

E&C RESULTS – 07 JULY 2003

| SUB NO. | FILE NO. | DIV | TITLE | Y-N HELD |
|----------------|--------------------------------|-----------------|---|----------|
| 07/07-1B M | 234/12/8(30/P5) 07 JUL 2003 | HR&SM | 2003 National Awards for Local Government. | YES |
| 07/07-1F AR | 364/150/3(417) 07 JUL 2003 | City Governance | Sale of Land – 630 / 646 Manly Road, Wakerley. | YES |
| 07/07-2F AR | 221/21(18) 07 JUL 2003 | City Governance | Scripture Union Queensland proposed inclusion as a Charitable Organisation – Appendix A of 2003/04 Fees and Charges document. | YES |
| 07/07-3F AR | 381/70/5 07 JUL 2003 | City Governance | Sale of Land Arrears of Rates – List Number 271. | YES |
| 07/07-1L M | 234/70/407 07 JUL 2003 | OLMCEO | Brisbane City Council representation on Queensland Local Government Mutual Liability Pool Board of Management (LGMQ). | YES |
| 07/07-2L — | 379/30/12 | OLMCEO | Establishment of "Quarries Operations" as a subunit of Administration – Brisbane City Works and change to external contracting delegations for that Division. | HELD |
| 07/07-3L M | 99-42901(A1) 07 JUL 2003 | OLMCEO | Renewal of Contract. | YES |
| 07/07-4L M | 99-23(A1) 07 JUL 2003 | OLMCEO | Renewal of Contract. | YES |

KOT Quinn
 Ann Bennison
 Sharon Humphreys
 Helen Abrahams
 David Hinchliffe
 Maureen 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.

1.0 FILE NUMBER: 234/12/8(30/P5)

SUBMISSION TO THE ESTABLISHMENT AND COORDINATION COMMITTEE

2.0 TITLE

2003 National Awards for Local Government

3.0 ISSUE/PURPOSE

To seek approval for Brisbane City Council to submit entries to the 2003 National Awards for Local Government.

4.0 PROPONENT

Phil Minns, Divisional Manager, Human Resources & Strategic Management

5.0 SUBMISSION PREPARED BY

James Cole, Research Officer Intergovernmental Relations (IGRR) – ext 35295

6.0 DATE

24 June 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

ACTION TAKEN

07 JUL 2003

RECEIVED

07 JUL 2003

COMMITTEE SECTION

9.0 RECOMMENDATION

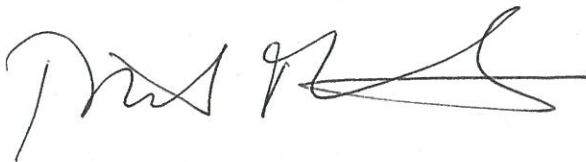
TOWN CLERK IGRR

That approval be granted to submit the attached entries in the 2003 National Awards for Innovation in Local Government.

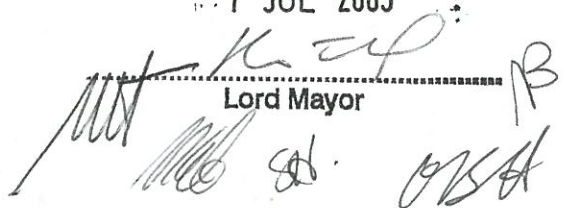
APPROVED

10.0 DIVISIONAL MANAGER

07 JUL 2003



Phil Minns
**HUMAN RESOURCES &
STRATEGIC MANAGEMENT**


Lord Mayor

I Recommend Accordingly


CHIEF EXECUTIVE OFFICER

11.0 BACKGROUND

The Commonwealth Minister for Regional Services, Territories and Local Government has invited councils from across Australia to participate in the 2003 National Awards for Local Government. The 2003 Awards recognise, reward and celebrate resourcefulness in improving local government services. The categories are:

- 1) Economic Development
- 2) Environment Local Agenda 21
- 3) Tourism Development
- 4) Strength in Diversity
- 5) Social and Community Engagement
- 6) Strengthening Indigenous Communities.
- 7) Youth Engagement
- 8) Arts and Heritage
- 9) Health Services
- 10) Information Services
- 11) Engineering
- 12) Infrastructure Management
- 13) Infrastructure Development
- 14) Integrated Land Use Planning
- 15) Integration of Biodiversity Conservation into Local Government Planning and Management
- 16) Planning for an Ageing Community
- 17) Management Improvement
- 18) Information Technology
- 19) Work and Family Balance

The Awards are organised by the National Office of Local Government (NOLG). The judging panels will be comprised of representatives from the NOLG, Australian Local Government Association (ALGA), Local Government Managers Australia, sponsors and industry. The Awards presentation will be held at the ALGA's National General Assembly to be held in Canberra in November 2003.

The following entries for the Awards have been received from Divisions:

Human Resources & Strategic Management:

- < Youth in Recovery (*Category 5 – Social & Community Engagement*)

Community and Economic Development:

- < Visible Ink Youth Website (*Category 7 – Youth Engagement*)
- < Visible Ink Youth Spaces (*Category 7 – Youth Engagement*)
- < Best Practice Consultation (*Category 17 – Management Improvement*)
- < National Local Government Drug Electronic Network (NLGDEN) (*Category 5 – Social & Community Engagement*)

City Business:

- < The Sensor Truck – Innovation through Integration of Technologies for Kerb and Channel Spraying (*Category 17 – Management Improvement*)

Urban Management:

- < Traffic Incident Management Teams (*Category 17 – Management Improvement*)
- < Riverside Ferry Terminal (*Category 11 – Engineering*)
- < Sustainability in the Suburbs – Green Days (*Category 2 – Environment Local Agenda 21*)

Copies of the proposed entries are attached to this submission. Those approved will be submitted on-line, as there is no facility for hard-copy lodgement of entries.

12.0 CONSULTATION

All Council Divisions have been canvassed for entries

Relevant Committee Chairpersons

Councillor Sharon Humphreys, Chairperson of Finance Committee, as Chair with portfolio responsibility

Jane Bertelsen, Manager Intergovernmental Relations

All are in agreement.

13.0 IMPLICATIONS OF PROPOSAL

The Awards provide an opportunity for Brisbane City Council to acknowledge, promote and reward innovative solutions.

14.0 CORPORATE PLAN IMPACT

Nil

15.0 CUSTOMER SERVICE IMPACT

Nil

16.0 ENVIRONMENTAL IMPACT

Nil

17.0 POLICY IMPACT

Nil

18.0 FUNDING IMPACT

Nil

19.0 HUMAN RESOURCE IMPACT

Nil

20.0 URGENCY

Urgent, as entries for the Awards close on 14 July 2003.

21.0 PUBLICITY / MARKETING STRATEGY

At the discretion of E&C Committee

22.0 OPTIONS

1. To approve the entries
2. To not approve the entries
3. To approve one or some of the entries

Option 1 is the preferred option.

10 YEAR RELEASE
BCC PUBLICATION SCHEME

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

1.0 **FILE NUMBER:** 234/70/407

2.0 **TITLE**

Brisbane City Council representation on the Queensland Local Government Mutual Liability Pool Board of Management ("LGMQ").

3.0 **ISSUE/PURPOSE**

The purpose of this submission is the appointment of the Manager, Corporate Risk Management to replace the Chief Financial Officer as Council's representative on the LGMQ Board of Management, with the Corporate Risk and Insurance Manager as alternate Board Member, and to indemnify all such representatives against personal liability.

4.0 **PROPONENT**

Jude Munro, Chief Executive Officer

5.0 **SUBMISSION PREPARED BY**

George Fletcher, Solicitor, Commercial Team Leader, Brisbane City Legal Practice, ext 34747.

6.0 **DATE**

17th June, 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:

- (1) the Manager, Corporate Risk Management be appointed to replace the Chief Financial Officer as the representative of Council on the Board of Management of the LGMQ as from its next meeting, with the Corporate Risk and Insurance Manager as the alternate representative; and
- (2) all such representatives be indemnified against personal liability arising from their roles as members of the LGMQ Board of Management and that the Deed of Indemnity in Attachment A be executed by Council under seal.

10.0 **CHIEF EXECUTIVE OFFICER**


Jude Munro

RECEIVED

07 JUL 2003

COMMITTEE SECTION

ACTION TAKEN

07 JUL 2003

TOWN CLERK D250L

APPROVED

07 JUL 2003

Lord Mayor

11.0 BACKGROUND

The Chief Financial Officer ("CFO") (with the Manager, Corporate Risk Management ("MCRM") as the alternate) was appointed as Council's representative on the Board of Management of the Queensland Local Government Mutual Liability Pool (often referred to as Local Government Mutual Queensland) ("LGMQ") by decision of E & C on 21 October 2002. That decision was made on the basis of the perceived need to appoint a senior manager to the Board of Management at a level of seniority similar to that of the representatives of other local governments.

Since then the CFO has found it impossible to attend LGMQ Board of Management meetings due to other commitments and MCRM, who has extensive experience with LGMQ matters, has attended them as her alternate. In the circumstances, and since the CFO is unlikely to be able to attend future meetings, it is recommended that MCRM be appointed as Council's representative in place of the CFO, with the Corporate Risk and Insurance Manager ("CRIM") as his alternate.

On the basis of advice received from Brisbane City Legal Practice that Council representatives on the LGMQ Board of Management face a risk of personal liability without any compensatory remuneration, it is recommended that all such representatives be indemnified by Council against any such liability other than for acts of a criminal or wilfully negligent nature and that the Deed of Indemnity in Attachment A be executed under seal.

12.0 CONSULTATION

Councillor Sharon Humphreys, Chairperson Finance Committee.

13.0 IMPLICATIONS OF PROPOSAL

The appointment will ensure that Council is appropriately represented on the LGMQ Board of Management.

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 STRATEGY

N/A

22.0 OPTIONS

Option 1: Approve the recommendation that E&C appoint MCRM with CRIM as the alternate Council representative to the Board of Management of LGMQ as from its next meeting.

Option 2: Not approve the recommendation.

Option 3: Appoint other officers as representatives of Council.

Option 1 is the preferred option.

1.0 FILE NUMBER: 99-42901 (A1)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Renewal of Executive Service Contract for Pauline Peel

3.0 ISSUE/PURPOSE

To approve the renewal of Executive Service Contract for Pauline Peel

4.0 PROPONENT

Jude Munro, Chief Executive Officer

5.0 SUBMISSION PREPARED BY

Phillip Folia, Corporate Administration Officer, ext 36773

6.0 DATE

1 July 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

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 Pauline Peel be re-appointed to the position of Divisional Manager, Community and Economic Development Division for a period of 5 years from 31 August 2003.

10.0 
Jude Munro
CHIEF EXECUTIVE OFFICER

APPROVED

ACTION TAKEN

07 JUL 2003

TOWN CLERK

CACEO

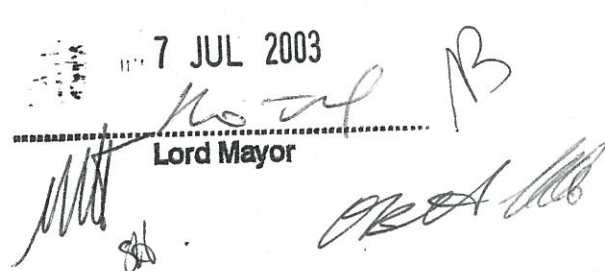
RECEIVED

07 JUL 2003

COMMITTEE SECTION

7 JUL 2003


Lord Mayor



11.0 BACKGROUND

Pauline Peel was appointed to the position of Divisional Manager, Community and Economic Development Division on 31 August 1998 for a period of 5 years

Ms Peel has been performing well in this role and it is proposed to re-appoint her to the position for an additional period of 5 years.

12.0 CONSULTATION

Lord Mayor

13.0 IMPLICATIONS OF PROPOSAL

N/A

14.0 CORPORATE PLAN IMPACT

N/A

15.0 CUSTOMER IMPACT

N/A

16.0 ENVIRONMENTAL IMPACT

N/A

17.0 POLICY IMPACT

N/A

18.0 FINANCIAL IMPACT

N/A

19.0 HUMAN RESOURCE IMPACT

N/A

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.

10 YEAR RELEASE
BCC PUBLICATION SCHEME

1.0 FILE NUMBER: 99-23(A1)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Renewal of Executive Service Contract for Sandra Lynn

3.0 ISSUE/PURPOSE

To approve the renewal of Executive Service Contract for Sandra Lynn, Manager, Community Information, Community & Economic Development

4.0 PROPONENT

Jude Munro, Chief Executive Officer

5.0 SUBMISSION PREPARED BY

Pauline Peel, Divisional Manager, Community & Economic Development

6.0 DATE

1 July 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

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 Sandra Lynn be re-appointed to the position of Manager, Community Information, Community & Economic Development for a period of 5 years from 3 August 2003.

10.0 
Jude Munro
CHIEF EXECUTIVE OFFICER

APPROVED

7 JUL 2003


Lord Mayor

ACTION TAKEN

07 JUL 2003

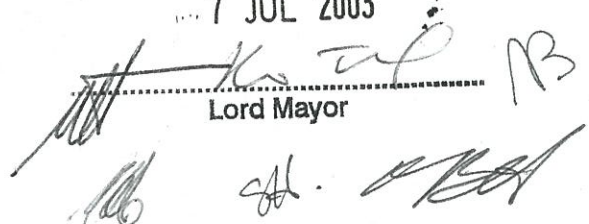
TOWN CLERK

CACEO

RECEIVED

07 JUL 2003

COMMITTEE SECTION



11.0 BACKGROUND

Sandra Lynn was appointed to the position of Manager, Community Information, Community & Economic Development from 3 August, 1998 for a period of 5 years.

Sandra has been performing well in this role and it is proposed to re-appoint her to the position of Manager, Community Information, Community & Economic Development for a further period of 5 years.

12.0 CONSULTATION

Councillor Tim Quinn, Lord Mayor

13.0 IMPLICATIONS OF PROPOSAL

N/A

14.0 CORPORATE PLAN IMPACT

N/A

15.0 CUSTOMER IMPACT

N/A

16.0 ENVIRONMENTAL IMPACT

N/A

17.0 POLICY IMPACT

N/A

18.0 FINANCIAL IMPACT

N/A

19.0 HUMAN RESOURCE IMPACT

N/A

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.

10 BCC PUBLICATION SCHEME
YEAR RELEASE

E&C RESULTS – 14 JULY 2003

| SUB NO. | FILE NO. | DIV | TITLE | Y-N HELD |
|----------------|--------------------------------|------------------|--|----------|
| 14/07-1B M | 234/12/8(50) 15 JUL 2003 | HR&SM IGRR | 2003 Queensland Local Government Minister's Awards for Excellence in Local Government. | YES |
| 14/07-2B AR | 288/20-39B 15 JUL 2003 | HR&SM | Review of Delegations. | YES |
| 14/07-1F AR | 221/6/5 15 JUL 2003 | City Governance | Valuation Methodology for Non Current Assets (fair Value). | YES |
| 14/07-2F AR | 364/48/3(326) 15 JUL 2003 | City Governance | Brisbane Square Accommodation Project – Procurement of Interior Design for new Administration Centre office accommodation. | YES |
| 14/07-1K AR | 394/35/0 15 JUL 2003 | Urban Management | Declaration of service area for retail water services and of the service provider for the service area. | YES |
| 14/07-1L AR | 288/20-39A 15 JUL 2003 | OLMCEO | Confirmation of Structural Changes 2002. | YES |
| 14/07-2L M | 204/74/3(1) 15 JUL 2003 | OLMCEO MBOD | Brisbane City Works Advisory Board Membership. | YES |
| 14/07-3L M | 240/7-2002/2003 15 JUL 2003 | OLMCEO PAMCEO | Contracts to Provide Professional Services – Report for May, 2003. | YES |
| 14/07-4L M | 99-29369(A1) 15 JUL 2003 | OLMCEO CACEO | Renewal of Contract. | YES |

KOT Quinn
 Sharon Humphreys
 John Campbell
 David Hinchliffe
 Helen Abrahams
 Kerry Rea
 Maureen 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.

1.0 FILE NUMBER: 234/12/8(50)

SUBMISSION TO THE ESTABLISHMENT AND COORDINATION COMMITTEE

2.0 TITLE

2003 Queensland Local Government Minister's Awards for Excellence in Local Government

3.0 ISSUE/PURPOSE

To seek approval for Brisbane City Council to submit entries to the 2003 Queensland Local Government Minister's Awards for Excellence in Local Government

4.0 PROPONENT

Phil Minns, Divisional Manager, Human Resources & Strategic Management

5.0 SUBMISSION PREPARED BY

James Cole, Research Officer Intergovernmental Relations (IGRR) - ext 35295

6.0 DATE

4 July 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

ACTION TAKEN

15 JUL 2003

RECEIVED

15 JUL 2003

9.0 RECOMMENDATION

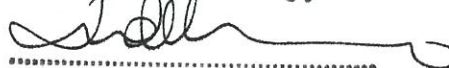
IGRR TOWN CLERK

COMMITTEE SECTION

That approval be granted to submit the attached entries in the 2003 Queensland Minister for Local Government's Awards for Excellence in Local Government.

I Recommend Accordingly

10.0 DIVISIONAL MANAGER

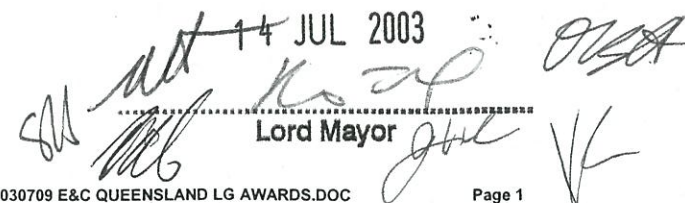


CHIEF EXECUTIVE OFFICER



APPROVED

Phil Minns
HUMAN RESOURCES &
STRATEGIC MANAGEMENT

14 JUL 2003

Lord Mayor

11.0 BACKGROUND

The Minister for Local Government and Planning has invited Councils from across Queensland to participate in the 2003 Awards for Excellence in Local Government. The Awards recognise the contribution of councils towards addressing the economic, social, environmental and cultural needs of Queensland communities. The categories are:

- Excellence in Customer Service (nominated by the public)
- Excellence in a State/Local Government Partnership Project
- Excellence in Smart State – Community Building
- Excellence in Planning.

Councils are able to self-nominate for the latter three awards. The awards are organised by the Department of Local Government and Planning (DLGP). The judging panels will be comprised of industry and/or government representatives.

The following entries for the Awards have been received from Divisions:

Urban Management:

- < Traffic Incident Management Teams (*Category - Excellence in a State/Local Government Partnership Project*)

Community & Economic Development:

- < ourbrisbane.com (*Category – Excellence in Smart State – Community Building*)

City Business:

- < Sensor Truck (*Category – Excellence in Smart State – Community Building*)

Copies of the entries are attached to this submission.

12.0 CONSULTATION

All Council Divisions have been canvassed for entries.

Relevant Committee Chairpersons

Councillor Sharon Humphreys, Chairperson of Finance Committee, as Chair with portfolio responsibility

Jane Bertelsen, Manager Intergovernmental Relations

All are in agreement.

13.0 IMPLICATIONS OF PROPOSAL

The Awards provide an opportunity for Brisbane City Council to acknowledge, promote and reward innovative solutions.

14.0 CORPORATE PLAN IMPACT

Nil

15.0 CUSTOMER SERVICE 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

Urgent, as entries for the Awards close on 25 July 2003

21.0 PUBLICITY / MARKETING STRATEGY

At the discretion of E&C Committee

22.0 OPTIONS

1. To approve the entries
2. To not approve the entries
3. To approve one or more of the entries

Option 1 is the preferred option.

SUBMISSION TO ESTABLISHMENT AND CO-ORDINATION COMMITTEE

1.0 FILE NUMBER

(0) 204/74/3(1)

2.0 TITLE

Brisbane CityWorks Advisory Board Membership

3.0 ISSUE/PURPOSE

The purpose of this submission is to seek the approval of E&C to appoint new members to the Brisbane CityWorks (BCW) Advisory Board of Management for a term of one year from 1 July 2003.

4.0 PROPONENT

Jude Munro
Chief Executive Officer

5.0 SUBMISSION PREPARED BY

Ray Folley
Manager Business Unit Development Branch, Office of LM/CEO
EXT: 39110

6.0 DATE

7 July 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

It is recommended that:

- a) the external membership of the Brisbane CityWorks Advisory Board be approved as listed in Attachment "A";
- b) the terms of appointment of those external members be for one year from 1 July 2003;
- c) the current "Terms of Appointment" continue to apply.
- d) the current remuneration arrangements continue to apply for the short term pending review.
- e) Council Officers be confirmed as members of the Advisory Board as set out in Attachment "B".

10.0 CHIEF EXECUTIVE OFFICER


Jude Munro

RECEIVED

15 JUL 2003

COMMITTEE SECTION

ACTION TAKEN

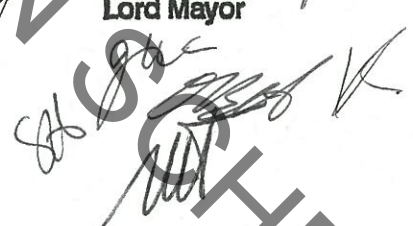
15 JUL 2003

TOWN CLERK MBUD

APPROVED

14 JUL 2003


Lord Mayor



11.0 BACKGROUND

The BCC Business Group structure, which simulates a commercial holding company / subsidiary model, was established by Council in 1996. Its purpose was to bring commercial disciplines to designated major activities and as a means of meeting National Competition Policy requirements.

The structure included advisory boards with a mix of Councillor, officer and external specialist membership. Membership of the current advisory boards was due to expire on 30 June 2003.

So far Civic Cabinet has approved the membership of the Holding Entity Advisory Board and the Advisory Boards of Management of Brisbane Water, City Business and Brisbane Transport for a new term.

The Brisbane CityWorks Advisory Board oversees the operations of the commercialised business, Brisbane CityWorks.

Members of the advisory board up to 30 June 2003 were:

Mr Ian Brusasco (Chair)
Mr Bob Grice
Mr Peter Robertson
Ms Gail Geronimos
Ms Susan Johnston
Mr Wayne O'Malley (Divisional Manager)

Only Mr Robertson and Mr O'Malley are available for a new term. Mr Robertson has been appointed to succeed Mr Brusasco as Chair of the BCW Advisory Board and as a member of the Holding Entity Advisory Board.

It is proposed that the vacancies on the advisory board be filled by Ms Molly Robson and Messrs Paul Vincent and Craig Estwick. Their CVs are attached as Attachment "C".

The recommended appointments have been made in the context of the objectives set for the advisory boards and businesses and the mix of skills that best suits those requirements.

It is proposed that the new terms be for one year from 1 July 2003.

It is proposed also that the current "Terms of Appointment" set by the CEO and Lord Mayor in September 1998 be continued.

On the remuneration of advisory board members, it is proposed that fees agreed by E&C on 14 September 1998 - file (0)204/74/3(1) - be continued for the short term. These fees are now out of date. It is strongly recommended that they be reviewed once the membership of BCW's advisory board has been finalised.

12.0 CONSULTATION

The following have been consulted in the process of reviewing the membership of the advisory boards:

Lord Mayor

Council Committee Chair (Cr Campbell)

Chair of the Brisbane City Works Advisory Board (Mr Peter Robertson)

Divisional Manager of Brisbane City Works (Mr Wayne O'Malley)

Chief Executive Officer (Ms Jude Munro)

There is agreement on the recommendations.

13.0 IMPLICATIONS OF THE PROPOSAL

The re-appointment of the advisory board will enable Brisbane CityWorks to continue to operate, as part of Council's Business Group, in the way initially envisaged by Civic Cabinet and Council with focus on the development of its service capability and efficiency. The combination of existing and new members will provide essential continuity as well as bring fresh perspectives, skills and experience.

14.0 CORPORATE PLAN IMPACT

The maintenance of skilled advisory boards to support the Business Group structure is central to the efficient operation of Council's business activities and achievement of City Governance Program business objectives in the Corporate Plan and 2010 Vision objectives.

15.0 CUSTOMER IMPACT

The Business Group advisory boards are an integral part of the functioning of the Business Group. While not directly impacting on customer service they make a positive contribution indirectly through their role in assisting in the on-going development of customer focussed business operations.

16.0 ENVIRONMENTAL IMPACT

No impact.

17.0 POLICY IMPACT

The appointment of advisory boards supports the strategy of developing an efficient model for managing business units.

18.0 FUNDING IMPACT

Funding for the advisory boards is included in the budgets of the Business Unit Development Branch (Holding Entity) and the business units (for their advisory boards of management).

19.0 HUMAN RESOURCES IMPACT

No impact.

20.0 URGENCY

As soon as possible. Current terms expired on 30 June 2003.

21.0 PUBLICITY / MARKETING STRATEGY

Media: as determined by the Lord Mayor.

Internal: internal communication mechanisms.

22.0 OPTIONS

- (1) Approve the recommendations.
- (2) Modify the recommendations.

Option 1 is the preferred option.

23.0 ATTACHMENTS

Attachment "A" – External Membership of BCW Advisory Board

Attachment "B" - Officer Membership of BCW Advisory Board

Attachment "C" - New member CVs

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 May, 2003.

3.0 ISSUE / PURPOSE

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

4.0 PROPONENT

Jude Munro
Chief Executive Officer

5.0 SUBMISSION PREPARED BY

Lana Milne, PAMCEO
Extension 36486
Office of the Chief Executive Officer

6.0 DATE

9 July, 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 May, 2003 as attached.

10.0

Jude Munro
for
Jude Munro
CHIEF EXECUTIVE OFFICER

RECEIVED

15 JUL 2003

APPROVED

14 JUL 2003

COMMITTEE SECTION

[Signature]
Lord Mayor

ACTION TAKEN

15 JUL 2003

TOWN CLERK

PAMCEO

[Signatures]
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10 BCC RELEASE SCHEME

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 \$1,461,807.64 during the month of May, 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: 99-29369(A1)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Renewal of Executive Service Contract for John Boland

3.0 ISSUE/PURPOSE

To approve the renewal of Executive Service Contract for John Boland

4.0 PROPONENT

Jude Munro, Chief Executive Officer

5.0 SUBMISSION PREPARED BY

Phillip Fila, Corporate Administration Officer, ext 36773

6.0 DATE

7 July 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

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 John Boland be re-appointed to the position of Divisional Manager, City Fleet for a period of 5 years from 1 October 2003.

10.0 
Jude Munro
CHIEF EXECUTIVE OFFICER

APPROVED

14 JUL 2003


Lord Mayor

ACTION TAKEN

RECEIVED

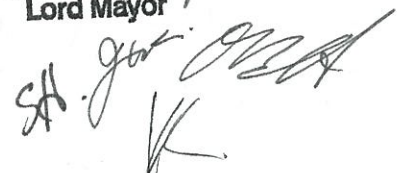
15 JUL 2003

15 JUL 2003

TOWN CLERK

COMMITTEE SECTION

CACEO



11.0 BACKGROUND

John Boland was appointed to the position of Divisional Manager, City Fleet on 1 October 1998 for a period of 5 years.

Mr Boland has been performing well in this role and it is proposed to re-appoint him to the position for an additional period of 5 years.

12.0 CONSULTATION

Lord Mayor

13.0 IMPLICATIONS OF PROPOSAL

N/A

14.0 CORPORATE PLAN IMPACT

N/A

15.0 CUSTOMER IMPACT

N/A

16.0 ENVIRONMENTAL IMPACT

N/A

17.0 POLICY IMPACT

N/A

18.0 FINANCIAL IMPACT

N/A

19.0 HUMAN RESOURCE IMPACT

N/A

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.

BCC PUBLICATION SCHEME
10 YEAR RELEASE

E&C RESULTS – 21 JULY 2003

| SUB NO. | FILE NO. | DIV | TITLE | Y-N HELD |
|---------------|-------------------------------|------------------|---|----------|
| 21/07-1F M | 204/6(16/P1) 21 JUL 2003 | City Governance | Monthly Project Report – June, 2003 (Attachment A). | YES |
| 21/07-1K | 379/1/2 | Urban Management | BCC Quarry Activities – Strategic Policy | HELD |
| 21/07-2K R | 460/2(140) 21 JUL 2003 | Urban Management | Additional Entries to the Commercial Character Building Register Planning Scheme Policy. | YES |
| 21/07-3K R | 350/10(9) 21 JUL 2003 | Urban Management | Calamvale District Infrastructure Charges Plan & Planning Scheme Policy. | YES |
| 21/07-1L R | 376/6/40(P3) 21 JUL 2003 | OLMCEO | Contracts and Tendering – Report to Council of Contracts accepted by delegates. | YES |
| 21/07-2L M | 24/1-L/2003(3) 21 JUL 2003 | OLMCEO | Overseas Travel – 15 th Anniversary Celebrations of the Brisbane-Auckland Sister Cities relationship, Auckland, New Zealand. | YES |
| 21/07-3L M | 70-1/20910 21 JUL 2003 | OLMCEO | Executive Appointment. | YES |
| 21/07-1M M | 12/51/1(P6) 21 JUL 2003 | City Business | Monthly Report – Delegation of Authority to Travel – April 2003. | YES |
| 21/07-1N M | 204/40(57) 21 JUL 2003 | CED | Brisbane – Auckland Sister Cities – International Travel Proposal. | YES |

KOT Quinn
 Sharon Humphreys
 David Hinchliffe
 Helen Abrahams
 Maureen Hayes
 John Campbell

Absent: Kerry 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: 204/6 (16/P1)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Monthly Project Report – June, 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

16 July, 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?

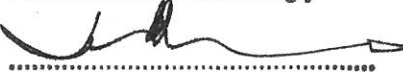
No

9.0 RECOMMENDATION


That E&C accept the Monthly Project Report.

10.0 DIVISIONAL MANAGER

I Recommend Accordingly

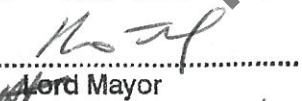


CHIEF EXECUTIVE OFFICER


Helen Gluer
Chief Financial Officer

APPROVED

21 JUL 2003


Lord Mayor

ACTION TAKEN

21 JUL 2003

TOWN CLERK

MCRM

RECEIVED

21 JUL 2003

COMMITTEE SECTION

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 ****JUNE UPDATE**** heading.

June Report Summary

Attachment A is the report for June, 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:

E P 3 New Tennis rebound walls – Reported as not on time and with emerging issues. Completion of construction works is expected late June 2003. Finishing has been delayed due to intermittent wet weather. No carryover is expected.

OurBrisbane.com Communities Online – Reported as not on time. IT Help Desk project delayed as waiting on a GITC contract for implementation of the IT Help Desk. No further action can be taken till the contract finalised.

Blunder Road Durack – Major Upgrade – Reported as not on estimate, not on time, with scope changes and with emerging issues. A request for an increase of \$277,000 was made at the 4th Budget Review. The previous Lord Mayor requested further information. A detailed briefing meeting was held and it was accepted that extra funds would be provided. Progress was made on the assumption these funds were forthcoming. As a consequence the project is reporting as over budget. There have been delays due to unsuitable materials and some stoppages for wet weather. Project is expected to be completed in July 2003. In addition to the extra amount previously approved there will be a requirement for an extra \$120,000. These funds are sought to cover additional service relocation costs and additional asphalt, which only came out on the 26 June 2003.

Inner City Bypass – Reported as on estimate, on time but with an emerging issue. Items exclusive from the maintenance agreement require some minor works and improvement. Project is under budget for 2002/2003 year but a carryover of \$79,000 will be requested to complete the works in 2003/2004.

Monier Road – Major Road Construction – Reported as not on estimate, not on time with a scope change. Project has been completed but finished slightly over budget. Cost increases were due to property reinstatement \$20,000 and \$40,000 for culvert sub-base soil replacement and service relocations.

Story Bridge Precinct Alliance – Reported as not on estimate, not on time and with an emerging issue. Project is substantially complete however a number of items are outstanding including maintenance items before handover, defects rectification, close out of community issues. Close out relates to finalising evaluation reports that have been developed in consultation with the Community Reference Groups. The majority of this work has been completed. A carryover of \$437,000 will be requested. Finish

date will need to be revised.

Redirect Heroes Ave Av PS to S1 – Reported as not on time and with a scope change. Currently redesigning Hocking Street river crossing as a fully pumped solution. Will require re-scoping and re-tendering the Pipe Jacking works and modifying the electrical works. Forecast remains as per budget allocation of \$25.9 million. A carryover of \$1,086,000 sought from 2002/2003 funding.

Bridges and Culvert Reconstruction and Rehab Schedule – Reported as not on estimate and not on time and with a scope change. Opportunity to rehabilitate Walton Bridge meant deferment of several strategic but not urgent projects. Base bridge maintenance budget has been revised to address needs. A carryover of \$134,000 will be requested to complete Rickert Road.

Construction of new footpaths_K and C_Kerb ramps_Landscape Improvements Schedule – Reported as not on time. Projects to the estimated cost of \$191,000 not completed. The \$191,000 carryover will be requested to complete Nudgee Road and various minor footpaths.

Footpath and Bikeway Reconstruction Schedule – Reported as not on time. Projects to the estimated cost of \$400,000 not completed. Savings after carryover of \$320,000 from unspent contingency. Carryover of \$400,000 requested to complete unfinished works.

Local Access Network Schedule – Reported as not on estimate with scope changes and emerging issues. Following community concerns scope changes were made that resulted in savings to the schedule. Expected efficiency savings have not been met due to differences in design and construction estimates. Due to construction delays work worth around \$335,000 was not delivered. A carryover of \$335,000 will be sought for this work.

Retaining Walls and Embankments Schedule – Reported as not on time and with a scope change. Adelaide Street project was delayed because further consultation on the design of artwork is necessary. Project has commenced and will continue into 2003/2004. A carryover of \$265,000 will be requested to complete the project.

Roads Network Resurfacing Schedule – Reported as not on time. Delays to various projects due to coordination with other projects. Maintenance requirements for large sections of pavement were more than anticipated by \$150,000. Savings made in base pave roads maintenance budget. A carryover of \$625,000 will be required to complete the schedule.

Traffic Signals Hardware Equipment Schedule – Reported as not on estimate. The project is \$159,000 over budget. An additional \$181,000 was spent on cable modification for Lang Park and this money has been recovered and shown as revenue.

Parks Minor Improvement – Reported as not on estimate and not on time. Musgrave Park improvement works not completed pending completion of Native Title notification, Cultural heritage study and letting of ancillary works associated with Cultural Centre. A carryover has been sought for the 2003/2004 year.

Infrastructure Plan Implementation Schedule 82 – Reported as not on estimate, not on time and with emerging issues. Schedule underspent for year however negotiations still continuing on a property in Formby Street, Calamvale. A carryover submission to 1st Budget Review for acquisition of the property will be sought.

Wharves Jetties and pontoons – Reported as not on time and with a scope change. Waiting on State Government approvals has delayed Nudgee Beach Pontoon and Oxley Creek Sailing Club Wharf. A number of works has been delayed including Baxters Jetty Replacement have been deferred to 2003/2004 or 2004/2005 due to State Government permits or compensation issues. A carryover of \$103,000 will be sought to complete Nudgee Beach and Oxley Sailing Club in 2003/2004.

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 June, 2003

Option 2: Do not accept the report

Option 1 is the preferred option.

1.0 FILE NUMBER:

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Overseas Travel – 15th Anniversary Celebrations of the Brisbane-Auckland Sister Cities relationship, Auckland, New Zealand.

3.0 ISSUE/PURPOSE

The purpose of this submission is to gain E&C approval for Ms Terri Birrell, International Relations Manager to travel to Auckland, New Zealand from 22-25 August 2003 to participate in the 15th anniversary celebrations of the Brisbane-Auckland Sister Cities relationship.

4.0 PROPONENT

Jude Munro, Chief Executive Officer

5.0 SUBMISSION PREPARED BY

Ms Judy Liu, International Relations Co-ordinator, x36026 (LMIRC)

6.0 DATE

11 July 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

ACTION TAKEN RECEIVED

21 JUL 2003

21 JUL 2003

9.0 RECOMMENDATION

(PMCAP)

LMIRC

TOWN CLERK

COMMITTEE SECTION

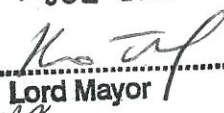

That E&C grant approval for Ms Terri Birrell, International Relations Manager to travel to Auckland, New Zealand from 22 - 25 August 2003 to participate in the 15th anniversary Celebrations of the Brisbane-Auckland Sister Cities relationship at an estimated cost of \$2500.00

10.0 DIVISIONAL MANAGER


Jude Munro
Chief Executive Officer

APPROVED

21 JUL 2003


Lord Mayor


11.0 BACKGROUND

The Brisbane-Auckland Sister Cities relationship was formalised in August 1988. Highlights of the relationship to date include Brisbane Week in Auckland, Art and Cultural Exchanges and Trade Missions. Contacts and networks formed during these activities have lead to tangible and strategic returns to both cities.

August 2003 marks the 15th Anniversary of the Brisbane-Auckland Sister Cities relationship. Activities planned to celebrate this milestone include:

- Brisbane-Auckland Sports and Cultural Exchange
- Meetings with Mayor and representatives of Auckland City Council
- Promotion of the 2003 Asia Pacific Cities Summit

Brisbane-Auckland Sports and Cultural Exchange

A Brisbane City representative mixed touch team comprising of 14 players has been selected to travel to Auckland to compete against Maori, Cook Island and Samoan Teams, as well as participate in cultural activities organised by Auckland City Council. This program has been co-ordinated by the International Relations Unit with support from Council's Black Diamonds Program, Aboriginal and Torres Strait Islander Commission, Air New Zealand, Brisbane Touch Association and Brisbane Marketing.

Meetings with Auckland City Council

Discussions with Mayor John Banks and Auckland City Council representatives will be focussed on reviewing the success of the Sister City Relationship to date and developing a joint strategy and action plan to progress the relationship.

2003 Asia Pacific Cities Summit

The 2003 Asia Pacific Cities Summit (2003 Summit) will be held in Brisbane from 20-22 October 2003. The visit to Auckland provides a valuable opportunity to promote the Summit to the local businesses and organisations, to increase participation from the region.

12.0 CONSULTATION

Cr Tim Quinn, Lord Mayor
Mr Bob Davis, Executive Officer to the Lord Mayor
Mr Nigel Chamier, Chairperson, Brisbane-Auckland Sister City Committee
Members of the Sister City Steering Committee

All are in agreement with the recommendation.

13.0 IMPLICATIONS OF PROPOSAL

As International Relations Manager, Ms Birrell is responsible for the management of the Sister Cities Program and has a strong understanding of the history of the Sister City Relationship, the synergies between Brisbane and Auckland and the strategic outcomes Council requires from the relationship.

In addition, as the Project Director of the 2003 Asia Pacific Cities Summit, Ms Birrell's knowledge and expertise on the Summit will be vital in the marketing and promotion of

the Summit in Auckland.

Participation in the 15th Anniversary Celebrations is required to confirm Brisbane's commitment to the Brisbane-Auckland Sister Cities Relationship.

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 FINANCIAL IMPACT

As part of the sponsorship for the program, Air New Zealand will cover 75% of return business class airfare for Ms Birrell.

| | |
|----------------------------|----------------|
| Airfares (business class) | \$600 |
| Accommodation x (3 nights) | 540 |
| Meals | 400 |
| Transport/Incidentals | 200 |
| Council Allowance | 400 |
| TOTAL | \$2,140 |

Total cost (including airfares and accommodation) for Ms Birrell are not expected to exceed \$2,500.00 and are available within vote code:

1.01.1510.226.815.000.628.152.00

19.0 HUMAN RESOURCE IMPACT

Nil

20.0 URGENCY

Urgent. To allow travel arrangements to be made.

21.0 PUBLICITY/MARKETING STRATEGY

At the discretion of the Lord Mayor's Office.

22.0 OPTIONS

- 1) Approve the recommendations
- 2) Not approve the recommendations

Option (1) is the preferred option.

BCC PUBLICATION SCHEME
10 YEAR RELEASE

1.0 FILE NUMBER: 70-I/20910

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Appointment of Chief Information Officer, iDivision.

3.0 ISSUE/PURPOSE

Following a process of national press advertising and executive search nationally by Louise Baker, Managing Consultant, First Place International, 134 applicants were received through advertising and two applicants were identified through search.

The advertising schedule was as follows:

| | |
|--|-----------------|
| <i>Brisbane Courier Mail</i> | Sat 31 May 2003 |
| <i>Sydney Morning Herald</i> | Sat 31 May 2003 |
| <i>Melbourne Age</i> | Sat 31 May 2003 |
| <i>Australian Financial Review</i> | Fri 30 May 2003 |
| <i>Aust Local Government Job Directory</i> | Mon 9 June 2003 |

Fifteen candidates were chosen for the long shortlist and thirteen candidates completed the case study, five candidates were selected by the panel for interview and presented for consideration by the selection panel. The following assessment was conducted on each of the shortlisted applicants:

- Verbal Critical Reasoning ability test
- PA Preference Inventory (PAPI)
- Competency based interview
- Evaluation of case study response

Three separate referee checks were conducted on each of the two highest ranked applicants after interview to confirm and validate the credentials of the panel's recommended candidates.

The panel considers Mr Tony Welsh to be the superior candidate based on his strengths of strategic and commercial orientation with a proven ability to deliver outcomes. Mr Welsh's experience in Wellington City Council is seen to be especially relevant, both in terms of the job responsibilities and the environment in which he operated.

redacted

Supporting documentation is attached as follows;

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

4.0 PROPONENT

Jude Munro, Chief Executive Officer, Brisbane City Council, as chair of a panel comprised of Alan Hesketh, Chief Information Officer, iDivision, Margaret Crawford, Divisional Manager, Customer and Community Services Division and Phil Minns, Divisional Manager, Human Resources and Strategic Management Division

5.0 SUBMISSION PREPARED BY

Peter Gibson, Senior Associate, First Place International Pty Ltd on behalf of Jude Munro.

6.0 DATE 17 July 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C approval.

8.0 RECOMMENDATION

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

1. Mr Tony Welsh
redacted

to the position of Chief Information Officer, iDivision, Brisbane City Council, with a contract and salary to be negotiated.

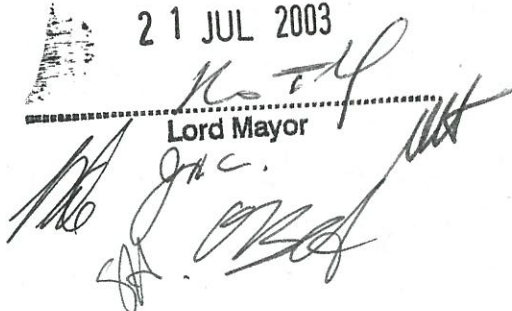
9.0 CHIEF EXECUTIVE OFFICER


Jude Munro
Chief Executive Officer
Brisbane City Council

APPROVED

21 JUL 2003

Lord Mayor



ACTION TAKEN

21 JUL 2003

TOWN CLERK

RECEIVED

21 JUL 2003

COMMITTEE SECTION

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 -
April 2003*

3.0 ISSUE/PURPOSE

Provision of relevant monthly travel report.

4.0 PROPONENT

Noel Faulkner
DIVISIONAL MANAGER CITY BUSINESS

5.0 SUBMISSION PREPARED BY

Kellie Preston
A/Travel Co-Ordinator, City Shared Services, ext. 72056

6.0 DATE

4 July 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL? TOWN CLERK

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 April 2003.

I Recommend Accordingly

CHIEF EXECUTIVE OFFICER

10.0 Noel Faulkner
DIVISIONAL MANAGER CITY BUSINESS

RECEIVED

21 JUL 2003

COMMITTEE SECTION

APPROVED

21 JUL 2003

Lord Mayor

ACTION TAKEN

21 JUL 2003

PAMCSP2

10 YEAR 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 April 2003, for each Unit of Administration (showing travel actually undertaken during that month).

Attachment "A" shows details associated with travel undertaken in April 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:

April 2003

Non-Commercial Operations

| | | | |
|----|------------------------------------|----|-------------|
| a) | International Travel | | |
| | (i) Number of Bookings | 0 | |
| | (ii) Airfares | | \$0.00 |
| b) | Domestic Travel | | |
| | (i) Number of Bookings | 63 | |
| | (ii) Airfares | | \$29,941.83 |
| c) | Accommodation and Allowances Costs | | \$23,211.04 |
| d) | Registration Fees for Conferences | | \$42,570.60 |
| e) | Other Costs e.g. hire car | | \$3,977.51 |

TOTAL

\$99,700.98

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

TOTAL \$0.00

m) Cost of air-fares, accommodation and taxis as detailed in Attachment A \$7,478.45

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 April 2003.
- (2) Not approve the recommendation.

Option (1) is the preferred option.

1.0 FILE NUMBER: 204/40(57)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Brisbane-Auckland Sister Cities Sports and Cultural Exchange - International Travel Proposal

3.0 ISSUE/PURPOSE

The purpose of this submission is to gain E&C approval for Ms Kelly McKellar, Program Officer Indigenous Leisure and Culture, Community & Economic Development and Mrs Cinnamon O'Shanesy, Project Officer - Indigenous Sport and Recreation, Customer and Community Services to travel to Auckland, New Zealand from 22-25 August 2003 to accompany 14 students participating in the Brisbane-Auckland Sister Cities Sport and Cultural Exchange.

4.0 PROPONENT

Pauline Peel, Divisional Manager, Community and Economic Development
Rob Broughton, Acting Divisional Manager, Customer & Community Services

5.0 SUBMISSION PREPARED BY

Ms Kelly McKellar, Program Officer Indigenous Leisure and Culture, x35293

ACTION TAKEN

21 JUL 2003

POILC

TOWN CLERK

RECEIVED

21 JUL 2003

COMMITTEE SECTION

6.0 DATE

17 July, 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

APPROVED

21 JUL 2003

9.0 RECOMMENDATION

That E&C grant approval for Kelly McKellar, Program Officer Indigenous Leisure and Culture, Community & Economic Development and Mrs Cinnamon O'Shanesy, Project Officer - Indigenous Sport and Recreation, Customer and Community Services to travel to Auckland, New Zealand from 22-25 August 2003 to participate in the Brisbane-Auckland Sister Cities Sports and Cultural Exchange at a total estimated cost of \$1,955.00.

10.0 DIVISIONAL MANAGER **Recommend Accordingly**

Pauline Peel
.....
CHIEF EXECUTIVE OFFICER

Pauline Peel
Divisional Manager
COMMUNITY & ECONOMIC
DEVELOPMENT

Rob Broughton
.....
CHIEF EXECUTIVE OFFICER

Rob Broughton
Acting Divisional Manager
CUSTOMER & COMMUNITY
SERVICES

Lord Mayor
.....
Lord Mayor

11.0 BACKGROUND

Brisbane City Council is giving Brisbane students aged 15 to 17 the opportunity to participate in a Sports and Cultural Exchange Program with Brisbane's New Zealand Sister City, Auckland in 2003.

A Mixed Touch Team will be sent to Auckland to compete against Maori, Cook Island and Samoan Teams, as well as participate in cultural activities organised by Auckland City Council.

The Black Diamonds Program aims to provide a fun, healthy way to get active; meet new friends and learn new things. Council wants young Indigenous people involved in sporting, recreational and arts activities to develop their individual skills with a focus on the Aboriginal and Torres Strait Islander cultures. The Sister City Sports and Cultural Exchange Program offers a great opportunity to the Black Diamonds Team of 14 in terms of the above aims.

This exchange is designed to promote the Sister City Relationship between Brisbane and Auckland as part of the 15th Anniversary Celebrations of the Formal Sister City Agreement and to provide an opportunity for greater international understanding of issues affecting the future leaders of our two communities.

Ms Kelly McKellar is the Program Officer Indigenous Leisure and Culture, Community & Economic Development and is a former Australian and Queensland Women's Softball representative. Ms McKellar is also the Female Patron of the South-East Queensland Indigenous Sports Night (coordinated by Council) and is heavily involved with the Black Diamonds Program, both professionally and personally, and would be an inspiration to the young girls on the tour.

Mrs Cinnamon O'Shanesy is the Project Officer - Indigenous Sport & Recreation, Customer and Community Services who works tirelessly with the Indigenous communities in coordinating a range of Black Diamonds activities, with particular experience in being a guardian for camp participants over three days. Given her current position and experience, Cinnamon is very familiar with the participants and would be an asset as Team Manager.

12.0 CONSULTATION

Councillor Tim Quinn, Lord Mayor
His Worship the Mayor of Auckland, John Banks
Bob Davis, Executive Officer to the Lord Mayor
Terri Birrell, International Relations Unit, Lord Mayor's Office
Alan Rogers, Manager, Community & Lifestyle
Athol Young, Events Manager, City Events, Community Development Services
Mr Nigel Chamier, Chairman and members of the Brisbane-Auckland Sister Cities Committee
Mr Russell Bryant, Regional Manager Qld/NT/PNG, Air New Zealand
Commissioner Robbie Williams, ATSIC
Brisbane City Touch (Regional)

All consulted are in agreement with the recommendation.

13.0 IMPLICATIONS OF PROPOSAL

Participation in this program will confirm Brisbane's commitment to international cooperation and support of Brisbane youth involvement in the development of Sister Cities as a sports and cultural tool.

Ms McKellar has been closely involved with the Black Diamonds program on a professional and personal level, and has a very strong understanding of the dynamics of the sport and recreation industry. This knowledge and experience would be of great assistance to the Brisbane students. Ms McKellar is also a former Australian Women's Softball representative with extensive experience in travelling internationally and would be an inspiration to the young girls on the tour, due to her achievements in sport i.e. Olympic Squad Member.

It is a requirement that a large group of students travelling should have at least two chaperones. Mrs Cinnamon O'Shanesy and Ms Kelly McKellar will be the chaperones. Both Ms McKellar and Mrs O'Shanesy have chaperoned a number of previous programs/activities. Those being Black Diamond Survival Camps (2 days/1 night) and Recreational Camps (3 days/2 nights). With both being closely associated with the Black Diamonds Program, they not only have significant respect but also have trusting relationships with the Indigenous communities of Brisbane.

14.0 CORPORATE PLAN IMPACT

In line with the Corporate Plan and "Living in Brisbane 2010".

15.0 CUSTOMER IMPACT

This is a unique opportunity for Brisbane's youth to participate in a sports and cultural exchange that will increase their knowledge and understanding of Brisbane's Sister City relationship with Auckland and allow them to contribute to the future of Brisbane.

This will also provide a great opportunity for Ms Kelly McKellar and Mrs Cinnamon O'Shanesy to learn of the unique Auckland, Maori, Cook Islands and Samoan cultures as well as the traditional learnings of this culture. These experiences will assist in reviewing the Black Diamonds Program to ensure fair and consistent community involvement with a very strategic approach. This also provides an opportunity for both Mrs Cinnamon O'Shanesy and Ms Kelly McKellar to represent Brisbane City Council to promote the Black Diamonds Program on an international level.

16.0 ENVIRONMENTAL IMPACT

Nil

17.0 POLICY IMPACT

Nil

18.0 FINANCIAL IMPACT

In recognition of the Sister City Relationship, Auckland City Council will cover costs associated with accommodation, meals and on ground transportation. Air New Zealand are covering 50% of the cost of return economy class air-travel as they are a major sponsor of the exchange. Council's Sister City Program will cover the remaining 50% of the cost of airfares. Funds are available under vote code: 1.01.1510.226.000.000.628.000.00

Funds are also available under vote codes 1.03.1659.575.000.000.659.000.00 and 1.14.2155.064.000.000.659.000.00 to cover the remaining costs associated with the trip. These costs are estimated as being:

| <i>Ms Kelly McKellar</i> | | <i>Mrs Cinnamon O'Shanesy</i> | |
|---------------------------------|-------------------|-------------------------------|-----------------|
| Item | Cost | Item | Cost |
| Airfare | \$ 400.00 | Airfare | \$ 400.00 |
| Council Advance | \$200.00 | Council Advance | \$200.00 |
| Personal Allowance | \$200.00 | Personal Allowance | \$200.00 |
| Taxis | \$75.00 | Taxis | \$120.00 |
| Passport Renewal | \$160.00 | | |
| TOTAL | \$1,035.00 | TOTAL | \$920.00 |
| GRAND TOTAL = \$1,955.00 | | | |

19.0 HUMAN RESOURCE IMPACT

Nil

20.0 URGENCY

Urgent. To allow travel arrangements to be made at the earliest opportunity.

21.0 PUBLICITY/MARKETING STRATEGY

At the discretion of the Lord Mayor.

22.0 OPTIONS

- 1) Approve the recommendations
- 2) Not approve the recommendations

Option (1) is the preferred option.

E&C RESULTS – 28 JULY 2003

| SUB NO. | FILE NO. | DIV | TITLE | Y-N HELD |
|---------------|--------------------------------------|-------------------------|--|----------|
| 28/07-1B R | 392/60/1 28 JUL 2003 | HR&SM | Adoption of Sponsorship Policy. | YES |
| 28/07-1F M | 364/48/2-NP200/P78(4) 28 JUL 2003 | City Governance | Telecommunications Lease Renewal. | YES |
| 28/07-2F R | 364/48/3(135) 28 JUL 2003 | City Governance | Exemption by way of Section 46 of The City of Brisbane Act – parcels of Council land to be leased for location of telecommunications facilities. | YES |
| 28/07-3F | 364/150/2-D0084 | City Governance | Proposed sale of surplus Council land – 84/92 Kingsford Smith Drive, Albion. | HELD |
| 28/07-4F | 364/150/2-LR035/1258 | City Governance KAMC | Proposed sale of Council land – 36 Caratel St Stafford Heights. | HELD |
| 28/07-1L M | 99-48810(A1) 28 JUL 2003 | OLMCEO CFO | Renewal of Executive Contract. | YES |
| 28/07-2L M | 99-48810(A1) 28 JUL 2003 | OLMCEO CFO | Renewal of Executive Contract. | YES |
| 28/07-1M M | 12/51/1(P6) 28 JUL 2003 | City Business PANCSP | Monthly Report – Delegation of Authority to Travel – May 2003. | YES |

KOT Quinn
 Sharon Humphreys
 John Campbell
 David Hinchliffe
 Helen Abrahams
 Kerry Rea
 Maureen 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.

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

1.0 **FILE NUMBER: 364/48/2-NP200/P78(4)**

2.0 **TITLE**

Telecommunications Lease Renewal - Vodafone Network Pty Limited at Bartley's Hill Reservoir.

3.0 **ISSUE/PURPOSE**

To obtain approval for Vodafone Network Pty Limited to renew its Lease of a part of the land at Bartley's Hill Reservoir for the purpose of continuing to operate its existing mobile telephone telecommunications facility.

4.0 **PROPONENT**

Helen Gluer
Chief Financial Officer
Ext. 34577

5.0 **SUBMISSION PREPARED BY**

Paul Grove
Principal Asset Manager
City Assets - Ext 34096

6.0 **DATE**

24 July 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?**

No.

9.0 RECOMMENDATION

That:

1. two successive leases to be granted to Vodafone Network Pty Limited (upon the standard terms and conditions for such leases) to enable the continuation of the co-location of a telecommunications facility, over that area of land that is outlined in yellow on Attachments "3" and "4".; and

2. the proposed leases to be for an aggregate period of [redacted] comprised of two successive periods. The first period to commence at an annual rental of [redacted] (includes GST) on 15 June 2003 and expire on 30 June 2006 with the second period being for five years commencing on 1 July 2006. The leases are to be upon terms that are satisfactory to the Manager, Brisbane City Legal Practice and the Manager, City Assets Branch.

10.0 DIVISIONAL MANAGER

Recommend Accordingly

[Signature]
CHIEF EXECUTIVE OFFICER

RECEIVED

28 JUL 2003

COMMITTEE SECTION

ACTION TAKEN

28 JUL 2003

TOWN CLERK

PAMCA

[Signature]

[Signature]
Helen Gluer
CHIEF FINANCIAL OFFICER

APPROVED

28 JUL 2003

[Signature]
Lord Mayor
[Signatures]

10 YEAR PUBLIC RELEASE SCHEME

11.0 BACKGROUND

On 6 August 2002, Council adopted a recommendation that it is in the public interest that Section 46 of the City of Brisbane Act 1924 relating to public tendering for the leasing of Council property, should not apply in relation to the leasing of sites to Telecommunications Carriers (or other parties operating a telecommunications facility).

The purpose of this particular submission is to enable the continued operation of the existing Vodafone telecommunications facility situated at the Bartley's Hill Reservoir. On 15 June 1998 the Establishment and Co-ordination Committee approved the granting of a lease to Vodafone for a term of five years. This Vodafone installation is co-located on the Crown Castle tower (formerly owned by Optus) and Vodafone is now seeking to renew its tenure to coincide with the remaining duration of the Crown Castle head-lease namely, ^{redacted} and ^{redacted}.

No additional plant and equipment is proposed and the installation is classed as being of low impact. Moreover, as the application to lease concerns an existing facility (that already complies with Council's Telecommunications Policy) the new lease proposal does not require planning and development approval.

It is considered that a commencing annual rental of ^{redacted} (includes GST) will meet Council's policy requirements.

12.0 CONSULTATION

- Councillor Sharon Humphreys, Chairperson, Finance Committee
- Councillor Tim Nicholls, The Hamilton Ward Office.
- Frank Riley, Manager, City Assets Branch, City Governance.
- Warren Dwyer, Solicitor, Brisbane City Legal Practice.
- Ken Wood, A/ Manager, Water Services.
- Stephen Hill, Technical Officer, Water Network Services.
- David Hains, Senior Research Officer, iDivision

None of the above parties have raised objections to the proposal.

13.0 IMPLICATIONS OF PROPOSAL

| | |
|------------------------|---|
| Sectional Support: | No impact. |
| Industrial Relations: | No impact. |
| Regional Implications: | No impact. |
| Social and Community: | No impact. |
| Service Levels | Council will be assisting in the provision of telecommunications services to the community. |
| Political | No impact. |

14.0 CORPORATE PLAN IMPACT

In accordance with the Corporate Plan:-

Strategy 1.4.3: Improve the management and performance of Council's physical asset and information portfolio.

15.0 CUSTOMER IMPACT

Nil.

16.0 ENVIRONMENTAL IMPACT

Nil.

17.0 POLICY IMPACT

Nil.

18.0 FINANCIAL IMPACT

18.1 Budget Impact:

There are no funding requirements. Moreover, Council will receive an ongoing annual rental from the Lessee commencing at ^{redacted} (includes GST) which will increase upon each anniversary of the commencement date by ^{redacted} for the term of the lease.

18.2 Taxation Issues:

Nil

18.3 Risk Assessment:

Not Applicable.

19.0 HUMAN RESOURCE IMPACT

Nil.

20.0 URGENCY

In the normal course of business.

21.0 PUBLICITY / MARKETING STRATEGY

No publicity is required.

22.0 OPTIONS

- 1 E&C Committee approve the recommendation.
- 2 Not approve the recommendation

Option 1 is the recommended option.

10 YEAR RELEASE
BCC PUBLICATION SCHEME

1.0 FILE NUMBER: 99-48810(A1)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Renewal of Executive Service Contract for Michael Byrne, Manager Corporate Risk Management.

3.0 ISSUE/PURPOSE

To approve the renewal of Executive Service Contract for Michael Byrne, Manager Corporate Risk Management.

4.0 PROPONENT

Jude Munro, Chief Executive Officer

5.0 SUBMISSION PREPARED BY

Helen Gluer, Chief Financial Officer

6.0 DATE

7 July 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 Michael Byrne be re-appointed to the position of Manager, Corporate Risk Management for a period of 5 years from 4 September 2003.

ACTION TAKEN



28 JUL 2003 CFO

10.0 Jude Munro
CHIEF EXECUTIVE OFFICER

TOWN CLERK

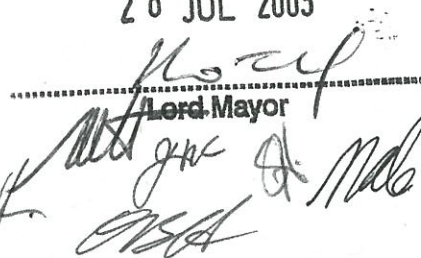
APPROVED

28 JUL 2003

RECEIVED

28 JUL 2003

COMMITTEE SECTION



10 YEAR PUBLICATION SCHEME

11.0 BACKGROUND

Michael Byrne was appointed to the position of Manager Corporate Risk Management, City Governance Division.

Michael has been performing well in this role and it is proposed to re-appoint him to the position of Manager Corporate Risk Management, City Governance Division for a further 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: 99-48810(A1)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Renewal of Executive Service Contract for Allan Webster, Manager Corporate Accounting and Tax.

3.0 ISSUE/PURPOSE

To approve the renewal of Executive Service Contract for Allan Webster, Manager Corporate Accounting and Tax.

4.0 PROPONENT

Jude Munro, Chief Executive Officer

5.0 SUBMISSION PREPARED BY

Helen Gluer, Chief Financial Officer.

6.0 DATE

7 July 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 Allan Webster be re-appointed to the position of Manager Corporate Accounting and Tax for a period of 5 years from 1 October 2003.

10.0 Jude Munro
CHIEF EXECUTIVE OFFICER



ACTION TAKEN

28 JUL 2003

TOWN CLERK CFO

APPROVED


28 JUL 2003

Lord Mayor

RECEIVED

28 JUL 2003

COMMITTEE SECTION



10 YEAR PUBLIC RELATION SCHEME

11.0 BACKGROUND

Allan Webster was appointed to the position of Manager Corporate Accounting and Tax, City Governance Division.

Allan has been performing well in this role and it is proposed to re-appoint him to the position of Manager Corporate Accounting and Tax, 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.

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 -
May 2003*

3.0 **ISSUE/PURPOSE**

Provision of relevant monthly travel report.

4.0 **PROPONENT**

Noel Faulkner
DIVISIONAL MANAGER CITY BUSINESS

5.0 **SUBMISSION PREPARED BY**

Kellie Preston
A/Travel Co-Ordinator, City Shared Services, ext. 72056

6.0 **DATE**

22 July 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 May 2003.

I Recommend Accordingly


.....
CHIEF EXECUTIVE OFFICER

10.0 **Noel Faulkner
DIVISIONAL MANAGER CITY BUSINESS**

ACTION TAKEN

28 JUL 2003

TOWN CLERK

PAMCSP2

RECEIVED

28 JUL 2003

COMMITTEE SECTION

APPROVED

28 JUL 2003


.....
Lord Mayor

10 BCC YOUNG PUBLICATION SCHEME

11.0 BACKGROUND

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

Attachment "A" shows details associated with travel undertaken in May 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:

May 2003

Non-Commercial Operations

| | | | |
|----|------------------------------------|--------------------|-------------|
| a) | International Travel | | |
| | (i) | Number of Bookings | 2 |
| | (ii) | Airfares | \$3,303.41 |
| b) | Domestic Travel | | |
| | (i) | Number of Bookings | 63 |
| | (ii) | Airfares | \$21,719.48 |
| c) | Accommodation and Allowances Costs | | \$28,882.54 |
| d) | Registration Fees for Conferences | | \$62,471.40 |
| e) | Other Costs e.g. hire car | | \$4,604.56 |

TOTAL

\$120,981.39

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 |
| | TOTAL | | \$0.00 |
| m) | Cost of air-fares, accommodation and taxis as detailed in Attachment A | | \$5,363.57 |

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 May 2003.
- (2) Not approve the recommendation.

Option (1) is the preferred option.