

**E&C RESULTS – 03 MARCH 2003**

SUB NO.	FILE NO.	DIV	TITLE	Y-N HELD
03/03-1F <i>R</i>	(3)381/70/5 - 3 MAR 2003	City Governance	Sale of Land for Arrears of Rates – List Number 270	AMD
03/03-1L <i>M</i>	24/1-L/2003(1) - 3 MAR 2003	OLMCEO	Overseas Travel – International Workshop on Local Government Enterprises, Jakarta, Indonesia – Manager, Regional Collaboration	YES
<i>attach</i> 03/03-2L <i>M</i>	240/7-2002/2003 - 3 MAR 2003	OLMCEO	Contracts to Provide Professional Services – Report for December 2002	YES
<i>attach</i> 03/03-3L <i>M</i>	<i>LMIRO.</i> - 3 MAR 2003	OLMCEO	Overseas Travel - Overseas Travel – 8 <sup>th</sup> WTA Executive Board Meeting, Hefei, China – Divisional Manager, Community and Economic Development	YES
03/03-4L <i>M</i>	<i>DMGRJ</i> - 3 MAR 2003	OLMCEO	Appointment	YES
<i>attach</i> 03/03-1M <i>M</i>	(4)12/51/1(P6) - 3 MAR 2003	City Business	Monthly Report – Delegation of Authority to Travel – October 2002	YES

*present at meeting:*

- JGS*
- KOTB*
- SLH*
- Kmr*
- MAH*
- JHC*

M - Indicates an E&C Committee decision (or minute item), which is included in this document.  
 R - Indicates an E&C Committee recommendation to full Council. Details can be accessed through the Council Minutes, which are available for inspection on Level 2 of the Brisbane Square Library, 266 George Street, Brisbane.

*DBH has signed submissions but not the attendance register.*

*SCHEME*

**SUBMISSION TO THE ESTABLISHMENT & CO-ORDINATION COMMITTEE**

**1.0 FILE NUMBER**

24/1-L/2003(1)

**2.0 TITLE**

Overseas Travel - Attendance at the International Workshop on Local Government Enterprises, Jakarta, Indonesia - Manager, Regional Collaboration.

**3.0 ISSUE/PURPOSE**

The purpose of this submission is to seek E&C approval for John Orange, Manager, Regional Collaboration to travel overseas to Indonesia from 11 to 15 March 2003 to attend the International Workshop on Local Government Enterprises, being held in Jakarta, and undertake meetings with BCE contact personnel.

**4.0 PROPONENT**

Jude Munro  
Chief Executive Officer

**APPROVED**  
*[Signature]*  
John Mayor

**5.0 SUBMISSION PREPARED BY**

Louise Marshall, Administration & Project Coordinator  
Regional Collaboration  
36451

**RECEIVED**  
3 MAR 2003

**6.0 DATE**

24 February 2003

**COMMITTEE SECTION**

**7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL**

For E&C Approval

**8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION REQUIRED UNDER AN ACT OR LOCAL LAW?**

No.

**ACTION TAKEN**

3 MAR 2003

**TOWN CLERK**

*file to APC*

10 BCE REPLICATION SCHEME

**9.0 RECOMMENDATION**

That E&C grant approval for John Orange, Manager, Regional Collaboration, to travel overseas to attend the Local Government Enterprise Seminar being held by the Ministry of Home Affairs of The Republic of Indonesia (MoHA) and The Institute of Public Administration Canada (IPAC), in Jakarta, Indonesia, and to conduct meetings with BCE contact personnel, from 11 to 15 March, 2003, at no cost to Brisbane City Council.

**10.0 DIVISIONAL MANAGER**

Jude Munro  
Chief Executive Officer  
Office of The Lord Mayor and Chief Executive Officer

10 YEAR PUBLIC RELEASE SCHEME

## 11.0 BACKGROUND

E&C approval is sought for John Orange, Manager, Regional Collaboration to attend and present to the International Workshop on Local Government Enterprises, Jakarta, Indonesia.

The Seminar will be held on 11 and 12 March 2003 and it is being organised by the Ministry of Home Affairs of The Republic of Indonesia (MoHA) and The Institute of Public Administration Canada (IPAC).

John Orange has had his attendance approved by AusAid, who will meet all travel, accommodation and incidental costs, including a payment to Brisbane City Council, Regional Collaboration of \$500 for each day.

The primary aim of the Seminar/Workshop is to develop a better understanding of best practices in the public administration or local government enterprises. The demand for this knowledge sharing arises from the 1999 sweeping changes to government structure and administration introduced by President Abdurrahasan Wahid and then Vice President Megawati Sukarnoputri. A major component of those reforms was a focus on decentralisation and regional autonomy. Participants from the three levels of government in Indonesia are seeking to be able to provide more effective legislative, regulatory and monitoring frameworks for the Local Government Enterprises.

The proposed program outline is attached, and will cover such topics:

- 1 Intergovernmental roles and responsibilities
- 2 Corporate Governance
- 3 Case studies

John Orange will be participating in the Corporate Governance Plenary session, with a presentation and "question and answer" session.

John will then be conducting meetings with BCE contact personnel.

## 12.0 CONSULTATION

Jude Munro, Chief Executive Officer  
Alan Hale, Chief Executive Officer, Brisbane City Enterprises

All consulted are in agreement with the recommendation.

## 13.0 IMPLICATIONS OF PROPOSAL

The implications of the proposal are:

1. Exposure and promotion of Brisbane and Brisbane City Council and its expertise and governance model
2. Exposure and marketing through networking of Brisbane City Enterprises.
3. Professional development for Manager, Regional Collaboration.

#### 14.0 CORPORATE PLAN IMPACT

Attendance at the conference will contribute to achievement of *Section 1.3 - Advance the Community's Interests*, of Council's Corporate Plan, (specifically 1.3.2 Strategic Asia-Pacific Alliances) and Council's Regional and World City 2010 Vision, by enhancing Brisbane's reputation as a Local Government that shares its knowledge with the region.

#### 15.0 CUSTOMER IMPACT

Nil.

#### 16.0 ENVIRONMENTAL IMPACT

Nil.

#### 17.0 POLICY IMPACT

Nil.

#### 18.0 FINANCIAL IMPACT

There is no cost to Council for John Orange as AusAid and BCE are covering all costs for travel, accommodation and registration.

#### 19.0 HUMAN RESOURCE IMPACT

Nil.

#### 20.0 URGENCY

Urgent, as travel is due to commence on 10 March 2003.

#### 21.0 PUBLICITY/MARKETING STRATEGY

Nil.

#### 22.0 OPTIONS

Option 1: Approve the recommendation.

Option 2: Not approve the recommendation.

**Option 1 is the preferred option.**

1.0 FILE NUMBER: 240/7-2002/2003

03/03 - 2L

**SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE**

2.0 TITLE

Contracts to Provide Professional Services - Report for December, 2002

3.0 ISSUE / PURPOSE

The purpose of this submission is to advise E&C of the consultancies commissioned in December, 2002.

4.0 PROPONENT

Jude Munro  
Chief Executive Officer

5.0 SUBMISSION PREPARED BY

Renae Philipson, PAMCEO  
Extension 36486  
Office of the Chief Executive Officer.....

**APPROVED**



6.0 DATE

29<sup>th</sup> January 2003

7.0 FOR E & C APPROVAL OR RECOMMENDATION TO COUNCIL?

For E&C approval.

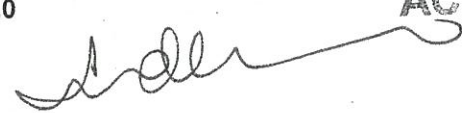
8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION REQUIRED UNDER AN ACT OR ORDINANCE?

No.

9.0 RECOMMENDATION

That E&C note the report for the consultancies commissioned during the month of December, 2002 as attached.

10.0



Jude Munro  
CHIEF EXECUTIVE OFFICER

**ACTION TAKEN**

3 MAR 2003

**TOWN CLERK**

file to PAMCEO

**RECEIVED**

- 3 MAR 2003

**COMMITTEE SECTION**

**11.0 BACKGROUND**

Council Resolution 1,564/1990/91 requires that a report listing consultancies be submitted to the Establishment & Co-ordination Committee at least quarterly. Reports detailing consultancy commitments of \$890,378.36 during the month of December, 2002 are attached.

**12.0 CONSULTATION**

N/A

**13.0 IMPLICATIONS OF PROPOSAL**

N/A

**14.0 CORPORATE PLAN IMPACT**

Consultants are employed to assist Divisions attain relevant goals under the Themes contained in the Corporate Plan.

**15.0 CUSTOMER IMPACT**

As addressed by Divisions.

**16.0 ENVIRONMENTAL IMPACT**

N/A

**17.0 POLICY IMPACT**

Compliance with reporting request.

**18.0 FUNDING IMPACT**

Expenses incurred through Divisional Consultancy Accounts.

**19.0 HUMAN RESOURCE IMPACT**

N/A

**20.0 URGENCY**

Normal course of business.

**21.0 PUBLICITY / MARKETING STRATEGY**

N/A

**22.0 OPTIONS**

N/A

1.0 FILE NUMBER:

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Overseas Travel – 8<sup>th</sup> WTA Executive Board Meeting, Hefei, China.

3.0 ISSUE/PURPOSE

The purpose of this submission is to gain Council approval for Ms Pauline Peel, Divisional Manager, Community & Economic Development to travel to China from 3<sup>rd</sup> to 7<sup>th</sup> March 2003 to attend the 8<sup>th</sup> WTA (World Technopolis Association) Executive Board Meeting in Hefei.

4.0 PROPONENT

Jude Munro  
Chief Executive Officer

**APPROVED**

3 MAR 2003

Lord Mayor

5.0 SUBMISSION PREPARED BY

Ms Melanie Heugh, International Relations Officer, K35335

6.0 DATE

28 February 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C approval

8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION REQUIRED UNDER AN ACT OR ORDINANCE

No

**RECEIVED**

3 MAR 2003

9.0 RECOMMENDATION

That Council grant approval for Ms Pauline Peel, Divisional Manager, Community & Economic Development to travel to China from 3<sup>rd</sup> – 7<sup>th</sup> March 2003 to attend the 8<sup>th</sup> WTA Executive Board Meeting in Hefei.

**COMMITTEE SECTION**

10.0 DIVISIONAL MANAGER

**ACTION TAKEN**

3 MAR 2003

**TOWN CLERK**

file to LM1RO.



Jude Munro  
Chief Executive Officer

10 BOD PUBLIC RELATIONS SECTION



## 11.0 BACKGROUND

The City of Brisbane has been invited to attend the 8<sup>th</sup> World Technopolis Association Executive Board Meeting being held in Hefei, China from Wednesday 5 March to Thursday 6 March 2003.

Founded by the City of Daejeon, the (WTA) aims to promote regional development, advance scientific and industrial research and facilitate information exchange among the world's leading technological cities.

Brisbane has been actively involved the WTA for several years and was recently confirmed as a member of the Executive Board during the WTA General Assembly meeting in Monterrey, Mexico.

The 8<sup>th</sup> Executive Board Meeting in Hefei will be the first meeting where Brisbane City Council has attended in an Executive Board Member capacity.

In recognition of Brisbane's Sister City Relationship with Daejeon, the WTA Secretariat has offered to cover accommodation expenses in Hefei.

## 12.0 CONSULTATION

Jim Soorley, Lord Mayor  
Bob Davis, Executive Officer to the Lord Mayor  
Marina Vit, Lord Mayor's Chief of Staff  
Ms Terri Birrell, International Relations Manager  
Mr Joseph Kim, Chairman, Daejeon Sister City Committee

All are in agreement with the recommendation.

## 13.0 IMPLICATIONS OF PROPOSAL

As an Executive Board Member, Brisbane has made a commitment to be pro-actively involved in WTA activities and events.

Acceptance of the WTA's invitation to attend the 8<sup>th</sup> WTA Executive Board Meeting will serve to strengthen relationships not only with Daejeon and Hefei, but with all WTA member cities.

## 14.0 CORPORATE PLAN IMPACT

In line with the Corporate Plan and 'Living in Brisbane 2010'

**15.0 CUSTOMER IMPACT**

Nil.

**16.0 ENVIRONMENTAL IMPACT**

Nil.

**17.0 POLICY IMPACT**

Nil.

**18.0 FUNDING IMPACT**

Expenses are not expected to exceed \$8,000 and are available within vote code:  
1.01.1511.226.000.000.628.000.00 .

**19.0 HUMAN RESOURCE IMPACT**

Nil.

**20.0 URGENCY**

Urgent. To allow for travel arrangements to be made.

**21.0 PUBLICITY / MARKETING STRATEGY**

At discretion of the Lord Mayor

**22.0 OPTIONS**

- 1) Approve the recommendation.
- 2) Not approve the recommendation.

**Option (1) is the preferred option.**

1.0 FILE NUMBER: <sup>52-12106.</sup> SUBMISSION NUMBER: 03/03-4L

**SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE**

2.0 TITLE

Appointment of Manager, Development Assessment.

3.0 ISSUE/PURPOSE

Following a process of advertising, Terry Brockhall of Robert Walters prepared and presented four applicants for interview by a selection panel including Margaret Crawford, Divisional Manager of Customer and Community Services, Brian Stewart, Executive Officer of Urban Development Institute Australia (QLD), Michael Kerry, Divisional Manager of Urban Management, and Bob Wallis, Manager of Development and Regulatory Services. The following information is provided:

- Attachment 1 - Executive Role Statement
- Attachment 2 - Interview Summary of Recommended Candidates, Resume and Referee Reports
- Attachment 3 - Assessment of Other Applicants

**APPROVED**  
 3 MAR  
 Lord Mayor  
*[Signatures]*

4.0 PROPONENT

Margaret Crawford, Divisional Manager, Customer and Community Services

5.0 SUBMISSION PREPARED BY

Judy Gannon, Principal Consultant, Merit Solutions on behalf of Margaret Crawford, Divisional Manager, Customer and Community Services

6.0 DATE

18 February 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C approval

**ACTION TAKEN**

3 MAR 2003

**TOWN CLERK**

*file to DMARJ*

**RECEIVED**

- 3 MAR 2003

**COMMITTEE SEC.**

**8.0 RECOMMENDATION**

That the Establishment and Co-ordination Committee consider and appoint one of the following candidates:

1. Mr Chris Chapman  
redacted



to the position of Manager, Development Assessment, within Council's Executive Service, with a contract and salary to be negotiated.

**9.0 DIVISIONAL MANAGER**



Margaret Crawford  
**DIVISIONAL MANAGER**  
**CUSTOMER AND COMMUNITY SERVICES**

10 YEAR PUBLICATION RELEASE SCHEME

OFFICE OF THE LORD MAYOR AND CHIEF EXECUTIVE

(OFFICE OF THE CHIEF EXECUTIVE)

1.0 FILE NUMBER: (4)12/51/1(P6)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

*Monthly Report - Delegation of Authority to Travel -  
October 2002*

3.0 ISSUE/PURPOSE

Provision of relevant monthly travel report.

**APPROVED**

3 MAR

4.0 PROPONENT

Noel K Faulkner  
Divisional Manager City Business

LORD MAYOR

5.0 SUBMISSION PREPARED BY

Jaylene Farrell  
Travel Co-Ordinator, City Shared Services, ext. 72056

**RECEIVED**

3 MAR 2003

6.0 DATE

24 February 2003

COMMITTEE SECTION

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL?

For information purposes

8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION  
REQUIRED UNDER AN ACT OR ORDINANCE?

No.

**ACTION TAKEN**

3 MAR 2003

TOWN CLERK

*file to TCSS*

10 YEAR PUBLIC ACCESS SCHEME

**9.0 RECOMMENDATION**

That the Establishment and Co-ordination Committee note the information submitted on approved travel for October 2002.

**10.0 DIVISIONAL MANAGER**

Noel K Faulkner  
Divisional Manager  
City Business

I Recommend Accordingly



.....  
CHIEF EXECUTIVE OFFICER

10 BC CO PUBLIC RELEASE SCHEME

## 11.0 BACKGROUND

In pursuance of the request for information on a monthly basis of travel approved under delegation, reports are enclosed for October 2002, for each Unit of Administration (showing travel actually undertaken during that month).

Attachment "A" shows details associated with travel undertaken in October which is not covered by the Travel Policy (being essentially travel by job applicants to attend interviews).

In summary, the position is as follows:

		October
<i>Non-Commercial Operations</i>		
a)	International Travel	
	(i) Number of Bookings	1
	(ii) Airfares	\$ 0.00
b)	Domestic Travel	
	(i) Number of Bookings	59
	(ii) Airfares	\$22,630.52
c)	Accommodation and Allowances Costs	\$19,216.33
d)	Registration Fees for Conferences	\$35,663.70
e)	Other Costs e.g. hire car	\$ 3,601.82

**TOTAL**

**\$81,112.37**

**Commercial Operations**

g)	International Travel		
	(i) Number of Bookings	1	
	(ii) Airfares		\$0.00
h)	Domestic Travel		
	(i) Number of Bookings	0	
	(ii) Airfares		\$0.00
i)	Accommodation and Allowances Costs		\$0.00
j)	Registration Fees for Conferences		\$0.00
k)	Other Costs e.g. hire car		\$0.00
	<b>TOTAL</b>		<b>\$0.00</b>
m)	Cost of air-fares, accommodation and taxis as detailed in Attachment A		\$ 8,417.51

**12.0 CONSULTATION**

Liaison with Officers undertaking travel and Divisional Travel Officers.

**13.0 IMPLICATIONS OF PROPOSAL**

Nil

**14.0 CORPORATE PLAN IMPACT**

Nil



**15.0 CUSTOMER IMPACT**

Nil

**16.0 ENVIRONMENTAL IMPACT**

Nil

**17.0 POLICY IMPACT**

In line with Council policy.

**18.0 FUNDING IMPACT**

Expenses incurred through Divisional Travel Votes.

**19.0 HUMAN RESOURCE IMPACT**

Not applicable.

**20.0 URGENCY**

In the normal course of business.

**21.0 PUBLICITY/MARKETING STRATEGY**

At the discretion of the Lord Mayor.

**22.0 OPTIONS**

- (1) That E&C note the information submitted on approved Travel for October 2002.
- (2) Not approve the recommendation.

**Option (1) is the preferred option.**

**E&C RESULTS – 10 MARCH 2002**

SUB NO.	FILE NO.	DIV	TITLE	Y-N HELD
10/03-1B M	24/1-B/2002(2) 10 MAR 2003 SHRCON3	HR&SM	Residential Accommodation for 3 <sup>rd</sup> "Leadership in Action" Middle Manager Development Program	YES
10/03-1I M	24/1-I/2003(1) 10 MAR 2003 PACIO	iDivision	iDivision Management Team Residential Forum – Budget Review and Balanced Scorecard Development	YES
10/03-1K R	394/35/0 10 MAR 2003	Urban Management	Declaration of service areas and service providers for retail water services.	YES
10/03-1L M	240/7-2002/2003 10 MAR 2003 PAMCEO	OLMCEO	Contracts to Provide Professional Services - Report for January 2003	YES
10/03-2L M	10 MAR 2003 CFO.	OLMCEO	Renewal of Executive Service Contract	YES
10/03-1N	364/6/35	CED	Water Use Reduction and Assistance Plan for Sporting Organisations leasing Council controlled land	HELD
10/03-2N M	392/59-2002/2003 10 MAR 2003 SPORP	CED	Grant for the 2003 17U/19U Netball National Championships	YES
10/03-3N M	392/40(2058) 10 MAR 2003 CHAZ	CED	Funding for a free performance at the Riverstage by the Australian Ballet	YES
10/03-4N M	24/1-N(2) 10 MAR 2003 MED	CED	Overseas Travel – International Business Development Conference, Montreal, Canada – Senior Program Officer, Economic Development	YES

**PRESENT**

- J G SOORLEY
- K O T QUINN
- D B HINCHCLIFFE
- S L HUMPHREYS
- J H CAMPBELL
- M A HAYES
- K M REA

M - Indicates an E&C Committee decision (or minute item), which is included in this document.  
 R - Indicates an E&C Committee recommendation to full Council. Details can be accessed through the Council Minutes, which are available for inspection on Level 2 of the Brisbane Square Library, 266 George Street, Brisbane.

1.0 FILE NUMBER : 24/1- B/2002(2)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Residential Accommodation for the third 'Leadership in Action' Middle Manager Development Program.

3.0 ISSUE/PURPOSE

The purpose of this submission is to seek E&C approval for the residential venue to be used for the third BCC 'Leadership in Action' Middle Manager Development Program.

4.0 PROPONENT

Phil Minns, Divisional Manager, Human Resources & Strategic Management Division.

5.0 SUBMISSION PREPARED BY

Trevor Baker-Finch, Senior Consultant, HR Services, SHRCON3 X3709

6.0 DATE

5 March 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C approval.

8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION REQUIRED UNDER AN ACT OR LOCAL LAW?

No

9.0 RECOMMENDATION

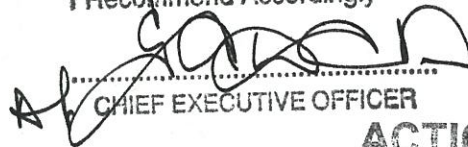
That E&C grant approval for the Clear Mountain Conference Centre to be the residential venue for the third BCC 'Leadership in Action' Middle Manager Development Program, from 31 March 2003 to 4 April 2003, at a total estimated cost of \$18,176.00.

10.0 DIVISIONAL MANAGER



Phil Minns  
Divisional Manager  
Human Resources & Strategic Management

I Recommend Accordingly

  
CHIEF EXECUTIVE OFFICER

**ACTION TAKEN**

RECEIVED 10 MAR 2003

10 MAR 2003 TOWN CLERK  
file to SHRCON3

COMMITTEE SECTION

**APPROVED**  
10 MAR 2003  
Lord Mayor



10 BCC PUBLICATION RELEASE SCHEME

## 11.0 BACKGROUND

The "Leadership in Action" Program in BCC is designed for Bands 6 to 8, senior middle managers or those making the transition from skilled professional to leadership. It is targeted specifically around the development needs of the participant and allows them to practice new skills through working on a strategic workplace project.

The programs consist of pre-program work including meetings between each participant and their manager and a joint interview between participant, manager and facilitator to identify developmental learning needs and establish learning contracts. The facilitators for the program are Elizabeth Synnot and Peter Howie, principals of the consulting firm Macquarie House.

The development project and program are completed over a 10 month timeframe. Key elements of the program are outlined below:

- The initial five-day residential program is followed in six months by a non-residential three-day program and later by a one day final session where participants deliver formal presentations on projects.
- During the program participants are encouraged to develop network groups to create ongoing learning opportunities, both individually and as a team.
- There is a focus on managing self while effectively leading others, especially in times of transition or change. The program also builds on existing knowledge of leadership models and provides processes to enhance working relationships for improved business outcomes.

The first BCC "Leadership in Action" (LIA) Program was piloted from July 2001 and 25 participants completed the program in August 2002. Program evaluations were provided to the Learning Council at each stage of the program. On the basis of overall positive evaluation and feedback, the continuation of the program was approved and program monitoring processes were implemented.

A follow-up evaluation was undertaken with participants of LIA Program 1. There were 18 respondents out of 25. The overall average of the ratings was 8.7 out of 10. Participants of LIA Program 1 reported a high level of impact on the development of their leadership capabilities as a result of participation. Over 90% of participants indicated they had an improved ability to build good working relationships and improved ability to work strategically. More than 85% of respondents indicated they now have an improved leadership style and ability to communicate with influence. About 80% of respondents indicated improved personal drive and integrity and improved ability to achieve results. Further data gathering evaluation activities are planned for BCC LIA programs.

The second LIA program began in August 2002. The 3 day non-residential component of this program will take place from 18-20<sup>th</sup> March 2003 at St. Lucia Golf Links. The final presentation day of the program is likely to be scheduled for May 2003.

12.0 The leadership and management development programs being offered allow current and future leaders the opportunity to develop and enhance their capability, and to collaborate across Council. Collaborative leadership is a quality that will be fundamental to building our relationships with people outside Council, particularly in south East Queensland – Council's key stakeholders, customers and the community.

### 11.1 ROLE OF LEARNING COUNCIL

The Learning Council (chaired by Phil Minns/DMGRB) approved the design of the program to include the residential component - as it is an integral element of the program design, allowing for processes which include the evening meal and a following session on each of the four nights. The processes support the establishment of a strong learning community and shared vision by the participants.

The purpose of the Learning Council is to guide strategic learning and development at the corporate level; to champion life-long learning, and to advise EMT and HR Council about learning and development matters. Members of the Learning Council comprise up to three Divisional Managers and a total of eight SES/SOS Officers from across Council.

The Learning Council has endorsed running this program for a third time. The current program of 26 participants will be graduating in May. The Learning Council monitors feedback from the program and recommendations on changes and/or adaptations are provided to the facilitators. Additionally, long term evaluation processes are in place to monitor the effectiveness of the programs.

### 11.2 RESIDENTIAL COMPONENTS OF PROGRAMS

The venue for the residential is required to accommodate 25 participants and 2 facilitators. A number of venues have been investigated for the purpose of hosting the residential component of the program and Attachment A shows the comparative costs of these venues.

Clear Mountain Conference Centre offers excellent facilities and good value for money. The two large conference rooms are at the disposal of the facilitators and participants for the duration of the conference. Special dining arrangements have been made to allow for a series of speeches, which are a component of the evening meals, to be delivered without intrusion. The facilitators have used this venue for a previous BCC program and found the arrangements to be satisfactory.

redacted

This reflects the savings gained by avoiding commissions generally paid by Clear Mountain Conference Centre to Professional Conference Organisers.

## 12.0 CONSULTATION

- Learning Council
- Divisional Management Team

All are in agreement with the proposed recommendation.

## 13.0 IMPLICATIONS OF PROPOSAL

The benefit achieved from short residential components of the Leadership in Action Program, affords the best mechanism to develop a learning community to ensure participants are established in strong support networks. The program design allows for processes and learning to continue during the evening meal and during the session following the meal each night.

## 14.0 CORPORATE PLAN IMPACT

**Program 11** Organisational Capability:

**11.3** Capable Workforce

**Strategy 11.3.1** Right shape, skills & behaviours

**Service 11.3.1.2**

Capability development & reshaping our workforce

**Sub-Service** Leadership Program

## 15.0 CUSTOMER IMPACT

Nil

## 16.0 ENVIRONMENTAL IMPACT

Nil.

## 17.0 POLICY IMPACT

Nil

## 18.0 FINANCIAL IMPACT

The program runs on a cost recovery basis (\$3800 per participant) with each Division funding the participation of its own officers. Divisions will pay the cost for their participants to attend programs and this revenue will be used to pay for all costs associated with the program.

## 19.0 HUMAN RESOURCES IMPACT

Staffing levels and decision making will be undertaken utilising existing resources.

## 20.0 URGENCY

In the normal course of business however, the venue requires confirmation of booking as early as possible.

## 21.0 PUBLICITY/MARKETING STRATEGY

Internal promotion via HR Managers, Strategic Change Co-ordinators & Business Services Manager as well as Learning Zone listing.

## 22.0 OPTIONS

1. Approve the recommendation that Clear Mountain Conference Centre be selected as the venue for the residential component of the Leadership in Action program.
2. Approve the recommendation in principle, with amendment/further work to be undertaken.
3. Not approve the recommendation.

**Option 1 is the preferred option**

10 YEAR PUBLICATION RELEASE SCHEME

10/03-11

1.0 FILE NUMBER: 24/1-I/2003(1)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

iDivision Management Team Residential Forum - Budget review and Balanced Scorecard Development.

3.0 ISSUE/PURPOSE

The purpose of this submission is to seek E&C approval for the iDivision Management Team to attend a residential forum from 10 to 11 April 2003.

4.0 PROPONENT

Alan Hesketh, Chief Information Officer, iDivision  
Phone: 07 3403 6806

5.0 SUBMISSION PREPARED BY

Heather Philp, Executive Assistant to the CIO, iDivision  
Phone: 07 3403 6791

**APPROVED**  
10 MAR 2003

Lord Mayor

*[Handwritten signatures and initials]*

6.0 DATE

5 March 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E & C Approval

8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION REQUIRED UNDER AN ACT OR ORDINANCE?

No

9.0 RECOMMENDATION

That E&C grant approval for the iDivision Management Team residential forum to be held from the 10 to 11 April 2003 at Novotel Twin Waters Resort, at a cost of approximately \$4000.00.

I Recommend Accordingly

10.0 DIVISIONAL MANAGER

*[Handwritten signature of Alan Hesketh]*

*[Handwritten signature]*  
CHIEF EXECUTIVE OFFICER

Alan Hesketh  
CHIEF INFORMATION OFFICER

**RECEIVED**

10 MAR 2003

**RESOLUTION TAKEN COMMITTEE**

10 MAR 2003

TOWN CLERK  
file to PAC 20

10 YEAR PUBLIC INFORMATION SCHEME



## 11.0 BACKGROUND

As part of the budget development and business planning process, iDivision's management team attend a workshop to review the budget process and develop budget, balanced scorecard and business planning priorities for the next 6 - 12 months.

The content of the workshop is:

1. *Review the process for the 03-04 budget delivery.*  
Review the process used for the preparation of the 2003-04 budget and refine and improve the process for the 2004-05 delivery.
2. *Develop the 2003-04 divisional balanced scorecard and KPIs.*  
Review the excellent work already done on the 2003 iDivision balanced scorecard and ensure it is consistent and addresses the needs of the Council in relation to 2010.
3. *Set business planning priorities.*  
Priorities to be set for the division as a whole which will be cascaded down to all staff.

This iDivision offsite workshop is proposed to be held on 10-11 April 2003 at a total cost of approximately \$4000.00 at the Novotel Twin Waters Resort.

Twelve people will be attending the workshop. Those involved are the Divisional Leadership Team, (8 branch leaders, CIO and Executive Assistant), Councillor John Campbell and the facilitator for this forum.

## 12.0 CONSULTATION

Chief Executive Officer  
Councillor John Campbell

All are in agreement with the recommendation.

## 13.0 IMPLICATIONS OF PROPOSAL

The Divisional Management Team will have an opportunity to further the division and determine priorities for the next 6-12 months.

## 14.0 CORPORATE PLAN IMPACT

It will enhance the work already done in the Division which is critical for delivery of the Programs and Corporate Plan targets.

## 15.0 CUSTOMER IMPACT

Nil

## 16.0 ENVIRONMENTAL IMPACT

Nil

## 17.0 POLICY IMPACT

Nil

## 18.0 FINANCIAL IMPACT

Three venues were asked to quote on this residential – Alexandra Beach Resort, Breakfree Resort, Caloundra and Novotel Twin Waters Resort.

	Alexandra Beach Resort	Breakfree Resort	Novotel Twin Waters Resort
Accommodation Package	redacted		\$1596.00
Meal Package	redacted		\$1152.00
Additional meals, room hire and use of facilities (Estimate)	redacted		\$1236.00
<b>Total</b>	redacted		<b>\$3984.00</b>

Novotel Twin Waters Resort is the most cost effective option and is considered the more appropriate venue because of the proximity to Brisbane.

Funding is available in the 2002-03 in account number 1 24 3500 106 000 000 633 000 00

## 19.0 HUMAN RESOURCE IMPACT

The divisional management team will be absent from their offices from Thursday 10 April to Friday 11 April 2003. Management may still be contacted at the Novotel Twin Waters Resort.

## 20.0 URGENCY

Urgent, as written confirmation is required by the venue as soon as possible.

## 21.0 PUBLICITY/MARKETING

N/A

## 22.0 OPTIONS

- (1) That E&C approve the recommendation.
- (2) That E&C not approve the recommendation.

**Option (1) is the preferred option.**

10/03-1L

1.0 FILE NUMBER: 240/7-2002/2003

**SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE**

2.0 TITLE

Contracts to Provide Professional Services - Report for January, 2003.

3.0 ISSUE / PURPOSE

The purpose of this submission is to advise E&C of the consultancies commissioned in January, 2003.

4.0 PROPONENT

Jude Munro  
Chief Executive Officer

5.0 SUBMISSION PREPARED BY

Renae Philipson, PAMCEO  
Extension 36486  
Office of the Chief Executive Officer

**APPROVED**

10 MAR

Lord Mayor

*[Handwritten signatures and initials]*

6.0 DATE

26<sup>th</sup> February 2003

7.0 FOR E & C APPROVAL OR RECOMMENDATION TO COUNCIL?

For E&C approval.

8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION REQUIRED UNDER AN ACT OR ORDINANCE?

No.

9.0 RECOMMENDATION

That E&C note the report for the consultancies commissioned during the month of January, 2003 as attached.

10.0

*[Handwritten signature]*

Jude Munro  
CHIEF EXECUTIVE OFFICER

**RECEIVED**

10 MAR 2003

COMMITTEE SECTION

**ACTION TAKEN**

10 MAR 2003

TOWN CLERK  
FG to PAMCEO

**11.0 BACKGROUND**

Council Resolution 1,564/1990/91 requires that a report listing consultancies be submitted to the Establishment & Co-ordination Committee at least quarterly. Reports detailing consultancy commitments of \$2,924,127.90 during the month of January, 2003 are attached.

**12.0 CONSULTATION**

N/A

**13.0 IMPLICATIONS OF PROPOSAL**

N/A

**14.0 CORPORATE PLAN IMPACT**

Consultants are employed to assist Divisions attain relevant goals under the Themes contained in the Corporate Plan.

**15.0 CUSTOMER IMPACT**

As addressed by Divisions.

**16.0 ENVIRONMENTAL IMPACT**

N/A

**17.0 POLICY IMPACT**

Compliance with reporting request.

**18.0 FUNDING IMPACT**

Expenses incurred through Divisional Consultancy Accounts.

**19.0 HUMAN RESOURCE IMPACT**

N/A

**20.0 URGENCY**

Normal course of business.

**21.0 PUBLICITY / MARKETING STRATEGY**

N/A

**22.0 OPTIONS**

N/A

1.0 FILE NUMBER: 99-48810(A1)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Renewal of Executive Service Contract for Frank Riley, Manager City Assets.

3.0 ISSUE/PURPOSE

To approve the renewal of Executive Service Contract for Frank Riley, Manager City Assets.

4.0 PROPONENT

Jude Munro, Chief Executive Officer

5.0 SUBMISSION PREPARED BY

Helen Gluer, Chief Financial Officer.

6.0 DATE

5 March, 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For Establishment and Co-ordination Committee approval.

8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION REQUIRED UNDER AN ACT OR ORDINANCE?

N/A

9.0 RECOMMENDATION

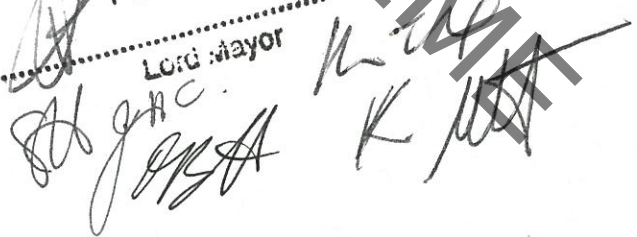
That Frank Riley be re-appointed to the position of Manager City Assets for a period of 5 years.

10.0   
Jude Munro  
CHIEF EXECUTIVE OFFICER

**APPROVED**

10 MAR 2003

Lord Mayor



**ACTION TAKEN**

10 MAR 2003

TOWN CLERK

fu to CFO

**RECEIVED**

10 MAR 2003

COMMITTEE SECTION

## 11.0 BACKGROUND

Frank Riley was appointed to the position of Manager City Assets, City Governance Division.

Frank has been performing well in this role and it is proposed to re-appoint him to the position of Manager City Assets, City Governance Division for a period of 5 years.

## 12.0 CONSULTATION

Lord Mayor

## 13.0 IMPLICATIONS OF PROPOSAL

Nil

## 14.0 CORPORATE PLAN IMPACT

Nil

## 15.0 CUSTOMER IMPACT

Nil

## 16.0 ENVIRONMENTAL IMPACT

Nil

## 17.0 POLICY IMPACT

Nil

## 18.0 FINANCIAL IMPACT

Nil

## 19.0 HUMAN RESOURCE IMPACT

Nil

## 20.0 URGENCY

In the normal course of business.

## 21.0 PUBLICITY/MARKETING

At the discretion of the Lord Mayor.

## 22.0 OPTIONS

1. Approve the recommendation.
2. Not approve the recommendation.

Option 1 is the preferred option.

1.0 FILE NUMBER: 392/59-2002/2003

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Financial support/sponsorship of the 17U/19U Netball National Championships

3.0 ISSUE/PURPOSE

To consider a sponsorship request from Netball Queensland to waive the hire fees for the Hibiscus Netball Centre. The event is the 2003 17U/19U National Championships, 22-27 April 2003.

4.0 PROPONENT

Sandra Lynn, A/Divisional Manager, Community and Economic Development

5.0 SUBMISSION PREPARED BY

Margaret Jacobson, Principal Program Officer Sport & Recreation, Community & Economic Development, x 34712

6.0 DATE

3 March, 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C approval

APPROVED  
10 MAR 2003  
Lord Mayor  
gHC

8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION REQUIRED UNDER AN ACT OR ORDINANCE?

N/A

RECEIVED  
10 MAR 2003  
COMMITTEE SECTION

9.0 RECOMMENDATION

It is recommended that E&C

1. Approve the sponsorship by Council of three State Netball events in Brisbane in 2003 and
2. Approve this sponsorship be provided through covering the venue hire fees for Hibiscus Sports Complex to a maximum of \$19,100.00.

**ACTION TAKEN**

10 MAR 2003

TOWN CLERK  
file to SPORT

10.0 DIVISIONAL MANAGER

*Alan Rogers*  
Alan Rogers  
Manager

*Sandra Lynn*  
Sandra Lynn  
A/Divisional Manager

COMMUNITY & LIFESTYLE

COMMUNITY & ECONOMIC DEVELOPMENT

I Recommend Accordingly

*[Signature]*  
CHIEF EXECUTIVE OFFICER

## 11.0 BACKGROUND

Council has received a sponsorship proposal (Attachment A) from Netball Qld containing information on three netball events to be held in Brisbane in 2003. Sponsorship of these events is requested.

Following a meeting with the CEO of Netball Queensland, the sponsorship format is now recommended to be Council sponsorship recognised for all three events for the cost of the venue hire (Hibiscus Sports Complex) for one event – the 17U/19U National Netball Championships.

The proposal contains information highlighting the economic benefit (estimating a minimum injection of \$643,130 into the local economy) to the City from hosting these events:

- 2003 17U/19U National Netball Championships, at Hibiscus Sports Complex, April 22-27, 2003 - \$190,950.00
- 2003 State Championships, at Macgregor Netball Association, 28 & 29 June 2003 - \$83,660.00
- 2003 State Age Championships, at Western Districts Netball Association (Graceville), 3-5 May 2003 - \$368,520.00.

In return for the sponsorship, Netball Qld is offering Council:

- Support sponsor recognition for all three events. The association will be producing media releases, fliers, newsletters, nomination packs, venue signage – the BCC logo and recognition of Council's support will be included in all instances.
- Recognition of Council's support/sponsorship on the Netball Qld web-site.
- Sponsor recognition at all Brisbane district netball competitions in 2003.

## 12.0 CONSULTATION

Cr David Hinchliffe, Chairperson Community Policy Committee

Cr John Campbell, Chairperson City Businesses Committee

Colin Maxfield, Manager City Venues, City Business

Tim Flood, Operations Manager, Hibiscus Sports Complex, City Business

Jim Brabon, Senior Program Officer Community Infrastructure, Community & Economic Development

Lyn Trinder, Program Officer Community Partnership, Community & Economic Development

Rod James, Financial Coordinator, Community & Economic Development

All consulted are in agreement with the recommendation.

## 13.0 IMPLICATIONS OF PROPOSAL

The CSO payment for City Venues from CED will be increased (in 2002/03 only) up to a maximum of \$19,100.00 to account for the loss in revenue to the venue brought about by the sponsorship of these events by this method.

Recognition given to Council through supporting significant sport events in the City.



## 14.0 CORPORATE PLAN IMPACT

Active & Healthy City – working with community organisations to provide quality sport & recreation activities.

4.3 Sport, recreation and leisure activities

4.3.1 Improving health & life of communities

4.3.1.3 Policy, research and organisational support

## 15.0 CUSTOMER IMPACT

Reduced pool of funds to distribute in second round of Active Brisbane City Grants. Support for significant sport for women in the City.

## 16.0 ENVIRONMENTAL IMPACT

N/A

## 17.0 POLICY IMPACT

Active & Healthy City – working with community organisations to provide quality sport & recreation activities

## 18.0 FINANCIAL IMPACT

\$19,100 be allocated from Active Brisbane City Grants Scheme.  
Account code: 1.03.1659.067.000.000.733.000.00.

## 19.0 HUMAN RESOURCE IMPACT

Nil.

## 20.0 URGENCY

In the normal course of business.

## 21.0 PUBLICITY/MARKETING STRATEGY

The publicity and marketing of the events is the responsibility of Netball Queensland. A condition of providing this sponsorship will be the use of authorised BCC logo and by-line. Additional publicity is at the discretion of the Lord Mayor.

## 22.0 OPTIONS

1. That E&C approve the recommendation.
2. That E&C does not approve the recommendation.

Option 1 is the preferred and recommended option.

10/03-3 N

SUBMISSION NUMBER

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

1.0 FILE NUMBER 392/40(2058)

2.0 TITLE

Funding for a free performance at the Riverstage by the Australian Ballet.

3.0 ISSUE/PURPOSE

The purpose of this submission is to seek approval for funding of \$60,000 to assist the production of a free public performance at the Riverstage of the Australian Ballet in May 2003.

4.0 PROPONENT

Sandra Lynn, A/Divisional Manager, Community and Economic Development Division

5.0 SUBMISSION PREPARED BY

Athol Young, Special Events Manager  
Community Development Services  
Telephone: 3403 9186

6.0 DATE

3 March 2003

7.0 FOR COMMITTEE APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C approval.

8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION REQUIRED UNDER AN ACT OR LOCAL LAW

No.

**ACTION TAKEN**

10 MAR 2003

TOWN CLERK

file to CHPCZ

**APPROVED**  
10 MAR 2003  
Lord Mayor

10 BEC EAR PUBLICATIO RELEASED TO SCHEME

9.0

**RECOMMENDATION**

It is recommended that Civic Cabinet approve:

1. the allocation of \$60 000 to support a free public performance in May at the Riverstage by the Australian Ballet;
2. the event being presented as a Lord Mayoral Gala Performance.

10.0

**DIVISIONAL MANAGER**

*Alan Rogers*

Alan Rogers  
MANAGER  
COMMUNITY AND LIFESTYLE

*Sandra Lynn 4/3*

Sandra Lynn  
A/DIVISIONAL MANAGER  
COMMUNITY AND ECONOMIC DEVELOPMENT

I Recommend Accordingly

*[Signature]*  
.....  
CHIEF EXECUTIVE OFFICER

RECEIVED

10 MAR 2003

COMMITTEE SECTION

10 YEAR PUBLIC RELEASE ON SCHEME

## 11.0 BACKGROUND

In 2001 The Australian Ballet approached Council to assist with the venue and production costs of presenting a full performance of *Giselle*. This event attracted an overflow crowd to the Riverstage with approximately 3,000 people being turned away as the venue was at capacity.

The success of this presentation prompted the Ballet (and the major sponsor of their touring program, Telstra,) to ask Council to look at the development of a long term strategic arrangement which would provide a joint presentation of a free performance in Brisbane every two years.

The Ballet has had to bring forward its 2003 Brisbane season from October to May due to its international touring commitments.

### 2003 Program

The Ballet will present a series of excerpts from its traditional and contemporary repertoire.

### Council Recognition

- Brisbane City Council will present the performance as a Lord Mayoral Gala Performance.
- Council will be recognised as the Presenter of the event in all of the Australian Ballet's publicity and marketing material.
- Additionally Council will be acknowledged as the event Presenter in all event-related material produced by Telstra, the major sponsor of the Australian Ballet.
- City Entertainment Program brochures will promote the event as a Lord Mayoral Gala Performance in 17,500 brochures.
- The Australian Ballet will mount an advertising campaign in the mainstream media promoting the event and acknowledging Council as the Presenter.
- The Lord Mayor will be invited to introduce the Production on the night.
- Council will be recognised in all signage at the venue.

### Outcomes for Council

- A high quality free performance for the people of Brisbane by one of the nation's leading international arts companies.
- The development of a long-term mutually beneficial strategic relationship between Council and the Australian Ballet begun in 2001.
- Council would recoup part of its contribution as Fees and Charges for use of the Riverstage.

## 12.0 CONSULTATION

Jim Soorley – Lord Mayor

Councillor David Hinchliffe - Chair Community Policy Committee

All of the above are in agreement with the recommendation.

### 13.0 IMPLICATIONS OF PROPOSAL

The free performance by the Australian Ballet will attract 10,000 people to the Riverstage.

### 14.0 CORPORATE PLAN IMPACT

The Australian Ballet performance will be one of the highlights of the 2003 City Entertainment program and will serve as an inspiration to many young Brisbane artists. As a high profile partnership with one of Australia's leading arts companies it showcases Brisbane as a Creative City.

### 15.0 CUSTOMER IMPACT

The Australian Ballet performance will attract a large audience from across Brisbane, South East Queensland and Northern NSW.

### 16.0 ENVIRONMENTAL IMPACT

Nil

### 17.0 POLICY IMPACT

The event links to Council's new Creative City strategy.

### 18.0 FINANACIAL IMPACT

\$60 000 is available from the "Enhanced Festivals Budget"  
Vote Code: 103.1658.063.000.000.659.000.00

The funding is sought to meet the venue costs of the Riverstage and to assist with some of the Production costs associated with the presentation of this major performance at this venue – additional toilets, security, development of a traffic management plan and assistance with the provision of lighting and sound.

### 19.0 HUMAN RESOURCE IMPACT

Nil.

### 20.0 URGENCY

In the normal course of business.

## 21.0 PUBLICITY/MARKETING STRATEGY

By providing funding to this event Council will be able to achieve a high media profile for its support of an exceptionally high quality, nationally significant performance. The Australian Ballet will develop a professional marketing campaign to South East Queensland and Northern NSW.

The event will be billed and promoted as "The Lord Mayor and Telstra present a free performance by The Australian Ballet". The Council logo will appear on all publicity and marketing material and at the venue. The Lord Mayor will introduce the performance.

## 22.0 OPTIONS

Option 1: Approve the recommendation.

Option 2: Not approve any allocation to the Event.

**Option 1 is the preferred and recommended option.**

10 BCC YEAR 7 PUBLIC RELEASE SCHEME

1.0 FILE NUMBER:

24/1-N(2)

10/03-4 N

2.0 TITLE

International Business Development Conference -Montreal 2003.

3.0 ISSUE/PURPOSE

To approve attendance of the Senior Program Officer Economic Development at the international economic development conference in Montreal Canada.

4.0 PROPONENT

Sandra Lynn, A/g Divisional Manager, Community and Economic Development.

5.0 SUBMISSION PREPARED BY

Julie Harris, Manager Economic Development.

ACTION TAKEN

10 MAR 2003

6.0 DATE

03 March 2003

TOWN CLERK

fu to MED

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

E&C Approval

8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION REQUIRED UNDER AN ACT OR LOCAL LAW?

No

9.0 RECOMMENDATION

It is recommended that E&C grant approval for the Senior Program Officer Economic Development to attend the International Business Development Conference being held in Montreal from 4-6 June 2003, at a total estimated cost of \$1350.

10.0 DIVISIONAL MANAGER

APPROVED  
Lord Mayor  
[Signatures]

I Recommend According to  
[Signature]  
CHIEF EXECUTIVE OFFICER

RECEIVED

10 MAR 2003

COMMITTEE SECTION

Julie Harris  
Manager Economic Development

COMMUNITY & ECONOMIC DEVELOPMENT

Sandra Lynn  
A/g Divisional Manager

COMMUNITY & ECONOMIC DEVELOPMENT

10 YEAR REPLICATION APPROVED

## 11.0 BACKGROUND

redacted the International Economic Development Council (IEDC) is holding its international economic development conference called *Thinking globally, acting locally*. For the first time, IEDC will bring together global partners and competitors to document who has been successful in the global economic development arena, and why. Co-sponsored by Montreal International and the OECD this conference will provide economic development practitioners with the critical knowledge needed for operating in today's global business environment. Noted experts from around the world will participate in plenary sessions providing up to date regional perspective's on Europe and the European Union, North America and NAFTA, and the Pacific Rim.

### Program Includes

- Developing International Commerce at the Local Level
- Universities and Economic Development
- Regional Cluster Development
- Economic Development Finance
- Trade Agreement's Impact on Local Communities – Lessons Learned
- Organisational Development
- Technology Parks
- Impact of Ports/Airports
- Collaborations and Alliances – Crossing International Borders
- Does Location Matter?
- E-Commerce
- Workforce Development, Learning From One Another

As there is a strong linkage to Council's Economic Development program, the reimbursement for the economic development congress as part of the officer's ongoing professional development is supported. The cost is estimated to cost \$1350. The officer will be paying for all his own travel arrangements redacted (excluding the conference dates). Congress details at: <http://www.iedconline.org/InternationalCongress/index.html>.

## 12.0 CONSULTATION

Pauline Peel, Divisional Manager, Community and Economic Development, has been consulted and is in agreement with the recommendation.

## 13.0 IMPLICATIONS OF PROPOSAL

Supports the ongoing professional development of a senior staff member and provides international knowledge applicable to Council's economic development program.

## 14.0 CORPORATE PLAN IMPACT

The proposal contributes to the knowledge to support the achievement of Corporate Plan objectives in the areas of Regional and World City, Creative Industries and Smart and Prosperous.



## 15.0 CUSTOMER IMPACT

The proposal contributes to the knowledge to support Council's industry clients as part of the BrisIndustry program.

## 16.0 ENVIRONMENTAL IMPACT

Nil

## 17.0 POLICY IMPACT

Nil

## 18.0 FINANCIAL IMPACT

The total estimated costs are:-

Conference fees –	US\$695 (estimated A\$1200)
Allowance -	A\$150
Total	A\$1350

Funds are available from Account Code CE10 1000

## 19.0 HUMAN RESOURCE IMPACT

Supports the professional developments needs of a senior staff member.

## 20.0 URGENCY

In the normal course of business

## 21.0 PUBLICITY/MARKETING STRATEGY

Nil

## 22.0 OPTIONS

1. That E&C approve the recommendation.
2. That E&C does not approve the recommendation.

Option 1 is the preferred and recommended option.

**E&C RESULTS – 17 MARCH 2002**

SUB NO.	FILE NO.	DIV	TITLE	Y-N HELD
17/03-1F <i>R</i>	243/50-46/99/2000(A2) <b>17 MAR 2003</b>	City Governance	Re-allocation of Electronic Funds Transfer banking limits and delegate authority for allowing changes in sub-limits.	YES
17/03-1K <i>M</i>	24/1-K2003(3) <sup>SPMUT</sup> <b>17 MAR 2003</b>	Urban Management	Overseas travel – Principal, Urban Transport to attend Asia CNG Forum 2003, Bangkok, Thailand – 28-29 April 2003.	YES
17/03-2K <i>R</i>	413/35/0 <b>17 MAR 2003</b>	Urban Management	Declaration of service areas and service providers for sewerage services and amendment of previous declaration.	YES
17/03-1M <i>M</i>	12/51/1(P6) <sup>TECS</sup> <b>17 MAR 2003</b>	City Business	Monthly Travel Report – November 2002.	YES
17/03-2M	12/51/1(P6)	City Business	Monthly Travel Report – December 2002.	YES
17/03-1N <i>M</i>	392/44/1-2002/2003(0) <sup>SPORP</sup> <b>17 MAR 2003</b>	CED	Redistribute funds from Active City Grant Scheme 2002/2003.	YES

PRESENT

J G SOORL

KOT QUINN

J H CAMPBELL

D B HINCHLIFFE

S L HUMPHREYS

K M REA

M A HAYES

M - Indicates an E&C Committee decision (or minute item), which is included in this document.

R - Indicates an E&C Committee recommendation to full Council. Details can be accessed through the Council Minutes, which are available for inspection on Level 2 of the Brisbane Square Library, 266 George Street, Brisbane.

USE V SCHEME

1.0 FILE NUMBER 24/1-K2003(3)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Overseas Travel - Bangkok, Thailand

3.0 ISSUE/PURPOSE

To seek approval for Mark Cridland, Principal, Urban Transport, Urban Management Division to travel to Bangkok from 28 - 29 April, 2003, to present to the Asia CNG Forum 2003 - "Australia: Brisbane's CNG Public Bus Program".

4.0 PROPONENT

Michael Kerry, Divisional Manager, Urban Management Division

5.0 SUBMISSION PREPARED BY

David Bell, Acting Principal, Urban Transport x 35055

**APPROVED**

17 MAR

*[Handwritten signatures and initials]*

6.0 DATE

12 March, 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL?

For E&C approval.

8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION REQUIRED UNDER AN ACT OR ORDINANCE?

No.

9.0 RECOMMENDATION

That approval be given for Mark Cridland, Principal Urban Transport, Urban Management Division to travel to Bangkok 28-29 April, 2003, to present to the Asia CNG Forum 2003 - "Australia: Brisbane's CNG Public Bus Program" at a cost of \$800.

**RECEIVED**

17 MAR 2003

10.0 DIVISIONAL MANAGER

*[Signature]*  
Michael Kerry  
Divisional Manager

I Recommend Accordingly

*[Signature]*  
ACTING CHIEF EXECUTIVE OFFICER

COMMITTEE SECTION

URBAN MANAGEMENT ACTION TAKEN

17 MAR 2003

TOWN CLERK

SPMUT

## 11.0 BACKGROUND

The Centre for Management Technology is organising the Asia CNG Forum 2003 and has sought Brisbane City Council's participation. The attraction of Brisbane is its standing as a Local Government authority in the Asia Pacific Region and its CNG Bus Acquisition and refuelling station program.

This two day forum covers policy changes, commercialisation potential and investment opportunities in natural gas vehicles and CNG developments in different countries in Asia. Apart from country reviews, technology on engines and CNG stations will also be covered.

With the future expansion of gas buses to northern Brisbane, this forum presents the ideal opportunity to examine the latest developments in CNG fuelling technology as well as policies and strategies for sustainable commercial applications.

H E Pongthep Thepkanjana, Minister of Energy, Thailand is giving the keynote address.

redacted

## 12.0 CONSULTATION

Michael Kerry, Divisional Manager, Urban Management  
Ken Deutscher, Manager, Transport & Traffic Branch

All are in agreement with the recommendation.

## 13.0 IMPLICATIONS OF PROPOSAL

This forum will provide a valuable insight into the application of CNG technology for public transport and showcase the work undertaken by Brisbane City Council in that regard.

## 14.0 CORPORATE PLAN IMPACT

Nil.

## 15.0 CUSTOMER IMPACT

Nil.

## 16.0 ENVIRONMENTAL IMPACT

Nil.

## 17.0 POLICY IMPACT

Nil.

## 18.0 FINANCIAL IMPACT

The total estimated cost to Council is \$800 comprising incidental expenses only (personal allowance, meals) with the forum organisers to meet all airfare and accommodation costs. Funding is available under vote number 1.04.1338.694.000.000.628.000.00.

## 19.0 HUMAN RESOURCE IMPACT

Nil.

## 20.0 URGENCY

In the normal course of business.

## 21.0 PUBLICITY / MARKETING STRATEGY

Nil.

## 22.0 OPTIONS

1. Approve the recommendation.
2. Not approve the recommendation.

Option 1 is the preferred option.

10 YEAR PUBLIC RELEASE SCHEME

OFFICE OF THE LORD MAYOR AND CHIEF EXECUTIVE

(OFFICE OF THE CHIEF EXECUTIVE)

1.0 FILE NUMBER: (4)12/51/1(P6)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Monthly Report - Delegation of Authority to Travel -  
November 2002

3.0 ISSUE/PURPOSE

Provision of relevant monthly travel report.

4.0 PROPONENT

Noel Faulkner  
DIVISIONAL MANAGER CITY BUSINESS

5.0 SUBMISSION PREPARED BY

Jaylene Farrell  
Travel Co-Ordinator, City Shared Services, ext. 72056

6.0 DATE

7 March 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL?

For information purposes


8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION  
REQUIRED UNDER AN ACT OR ORDINANCE?

No.

9.0 RECOMMENDATION

That the Establishment and Co-ordination Committee note the information submitted on  
approved travel for November 2002.

10.0 DIVISIONAL MANAGER

  
Noel K Faulkner  
Divisional Manager  
City Business

**APPROVED**

17 MAR 2003

Lord Mayor



**ACTION TAKEN**

17 MAR 2003

TOWN CLERK

TCCS

**RECEIVED**

17 MAR 2003

COMMITTEE SECTION

I Recommend Accordingly

  
ACTING CHIEF EXECUTIVE OFFICER

10 YEAR PUBLIC RELEASE SCHEDULE

### 11.0 BACKGROUND

In pursuance of the request for information on a monthly basis of travel approved under delegation, reports are enclosed for November 2002, for each Unit of Administration (showing travel actually undertaken during that month).

Attachment "A" shows details associated with travel undertaken in November which is not covered by the Travel Policy (being essentially travel by job applicants to attend interviews).

In summary, the position is as follows:

		November
<i>Non-Commercial Operations</i>		
a)	International Travel	
	(i) Number of Bookings	2
	(ii) Airfares	\$ 15,755.74
b)	Domestic Travel	
	(i) Number of Bookings	93
	(ii) Airfares	\$39,799.93
c)	Accommodation and Allowances Costs	\$46,405.08
d)	Registration Fees for Conferences	\$64,937.00
e)	Other Costs e.g. hire car	\$ 5,965.83

**TOTAL**

**\$172,863.58**

**Commercial Operations**

g)	International Travel		
	(i) Number of Bookings	0	
	(ii) Airfares		\$0.00
h)	Domestic Travel		
	(i) Number of Bookings	1	
	(ii) Airfares		\$842.61
i)	Accommodation and Allowances Costs		\$360.54
j)	Registration Fees for Conferences		\$0.00
k)	Other Costs e.g. hire car		\$100.00
	<b>TOTAL</b>		<b>\$1,303.15</b>
m)	Cost of air-fares, accommodation and taxis as detailed in Attachment A		\$ 10,201.28

**12.0 CONSULTATION**

Liaison with Officers undertaking travel and Divisional Travel Officers.

**13.0 IMPLICATIONS OF PROPOSAL**

Nil

**14.0 CORPORATE PLAN IMPACT**

Nil



**15.0 CUSTOMER IMPACT**

Nil

**16.0 ENVIRONMENTAL IMPACT**

Nil

**17.0 POLICY IMPACT**

In line with Council policy.

**18.0 FINANCIAL IMPACT**

Expenses incurred through Divisional Travel Votes.

**19.0 HUMAN RESOURCE IMPACT**

Not applicable.

**20.0 URGENCY**

In the normal course of business.

**21.0 PUBLICITY/MARKETING STRATEGY**

At the discretion of the Lord Mayor.

**22.0 OPTIONS**

- (1) That E&C note the information submitted on approved Travel for November 2002.
- (2) Not approve the recommendation.

**Option (1) is the preferred option.**

**OFFICE OF THE LORD MAYOR AND CHIEF EXECUTIVE**

(OFFICE OF THE CHIEF EXECUTIVE)

1.0 FILE NUMBER: (4)12/51/1(P6)

**SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE**

2.0 TITLE

*Monthly Report - Delegation of Authority to Travel -  
December 2002*

3.0 ISSUE/PURPOSE

Provision of relevant monthly travel report.

4.0 PROPONENT

Noel Faulkner  
DIVISIONAL MANAGER CITY BUSINESS

5.0 SUBMISSION PREPARED BY

Jaylene Farrell  
Travel Co-Ordinator, City Shared Services, ext. 72056

6.0 DATE

7 March 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL?

For information purposes

8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION  
REQUIRED UNDER AN ACT OR ORDINANCE?

No.

9.0 RECOMMENDATION

That the Establishment and Co-ordination Committee note the information submitted on  
approved travel for December 2002.

10.0 DIVISIONAL MANAGER

  
Noel K Faulkner  
Divisional Manager  
City Business

I Recommend Accordingly

  
ACTING CHIEF EXECUTIVE OFFICER

**APPROVED,**

17 MAR 2003

Lord Mayor

**RESOLUTION TAKEN**

19 MAR 2003

TOWN CLERK

file to TCCS.

**RECEIVED**

19 MAR 2003

COMMITTEE SECTION

### 11.0 BACKGROUND

In pursuance of the request for information on a monthly basis of travel approved under delegation, reports are enclosed for December 2002, for each Unit of Administration (showing travel actually undertaken during that month).

Attachment "A" shows details associated with travel undertaken in December which is not covered by the Travel Policy (being essentially travel by job applicants to attend interviews).

In summary, the position is as follows:

	December
<i>Non-Commercial Operations</i>	
a) International Travel	
(i) Number of Bookings	1
(ii) Airfares	\$ 3,664.63
b) Domestic Travel	
(i) Number of Bookings	36
(ii) Airfares	\$28,135.79
c) Accommodation and Allowances Costs	\$10,505.12
d) Registration Fees for Conferences	\$11,437.90
e) Other Costs e.g. hire car	\$2,239.66

TOTAL

\$55,983.10

**Commercial Operations**

g)	International Travel		
	(i) Number of Bookings	0	
	(ii) Airfares		\$0.00
h)	Domestic Travel		
	(i) Number of Bookings	0	
	(ii) Airfares		\$0.00
i)	Accommodation and Allowances Costs		\$0.00
j)	Registration Fees for Conferences		\$0.00
k)	Other Costs e.g. hire car		\$0.00
	<b>TOTAL</b>		<b>\$0.00</b>
m)	Cost of air-fares, accommodation and taxis as detailed in Attachment A		\$4,429.70

**12.0 CONSULTATION**

Liaison with Officers undertaking travel and Divisional Travel Officers.

**13.0 IMPLICATIONS OF PROPOSAL**

Nil

**14.0 CORPORATE PLAN IMPACT**

Nil

**15.0 CUSTOMER IMPACT**

Nil

**16.0 ENVIRONMENTAL IMPACT**

Nil

**17.0 POLICY IMPACT**

In line with Council policy.

**18.0 FINANCIAL IMPACT**

Expenses incurred through Divisional Travel Votes.

**19.0 HUMAN RESOURCE IMPACT**

Not applicable.

**20.0 URGENCY**

In the normal course of business.

**21.0 PUBLICITY/MARKETING STRATEGY**

At the discretion of the Lord Mayor.

**22.0 OPTIONS**

- (1) That E&C note the information submitted on approved Travel for December 2002.
- (2) Not approve the recommendation.

**Option (1) is the preferred option.**

1.0 FILE NUMBER:392/44/1 - 2002/2003(0)

17/03-1 N

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Redistribute funds from Active Brisbane City Grant Scheme 2002/2003.

3.0 ISSUE/PURPOSE

To seek approval to redistribute funds from the Active Brisbane City Grant Scheme - 2002/03 to undertake asbestos remediation works at a number of Council's community leased facilities as per Attachment 1.

4.0 PROPONENT

Ms Pauline Peel, Divisional Manager, Community & Economic Development (x344110)

5.0 SUBMISSION PREPARED BY

Ms Margaret Jacobson, Principal Program Officer Sport & Recreation Policy, Community and Lifestyle (x34712).

6.0 DATE

10 March 2003.

7.0 FOR ESTABLISHMENT AND COORDINATION COMMITTEE APPROVAL OR RECOMMENDATION TO COUNCIL?

For Establishment and Co-ordination Committee approval.

8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION REQUIRED UNDER AN ACT OR ORDINANCE?

No.

9.0 RECOMMENDATION

It is recommended that the Establishment and Co-ordination Committee approve the redistribution of \$150,000 of funds from the Active Brisbane City Grant Scheme -2002/03 to undertake asbestos remediation works at a number of Council's community leased facilities as per Attachment 1.

*Alan Rogers*  
Alan Rogers  
Manager  
COMMUNITY AND LIFESTYLE

*T.M. Peel*  
Pauline Peel  
Divisional Manager  
COMMUNITY & ECONOMIC DEVELOPMENT

I Recommend Accordingly  
*[Signature]*  
ACTING CHIEF EXECUTIVE OFFICER

**APPROVED**

17 MAR 2003

Lord Mayor

**ACTION TAKEN**

17 MAR 2003

TOWN CLERK  
SPORT

**RECEIVED**

17 MAR 2003

COMMITTEE SECTION

## 11.0 BACKGROUND

The Workplace Health & Safety Act 1995 - On-site management of asbestos materials required hazardous material (asbestos) audits to be undertaken by building owners by November 2002.

Under this legislation Community and Economic Development, as asset custodian, is required to ascertain if its assets contain any "hazardous" materials. For those containing asbestos, the Act requires that an Asbestos Materials Register (council already has one in place) be maintained and made available to the occupants and any other persons entering the building to perform work. The asset custodian is also required to have policies and procedures in place to control the risk of exposure to asbestos. This enables the asset custodian to identify potential hazardous materials which require immediate removal / special consideration in future building management and/or refurbishment plans.

In May 2002 Council undertook condition assessments & hazardous material audits on 100 of its leased community facilities. These audits identified that a number of Council's community buildings contained asbestos that required attention under the provisions of the Act. Four categories of risk were identified from the audit - from no risk/no asbestos to extreme risk/immediate action required. Council has already addressed the one site identified as extreme risk with immediate action undertaken (Maritime Museum - \$49,000). It is estimated that approximately \$150,000 is required to remediate those remaining sites identified as high and moderate risk. High and moderate risk sites have asbestos present and require removal within 3-12 months respectively.

There are currently no funds specifically allocated in the 2002/03 budget to action the high and moderate risk sites identified through the condition assessments & hazardous material audit.

Community & Lifestyle has identified available funds to undertake some of the recommended works through unallocated funds from the Active Brisbane City Grant Scheme - Round 1 2002/03 - approximately \$100,000 is unallocated within this round. A further \$50,000 will be allocated from Round 2 of the grant scheme.

The redistribution of funds from the Active Brisbane City Grant Scheme 2002/03 has been discussed with two representatives from Council's Sport, Activity and Health Advisory Board. Both are supportive of the proposed redistribution as over sixty-percent of the moderate and high risk sites are sporting clubs.

## 12.0 CONSULTATION

Councillor Jim Soorley, Lord Mayor

Councillor David Hinchliffe, Chairperson, Community Policy Committee

Michael Byrne, Manager Contracts and Risk Management

Sunil Madan, Senior Officer Community Assets

Damien O'Mara, Senior Program Officer Community Leasing Unit

Lyn Trinder, Program Officer Community Partnerships

Peter Cummiskey & Graham Dixon, representatives on Council's Sport, Activity and Health Advisory Board

All are in agreement.

### 13.0 IMPLICATIONS OF PROPOSAL

Approval of funding to undertake these works will ensure that Council complies with relevant legislation and demonstrates due diligence. As owner, Council will also be liable for any injuries to occupants arising from Council not meeting these responsibilities and as such, need to be aware of the condition of these assets at all times. Particularly where the occupants may have failed in their duties to maintain the asset within current Workplace Health & Safety standards, this occurs frequently in the subject asset portfolio.

### 14.0 CORPORATE PLAN IMPACT

Program 4	Community Life.
Objective 4.3	Sport, recreation & leisure activities
Strategy 4.3.1	Improving health & life of communities

### 15.0 CUSTOMER IMPACT

Undertaking these works will ensure that the community can continue to utilise community facilities in a non-hazardous environment. The allocation of funds for these remediation works are consistent with the aim of the Active Brisbane City Grant Scheme in providing support to community-based organisations to deliver active sport and recreation opportunities to residents of Brisbane City.

### 16.0 ENVIRONMENTAL IMPACT

The Workplace Health & Safety Act 1995 - On-site management of asbestos materials required hazardous material (asbestos) audits to be undertaken by building owners by November 2002.

Council as a regulatory authority should not be seen to be demonstrating non-compliance or an intention not to be taking reasonable steps towards compliance.

In addressing the high and moderate risk sites Council is seen to be taking reasonable steps towards compliance.

### 17.0 POLICY IMPACT

Nil

### 18.0 FINANCIAL IMPACT

\$100,000 is available from unallocated funds from the Active Brisbane City Grant Scheme – Round 1 2002/03 to undertake some of the recommended works. A further \$50,000 will be allocated from Round 2 of the grant scheme.

Funds are allocated in Code 1.03.1659.067.862.000.733.000.00 – Improving Health & Life of Communities – Research, policy development, organisation support and development.



## 19.0 HUMAN RESOURCES IMPACT

Community Assets will co-ordinate the necessary compliance works with appropriate contractors authorised to undertake such works by the end of 2002/03 financial year.

## 20.0 URGENCY

In the normal course of business.

## 21.0 PUBLICITY/MARKETING STRATEGY

At the discretion of the Establishment and Co-ordination Committee.

## 22.0 OPTIONS

- (1) Approve the redistribution of \$150,000 of funds from the Active Brisbane City Grant Scheme –2002/03 to undertake asbestos remediation works at a number of Council's community leased facilities as per Attachment 1.
- (2) Approve the redistribution of \$100,000 of unallocated funds from the Active Brisbane City Grant Scheme Round 1 –2002/03 to undertake asbestos remediation works at a reduced number of the identified Council's community leased facilities in Attachment 1.
- (3) Not approve any allocation to asbestos remediation works.

**Option (1) is recommended.**

E&C RESULTS – 24 MARCH 2003

SUB NO.	FILE NO.	DIV	TITLE	Y-N HELD
24/03-1F M	24/1-F/2003(1) 25 MAR 2003	City Governance	Overseas Travel – Manager, Corporate Accounting & Tax present papers at Public Sector Accounting Conference, Singapore – 18-20 June 2003.	YES
24/03-2F M	364/150/2-QK970/P15 25 MAR 2003	City Governance	Sale of surplus Council land – 34a Park Avenue, East Brisbane.	YES
24/03-3F M	204/6(16/P1) 25 MAR 2003	City Governance	Monthly Project Report – February 2003.	YES
24/03-1J M	253/30/1-2513/97 25 MAR 2003	C&CS	Subdivision of land – 50-120 Denning Road Bald Hills.	YES
24/03-1K R	202/10(648)	Urban Management	Resumption of Easements for Drainage Purposes – Gertrude Street Boondall.	YES
24/03-2K R	460/2(137)	Urban Management	Amendment of boundaries – Einbunpin Reserve.	YES
24/03-3K R	345/15(34)	Urban Management	Paid Parking Machines Local Law 2003.	YES
24/03-1L M	25 MAR 2003	OLMCEO	Executive Service Appointment	YES
24/03-2L M	392/40(1925) 25 MAR 2003	OLMCEO	Donation – Brisbane to Gladstone Yacht Race.	YES
24/03-3L M	25 MAR 2003	OLMCEO	Consultancy agreement	YES
24/03-1M M	12/51/1(P6) 25 MAR 2003	City Business	Monthly Travel Report – January 2003.	YES
24/03-1N M	234/12/21-2002/2003(0) 25 MAR 2003	CED	2003 Lord Mayor's Performing Arts Fellowship – Replacement Fellow.	YES

PRESENT

J G SOORLEY

KOT QUINN

D B HINCHCLIFFE

S L HUMPH

K M REA

M A HAYES

J H CAMPBELL

M - Indicates an E&C Committee decision (or minute item), which is included in this document.  
R - Indicates an E&C Committee recommendation to full Council. Details can be accessed through the Council Minutes, which are available for inspection on Level 2 of the Brisbane Square Library, 266 George Street, Brisbane.

SUBMISSION TO THE ESTABLISHMENT & CO-ORDINATION COMMITTEE

## 1.0 FILE NUMBER

24/1-F/2003(1)

## ACTION TAKEN

24 MAR 2003

## 2.0 TITLE

Public Sector Accounting Conference - Singapore 2003

TOWN CLERK

MCAT

## 3.0 ISSUE/PURPOSE

To approve the attendance of the Manager, Corporate Accounting & Tax to present two papers at the Public Sector Accounting Conference, 18 - 20 June 2003 in Singapore.

## 4.0 PROPONENT

Helen Gluer, Chief Financial Officer

APPROVED

24 MAR

## 5.0 SUBMISSION PREPARED BY

Allan Webster, Manager, Corporate Accounting &amp; Tax

Lord Mayor

## 6.0 DATE

13 March 2003

## 7.0 FOR E&amp;C APPROVAL OR RECOMMENDATION TO COUNCIL

For E &amp; C Approval

## 8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION REQUIRED UNDER AN ACT OR ORDINANCE?

No

RECEIVED

25 MAR 2003

## 9.0 RECOMMENDATION

COMMITTEE SECTION

That E&C grant approval for the Manager, Corporate Accounting & Tax to attend and present at the Public Sector Accounting Conference being held in Singapore from 18 - 20 June 2003 with the airfares, accommodation and conference fees being paid for by the conference organisers.

## 10.0 DIVISIONAL MANAGER



Helen Gluer  
CHIEF FINANCIAL OFFICER

I Recommend Accordingly



CHIEF EXECUTIVE OFFICER

## 11.0 BACKGROUND

The Asia Business Forum has invited a senior representative of Brisbane City Council to speak at their Public Sector Accounting Conference 18 - 20 June 2003 in Singapore. Issues to be covered include:

- Updates and reviews of public sector accounting systems, reforms and changes
- Managing complexities of outcome-based planning with effective performance reporting
- Linking budgeting to strategic planning
- Attesting to non-financial performance
- Building flexibility into budgeting process

Participation in the conference will allow Council to assess current thinking on these issues internationally whilst also demonstrating the advances this organisation has made in these areas. It is proposed that Allan Webster, Manager Corporate Accounting & Tax represent Council at the Conference and speak on two subjects:

- Accrual Accounting as the foundation for Strategic Financial Planning - the Brisbane City Council Experience
- And
- Project Management: Delivering the benefits.

Should E&C approve participation, the Chair of Finance Committee (Councillor Sharon Humphreys) will review and approve the papers to be presented.

The Asia Business Forum will meet the airfares, accommodation and conference fees in exchange for Council's participation.

## 12.0 CONSULTATION

Councillor Sharon Humphreys, Chair of Finance Committee

## 13.0 IMPLICATIONS OF PROPOSAL

Over the last decade, Brisbane City Council has been at the forefront of developments in public sector financial management and accounting. The conference offers an opportunity to demonstrate this leadership and share our learning with the broader international community while at the same time, assessing issues and trends outside Australia for relevance and opportunities to improve our organisation.

## 14.0 CORPORATE PLAN IMPACT

Nil

## 15.0 CUSTOMER IMPACT

Nil

## 16.0 ENVIRONMENTAL IMPACT

Nil

**17.0 POLICY IMPACT**

Nil

**18.0 FINANCIAL IMPACT**

The Asia Business Forum will fund airfares, accommodation and conference fees. There may be some minor costs to Council for example, personal allowance, meals and cab fares.

**19.0 HUMAN RESOURCE IMPACT**

Nil

**20.0 URGENCY**

In the normal course of business.

**21.0 PUBLICITY/MARKETING STRATEGY**

Nil

**22.0 OPTIONS**

1. Approve the recommendation that the Manager Corporate Accounting & Tax attend and present at the Public Sector Accounting Conference being held in Singapore from 18 - 20 June 2003 with airfares, accommodation and conference fees being paid for by the conference organisers.
2. Not approve the recommendation.

**Option 1 is the preferred option.**

10 YEAR PUBLIC RELEASE SCHEME

1.0 FILE NUMBER: 364/150/2-QK970/P15

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Proposed sale of surplus Council land situated at 34a Park Avenue, East Brisbane.

3.0 ISSUE/PURPOSE

The purpose of this submission is to obtain approval to sell surplus Council property by Tender, subject to its amalgamation with an adjoining property.

4.0 PROPONENT

Helen Gluer  
Chief Financial Officer - Ext 34577

5.0 SUBMISSION PREPARED BY

Paul Grove  
Principal Asset Manager  
City Assets Branch - Ext: 34096

**APPROVED**  
24 MAR 2003

*[Handwritten signatures and initials]*  
Lord Mayor

6.0 DATE

14th March 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL?

For E & C approval.

8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION REQUIRED UNDER AN ACT OR ORDINANCE?

No.

**RECEIVED**

25 MAR 2003

**COMMITTEE SECTION**

**ACTION TAKEN**

25 MAR 2003

**TOWN CLERK**

*PAMCA*


**9.0 RECOMMENDATION**

It is recommended that:

- 1) the property situated at 34a Park Avenue, East Brisbane, described as Lot 2 on RP 118961 and containing an area of 220m<sup>2</sup>, be offered for sale by Tender, subject to its amalgamation with an adjoining property, and on terms and conditions approved by the Manager, City Assets and the Manager, Brisbane City Legal Practice;
- 2) that the Chief Financial Officer be delegated to accept a Tender that is in excess of \$20,000 for the whole site.

**10.0 DIVISIONAL MANAGER**

  
Helen Gluer  
CHIEF FINANCIAL OFFICER

I Recommend Accordingly  
  
CHIEF EXECUTIVE OFFICER

## 11.0 BACKGROUND

Council is the registered owner of a triangular shaped lot situated at 34a Park Avenue, East Brisbane. The land is described as Lot 2 on RP 118961 and contains an area of 220m<sup>2</sup> - refer area outlined in yellow on plan at Attachment 1 and photograph at Attachment 2.

The land was ceded to Council by Ferro Enterprises P/L, the developer of Park Ave Tower in 1968, prior to the erection of that building. The planned road for which the land was required never materialised, and instead, Thorn Street was extended in 1980. The subject land is landlocked without street frontage or street access. A manhole to a sewer main that services an adjoining lot is located on the land.

In 1994, the subject land was offered for sale by Tender conditional upon amalgamation with an adjoining property. Neither of the two tenders received at that time were accepted. Subsequent to that process, the proprietors of Park Avenue Apartments expressed an interest in a long term lease of the property, however Council's offer on that basis was never taken up by them. The property is currently occupied on a short term basis by the builder of Riyala Apartments, a unit development currently being constructed on the adjoining riverside property.

An independent valuation undertaken on behalf of Council by King Property Valuers, has assessed the fair market value of Lot 2, conditional upon amalgamation with an adjoining property, to be \$20,000 – refer Attachment 3.

Two of the adjoining properties are already developed with high rise unit towers and a third tower development – Riyala Apartments – is currently being constructed upon the third adjoining property. The only added value the Council land gives to the adjoining properties is as additional land for recreation purposes, garden/landscape development or car parking.

As the Council land is well below the developed land levels of the 'Wellington Chase' apartment building it is unlikely that the proprietors of that property would be interested in tendering for the subject property. Also, as the development approval for Riyala Apartments is already being acted on, the added value the subject land has for development purposes has been lost for the foreseeable future.

On 28 May 2002, Council resolved that Section 46 of the City of Brisbane Act 1924, should not apply to contracts for the sale of land to the registered proprietor of, or owner of an estate in fee simple in, adjoining land where Council is of the opinion that the land is incapable of being developed satisfactorily as a separate allotment but if used or amalgamated with that adjoining land could be developed satisfactorily.

As Lot 2 is incapable of being developed satisfactorily as a separate allotment it is proposed to offer it for sale by Tender subject to it being amalgamated with the successful Tenderer's property. Whilst there are three adjoining owners to the subject property, it is likely that Tenders will be received from only two of those adjoining owners



## 11.0 BACKGROUND cont

Therefore, this submission recommends that:

- 1) the property situated at 34a Park Avenue, East Brisbane, described as Lot 2 on RP 118961 and containing an area of 220m<sup>2</sup>, be offered for sale by Tender, subject to its amalgamation with an adjoining property, and on terms and conditions approved by the Manager, City Assets and the Manager, Brisbane City Legal Practice;
- 2) that the Chief Financial Officer be delegated to accept a Tender that is in excess of \$20,000 for the whole site.

## 12.0 CONSULTATION

- Councillor Sharon Humphreys, Chairperson Finance Committee;
- Councillor Catherine Bermingham, East Brisbane Ward;
- Frank Riley, Manager City Assets, City Governance;
- Laurie Vosper, Principal Asset Officer Project Co-ordination, Planning & Delivery, Infrastructure Management, Urban Management;
- Ben Lindeboom, Planning Engineer, W&S Development Design, Brisbane Water;

There are no objections to this proposal.

## 13.0 IMPLICATIONS OF PROPOSAL

Council will dispose of land considered surplus to requirements.

Sectional Support:	No implications
Service Levels:	No implications
Political:	No implications
Industrial Relations:	No implications
Regional Implications:	No implications
Social and Community:	No likely implications.

## 14.0 CORPORATE PLAN IMPACT

In accordance with Corporate Plan Outcome 1.4: -

Strategy 1.4.3: Improved the management and performance of Council's physical and information asset portfolio –

- to align Council's physical asset holdings with corporate and community needs;
- to enable maximum benefit (in both dollar and non dollar terms) from the disposal of Council's surplus assets.

## 15.0 CUSTOMER IMPACT

Nil.

## 16.0 ENVIRONMENTAL IMPACT

Nil.

## 17.0 POLICY IMPACT

In line with present policy to dispose of surplus real property.

## 18.0 FUNDING IMPACT

1. Budget impact: No Council funding required. It is anticipated Revenue in the amount of approximately redacted will be received from the sale of the land in the 2002/2003 Property Disposal Program.
2. Taxation issues: Nil
3. Risk Assessment: Not Applicable

## 19.0 HUMAN RESOURCE IMPACT

Nil.

## 20.0 URGENCY

In normal course of business.

## 21.0 PUBLICITY/MARKETING STRATEGY

Nil.

## 22.0 OPTIONS

Option 1. Approve the recommendation that:

- 1) the property situated at 34a Park Avenue, East Brisbane, described as Lot 2 on RP 118961 and containing an area of 220m<sup>2</sup>, be offered for sale by Tender, subject to its amalgamation with an adjoining property, and on terms and conditions approved by the Manager, City Assets and the Manager, Brisbane City Legal Practice;
- 2) that the Chief Financial Officer be delegated to accept a Tender that is in excess of \$20,000 for the whole site.

Option 2.

Not approve the recommendation and retain the land in Council ownership.

Option 1 is the preferred and recommended Option.

1.0 FILE NUMBER: 204/6 (16/P1)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Monthly Project Report – February, 2003 (Attachment A)

3.0 ISSUE/PURPOSE

The purpose of this submission is to provide regular project performance on all Major Projects.

The key aim is to foster a spirit of responsibility and openness in identifying risks associated with major projects in the early stages. It is envisaged that this approach will improve our capability to respond to issues as they emerge.

4.0 PROPONENT

Helen Gluer, Chief Financial Officer, 340 34577

5.0 SUBMISSION PREPARED BY

Michael Byrne, Manager, Corporate Risk Management, City Governance, 340 35290

6.0 DATE

14 March, 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C Approval

8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION REQUIRED UNDER AN ACT OR ORDINANCE?

No

9.0 RECOMMENDATION

That E&C accept the Monthly Project Report.

10.0 DIVISIONAL MANAGER

  
Helen Gluer  
Chief Financial Officer

I Recommend Accordingly

  
.....  
CHIEF EXECUTIVE OFFICER

APPROVED  
24 MAR 2003

Lord Mayor

RECEIVED

25 MAR 2003

COMMITTEE SECTION

ACTION TAKEN

25 MAR 2003

TOWN CLERK

MCRM

## 11.0 BACKGROUND

The report has adopted a traffic light system to improve identification of projects that are reported as either on time, on budget (green); scope changes (orange); emerging issues (orange) and; not on budget/time (red). Some of the exception reporting remains the same as the previous month however, all additional or new information can be identified under the \*\*\*\*FEBRUARY UPDATE\*\*\*\* heading.

### **February Report Summary**

Attachment A is the report for February, 2003. Some changes have occurred in the report from the previous month and are outlined below for your consideration.

#### ▪ **Projects adversely changed since last month include:**

**City Hall Roof Refurbishment** – Reported as not on time and with emerging issues. Users of the main auditorium have raised an issue with the noise of construction. Alternatives are being investigated to minimise delays to the roof contractor.

**C J Greenfield Stage 1 and Stage 2** – Reported as scope changes and with emerging issues. Tender for lighting above original estimates by \$24,000 resulted in scope reduction. Re-mediation of cricket fields and pony club storage shed has been deleted along with a reduction in contingency funds.

**Community Hubs - Chermshire** – Reported as changes to scope. Revise construction completion timeline for Chermshire Community Hub is now end of February 2004. Construction budget can be met but covered walkway option will be at extra cost. This option is being explored more fully.

**Nudgee Waterhole** – Reported as not on time and with an emerging issue. Building is behind schedule mainly due to recent wet weather and industrial action in the building industry. Completion is now expected by 21 March, 2003.

**Waterworks Road Bus Lane** – Reported as not on whole of life estimate and with an emerging issue. Quotes for early works including property reinstatement for stages 4 and 5 are higher than budget. Additional budget for early works is \$1.1 million. Submission for funding will be sought in the 4<sup>th</sup> Budget Review.

**HR Information System** – Reported as with a scope change. A timeframe change with regard to the implementation phase has resulted in a need to carry over \$1.7 million.

**IT Backup and Recovery Solution** – Reported as with an emerging issue. Infrastructure changes will be completed by the 16<sup>th</sup> February allowing implementation to move forward. The Telstra multi-mode fibre service is no longer required at a cost savings of \$98,000 p.a. Legato have offered a special discount for a long term licensing and support program. This matter is to be presented to ITSG on 11 March 2003.

**Netware Server Program** – Reported as not on whole of life estimate with a scope change and an emerging issue. As at early March scope has been changed to a 2 cluster configuration with an implementation timeline of June 2003. An expected

increase of \$120,000 has resulted from the higher hardware specification and consultancy fees. These matters will be addressed at the 4<sup>th</sup> Budget Review.

**Bus Route Hardware** – Reported as with an emerging issue. Due to the State Government re-evaluating infrastructure spending the usual capital allocation of \$500,000 will not be forthcoming. The effect of this reduced revenue has been reflected in the 4<sup>th</sup> Budget Review.

**Ferry Facilities Upgrade** – Reported as with a scope change. Original capital/expense allocations unable to take account of subsequent changes required for the external redesign of the Riverside Ferry Terminal. Facility upgrade feasibilities have been deferred and budgeted for in 2003/2004 Budget. In 4<sup>th</sup> Budget Review Urban Transport will seek to transfer \$960,000 from Capital Expense to Capital.

**Local Access Network Improvements** – Reported as with an emerging issue. Slight savings have been gained as some projects have not proceeded and efficiency gains have been achieved through reduced unit costs. These savings will be offset against overruns in the SafeSt Schedule.

**Conservation Reserves Management Program** – Reported as not on time and with an emerging issue. A timeframe change for Dowse lagoon has resulted from the need to conduct community consultation. A delay may be encountered with the Boondall Wetlands Environment Centre as an EPA licence may be required for the new sewerage system as the existing system is apparently unlicensed.

**Infrastructure Plan Implementation Sch82** – Reported as with an emerging issue. Acquisition of the properties in Formby Street, Calamvale was being conducted through negotiation. One of these has fallen through. Acquisition of this property is not critical until 2005/2006. Council will leave negotiations till then. This will leave savings of \$337,00 in the current year. Funding will be required in the 2005/2006 financial year.

## 12.0 CONSULTATION

Chief Executive Officer, Divisional Managers and officers responsible for individual submissions. All consulted are in agreement.

## 13.0 IMPLICATIONS OF PROPOSAL

It is envisaged that this approach will improve our capability to respond to any emerging issues and ensure all stakeholders are well informed of the project progress.

## 14.0 CORPORATE PLAN IMPACT

Nil

## 15.0 CUSTOMER IMPACT

- Improved standards of Project Management

- Improved awareness of Risk Management Principles

**16.0 ENVIRONMENTAL IMPACT**

Nil

**17.0 POLICY IMPACT**

Nil

**18.0 FINANCIAL IMPACT**

Nil

**19.0 HUMAN RESOURCE IMPACT**

Nil

**20.0 URGENCY**

In the normal course of business.

**21.0 PUBLICITY/MARKETING STRATEGY**

N/A

**22.0 OPTIONS**

**Option 1:** Approve the recommendation that E&C accept the Major Project Report for February, 2003

**Option 2:** Do not accept the report

**Option 1 is the preferred option.**

1.0 FILE NUMBER: 253/30/1-2513/97

**SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE**

2.0 TITLE

Subdivision of land at 50 - 120 Denning Road, Bald Hills - Stages 1 and 2.

3.0 ISSUE/PURPOSE

Approval required for Council to enter into a Subdivisional Deed of Agreement and accept a bond provided by the developer, Villa World Limited, as security in respect of uncompleted works at 50 - 120 Denning Road, Bald Hills, to enable early sealing of the Survey Plan.

4.0 PROPONENT

Margaret Crawford  
Divisional Manager  
Customer and Community Services

5.0 SUBMISSION PREPARED BY

Lee Crawford  
Plan Sealing Clerk  
Plan Sealing Unit  
Extension 36539

6.0 DATE

20 March 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E & C approval

8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION REQUIRED UNDER AN ACT OR LOCAL LAW?

No

**APPROVED**

24 MAR

Lord Mayor

**RECEIVED**

25 MAR 2003

COMMITTEE SECTION

**ACTION TAKEN**

25 MAR 2003

TOWN CLERK

H/No

10 YEAR PUBLICATION RELEASE SCHEME

9.0 **RECOMMENDATION**

1. That E&C grant approval for the Council to enter into a Subdivisional Deed of Agreement with Villa World Limited, the developers of land at 50 – 120 Denning road, Bald Hills, in respect of the uncompleted works for Stages 1 and 2, and to accept a bond from an Obliger approved by the Council in the sum of redacted as security for the completion of those works.
2. Both the Deed and the bond are to be prepared by and be in a form satisfactory to Brisbane City Legal Practice; and
3. Subdivisional Deed of Agreement should provide that the various works set out below are to be completed within the respective periods after sealing of the Plan of Survey as set out hereunder:

<u>Works</u>	<u>Period within which works to be completed After the sealing of plan of survey</u>
Roadworks	3 months
Stormwater Drainage	3 months
Water Reticulation	3 months
Sewer Reticulation	3 months
Trunk Water Mains	3 months
Streetscape Landscaping	3 months
Electrical and Street Lighting	3 months

10.0 **DIVISIONAL MANAGER**



Margaret Crawford  
DIVISIONAL MANAGER  
CUSTOMER AND COMMUNITY SERVICES

I Recommend Accordingly

  
.....  
CHIEF EXECUTIVE OFFICER



## 11.0 BACKGROUND

On 5 July 2000, the Senior Planner Development Assessment North, Development and Regulatory Services, Customer and Community Services Division, granted an approval to an application submitted on behalf of Tudcorp Pty Ltd for subdivision of land at 50 – 120 Denning Road, Bald Hills, described as Lots 85, 87 and 89 on SP109631 and containing an area of 12.64 hectares. The approval was subsequently modified on 23 August 2002.

By letter dated, 21 February 2003, J.B. Goodwin, Midson & Partners on behalf of Villa World Ltd, requested that the Council permit the securing of uncompleted works to enable the plans of survey for the estate to be sealed prior to completion of those works. The estimates for the uncompleted works provided by Karamisheff Nagel Pty Ltd, Consulting Engineers, were sufficient. Licensing & Compliance North, Development & Regulatory Services have advised that the following amounts are required as security for uncompleted works to which they relate:

<u>Works</u>	<u>Estimated Cost</u>
Roadworks	redacted
Stormwater Drainage	redacted
Water Reticulation	redacted
Sewer Reticulation	redacted
Trunk Water Mains	redacted
Streetscape Landscaping	redacted
Electrical and Street Lighting	redacted

All bulk earthworks are to be completed, and uncompleted works are not to exceed 50 percent of the total works. Building approvals will not be issued until "as constructed" drawings and information are accepted by Licensing and Compliance North.

## 12.0 CONSULTATION

Kok Yeo, Engineering Officer, Licensing & Compliance North

## 13.0 IMPLICATIONS OF PROPOSAL

Nil.

## 14.0 CORPORATE PLAN IMPACT

Nil.

15.0 **CUSTOMER IMPACT**

Enhanced customer satisfaction – achievement of early sealing of survey plans.

16.0 **ENVIRONMENTAL IMPACT**

Nil.

17.0 **POLICY IMPACT**

Consistent with current delegations.

18.0 **FUNDING IMPACT**

Nil.

19.0 **HUMAN RESOURCE IMPACT**

Nil.

20.0 **URGENCY**

In the normal course of business.

21.0 **PUBLICITY / MARKETING STRATEGY**

Nil.

22.0 **OPTIONS**

1. That approval be given for Council to enter into a Subdivisional Deed of Agreement and that a bond be provided by the developer in the amount of <sup>redacted</sup> as security in respect of uncompleted works.
2. That approval not be given for Council to enter into a Subdivisional Deed of Agreement in respect of uncompleted works.

**Option 1 is the preferred option.**

1.0 FILE NUMBER: 64-13535 SUBMISSION NUMBER:

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Appointment of Divisional Manager, Brisbane City Works.

3.0 ISSUE/PURPOSE

Following a process of advertising under the title of Divisional Manager, Brisbane City Works on 14 January, 2003, 99 applications were received. 28 additional candidates were approached through search to augment the field of candidates drawn from advertising. O'Loughlin Executive Search conducted 57 interviews. 28 applicants were short listed for panel assessment and presented by Steve Asnicar.

5 of these candidates were formally interviewed by the Panel. At the conclusion of this round of Panel interviews 3 candidates were considered unsuitable for further evaluation. Of the remaining 2 candidates, one has withdrawn from the process.

Another 2 candidates were sourced for further interviews. At the conclusion of this extensive process 2 candidates have been identified as suitable for Civic Cabinet consideration.

The following information is now provided:

- Attachment 1 - Executive Role Statement
- Attachment 2 - Interview Summary of Recommended Candidates, Resume and Referee Reports
- Attachment 3 - Assessment of Other Candidates

4.0 PROPONENT

Jude Munro, Chief Executive Officer, Brisbane City Council as chair of a panel comprising Ian Brusasco, Chairman, BCW Advisory Board; Peter Burrows, Chief Executive Officer, SEQWater; and Phil Minns, Divisional Manager of HR & Strategic Management Division.

5.0 SUBMISSION PREPARED BY

Jan Sturgess, Director, Merit Solutions.

6.0 DATE

24 March 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C approval

**APPROVED**

24 MAR 2003

Lord Mayor

gnc

**ACTION TAKEN**

24 MAR 2003

TOWN CLERK

File to MCEO

**RECEIVED**

24 MAR 2003

COMMITTEE SECTION

8.0 **RECOMMENDATION**

That the Establishment and Co-ordination Committee consider and appoint from the following candidates:

1. Wayne O'Malley  
redacted

to the position of Divisional Manager, Brisbane City Works, within Council's Executive Service, with a contract and salary to be negotiated.

9.0 **DIVISIONAL MANAGER**

  
Graham Davis  
**ACTING CHIEF EXECUTIVE OFFICER  
BRISBANE CITY COUNCIL**

1.0 FILE NUMBER: 392/40 (1925)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Donation

3.0 ISSUE/PURPOSE

Purpose of this submission is to secure approval for the Brisbane City Council to donate \$2,000.00 in support of the Brisbane to Gladstone Yacht Race.

4.0 PROPONENT

Bob Davis  
Executive Officer to the Lord Mayor

**APPROVED**  
24 MAR 2003  
Lord Mayor

5.0 SUBMISSION PREPARED BY

Teresa Jurgensen, Executive Support Officer, Lord Mayor's Office (x36842)

6.0 DATE

18 March 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C Approval

8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION REQUIRED UNDER AN ACT OR LOCAL LAW

No.

9.0 RECOMMENDATION

Approval be given for the Brisbane City Council to donate \$2,000.00 in support of the Brisbane to Gladstone Yacht Race.

10.0 DIVISIONAL MANAGER

Graham Davis  
Acting Chief Executive Officer

**RECEIVED**

25 MAR 2003

COMMITTEE SECRETARY

**ACTION TAKEN**

25 MAR 2003

TOWN CLERK

LMESO

10 YEAR PUBLIC RELEASE SCHEME

## 11.0 BACKGROUND

Brisbane City Council has traditionally supported the Brisbane to Gladstone Yacht Race. For many years, the Lord Mayor hosted a reception for the sailors participating in the race. In recent years Brisbane City Council has made a donation to cover costs associated with holding the event in lieu of a reception.

It is proposed that this year's donation will assist in covering the costs associated with a breakfast for crew members.

The Brisbane to Gladstone Yacht Race is Australia's third largest ocean-going race and has been held over the Easter period for more than fifty years. The race contributes significantly to the local Sandgate economy and to Brisbane as a whole.

## 12.0 CONSULTATION

Jim Soorley, Lord Mayor of Brisbane  
Bob Davis, Executive Officer to the Lord Mayor  
Marina Vit, Chief of Staff  
Cr Victoria Newton, Councillor for Deagon Ward

All are in agreement with the recommendation.

## 13.0 IMPLICATIONS OF PROPOSAL

Nil.

## 14.0 CORPORATE PLAN IMPACT

In line with the Corporate Plan.

## 15.0 CUSTOMER IMPACT

Nil.

## 16.0 ENVIRONMENTAL IMPACT

Nil.

## 17.0 POLICY IMPACT

Nil.

## 18.0 FINANCIAL IMPACT

Funds are available in Corporate Activity, 1.01.1533.006.000.000.732.000.00.

## 19.0 HUMAN RESOURCE IMPACT

Nil.

## 20.0 URGENCY

Urgent decision considered desirable.

**21.0 PUBLICITY / MARKETING STRATEGY**

At the discretion of the Lord Mayor.

**22.0 OPTIONS**

- 1) Approve the recommendation.
- 2) Not approve the recommendation.

**Option (1) is the preferred option.**

10 BCC 10 YEAR RELEASE PUBLICICATION SCHEME

1.0 FILE NUMBER: (0)240/60(46)

**SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE**

2.0 TITLE

Consultancy agreement for Chairperson, Urban Renewal Task Force

3.0 ISSUE/PURPOSE

The purpose of this submission is to seek approval to enter into a consultancy agreement with Reddacliff Urban Renewal Pty Ltd, (ABN 480 106 79820, ACN 010 679 820) to undertake the duties of Chairperson, and to manage the Urban Renewal Task Force.

4.0 PROPONENT

Graham Davis  
Acting Chief Executive Officer

5.0 SUBMISSION PREPARED BY

Phillip Filia  
Corporate Administration Officer

6.0 DATE

21 March 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C Approval.

8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION REQUIRED UNDER AN ACT OR ORDINANCE?

No.

9.0 RECOMMENDATION

- (i) That the existing consultancy agreement with Reddacliff Urban Renewal Pty Ltd be terminated by mutual agreement effective 31 March 2003;
- (ii) That approval be granted to enter into a new consultancy agreement with Reddacliff Urban Renewal Pty Ltd, for the period from 1 April 2003 to 30 November 2004, in accordance with Consultancy Agreement submitted.

10.0   
Graham Davis  
CHIEF EXECUTIVE OFFICER

**APPROVED**  
24 MAR 2003  
COUNCIL MAYOR

**RECEIVED**

25 MAR 2003

COMMITTEE SECTION

**ACTION TAKEN**

25 MAR 2003

TOWN CLERK

CACEO



## 11.0 BACKGROUND

The Urban Renewal Task Force manages the urban renewal program and acts as a broker between the Council, Government, private sector, and the community in planning, investment and development.

The mission of the Task Force is to revitalise the inner northeast suburbs of Fortitude Valley, New Farm, Teneriffe, Newstead and Bowen Hills.

Since 12 December 1994, the Establishment and Co-ordination Committee has, on a number of separate occasions, granted approval to appoint Mr Reddacliff as the Chairperson, Urban Renewal Task Force.

It is considered that the new agreement should be entered into with Reddacliff Urban Renewal Pty Ltd, that will contract to deliver Trevor Reddacliff services for the period 1 April 2003 to 30 November 2004, on the same terms and conditions as the existing agreement in accordance with the Consultancy Agreement submitted.

## 12.0 CONSULTATION

The Right Honourable, The Lord Mayor Councillor J G Soorley  
Bob Davis – Executive Officer to the Lord Mayor  
Hayden Wright - Manager, Chief Executive's Office  
David Askern – Manager, Brisbane City Legal Practice

All are in agreement

## 13.0 IMPLICATIONS OF PROPOSAL

N/A

## 14.0 CORPORATE PLAN IMPACT

Corporate Plan Service 6.2.2.1- Urban renewal planning and facilitation, concentration on the inner north east suburbs.

## 15.0 CUSTOMER IMPACT

Nil.

## 16.0 ENVIRONMENTAL IMPACT

Nil.

## 17.0 POLICY IMPACT

Nil.

## 18.0 FINANCIAL IMPACT

Funds will be made available from the relevant Divisional vote.

19.0 HUMAN RESOURCE IMPACT

Nil.

20.0 URGENCY

As soon as possible as it is proposed to commence the new agreement from 1/4/03.

21.0 PUBLICITY/MARKETING

At the discretion of the Lord Mayor.

22.0 OPTIONS

(1) Approve the recommendation to enter into a consultancy agreement with Reddacliff Urban Renewal Pty Ltd, as attached at Schedule "A".

(2) Not approve the recommendation.

Option (1) is the preferred option.

10 YEAR PUBLICITY RELEASE SCHEME

OFFICE OF THE LORD MAYOR AND CHIEF EXECUTIVE

(OFFICE OF THE CHIEF EXECUTIVE)

1.0 FILE NUMBER: (4)12/51/1(P6)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Monthly Report - Delegation of Authority to Travel -  
January 2003

3.0 ISSUE/PURPOSE

Provision of relevant monthly travel report.

4.0 PROPONENT

Noel K Faulkner  
Divisional Manager City Business

5.0 SUBMISSION PREPARED BY

Jaylene Farrell  
Travel Co-Ordinator, City Shared Services, ext. 72056

6.0 DATE

17 March 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL?

For information purposes

8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION  
REQUIRED UNDER AN ACT OR ORDINANCE?

No.


9.0 RECOMMENDATION

That the Establishment and Co-ordination Committee note the information submitted on  
approved travel for January 2003.

10.0 DIVISIONAL MANAGER

  
Noel K Faulkner  
Divisional Manager  
City Business

I Recommend Accordingly

  
CHIEF EXECUTIVE OFFICER

**ACTION TAKEN**

25 MAR 2003

TOWN CLERK

TCCS

  
**APPROVED**

**RECEIVED**

25 MAR 2003

COMMITTEE SECTION

10 BCC TOWN CLERK PUBLIC INFORMATION SCHEME

## 11.0 BACKGROUND

In pursuance of the request for information on a monthly basis of travel approved under delegation, reports are enclosed for January 2003, for each Unit of Administration (showing travel actually undertaken during that month).

Attachment "A" shows details associated with travel undertaken in January 2003 which is not covered by the Travel Policy (being essentially travel by job applicants to attend interviews).

In summary, the position is as follows:

January 2003

### *Non-Commercial Operations*

a)	International Travel		
	(i)	Number of Bookings	0
	(ii)	Airfares	\$ 0
b)	Domestic Travel		
	(i)	Number of Bookings	14
	(ii)	Airfares	\$7,371.75
c)	Accommodation and Allowances Costs		\$6,388.39
d)	Registration Fees for Conferences		\$1,780.00
e)	Other Costs e.g. hire car		\$1,137.15

TOTAL

\$16,677.29

**Commercial Operations**

g)	International Travel		
	(i)	Number of Bookings	0
	(ii)	Airfares	\$0.00
h)	Domestic Travel		
	(i)	Number of Bookings	0
	(ii)	Airfares	\$0.00
i)	Accommodation and Allowances Costs		\$0.00
j)	Registration Fees for Conferences		\$0.00
k)	Other Costs e.g. hire car		\$0.00
	<b>TOTAL</b>		<b>\$0.00</b>
m)	Cost of air-fares, accommodation and taxis as detailed in Attachment A		\$ 8,417.51

**12.0 CONSULTATION**

Liaison with Officers undertaking travel and Divisional Travel Officers.

**13.0 IMPLICATIONS OF PROPOSAL**

Nil

**14.0 CORPORATE PLAN IMPACT**

Nil

**15.0 CUSTOMER IMPACT**

Nil

**16.0 ENVIRONMENTAL IMPACT**

Nil

**17.0 POLICY IMPACT**

In line with Council policy.

**18.0 FINANCIAL IMPACT**

Expenses incurred through Divisional Travel Votes.

**19.0 HUMAN RESOURCE IMPACT**

Not applicable.

**20.0 URGENCY**

In the normal course of business.

**21.0 PUBLICITY/MARKETING STRATEGY**

At the discretion of the Lord Mayor.

**22.0 OPTIONS**

- (1) That E&C note the information submitted on approved Travel for January 2003.
- (2) Not approve the recommendation.

**Option (1) is the preferred option.**

1.0 **FILE NUMBER:** 234/12/21-2002/2003(0)

**SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE**

2.0 **TITLE**

2003 Lord Mayor's Performing Arts Fellowships – Replacement Fellow

3.0 **ISSUE/PURPOSE**

To approve a replacement recipient for a Lord Mayor's Performing Arts Fellowships as one of the previously approved applicants has had to pull out.

4.0 **PROPONENT**

Pauline Peel, Divisional Manager, Community and Economic Development

5.0 **SUBMISSION PREPARED BY**

Jim Lynch, Acting Program Officer Cultural Identity, Community & Lifestyle

6.0 **DATE**

18 March 2003

7.0 **FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL?**

For E&C approval

8.0 **IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION REQUIRED UNDER AN ACT OR ORDINANCE?**

Not applicable

9.0 **RECOMMENDATION**

That the recommendations of the Lord Mayor's Performing Arts Fellowships Assessment Committee be approved as per Attachment 1.

10.0

*Alan Rogers*

Alan Rogers  
Manager  
**COMMUNITY & LIFESTYLE**

*T.M. Peel* POCI

Pauline Peel  
Divisional Manager  
**COMMUNITY & ECONOMIC DEVELOPMENT**

**APPROVED**  
24 MAR 2003  
*[Signatures]*

**RECEIVED**  
25 MAR 2003

**COMMITTEE SECTION**

**ACTION TAKEN**  
25 MAR 2003

**TOWN CLERK**

**I Recommend Accordingly**

*[Signature]*  
.....  
**CHIEF EXECUTIVE OFFICER**

10 YEAR PUBLIC INFORMATION SCHEMATA

## BACKGROUND

The 2003 Lord Mayor's Performing Arts Fellowship Program is in its eighth year of being offered. The fellowships provide career development opportunities for outstanding young Brisbane performing artists who wish to undertake professional development through study, travel, secondment with a professional arts company or specialist tuition. The Council has allocated \$60,000 to the program.

The Lord Mayor's Performing Arts Fellowship program was widely advertised through print media. Brisbane's arts and cultural organisations and institutions also publicised the program to their members on behalf of the Council.

### Assessment Process

The closing date for this year's program was 7 October 2002. Seventeen fellowship applications were received. On 17 February 2003 E&C approved the following fellowships as recommended by the Lord Mayor's Performing Arts Fellowships Assessment Committee.

Applicant's Name	Artform	Amount Recommended
Rachel Smith	Music – Violin	\$20,000
Bryony MacGillivray	Music – Flute	\$20,000
Claire Phipps	Dance – Contemporary	\$18,500

Claire Phipps however, upon receiving advice that she had been approved for a Fellowship, contacted the Program Officer to advise that she had recently sustained an ankle injury and as a result of that, and other personal reasons, she could not proceed with the Fellowship. Rather than try to renegotiate a revised study program she felt it would be more appropriate to apply to a future round when her situation became clearer.

At the Assessment Committee Meeting of 11 November 2002 the Committee had indicated three applicants who were in the 'next tier'. These were redacted and Melinda Stocker – violin.

As these applicants were all classical musicians a meeting was arranged for the 12<sup>th</sup> of March between Jim Lynch (Acting Program Officer Cultural Identity) and Peter Luff (who is the Assessment Committee representative from the Queensland Conservatorium of Music). After reviewing their applications against the selection criteria it was determined that Melinda Stocker was the next preferred applicant, followed by redacted and then redacted.

Therefore the replacement recommended applicant is:

Applicant's Name	Artform	Amount Recommended
Melinda Stocker	Music – violin	\$20,000



## Fellowship Announcements

A presentation ceremony and concert is planned for the 13<sup>th</sup> of May 2003 to announce fellowship recipients. This event will be hosted by the Lord Mayor. A media strategy will be developed via the Lord Mayor's Office to coincide with the presentation and concert.

### 12.0 CONSULTATION

- Cr David Hinchliffe, Councillor for Central & Chair Community Policy Committee
- Peter Luff, Deputy Director External Relations & Performance, Qld Conservatorium of Music

All parties are in agreement.

### 13.0 IMPLICATIONS OF PROPOSAL

There is a minor change to the overall funding allocation.

### 14.0 CORPORATE PLAN IMPACT

The Lord Mayor's Performing Arts Fellowship Program is aimed at the professional development of young people who are one of the Council's target groups.

The fellowship program contributes to Council's objective – Creative and Vibrant City - as outlined in the Corporate Plan, by investing in the development and depth of Brisbane's pool of performing arts talent. The fellowships provide an avenue for Brisbane's young artists to achieve their professional goals and at the same time allow Brisbane to retain their creative skills and expertise. The program forms part of Council's cultural industry development strategy under the Creative City Statement and 2010 Creative City theme.

### 15.0 CUSTOMER IMPACT

The Lord Mayor's Performing Arts Fellowship Program provides career development opportunities for young Brisbane performing artists. It is a condition of the fellowship that recipients undertake to contribute to the future development of their particular artform in Brisbane. It is also a requirement that on their return to Brisbane, fellows will provide a free performance for the people of Brisbane. In 2001, for instance, a previous recipient, Stephen Newcomb, was a featured artist in the *Riverfestival* jazz program at the Riverside precinct.

### 16.0 ENVIRONMENT IMPACT

Nil

### 17.0 POLICY IMPACT

The Lord Mayor's Performing Arts Fellowship Program contributes to the development

of Brisbane's cultural industries and supports Council policy directions including Creative Brisbane and the Creative City theme in 2010.

#### 18.0 FUNDING IMPACT

Funds are available in the 2002/2003 Cultural Grants Program, Vote Number 1 03 1658 063 872 720 733 000 00.

#### 19.0 HUMAN RESOURCE IMPACT

Nil.

#### 20.0 URGENCY

Normal course of business.

A presentation ceremony and concert (connected to the Hall City Entertainment Program in City Hall) to announce fellowship recipients is planned for 13 May 2003. The replacement Fellowship recipient should be informally advised of their success as soon as possible to enable preparations for the ceremony to take place.

#### 21.0 PUBLICITY / MARKETING STRATEGY

At the Lord Mayor's discretion. Publicity announcing fellowship recipients will be organized through the Office of the Lord Mayor in consultation with the Community and Economic Development Division. The media release is currently on-hold pending the outcome of this recommendation.

A media strategy announcing the fellowship recipients will incorporate the Lord Mayor's Performing Arts Fellowships presentation and concert.

#### 22.0 OPTIONS

1. To approve the replacement applicant recommended for a Lord Mayor's Performing Arts Fellowship as per Appendix 1.
2. To revise recommendations as listed in Appendix 1.
3. Not to approve the recommendation.

**Option 1 is preferred.**

**E&C RESULTS – 31 MARCH 2003**

SUB NO.	FILE NO.	DIV	TITLE	Y-N HELD
31/03-1F <i>AR Resubmit</i>	221/21(16) <b>3 1 MAR 2003</b>	City Governance	Proposed inclusion as a Charitable Organisation – The Zoe Reed Little Bridge House Association Inc.	YES
31/03-1K <i>AR Resubmit</i>	202/11-XM310/115 <b>3 1 MAR 2003</b>	Urban Management	Resumption of land for drainage purposes – 109-115 Green Camp Road Wakerley.	YES
31/03-2K <del>SR</del>	202/11-NL140/57 <del>3 1 MAR 2003</del>	Urban Management	Acquisitions and Resumptions – exchange of land – 57 Coronation Drive Brisbane.	WDRN
31/03-3K <i>SR</i>	460/97/27(53) <b>3 1 MAR 2003</b>	Urban Management	Decision not to proceed with draft West End-Woolloongabba Local Plan.	YES
31/03-4K <i>SR</i>	460/2(98) <b>3 1 MAR 2003</b>	Urban Management	Decision not to proceed with draft Ithaca District Local Plan and amendments to Milton Local Plan.	YES
31/03-1L <i>AR Resubmit</i>	376/6/40(P3) <b>3 1 MAR 2003</b>	OLMCEO	Report to Council – Contracts and Tendering.	YES

Present:  
 J G Sorley  
 Kot Quinn  
 SK Humphreys  
 DB Hinchliffe  
 KM Rea  
 J H Campbell

M - Indicates an E&C Committee decision (or minute item), which is included in this document.  
 R - Indicates an E&C Committee recommendation to full Council. Details can be accessed through the Council Minutes, which are available for inspection on Level 2 of the Brisbane Square Library, 266 George Street, Brisbane.