



ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 5 SEPTEMBER 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, David Fraser, (for the Lord Mayor's Chief of Staff), Greg Bowden, Director of Strategy, Communications and Business, & Colin Jensen, Chief Executive Officer.

Minutes:

E&C adopted the minutes from Monday 29 August 2011.

Material Personal Interests / Conflict of Interests to declare:


Nil.

1. General Business

1. E&C noted the memorandum in relation to the Contact Centre Monthly Report – Top 100.
2. E&C supported the memorandum in relation to the E&C Publication Scheme Summaries for E&C's Decision.
3. E&C noted the memorandum in relation to the Payment Card Industry Data Security Standards Compliance.
4. E&C discussed the briefing note in relation to the Trade Coast Heritage Hanger 7 – Preferred Proponent of the Eagle Farm Aviation Society.
ACTION: CEO to provide further information on what is required to adequately maintain the heritage site.
5. E&C noted the Queensland Government's temporary halt on exploration in urban areas.
6. E&C discussed the partial release of Council's Annual Service Tracker results. E&C resolved to waive the Cabinet-in-Confidence provisions to enable the CEO to advise (in general terms) staff of the results from this survey without quoting specific numbers. The CEO will provide a draft of the proposed CEO Blog to the Lord Mayor's Chief of Staff.
7. E&C discussed the 2010-11 Complaints Reporting as required under the City of Brisbane Act 2010 and previously the Local Government Act 1993. E&C resolved to present the results from the AP186 Administrative Action Complaints Procedure, as approved on 7 June 2011, as part of the City of Brisbane Act 2010 requirements.
8. E&C noted that the Queensland Audit Office (QAO) had raised a couple of issues after the Audit Committee presented to E&C recently. It was noted that these issues were subsequently resolved to the QAO's satisfaction.

2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 5 September 2011.


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Chief Executive Officer

BCC PUBLICATION SCHEME
4 YEAR RELEASE



ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 12 SEPTEMBER 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.

Minutes:

E&C adopted the minutes from Monday 5 September 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 Cooper	Submission – 5 New Board Member for Powerhouse	Husband is a current member of the Powerhouse Board	Yes	N/A	Approved	No


1. General Business

1. E&C noted the memorandum in relation to the State of the City Centre and Fortitude Valley: Place Management Update No.20 of 2011.
2. E&C supported the recommendations of the memorandum in relation to the E&C Publication Scheme Summary for E&C Decision: 11 July 2011 – Claim for Compensation arising out of the resumption of land for Environment Purposes at 80 Leacroft Road, Burbank.
3. E&C discussed the memorandum in relation to the Conduits in Developments and agreed to consider a formal E&C Submission in accordance with option 1.

ACTION: Joe Bannan to note E&C's guidance and progress a Formal Submission to the next meeting for E&C's consideration.

2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting of 12 September 2011.


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Chief Executive Officer



ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 19 SEPTEMBER 2011 AT 9.45 AM

COMMITTEE MEMBERS PRESENT:

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

OTHER ATTENDEES:

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

APOLOGIES:

Councillor A Cooper.

Minutes:

E&C adopted the minutes from Monday 12 September 2011.

Material Personal Interests / Conflict of Interests to declare:

Nil.

1. General Business

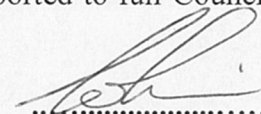
1. E&C noted the memorandum in relation to Contact Centre Monthly Report – Top 100.
2. E&C supported the memorandum in relation to the Development Assessment – Customer Enquiry Services. E&C asked that the scripting for this service clearly state that service is still available on appointment.
3. E&C noted the memorandum in relation to the payments of fees to the Directors of the City of Brisbane Investment Corporation Pty Ltd (CBIC) and other entities.
4. E&C noted the memorandum in relation to the Compliance and Regulatory Services (CARS) Correspondence Process.
5. E&C noted the memorandum on operational matters relating to the Neighbourhood Disputes Resolution Act 2011. E&C agreed to receive a strategy presentation on this topic in the near future.
Action: Sean Hodgson, Regional Operations Manager, City Services and David Askern, Chief Legal Counsel to ensure that a strategy presentation is arranged in relation to operational matters relating to the Neighbourhood Disputes Resolution Act 2011.

2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 19 September 2011.

3. Standing Committee Agendas

The Establishment and Coordination Committee, as a delegate of Council during recess, considered the Standing Committee agendas. The results of these items will be reported to full Council at the meeting of Tuesday 18 October 2011.


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Chief Executive Officer



ESTABLISHMENT AND COORDINATION COMMITTEE

MEETING HELD ON MONDAY 26 SEPTEMBER 2011 AT 9.45 AM

COMMITTEE MEMBERS PRESENT:

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

OTHER ATTENDEES:

David Fraser, for the 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 19 September 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 Adams	Submission 11 – Disposal of Assets from Visible Ink Zillmere Youth Space	Councillor Adams is the Chair of Mt Gravatt PCYC – a recipient of some donations.	No	Supported	Approved	No
MPI	Councillor McKenzie	Submission 6 – Contracts and Tendering – Report to Council of Contracts Accepted by Delegates (August 2011)	Councillor McKenzie has CBA shares.	Yes	N/A	Approved	Yes
COI	Councillor Matic	Submission to the Neighbourhood Planning and Development Assessment Committee - Petition from the Serbian Orthodox Community of 48 Bandara Street, Wacol	Councillor Matic is a parishioner of the Church and have a close, personal relationship with many of the senior members of the parish.	Yes	N/A	Approved	Yes

1. General Business

1. E&C discussed the memorandum seeking directions on theme options for this year's Corporate Christmas card. E&C favoured Options 2 and 5. However, E&C suggested that the Spirit of Brisbane CityCat could be decorated with a christmas tree and decorations on the deck.

ACTION: Craig Stevens to note E&C's feedback and to prepare the Corporate Christmas card in accordance with their suggestion.

2. E&C noted the update on the Flood Action Plan Status Report. E&C requested that the CEO ensure that fatigue and work loads are effectively managed.

3. E&C noted the memorandum in relation to the finalisation of negotiations with Queensland Urban Utilities for their use of Council's Contact Centre.

4. E&C noted the Brisbane City Council Audit Committee minutes from the meetings of 27 January 2011, 10 March 2011, 10 May 2011, 9 June 2011 and 4 August 2011.

5. E&C noted the memorandum in relation to actions undertaken following the Lord Mayor's inspection of the Waltons building and surrounding precinct on 20 September 2011. E&C noted that staff should work with the adjacent property owners regarding the placement of their bins.

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

6. E&C discussed the impending visit by Her Majesty the Queen and the Duke of Edinburgh. The Lord Mayor has raised with the Premier the possibility of the Queen 'laying a foundation stone' or like at City Hall.

7. E&C discussed the Oxley Creek's junction with the Brisbane River and whether there are opportunities for realignment of the creek and/or construction of groynes or like.

ACTION: John Jordan, Manager Natural Environment and Sustainability to prepare an E&C Strategy presentation on possible opportunities for realignment of the Oxley Creek.

8. E&C noted the report on footpath conditions shows the entire section (street) as "Condition C" when there may be only a single fault. E&C requested a Strategy presentation to discuss methods for improving the asset condition reporting for footpaths.

ACTION: Joe Bannan to prepare an E&C Strategy presentation which outlines methods for improving the asset condition reporting for footpaths.

9. E&C noted the receipt, via the Deputy Mayor, of six coat buttons that originally belonged to Sir Thomas Brisbane, which were donated to the City of Brisbane.

ACTION: CEO to record the receipt of a gift of six coat buttons of historical significance, and to provide them to the Museum of Brisbane.

2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 26 September 2011.

3. Standing Committee Agendas

The Establishment and Coordination Committee, as a delegate of Council during recess, considered the Standing Committee agendas. The results of these items will be reported to full Council at the meeting of Tuesday 18 October 2011.


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Chief Executive Officer