



## ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON TUESDAY 3 MAY 2011

AT 7.30 AM

### COMMITTEE MEMBERS PRESENT:

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

### OTHER ATTENDEES:

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

### APOLOGIES:

Nil.

### Minutes:

E&C adopted the minutes from Wednesday 27 April 2011.

### Material Personal Interests / Conflict of Interests to declare:

Nil.

### 1. General Business

1. E&C requested an update on the status of footpath reparation in the CBD.

**ACTION:** Geoff Beck to provide an update on the status of footpath reparation in the CBD.

2. E&C discussed footpaths in the centre of Fortitude Valley and considered the use of honed green-cut concrete instead of exposed aggregate. E&C requested a briefing note containing the whole-of-life cost comparison between the two materials to establish whether it should also be utilised in areas which encounter high volumes of pedestrians and possibility of disturbance by utilities. E&C further requested the development of a procedure, for E&C's consideration for the replacement of old footpaths. It was agreed that the width of footpaths should be consistent between property boundaries.

**ACTION:** Geoff Beck to prepare a briefing note outlining the whole-of-life cost comparison between using honed green-cut concrete and exposed aggregate. Geoff Beck to prepare a procedure, for E&C's consideration, for the replacement of old footpaths.

### 2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 03 May 2011.

  
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Chief Executive Officer



## ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

FROM THE MEETING OF MONDAY 9 MAY 2011 AT 9.30 AM

### COMMITTEE MEMBERS PRESENT:

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

### OTHER ATTENDEES:

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

### APOLOGIES:

Nil.

### Minutes:

E&C adopted the minutes from Tuesday 3 May 2011.

### Material Personal Interests / Conflict of Interests to declare:

MPI/COI	Cr	Formal submission/ subject of discussion	Nature of interest	Cr left meeting?	How Cr voted (if stayed)?	How meeting voted?	Rec to Council
COI	Councillor Cooper	Submission – 9 Brisbane Powerhouse Funding Agreement 2011-2014	Spouse is a member of the Board.	Yes	N/A	A	N

### 1. General Business

1. E&C noted the Contact Centre Monthly Report for April, 2011.
2. E&C noted the State of the CBD and Fortitude Valley Update No. 15. E&C noted the trial of temporary toilets in Sydney and rejected their use in Brisbane. Other solutions can continue to be explored.
3. E&C noted the briefing note in relation to the minor administrative amendment to a previously approved E&C submission.
4. E&C noted the memorandum in relation to the *Revenue and Other Legislation Amendment Act 2011*.
5. E&C noted the update on the enforcement of Fortitude Valley laneways. E&C thanked staff for preparing these weekly reports and noted that they can be discontinued at this time. Efforts should continue, as necessary, to ensure appropriate compliance continues.

**ACTION:** Brett Turville to note E&C's feedback and to ensure appropriate compliance continues.

**ACTION:** Shawn Day to note E&C's feedback and to prepare the State of the CBD and Fortitude Valley Report on a monthly basis.

7. E&C noted the memorandum in relation to the development of a Drug and Alcohol testing policy for Council quarries.

8. E&C discussed progress on clearing the backlog of responses to the "Write to the Lord Mayor" email that resulted due to an ICT system failure.

**ACTION:** Pip Hold, Manager, LMAO to ensure every effort is made to clear the backlog of Lord Mayoral email responses by this Friday.

9. E&C noted that the initial draft Cardno Report – 2011 Brisbane Flood: Asset Failure Analysis will come forward to the LMRTG Infrastructure Sub-Committee this week.

10. E&C discussed the Voluntary Home Purchase / Buy-Back Scheme and requested that staff ensure that these requests are processed as a priority.

**ACTION:** Andrew Chesterman to ensure that requests in relation to the Voluntary Home Purchase / Buy-Back Scheme are processed by staff as a priority.

## 2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 16 May 2011.

  
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Chief Executive Officer



## ESTABLISHMENT AND COORDINATION COMMITTEE

MEETING HELD ON MONDAY 23 MAY 2011  
AT 9.40 AM

### COMMITTEE MEMBERS PRESENT:

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

### OTHER ATTENDEES:

Councillor K Adams, Chairman of Council, Cris Anstey, Lord Mayor's Chief of Staff, Greg Bowden, Director of Strategy, Communications and Business & Colin Jensen, Chief Executive Officer.

### APOLOGIES:

Nil.

### Minutes:

E&C adopted the minutes from Monday 16 May 2011.

### Material Personal Interests / Conflict of Interests to declare:

Nil.

### 1. General Business

1. E&C discussed the briefing note in relation to the resumption of land at 338 Lake Manchester Road, Kholo. E&C agreed to release information from the previous E&C submission for the purpose of the Judicial Review. Reference to E&C's decision should be made.

**ACTION:** David Askern to note E&C's decision.

2. E&C discussed the Oversight of Consultants Steering Committee (OCSC) and directed that a submission should be prepared to replace Councillor de Wit with Councillor Owen-Taylor. E&C thanked Councillor de Wit for her service to the Committee.

**ACTION:** CEO to prepare a submission to alter the membership of the OCSC.

3. E&C discussed the current policy and procedure for community groups to receive a discount on the payment of Council fees and charges. E&C requested that the policy be reviewed to ensure that appropriate groups (such as sporting associations) are eligible for these discounts, regardless of whether they are registered as a charity. Further, an appropriate delegation to ensure these decisions need not come to E&C should be prepared. This should be ready to go to Full Council with other remissions at the end of the budget process.

**ACTION:** Greg Evans to review the policy to ensure that appropriate groups (such as sporting associations) are eligible for these discounts, regardless of whether they are registered as a charity. Paul Oberle to amend the delegations so that these decisions do not require the approval of E&C.

4. E&C discussed the continued collection of 'flood waste' from residences and requested that the Contact Centre scripting be updated to provide for limited collections.

**ACTION:** Paul Salvati to update the Contact Centre scripting in relation to the collection of 'flood waste' from residences for Councillor McLachlan's approval.

5. E&C discussed some interface issues with the Department Transport and Main Roads regarding the repair of flood damage of roads and roadside furniture.

**ACTION:** Barry Broe to expedite the recovery of flood damaged roads and roadside furniture where there are interface issues with the Department of Transport and Main Roads.

6. E&C discussed a situation where staff had communicated a budget request before the budget has been decided.

**ACTION:** EMT to ensure that communications do not pre-empt budget decisions or commit Council beyond current approvals.

7. E&C discussed Executive staffing and noted the movement of several staff. E&C agreed to the CEO providing a short-term extension of contract for one officer and to finalise recruitment of a vacant position.

## 2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 23 May 2011.

  
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Chief Executive Officer



## ESTABLISHMENT AND COORDINATION COMMITTEE

MEETING HELD ON MONDAY 30 MAY 2011 AT 9.45 AM

### COMMITTEE MEMBERS PRESENT:

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

### OTHER ATTENDEES:

Councillor K Adams, Chairman of Council, Cris Anstey, Lord Mayor's Chief of Staff, Greg Bowden, Director of Strategy, Communications and Business & Colin Jensen, Chief Executive Officer.

### APOLOGIES:

Nil.

### Minutes:

E&C adopted the minutes from Monday 23 May 2011.

### Material Personal Interests / Conflict of Interests to declare:

MPI/COI	Cr	Formal submission/ subject of discussion	Nature of interest	Cr left meeting?	How Cr voted (if stayed)?	How meeting voted?	Rec to Council
COI	Councillor de Wit	Submission – 18 – Draft Moggill Bellbowrie District Neighbourhood Plan	Reside in the area of the Draft Plan.	Yes	N/A	A	Y
COI	Councillor Simmonds	Submission – 18 – Draft Moggill Bellbowrie District Neighbourhood Plan	Owns property in the area of the Draft Plan.	Yes	N/A	A	Y

### 1. General Business

1. E&C noted the update on E Toll management.

### 2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 30 May 2011.

  
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Chief Executive Officer