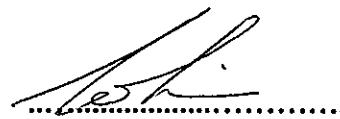
13. E&C noted the briefing note re City Centre Place Management Update No.37.

## **2. Establishment and Coordination Committee Submission Results**

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 15 November 2010.

## **3. Establishment and Coordination Strategy Results**

Please refer to the Establishment and Coordination Committee Strategy Results document for the meeting dated 15 November 2010.



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**Chief Executive Officer**



## ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 22 NOVEMBER 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 Schrunner, & M de Wit.

### OTHER ATTENDEES:

Councillor K Adams, Chairman of Council, Cris Anstey, Lord Mayor's Chief of Staff, Michael Corkill, Lord Mayor's Deputy Chief of Staff & Colin Jensen, Chief Executive Officer.

### APOLOGIES: Nil

### Minutes:

E&C adopted the minutes from 15 November 2010.

### 1. General Business

1. E&C discussed Contact Centre Weekly Report.

**ACTION:** Paul Salvati to include the number of staff hours worked (or similar) in each 24 hour period to the Report. John Jordan to advise E&C of the purpose of the recently issued 'NALL' letters.

2. E&C discussed the "Eyes on the Street" initiative and requested that all Council staff, particularly managers, are issued a reminder of the service and of their obligation to report faults and issues.

**ACTION:** Paul Salvati to add to a section to the Contact Centre Weekly Reports which includes the number of issues and faults reported by Council officers.

3. E&C noted the implementation of CityCycle and some ongoing internal impediments to the roll out of the remaining stations, in particular Brisbane Square (CPAS' concerns) and QUT, Botanic Gardens (LAS).

**ACTION:** CEO to make it clear that City Cycle is a Lord Mayor priority and should be expedited.

4. E&C noted the briefing note re the Contact Centre's pro-active plan for critical events.

5. E&C noted the briefing note re the removal of planter boxes on the City Reach Boardwalk. E&C requested that a sign be erected at this location to advise users that work is being undertaken to improve access for pedestrians and cyclists.

**ACTION: Mark Mazurkiewicz to arrange for a sign to be erected on the City Reach Boardwalk, as per E&C's direction.**

6. E&C noted the memorandum re Proposed Changes to Standard Council Lease.

7. E&C noted the memorandum re the E&C Publication Scheme.

8. E&C noted the memorandum re the City Reach Boardwalk.

9. E&C discussed the memorandum re the waiver of parking fees for the TV production of "SLIDE".

"The waiver of car parking fees is approved as a once-off for "SLIDE". All future productions will be considered based on their merits and the economic worth of the production."

**MOVED: Councillor McLachlan**

**SECONDED: Councillor Knapp**

**CARRIED.**

10. E&C noted the briefing note re the review of Marketing and Communications branch.

11. E&C noted the briefing note re Parklife Music Festival. E&C requested that planning for future events should incorporate a very quick restoration of the Botanic Gardens after the event.

**ACTION: Councillor McLachlan and Councillor Matic to meet to ensure this planning occurs.**

12. E&C noted the update re the Transforming Council (Securing 2026) Portfolio.

13. E&C noted the memorandum re Contact Centre Monthly Report - Top 100.

**ACTION: E&C agreed to routinely post these Reports on the Publication Scheme website six months after consideration by E&C.**



14. E&C noted the City Centre Place Management Update No. 38. It was noted that the green AstroTurf, which has been laid near the planter boxes on the RiverWalk could become a trip hazard for pedestrians.

**ACTION: Mark Mazurkiewicz to ensure that the AstroTurf on the RiverWalk is corrected.**

15. E&C noted the briefing note re the community service announcement process.


16. E&C discussed the Support Services project and agreed that a formal submission re the proposed administrative arrangements should come to E&C next week and then to Council for Resolution on Tuesday 7 December, 2010.

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

Please refer to the Establishment and Co-ordination Committee Results document for the meeting dated 22 November 2010.

## **3. Establishment and Co-ordination Committee Strategy Results**

Please refer to the Establishment and Co-ordination Committee Strategy Results document for the meeting dated 22 November

  
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**Chief Executive Officer**



## ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 29 NOVEMBER 2010  
AT 9.00 AM

### COMMITTEE MEMBERS PRESENT:

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

### OTHER ATTENDEES:

Councillor K Adams, Chairman of Council, Cris Anstey, Lord Mayor's Chief of Staff, Michael Corkill, Lord Mayor's Deputy Chief of Staff & Colin Jensen, Chief Executive Officer.

### APOLOGIES:

#### Minutes:

E&C approved the minutes from 22 November 2010.

### 1. General Business

1. E&C noted the briefing note re Alcohol Management in the Fortitude Valley.
2. E&C discussed the progress of City Cycle. E&C hold the view that it is a high priority and all parties need to take action to see it rolled out.

**ACTION: CEO to advise EMT on the need to give this initiative high priority.**

3. E&C noted the briefing note re Violence Minimisation Alliance Safety Courses.
4. E&C noted the memorandum re the Update on SITA/ VISY lease arrangement.
5. E&C noted the briefing note re Brisbane's Early Warning Alert Service – Status Update.
6. E&C noted the memorandum re Transforming Council (Securing 2026) Portfolio – Update.
7. E&C noted the memorandum re Christmas in Brisbane 2010 Activation Update.
8. E&C noted the update on Litter from Vehicles Project.
9. E&C noted the memorandum re City Centre Place Management Update No. 39.
10. E&C noted the briefing note re City Cycle helmet distribution.

11. E&C discussed the contaminated land at Howard Smith Wharves.

**ACTION: CEO to contact the Director General of Department of Environmental & Resource Management to seek assistance in the approval process.**

12. E&C discussed the draft Access Guidelines and Request Guidelines. The leader of the opposition will be consulted and the guidelines are to be brought back to E&C next week.

**ACTION:** David Askern to liaise with the Lord Mayor's Office and draft an E&C submission for consideration at its next meeting.

**2. Establishment and Coordination Committee Submission Results**

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 29 November 2010.

**3. Establishment and Coordination Strategy Results**

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Chief Executive Officer

BCC PUBLICATION SCHEME  
4 YEAR RELEASE