



ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 2 JULY 2012 AT 9.45AM

COMMITTEE MEMBERS PRESENT:

Lord Mayor Graham Quirk, Deputy Mayor A Schrunner, Councillors A Cooper, D McLachlan, M Bourke, J Simmonds, K Marx & A Wines.

OTHER ATTENDEES:

Councillor M de Wit, 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:

Councillors K Adams & P Matic.

Minutes:

E&C adopted the minutes from Monday 25 June 2012.

Material Personal Interests / Conflict of Interests to declare:

Nil.

General Business

1. E&C noted the memorandum in relation to Review of Council's Suit of Common Law Contract Employment Arrangements.
2. E&C noted the memorandum in relation to Demolition of Breakfast Creek Moorings.
3. E&C noted the memorandum in relation to the Audit Committee Minutes.
4. E&C noted the memorandum in relation to the Gas Cylinder Incident at Virginia Bus Depot – Update 10.
5. E&C noted the memorandum in relation to the Council attendance at Griffith University Leadership Forum.
6. E&C noted the memorandum in relation to the Service Provision to Queensland Urban Utilities and the Sale of the Science Analytical Services Laboratories.
7. E&C discussed sporting club and community groups that require leases greater than five years to allow them to access finance. It was noted that Council's consideration of longer leases currently takes an excessive time, particularly in the west.

ACTION: Paul Salvati to review the time taken to issue longer-term leases to those groups requiring more than five years in order to access finance.

8. E&C discussed the process for residents to obtain permits for burn-offs. Council authority must be obtained before taking the request to Queensland Fire & Rescue Service. However, this authority is taking six weeks or more to obtain. Weather conditions may have changed in this time and the permit may then not be issued.

ACTION: Paul Salvati to investigate improvements to the process of issuing Council authority for the issuing of permits to burn off.

9. E&C noted that current superannuation arrangements for Councillors result in them exceeding the Commonwealth's concessional tax limit.

ACTION: Peter Rule to provide a memorandum to E&C outlining possible changes to Councillor superannuation arrangements, particularly, in relation to reducing their contribution to the concessional tax limit.

Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 2 July 2012.

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 7 August 2012.


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Chief Executive Officer

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ESTABLISHMENT AND COORDINATION COMMITTEE

STRATEGY RESULTS

MONDAY 2 JULY 2012

1. New Farm Riverwalk Replacement – Preliminary Design

Gregg Buyers presented the Preliminary Design to Civic Cabinet for the New Farm Riverwalk Replacement.

2. Annual Executive Incentive Scheme (Performance Bonuses)

Colin Jensen presented to Civic Cabinet on the Annual Executive Incentive Scheme Performance Bonuses.

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ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 9 JULY 2012 AT 9.30AM

COMMITTEE MEMBERS PRESENT:

Lord Mayor Graham Quirk, Councillors K Adams, M Bourke, A Cooper, K Marx, D McLachlan & 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:

Deputy Mayor A Schrunner and Councillor P Matic.

Minutes:

E&C adopted the minutes from Monday 2 July 2012.

Material Personal Interests / Conflict of Interests to declare:

E&C noted that Councillor McLachlan does not have a conflict of interest in relation to the item regarding his appointment to the Board of Trustees of Newstead House as the appointment is by nature of his position as the local councillor.

General Business

1. The Lord Mayor MOVED and Councillor Simmonds SECONDED that Councillor Kim Marx be appointed as Acting Chairman, Public & Active Transport Committee for the Civic Cabinet meetings of 2 and 9 July 2012 and that this appointment give authorisation to sign and discuss matters in the absence of the Chairman and Deputy Chairman of Public & Active Transport Committee.
2. E&C noted the memorandum in relation to the State of the City Centre & Fortitude Valley: Place Management Update No.6 of 2012.
3. E&C discussed the Christmas Recess for E&C and agreed to hold meetings up to and including Monday, 17 December 2012 (without Strategy Presentations) and recommence on Monday, 14 January 2013 (without Strategy Presentations).

ACTION: Chief Executive Officer to circulate advice to the Chairmen's Offices on the Christmas Recess period.

Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 9 July 2012.

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 7 August 2012.


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Chief Executive Officer



ESTABLISHMENT AND COORDINATION COMMITTEE

STRATEGY RESULTS

MONDAY 9 JULY 2012

1. **Budget and Stage Occupancy Program Update for City Hall Restoration Project**
Stuart Pickering provided an update to Civic Cabinet on the Budget and Stage Occupancy Program for the City Hall Restoration Project.
2. **Annual Executive Incentive Scheme (Performance Pay)**
Colin Jensen presented the Annual Executive Incentive Scheme to Civic Cabinet.
3. **Natural Assets Local Law & Vegetation Protection Order**
John Jordan presented to Civic Cabinet on the Natural Assets Local Law and Vegetation Protection Order.

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ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 16 JULY 2012 AT 10.00AM

COMMITTEE MEMBERS PRESENT:

Deputy Mayor A Schrunner, Councillors K Adams, A Cooper, S Huang, F King, D McLachlan & J Simmonds.

OTHER ATTENDEES:

Councillor M de Wit, Chairman of Council, Cris Anstey, Lord Mayor's Chief of Staff & Colin Jensen, Chief Executive Officer.

APOLOGIES:

Lord Mayor Graham Quirk, Councillors M Bourke and P Matic.

Minutes:

E&C adopted the minutes from Monday 9 July 2012.

Material Personal Interests / Conflict of Interests to declare:

Nil.

General Business

1. E&C noted the memorandum in relation to the Bushfire Action Plan – Monthly Summary Report. E&C requested that clarity be obtained on the clearance distances to houses and whether the Queensland Fire & Rescue Service (QFRS) has an over-ruling authority to specify this zone.

ACTION: Peter Rule to provide a memorandum to E&C clarifying the clearance distances and QFRS authority in specifying the zones.

2. E&C noted the memorandum in relation to the June 2012 Corporate Risk Profile Report.

3. E&C noted the memorandum in relation to the Monthly Contact Centre Report – June 2012.

4. E&C noted the memorandum in relation to the Contact Centre Monthly Report – Top 100.

5. E&C noted the memorandum in relation to the London Olympic Coverage on Council Plasma Screens.

6. E&C noted the memorandum in relation to the Legacy Way Tunnel Boring Machines Buy Back Option.

7. E&C asked for a stocktake of current staff committees for their information.

ACTION: Greg Evans to provide a memorandum to E&C on current staff committees.

8. E&C discussed amending existing public programs to include online security (for Council libraries and free wi-fi).

ACTION: Greg Evans to investigate amendments to existing public programs that encourage user online security.

Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 16 July 2012.

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 7 August 2012.


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Chief Executive Officer

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ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 23 JULY 2012 AT 9.30AM

COMMITTEE MEMBERS PRESENT:

Lord Mayor Graham Quirk, Deputy Mayor A Schrunner, Councillors K Adams, M Bourke, A Cooper, S Huang, D McLachlan & J Simmonds.

OTHER ATTENDEES:

Councillor M de Wit, Chairman of Council, Cris Anstey, Lord Mayor's Chief of Staff, & Colin Jensen, Chief Executive Officer.

APOLOGIES:

Councillors P Matic.

Minutes:

E&C adopted the minutes from Monday 16 July 2012.

Material Personal Interests / Conflict of Interests to declare:

Nil.

General Business

1. E&C noted the memorandum in relation to Burn-off Permits.

ACTION: Councillor de Wit to provide further examples of difficulties being experienced with gaining burn-off permits.

2. E&C discussed the memorandum in relation to the Options for Attendance at Company Directors Course and decided that the next course attendance will be in 2013.

ACTION: Peter Rule to arrange attendance as required for the 2013 Company Directors Course.

3. E&C agreed to the memorandum in relation to the Fleet Services Integration and Business Review.

4. E&C discussed the memorandum in relation to the Annual Report Disclosure – Councillor Remuneration.

ACTION: Peter Rule to progress a revised format to E&C for agreement.

5. E&C noted the memorandum in relation to the BrisConnections meeting regarding bus lanes on Lutwyche Road.

6. E&C discussed the timings for a new depot for the Moggill State Emergency Services (SES). E&C agreed that discussions should commence with SEQWater regarding their timings for vacation of the existing SES site.

ACTION: Geoff Beck to note the above and provide advice to E&C accordingly.

7. E&C discussed measures to control the population of Common Indian Myna birds. E&C requested that a memorandum be prepared on possible measures to control the population of nuisance birds, particularly Common Indian Myna birds.

ACTION: John Jordan to progress a memorandum in accordance with E&C's request.

Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 23 July 2012.

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 7 August 2012.


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Chief Executive Officer

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ESTABLISHMENT AND COORDINATION COMMITTEE
STRATEGY RESULTS
MONDAY 23 JULY 2012

1. City of Sydney Night Time Economy

Suzie Matthews, City of Sydney Council presented to Civic Cabinet on the Sydney Night Time Economy.

2. Annual Executive Incentive Scheme (Performance Bonuses)

Colin Jensen, Chief Executive Officer, presented to Civic Cabinet on the Annual Executive Incentive Scheme (Performance Bonuses).

3. Amendments to the City of Brisbane Act 2010

David Askern, Chief Legal Counsel, presented to Civic Cabinet on proposed amendments to the City of Brisbane Act 2010.

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ESTABLISHMENT AND COORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 30 JULY 2012 AT 9.30AM

COMMITTEE MEMBERS PRESENT:

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

OTHER ATTENDEES:

Councillor M de Wit, 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 23 July 2012.

Material Personal Interests / Conflict of Interests to declare:

Nil.

General Business

1. E&C discussed the memorandum in relation to Clearance Distances to Houses.

ACTION: Kerry Doss to ensure that the review of the City Plan includes appropriate provisions for Bush Fire hazards.

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

3. E&C discussed the Annual Report Disclosure of Executive Remuneration and decided that Attachment B was appropriate – being in excess of the minimum legislative and regulatory requirements.

ACTION: Peter Rule to ensure that the Annual Report includes details of Executive Remuneration in accordance with the legislative requirements, though expanded to include all Senior Officers (as well as the Senior Executive).

Establishment and Coordination Committee Submission Results

Please refer to the Establishment and Coordination Committee Results document for the meeting dated 30 July 2012.

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 7 August 2012.

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Chief Executive Officer



**ESTABLISHMENT AND COORDINATION COMMITTEE
STRATEGY RESULTS
MONDAY 30 JULY 2012**

1. Executive Interview – Divisional Manager, Brisbane Infrastructure

Executive Interviews were held for the position of Divisional Manager, Brisbane Infrastructure.

2. Annual Executive Incentive Scheme (Performance Bonuses)

Colin Jensen, Chief Executive Officer, presented to Civic Cabinet on the Annual Executive Incentive Scheme (Performance Bonuses).

3. Project Q

Greg Evans, Divisional Manager, Organisational Services presented to Civic Cabinet on Project Q.

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