



ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 6 DECEMBER 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 & 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:

Councillor Schrunner.

Minutes:

E&C adopted the minutes from the 29 November 2010.

1. General Business

1. E&C noted the success of recent events in the CBD – in particular, the lighting of the Christmas tree and the Burnett Lane fashion parade.
2. E&C discussed the standard of the CBD's cleanliness which has recently been declining e.g. cigarette butts at taxi ranks, general rubbish on Wickham Terrace near the car park, and an increase of weeds in garden beds, medians and in gaps between paving and kerbs and channels.

ACTION: Arron Lee to ensure the standard of cleanliness in the CBD and the need to increase efforts in line with the seasonal increase in events and activities.

3. E&C noted the need to continually manage staff morale associated with changes such as those related to Support Services.

ACTION: CEO to work with EMT to manage staff morale throughout organisational changes.

4. E&C noted Contacting Council On-Line from last week's E&C meeting and endorsed Option 1.
5. E&C noted the memorandum re Public Interest Disclosure Act 2010.
6. E&C noted the briefing note re Violence Minimisation Alliance.

7. E&C discussed the briefing note re Asbestos disposal.
8. E&C discussed the memorandum re Council Formal Response to the Draft Connecting SEQ 2031, An Integrated Regional Transport Plan (Draft) and approved its release to the State.

MOTION: That the formal response to the Draft Connecting SEQ 2031, An Integrated Regional Transport Plan be provided to the State.

MOVED: Cr Quirk

SECONDED: Cr Matic

CARRIED:

9. E&C discussed the briefing note re City Reach Boardwalk, Brisbane – Removal of Planter Boxes – Erection of Proposed Signage. E&C resolved that the (\$6m) funds provided by the State with the Transfer of the Asset should be held in a Reserve to ensure that it is applied to the City Reach Boardwalk.

ACTION: Greg Evans and Graham Heiner to set up the reserve for City Reach Boardwalk.

10. E&C discussed the briefing note re Corporate Communication Efficiency and Effectiveness Review 2010-11 – Pre reading.
11. E&C noted the memorandum re Broadband and the i3 Group Asia Pacific's rollout.
12. E&C noted the memorandum re Retention Incentives for Major Infrastructure Projects Office (MIPO) Critical Capability.
13. E&C noted the memorandum re Energex and BCC.
14. E&C discussed the letter from the Department of Immigration and Citizenship – Migration Program Consultation. E&C approved Cr Cooper, supported by Council staff, to attend the workshop. Advice from across Council to be provided to ensure a holistic input is provided.

ACTION: Andrew Chesterman to work with Cr Cooper to support her in this role.

15. E&C discussed the City Centre Place Management Update No. 40. E&C considered that discussions should commence with the State (and the current event lease manager) to take over management of Queens Park to ensure it is operated in line with Council's expectations.

ACTION: Andrew Chesterman to arrange a meeting with the State to discuss the future management of Queens Park.

16. E&C noted the memorandum re ourbrisbane.com and agreed to endorse Option 4.

ACTION: Craig Evans to note E&C's decision and implement Option 4.

17. E&C noted the weekly Contact Centre report. E&C noted the recent increase in performance over the past weeks.

2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 6 December 2010.

3. Establishment and Coordination Strategy Results

Please refer to the Establishment and Coordination Committee Strategy Results document for the meeting dated 6 December 2010.



Chief Executive Officer

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PUBLIC RELEASE
SCHEME



ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 13 DECEMBER 2010
AT 9.00 AM

COMMITTEE MEMBERS PRESENT:

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

OTHER ATTENDEES:

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

APOLOGIES:

Councillor D McLachlan.

Minutes:

E&C adopted the minutes from the 6 December 2010 with amendments.

1. General Business

1. E&C noted the briefing note re Local Asset Services 1st Quarterly Dashboard Observations – July to September 2010.
2. E&C noted the memorandum re Draft Community Facilities Network Plan.
3. E&C noted the memorandum re Brisbane Economic Development Plan 2011-2016.
4. E&C noted the memorandum re Natural Assets Local Law letter mail out.

ACTION: John Jordan to review the accuracy of the Natural Assets Local Law letters and the Vegetation Protection Order data.

5. E&C noted the memorandum re Walter Taylor By-Election – Pre polling and Booth Questions.
6. E&C noted the memorandum re Employee Handbook – Councillor Information.

ACTION: Ian Maynard to make the final changes on the Employee Handbook prior to distribution.

7. E&C discussed the memorandum re the release of material contained in weekly Place Management Update reports and the weekly Place Management Update report. E&C noted that the CBD has an improved level of cleanliness this week compared with last week. Future reports to include information on Fortitude Valley.

ACTION: Shawn Day to note E&C's feedback.

MOTION: "That the weekly Place Management Update be provided to internal stakeholders for their attention."

MOVED: Councillor Cooper

SECONDED: Councillor de Wit

CARRIED.

8. E&C discussed the Weekly Contact Centre Report. It was noted that further improvements need to be made to ensure that adequate "on-call" staff are available. A "reserve" workforce should be explored.


ACTION: Paul Salvati to discuss with Councillor Knapp further improvements to the on-call arrangements for the Contact Centre.

2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 13 December 2010.

3. Establishment and Coordination Strategy Results

Please refer to the Establishment and Coordination Committee Strategy Results document for the meeting dated 13 December 2010.


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Chief Executive Officer

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ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 20 DECEMBER 2010
AT 9.00 AM

COMMITTEE MEMBERS PRESENT:

Lord Mayor Campbell Newman and Deputy Mayor G Quirk, Councillors M Bourke, F King, D McLachlan, P Matic, I McKenzie & M de Wit.

OTHER ATTENDEES:

Chris Anstey, Lord Mayor's Chief of Staff, Michael Corkill, Lord Mayor's Deputy Chief of Staff & Colin Jensen, Chief Executive Officer.

APOLOGIES:

Councillors A Cooper, G Knapp & A Schrinner

Minutes:

E&C adopted the minutes from the 13 December 2010 with amendments.

General Business

1. E&C discussed the remuneration of the Lord Mayor and Councillors. The CEO advised of the intention to increase the notional salary by 2.5% and the expense of office allowance by the CPI. E&C noted and endorsed the action of the CEO to increase the remuneration of Councillors, Chairmen, Deputy Mayor and Lord Mayor to be consistent with that of the State. E&C directed the CEO to only increase the expense of office allowance by 2.5% which is below the possible increase of CPI (3.2%).

ACTION: CEO to note E&C's decision and to increase remuneration as directed.

2. E&C discussed the review of remuneration for Senior Officer's (SO) framework. CEO to ensure that the decision re remuneration is made at the appropriate level - combining SO Level 1 and SO Level 2.

ACTION: CEO to progress a submission on the remuneration for senior officers combining SO1 and SO2 for full Council approval or E&C as a delegate during recess.

3. E&C noted the Contact Centre Weekly Report.

4. E&C discussed Flood Insurance. E&C hold the view that the Contact Centre should implement scripting to state that information is now available on Council's website and has been made available to the insurance industry.

ACTION: Paul Salvati to implement Contact Centre scripting re the availability of Flood Insurance.

5. E&C discussed King George Square and the events held within the precinct. E&C hold the view that any content presented in video, banners, photos etc should be Parental Guidance (PG) rated. E&C discussed the recent proposal for February to protest against the Chinese Government torturing. The "Falun Gong" recently used banners on Friday night in Adelaide St.

ACTION: Shawn Day to review local law and old ordinances to ensure events are managed in line with Council's Code of Conduct.

6. E&C discussed flood events and Contact Centre scripting. E&C discussed the clearing of drains as a high priority in flood spots and how this should be incorporated into the Contact Centre scripting.

ACTION: Paul Salvati to investigate additional Contact Centre scripting to advise the public on the importance of keeping drains clear to prevent storm damage and flooding.

7. E&C discussed the memorandum in response to an E&C action re the use of old Victoria Park clubhouse at 309 Herston Road, Herston.

ACTION: Deputy Mayor Quirk and Councillor Knapp to discuss the proposed lease arrangements and advise E&C on the way forward.

8. E&C noted the memorandum re the first stage of the Long Term Renewable Energy Expression of Interest. E&C noted that significant weighting needs to be given to financial criteria in the second stage of the tender process.

ACTION: John Jordan to note E&C's guidance in relation to the weighting of criteria.

9. E&C noted the memorandum re Community Research: Omnibus results available.

10. E&C noted the memorandum re Asset Optimisation update.

11. E&C noted the memorandum re National Greenhouse and Energy Reporting Act 2007- Council's 2009/10 Annual Report. E&C requested a comparison to Council's previous year's performance as well as a statement of Council's net position.

ACTION: Andrew Chesterman to submit to E&C a comparison of previous years performance as well as a statement of Council's net position.

12. E&C noted the memorandum re the status of the industrial action at the City Hall Restoration Project.

13. E&C noted the briefing note re NIO Program – Service Strategy.

14. E&C noted the Contact Centre Monthly Report – Top 100.

15. E&C discussed the State of the City Centre & Fortitude Valley: Place Management Update No. 42. E&C noted the poor state of some private alleyways and requested that immediate action be taken to ensure that property owners clean these up or Council will take action.

ACTION: Brett Turville is to provide an update on the enforcement of litter in the Fortitude Valley to E&C. Councillor McKenzie to discuss with Phillip di Bella the state of private alleyways and the requirement that private owners maintain the areas in line with Council's standards. Cr McLachlan to ensure cleansing of the Fortitude Valley is improved.

2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 20 December 2010.

3. Establishment and Coordination Strategy Results

Please refer to the Establishment and Coordination Committee Strategy Results document for the meeting dated 20 December 2010.


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Chief Executive Officer