



## ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 6 FEBRUARY 2012 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 30 January 2012 with amendments.

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

Nil.

### 1. General Business

1. E&C noted the memorandum in relation to the Combined Services Impacts and Work Redesign Report January 2012.
2. E&C noted the memorandum in relation to the Bushfire Action Plan – Monthly Summary Report.  
**ACTION: Craig Evans to update the table for greater clarity.**
3. E&C noted the memorandum on the sale of land by TradeCoast Land Pty Ltd to TradeCoast Central Pty Ltd.
4. E&C discussed the internal communication “Future Council”:  
**ACTION: CEO to review the draft communication plan proposed for “Future Council”.**

### 2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 6 February 2012.

  
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Chief Executive Officer



## ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 13 FEBRUARY 2012 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 6 February 2012.

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

Nil.

### 1. General Business

1. E&C noted the memorandum in relation to the National Emergency Medal.

2. E&C noted the memorandum in relation to the E&C Query on Organisation FTE and Headcount Figures – December 2011.

**ACTION: E&C agreed to provide the memorandum to the EMT for their information and use. Further, E&C noted the good management that has occurred to reduce staff numbers without reducing service quality or standards.**

3. E&C noted the memorandum in relation to the Gas Cylinder Incident at Virginia Bus Depot – Update 2. E&C requested that Union agreement be sought for the unaffected buses to be returned to service.

**ACTION: Al Warren to ensure that Union agreement is sought for the 15 unaffected buses to be returned to service.**

4. E&C discussed the memorandum in relation to the State of the City Centre & Fortitude Valley: Place Management Update No. 2 of 2012. E&C agreed that the arcade associated with the TC Beirne Building can be closed by the property owner every evening to prevent littering, vandalism and urination. The Development Assessment (DA) Condition is to be amended accordingly.

**ACTION: Andrew Chesterman to action and arrange for the DA to be amended in accordance with E&C's direction.**

5. E&C discussed the Contact Centre Monthly Report for January 2012.

**ACTION: E&C agreed that [redacted] of [redacted] should be treated as a serial complainant given the excessive amount of time taken by staff in dealing with her and her abusive nature towards them.**

6. E&C discussed the quality of Council record keeping and instructed the CEO to ensure that improvements are made as a priority.

**ACTION: CEO to ensure improvements are made to Council's record-keeping.**



7. E&C discussed the Flood Commission of Inquiry Legal Costs and agreed that the additional funding required will be sought as part of the Third Budget Review.

**ACTION: Paul Oberle to ensure that the Third Budget Review includes provision for the increased legal costs associated with the Flood Commission of Inquiry.**

8. E&C approved the CEO providing up to three-month extensions to SES contracts as and if necessary given the (extended) caretaker period.

**ACTION: Peter Rule to note E&C's decision.**

**2. Establishment and Coordination Committee Submission Results**

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 13 February 2012.

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Chief Executive Officer

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## ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 20 FEBRUARY 2012 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:

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 13 February 2012.

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

Nil.

### 1. General Business

1. E&C noted the memorandum in relation to the February 2012 Flood Action Plan Status Report.
2. E&C noted the memorandum in relation to the Lower River Terrace Flood Recovery Project – Kangaroo Point on Lighting Investigation and Proposed Solution. E&C asked whether officers had notified the various interest groups of our intention to not use pole-mounted lamps but rather ground-mounted before implementation.

**ACTION: Scott Stewart to provide a memorandum to E&C on the community consultation with key stakeholders, particularly on the lighting solutions.**

3. E&C noted the memorandum in relation to the Emergency Access from the RNA to Bowen Park during the Ekka. E&C agreed to proceed with a 1 + 3 + 3 + 3 year licence, inclusive of restitution to the park if egress use results in damage.

**ACTION: John Jordan to note and action in accordance with E&C's decision.**

4. E&C discussed concerns regarding the presence of several large trees in a child care centre. E&C agreed that the existing policy should be applied to ensure the safety of the children at the centre.

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

5. E&C requested a Strategy Presentation in May 2012 by CARS and NES on the Natural Assets Local Law and Vegetation Protection Order policies and procedures and their application.

**ACTION: Vicki Pethybridge and Andrew Chesterman to progress the presentation to E&C Strategy following the election.**

### 2. Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 20 February 2012.

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Chief Executive Officer





## ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 27 FEBRUARY 2012 AT 9.45 AM

### COMMITTEE MEMBERS PRESENT:

Lord Mayor Graham Quirk, 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:

Deputy Mayor A Schrunner.

### Minutes:

E&C adopted the minutes from Monday 20 February 2012.

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

Nil.

### 1. General Business

1. E&C noted the memorandum in relation to the Promotional and Special Bridge Lighting.

**ACTION: Craig Stevens to determine the costs and business case associated with changing the lighting on assets to colour-changeable LED fittings.**

2. E&C noted the memorandum in relation to the Organisational Realignment Change Impact Update February 2012.

3. E&C noted the memorandum in relation to the Backlog of Street Trimming Tasks. E&C approved an increase in funding by \$500,000 to address the backlog of street tree trimming. Action to commence immediately and be formalised in 3BR.

**ACTION: Geoff Beck to note E&C's direction.**

4. E&C noted the memorandum in relation to the Summary of Impact of Alternative Dam Release Strategies.

5. E&C noted the memorandum in relation to the Shareholder vote at a Brisbane Housing Company Special Meeting.

6. E&C noted the memorandum in relation to the Gas Cylinder Incident at Virginia Bus Depot.

7. E&C discussed Leopard Trees and requested a report on when they were planted (start and end dates), numbers of trees remaining, and where they are (in general terms).

**ACTION: Shane Macleod to prepare a report on Leopard Trees and provide the information to E&C.**

8. E&C noted from the Contracts and Tendering report that further Rapid VMS have been purchased and that the previous intention had been to not purchase further signs.



**ACTION:** Geoff Beck to ensure that the further purchase of Rapid VMS is kept to a **minimum.**

**2. Establishment and Coordination Committee Submission Results**

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 27 February 2012.

  
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Chief Executive Officer

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