

# E&C RESULTS – 04 AUGUST 2003

SUB NO.	FILE NO.	DIV	TITLE	Y-N HELD
04/08-1K R	460/2(131/P6) 04 AUG 2003	Urban Management	Brisbane City Plan 2000 – Small Lot Housing Amendments.	YES
04/08-2K M	379/1/2 04 AUG 2003	Urban Management	BCC Quarry Activities – Strategic Policy	YES
04/08-1L R	24/1-L/2003(3) 04 AUG 2003	OLMCEO	Overseas Travel - Brisbane-Auckland Sister Cities, Cr. John Campbell.	YES
04/08-1N	234/12/19-2003/2004(0)	CED	2003/2004 Local Arts, Cultural & Festival Grants Program – Round 1.	HELD
04/08-2N	392/42-2003/2004(0)	CED	2003/2004 Local History Grants Program	HELD

Maureen Hayes  
Sharon Humphreys  
John Campbell  
David Hinchliffe  
Helen Abrahams  
Kerry Rea

Absent: KOT Quinn

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 & COORDINATION COMMITTEE****1.0 FILE NUMBER**

379/1/2

**2.0 TITLE**

BCC Quarry Activities – Strategic Policy

**3.0 ISSUE / PURPOSE**

The purpose of this submission is to seek approval for the adoption of the attached Strategic Policy for BCC's quarry activities.

The purpose of the policy is to provide the principles and framework for the ownership and integrated management of Council's three quarries – Mt Coot-tha, Pine Mountain and Bracalba.

**4.0 PROPONENT**

Michael Kerry, Divisional Manager, Urban Management.

**5.0 SUBMISSION PREPARED BY**

Ray Folley, Manager Business Unit Development Branch, OLMCEO  
Ext: 39110

**6.0 DATE**

30 July 2003

**7.0 FOR E&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?**

Not applicable.

**APPROVED**

4 AUG 2003

*[Handwritten signatures and initials]*  
Mayor  
K



9.0 **RECOMMENDATION**

That E&C grant approval for the adoption of the Strategic Policy (attachment "A") for BCC's quarry activities (Mt Coot-tha, Pine Mountain and Bracalba).

10.0 **DIVISIONAL MANAGER**

I Recommend Accordingly

*Acorns*  CHIEF EXECUTIVE OFFICER

  
Michael Kerry  
Divisional Manager, Urban Management

**RECEIVED**

04 AUG 2003

COMMITTEE SECTION

**ACTION TAKEN**

04 AUG 2003

**TOWN CLERK**

MBUD

10 YEAR PUBLIC RELEASE SCHEME

## 11.0 BACKGROUND

The decision to purchase the Bracalba Quarry on the D'Aguilar Highway, Wamuran, Caboolture, was made to secure long-term supply of quarry products for the construction and maintenance of Council's road and other infrastructure assets. Effectively the purchase has trebled the size of Council's quarry operations.

Council decided earlier this year to separate the 'ownership' and 'operations' functions of all Council quarries and from 1 July 2003, to integrate 'ownership' arrangements of the three quarries under the Urban Management Division (UMD) and the operation arrangement under a separate quarry unit within Brisbane CityWorks (BCW). This is effected through Operating Lease Agreements between UMD and BCW.

The Strategic Policy has been developed to provide principles and framework for the long-term development and operation of the quarry activities and a foundation for the cooperative development of arrangements between 'owner' and 'operator'

The policy will be supported by the following key documents:

- Strategic Development and Management Plan for each quarry
- Operating Lease Agreement for Bracalba Quarry
- Operating Lease Agreement for Mt Coot-tha and Pine Mountain Quarries

The Strategic Development and Management Plans will be prepared by the Operator in consultation with the Owner. It will address best value utilisation of reserves, future demand, extraction sequence, rehabilitation, risk management and financial arrangement in accordance with the principles of Section 3 of the Strategic Policy. It will be updated triennially.

The Operating Lease Agreements will cover the commercial arrangements between the 'owner' and 'operator' for the occupancy and operation of the quarries. They will be reviewed and updated annually.

## 11.0 CONSULTATION

The following have been consulted in the development of the policy:

Jude Munro, CEO  
Helen Gluer, Chief Finance Officer  
Michael Kerry, Divisional Manager Urban Management Division  
Paul Cotton, Manager Infrastructure Management  
Frankie Yong, Senior Asset Officer Roads and Drainage  
Nev Crase, Manager Business Improvement, Brisbane CityWorks  
David Askern, Manager Brisbane City Legal Practice  
Ray Folley, Manager, Business Unit Development Branch  
Doug Yuille, Environmental Policy Adviser, OLMCEO

**All agree with the proposal.**



## **12.0 IMPLICATIONS OF PROPOSAL**

The proposal will ensure clarity of the long-term intention of Council for both 'owner' and 'operator' in the development and use of the quarry assets.

## **13.0 CORPORATE PLAN IMPACT**

In line with the Corporate Plan.

## **14.0 CUSTOMER IMPACT**

The proposal will facilitate consistent understanding of the strategic intent of Council in relation to the quarries and, through this, ensure consistent service for customers, both internal and external.

## **15.0 ENVIRONMENTAL IMPACT**

The policy requires 'best practice' approaches and compliance with environment and other legislation and, as such, is intended to enhance awareness and compliance.

## **16.0 POLICY IMPACT**

Consistent with the strategic intent of the Bracalba purchase and the need to conserve access to the high grade resource of Mt Coot-tha.

## **17.0 FINANCIAL IMPACT**

Nil.

## **18.0 HUMAN RESOURCE IMPACT**

Nil.

## **19.0 URGENCY**

In the normal course of business.

## **20.0 PUBLICITY / MARKETING STRATEGY**

No publicity required.

## 21.0 OPTIONS

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

**Option (1) is recommended.**

## 23.0 ATTACHMENTS

"A" "Strategic Policy – BCC Quarry Activities"

10 BCC 10 YEAR RELEASE PUBLIC RELEASE SCHEME



# E&C RESULTS – 11 AUGUST 2003

SUB NO.	FILE NO.	DIV	TITLE	Y-N HELD
11/08-1F R	221/15/1-2002/03 11 AUG 2003	City Governance	2002-03 Budget – Final Authorisations.	YES
11/08-2F R	288/20-40/6 11 AUG 2003	City Governance	Transfers between City Fund and Reserves for the 2002-03 financial year.	YES
11/08-1J R	288/37-0(P1/A1) & 288/100-0(P1) 11 AUG 2003	CCS	Appointment of "authorised officers" for the malls.	YES
11/08-1K R	460/2(128/P1) 11 AUG 2003	Urban Management	Proposed Lake Manchester Local Plan.	YES
11/08-2K M	204/74/4(1) 11 AUG 2003	Urban Management	Franchise Agreement between Urban Management Division & Brisbane Water for delivery of water services to City – commencing from 1 <sup>st</sup> July 2003.	YES
11/08-3K R	460/111/44(9) 11 AUG 2003	Urban Management	Amendments to the Demolition Control Precincts (DCPs) in the Brisbane City Plan 2000.	YES
11/08-4K R	202/11-MA150/964 & 972 11 AUG 2003	Urban Management	Sale of incidental land to adjoining property owner – 964/972 Blunder Road, Doolandella.	YES
11/08-1L M	1/139(A2) 11 AUG 2003	OLMCEO	Appointment to Stores Board of Information Systems Audit and Control Association (ISACA).	YES
11/08-2L M	58-12125 11 AUG 2003	OLMCEO	Renewal of Executive Contract	YES
11/08-1N	234/12/19-2003/2004(0)	CED	2003/2004 Local Arts, Cultural and Festival Grants Program – Round 1.	HELD
11/08-2N	392/42-2003/2004(0)	CED	2003/2004 Local History Grants Program.	HELD
11/08-3N M	364/48/2-D0631(1/P1) 11 AUG 2003	CED	Financial assistance to The Brisbane Tramway Museum Society.	YES

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.

KOT Quinn

Maureen Hayes

Kerry Rea

David Hinchliffe

Helen Abrahams

Kim Flessner

Absent: Sharon Humphreys



SUBMISSION TO THE ESTABLISHMENT & COORDINATION COMMITTEE

1.0 **FILE NUMBER** 204/74/4(1)

2.0 **TITLE**

Franchise Agreement between Urban Management Division and Brisbane Water for delivery of water services to the City, commencing from the 1<sup>st</sup> July 2003.

3.0 **ISSUE/PURPOSE**

The purpose of this submission is to:

- outline the Franchise Agreement effective from 1<sup>st</sup> July 2003
- to seek endorsement by E&C of the Franchise Agreement

4.0 **PROPONENT**

Michael Kerry - Divisional Manager, Urban Management Division.

5.0 **SUBMISSION PREPARED BY**

Ralph Woolley - Water Services Manager, Water Resources Branch, Urban Management Division. Tel: 3403 5799.

6.0 **DATE**

6 August, 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?**

N/A

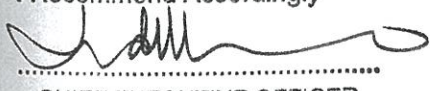
9.0 **RECOMMENDATION**

That the Franchise Agreement, commencing on the 1<sup>st</sup> July 2003, (refer attachment A) between Urban Management Division and Brisbane Water, be approved and both parties be authorised to sign the agreement.

10.0 **DIVISIONAL MANAGER**

  
Michael Kerry  
Divisional Manager  
Urban Management Division

I Recommend Accordingly

  
CHIEF EXECUTIVE OFFICER

RECEIVED

11 AUG 2003

COMMITTEE SECTION WSM

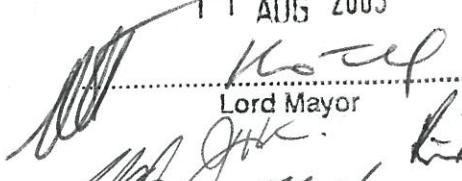
ACTION TAKEN

11 AUG 2003

TOWN CLERK

APPROVED

11 AUG 2003

  
Lord Mayor



## 11.0 BACKGROUND

Since the 30<sup>th</sup> June 1998, Brisbane City Council has had an internal Customer Service Agreement (CSA) in place between Urban Management Division and Brisbane Water for the purposes of providing water and wastewater services to the city. This CSA, referred to as the Franchise Agreement, also satisfies the requirements of the National Competition Policy with respect to full cost pricing and transparency in the provision of water services.

The term of the current 5-year Agreement concluded on the 30<sup>th</sup> June 2003.

During the operation of this term of the Agreement the working relationships between Urban Management Division and Brisbane Water has developed to a level of partnering that a revised Agreement is now recommended.

The revised Franchise Agreement captures the current corporate relationships and the intent of the purchaser/provider model and the business models of Brisbane City Council.

The revised approach better supports the partnership that has developed for delivery of water and wastewater services to the City and the respective accountabilities of UMD for policy development and Brisbane Water for service strategy formulation and service delivery.

Many of the performance requirements for the delivery of water and sewerage services specified in the original Agreement are now set down by third party regulators operating under State laws, with Urban Management Division and Brisbane Water having joint responsibility for the interface with these agencies, eg:

- Environmental outcomes and Licencing by the Environment Protection Authority
- Prices Oversight by Queensland Competition Authority
- Customer Service Standards and Strategic Asset Management Planning by the Department of Natural Resources and Mines
- Drinking Water Quality by the Qld Health Department

The current internal working relationships together with the revised Agreement directly support the City's Vision 2010 agenda with joint performance outcomes reflected in the key result areas of;

- Appropriate levels of customer service to the community
- Meeting and supporting city development needs
- Satisfying environment performance requirements
- Optimisation of the assets for delivery of services
- Coordinated delivery of Council services



## **12.0 CONSULTATION**

Councillor Kerry Rae - Chairperson, C&CS  
Helen Abrahams - Chairperson, Urban Planning Committee  
Jude Munro - Chief Executive Officer  
Jim Reeves - Divisional Manager, Brisbane Water  
Hayden Wright - Manager, CEO's Office  
David Askern - Manager, Brisbane City Legal Practice  
Barry Ball - Manager Water Resources  
Brisbane Water Advisory Board  
Senior Management Team, Brisbane Water

All the above have been consulted and are in agreement with the recommendation.

## **13.0 IMPLICATIONS OF PROPOSAL**

The Franchise Agreement, from 1<sup>st</sup> July 2003, establishes clear outcomes for the operation of Brisbane City's water and wastewater services for the future.

Approval of the Agreement provides endorsement of the partnering relationship between Brisbane Water and Urban Management Division and provides for the operation of water and wastewater services under the current Council policies. It provides no limitations on possible changes or adjustments to business operations that may occur at a future time.

This agreement is "commercial-in-confidence". It details the internal working relationship between Urban Management Division and Brisbane Water.

## **14.0 CORPORATE PLAN IMPACT**

This Franchise Agreement strengthens the delivery and support for the Corporate Plan over the period.

## **15.0 CUSTOMER IMPACT**

The Franchise Agreement builds on the excellent water and wastewater service delivery to Brisbane residents, improving the value-for-money and quality of service to the community.

## **16.0 ENVIRONMENTAL IMPACT**

The Franchise Agreement is consistent with Council's commitment to the South East Queensland Water Management Strategy outcomes and delivery of the requirements of the Environmental Protection Act (1994), and the Environment Protection Policy (Water) (1997).

## **17.0 POLICY IMPACT**

The policies of Council will be delivered by the effective operation of this Agreement.



## **18.0 FINANCIAL IMPACT**

The financial arrangements under which the Franchise Agreement has been drawn have already been provided for in the 03/04 budget.

## **19.0 HUMAN RESOURCE IMPACT**

Nil

## **20.0 URGENCY**

In the ordinary course of business

## **21.0 PUBLICITY/MARKETING STRATEGY**

No specific publicity is necessary for the operation of this Agreement.

## **22.0 OPTIONS**

Option 1:

Approve the Franchise Agreement, from 1<sup>st</sup> July 2003, and authorise Urban Management Division and Brisbane Water to enter into the agreement.

Option 2:

Not approve the recommendation.

**Option 1 is the preferred option.**

1.0 **FILE NUMBER:** 1/139(A2)

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

2.0 **TITLE**

Appointment of Andrew MacLeod, Manager, Assurance and Audit Services, to the Standards Board of the Information Systems Audit and Control Association (ISACA).

3.0 **ISSUE/PURPOSE**

The purpose of this submission is to seek E&C approval for:

1. The continued appointment of Andrew MacLeod, Manager, Assurance and Audit Services, to the Standards Board of the Information Systems Audit and Control Association; and
2. The Manager, Assurance and Audit Services, to attend up to two meetings of the Information Systems Audit and Control Association Standards Board in the next year.

4.0 **PROPONENT**

Jude Munro  
**Chief Executive Officer**

5.0 **SUBMISSION PREPARED BY**

Andrew MacLeod  
Manager, Assurance and Audit Services

6.0 **DATE**

11 August 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:

1. The appointment of Andrew MacLeod, Manager, Assurance and Audit Services, to the Standards Board of the Information Systems Audit and Control Association; and
2. The Manager, Assurance and Audit Services, to attend two meetings of the Information Systems Audit and Control Association Standards Board, usually held in Chicago, USA, at no cost to Council.

## 10.0 DIVISIONAL MANAGER

*Jude Mungo*  
Jude Mungo  
Chief Executive Officer.

RECEIVED

11 AUG 2003

COMMITTEE SECRETARY

ACTION TAKEN

11 AUG 2003

TOWN CLERK TLCT

APPROVED

11 AUG 2003

*Lord Mayor*  
Lord Mayor

*Handwritten signatures and initials:*  
- *Lord Mayor*  
- *John*  
- *RS*  
- *KL*  
- *K*

## 11.0 BACKGROUND

With more than 30,000 members in more than 100 countries, the Information Systems Audit and Control Association (ISACA) is recognised as the global leader in IT governance, control and assurance. Founded in 1969, ISACA sponsors international conferences, administers the globally respected CISA (Certified Information Systems Auditor) designation held by more than 16,000 professionals worldwide, and develops globally-applicable Information Systems (IS) Auditing and Control Standards. An affiliated Foundation undertakes leading-edge research in support of the profession.

The ISACA Standards Board defines, develops and promulgates IS auditing standards and their associated interpretations and guidelines. Also, the Standards Board maintains a liaison with the certification program (CISA exam) to assure that it continues to incorporate and reflect the most current standards and guidance officially published, and maintains a dialogue with other standards bodies.

Andrew MacLeod, the Manager Assurance and Audit Services, has been appointed to the 2001 -2002 ISACA Standards Board. The eight member board meets up to three times a year usually in Chicago and via conference calls as needed. Chicago meetings are always scheduled on a Saturday and Sunday and ISACA fully funds these meetings. Andrew was a member of this board in 1995 - 1996 and 1999 - 2001, 2001 – 2002, 2002 - 2003 and Chair of this board in 1996 - 1997.

The Council will benefit from the contacts Andrew will make/maintain and by access to leading edge IS audit research and developments. With Council implementing many computer systems, it is important that the appropriate controls are in place. Assurance and Audit Services now has an IS Audit team who review new computer systems before implementation, data conversions and hardware controls. Membership of the Standards Board will allow Andrew to keep up to date with what is happening worldwide in relation to IS Audit and benefit Council's IS Audit team.

There will be no cost to Council for this attendance but travelling time on a Thursday, Friday and Monday will be required as these meetings are held on Saturday and Sunday. E & C agreed for Andrew to take up to ten days off from work to attend meetings of the Institute of Internal Auditors and the Information Systems Audit and Control Association in each financial year. Any extra time would be taken as either leave without pay or recreation leave.

It is considered that Andrew MacLeod's membership of the ISACA Standards Board is worthwhile and is supported by Council.

## 12.0 CONSULTATION

Hayden Wright, Manager Chief Executive's Office, is in agreement with the recommendation.



### **13.0 IMPLICATIONS OF PROPOSAL**

Membership of the ISACA Standards Board will allow Andrew access to leading edge IS Audit research and developments.

### **14.0 CORPORATE PLAN IMPACT**

Nil.

### **15.0 CUSTOMER IMPACT**

Andrew's membership of the ISACA Standards Board should lead to a higher quality of IS Audit coverage in Council.

### **16.0 ENVIRONMENTAL IMPACT**

Nil.

### **17.0 POLICY IMPACT**

Nil.

### **18.0 FUNDING IMPACT**

No cost to Council.

### **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.**

1.0 FILE NUMBER: 58-12125

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

2.0 TITLE

Renewal of Executive Service Contract for Ian Niven, Manager HR Services, HR & Strategic Management Division.

3.0 ISSUE/PURPOSE

To approve the renewal of Executive Service Contract for Ian Niven, Manager HR Services, HR & Strategic Management Division.

4.0 PROPONENT

Jude Munro, Chief Executive Officer

5.0 SUBMISSION PREPARED BY

Phil Minns, Divisional Manager, HR & Strategic Management Division

6.0 DATE

7 August 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 Ian Niven, be re-appointed to the position of Manager HR Services, HR & Strategic Management Division for a period of 5 years from 29 October, 2003.

10.0

  
Jude Munro

CHIEF EXECUTIVE OFFICER

**APPROVED**

11 AUG 2003

  
Lord Mayor

**ACTION TAKEN**

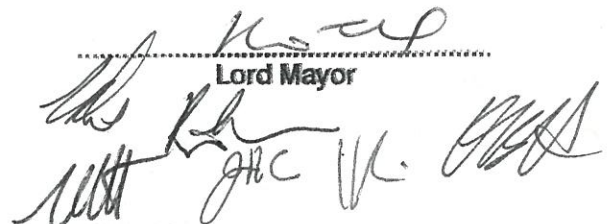
11 AUG 2003

TOWN CLERK TLO

**RECEIVED**

11 AUG 2003

COMMITTEE SECTION





## **11.0 BACKGROUND**

Ian was appointed to the then position of Manager, Workplace Health and Equity, HR and Strategic Management Division on 29 October, 1998 for a period of 5 years.

Ian has been performing well in this role and it is proposed to re-appoint him to the position for a further period of 5 years. Ian has been employed by Council since 1988 and as a result applies a vast range of beneficial knowledge and experience in fulfilling his duties.

## **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 PUBLICICATION SCHEME  
10 YEAR RELEASE



1.0 FILE NUMBER: 364/48/2-D0631(1/P1)

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

2.0 TITLE

Financial assistance to The Brisbane Tramway Museum Society

3.0 ISSUE/PURPOSE

The purpose of this submission is to seek approval to provide financial assistance to The Brisbane Tramway Museum Society.

4.0 PROPONENT

Pauline Peel, Divisional Manager, Community and Economic Development

5.0 SUBMISSION PREPARED BY

Damien O'Mara, Senior Program Officer Community Leasing, Community & Lifestyle, Community & Economic Development (SPOCLF, ext. 35852)

6.0 DATE

7 August 2003

**APPROVED**

11 AUG 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

Lord Mayor

For E&C Approval

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

No

**ACTION TAKEN**

11 AUG 2003

9.0 RECOMMENDATION

That E&C grant approval for an operational grant of \$20,000.00 + GST to be paid to The Brisbane Tramway Museum Society for the 2003/04 financial year.

I Recommend Accordingly

**RECEIVED**

11 AUG 2003

10.0 DIVISIONAL MANAGER

CHIEF EXECUTIVE OFFICER

**COMMITTEE SECTION**

Alan Rogers  
Manager, Community & Lifestyle  
**COMMUNITY & ECONOMIC  
DEVELOPMENT**

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

## **11.0 BACKGROUND**

The Brisbane Tramway Museum Society ("the Museum") holds registered lease No. 702255903 of part of land at 50 Tramway Street, Ferny Grove (Lot 2 on RP192282, County of Stanley, Parish of Enoggera), which commenced on 4 September 1996 and will expire on 3 September 2016.

The Brisbane Tramway Museum was founded in 1968 when Council officially announced that it was to close the City's tramway system in early 1969. The Museum restores and maintains some of the City's former trams, trolley buses, tramway support vehicles, and associated tramway memorabilia. The Museum is operated and maintained by volunteers, and has opened for public operations (tram rides, guided tours, displays) on Sunday afternoons, as well at other times under special arrangements for groups. Due to financial difficulties, the Museum was forced to close to the public in April 2003. If additional funding cannot be sought, the Museum will be forced to close permanently.

The maintenance of the City's tramway history in a tangible form that the community can see, touch, ride and appreciate is considered important for Brisbane. Therefore, it is considered appropriate to provide an operational grant of \$20,000 + GST to the Society to allow the Museum to continue maintaining Brisbane's tramway history.

## **12.0 CONSULTATION**

Councillor Tim Quinn, Lord Mayor  
Councillor David Hinchliffe, Chairperson Community Policy Committee  
Councillor Ann Bennison, Councillor for Enoggera Ward  
Peter Browning, Senior Program Officer Cultural Policy, Community & Lifestyle

All consulted are in agreement with the recommendation.

## **13.0 IMPLICATIONS OF PROPOSAL**

The provision of an operational grant will enable the continued operation of the Museum and allow the Society to dedicate its funding to the restoration and maintenance of Brisbane's tramway heritage.

## **14.0 CORPORATE PLAN IMPACT**

4.1.4.1 Visual Arts and Social History

## **15.0 CUSTOMER IMPACT**

The provision of an operational grant for the continued operation of the Museum will provide the community with opportunities to experience the history of Brisbane's tramways.

## **16.0 ENVIRONMENTAL IMPACT**

Nil.



## **17.0 POLICY IMPACT**

Other heritage programs and facilities around the City (such as the Queensland Maritime Museum, Newstead House, Boggo Road Jail) that are also operated by volunteers have limited operating budgets. Whilst in the past both Council and the State Government have provided financial support for capital projects, there has been very limited on-going program/operational funding. If this submission is approved, a precedent of Council providing financial support for the operation of heritage facilities and their volunteer agencies may result.

It is therefore recommended that Council seek a partnership with the State Government to further develop policies in relation to program/operational funding assistance for heritage facilities.

## **18.0 FINANCIAL IMPACT**

Funding is available under:

Community & Lifestyle  
Visual Arts and Social History  
Social History  
1.03.1658.065

## **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 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 – 18 AUGUST 2003

SUB NO.	FILE NO.	DIV	TITLE	Y-N HELD
18/08-1F R.	364/15/75 1 8 AUG 2003	City Governance	To amend the existing contractual arrangements for the Sale of the Newstead Riverpark Lands.	YES
18/08-2F M	364/48/3(323) 1 8 AUG 2003	City Governance	Telecommunications Lease Co-Location – Optus Mobile Pty Limited at Richlands Reservoir.	YES
18/08-3F M	364/48/3(307) 1 8 AUG 2003	City Governance	Telecommunications Lease – Telstra Corporation Limited at Bardon.	YES
18/08-1J R	288/140-0 1 8 AUG 2003	CCS	Proposal of Delegations and Approval of Pest Survey Program under the Land Protection (Pest and Stock Route Management) Act 2002.	YES
18/08-1K R	460/2(121) 1 8 AUG 2003	Urban Management	Draft Doolandella Local Plan.	YES
18/08-1L M	204/40(58) 1 8 AUG 2003	OLMCEO	Overseas Travel for Manager, Regional Collaboration – Manila, Philippines.	YES
18/08-2L M	99-49648(A1) 1 8 AUG 2003	OLMCEO	Renewal of Executive Contract	YES
18/08-1M M	12/51/1(P6) 1 8 AUG 2003	City Business	Monthly Report – Delegation of Authority to Travel – June 2003.	YES
18/08-1N M	234/12/19-2003/2004(0) 1 8 AUG 2003	CED	2003/2004 Local Arts, Cultural and Festival Grants Program – Round 1.	YES
18/08-2N M	392/42-2003/2004(0) 1 8 AUG 2003	CED	2003/2004 Local History Grants Program.	YES

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KOT Quinn

John Campbell

Sharon Humphreys

David Hinchliffe

Helen Abrahams

Kerry Rea

Maureen Hayes



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

**1.0 FILE NUMBER: 364/48/3(323)**

**2.0 TITLE**

Telecommunications Lease Co-location - Optus Mobile Pty Limited at Richlands Reservoir.

**3.0 ISSUE/PURPOSE**

To obtain approval for Optus Mobile Pty Limited to Lease a part of the land at the Richlands Reservoir to operate a "Low Impact" 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**

12 August 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 be granted to Optus Mobile Pty Limited (upon the standard terms and conditions for such leases) to enable the co-location of a telecommunications facility, over that area of land that is outlined in yellow on Attachment "3"; and
2. the proposed leases to be;
  - (a) for an aggregate period of [redacted] and [redacted] comprised of two successive periods; and
  - (b) the first period to commence on 1<sup>st</sup> September 2003 and expire on 31 October 2003 with the second period being for [redacted] commencing on 1<sup>st</sup> November 2003 at an annual rental commencing at [redacted] (includes GST) .
  - (c) 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

I Recommend Accordingly

CHIEF EXECUTIVE OFFICER

Helen Gluer  
CHIEF FINANCIAL OFFICER

RECEIVED

1 8 AUG 2003

COMMITTEE SECTION

ACTION TAKEN

1 8 AUG 2003

TOWN CLERK

PANCA

APPROVED

1 8 AUG 2003

Lord Mayor



## 11.0 BACKGROUND

On 5 August 2003, 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 co-location of an Optus Telecommunications facility upon the existing Crown Castle Australia Ltd tower situated at the Richlands Reservoir.

On 27 September 1993 the Establishment and Co-ordination Committee approved the granting of a lease to Vodafone at this site for a term of twenty years. On 9 April 2001 the Committee consented to Vodafone assigning its lease to Crown Castle and sub-leasing back its facility in order that it could continue with its operation.

Optus already occupies premises leased from Council at this site for the purpose of operating a fibre optic cable Pay TV Hub. It now wishes to augment its mobile telephone network by co-locating upon the existing Crown Castle tower presently occupied by Vodafone.

The proposed facility is to comprise the following infrastructure:-

- Three (3) panel antennas mounted on the existing headframe.
- One (1) parabolic dish antenna strap mounted to the existing monopole.
- One (1) cable ladder.
- One (1) Optus Phase 7.5 Equipment Shelter on a concrete slab.
- An Optus security fence surrounding the 30m<sup>2</sup> lease area.

The Optus installation to be established is classed as being of "low impact" and accordingly, the lease proposal does not require planning and development approval. The nearest residence to the site is approximately 90 metres distant.

Having regard to the Council's guidelines it is considered that a commencing annual rental of <sup>redacted</sup> (includes GST) will meet Council's policy requirements.

## 12.0 CONSULTATION

- Councillor Sharon Humphreys, Chairperson, Finance Committee
- Councillor Les Bryant, Richlands Ward Office.
- Frank Riley, Manager, City Assets Branch, City Governance.
- Warren Dwyer, Solicitor, Brisbane City Legal Practice.
- Ralph Woolley, Manager, Water Services Management.
- 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 <sup>redacted</sup> (includes GST) which will increase each year upon 1 November by the greater of the CPI or <sup>redacted</sup> 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 The E&C Committee to approve the recommendation.
- 2 To not approve the recommendation

Option 1 is the recommended option.

10 YEAR PUBLIC RELEASE SCHEME

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

1.0 FILE NUMBER: 364/48/3(307)

2.0 TITLE

Telecommunications Lease - Telstra Corporation Limited at Bardon Reservoir.

3.0 ISSUE/PURPOSE

To obtain approval for Telstra Corporation Limited to Lease a part of the land at the Bardon Reservoir to operate a "High Impact" 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

12 August 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. subject to the necessary planning and development approvals being obtained, two successive leases to be granted to Telstra Corporation Limited (upon the standard terms and conditions for such leases) to enable the location of a telecommunications facility, over that area of land that is outlined in yellow on Attachment "5"; and
2. the proposed leases to be:-
  - (a) for an aggregate period of [redacted] comprised of two successive periods of [redacted] each; and
  - (b) the first period to commence on 1<sup>st</sup> October 2003 and expire on 30<sup>th</sup> September 2013 with the second period being for [redacted] commencing on 1<sup>st</sup> October 2013 at an annual rental commencing of [redacted] (includes GST).
  - (b) 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

I Recommend Accordingly

CHIEF EXECUTIVE OFFICER

  
Helen Gluer  
CHIEF FINANCIAL OFFICER

**ACTION TAKE**

1 8 AUG 2003

**TOWN CLERK**

PAMCA

**RECEIVED**

1 8 AUG 2003

**COMMITTEE SECTION**

**APPROVED**

1 8 AUG 2003

  
Lord Mayor



## 11.0 BACKGROUND

On 5 August 2003 Council adopted a recommendation, that it is in the public interest 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 location of a Telstra telecommunications facility within the precincts of the Bardon Reservoir. The proposed installation is classed as "high impact" and accordingly, will require planning and development approval. The proposed site is situated in a sparsely settled area and the nearest residence to the site is approximately 200 metres distant.

It is Council's practice when considering high impact sites to take into consideration the availability or otherwise of alternative sites which are viable and have been approached by the applicant.

KFPW Pty Ltd (on behalf of Telstra) has undertaken prolonged investigations to locate a suitable site for a telecommunications facility in the Bardon West/ Mt Coot-tha East area. These investigations identified and subsequently considered the following sites:

- Optus/CCAL site in Purtell Park
- Qld Communications Tower on Paten Road
- Rooftop installation on Sisters of Mercy Novitiate
- Low impact Zappa installation on Cnr. Of Simpsons Rd & Macrae Rd
- "Green Field" site at the Bardon Reservoir

From a technical perspective, the rooftop proposal at the Sisters of Mercy was Telstra's preferred option however despite prolonged efforts, Telstra was unable to secure tenure.

The "green field" site at Council's Bardon Reservoir is technically marginal, however Telstra believes it to be the only proposal that will fulfil both Telstra's requirements and importantly, have a minimal community impact. Photo montages provided by Telstra (Attachment 6) illustrate that either a slimline monopole or a lattice tower will have a negligible visual impact, due to the screening provided by the surrounding vegetation.

The proposed facility is to comprise the following infrastructure:-

- Twelve (12) panel antennas mounted on the headframe.
- One (1) Low Impact Equipment Shelter on a concrete slab.
- A manproof security fence surrounding the 60m<sup>2</sup> lease area.

Pre-lodgement discussions with Council's planners identified some issues that will need to be accommodated by Telstra in the event that it proceeds with a planning and development application for this proposal.



On the advice of Council's Development and Regulatory Services, City Assets recommends that the E&C Committee give its conditional approval to lease the site. This is because (having regard to the nature and circumstances of this application) in the event that the Council rejects the proposal; it is deemed likely that the Planning and Environment Court would uphold an appeal by Telstra.

Accordingly, having regard to Council's adopted guidelines it is considered that an establishment fee of [redacted] (includes GST) and a commencing annual rental of [redacted] (includes GST) will meet with Council's policy requirements.

## 12.0 CONSULTATION

- Councillor Sharon Humphreys, Chairperson, Finance Committee
- Councillor Judy Magub, Toowong Ward Office.
- Frank Riley, Manager, City Assets Branch, City Governance.
- Warren Dwyer, Solicitor, Brisbane City Legal Practice.
- Ralph Woolley, Manager, Water Services Management.
- Stephen Hill, Technical Officer, Water Network Services.
- David Hains, Senior Research Officer, iDivision

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

Councillor Judy Magub has declined to comment at this stage, preferring to wait until more specific detail as to "cut and fill" is available and until public comment is invited during the planning approval process (should this application to lease be approved by the Committee upon the condition that planning and development approval is subsequently obtained).

## 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	The proposal entails the usual implications associated with a high impact facility. Pre-lodgement discussions with Council's planners indicate that if Council chose to reject the proposal it is likely that Telstra would be successful with an appeal to the Planning and Environment Court.

## 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 <sup>redacted</sup> (includes GST) which will increase each year upon 1 October by the greater of the CPI or <sup>redacted</sup> 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 The E&C Committee to approve the recommendation.

2 To not approve the recommendation

**Option 1 is the recommended option.**



**SUBMISSION TO THE ESTABLISHMENT & CO-ORDINATION COMMITTEE****1.0 FILE NUMBER**

204/40(58)

**2.0 TITLE**

Overseas Travel for Manager, Regional Collaboration - Attendance at the Austrade Australian Mission to the Asian Development Bank in Manila, Philippines.

**3.0 ISSUE/PURPOSE**

The purpose of this submission is to seek E&C approval for John Orange, in his role as a Director and Board member of Brisbane City Enterprises, to travel overseas to the Philippines from 21 to 27 September 2003 to attend the Austrade Australian Mission to the Asian Development Bank in Manila. The trip is fully funded by BCE, with no cost to Brisbane City Council, and supports BCE's business strategy.

**4.0 PROPONENT**

Jude Munro  
Chief Executive Officer

**5.0 SUBMISSION PREPARED BY**

Louise Marshall, Administration & Project Coordinator  
Regional Collaboration  
36451

**6.0 DATE**

6 August 2003

**7.0 FOR E&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 LOCAL LAW?**

No.

**9.0 RECOMMENDATION**

That E&C grant approval for John Orange, Manager, Regional Collaboration, to travel overseas to attend the Austrade Australian Mission to the Asian Development Bank in Manila, Philippines, at no cost to Brisbane City Council.

**10.0 DIVISIONAL MANAGER**

  
Jude Munro  
Chief Executive Officer

**APPROVED**

18 AUG 2003

  
Lord Mayor**RECEIVED**

18 AUG 2003

**COMMITTEE SECTION  
ACTION TAKEN**

18 AUG 2003

**TOWN CLERK APC**



## 11.0 BACKGROUND

E&C approval is sought for John Orange, Manager, Regional Collaboration to attend the Austrade Australian Mission to the Asian Development Bank (ADB) in Manila, Philippines.

The Mission will be held from 22-25 September 2003 and it is being organised by Austrade. The ADB is one of the key funding agencies for development work in the Asia Pacific region. It is BCE's business strategy to increase the success rate of its bids for ADB work. This can come only from developing relationships with country and industry sector specialists at the ADB and through that, building our corporate CV in ADB projects.

The deliverables of the Mission will be:

- Meetings with key Bank officials responsible for the Governance, Water, Waste and Transport sector funding in BCE's targeted countries in the Asia Pacific.
- Attending official functions hosted by Austrade to create networking opportunities.
- Establishing contacts and relationships with fellow Australian business people attending the Mission.
- Visiting the local offices of our strategic partners in the region, such as SKM, SMEC, URS, SAGRIC, etc.

## 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 City Enterprises and Brisbane City Council and its expertise
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 Mission 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 BCE is covering all costs for travel, accommodation and registration.

#### 19.0 HUMAN RESOURCE IMPACT

Nil.

#### 20.0 URGENCY

Normal.

#### 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: 99-49648(A1)

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

2.0 TITLE

Renewal of Executive Service Contract for Andrew MacLeod, Manager, Assurance and Audit Services

3.0 ISSUE/PURPOSE

To approve the renewal of Executive Service Contract for Andrew MacLeod

4.0 PROPONENT

Jude Munro, Chief Executive Officer

5.0 SUBMISSION PREPARED BY

Rex Moore, Acting Corporate Administration Officer, (CACEO) Ext 36773

6.0 DATE

12 August 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL ACTION TAKEN

Establishment and Co-ordination Committee approval

18 AUG 2003

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

N/A

TOWN CLERK  
CACE

RECEIVED

18 AUG 2003

9.0 RECOMMENDATION

COMMITTEE SECTION

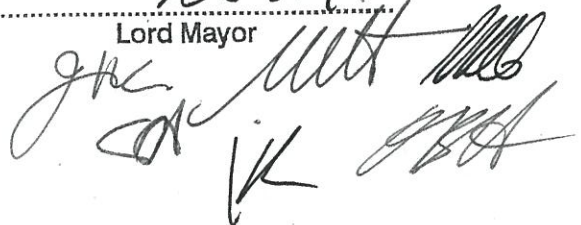
That Andrew MacLeod be re-appointed to the position of Manager, Assurance and Audit Services, Office of the Lord Mayor and the Chief Executive Officer, for a period of 5 years from 2 November 2003.

**APPROVED**

18 AUG 2003

10.0   
Jude Munro  
CHIEF EXECUTIVE OFFICER

  
Lord Mayor



## **11.0 BACKGROUND**

Andrew MacLeod was appointed to the position of Manager, Assurance and Audit Services, Office of the Lord Mayor and the Chief Executive Officer on 9 December 1998, for a period of five (5) years

Mr MacLeod has been performing well in this role and it is proposed to re-appoint him to the position for an additional period of five (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

**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 -  
June 2003*3.0 **ISSUE/PURPOSE**

Provision of relevant monthly travel report.

4.0 **PROPONENT**Noel Faulkner  
DIVISIONAL MANAGER CITY BUSINESS5.0 **SUBMISSION PREPARED BY**Kellie Preston  
A/Travel Co-Ordinator, City Shared Services, ext. 72056**APPROVED**

18 AUG 2003

Lord Mayor

6.0 **DATE**

06 August 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 June 2003.

I Recommend Accordingly

CHIEF EXECUTIVE OFFICER

10.0 **Noel Faulkner**  
**DIVISIONAL MANAGER CITY BUSINESS****ACTION TAKEN**

18 AUG 2003

TOWN CLERK

**RECEIVED**

18 AUG 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 June 2003, for each Unit of Administration (showing travel actually undertaken during that month).

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

June 2003

### *Non-Commercial Operations*

a)	International Travel		
	(i)	Number of Bookings	5
	(ii)	Airfares	\$2,474.01
b)	Domestic Travel		
	(i)	Number of Bookings	40
	(ii)	Airfares	\$29,188.22
c)	Accommodation and Allowances Costs		\$20,179.45
d)	Registration Fees for Conferences		\$33,161.00
e)	Other Costs e.g. hire car		\$3,501.73

TOTAL

\$88,504.41

### 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

\$1,661.95

### 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 June 2003.
- (2) Not approve the recommendation.

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

2.0 FILE NUMBER - 234/12/19-2003/2004(0)

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

2.0 TITLE

2003/2004 Local Arts, Cultural and Festival Grants Program - Round 1

3.0 ISSUE/PURPOSE

To approve recommendations for the allocation of the Local Arts, Cultural and Festival Grants program to community organisations in the 2003/2004 financial year.

4.0 PROPONENT

Pauline Peel, Divisional Manager, Community and Economic Development

5.0 SUBMISSION PREPARED BY

Jim Lynch, Acting / Program Officer Cultural Identity, Community and Lifestyle, ext: 35210.

6.0 DATE

12 August 2003

**APPROVED**

18 AUG 2003

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL?

E&C approval.

Lord Mayor

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

No.

**RECEIVED**

18 AUG 2003

9.0 RECOMMENDATION

That the recommendations for the 2003/2004 Local Arts, Cultural and Festival Grants Round 1 be approved as per the attached schedules of recommended grants (Refer Attachment 1A & 1B).

1A & 1B approved

**COMMITTEE SECTION**

10.0

**ACTION TAKEN**

18 AUG 2003

**TOWN CLERK**

PSOG

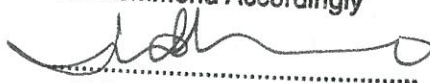
Alan Rogers

Alan Rogers  
Manager, Community and Lifestyle  
COMMUNITY & ECONOMIC DEVELOPMENT

P.M. Peel

Pauline Peel  
Divisional Manager  
COMMUNITY & ECONOMIC DEVELOPMENT

I Recommend Accordingly

  
CHIEF EXECUTIVE OFFICER



This is the first round of the Local Arts, Cultural and Festival Grants for the 2003/2004 financial year. The next round will be incorporated into the new combined Community Grants program.

The 2003/2004 Local Arts, Cultural and Festival Grants Program (Round 1) was advertised jointly with other Council community grants programs in early 2003. Advertisements and publicity appeared in both print and radio media, including Aboriginal and ethnic media. Local community and arts organisations also publicised the grants program to their members on behalf of the Council. The Community Arts Officers held two information sessions at City Hall and in two other suburban locations and also provided one-on-one assistance to community groups as required.

The Local Arts, Cultural and Festival Grants Program supports community and cultural priorities identified in the Corporate Plan and Community & Lifestyle Program plans and has targeted Aboriginal and Torres Strait Islander communities, communities from culturally diverse backgrounds, young people, seniors, people with a disability or experiencing disadvantage. It acknowledges in particular the themes of Creative and Inclusive City in 2010.

#### *Community response to the 2003/2004 program*

Council received a positive response from both community and arts organisations to the first round of the 2003/2004 Local Arts, Cultural and Festival Grants Program. It is pleasing to note that 58.9% of the funding available has been recommended to target groups, with 39.2% to organisations located in the nominated Place Management areas (Inala/ Darra, Stafford/ Zillmere, CBD/ Fortitude Valley). The increasing proportion of applications from Place Management areas reflects the efforts of Community Arts Officers working with the Community Development Services Place Teams.

#### *Assessment Panel response to this round.*

The quality of applications to this round was generally very good in terms of formal requirements. Overall, there were a large number of well developed and presented applications from culturally and linguistically diverse groups. The number and quality of Indigenous applications continued recent improvement and the Committee noted an increase in the number of applications from the disability area. The Community Arts Officers were commended for their work in assisting these groups. The small number of applications relating to seniors may need targeted marketing or particular Community Arts Officer attention.

Festival applications generally exhibited a greater level of innovation and development. This should be further enhanced through new resources such as the Festivals Online Web Site. The panel noted a good distribution of grant applications and recommendations reflecting some of the key themes identified in the 2010 vision, in particular Inclusive City and Creative City. In their final meeting as the Assessment Committee for this program the Committee also took the opportunity to offer advice and suggestions towards the development and assessment of the new combined Community Grants program.



## **Assessment Process**

The Local Arts, Cultural and Festival Grants Advisory Committee received written summaries from Community Arts Officers appraising each application against local and citywide priorities. The Committee noted that these appraisals were beneficial to the assessment process.

The Local Arts, Cultural and Festival Grants Advisory Committee met on Friday 20 June 2003 to assess grant applications and to make funding recommendations to the Establishment and Co-ordination Committee. In instances where a member of the Committee was employed by or associated with a particular organisation making a grant application, the individual declared a conflict of interest and abstained from discussion and voting on that application.

In making its recommendations, the Local Arts, Cultural and Festival Grants Advisory Committee adhered to the assessment criteria set out in the Local Cultural and Festival Grants Guidelines (see Attachment 3).

The Committee has recommended applications be funded at the amount requested to ensure the proposals' viability. Some applications were recommended with reduced funding because:

- budgets were unclear;
- some aspects of the proposal were outside the grant guidelines;
- the applicant was capable of providing or attracting a greater contribution towards projected expenses
- the level of demand on funds

Revised budgets will be required from pertinent groups prior to cheques being released and all will be followed up by the appropriate Community Arts Officer.

Applications were not recommended because they:

- were outside the grant guidelines;
- needed further development;
- lacked focus and direction;
- failed to demonstrate broad community support;
- reflected the objectives of other funding programs;
- requested retrospective funding;
- were not rated as highly as other applications given funds available.

## **Summary of Recommended Grants**

The Local Cultural and Festival Grants Advisory Committee (with input from Community & Lifestyle Branch) has recommended 24 applications totalling \$162,403 be funded by Council. The recommended applications support the following key priorities within the 2010 Creative and Inclusive City themes:

- Community and Cultural Precinct Development;
- Community Identity and Diversity;



- Affirming Young People;
- Senior Citizens;
- Indigenous Participation and Reconciliation;
- Access and Participation in Community Life by disadvantaged groups.

**Attachment 1** - Provides a full description of proposals recommended for funding, along with assessment comments from the Local Arts, Cultural and Festival Grants Advisory Committee.

**Attachment 2** - Given the high quality of the grants received in this round Community and Lifestyle has also attached an additional schedule of grants that Civic Cabinet may wish to fund at its discretion. These recommendations have been drawn from those deemed next most eligible by the Assessment Committee and include 3 extra applications to a value of \$20,000.

★ **Statistical Summary of Recommended Grants** (inclusive of Attachments 1A & 1B)

27 grants have been distributed to the following groups:

Non English Speaking Background Communities		Indigenous Communities		Youth (excluding children)		People Experiencing Disability		Senior Citizens		General Community	
Total	% of Total	Total	% of Total	Total	% of Total	Total	% of Total	Total	% of Total	Total	% of Total
\$27,295	15.0%	\$28,078	15.4%	\$21,000	11.5%	\$23,970	13.1%	\$825	0.5%	\$81,235	44.5%

Of the 27 recommended, 20 grants have been allocated to community projects and festivals outside of the inner city suburbs.

The breakdown by art form for the recommended grants are as follows:

Visual Arts		Literary Arts		Performing Arts		Multi Arts Incl. Festivals		New Media	
Total	% of Total	Total	% of Total	Total	% of Total	Total	% of Total	Total	% of Total
\$44,481	24.4%	\$2,075	1.1%	\$38,670	21.2%	\$92,177	50.5%	\$5,000	2.7%

Of the above, 49.5% cultural development projects and 50.5% community festivals and events have been recommended for funding.

## 12.0 CONSULTATION

Cr Tim Quinn

Lord Mayor

Cr David Hinchliffe

Chair, Community Policy Committee  
Councillor for Central

Members of the Local Cultural and Festival Grants Advisory Committee comprising:

Cr Felicity Farmer

Chair, Local Cultural & Festival Grants Advisory Committee  
Councillor for Jamboree

Cr Rita Collins

Councillor for McDowall

Cr Jane Prentice

Councillor for Walter Taylor

Lisa Burnett

Artswoker, Speak Out

Janelle Colquhoun

Artist, Access Arts

Jock McQueenie

Consultant, Arts, Industry & Community Concepts

Collette Brennan

General Manager, Out of the Box Festival, QPAC

Van Rostam

Project Officer, Brisbane Ethnic Music and Arts Centre

Mark Crocker

Community Arts Officer

Chris Sayer

“

Deannah Vieth

“

Kelly McKellar

Program Officer, Indigenous Leisure & Culture

All parties are in agreement.

## 13.0 IMPLICATIONS OF PROPOSAL

A small percentage of unsuccessful applicants may approach Council and/or individual Councillors questioning why they were unsuccessful. The Committee adhered to clearly defined criteria for decision making (see **Attachment 3**) and within the limitations of the budget all decisions can be explained.

## 14.0 CORPORATE PLAN IMPACT

The grants are linked to the following Corporate Plan themes and objectives.

### COMMUNITY LIFE

- *A Creative and Vibrant City - Outcome 4.1*

*4.1.2.1 Provide facilities, services and programs which deliver community cultural development outcomes in suburban Brisbane including: (Local Arts, Cultural & Festival Grants)*

- *Diverse and Inclusive City - Outcome 4.5*

*4.5.1.2 A range of initiatives that respond to the needs of particular population groups including young people, indigenous people, women, people with disabilities, older people, and low income tenants.*



## **15.0 CUSTOMER IMPACT**

As the grants have been targeted to suburban communities and communities of interest (eg. families, indigenous and culturally diverse communities and people experiencing disadvantage, young people, seniors and people with disabilities), it is expected the grants will enhance residents' quality of life and encourage culturally active communities within suburban Brisbane, particularly those which have been disadvantaged through a lack of opportunity and access to cultural development programs.

## **16.0 ENVIRONMENTAL IMPACT**

Nil.

## **17.0 POLICY IMPACT**

The Local Arts, Cultural and Festival Grants program supports current Council policy directions, including Living Suburbs and Creative Brisbane - a cultural statement (1997 - 2002). The grants program facilitates community initiated projects and festivals which enhance the residents' creative life and quality of living at a neighbourhood level. It supports the themes of Creative City and Inclusive City in the Living in Brisbane 2010 vision statement.

The program and the assessment process for the Local Arts, Cultural and Festival Grants round has already been approved by the E&C Committee, (refer E&C 19/12-1J).

## **18.0 FUNDING IMPACT**

Funds are available in the 2002/2003 Cultural Services Budget - Vote No: 1 03 1658 062.

## **19.0 HUMAN RESOURCE IMPACT**

Nil.

## **20.0 URGENCY**

Normal course of business.

Grant applicants have been informed that they will be notified of the success or otherwise of their grant applications by mid July 2003. Many applicants are planning to start projects soon after this date and will be dependent on Council funding being available.

## **21.0 PUBLICITY / MARKETING STRATEGY**

At the Lord Mayor's discretion. Appropriate press releases will be prepared by Marketing & Communication in consultation with Community and Lifestyle. However these releases should not be distributed until applicants have been formally advised of the outcomes for the second round of the 2002/2003 Local Arts, Cultural and Festival Grants Program.

## 22.0 OPTIONS

1. To approve the allocation of grants recommended as per Attachment 1A and Attachment 1B
2. To revise the allocation of grants listed in Attachment 1A only
3. To revise the allocation of grants as per Attachment 1A
4. Not to approve any recommendations

Option 1 is the preferred option.



1.0 FILE NUMBER – 392/42-2003/2004(0)

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

2.0 TITLE

2003/2004 Local History Grants Program

3.0 ISSUE/PURPOSE

To approve recommendations for the allocation of the 2003/2004 Local History Grants program to community organisations in the 2003/2004 financial year.

4.0 PROPONENT

Pauline Peel, Divisional Manager, Community and Economic Development.

5.0 SUBMISSION PREPARED BY

Jim Lynch, Acting Program Officer Cultural Identity, Community and Lifestyle, ext: 35210.

6.0 DATE

12 August 2003.

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 ORDINANCE?

Not applicable.

**ACTION TAKEN**

**RECEIVED**

18 AUG 2003

18 AUG 2003

9.0 RECOMMENDATION

TOWN CLERK

COMMITTEE SECTION

That the recommendations for the 2003/2004 Local History Grants be approved as per the attached schedules of recommended grants (Refer Attachment 1A & 1B).

1A and 1B approved

10.0

Alan Rogers

Alan Rogers  
Manager, Community and Lifestyle  
COMMUNITY & ECONOMIC DEVELOPMENT

F.M. Peel

Pauline Peel  
Divisional Manager  
COMMUNITY & ECONOMIC DEVELOPMENT

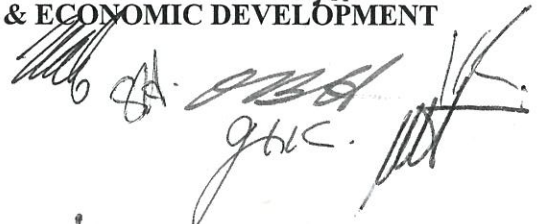
**APPROVED**

18 AUG 2003

Lord Mayor

I Recommend Accordingly

  
CHIEF EXECUTIVE OFFICER





## 11.0 BACKGROUND

The 2003/2004 Local History Grants Program was advertised jointly with other Council community grants programs in the first half of 2003. Advertisements and publicity appeared in both print and radio media, including Aboriginal and ethnic media. Local historical groups and other community and arts organisations publicised the grants program to their members on behalf of the Council. The Community Arts Officers and Council's Senior Historian also provided one-on-one assistance to community groups as required.

The Local History Grants Program supports community and cultural priorities identified in *Living in Brisbane 2010*, the Corporate Plan, and Community & Lifestyle Operational Plan. The program has targeted local history & heritage groups, as well as disadvantaged community groups, Aboriginal and Torres Strait Islander communities, communities from culturally diverse backgrounds, older adults, and people with a disability.

### *Community response to the 2002 program*

Council received a positive response from both historical societies and other community organisations to the 2003/2004 Local History Grants program. Overall 61 applications were received, requesting a total of \$306,250.31, from a broad range of community organisations. The final recommendations allocate 23.8% of the available funding to specific target groups and another 19.3% for projects that document important aspects of Brisbane's social history. A further 25% of the funds have been allocated to local history and heritage groups to encourage culturally active communities within Brisbane.

### *Assessment Panel response to this round.*

The quality of applications this round was generally very high, but the Committee felt that some work still needs to be done to encourage groups to develop more strategic and innovative approaches to the researching, recording, and dissemination of local History, particularly the use of web-based technologies. It was pleasing to note several groups were undertaking web training through Council's online initiatives program. Grant writing workshops, as well as other mentoring programs, could be developed under the auspices of member organisations of Brisbane's Living Heritage Network and in the future, the Museum of Brisbane.

The panel noted that the program priorities for these grants reflected key themes identified in *Living in Brisbane 2010* – in particular the themes of Creative, Inclusive and Smart City. Council's Historians were commended for their work in assisting applicant groups. In their final meeting as the Assessment Committee for this program the Committee also took the opportunity to offer advice and suggestions towards the development and assessment of the new combined Community Grants program.

### *Assessment Process*

The Local History Grants Advisory Committee received advice from the written appraisal of each application by Council's historians. These appraisals were beneficial to the successful assessment process.

The Local History Grants Advisory Committee met on Friday 23 May 2003 to assess grant applications and to make funding recommendations to the Establishment and Co-ordination Committee. In instances where a member of the Committee was associated with a particular organisation making a grant application, the individual declared a conflict of interest and abstained from discussion and voting on that application.

In making its recommendations, the Local History Grants Advisory Committee adhered to the assessment



criteria set out in the Local History Grants Guidelines (see **Attachment 3**).

The Committee has recommended applications be funded at the amount requested to ensure the proposal's viability. Some applications were recommended with reduced funding because:

- budgets were overstated;
- some aspects of the proposal were outside the grant guidelines;
- the applicant was capable of providing a greater contribution towards projected expenses;
- of the level of demand on funds.

Revised budgets will be required from pertinent groups prior to cheques being released and all will be followed up by the appropriate Council Officer.

Applications were not recommended because they:

- were outside the grant guidelines;
- needed further development;
- lacked focus and direction;
- failed to demonstrate broad community support;
- reflected the objectives of other funding programs;
- requested retrospective funding;
- were not rated as highly as other applications given funds available.

#### **Summary of Recommended Grants**

The Local History Grants Advisory Committee has recommended that 27 applications, totalling \$94,013.49, be funded by Council. The recommended applications support the following key priorities:

- Enhancing the *creative life* of the city;
- Are *inclusive* of Brisbane's diverse communities; and
- Developing *smart* communities;

**Attachment 1A** - Provides a full description of proposals recommended for funding along with assessment comments from the Local History Grants Advisory Committee.

**Attachment 1B** - Given the high quality of the grants received in this round Community and Lifestyle has also attached an additional schedule of grants that Civic Cabinet may wish to fund at its discretion. These recommendations have been drawn from those deemed next most eligible by the Assessment Committee and include 5 extra applications and 3 increases to existing recommendations to a value of \$25,000.

# Statistical Summary of Recommended Grants (inclusive of Attachments 1A & 1B)

Grants have been distributed to the following community groups:

Indigenous & Non-English Speaking Background Communities		History & Heritage Groups		Community Groups Experiencing Disadvantage		Other Community Groups	
Total Allocation	% of Total Allocation	Total Allocation	% of Total Allocation	Total Allocation	% of Total Allocation	Total Allocation	% of Total Allocation
\$13,500.00	11.3%	\$29,723.69	25.0%	\$14,888.00	12.5%	\$60,901.80	51.2%

The breakdown by project type for the recommended grants is as follows:

Publications		Oral History Programs		Web-based Technology CDs		Research		Building local collections		Re-enactments, Walks & Presentations	
Total Recom'd	% of \$ Recom'd	Total Recom'd	% of \$ Recom'd	Total Recom'd	% of \$ Recom'd	Total Recom'd	% of \$ Recom'd	Total Recom'd	% of \$ Recom'd	Total Recom'd	% of \$ Recom'd
\$42,595.50	37.8%	\$10,660	9.0%	\$13,700	11.5%	\$23,000	19.3%	\$25,639.99	21.5%	\$3,418	2.9%



## 12.0 CONSULTATION

Cr Tim Quinn

Lord Mayor

Cr David Hinchliffe,

Chair, Community Policy Committee  
Councillor for Central

Members of the Local History Grants Advisory Committee comprising:

Cr Ann Bennison

Chair, Local History Grants Advisory Committee  
Councillor for Enoggera

Cr Catherine Bermingham

Deputy Chair, Local History Grants Advisory Committee  
Councillor for East Brisbane

Cr Geraldine Knapp

Councillor for The Gap

Dr Libby Connors

Historian, Member Visual Arts & Social History Board

Mr Peter Marquis-Kyle,

Heritage Architect, Nominee Heritage Advisory Committee

Dr Rod Fisher

Honorary Research Consultant, Nominee Heritage Advisory Committee

Mr Neil Summerson

Chair, Visual Arts & Social History Board  
(unavailable this round)

Carmel Black

Historians, City Planning

Chris Robertson

"

Brian Rough

"

Jack Ford

"

Ian Wilkins

"

Ray Holyoak

"

Laurie Jones

Senior Heritage Architect, City Planning

Helen Taylor

Curator, Museum of Brisbane

All parties are in agreement.

## 13.0 IMPLICATIONS OF PROPOSAL

A small percentage of unsuccessful applicants may approach Council and/or individual Councillors questioning why they were unsuccessful. The Committee adhered to clearly defined criteria for decision making (see **Attachment 3**) and within the limitations of the budget all decisions can be explained.

## 14.0 CORPORATE PLAN IMPACT

The grants are linked to the following Corporate Plan themes and objectives.

### COMMUNITY LIFE

#### 4.1 *Creative and vibrant City*

*A culturally diverse and vibrant city which supports creativity and innovation, and celebrates its rich social history.*

## **15.0 CUSTOMER IMPACT**

As the grants have been targeted to suburban communities and communities of interest (eg. history and heritage groups, indigenous and culturally diverse communities, older people, and people experiencing disadvantage either because of their rapidly changing community or locational disadvantage, and people with disabilities), it is expected the grants will augment community awareness of our diverse, shared history, enhance residents' quality of life and encourage culturally active communities within suburban Brisbane, particularly those which have been disadvantaged through a lack of opportunity and access to cultural development programs.

## **16.0 ENVIRONMENTAL IMPACT**

Not applicable.

## **17.0 POLICY IMPACT**

The Local History Grants program supports current Council policy directions, including *Living in Brisbane 2010*, the Indigenous Cultural Strategy and Social History initiatives. The grants program facilitates community initiated historical research, publications, oral history projects, the building and conserving of local history collections and historical festivals and events. These enhance residents' sense of identity and augment and strengthen their experience and understanding of the city's history. The program supports the themes of 'Creative City', 'Inclusive City', 'Smart City' in *Living in Brisbane 2010*.

The program and the assessment process for the Local History Grants program has already been approved by the E&C Committee, (refer E&C 2/9 – 7K).

## **18.0 FUNDING IMPACT**

Funds are available in the 2003/2004 Cultural Life Budget – Vote No: 1 03 1658 065

## **19.0 HUMAN RESOURCE IMPACT**

Not applicable.

## **20.0 URGENCY**

Normal course of business.

Grant applicants have been informed that they will be notified of the success or otherwise of their grant applications in early August 2003. Many applicants are planning to start projects soon after this date and will be dependent on Council funding being available.

## **21.0 PUBLICITY / MARKETING STRATEGY**

At the Lord Mayor's discretion. Appropriate press releases will be prepared by Marketing and Communication in consultation with Community and Lifestyle. However these releases should not be distributed until applicants have been formally advised of the outcomes for the 2003 Local History Grants Program.



22.0

## OPTIONS

1. To approve the allocation of grants recommended as per Attachment 1A and Attachment 1B
2. To approve the allocation of grants listed in Attachment 1A only
3. To revise the allocation of grants as per Attachment 1A
4. Not to approve any recommendations

Option 1 is the preferred option.

10 YEAR PUBLIC RELEASE SCHEME

# E&C RESULTS – 25 AUGUST 2003

SUB NO.	FILE NO.	DIV	TITLE	Y-N HELD
25/08-1B M	24/1-B/2002(2) 25 AUG 2003	HR&SM	Residential Accommodation for Fifth "Leadership in Action" Middle Manager Development Program	YES
25/08-1F	364/150/2-D0084	City Governance	Proposed sale of surplus Council land situated at 84/92 Kingsford Smith Drive, Albion.	HELD
25/08-2F M	204/6(16/P1) 25 AUG 2003	City Governance	Monthly Project Report – July, 2003 (Attachment A)	YES
25/08-3F R	221/15/1-2003/04 25 AUG 2003	City Governance	2003-04 Budget – First Review.	YES
25/08-1J R	321/66/3(2) & 321/66/3(3/P2) 25 AUG 2003	CCS	Permits to Occupy – Malone's Cafe and Cafe East.	YES
25/08-1K R	460/2(140) 25 AUG 2003	Urban Management	Additional Entries to the Heritage Register Planning Scheme Policy in the Brisbane City Plan 2000, having consideration to submissions received.	YES
25/08-2K R	460/2(127) 25 AUG 2003	Urban Management	Banyo/Nudgee Local Plan	YES
25/08-3K R	460/2(95) 25 AUG 2003	Urban Management	Changes to Area Classification in the Brisbane City Plan 2000.	YES
25/08-1L R	243/30-20143/2001/2002 25 AUG 2003	OLMCEO	Submission for Resolution by Council under Division 12 of the City of Brisbane Act, 1924 – Library Services.	YES
25/08-2L M	392/40(2028) 25 AUG 2003	OLMCEO	Blue Care Annual Annual Appeal – Donation	YES

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.

KOT Quinn

Sharon Humphreys

John Campbell

David Hinchliffe

Helen Abrahams

Kerry Rea

Maureen Hayes



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

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

**2.0 TITLE**

Residential Accommodation for fifth "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 fifth 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**

Cathy Craddock, Consultant, HR Services, HRSCON18 X30709

**6.0 DATE**

20 August 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 Koolamara Conference Centre to be the residential venue for the fifth BCC "Leadership in Action" Middle Manager Development Program, from 8 September to 12 September 2003, at a total estimated cost of \$15,585.00 (for 27 people).

## 10.0 DIVISIONAL MANAGER

  
Phil Minns  
Divisional Manager  
Human Resources & Strategic Management

I Recommend Accordingly

  
CHIEF EXECUTIVE OFFICER

**APPROVED**

25 AUG 2003

  
Lord Mayor

**RECEIVED**

25 AUG 2003

COMMITTEE SECTION

**ACTION TAKEN**

25 AUG 2003

TOWN CLERK

HRSCON18



## 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.

This will be the fifth "Leadership in Action" Program, previous communication and attendance has been positive.

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 is fundamental to building our relationships with organisations outside Council, particularly in South East Queensland – Council's key stakeholders, customers and community.

### 11.1 ROLE OF LEARNING COUNCIL

The Learning Council (chaired by Phil Minns, Divisional Manager, HR & Strategic Management) 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 the continuation of this program. 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 component is required to accommodate up to 25 participants and 2 facilitators. A number of venues have been investigated for the purpose of hosting the residential component of the program. Attachment A shows the comparative costs of these venues.

Tranquil Park Mountain Resort and Clear Mountain Conference Centre, which have been previous sites for the residential component, are unable to meet our needs for this program. Koolamara Conference Centre at Bribie Island offers excellent value for money and has facilities suitable for the needs of this program. A large conference room is 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 previously and found the arrangements to be satisfactory.

## **12.0 CONSULTATION**

- Learning Council
- Divisional Management Teams

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 FUNDING 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**

Nil

## **20.0 URGENCY**

As soon as possible. Arrangements are in place to hold a booking of the venue pending confirmation.

## **21.0 PUBLICITY/MARKETING STRATEGY**

Internal promotion via HR Managers, Strategic Change Co-ordinators & Business Services Managers, Administration Groupwise advice and Learning Zone listing.

## **22.0 OPTIONS**

1. Approve the recommendation that Koolamara Conference Centre be selected as the venue for the residential component of the fifth "Leadership in Action" Middle Manager Development 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**

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

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

2.0 **TITLE**

Monthly Project Report – July, 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**

18 August, 2003

**ACTION TAKEN**

25 AUG 2003

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

For E&C Approval

MCRM

TOWN CLERK

**RECEIVED**

25 AUG 2003

**COMMITTEE SECTION**

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.

**APPROVED**

25 AUG 2003

10.0 **DIVISIONAL MANAGER**

I Recommend Accordingly

Helen Gluer  
Chief Financial Officer

CHIEF EXECUTIVE OFFICER

Lord Mayor



## 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 \*\*\*\*JULY UPDATE\*\*\*\* heading.

### July Report Summary

Attachment A is the report for July, 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:

**Homelessness Strategy** – Reported as with an emerging issue. While most projects within this strategy are on schedule the State Government are still considering a partnership with Council to provide a Homeless Persons Information Referral Service. This may delay the project in the future.

**160 Passenger Ferry** – Reported as with scope changes and an emerging issue. This is a new project for this financial year. Tenders for a new passenger cruise cat came in higher than expected. Tender specifications are currently being revised before proceeding further.

**Wacol WWTP – Alliance project** – Reported as not on estimate and with scope changes. The scope of this project has been reduced during the derivation of the Brisbane Water Enviro Alliance. Part of the proposed sewage flow will now be treated at Oxley Creek WWTP. A re-allocation of funds will be submitted at the next budget review.

**City Development – Major Works Program** – Reported as with an emerging issue. This project consists of seven individual projects within the schedule. The Creek Street sewer augmentation project encountered a latent condition during pipe drilling. Redesign has been completed and drilling will continue at a lower depth to mitigate further delays and increased costs.

**Please note that there are several new projects included in the report.**

## 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 July, 2003

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

**Option 1 is the preferred option.**



1.0 FILE NUMBER: 392/40 (2028)

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

2.0 TITLE

Blue Care Annual Appeal - Donation

3.0 ISSUE/PURPOSE

Purpose of this submission is to secure approval for a donation of \$5000.00 to the 2003 Blue Care Annual Appeal.

4.0 PROPONENT

Bob Davis  
Executive Officer to the Lord Mayor

5.0 SUBMISSION PREPARED BY

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

6.0 DATE

22 August 2003

**ACTION TAKEN**

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

25 AUG 2003

For E&C Approval

TOWN CLERK LME50

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

No.

**RECEIVED**

25 AUG 2003

9.0 RECOMMENDATION

COMMITTEE SECTION

Approval be given for Brisbane City Council to donate \$5000.00 to the 2003 Blue Care Annual Appeal.

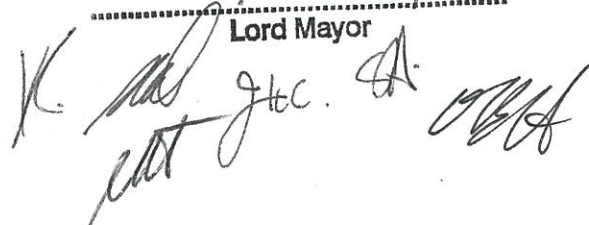
10.0 DIVISIONAL MANAGER

**APPROVED**

25 AUG 2003

  
Jude Munro  
Chief Executive Officer

  
Lord Mayor



## **11.0 BACKGROUND**

Blue Care provides a range of services to the Brisbane community including nursing and health care in people's homes, aged care facilities and respite centres, disability services and pastoral care and counselling. Demand for Blue Care services increases every year and funds raised through the Annual Appeal directly benefit those members of our community who need this type of assistance every day.

Brisbane City Council donated \$2000.00 to the 2002 Annual Appeal.

## **12.0 CONSULTATION**

Tim Quinn, Lord Mayor of Brisbane  
Bob Davis, Executive Officer to the Lord Mayor

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 from the Corporate Activity vote code.

## **19.0 HUMAN RESOURCE IMPACT**

Nil.

## **20.0 URGENCY**

Urgent decision considered desirable. The appeal runs from 23 August to 5 September 2003.



## **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.**

BCC  
10 YEAR RELEASE  
PUBLICATION SCHEME