



ESTABLISHMENT AND COORDINATION COMMITTEE

MEETING HELD ON MONDAY 06 JUNE 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, Greg Bowden, Director of Strategy, Communications and Business & Colin Jensen, Chief Executive Officer.

APOLOGIES:

Nil.

Minutes:

E&C adopted the minutes from Monday 30 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 – 10 – Community Facility Flood Recovery Grant Program – Round 9	Involvement with the Scout Association – Toowong Scout Group.	Yes	N/A	Approved	No
COI	Councillor Cooper	Submission – 11 – Alteration to the membership of the Brisbane Powerhouse Pty Ltd Board	Spouse is a member of the Powerhouse Board.	Yes	N/A	Approved	No

1. General Business

1. E&C noted the Contact Centre Monthly Report – Top 100.
2. E&C discussed the corporate website and stated their desire to see it enhanced with more map-based and photo-enhanced features, especially with major parks.
ACTION: Deputy Mayor to lead considerations of upgrades to the corporate website.

3. E&C discussed the Queen Street Bus Station and agreed that negotiations to dispose the Station to the State Government should be undertaken.

ACTION: CEO and Barry Broe to undertake negotiations with the State to transfer ownership of the Queen Street Bus Station.

2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 6 June 2011.

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Chief Executive Officer



ESTABLISHMENT AND COORDINATION COMMITTEE

MEETING HELD ON TUESDAY 14 JUNE 2011 AT 7.45 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 06 June 2011 with amendments.

Material Personal Interests / Conflict of Interests to declare:

Nil.

1. General Business

1. E&C noted the Monthly Progress Report for May 2011 towards the Lord Mayor's deliverables.
2. E&C noted the Contact Centre Monthly Report, May 2011.
3. E&C noted the memorandum in relation to footpath replacement.
4. E&C noted the State of the CBD and Fortitude Valley Update No. 17.
5. E&C noted the memorandum in relation to changes to the employee code of conduct.
6. E&C discussed the Queen Street Bus Station (QSBS) and agreed for it to be transferred to the State with a contribution of redacted per year for four years to the State's subsequent upgrade (totalling redacted

ACTION: CEO to negotiate the transfer of the QSBS to the State with a contribution of redacted over four financial years.

2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 14 June 2011.


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Chief Executive Officer



ESTABLISHMENT AND COORDINATION COMMITTEE

MEETING HELD ON MONDAY 20 JUNE 2011 AT 9.40 AM

COMMITTEE MEMBERS PRESENT:

Lord Mayor Graham Quirk, Deputy Mayor A Schrimmer, Councillors A Cooper, G Knapp, P Matic, D McLachlan, J Simmonds and M Bourke.

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:

Councillor M de Wit.

Minutes:

E&C adopted the minutes from Tuesday 14 June 2011.

Material Personal Interests / Conflict of Interests to declare:

MPI/COI	Councillor	Formal submission/subject of discussion	Nature of interest	Cr left meeting?	How Cr voted (if stayed)?	How meeting voted?	Rec to Council
COI	Councillor Matic	Committee – Petitions Bandara Street Park	Member of Serbian Church	Yes	N/A	Approved	E&C as delegate of Council

1. General Business

1. E&C noted the June 2011 Corporate Risk Profile.
2. E&C discussed the Libraries website. David Moody and Sharan Harvey have had discussions regarding whether it is necessary to retain an embedded person to update the content of this site.

ACTION: CEO to investigate the need for libraries to retain an embedded person to update website content.

3. E&C discussed the removal of trees. E&C requested a strategy presentation to confirm the various requirements under Vegetation Protection Order and Natural Asset Local Law designations, particularly the need for notifying adjacent property owners.

ACTION: Brett Turville and Andrew Chesterman to bring back a strategy presentation confirming the various requirements under Vegetation Protection Order and Natural Asset Local Law designations.

4. E&C discussed QUU's use of the Contact Centre. E&C agreed that Council will not reduce charges to QUU below what it actually costs to provide the service (inclusive of overheads). Accordingly, Council should utilise the exit clause under the Transitional Arrangements to provide six months notice of ceasing to provide services. E&C noted that the continued provision of services to QUU on this basis is likely to still require some \$0.25m 'subsidy'.

ACTION: Paul Salvati to finalise negotiations with QUU on their use of the Contact Centre.

5. E&C discussed the City of Brisbane Arts and Environment Limited (Signature Brisbane). CEO to provide information to the Lord Mayor on the purpose and function of the company and the two trusts.

ACTION: CEO to provide information on the purpose and function of Signature Brisbane to the Lord Mayor.

6. E&C discussed creek rangers. It was noted that some of the rangers have recently been incorrectly stating that they were not to be funded in 2011/12.

2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 20 June 2011.


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Chief Executive Officer

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ESTABLISHMENT AND COORDINATION COMMITTEE

MEETING HELD ON MONDAY 27 JUNE 2011 AT 9.45 AM

COMMITTEE MEMBERS PRESENT:

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

OTHER ATTENDEES:

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

APOLOGIES:

Councillors A Cooper & D McLachlan.

Minutes:

E&C adopted the minutes from Monday 20 June 2011.

Material Personal Interests / Conflict of Interests to declare:

Nil.

1. General Business

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

2. E&C discussed the memorandum seeking approval to submit six tied grant applications to the Queensland Government under the third round of the Natural Disaster Resilience Program.

ACTION: Paul Oberle to progress the submission of six tied grant applications to the Queensland Government under the third round of the Natural Disaster Resilience Program.

3. E&C discussed the need to ensure that approaches from staff of State members (Electorate Offices and Ministerial Offices) are directed to Chairmen in the first instance.

ACTION: CEO to advise EMT that approaches of this nature are to be directed to Chairmen in the first instance.

4. E&C discussed the trend of election signage appearing at events that are (in part) funded by Council through grants, etc. It should be clarified that election signage should only be permitted if it is paid for as part of a stall. The current policy should be enforced.

ACTION: CEO to write to all political parties reminding them of Council's policies and the need to comply with them.

5. E&C discussed illegal protest signs appearing in parks and the need to remove them in accordance with Council policies.

ACTION: Shane MacLeod to action E&C's direction.

2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 27 June 2011.



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Chief Executive Officer

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