



ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 3 OCTOBER 2011 AT 9.45 AM

COMMITTEE MEMBERS PRESENT:

Lord Mayor Graham Quirk, Deputy Mayor A Schrunner, Councillors P Matic, D McLachlan, J Simmonds, K Adams, M Bourke & A Wines.

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, G Knapp, & M de Wit.

Minutes:

E&C adopted the minutes from Monday 26 September 2011.

Material Personal Interests / Conflict of Interests to declare:

Nil.

1. General Business

1. E&C noted the memorandum on correspondence outcomes in Transport Planning and Strategy Branch.
2. E&C noted the memorandum on Notification of Recurrent Maintenance Works and decided to continue with current practices.
3. E&C discussed flood levies and back-flow prevention devices and the report by Cardno. E&C agreed that any sites already identified for back-flow prevention devices and exhibiting clear benefits should proceed as a high priority. E&C also agreed that further work should be undertaken by independent consultants to investigate any remaining possible sites for implementation as business as usual. E&C requested a one hour presentation on flood levies and back-flow prevention devices, their design, application, benefits and impacts (such as loss of amenity). E&C requested an overall program for the above activities be developed and provided to E&C.
ACTION: Julie McLellan to prepare a one hour Strategy presentation, as per E&C's request.
4. E&C discussed the development of a Privacy Policy and requested a presentation on what the legislative requirements are and how we will comply with them.
ACTION: David Askern to present to E&C Strategy next week on the development of a Privacy Policy and the related legislative requirements.

2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 3 October 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

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ESTABLISHMENT AND COORDINATION COMMITTEE CEO NOTES

MEETING HELD ON MONDAY 10 OCTOBER 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 3 October 2011.

Material Personal Interests / Conflict of Interests to declare:

Nil.

1. General Business

1. E&C noted the Contact Centre Monthly Report for September 2011.

2. E&C discussed the State of the CBD and Fortitude Valley Update No 21.

ACTION: Shawn Day to accompany the Lord Mayor on site inspections of the laneways in Fortitude Valley.

3. E&C discussed the new requirements for declaring hospitality benefits, as per sections 103 and 107 of the *City of Brisbane (Operations) Regulation 2010*.

ACTION: CEO to action as recommended.

4. E&C noted the Bushfire Action Plan – Monthly Summary Report.

5. E&C endorsed Brett Turville to be Council's representative at a public hearing of the parliamentary Health and Disabilities Committee.

6. E&C noted the proposed launch of the next Suburban Centre Improvement Project (SCIP) at Moggill Road, Kenmore.

7. E&C noted the Election Period Policy proceeding to Council on Tuesday 18 October.

8. E&C noted potential costs of the forthcoming Brisbane City Council quadrennial election.

ACTION: CEO to write to Electoral Commission Queensland expressing concern that costs need to be kept down and noting that the amount now advised is in excess of that budgeted for.

9. E&C noted the remuneration increase for the Lord Mayor and Councillors as an automatic result of the recent State Parliamentarian pay increase.

10. E&C discussed current Back Flow Prevention Devices (BFD).

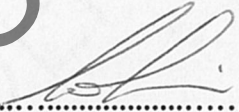
ACTION: Julie McLellan to provide a briefing note on BFD to the Lord Mayor by the end of this week. The briefing note is to contain locations of currently installed BFD, their type/s, when they were installed, the cost of their installation (if available), their annual maintenance regime and costs.

2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 10 October 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

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ESTABLISHMENT AND COORDINATION COMMITTEE

MEETING HELD ON MONDAY 17 OCTOBER 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 10 October 2011.

Material Personal Interests / Conflict of Interests to declare:

Nil.

1. General Business

1. E&C discussed the memorandum in relation to Robinson Road open level crossing hardship cases. E&C directed that the current arrangements regarding hardship acquisitions should continue unmodified.

ACTION: Alan Evans to note E&C's request.

2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 17 October 2011.


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Chief Executive Officer



ESTABLISHMENT AND COORDINATION COMMITTEE

MEETING HELD ON MONDAY 24 OCTOBER 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, I McKenzie & M Bourke.

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.

APOLOGIES:

Councillors M de Wit & J Simmonds.

Minutes:

E&C adopted the minutes from Monday 17 October 2011.

Material Personal Interests / Conflict of Interests to declare:

Nil.

1. General Business

1. E&C agreed to the proposed E&C Committee Meeting Dates for 2012.
2. E&C noted the Brisbane City Enterprises Annual Report 30 June 2011.
3. E&C noted the Contact Centre Monthly Report - Top 100.
4. E&C noted the memorandum in relation to work undertaken and improvements to Council's Disaster Preparedness.
5. E&C noted the summary of the Bushfire Hazard Reduction Program 2011.

6. E&C discussed the proposed submission to the Expert Panel on Constitutional Recognition and requested some wording improvements before the submission is lodged.

ACTION: CEO to amend the wording of the submission prior to lodgement, as per E&C's suggestions.

7. E&C discussed the memorandum in relation to cleansing of the surface pavers in King George Square to remove stains caused by the Winter Festival event. Consideration is to be given to the purchase of suitable protective matting which could be provided to each hirer for their mandatory use at minimal cost.

ACTION: Geoff Beck to investigate the use of suitable protective matting.

8. E&C agreed that Council's attendance to the Parliamentary Crime & Misconduct Committee is not required, given our formal submission to date.

9. E&C noted the actions of the Occupy Brisbane protestors and asked that the situation continue to be monitored.

ACTION: Brett Turville to advise E&C what 'move on powers' exist in Brisbane and to provide a brief daily SitRep to the Lord Mayor and the CEO.

10. E&C requested that Oxley Creek be added to the water-quality monitoring program.


ACTION: Julie McLellan to ensure that Oxley Creek is added to the water-quality monitoring program.

11. E&C referred to a proposal to install all-abilities play equipment at the Whites Hill Recreation Reserve. Option 4 is preferred, with the Whites Hill project to proceed as planned. The funds are to be found from rescheduling two other projects.

ACTION: John Jordan to implement this direction.

2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 24 October 2011.


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Chief Executive Officer

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ESTABLISHMENT AND COORDINATION COMMITTEE

MEETING HELD ON MONDAY 31 OCTOBER 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, Chief of Staff, Greg Bowden, Director of Strategy, Communications and Business & Colin Jensen, Chief Executive Officer.

Minutes:

E&C adopted the minutes from Monday 24 October 2011 with amendments.

Material Personal Interests / Conflict of Interests to declare:

Nil.

1. General Business

1. E&C noted the memorandum outlining the results from Wave 8 of Council's quarterly Brand and Communication Tracker research.

2. E&C noted the update on Council assistance provided to flood affected residents.

3. E&C discussed election night tally room arrangements and agreed that the media can be given access to the deck at King George Square for speeches, if required.


ACTION: Peter Rule to provide a general business item that outlines the Council meeting timetable post-election.

4. E&C discussed the "Occupy Brisbane" protest in Post Office Square and determined that the protesters should be moved on by the Queensland Police Service this Wednesday, given upcoming bookings and events in the area, including Armistice Day.

ACTION: CEO to discuss the conclusion of the "Occupy Brisbane" protest with the Queensland Police Service.

2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 31 October 2011.


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Chief Executive Officer