

**E&C RESULTS- 4 APRIL 2005**

SUB NO.	FILE NO.	DIV	TITLE	Result
04/04-1B M	(0)243/85-5063/95/96	HRSM	Public release of Council's community research studies.	Yes
04/04-2B R		HRSM	Structural Changes to Strategic Procurement Division and City Governance Divisions.	Yes Amended
04/04-1F M	28/16	City Governance	Impacts of Choice of Superannuation Fund Legislation for Brisbane City Council	Yes Amended
04/04-1J M	312/15/2-2005(A1)	CCSD	One Book One Brisbane 2005 Winner.	Yes
04/04-1M M	(4)12/51/1(P8)	City Governance	Monthly Report - Delegation of Authority to Travel - February 2005.	Yes

Present - Campbell Newman, C E Bermingham, J H Campbell, H J Abrahams, M deWit, F Farmer, K Flesser.

**BCC PUBLICATION SCHEME  
10 YEAR RELEASE**

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.

E&C SUBMISSION - STANDARD FORMAT

1.0 FILE NUMBER (0)243/85-5063/95/96

2.0 TITLE  
Public release of Council's community research studies.

3.0 ISSUE/PURPOSE  
The purpose of this submission is to seek approval for the release to Council Libraries of finalised community research reports under the current policy.

4.0 PROPONENT  
Phil Minns  
Divisional Manager, HR&SM

**ACTION TAKEN**

04 APR 2005

5.0 SUBMISSION PREPARED BY  
Jill Lyten (HRMRS)  
Principal Officer, Strategic Research  
Strategic Planning & Policy Branch  
HR&SM  
Ext: 36909

**TOWN CLERK** HRMRS

**RECEIVED**

04 APR 2005

6.0 DATE  
8 March 2005

**COMMITTEE SECTION**

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

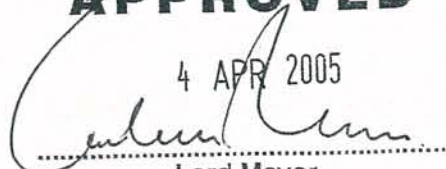
8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL RESOLUTION  
REQUIRED UNDER AN ACT OR LOCAL LAW?  
No

9.0 RECOMMENDATION  
That E&C grant approval of recommendations outlined in Attachment A, to release nominated Council research reports to the Council Library and not to release those reports considered Commercial in Confidence (Attachment B).

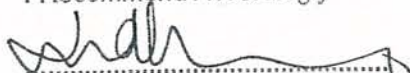
10.0 DIVISIONAL MANAGER  
  
Phil Minns  
Divisional Manager, HR&SM

**APPROVED**

4 APR 2005

  
.....  
Lord Mayor

I Recommend Accordingly

  
.....  
CHIEF EXECUTIVE OFFICER

  
C. Birmingham  
M. de laet  
77

BC 10 YEAR RELEASE SCHEME

## 11.0 BACKGROUND

In June 2004 the E&C Committee approved the *Release of Market Research Reports to Council Libraries Policy* (Revision 1). This revised policy allows for research reports to be released to the Central City Library following a six month deliberative process.

The policy details that reports considered commercial in confidence due to business implications not be released, while other reports are released following the six month deliberation period, unless otherwise determined by the E&C Committee.

A number of reports were approved by the E&C Committee for release in September 2004. Further reports have now been finalised and it is recommended that these reports be released to the Central City Library. Attachment A, details the research reports which are recommended for release to the library.

In addition, Attachment B lists reports which are Commercial in Confidence and are to be retained by the Business Unit involved and not to be made available.

## 12.0 CONSULTATION

Philip Minns  
Divisional Manager, HR&SM

**"All consulted are in agreement with the recommendation".**

## 13.0 IMPLICATIONS OF PROPOSAL

Research reports released to the library upon completion of the deliberative process will be made available to the public libraries.

## 14.0 CORPORATE PLAN IMPACT

Research reports recommended for release are in line with Program Outcome - 1.1 Good Government, 'The Brisbane community has access to open and accountable government'.

## 15.0 CUSTOMER IMPACT

Research reports released to the library will be available to the public for reference purposes.

## 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**  
Nil

22.0 **OPTIONS**  
Option 1: Approve the recommendations in Attachment A to release finalised research reports to Council libraries. Approve reports listed in Attachment B as Commercial in Confidence - not for release and relevant business units retain the reports.

Option 2. Not approve the recommendation.

**Option 1 is the preferred option.**

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

1.0 File Number: 28/16

E&C04/04-1F1

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

2.0 TITLE

Impacts of Choice of Superannuation Fund Legislation for Brisbane City Council

3.0 ISSUE/PURPOSE

To obtain formal approval for the proposed strategy to include a clause in EBA 6 allowing choice of superannuation fund to be investigated but not implemented before 1 July 2006 and to nominate City Super as Council's interim default superannuation fund for SOS/SES employees who already have choice of fund, but do not make an active choice.

4.0 PROPONENT

Helen Gluer, Chief Financial Officer

5.0 SUBMISSION PREPARED BY

Jane McDonald  
Strategy & Program Manager, City Governance Division  
SMSCG, ext 36858

**ACTION TAKEN**

04 APR 2005

TOWN CLERK

SMSCG

**RECEIVED**

04 APR 2005

6.0 DATE

24 March 2005

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL?

For E&C approval.

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

Not applicable.

9.0 RECOMMENDATION

It is recommended that E&C -

1. approve a strategy that seeks to include <sup>discussion</sup> a clause <sup>negotiations</sup> in EBA 6 allowing choice of <sup>over</sup> superannuation fund to be investigated but not implemented before ~~1 July 2006~~
2. approve the nomination of City Super as Council's default superannuation fund for SOS/SES employees who already have choice of fund, but do not make an active choice.

10.0 DIVISIONAL MANAGER

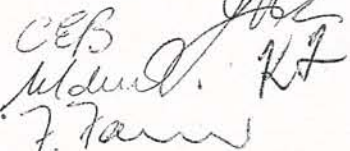
  
Helen Gluer  
Chief Financial Officer

  
CHIEF EXECUTIVE OFFICER

**APPROVED**

4 APR 2005

  
Lord Mayor

  
CEB  
M. ...  
K. ...  
F. ...

## 11.0 BACKGROUND

City Governance briefed E&C Strategy on Choice of superannuation fund issues in November 2004. The purpose of this E&C submission is to get formal approval of the proposed implementation strategy discussed at that time.

Superannuation Choice of Fund legislation will come into effect on 1 July this year. The Association of Superannuation Funds of Australia (ASFA) estimates that most employees in Australia (around 65%) will then be able to nominate which fund their employer will pay their Superannuation Guarantee (9%) contributions to. However, there are exceptions.

Broadly, those currently excluded from choice of fund are public sector employees and some employees paid under some State awards or Enterprise Bargaining Agreements.

Most Council employees will not be eligible for choice of fund, at least in the short term. The choice of fund regime does not apply to an employer who makes a contribution to a nominated fund for the benefit of an employee under, or in accordance with, a "state industrial award". EBA5 qualifies as a state industrial award. Exemption also applies to employees covered by certified agreements made under the Federal Workplace Relations Act 1996. EBA 5 was also made in accordance with this Act.

EBA 5 is due to expire on 1 July this year. However, the expiry date of EBA5 is a *nominal* expiry date only. After the nominal expiry date, a certified agreement continues to operate until:

- It is replaced by another certified agreement, or
- It is terminated by the relevant Industrial Relations Commission on application by a party to the agreement.

Unless the Industrial Relations Commission terminates the agreement, BCC will continue to be exempt from the choice of funds legislation until EBA5 is replaced.

Employees who are members of the defined benefits plan (less than 500 employees) will **not** be eligible to nominate the fund that their superannuation contributions are paid to, even when Council moves to a full choice environment. This is because Council wears the risk of the investment and guarantees the retirement benefit based on the individual employee's number of years of service and final average salary. In this instance, Council will continue to nominate the fund that superannuation contributions are paid to.

Independent superannuation experts have advised Council not to move to full choice of fund as of 1 July 2005. This is because the government has not yet finalised the requirements and the superannuation industry is still uncertain about how to operationalise the legislative requirements. It is proposed to watch and learn from others during the implementation stage.

In addition, Council is in the process of implementing a new payroll and human resource management system (HRIS), which is expected to go live before the new legislation comes into effect. Our preference is to delay implementation of full choice of fund to avoid undue pressure on the new system and payroll services employees.

However, it is believed that it is important to offer full choice to all employees to ensure that Brisbane City Council continues to be an attractive employer to potential new recruits. This will become more important into the future as choice of fund becomes more prevalent.

In the next few months, options for moving to a full choice environment for all employees will be explored, including:

- implications for employees
- education tools on how to make a choice
- insurance cover
- legal responsibilities for Council
- administrative arrangements

However, the implementation date of choice of fund needs to be flexible to allow for full investigation of options and development of a planned implementation strategy.

The preferred strategy is that the next enterprise bargaining agreement (EBA6) includes a clause allowing choice of fund to be **investigated but not implemented** before 1 July 2006. It should be noted that the effectiveness of this clause will be subject to the majority of employees voting in favour of acceptance of the new EBA.

In the meantime, it is proposed that Council continues to make superannuation contributions for employees covered by the BCC Superannuation Plan (City Super), in accordance with Clause 31 of EBA5 and that City Super is nominated as the default fund for those senior employees that will have choice of fund as of 1 July 2005.

A report will be provided to E&C strategy in January 2006 on:

- HRIS capacity to support a full choice environment and
- Market sounding for implementation of choice of superannuation fund in BCC

## 12.0 CONSULTATION

Phil Minns - Divisional Manager, HR&SM

## 13.0 ADVISORY BOARD RECOMMENDATION

Not applicable.

## 14.0 IMPLICATIONS OF PROPOSAL

Employees paid under the EBA will not be eligible for choice of fund.

## 15.0 COMMERCIAL IN CONFIDENCE

Nil.

## 16.0 CORPORATE PLAN IMPACT

Nil.

## 17.0 CUSTOMER IMPACT

Nil.

## 18.0 ENVIRONMENTAL IMPACT

Nil.

## 19.0 POLICY IMPACT

Nil.

## 20.0 FUNDING IMPACT

Costs of investigating options will be met from base budget.

## 21.0 HUMAN RESOURCE IMPACT

Under the proposal, employees paid in accordance with the EBA will continue to have their superannuation contributions paid into City Super. A choice of fund update was presented to the union meeting on 8 February and letters have been written to the QCU and AWU to ask for their written support for the proposed strategy.

## 22.0 URGENCY

As soon as possible.

## 23.0 PUBLICITY/MARKETING STRATEGY

Employees will be informed of the decision as soon as E&C and unions' indicate agreement to the proposed strategy. A draft employee communication has been prepared on the basis that all parties agree to the proposal. This draft communication is attached and includes a separate communication for SOS and SES employees who already have choice of superannuation fund, unless they are defined benefits members.

## 24.0 OPTIONS

(a)

- (1) approve a strategy that seeks to include a clause in EBA 6 allowing choice of fund to be investigated but not implemented before 1 July 2006
- (2) approve the nomination of City Super as Council's default superannuation fund for SOS/SES employees who already have choice of fund, but do not make an active choice.

(b) Do not support the proposed strategy.

Option (a) is the preferred option.



1.0 FILE NUMBER

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

One Book One Brisbane 2005 winner.

3.0 ISSUE/PURPOSE

The purpose of this submission is to put forward for E&C endorsement the book that received the highest number of votes as the selection for One Book One Brisbane 2005.

4.0 PROPONENT

Margaret Crawford,  
Divisional Manager  
Customer and Community Services

5.0 SUBMISSION PREPARED BY

Sharan Harvey  
Manager Library Services  
MLS  
Ph 3403 4255.

**ACTION TAKEN**

04 APR 2005

TOWN CLERK

MLS

**RECEIVED**

04 APR 2005

COMMITTEE SECTION

6.0 DATE

16 March 2005

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C Committee 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 endorse *The Kingdom Where Nobody Dies* by Kimberley Starr as the winner of the 2005 One Book One Brisbane program.

10.0 DIVISIONAL MANAGER



Margaret Crawford  
DIVISIONAL MANAGER  
CUSTOMER & COMMUNITY SERVICES

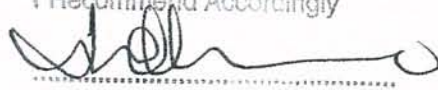
**APPROVED**

4 APR 2005

  
Lord Mayor

CEB  
Mdeu  
JAC  
RT  
Tain

I Recommend Accordingly



CHIEF EXECUTIVE OFFICER

BCO 20 YEAR RELEASE SCHEME

## 11.0 BACKGROUND

- Brisbane City Council's One Book One Brisbane is a program that creates a culture of reading and social debate through the provision of a range of events to discuss a single book at the same time.
- The selection of the book for discussion is a critical part of the program and enjoys considerable interest from both the community and the media.
- On 8 November 2004, E&C endorsed a new process for the management of the program. In line with this process, E&C endorsed the shortlist selection on 24 January 2005. This was followed by voting, from 7 February to 6 March 2005.
- Voting took place in libraries, ward offices, and online. Additionally, the Courier-Mail included a voting form in an article about the shortlist at the beginning of the campaign.
- A total of 5207 completed votes were received.  
This was comprised of:  
4016 ballot votes from Libraries, Ward Offices, mail, bookstores  
1115 online votes  
76 Courier Mail votes.
- Voting for the 6 books on the shortlist was as follows:

BOOK	NO. OF VOTES
<i>The Kingdom Where Nobody Dies</i> by Kimberley Starr	1,357
<i>Man Bites Dog</i> by Adam Ford	1,015
<i>The Twelfth of Never</i> by Louis Nowra	927
<i>Due Preparations for the Plague</i> by Janette Turner Hospital	872
<i>Shot</i> by Gail Bell	601
<i>The Starthorn Tree</i> by Kate Forsyth	435
<b>TOTAL</b>	<b>5,207</b>

\*A detailed breakdown of the method of voting for each book is attached.

The book that received the highest number of votes was *The Kingdom Where Nobody Dies* by Kimberley Starr. This was a clear winner with over 26% of the total vote. Additionally, the book received the highest number of votes in each category of voting. Library Services is now seeking E&C endorsement of this book as the winner of One Book One Brisbane 2005.

Information about *The Kingdom Where Nobody Dies* by Kimberley Starr:

- Contemporary book set in Brisbane
- Author - winner of Queensland Premier's Literary Awards (2003) – Best Emerging Queensland Author
- First novel – an excellent and inspiring role model for Brisbane authors
- Published by University of Queensland Press
- Intriguing crime and mystery story
- Multi-layered themes of secrets and guilt, child abduction and murder, personal growth and resolution, family grief and its impact
- Likely to appeal and be relevant to a broad cross-section of the community.

Once endorsed by E&C the successful book should be announced. The process agreed by E&C on 8 November 2004 was that the Lord Mayor and the Chair, Community Services Committee, would make the announcement. It is recommended that Library Services advise the participating authors and publishers and the 2005 OBOB Steering Committee of the winner just prior to it being announced to the media and community.

## 12.0 CONSULTATION

One Book One Brisbane Steering Committee members include:

Councillor Kerry Rea, Chair, Community Services Committee  
 Ben Myers, Lord Mayor's Office  
 Sharan Harvey, Manager, Library Services  
 Sabina O'Callaghan, Co-ordinator Reading, Library Services  
 Vee Richards, Project Officer, One Book One Brisbane  
 Kylie Hansen, Marketing & Communication  
 Sarah Rossiter, Queensland Writers Centre  
 Vicki McDonald, State Library of Queensland  
 Dr Karen Moni, English Teachers Assoc Qld  
 Prof Peter Spearritt, The Brisbane Institute  
 Sarah Kanake, Student Representative (QUT Graduate)

- The 2005 OBOB Steering Committee has not been consulted about the winner, however they are in agreement with the process. Cr Kerry Rea has been consulted about the winner and supports the recommendation.

## 13.0 IMPLICATIONS OF PROPOSAL

It will create opportunities to involve the Brisbane community in reading and discussion about social issues.

## 14.0 COMMERCIAL IN CONFIDENCE

Nil.

## 15.0 CORPORATE PLAN IMPACT

The project supports Council's long-term strategic directions and corporate priorities as outlined in Council's *Living in Brisbane 2010* vision:

Smart and Prosperous City – Lifelong learning is encouraged.  
 Creative City – Development of cultural activities

## 16.0 CUSTOMER IMPACT

The community, via the media, has been advised of the new OBOB process and they will be mindful that the book with the highest number of votes should be endorsed as the One Book One Brisbane 2005 winner. A timely announcement will be well received.

To ensure continued support by partners of the program, the authors, publishers and 2005 OBOB Steering Committee need to be advised before the community announcement is made.

## 17.0 ENVIRONMENTAL IMPACT

Nil.

**18.0 POLICY IMPACT**

Nil.

**19.0 FINANCIAL IMPACT**

Funded through Service Development 4.2.1.4 D01 One Book One Brisbane.

**20.0 HUMAN RESOURCE IMPACT**

Nil.

**21.0 URGENCY**

Due to media and community interest, an endorsement of a preferred book is urgently required and a community announcement timeframe needs to be made.

**22.0 PUBLICITY/MARKETING STRATEGY**

The planning and marketing of the One Book One Brisbane 2005 campaign takes four months. This will commence with the announcement of the successful book.

Unsuccessful authors/publishers on the short list should be notified prior to an announcement.

As the Courier Mail publicised the shortlist and the voting process, it is recommended that they be offered the opportunity to be involved in the announcement of the winner.

Once endorsed by E&C the successful book should be announced. The process agreed by E&C on 8 November 2004 was that the Lord Mayor and the Chair, Community Services Committee, would make the announcement. It is recommended that Library Services advise the participating authors and publishers and the 2005 OBOB Steering Committee of the winner just prior to it being announced to the media and community.

**22.0 OPTIONS**

Option 1 – Endorse *The Kingdom Where Nobody Dies* by Kimberley Starr as the winner of the 2005 One Book One Brisbane program.

Option 2 – Not endorse *The Kingdom Where Nobody Dies* by Kimberley Starr as the winner of the 2005 One Book One Brisbane program.

**Option 1 is the preferred option.**

1.0 FILE NUMBER: (4)12/51/1(P8)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Monthly Report - Delegation of Authority to Travel - February 2005

3.0 ISSUE/PURPOSE

Provision of relevant monthly travel report.

**ACTION TAKEN**

04 APR 2005

TOWN CLERK

TCCS

4.0 PROPONENT

Noel K Faulkner, Divisional Manager City Business

5.0 SUBMISSION PREPARED BY

Jaylene Farrell, Travel Co-ordinator, Brisbane Commercial Services, ext. 72056

6.0 DATE

21 March 2005

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 February 2005.

**RECEIVED**

04 APR 2005

**COMMITTEE SECTION**

10.0 Noel K Faulkner  
Divisional Manager  
City Business

I Recommend Accordingly

.....  
CHIEF EXECUTIVE OFFICER

**APPROVED**

4 APR 2005

*[Signature]*  
.....  
Lord Mayor

*CEB*

*[Signature]*  
*KA*

### 11.0 BACKGROUND

In pursuance of the request for information on a monthly basis of travel approved under delegation, reports are enclosed for February 2005, for each Unit of Administration (showing travel actually undertaken during that month).

Attachment "A" shows details associated with travel undertaken in February 2005 which is not covered by the Travel Policy (being essentially travel by job applicants to attend interviews).

In summary, the position is as follows:

February 2005

#### *Non-Commercial Operations*

a)	International Travel	
	(i) Number of Bookings	4
	(ii) Airfares	\$ 11,162.00
b)	Domestic Travel	
	(i) Number of Bookings	33
	(ii) Airfares	\$ 10,969.00
c)	Accommodation and Allowances Costs	\$ 25,790.00
d)	Registration Fees for Conferences	\$ 16,861.13
e)	Other Costs e.g. hire car	\$ 3,504.06
	<b>TOTAL</b>	<b>\$ <u>67,497.39</u></b>

**Commercial Operations**

g)	International Travel		
	(i) Number of Bookings	NIL	
	(ii) Airfares		\$
h)	Domestic Travel		
	(i) Number of Bookings	NIL	
	(ii) Airfares		\$
i)	Accommodation and Allowances Costs		\$
j)	Registration Fees for Conferences		\$
k)	Other Costs e.g. hire car		\$
	<b>TOTAL</b>		<b>\$</b>
m)	Cost of air-fares, accommodation and taxis as detailed in Attachment A		\$ 6,698.98

**12.0 CONSULTATION**

Liaison with Officers undertaking travel and Divisional Travel Officers.

**13.0 IMPLICATIONS OF PROPOSAL**

Nil.

**14.0 COMMERCIAL IN CONFIDENCE**

No

**15.0 CORPORATE PLAN IMPACT**

Nil.

**16.0 CUSTOMER IMPACT**

Nil.

**17.0 ENVIRONMENTAL IMPACT**

Nil.

**18.0 POLICY IMPACT**

In line with Council policy.

**19.0 FUNDING IMPACT**

Expenses incurred through Divisional Travel Votes.

**20.0 HUMAN RESOURCE IMPACT**

Not applicable.

**21.0 URGENCY**

In the normal course of business.

**22.0 PUBLICITY/MARKETING STRATEGY**

At the discretion of the Lord Mayor.

**23.0 OPTIONS**

(1) That E&C note the information submitted on approved Travel for February 2005.

(2) Not approve the recommendation.

Option (1) is the preferred option.



**E&C RESULTS- 11 APRIL 2005**

SUB NO.	FILE NO.	DIV	TITLE	Result
11/04-1B M	234/70/8-2003(1)	HRSM	Agenda Items for the 2005 Urban Local Government Association Conference.	Yes
11/04-1F R	364/150/2-D1247(A1)	City Governance	Exchange of land at 876 & 942 Gowan Road, Calamvale.	Yes
11/04-1I R		iDivision	Proposed changes to administrative structure of iDivision.	Yes
11/04-1K	234/70/47	Urban Management	Nominations for the chair of the Brisbane Inner City Advisory Committee (BICAC).	With drawn
11/04-1L M	240/7-2004/2005	OLMCEO	Contracts to provide Professional Services - Report for December 2004.	Yes
11/04-2L M	338/22/1(2)	OLMCEO	Results of City Fleet Business Case and Impact Assessment.	Yes
11/04-3L M		OLMCEO	Termination of Executive Contract	Yes

Present - Campbell Newman, C E Bermingham, J H Campbell, H J Abrahams, M deWit, K Flessner, K M Rea.

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

1.0 FILE NUMBER: 234/70/8-2003(1)

E&C11/04-1B

**SUBMISSION TO THE ESTABLISHMENT AND COORDINATION COMMITTEE**

2.0 TITLE

Agenda Items for the 2005 Urban Local Government Association Conference

3.0 ISSUE/PURPOSE

To gain approval to submit motions to the 2005 Urban Local Government Association Conference

4.0 PROPONENT

Phil Minns, Divisional Manager, Human Resources and Strategic Management

5.0 SUBMISSION PREPARED BY

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

6.0 DATE

18 March 2005

RECEIVED

11 APR 2005

COMMITTEE SECTION IGRR

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

**ACTION TAKEN**

11 APR 2005

9.0 RECOMMENDATION

TOWN CLERK

That E&C grant approval to submit the attached motions to the 2005 Urban Local Government Association Conference.

10.0 DIVISIONAL MANAGER

**APPROVED**

11 APR 2005

*Caroline...*  
.....  
Lord Mayor

*Phil Minns*

*MB* *EEB* *John* *KJ*

**Phil Minns  
HUMAN RESOURCES AND STRATEGIC MANAGEMENT**

**I Recommend Accordingly**

*[Signature]*

CHIEF EXECUTIVE OFFICER Page 1

## 11.0 BACKGROUND

The Urban Local Government Association has written to all member Councils requesting that agenda items to be submitted for the forthcoming Annual Conference to be held in Yeppoon from 18 to 20 May 2005. As in previous years, these agenda items take the form of motions and are to be voted upon at the Conference.

All Council Divisions have been requested to submit appropriate agenda items. To date, the following agenda item has been received and is attached.

Urban Management:

- < Tax Exempt Asset Financing Arrangements (Division 250) – Cost Implications for Provision of Community Services.

City Governance:

- < Implications for local government in respect to implementation of the *Coastal Protection and Management Act 1995* requirements and corresponding links to the *Integrated Planning Act*.

## 12.0 CONSULTATION

All Divisional Managers (requests for motions)  
All Policy Liaison Officers (requests for motions)  
Relevant Chairpersons (re content of proposed motion)  
Cr Kim Flesser, Chairperson Finance Committee  
Jane Bertelsen, Manager Intergovernmental Relations  
All are in agreement.

## 13.0 IMPLICATIONS OF PROPOSAL

It is anticipated that the motion would generally be supported at the Conference.

## 14.0 COMMERCIAL IN CONFIDENCE

N/A

## 15.0 CORPORATE PLAN IMPACT

Consistent with Corporate Plan Section A *Regional and World City*, specifically, initiatives under *Our Services* aimed at:

- Developing regional, national and international alliances to advance Brisbane's interests and foster long-term economic, development, cultural and social opportunities.
- Participating in government networks and alliances to develop and promote cooperative regional and international initiatives.

## 16.0 CUSTOMER IMPACT

Nil

## **17.0 ENVIRONMENT IMPACT**

Nil

## **18.0 POLICY IMPACT**

Consistent with the established policy that the Brisbane City Council provides a voice on State-wide urban local government issues through its membership to the Urban Local Government Association.

## **19.0 FINANCIAL IMPACT**

No immediate budget implications for the Brisbane City Council.

## **20.0 HUMAN RESOURCE IMPACT**

No immediate impact on staffing levels within the Brisbane City Council.

## **21.0 URGENCY**

Urgent. Motions have to be lodged with the Conference Secretariat by the official deadline of 18 April. The Conference is to be held from 18 to 20 May and agendas need to be sent to attendees well before that date.

## **22.0 PUBLICITY/MARKETING STRATEGY**

At the discretion of Civic Cabinet. The Urban Local Government Association Conference receives media coverage.

## **23.0 OPTIONS**

1. To endorse the attached motions
2. To not endorse the attached motions
3. To endorse one of the attached motions

Option 1 is recommended.

1.0 FILE NUMBER: 240/7-2004/2005

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Contracts to Provide Professional Services - Report for December 2004

3.0 ISSUE / PURPOSE

The purpose of this submission is to seek E&C approval for the consultancies commissioned in December 2004

4.0 PROPONENT

Jude Munro  
Chief Executive Officer

**ACTION TAKEN**

11 APR 2005

5.0 SUBMISSION PREPARED BY

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

**TOWN CLERK**

*PAMCEO*

6.0 DATE

23 March 2005

**RECEIVED**

11 APR 2005

**COMMITTEE SECTION**

7.0 FOR E & C APPROVAL OR RECOMMENDATION TO COUNCIL?

For E&C approval.

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

No.

9.0 RECOMMENDATION

That E&C note the report for the consultancies commissioned during the month of December 2004 as attached.

10.0



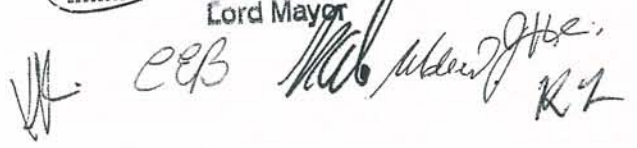
Jude Munro  
CHIEF EXECUTIVE OFFICER

**APPROVED**

11 APR 2005



Lord Mayor



BCC 10 YEAR PUBLICATION RELEASE SCHEME

**11.0 BACKGROUND**

Council Resolution 1,564/1990/91 requires that a report listing consultancies be submitted to the Establishment & Co-ordination Committee at least quarterly. Reports detailing consultancy commitments of \$1,520,032.50 during the month of December 2004 are attached.

**12.0 CONSULTATION**

N/A

**13.0 IMPLICATIONS OF PROPOSAL**

N/A

**14.0 CORPORATE PLAN IMPACT**

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

**15.0 CUSTOMER IMPACT**

As addressed by Divisions.

**16.0 ENVIRONMENTAL IMPACT**

N/A

**17.0 POLICY IMPACT**

Compliance with reporting request.

**18.0 FUNDING IMPACT**

Expenses incurred through Divisional Consultancy Accounts.

**19.0 HUMAN RESOURCE IMPACT**

N/A

**20.0 URGENCY**

Normal course of business.

**21.0 PUBLICITY / MARKETING STRATEGY**

N/A

**22.0 OPTIONS**

N/A

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

1.0 File Number: 338/22/1(2)

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

2.0 TITLE

Results of City Fleet Business Case and Impact Assessment.

3.0 ISSUE/PURPOSE

To formalise the decision to progress the implementation of the improvement of the management of Council's fleet by outsourcing part of the fleet management role and relocating the maintenance service to City Business Division.

4.0 PROPONENT

Andrew Chesterman, Manager Corporate Improvement Program

5.0 SUBMISSION PREPARED BY

John Burton  
Service Review Manager  
Office of the CEO  
BMDJ, 35843

**RECEIVED**

11 APR 2005

**COMMITTEE SECTION  
ACTION TAKEN**

11 APR 2005

TOWN CLERK *mcrp*

6.0 DATE

6 April 2005

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL?

For E&C approval.

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

Not applicable.

**BCC 10 YEAR PUBLICATION RELEASE SCHEME**

**RECOMMENDATION**

It is recommended that E&C –

Endorse the following:

1.

E&C agrees to the implementation of outsourcing fleet management subject to a detailed investigation of the costs and risks, and testing of the market through a tender. This investigation is to include analysis of the alternate model described in the BCIA as the 'City Fleet Management Team' proposal as the benchmark. The Executive Manager, Strategic Procurement will be responsible for this tendering and will require the services of some existing City Fleet employees as category managers to oversee the tender process. Details of analysis of both proposals to be reported back to E&C for final adoption.

2.

E&C agrees to the redeployment of staff subject to the outcomes of the investigation into costs and risks of outsourcing. Also ensure that adequate funding is available to the redeployment unit to allow for full retraining of any redeployed staff.

3.

E&C support the maintenance service moving to City Business following confirmation of the implementation plan including numbers to be moved and details to be reported to E&C.

The maintenance service includes the human resources manager, WH&S staff, plant operators, the wages employees in the general plant store and the coordinators of the casual owner drivers. The maintenance service will continue to account for and organise the 40 casual owner drivers.

4.

E&C agree to either a service bay in Brisbane Square or alternative service arrangements following an assessment of the impact on effective use of staff time and associated costs.

5.

E&C supports in principle the creation of a fleet category group within the Strategic Procurement Division to manage interface between work units and external fleet manager subject to the outcomes of investigation on outsourcing and decision on proposed procurement division.



6.

E&C agrees to cancel the proposed fleet management system subject to an investigation into a joint agreement with either QFleet or State Fleet NSW to use their system, as part of the alternative City Fleet management option.

7.

E&C agrees to the sale of 5% (\$3.4 million once off) of the value of the fleet. Most of this reduction will be in under utilised passenger and light commercial vehicles. This should occur within six months.

8.

E&C agrees that Council will continue the current ownership of fleet assets.

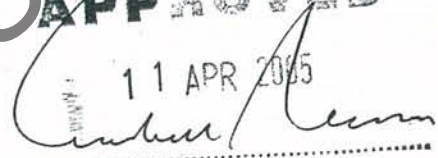
9.

E&C agrees to investigate novating the executive vehicle fleet. Council may achieve a net financial benefit from the sale of vehicles provided to executives as part of their remuneration packages. It will be investigated as to whether or not offering executives novated leases will be a cost effective and appropriate approach.

10.0 CHIEF EXECUTIVE OFFICER

**APPROVED**

11 APR 2015



Lord Mayor

Jude Munro  
CHIEF EXECUTIVE OFFICER



BCC PUBLICATION SCHEME  
10 YEAR RELEASE

**BACKGROUND**

Consultants AT Kearney were engaged by Council to conduct a review of the operations of Council and make recommendations on potential efficiencies and cost savings. The review was completed and recommendations reported in October 2004. Civic Cabinet agreed to conduct a detailed Business Case and Impact Assessment that considered the AT Kearney recommendation, using a triple bottom line approach (economic, social, environmental) to provide Council with a comprehensive basis for making a fully informed decision.

Council provided an independent business consultant to unions to assist them in the detailed interpretation of each Business Case. Staff and Unions were fully consulted on the options considered in face to face meetings and were encouraged to provide feedback on two separate drafts, which were incorporated in the final Business Case and Impact Assessment (BCIA).

The BCIA for City Fleet made three findings:

1. BCC owning its fleet is market competitive and does not need to change.
2. BCC does not have the critical mass of assets to supply fleet management services at market prices without external provider support.
3. The current structure and management approach has not provided competitive maintenance services.

Council may achieve a net financial benefit from the sale of vehicles provided to executives as part of their remuneration packages. It will be investigated as to whether or not offering executives novated leases will be a cost effective and appropriate approach.

**CONSULTATION**

The following key stakeholders were consulted during the course of developing the BCIA:

Jude Munro	CEO
John Boland	Divisional Manager, City Fleet
Jim Reeves	Divisional Manager Brisbane Water
City Businesses Advisory Board Members	
Frank Riley	Manager, City Assets, City Governance
Helen Gluer	Chief Financial Officer, City Governance
Wayne O'Malley	Divisional Manager, Brisbane City Works
Margaret Crawford	Divisional Manager, Customer & Community Services
Graham Davis	Divisional Manager, Brisbane Transport
Victor Gado	Fleet Manager, Brisbane City Works

Jiri Arnost

Corporate Treasury Manager

George  
Theodorakopoulos

Manager Network Services Brisbane Water

The opinions of all those consulted were included in the Business Case and Impact Assessment where appropriate. Feedback received during the consultation process has been attached in full as an appendix to the BCIA.

### 13.0 ADVISORY BOARD RECOMMENDATION

The Advisory Board has noted the BCIA findings.

### 14.0 IMPLICATIONS OF PROPOSAL

It is proposed to use external providers to support a significantly lower cost structure for fleet management and, in particular, improve service for general equipment. Up to twelve staff will be retained as fleet management category managers to manage the interface with the external provider and twenty-nine positions will be redeployed. Prior to entering into an outsourced arrangement, a benchmark will be established based upon the 'City Fleet Management Team' proposal.

To ensure that the cost effectiveness of fleet related services are transparent, the prices of all classes of equipment will reflect market pricing. The key users will be included in efforts to improve cost effectiveness. To improve evaluation of overall performance, the fleet operation will report losses and surpluses by category of equipment. In order to encourage work units to support take-up of training and improved operator behaviour, risks and costs will be more appropriately shared with internal work units. This will produce a net present value of \$13 million from annual savings of \$2.2 million.

The maintenance service will be separated from other fleet services. This will reflect industry practice, facilitate cost reduction, and enable a focus on increased market testing and improving productivity. This will include avoiding the cost of establishing a service bay in Brisbane Square and a productivity improvement target of 5% is a minimum goal. This will produce a NPV of \$1.3 million with annual savings of \$209,000.

It has been found that many passenger and light commercial vehicles are under-utilised and that the current size of the fleet is not providing Council will value for money. To address this, it is proposed that the fleet is reduced by \$3.4 million (5%) through efficiencies and equipment pooling. This will produce a overall net present value of \$3.6 million including \$3.4 million up-front from the sale of assets plus \$172,000 present value from annual fleet management savings.

### 15.0 COMMERCIAL IN CONFIDENCE

The BCIA contains information on the City Fleet's revenue and cost structure, valuations and yields, which is commercial in confidence.

**16.0 CORPORATE PLAN IMPACT**

The recommendation of this submission will contribute to the efficient management of the City's resources.

**17.0 CUSTOMER IMPACT**

The proposed changes to City Fleet are anticipated to reduce costs to Council. While City Fleet's services are internally facing, reduced costs are expected to be passed onto customers via increased services in other areas. Further, it is anticipated that the proposed changes will improve services for the hire of general equipment (representing half of Council's fleet assets).

**18.0 ENVIRONMENTAL IMPACT**

Nil. City Fleet obtained a grant to develop and operate an environment testing facility for trucks. This facility and the two employees attached to it will report through the maintenance service to City Business Division.

**19.0 POLICY IMPACT**

Nil.

**20.0 FUNDING IMPACT**

The proposed changes are anticipated to save \$2.4 million annually. Further, a once off return of \$3.4 million from reduction of 5% of the fleet should occur in the first 12 months.

**21.0 HUMAN RESOURCE IMPACT**

Up to 29 employees will be redeployed.

**22.0 URGENCY**

As soon as possible.

**23.0 PUBLICITY/MARKETING STRATEGY**

An employee communications strategy has been commenced.

**24.0 OPTIONS**

1. Approve the recommendation for Council to
2. Not approve the recommendation.

**Option 1 is the preferred option.**

1.0 FILE NUMBER: 99-29369(A1/P1)

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

2.0 TITLE

Redundant position – Divisional Manager, City Fleet

3.0 ISSUE/PURPOSE

To declare the position of Divisional Manager, City Fleet redundant and to award a pro-rata bonus payment to redacted

4.0 PROPONENT

Jude Munro, Chief Executive Officer

5.0 SUBMISSION PREPARED BY

Hayden Wright, Manager, Chief Executive's Office (MCEO), ext 34151

6.0 DATE

5 March 2005

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

1. That the position of Divisional Manger, City Fleet, be declared redundant and that the services of the incumbent, redacted, be terminated effective from 22 April 2005 and that subject to redacted executing an employment termination agreement (on terms satisfactory to the Manager, Brisbane City Legal Practice) redacted be paid all amounts due to him from the Council including 9 months total remuneration (being three months in lieu of notice and six months in recognition of early severance).
2. That redacted be awarded a bonus payment of redacted pro-rata) of his notional salary for the period 1 July 2004 to 22 April 2005.

10.0   
 Jude Munro  
 CHIEF EXECUTIVE OFFICER

**APPROVED**  
 11 APR 2005  
  
 Lord Mayor  
 CEB  
 KJ

## 11.0 BACKGROUND

The Council intends to restructure its organisation and workforce to enable more efficient delivery of its services to the citizens of Brisbane. Within that restructure, the position of Divisional Manager, City Fleet will not be required. Accordingly, it is proposed to terminate the services of the incumbent, [redacted], effective from 22 April 2005.

[redacted] is employed on an executive contract, which contains specific conditions for circumstances when Council wishes to terminate an employee prior to the expiration of their contract. [redacted] is entitled to the benefits as provided in the contract.

To ensure that the rights and entitlements of all parties are protected the parties will document the termination conditions in an employment termination agreement.

Additionally, under his contract, [redacted] is entitled to a bonus payment of up to [redacted], based on his performance against his agreed Personal Performance Plan. Legal advice obtained indicates that [redacted] would be entitled to be awarded a pro-rata bonus of a quantum reasonably approximated to his performance without regard to his departure from Council. Accordingly, it is considered that a bonus payment of [redacted] of [redacted] notional salary would be reflective of his performances during the 2004/2005 financial year. It is at the same level as his bonus for the 2004/2004 financial year. The pro-rata percentage for the period 1 July 2004 to 22 April 2005 would equate to 10%. The payment of this bonus will form part of [redacted] termination agreement.

## 12.0 CONSULTATION

Chief Executive Officer  
Manager, Chief Executive's Office  
Divisional Manager, City Fleet  
Brisbane City Legal Practice.

## 13.0 IMPLICATIONS OF PROPOSAL

No perceived implications.

## 14.0 COMMERCIAL IN CONFIDENCE

No.

## 15.0 CORPORATE PLAN IMPACT

Not Applicable

## 16.0 CUSTOMER IMPACT

Nil.

## 17.0 ENVIRONMENTAL IMPACT

Nil.

18.0 **POLICY IMPACT**

Nil.

19.0 **FUNDING IMPACT**

Funds are available.

20.0 **HUMAN RESOURCE IMPACT.**

Nil.

21.0 **URGENCY**

Termination is set down for 22 April, so a decision is required as soon as possible.

22.0 **PUBLICITY/MARKETING**

At the discretion of the Lord Mayor.

23.0 **OPTIONS**

1. Approve the recommendations.
2. Not approve the recommendations.

**OPTION 1 is the recommended option.**

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

E&C RESULTS – 13 APRIL 2005

SUB NO.	FILE NO.	DIV	TITLE	Result
13/04-1L M	99-37624(A1)	OLMCEO	Termination of Executive Contract	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.

BCC PUBLICATION SCHEME  
10 YEAR RELEASE



1.0 FILE NUMBER: 99-37624(A1)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Redundant position – Manager, Intergovernmental Relations

3.0 ISSUE/PURPOSE

To declare the position of Manager, Intergovernmental Relations redundant and to award a bonus payment to <sup>redacted</sup>

4.0 PROPONENT

Jude Munro, Chief Executive Officer

5.0 SUBMISSION PREPARED BY

Hayden Wright, Manager, Chief Executive's Office (MCEO), ext 34151

6.0 DATE

5 March 2005

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

1. That the position of Intergovernmental Relations Manager, Human Resources and Strategic Management Division, be declared redundant and that the services of the incumbent, <sup>redacted</sup> <sub>redacted</sub>, be terminated effective from 1 July 2005 and that subject to <sup>redacted</sup> <sub>redacted</sub> executing an employment termination agreement (on terms satisfactory to the Manager, Brisbane City Legal Practice) <sup>redacted</sup> be paid all amounts due to her from the Council including 9 months total remuneration (being three months in lieu of notice and six months in recognition of early severance),
2. That at the time of her termination, <sup>redacted</sup> be awarded a bonus payment of <sup>redacted</sup> of her notional salary for the period 1 July 2004 to 1 July 2005.

10.0   
Jude Munro  
CHIEF EXECUTIVE OFFICER

**APPROVED**

13 APR 2005

  
Lord Mayor

## 11.0 BACKGROUND

As a result of changes proposed to the secretarial arrangements for SEQROC, there will be a significant decrease in the activity of Intergovernmental Relations Branch in Human Resources and Strategic Management Division. As a result, the position of Manager, Intergovernmental Relations will no longer be required. Accordingly, it is proposed to terminate the services of the incumbent, [redacted], effective from 1 July 2005.

[redacted] is employed on an executive contract, which contains specific conditions for circumstances when Council wishes to terminate an employee prior to the expiration of their contract. [redacted] is entitled to the benefits as provided in the contract.

To ensure that the rights and entitlements of all parties are protected the parties will document the termination conditions in an employment termination agreement.

Additionally, under her contract, [redacted] is entitled to a bonus payment of up to [redacted] based on her performance against her agreed Personal Performance Plan. Legal advice obtained indicates that [redacted] would be entitled to be awarded a bonus of a quantum reasonably approximated to her performance without regard to her departure from Council. Accordingly, it is considered that a bonus payment of [redacted] of [redacted] notional salary would be reflective of her performances during the 2004/2005 financial year. It is at the same level as his bonus for the 2004/2004 financial year. The payment of this bonus will form part of [redacted] [redacted] termination agreement.

## 12.0 CONSULTATION

Chief Executive Officer  
Manager, Chief Executive's Office  
Manager, Intergovernmental Relations  
Divisional Manager, Human Resources and Strategic Management  
Brisbane City Legal Practice

## 13.0 IMPLICATIONS OF PROPOSAL

No perceived implications.

## 14.0 COMMERCIAL IN CONFIDENCE

No.

## 15.0 CORPORATE PLAN IMPACT

Not Applicable

## 16.0 CUSTOMER IMPACT

Nil.

17.0 ENVIRONMENTAL IMPACT

Nil.

18.0 POLICY IMPACT

Nil.

19.0 FUNDING IMPACT

Funds are available.

20.0 HUMAN RESOURCE IMPACT.

Nil.

21.0 URGENCY

As soon as possible.

22.0 PUBLICITY/MARKETING

At the discretion of the Lord Mayor.

23.0 OPTIONS

1. Approve the recommendations.
2. Not approve the recommendations.

OPTION 1 is the recommended option.

BCC PUBLIC INFORMATION SCHEME  
10 YEAR RELEASE

**E&C RESULTS- 18 APRIL 2005**

SUB NO.	FILE NO.	DIV	TITLE	Result
18/04-1F M	364/48/3(385)	364/48/3	The granting of successive Telecommunication Leases to Personal Broadband Australia Pty Ltd at the Milne Hill Reservoir, Chermside West.	Yes
18/04-2F R	460/32/50(156)	City Governance	Proposed excision from Council controlled Reserve for Wickham Park to create a volumetric subdivision for the old railway tunnel running between Roma Street Station and Central Station.	Yes
18/04-3F M	364/48/3(380)	City Governance	The granting of successive Telecommunication Leases to Personal Broadband Australia Pty Ltd at the Roles Hills Reservoir, Manly West.	Yes
18/04-1H M	381/6/30(53)	Brisbane Water	Billing Optimisation Project - Application of Pedestal Charges for Commercial Customers	Yes
18/04-1J M	DRS/USE/H03-857385	CCSD	Master bond for Stockland's Parkwood Estate at 100 Stapylton Road, Heathwood.	Yes
18/04-1K M	202/10(664)	Urban Management	Kittyhawk Drive, Chermside - Subdivision of Council Land.	Yes Amended
18/04-1L R	243/85-9027/98/99(P-6)	OLMCEO	Submission for Resolution by Council under Division 12 of the City of Brisbane Act, 1924. (Chubb)	Yes
18/04-2L M	23/2/1-L(5)	OLMCEO	The Office of Disputes Commissioner	Yes Amended
18/04-1P M	467/26	MIPO	North South Bypass Tunnel - Council Businesses as Contractors.	Yes Amended
18/04-2P M	467/26	MIPO	North-South Bypass Tunnel - Evaluation Panel.	Yes Amended
18/04-1N M	234/51/121	CED	Community Housing Partnership Project property allocations.	Yes

E&C RESULTS- 18 APRIL 2005

SUB NO.	FILE NO.	DIV	TITLE	Result
18/04-3L M	99-43898(A1)	OLMCEO	Termination of Contract	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.

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

The granting of successive Telecommunication Leases to Personal Broadband Australia Pty Ltd at the Milne Hill Reservoir, Chermside West.

3.0 ISSUE/PURPOSE

The purpose of this submission is to obtain approval for the granting of two successive Telecommunication Leases to Personal Broadband Australia Pty Ltd at the Milne Hill Reservoir, Chermside West, for the transmission of wireless broadband Internet data.

4.0 PROPONENT

Helen Gluer,  
Chief Financial Officer,  
Ext. 34577.

RECEIVED

18 APR 2005

COMMITTEE SECTION

5.0 SUBMISSION PREPARED BY

David Cox,  
Principal Asset Manager,  
PAMCA,  
City Assets - Ext 36630.

ACTION TAKEN

18 APR 2005

6.0 DATE

12 April 2005.

TOWN CLERK

*PAMCA*

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 LOCAL LAW?

No.

BCC 10 YEAR PUBLICATION RELEASE SCHEME

9.0 RECOMMENDATION

That the E&C Committee grant approval for,

1. Two (2) successive Telecommunication Leases to be granted to Personal Broadband Australia Pty Limited upon the Council's standard terms and conditions for such leases over the proposed telecommunications facility (occupying 11 m<sup>2</sup> within the Milne Hill Reservoir precinct as outlined in yellow on Attachment 4).
2. The Committee's approval proposed in 1 above to be subject to and conditional upon:
  - (a) Brisbane Water approving the design of the installation and subsequently certifying that the facility as constructed does not cause any interference to its telemetry systems at the site; and
  - (b) Brisbane Water approving a detailed plan of the location of all services associated with the proposed facility.
3. The Leases proposed in 1 above to provide;
  - (a) for an aggregate period of twenty (20) years, comprised of two successive periods of ten (10) years each, with the first period commencing on the 1<sup>st</sup> of May 2005; and,
  - (b) for a commencing annual rental of <sup>redacted</sup> (plus GST); and,
  - (c) for Personal Broadband Australia Pty Limited to pay all of Council's reasonable costs relating to items 1 - 3; and
  - (d) the Leases to be on terms and conditions satisfactory to the Manager, Brisbane City Legal Practice and the Manager, City Assets.

10.0 DIVISIONAL MANAGER

**APPROVED**

18 APR 2005

*[Signature]*  
.....  
Lord Mayor

*[Signature]*

I Recommend Accordingly

*[Signature]*  
.....

CHIEF EXECUTIVE OFFICER

*[Signatures]*  
RT

*[Signature]*  
Helen Gluer  
CHIEF FINANCIAL OFFICER

BCC PUBLIC UTILITIES SCHEME  
10 YEAR RELEASE

## 11.0 BACKGROUND

This submission is seeking approval for Council to grant two successive ten year telecommunication leases that will enable a co-location of a telecommunications facility by Personal Broadband Australia Pty Limited (PBA) upon the existing Crown Castle tower at the Milne Hill Reservoir situated on Lot 1 RP46962. (Refer to Attachments 1-5).

This will not be a mobile telephone facility but is intended to be for the use of wireless broadband computers, operating on the Internet.

The facility proposed by PBA will be comprised of the following infrastructure: -

- Twelve (12) Omni antennas mounted at 32.6m on a circular headframe.
- One (1) cable tray.
- Two (2) GPS units mounted on circular headframe at 32.2m.
- One (1) BTS unit and one (1) battery and transmission unit on a concrete slab.
- A security fence surrounding the proposed 11m<sup>2</sup> lease area.

Existing telecommunications leases previously approved by the Establishment and Co-ordination Committee in respect of facilities at this site, are those with Telstra, Vodafone, Hutchison and Crown Castle (formerly with Optus). The nearest residence is approximately 160 metres distant.

In terms of the Commonwealth legislation the proposal is deemed to be of "Low Impact"; and accordingly, it does not require planning and development approval.

Brisbane Water has agreed to the proposal however, it has some concern about possible radio interference affecting its own telemetry systems. Therefore, depending on the outcome of preliminary assessments Brisbane Water reserves the right to have representatives on site when the telecommunication equipment is commissioned, in order to monitor the extent of any problem.

Accordingly, should this application to lease be approved by the Committee, the applicant will be required to give one week's notice to Brisbane Water of the commissioning of the proposed facility so that Brisbane Water's representatives can be in attendance.

The details relating to electrical supply provided by the applicant are only preliminary. An application for electric power supply has been lodged with Energex and is currently under review. Brisbane Water has requested that it be supplied with more detailed plans of the location of services when they become available and moreover, supplied with certified "As Constructed" plans, upon the completion of the works. For this reason and to prevent the services being located inappropriately Personal Broadband Australia Pty Ltd will need to obtain Brisbane Water's final agreement to the location of services before commencing construction.



## 11.0 BACKGROUND (Cont)

Having regard to the Council's Telecommunications Guidelines it is considered that the payment by PBA of an Establishment Fee of <sup>redacted</sup> (plus GST) and a commencing annual rental of <sup>redacted</sup> (plus GST) will meet Council's policy.

On 3 August 2004, 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 (and/or any other parties operating a telecommunications facility).

## 12.0 CONSULTATION

- Councillor Kim Flesser, Chairperson, Finance Committee.
- Councillor Norm Wyndham, McDowall Ward.
- Paul Grove, A/Manager, City Assets Branch, City Governance.
- Maria Menchise, Solicitor, Brisbane City Legal Practice.
- Julie McLellan, A/Water Services Manager (Asset Custodian).
- Stephen Hill, Technical Officer, Network Services (Asset Occupant).
- Peter Sherriff, Co-ordinator, Network Services (Asset Occupant).
- David Hains, Senior Technical Research Officer, iDivision.
- Brendan Carlin, Network Team Leader, Delivery Branch, iDivision.
- Colin White, GHD Pty Ltd. As to radio interference and WH&S.

All consulted are in agreement with the recommendation.

## 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 improved telecommunications services to the community.
Political	No impact.

## 14.0 COMMERCIAL IN CONFIDENCE

No.

## 15.0 CORPORATE PLAN IMPACT

Corporate Vision Theme:	Smart and Prosperous City.
Council program:	City Governance.
Service focus:	Manage Council's finances and assets effectively to provide the best value for money for ratepayers.

**16.0 CUSTOMER IMPACT**

Nil.

**17.0 ENVIRONMENTAL IMPACT**

Nil.

**18.0 POLICY IMPACT**

Nil.

**19.0 FINANCIAL IMPACT**

**19.1 Budget Impact:**

There are no funding requirements. Moreover, in addition to the prescribed Establishment Fee of <sup>redacted</sup> (plus GST) Council will receive an ongoing annual rental from Personal Broadband Australia Pty Ltd commencing at <sup>redacted</sup> (plus GST). This ongoing annual rental will be in addition to the existing telecommunication lease rentals already received at this site which presently amount to <sup>redacted</sup> pa (plus GST).

**19.2 Taxation Issues:** Nil

**19.3 Risk Assessment:** Nil

**20.0 HUMAN RESOURCE IMPACT**

Nil.

**21.0 URGENCY**

In the normal course of business.

**22.0 PUBLICITY / MARKETING STRATEGY**

None required.

**23.0 OPTIONS**

**Option 1** Approve the recommendation.

**Option 2** Not approve the recommendation

**Option 1 is the preferred option.**

1.0 FILE NUMBER: 364/48/3(380)

E&C 18/04-3F

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

2.0 TITLE

The granting of successive Telecommunication Leases to Personal Broadband Australia Pty Ltd at the Roles Hill Reservoir, Manly West.

3.0 ISSUE/PURPOSE

The purpose of this submission is to obtain approval for the granting of two successive Telecommunication Leases to Personal Broadband Australia Pty Ltd at the Roles Hill Reservoir, Manly West, for the transmission of wireless broadband Internet data.

4.0 PROPONENT

Helen Gluer,  
Chief Financial Officer,  
Ext. 34577.

**ACTION TAKEN**

18 APR 2005

TOWN CLERK

PAMCA

5.0 SUBMISSION PREPARED BY

David Cox,  
Principal Asset Manager,  
PAMCA,  
City Assets - Ext 36630.

**RECEIVED**

18 APR 2005

SIGNATURE SECTION

6.0 DATE

12 April 2005.

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 LOCAL LAW?

No.

9.0 RECOMMENDATION

That the E&C Committee grant approval for,

1. Two (2) successive Telecommunication Leases to be granted to Personal Broadband Australia Pty Limited upon the Council's standard terms and conditions for such leases over the proposed telecommunications facility (occupying 5.8 m<sup>2</sup> within the Roles Hill Reservoir precinct as outlined in yellow on Attachment 3).
2. The Committee's approval proposed in 1 above to be subject to and conditional upon:
  - (a) Brisbane Water approving the design of the installation and subsequently certifying that the facility as constructed does not cause any interference to its telemetry systems at the site; and
  - (b) Brisbane Water approving a detailed plan of the location of all services associated with the proposed facility.
3. The Leases proposed in 1 above to provide;
  - (a) for an aggregate period of twenty (20) years, comprised of two successive periods of ten (10) years each, with the first period commencing on the 1<sup>st</sup> of May 2005; and,
  - (b) for a commencing annual rental of [redacted] (plus GST); and,
  - (c) for Personal Broadband Australia Pty Limited to pay all of Council's reasonable costs relating to items 1 - 3; and
  - (d) the Leases to be on terms and conditions satisfactory to the Manager, Brisbane City Legal Practice and the Manager, City Assets.

10.0 DIVISIONAL MANAGER

**APPROVED**

18 APR 2005

*[Signature]*  
 Lord Mayor

*[Signature]*  
**Helen Gluer**  
**CHIEF FINANCIAL OFFICER**

I Recommend Accordingly

*[Signature]*  
 CHIEF EXECUTIVE OFFICER

*[Signatures]*  
 MB, V, JSA, JWA, KT

BCC PUBLIC RELEASE SCHEME  
 10 YEAR RELEASE

## 11.0 BACKGROUND

This submission is seeking approval for Council to grant two successive ten year telecommunication leases that will enable a co-location of a telecommunications facility by Personal Broadband Australia Pty Limited (PBA) upon the existing Crown Castle tower at the Roles Hill Reservoir situated on Lot 1 RP44294. (Refer to Attachments 1-5).

This will not be a mobile telephone facility but is intended to be for the use of wireless broadband computers, operating on the Internet.

The facility proposed by PBA will be comprised of the following infrastructure: -

- Twelve (12) Omni antennas mounted at 36.1m on the Reservoir Tower.
- One (1) cable tray.
- Two (2) GPS units mounted on circular headframe at 32.6m.
- One (1) BTS unit and one (1) battery and transmission unit on a concrete slab.
- A security fence surrounding the proposed 5.8 m<sup>2</sup> lease area.

Existing telecommunications leases previously approved by the Establishment and Co-ordination Committee at this site include those with Vodafone, Optus, Hutchison, the Queensland Police Service, the Queensland Ambulance Service and Telstra. The nearest residence is approximately 25 metres distant.

In terms of the Commonwealth legislation the proposal is deemed to be of "Low Impact"; and accordingly, it does not require planning and development approval.

Brisbane Water has agreed to the proposal however, it has some concern about possible radio interference affecting its own telemetry systems. Therefore, depending on the outcome of preliminary assessments Brisbane Water reserves the right to have representatives on site when the telecommunication equipment is commissioned, in order to monitor the extent of any problem.

Accordingly, should this application to lease be approved by the Committee, the applicant will be required to give one week's notice to Brisbane Water of the commissioning of the proposed facility so that Brisbane Water's representatives can be in attendance.

The details relating to electrical supply provided by the applicant are only preliminary. An application for electric power supply has been lodged with Energex and is currently under review. Brisbane Water has requested that it be supplied with more detailed plans of the location of services when they become available and moreover, supplied with certified "As Constructed" plans, upon the completion of the works. For this reason and to prevent the services being located inappropriately Personal Broadband Australia Pty Ltd will need to obtain Brisbane Water's final agreement to the location of services before commencing construction.

## 11.0 BACKGROUND (Cont)

Having regard to the Council's Telecommunications Guidelines it is considered that the payment by PBA of an Establishment Fee of <sup>redacted</sup> (plus GST) and a commencing annual rental of <sup>redacted</sup> (plus GST) will meet Council's policy.

On 3 August 2004, 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 (and/or any other parties operating a telecommunications facility).

## 12.0 CONSULTATION

- Councillor Kim Flesser, Chairperson, Finance Committee.
- Councillor Peter Cumming, Wynnum Ward.
- Paul Grove, A/Manager, City Assets Branch, City Governance.
- Maria Menchise, Solicitor, Brisbane City Legal Practice.
- Julie McLellan, A/Water Services Manager (Asset Custodian).
- Stephen Hill, Technical Officer, Network Services (Asset Occupant).
- Peter Sherriff, Co-ordinator, Network Services (Asset Occupant).
- David Hains, Senior Technical Research Officer, iDivision.
- Brendan Carlin, Network Team Leader, Delivery Branch, iDivision.
- Colin White, GHD Pty Ltd. As to radio interference and WH&S.

All consulted are in agreement with the recommendation.

## 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 improved telecommunications services to the community.
Political	No impact.

## 14.0 COMMERCIAL IN CONFIDENCE

No.

## 15.0 CORPORATE PLAN IMPACT

Corporate Vision Theme:	Smart and Prosperous City.
Council program:	City Governance.
Service focus:	Manage Council's finances and assets effectively to provide the best value for money for ratepayers.

**16.0 CUSTOMER IMPACT**

Nil.

**17.0 ENVIRONMENTAL IMPACT**

Nil.

**18.0 POLICY IMPACT**

Nil.

**19.0 FINANCIAL IMPACT**

**19.1 Budget Impact:**

There are no funding requirements. Moreover, in addition to the prescribed Establishment Fee of <sup>redacted</sup> (plus GST) Council will receive an ongoing annual rental from Personal Broadband Australia Pty Ltd commencing at <sup>redacted</sup> (plus GST). This ongoing annual rental will be in addition to the existing telecommunication lease rentals already received at this site which presently amount to <sup>redacted</sup> pa (plus GST).

**19.2 Taxation Issues:** Nil

**19.3 Risk Assessment:** Nil

**20.0 HUMAN RESOURCE IMPACT**

Nil.

**21.0 URGENCY**

In the normal course of business.

**22.0 PUBLICITY / MARKETING STRATEGY**

None required.

**23.0 OPTIONS**

**Option 1** Approve the recommendation.

**Option 2** Not approve the recommendation

**Option 1 is the preferred option.**

SUBMISSION TO THE ESTABLISHMENT & COORDINATION COMMITTEE

1.0 FILE NUMBER

381/6/30(53)

2.0 TITLE

Billing Optimisation Project – Application of Pedestal Charges for Commercial Customers

3.0 ISSUE/PURPOSE

The purpose of this submission is to seek E & C approval to introduce billing sewerage pedestal charges for commercial customers in advance. This decision is required urgently to allow commercial customers to receive adequate notice of the changes and budget for the impact in September 2005.

4.0 PROPONENT

Jim Reeves, Divisional Manager, Brisbane Water, Ph. 3403 3200

5.0 SUBMISSION PREPARED BY

Jennifer Leis, Acting Manager Retail, Brisbane Water, Ph. 3400 0359

6.0 DATE

18 April 2005

7.0 FOR E & C APPROVAL OR RECOMMENDATION TO COUNCIL

For E & C approval

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

No

9.0 RECOMMENDATION

That E & C approve the introduction of billing sewerage pedestal charges in advance for commercial customers from September 2005; with the exception of special condition customers, boarding houses and caravan parks, for which payment is to delayed proportionately from September 2005 until the end of the financial year.

10.0 DIVISIONAL MANAGER

Jim Reeves  
Divisional Manager  
BRISBANE WATER

RECEIVED  
18 APR 2005

COMMITTEE SECTION  
ACTION TAKEN  
18 APR 2005

TOWN CLERK

~~ESD/BW~~  
CSMBW

APPROVED

18 APR 2005

*[Signature]*  
Lord Mayor  
*[Initials]* *[Signature]* *[Signature]* *[Signature]*



## 11.0 BACKGROUND

The introduction of advance sewerage pedestal charges for commercial customers is a key deliverable of the Billing Optimisation Project (BOP)

E & C endorsed the business case on 9 August 2004. The project has two key objectives:

- Provide domestic customers with timely and informative water consumption advice by June 2005 to influence their water demand
- To introduce a financial benefit to Council of \$3.7 million over a three-year period, achieved by the earlier realisation of water and rates revenue. (Advance pedestal charges will contribute \$0.9 million of this benefit).

The project commenced on 16 August 2005, and is proceeding well. It should be noted that there is considerable preparation required for implementation in September 2005. The project is well advanced, system enhancements are ready to undergo final testing, extensive market research is complete, business processes have been identified and developed. The Communications Plan is complete and paper stock waiting at the mailing house.

A project checkpoint review was undertaken in December 2004 (in accordance with the business case). It was identified that:

- Commercial customers would not have the opportunity to budget for the transition costs of introducing sewerage pedestal charges in advance.
- The high level of IT activity across Council and resource contention could increase associated risks to the Project.

E & C decided therefore to delay implementation from April to September 2005.

Councillor John Campbell, Chairperson Water and City Business Committee, subsequently requested an E & C strategy paper to confirm endorsement of intended charges for billing commercial customers. This paper was discussed during general business in E & C meetings on April 4<sup>th</sup> and 11<sup>th</sup>. The CEO directed that a formal submission be prepared.

### Brisbane Water – Current State

- Brisbane Water bills commercial and domestic customers separately for water and sewerage charges. Approximately 30,000 commercial customers are charged quarterly. 72 large commercial customers are charged monthly. Pedestal charges are billed in arrears.
- Commercial customers include large and small businesses, retirement villages, aged-care facilities, sporting clubs, religious institutions, and Queensland Housing Commission properties.
- 1726 commercial customers are recognised as having special conditions and pay reduced tariffs for their water and sewerage services. Special condition customers include retirement villages, aged care facilities, sporting clubs, kindergartens and not-for-profit community organisations.

## Change Management

The business case clearly identified the need to manage substantial changes in both domestic and commercial water and sewerage billing. Thorough market research and stakeholder consultation has been undertaken.

The change management strategy is detailed in the project document, "Solution Design - Separate Water Advice and Communication", dated 6 October 2004. A summary of this document was provided to the Office of the Lord Mayor and appropriate councillors. In response to a request from Councillor John Campbell, a briefing note was provided on 2 December 2004 highlighting the BOP impacts on commercial customers and the communication program. The Office of the Lord Mayor was also received this briefing note.

### Alternatives from E & C Strategy Paper

Five alternatives to charging pedestals in advance for all commercial customers (business case solution) were identified. Financial, operational, customer and system analysis was undertaken. A summary of this analysis is contained in the "E & C Strategy Paper - Billing Optimisation Project Commercial Pedestals in Advance dated 1 March 05".

- Business Case Solution: Pedestals charged in advance
- Alternative 1: Pedestals charged in arrears
- Alternative 2: Delay introduction of advance pedestals charges by 12 months
- Alternative 3 : Pedestals charged in advance, Bill top 500 customer monthly
- Alternative 4 : Pedestal charged in arrears, Bill top 500 customers monthly
- Alternative 5: Delay introduction of advance pedestals charges by 12 months for special condition customers

## 12.0 CONSULTATION

Substantial consultation has been undertaken over the last 9 months:

- June, July early August 2004: Business case development, including financial models and initial market research.
- September and October 2004: Market research, separate water advice design, confirm financial models, communications and change management plan
- Late November, early December 2004: Project Checkpoint Review, including consideration of customer impacts of an April 2005 implementation.
- Late January to mid April 2005: Confirmation of financial models and development of E & C Strategy Paper identifying alternatives to charging pedestal charges in advance for commercial customers.

The following councillors (and also staff) have been consulted with during the project with respect to the customer, change management, financial and operational impacts:

- Cr Campbell Newman, Lord Mayor
- Cr David Hinchliffe, Deputy Mayor & Majority Leader
- Cr John Campbell, Chairperson Water and City Businesses Committee
- Cr Helen Abrahams, Chairperson, Environment & Sustainability Committee
- Cr Graham Quirk, Chairperson Of Transport And Major Projects
- Cr Kerry Rea, Chairperson Community Services Committee
- Cr Tim Nicholls, Member Water and City Businesses Committee
- Jude Munro, Chief Executive Officer
- Helen Gluer, Chief Financial Officer
- Margaret Crawford, Divisional Manager, Customer and Community Services

The consultation has been undertaken, with assistance from the project team, by:

- Jim Reeves, Divisional Manager, Brisbane Water
- Ray Aspey, Retail Manager, Brisbane Water
- Peter Haigh, Business Manager, Rates Processing

The recommendation has been discussed at two E & C Strategy Meetings on 4 and 11 April 2005. E & C requested a formal submission for consideration.

### 13.0 IMPLICATIONS OF PROPOSAL

The introduction of commercial pedestal charges in advance, is only one deliverable of a larger project to deliver financial advantage to Council, whilst providing commercial and domestic customers with information to better manage their water consumption. Commercial Customers were to receive letters informing them of the intended change mid March 2005.

A further delay in the implementing the recommendation (or other alternatives) will:

- Reduce financial advantage to Council ( see Section 19.0)
- Not allow commercial customers appropriate time to budget
- Place other project objectives at risk
- Divert project resources from pressing key activities

### 14.0 COMMERCIAL IN CONFIDENCE

This submission is confidential.

### 15.0 CORPORATE PLAN IMPACT

The project delivers 2010 and Corporate Plan requirements "Clean and Green" and "Smart and Prosperous".

## 16.0 CUSTOMER IMPACT

All commercial customers will be impacted by the implementation of BOP. The maximum pedestal impact is estimated to be \$150,105, with the average impact being \$492. Ninety percent of customers will have an impact less than \$622. The size of the impact on a customer depends largely on the number of sewerage pedestals they have.

For commercial customers the impacts of BOP will be:

- Rate accounts will be received in the first two weeks of September (four weeks earlier) for the October-December quarter, rather than the first two weeks in October.
- Water and sewerage accounts will be received between two weeks earlier and 8 weeks later.
- The meter reading period will be between 4 weeks shorter and 8 weeks longer. This will result in a larger water consumption period for most customers.
- From September 2005, fixed sewerage charges (eg. pedestals) for commercial customers will be charged in advance rather than arrears. As a result, the transition water and sewerage account received in September/October 2005 will contain six months of pedestal charges rather than three. The pedestal charges will cover the periods July to September 2005 and October to December 2005.

## 17.0 ENVIRONMENTAL IMPACT

Nil

## 18.0 POLICY IMPACT

Nil

## 19.0 FINANCIAL IMPACT

- Business Case Solution: Pedestals charged in advance
- Alternative 1: Pedestals charged in arrears
- Alternative 2: Delay introduction of advance pedestals charges by 12 months
- Alternative 3 : Pedestals charged in advance, Bill top 500 customer monthly
- Alternative 4 : Pedestal charged in arrears, Bill top 500 customers monthly
- Alternative 5: Delay introduction of advance pedestals charges by 12 months for special condition customers

\$Million	Original (Option 5)	Alt 1	Alt 2	Alt 3	Alt 4	Alt 5
Interest	\$ 4.8	\$ 3.5	\$ 4.3	\$ 4.5	\$ 3.0	\$ 4.7
Costs	-\$ 1.1	-\$ 1.1	-\$ 1.2	-\$ 1.7	-\$ 1.7	-\$ 1.5
NPV, 3Yrs	<b>\$ 3.7</b>	<b>\$ 2.4</b>	<b>\$ 3.1</b>	<b>\$ 2.8</b>	<b>\$ 1.3</b>	<b>\$ 3.2</b>
NPV Change	<b>\$ 0.0</b>	<b>-\$ 1.3</b>	<b>-\$ 0.6</b>	<b>-\$ 0.9</b>	<b>-\$ 2.4</b>	<b>-\$ 0.5</b>

## 20.0 HUMAN RESOURCE IMPACT

The recommended option has no additional human resource impact during project or operationally, after implementation.

All other alternatives have human resources impacts (except Alternative 1). A further delay in implementing the project will now increase project cost, and affect other planned projects requiring those people. It is estimated that 2 to 3.5 extra FTE will be required for alternatives 3, 4 and 5.

## 21.0 URGENCY

Previously mentioned in Section 13.0. This decision is required urgently to allow commercial customers to receive adequate notice of the changes and budget for the impact in September 2005. Letters will now be issued mid May 2005, the original intention was mid March 2005.

## 22.0 PUBLICITY/MARKETING STRATEGY

There is the potential for media interest in the implementation of this project.

### Customer Communication Activity

Launch phase	Objectives	Activities	Timing
Pre-launch activity	<ul style="list-style-type: none"> <li>- To provide customers with advanced notice of the changes</li> <li>- To outline the details of the changes and how they will be affected</li> <li>- To inform customers why the changes are occurring</li> </ul>	Letters to all customers. Contact top impacted and special consideration customers directly.	March 2005
		Note on July rate account	July 2005
		Enquires from commercial customers to the Contact Centre	May 2005
Launch activity	Commercial customers already receive a water bill so there will be no launch activity. The new chart showing customer their previous consumption is common across utility bills so it is adequate to simply inform customers in the pre-launch communication.	Enquires from commercial customers to the Contact Centre	September 2005
Post-launch activity	<ul style="list-style-type: none"> <li>- To answer any questions commercial customers have about the changes</li> </ul>	Enquires from commercial customers to the Contact Centre	September 2005
		Customer Satisfaction Tracking	October 2005

## 23.0 OPTIONS

### Commercial Pedestal Billing Options by ranking

Best Option	Alternatives	Description	Comments
1	Business Case	Pedestals charged in advance	<ul style="list-style-type: none"> <li>• Best financial advantage</li> <li>• Optimal use of project and operational resources</li> <li>• One phase change management with moderate risk</li> </ul>
2	Alternative 1	Pedestals charged in arrears	<ul style="list-style-type: none"> <li>• Substantial decrease in financial advantage</li> <li>• Opportunity of using project "change window" foregone</li> </ul>
3	Alternative 2	Delay introduction of advance pedestal charges by 12 months	<ul style="list-style-type: none"> <li>• Significant decrease in financial advantage</li> <li>• Further resources required in 12 months to implement additional change</li> <li>• Customers have 2 major changes within a 12month period.</li> <li>• Two phase change management with slight decrease in risk</li> </ul>
4	Alternative 3	Pedestals charged in advance, bill top 500 customers monthly	<ul style="list-style-type: none"> <li>• Significant decrease in financial advantage</li> <li>• Increased operational complexity</li> <li>• Increased change management work required</li> </ul>
5	Alternative 4	Pedestals charged in arrears, bill top 500 customers monthly	<ul style="list-style-type: none"> <li>• Substantial decrease in financial advantage</li> <li>• Increased operational complexity</li> <li>• Different billing approach for top 500 and other commercial customers</li> </ul>
6	Alternative 5	Progressive introduction of advance pedestal charges over three quarters of the remaining financial year for special condition customers	<ul style="list-style-type: none"> <li>• Significant decrease in financial advantage</li> <li>• Increased operational complexity</li> <li>• Increased account and special condition group complexity</li> </ul>

The recommendation is to proceed with Option 6.

1.0 FILE NUMBER: DRS/USE/H03-857385

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE : Master bond for Stockland's Parkwood Estate at 100 Stapylton Road, Heathwood

3.0 ISSUE/PURPOSE

The purpose of this submission is to gain approval for Council to enter into a Deed of Agreement and accept a master bond of <sup>redacted</sup> as security in respect of uncompleted works at 100 Stapylton Road, Heathwood, to ensure early sealing of Survey Plans for each stage.

4.0 PROPONENT

Margaret Crawford – Divisional Manager Customer and Community Services

5.0 SUBMISSION PREPARED BY

Peter Button – Team Leader Development Assessment South (TLAS x34975)

6.0 DATE

4 April 2005

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C Approval

8.0 IS A COUNCIL RESOLUTION REQUIRED UNDER AN ACT OR LOCAL

LAW

No

**ACTION TAKEN**

18 APR 2005

9.0 RECOMMENDATION

TOWN CLERK *TLAS*

That approval be granted by the Establishment and Co-ordination Committee for the Council:

- (i) to enter into a Deed of Agreement with the subdividers of land at 100 Stapylton Road, Heathwood, in respect of the uncompleted works;
- (ii) to accept a master bond from an Obligor approved by the Council in the sum of <sup>redacted</sup> as security for the completion of those works;
- (iii) for both the deed and the master bond to be prepared by and be in a form satisfactory to the Manager Brisbane City Legal Practice; and

**RECEIVED**

18 APR 2005

COMMITTEE SECTION

BCC 10 YEAR RELEASE SCHEME

- (iv) the Deed of Agreement should provide that the works for each stage are to be completed within three (3) months after the sealing of the Plans of Survey for each stage.

10.0 DIVISIONAL MANAGER



Margaret Crawford  
 Divisional Manager  
 CUSTOMER AND COMMUNITY SERVICES

**APPROVED**

18 APR 2005



Lord Mayor



I Recommend Accordingly



CHIEF EXECUTIVE OFFICER

BCC PUBLICATION SCHEME  
 10 YEAR RELEASE



## 11.0 BACKGROUND

For Council to enter into a Deed of Agreement and accept a bond as security in respect of uncompleted works to ensure early sealing of Survey Plans for each stage is not a new process, and as such has been done before.

The subject site is known as 100 Stapylton Road, Heathwood, is described as Lot 2 RP 218942 and has a land area of 93.2 hectares. The site also has frontage to Wadeville Street, Pallara and is in the Acacia Ridge Ward.

The site adjoins the Logan Motorway to the South and the Department of Main Roads has been involved in the application as a Concurrence Agency under IPA.

Council received the subject application on 29 April 2003 on behalf of the then owner Mr Franklyn Brazil. The application was for a Material Change of Use (Preliminary Approval) for a Structure Plan for the subsequent residential subdivision in stages of the site. The application included a Development Permit for Reconfiguring the lot (1 into 75 lots and Parkland) which was then nominated as Stages 1, 2 and 3 by the Applicant. This application was approved by Council's Delegate on 5 November 2004.

The property was subsequently purchased by Stockland Development Pty Ltd on 17 December 2004. The new owners are now pursuing the proposed subdivision and are the applicants of the subsequent 11 Stages of the Subdivision.

By letter dated 10 February 2005, Stockland Development Pty. Ltd. requested the securing of uncompleted works associated with the approved reconfiguration, to enable sealing of the Survey Plans for each stage.

It is proposed to bond uncompleted internal and external civil works and landscaping as well as the maintenance security deposits. The external works would include roadwork and drainage, water and sewerage mains.

The master bond would also provide for a temporary effluent pumping station for the first 200 lots, by which time a sewerage main is expected to be completed. The amount of <sup>redacted</sup> provides for any other uncompleted works that may arise apart from those listed above. The master bond amount is 1.25 times the actual cost of construction from the Consulting Engineers and Consulting Landscape Architect certified contract schedule for the works. The Uncompleted Works Schedules would be provided with the bonding request for each Stage of development. The Deed will provide that plans of survey can only be sealed if 1.25 times the value of the uncompleted works for that stage together with 1.25 times the value of uncompleted works for other stages for which the Council has sealed the Plans do not exceed <sup>redacted</sup>

Uncompleted works for each Stage will be required to be completed within three (3) months of the Plan of Survey being endorsed by Council for each stage.

The <sup>redacted</sup> bank guarantee is to be kept in place for the life of the project, currently estimated to be six (6) years until all works have been completed and are off-maintenance.

It is proposed to use a spreadsheet format to be specified in the deed to record each stage, civil and landscaping works, maintenance security amounts, date of last reduction, and date of plan sealing application lodged with and approved by Council.

The master bond for uncompleted works will enable sealing of the Survey Plans for each stage prior to completion of these works. It will enable a very significant development to proceed in accordance with Council's plans for that area.

## 12.0 CONSULTATION

The following people were consulted and are in agreement with the proposal.

Bruce McArthur, Acting Senior Engineer, Development Assessment South  
 Gillian Soole, Senior Planner, Development Assessment South  
 Bill Manners, Natural Environment Major Projects, Technical Specialist Team  
 Dianne Chambers, Team Leader, Plan Sealing, Licensing and Plan Sealing Unit  
 Terry Griffiths and John Dowd, Brisbane City Legal Practice  
 Cr. Kevin Bianchi, Acacia Ridge Ward.

## 13.0 IMPLICATIONS OF PROPOSAL

Nil

## 14.0 COMMERCIAL IN CONFIDENCE

Nil

## 15.0 CORPORATE PLAN IMPACT

Nil

## 16.0 CUSTOMER IMPACT

Enhanced customer satisfaction – achievement of early sealing of survey plans for each stage of development.

## 17.0 ENVIRONMENTAL IMPACT

Nil

## 18.0 POLICY IMPACT

Consistent with current delegations

**19.0 FINANCIAL IMPACT**

Nil

**20.0 HUMAN RESOURCE IMPACT**

Nil

**21.0 URGENCY**

In the normal course of business. However, given the rate of development of each stage, it is more efficient to obtain one major bond to cover uncompleted works for each stage of the development.

**22.0 PUBLICITY/MARKETING**

Nil

**23.0 OPTIONS**

Option 1 – Provide only for the approval of bonding of uncompleted works for each stage individually. This would mean potential delay in ongoing development of the whole project.

Option 2 – Provision of one master bond which ensures that the Plan of Survey for each stage is sealed in a timely manner, and secures the carrying out of all works required under the development approval being completed to the required standard. This is the preferred option.

**1.0 FILE NUMBER**

E&C18/04-1K

202/10(664)

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

**2.0 TITLE**

Kittyhawk Drive, Chermside – Subdivision of Council Land

**3.0 ISSUE/PURPOSE**

To seek the approval of Establishment and Co-ordination Committee, for the subdivision of Council Land.

**4.0 PROPONENT**

Terry Hogan, Divisional Manager, Urban Management

**5.0 SUBMISSION PREPARED BY**

Terry Baker, Asset Officer, Infrastructure Management (Ext. 34871)

**6.0 DATE**

6 April 2005

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

For E & C approval as delegate for Council.

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

No.

**ACTION TAKEN**

18 APR 2005

**TOWN CLERK**

AOPC1

**RECEIVED**

18 APR 2005

**COMMITTEE SECTION**

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

9.0 RECOMMENDATION

That:

- 1. The land owned by the Council as listed in Schedule "A" as shown shaded yellow on the plans listed in that Schedule, be opened as a road.
- 2. As the Council determines as in (1), the Council take such action as is necessary to permit and effect the opening as road of the part particularised in (1), including the making of any application required to be made under the Integrated Planning Act 1997 and the Town Plan for the City of Brisbane in that connection and the implementation of any approval given in respect of any such application (but not including the dealing with any such application upon its being made).

10.0 DIVISIONAL MANAGER

**APPROVED**

18 APR 2005

Lord Mayor

*PRC  
MIM 6/4*

Terry Hogan  
DIVISIONAL MANAGER  
URBAN MANAGEMENT

I Recommend Accordingly

CHIEF EXECUTIVE OFFICER

BCC PUBLIC INFORMATION SCHEME  
10 YEAR RELEASE

*A.D.D. .3*

*Appropriate access and turn around  
on site for riverside  
Historical precinct see provided*

## 11.0 BACKGROUND

The Council intends to provide a new road connection from Hamilton Road, Chermside to Murphy Road by extending Kittyhawk Drive. This will also require the widening of Hamilton Road in the vicinity of its intersection with Kittyhawk Drive to cater for the additional right turning traffic at this location.

The Kittyhawk Drive connection will provide more efficient and direct access to the many community facilities in the Chermside area, including Council's library and swimming pool, as well as the Chermside Heritage Centre, Kedron Wavell Services Club and local sporting fields.

Future road network planning for Hamilton Road has been designed to allow for the connection of Kittyhawk Drive to Murphy Road. This allows for a double right turn lane and right turn access for bicycles to be provided in Hamilton Road at its intersection with Kittyhawk Drive. To construct these right turn lanes land acquisition is required to allow widening of Hamilton Road on the northern side.

This submission specifically deals only with the subdivision of Council land required for the northern half (from Murphy Road) of the proposed Kittyhawk Drive extension. The southern section (from Hamilton Road) will be the subject of a subsequent submission, which includes private property resumptions.

### Attachments

1. Plans referred to in Schedules A & B
2. Locality Plan.

## 12.0 CONSULTATION

Consultation has been completed with the following parties:

Cr Graham Quirk, Chairperson, Transport and Major Projects;  
 Cr Faith Hopkins, Councillor for Marchant;  
 Brisbane City Legal Practice;  
 Alan Evans, Principal Transport Infrastructure, Transport and Traffic; and  
 Robert Mackay, Program Officer, Program Delivery, Transport and Traffic;

All have been consulted and are in agreement with the recommendations of this submission.

## 13.0 IMPLICATIONS OF PROPOSAL

The completion of this project will provide a safe and efficient road network for motorist, pedestrians and cyclists.

## 14.0 COMMERCIAL IN CONFIDENCE

No

## 15.0 CORPORATE PLAN IMPACT

This project supports accessible city program to achieve the vision for *Living in Brisbane 2010*.

## 16.0 CUSTOMER IMPACT

Key customer service improvements on completion of construction will include improved traffic safety and mobility.

## 17.0 ENVIRONMENTAL IMPACT

The environmental impact issues associated with the construction will be managed in accordance with current Local Laws and Legislative Acts requirements, practices and procedures.

## 18.0 POLICY IMPACT

Nil.

## 19.0 FUNDING IMPACT

Funds are available in Urban Management's 2003/2004 Transport & Traffic Road Network Program.

## 20.0 HUMAN RESOURCE IMPACT

No impact.

## 21.0 URGENCY

Urgent. An early approval will allow project timeframes to be met.

## 22.0 PUBLICITY / MARKETING STRATEGY

Nil.

## 23.0 OPTIONS

1. Approve the recommendation proposed by this.
2. Review all the private property requirements associated with the scheme.

Option 1 is preferred and recommended.

1.0 FILE No. 23/2/1-L(5)

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

2.0 TITLE

The Office of Disputes Commissioner

3.0 ISSUE/PURPOSE

The purpose of the submission is to seek E&C approval for the jurisdiction of the Office of Disputes Commissioner and the location of that Office.

4.0 PROPONENT

Jude Munro, Chief Executive Officer

5.0 SUBMISSION PREPARED BY

Peter Rule, Manager Lord Mayor's Administration Office, MLMAO, x 34236

6.0 DATE

5 April 2005

**ACTION TAKEN**

18 APR 2005

**TOWN CLERK**

MLMAO

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C Approval

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

Not applicable.

**RECEIVED**

18 APR 2005

**COMMITTEE SECTION**

9.0 RECOMMENDATION

That E&C grant approval for:

- The jurisdiction of the Office of the Disputes Commissioner as proposed in Attachment 1;
- The location of the Office of the Disputes Commissioner to be in the Office of the Chief Executive Officer (Option 1).

10.0 DIVISIONAL MANAGER

**APPROVED**

18 APR 2005

*Carolee Rennie*  
Lord Mayor

*Jude Munro*

Jude Munro  
CHIEF EXECUTIVE OFFICER

*W. M. RA SO JMR*



## 11.0 BACKGROUND

### Present Situation

Council issues penalty infringement notices (PIN) under a range of Local Laws and legislation.

Attachment 1 sets out the details of PINs issued across enforcement categories. Council issued approximately 188,000 PINs in 2003 – 2004 of which approximately 10% were queried and subsequently Council waived approximately 5% of these.

When a PIN is issued the complainant often contacts the Council Contact Centre or the relevant Branch to query the reason for the PIN or to request a waiver. Some complainants do not dispute that the PIN was correctly issued, (in some cases paying the fine). Some remain aggrieved about issues related to the infringement. These issues often include:

- The complainant's lack of awareness of the Local Law or relevant legislation and the quality of the Council's communication on the subject eg traffic areas or yellow lines;
- Technical issues relating to the functioning of equipment and/or the interpretation of the law concerned;
- Dissatisfaction about the way in which the officer behaved in issuing the infringement; and
- Personal circumstances including, financial, medical or welfare reasons.

In some cases the relevant Branch will waive the PIN, where reasonable grounds exist. However, when these matters remain unresolved or in dispute the complainant may:

- Appeal to a Councillor or the Lord Mayor seeking waiver of the PIN;
- apply to the Ombudsman for external review of the matter; or
- contest the matter in Court.

Representations made to Councillors or the Lord Mayor concerning PINs are in the first instance referred back to the relevant Division for a Briefing Note or as a "Blue Folder" requesting a draft reply.

Generally speaking the advice offered by Divisions in briefs and blue folders simply reinforce the Council's original enforcement decision. Complainants often do not feel that their concerns have been properly investigated or responded to. Above all, many complainants feel frustrated with the current complaint process and contend that Council is prepared to take the word of its officers without hearing the complainant's side of the story. This often adds argument that the Council is simply engaged in revenue raising and does nothing to resolve the actual dispute between the complainant and the Council.

Of the representations referred to the Lord Mayor's Administration Office in 2003-2004 concerning PINs, 409 or 42% were waived.

It should be noted that the Ombudsman's Office only received 88 complaints about Council in the area of Law and Enforcement for the financial year 2003/04. Fifty-one of these complaints related to the issuing of infringements, with only 35 related to parking infringements. The Ombudsman's report also shows that BCC continues to be well below the State average for complaints received per 1,000 people, 0.30 compared with 0.53.

Notwithstanding this result there is considerable scope for improvement in the arrangements for internal review within Council.

### **Current Jurisdiction for Waiver of PINs**

Currently, delegations for waving PINs are held by:

- Lord Mayor;
- Manager, Lord Mayor's Administration Office;
- Divisional Manager, Customer and Community Services Division;
- Manager, Development and Regulatory Services;
- Local Laws Manager; and
- Licensing and Compliance Manager.

Other officers within Local Laws Section may waive infringements within certain guidelines. In practice the initial review of complaints and recommendations in respect of waiving PINs are largely made by the Local Laws Section and its Manager. The Manager, Development and Regulatory Services (DRS) reviews decisions on a regular basis.

Scrutiny by others outside of DRS only occurs in response to complaints in the form of representations made to Councillors and the Lord Mayor. Often cases are reviewed within the same Branch or Division and can be easily criticised as 'Caesar to Caesar' reviews.

The Lord Mayor's Administrative Office is also involved in the review and waiver of infringements. In the past, waivers of PINs have occurred mainly for financial, medical and compassionate reasons.

### **Disputes Commissioner Initiative**

An election promise of the Lord Mayor was to establish an independent Council Disputes Commissioner to review fines and infringements to ensure fair outcomes are delivered to residents without resorting to the court system. It was proposed as a mechanism to overcome a perceived lack of transparency and independence in managing complaints about PINs.

## Proposed Jurisdiction of Disputes Commissioner

It is proposed that the Disputes Commissioner will:

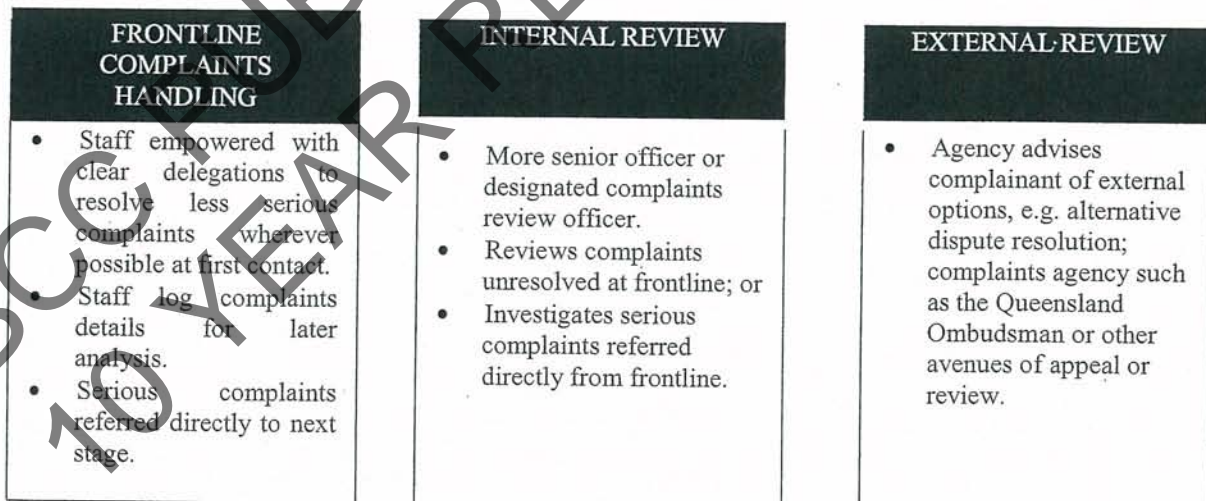
- Investigate complaints referred to the Office of the Disputes Commissioner in the following PIN areas where they have been already considered by the relevant Branch and the customer still remains aggrieved:
  - . parking;
  - . animals;
  - . malls;
  - . swimming pools;
  - . signs; and
  - . vegetation.
- Have the discretionary power to waive infringements or refund fines and to provide other remedies;
- Identify trends and collaborate with the relevant area on policy and procedural improvements; and
- Report annually to the Lord Mayor on the operation of the Office of the Disputes Commissioner drawing to attention prevalent issues that might require a policy response by Council.

It is not proposed to include matters related to development assessment or building matters in the Disputes Commissioner jurisdiction as these areas are well served by the Environment Court review process.

Further, to prevent extensive re-litigation of matters, it is not proposed to re-open matters that have already been considered and reviewed by Council and are at finality. It is anticipated that upon commencement of this initiative the number of cases will spike as awareness of this dispute mechanism increases in the community before plateauing.

### Disputes Resolution Process

It is recommended that Council adopt the framework proposed by the Queensland Ombudsman in investigating and resolving complaints. This provides three tiers of complaint investigation.



Source: Model proposed in the "Developing Effective Complaints Management Policy and Procedures" Queensland Ombudsman 2004 adapted from New South Wales Ombudsman's *Effective Complaint Handling (2000)* and the Department of Local Government Planning and Queensland Ombudsman's *Complaints Management - Guidelines for local government (2001)*

*Frontline complaint management* will require that all complaints about PINs in the first instance be considered and reviewed by the relevant Branch/Division, so as to ensure that matters capable of being resolved within the current administrative process are not escalated to the Disputes Commissioner unnecessarily.

If a matter is unable to be resolved at the first tier and a complainant remains aggrieved, they may escalate their complaint internally to the *Disputes Commissioner*. The matter will then be regarded as a 'dispute'. It is proposed that the Disputes Commissioner will be the internal 'arbiter of last resort'.

If a complainant continues to be aggrieved following investigation by the Disputes Commissioner, the complainant will have exhausted all available avenues of appeal in Council and will then be required to refer their complaint to either the *Ombudsman* or *the Courts*.

A Disputes Commissioner will be called upon to investigate and decide matters of dispute between Council and the complainant using a range of formal and informal resolution processes. These might include processes such as mediation, formal investigations and referral to other Council investigative or review bodies.

It is anticipated that the Disputes Commissioner procedures for investigation would cover:

- Identifying the true nature of the complaint and the issues for investigation (this will usually involve contacting the complainant);
- Understanding of relevant legislation (Local Law) and policy;
- Identifying the potential sources of information;
- Giving all parties an opportunity to comment on information adverse to their interests (Natural Justice);
- Assessing information and sources impartially (including avoiding any conflicts of interest);
- Ensuring findings are soundly based;
- Providing adequate reasons for decisions;
- Outlining how complainants will be advised of the progress and outcome of their complaint.

To date the typical resolution offered by Council has been the waiver or refund of the fine. The Disputes Commissioner will also be responsible for recommending to the Divisional Manager additional remedies such as:

- An apology from staff involved;
- An explanation;
- Admission of fault;
- Change of decision;
- Correction of misleading records; and
- Changes to procedures.

## Corporate Governance

Currently almost all the Corporate Governance functions for Council are located in the Office of the Chief Executive Officer. These include Assurance and Audit Services, Audit Committee, Corporate Integrity Unit, Freedom of Information and Privacy regulation, Corporate Rules, material personal interest, ombudsman, Crime and Misconduct Commission Liaison. The only one that is not is Corporate Risk although Corporate Risk Management Committee is supported by the Office of the Chief Executive Officer.

## Draft Local Government Amendment Bill 2004

The draft Local Government Amendment Bill 2004 released for comment by Department of Local Government, Planning, Sport and Recreation requires among other things the establishment of a general complaint management process by all Councils. The Bill envisages a Council having a formal complaints process and the appointment of an independent complaints officer as the final arbiter in disputes resolution. The Role of the Disputes Commissioner in a sense anticipates this legislation. Once this bill is enacted the role and functions of the Disputes Commissioner will have to be amended accordingly. Its responsibilities will be all complaints not confined to Penalty Infringement Notices.

## Workload

Consideration will need to be given to the workload of the Disputes Commissioner. Table 2 provides an analysis of potential workload based on the data available for 2003 – 2004 financial year. Based on the pareto law, it is anticipated that 80% of the cases will be able to be investigated and determined within one to two hours, and the remaining 20% will require more complex investigation over a day or more. From this workload analysis it is recommended that this role be full time.

## Location

Another important issue is where to establish the Office of the Disputes Commissioner. Two locations have been considered:

- Chief Executive Office (CEO); and
- Lord Mayor's Administration Office.

The Lord Mayor's Administration Office has the advantage of allowing the Disputes Commissioner processes to integrate seamlessly with the existing 'blue folder' process for management of representations to the Lord Mayor in relation to PINs. It has the disadvantage that it may not be perceived as sufficiently separate from the political process. This issue is mitigated to some degree because the Lord Mayor's Administration Office is an administrative unit of Council and not part of the Lord Mayor's Secretariat. Office space is also available in the Lord Mayor's Administration Office.

The other alternative is to locate the Disputes Commissioners Office in the Office of the Chief Executive Officer consistent with the rest of the corporate governance functions. The investigative role of Disputes Commissioner has some similarities with the Freedom of Information function. Location in the CEO would provide a level of

independence and clear separation from both the primary decision-makers in DRS and the political process.

### **Transition Strategy**

In order to be ready to accept disputes as of 1 July 2005 a specific project to define the processes and procedures for handling complaints and disputes based on the Queensland Ombudsman's framework will commence once this initiative is approved. From this a marketing and communication campaign will be developed promoting this avenue of appeal.

### **Employee or Contractor**

Consideration needs to be given to whether the position is a permanent employee of the Council or a contract position. If the position is notionally a Band 8 Level then it would normally be an award position covered by the relevant industrial provisions. It would be unusual for a contract to be offered at this level. However, greater independence might be achieved by engaging the Disputes Commissioner on a contract basis.

Brisbane City Legal Practice has also advised that for the Commissioner to have the discretionary power to waive infringements, the appointee will need to be an employee of Council. If the appointee were to sit external to the organisation then that person could make recommendations only.

## **12.0 CONSULTATION**

Councillor Kerry Rea, Chairperson Community Services Committee  
Craig Evans, Chief of Staff, Lord Mayor's Secretariat  
Hayden Wright, Manager, Chief Executive's Office  
Margaret Crawford, Divisional Manager, Customer & Community Services  
David Askern, Manager Brisbane City Legal Practice, Division  
Bob Wallis, Manager Development and Regulatory Services, Customer & Community Services Division  
Sue Rickerby, Manager Marketing and Communication Branch, Human Resources & Strategic Management

All are in agreement with the recommendation.

## **13.0 IMPLICATIONS OF PROPOSAL**

### **Sectional Support**

The Queensland Ombudsman recommends public sector organisations need to be open, accountable and responsive to customer needs and a way to achieving this is to have a free complaints management system, underpinned by effective complaint management policy and procedures. The policy and process proposed in this submission follows the Ombudsman's process for best practice complaint management.

## Service Levels

The following improvements in service level are anticipated:

- Improvement in the probity, transparency and independence in the investigation of complaints.
- The Council will have improved data on complaints and an ability to identify trends.
- A reduction of matters re-litigated with the Lord Mayor and Councillors.
- Efficiency gained through a refined business process for complaint management handling.

## Political

Delivers on a election promise and budget commitment.

## Industrial Relations

None anticipated.

## Regional Implications

SEQROC Councils may be interested in exploring this model in the future.

## Social and Community

It is anticipated that community confidence in Council's management of complaints will improve. (See customer impact).

### 14.0 COMMERCIAL IN CONFIDENCE

Not applicable.

### 15.0 CORPORATE PLAN IMPACT

The BCC Corporate Plan 2004-2008 includes under the theme 'Regional and World City - A Well Managed and Transparent City Council' the new initiative, 'Establishment of the Office of Council Disputes Commissioner to review fines and infringements' (Page 31).

### 16.0 CUSTOMER IMPACT

Council's Vision 2010 is to be a customer-focused organisation. An effective complaints management system is integral to achieving this. By improving the existing processes customers will have clear understanding of where and how to escalate complaints. It is anticipated that there will be a reduction in the time to respond to customer's complaints to less than the current average of 28 days. Further quality data will be gathered to inform policy direction or identify improvements to practices/processes.

### 17.0 ENVIRONMENTAL IMPACT

There are no foreseen environmental impacts.

## 18.0 POLICY IMPACT

Delegated authority to waive infringements will need to be granted by Council to this position.

## 19.0 FINANCIAL IMPACT

Service Development 1.1.2.1 D01 in the City Governance program budget provides \$100K to "Establish Office of Council Disputes Commissioner to review fines and infringements".

## 20.0 HUMAN RESOURCE IMPACT

Increase by one position. An initial estimate suggests that, subject to the development of a position description and an independent job evaluation, it is estimated that the role would be notionally at Band 8 level. Funds included in the 2004/2005 budget were calculated on that assumption.

The function of the Disputes Commissioner may be considered to have a similar investigative function as the Freedom of Information Officer, Chief Executive Office. This role could be a useful benchmark for determining responsibility level and classification.

Once established the Town Clerk will need to issue delegations to the Disputes Commissioner under the provisions of the State Penalties Enforcement Register to:

- Withdraw any infringement notice under Section 28 (1) in respect of an infringement notice offence;
- Consider any declaration supplied under Section 17 (3) in respect of an infringement notice offence;
- Miscellaneous powers under Sections 15 (1), 23 (2), 24 (1), 28 (2) (c), and 56 (1) (a) (ii), 150 (2) (a) (ii).

## 21.0 URGENCY

This initiative is an election promise.

## 22.0 PUBLICITY/MARKETING STRATEGY

Initial promotion of this initiative will be at the discretion of the Lord Mayor's Media Advisers.

Marketing and Communication will be engaged to develop a marketing and communication campaign to ensure customers and staff are informed as to the role and purpose of the Office of the Disputes Commissioner.

Strategies include but not limited to:

- Media releases;
- Call Centre scripting;
- Information on Council's website;
- Changes to information on infringement notices advising of appeal avenues;
- Brochures in Customer Service Centres, Libraries, and Ward Offices; and



- Involving senior management in promoting the processes and policies internally to staff.

## 23.0 OPTIONS

### Establishment of the Office of the Disputes Commissioner

- Option 1 Establish an Office of the Disputes Commissioner with the jurisdiction as proposed in Attachment 1.
- Option 2 Modify the proposed arrangements for the Office of the Disputes Commissioner proposed in Attachment 1.
- Option 3 Do not proceed or defer the proposal.

**Option 1 is preferred.**

### Location of Office of Disputes Commissioner

- Option 1 Establish in the Chief Executive's Office
- Option 2 Establish in the Lord Mayor's Administration Office
- Option 3 Establish in the Customer Services Branch, Customer and Community Services Division

**Option 1 is preferred.**

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

1.0 FILE NUMBER: 467/26

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

2.0 TITLE

North-South Bypass Tunnel – Council Businesses as Contractors

3.0 ISSUE/PURPOSE

The purpose of this submission is to seek endorsement that Council businesses be prohibited from tendering and/or contracting with any party (other than Council) for the supply of any goods and/or services with respect to the North South Bypass Tunnel Project

4.0 PROPONENT

David Stewart, Executive Manager, Major Infrastructure Projects Office

5.0 SUBMISSION PREPARED BY

David Stewart, Executive Manager, Major Infrastructure Projects Office  
- 37335

6.0 DATE

4 April 2005

**APPROVED**

18 APR 2005

*[Signature]*  
Lord Mayor

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C approval

*[Signatures]*

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

No

**ACTION TAKEN**

18 APR 2005

*[Signature]*

9.0 RECOMMENDATION

That E&C mandate that Council businesses be prohibited from tendering and/or contracting with any party (other than Council) for the supply of any goods and/or services with respect to the North South Bypass Tunnel Project.

TOWN CLERK

*[Signature]*

10.0 DIVISIONAL MANAGER

**RECEIVED**

18 APR 2005

COMMITTEE SECTION

*[Signature: David Stewart]*

David Stewart  
Executive Manager  
Major Infrastructure Projects Office

I Recommend Accordingly  
*[Signature]*  
CHIEF EXECUTIVE OFFICER

## 11.0 BACKGROUND

As part of the process of developing the Public Private Partnership (PPP) procurement documentation, the Project Executive Group sought advice on various aspects of the contractual risk model to form the basis of the formal arrangements between Council and PPPCo and its agents. These arrangements, in the form of the Project Deed, will be presented to Council for approval.

Included in these considerations were the implications of Council businesses contracting with PPPCo and its agents. Specific legal advice was sought from the Project Executive Group from Council's legal advisers, Clayton Utz (contained in Attachment A) and from the Manager, Brisbane City Legal Practice (Contained as Attachment B).

One of the key features of the PPP proposed for the NSBT is that Council in exchange for accepting higher cost-of-capital charges for project finance, Council is allocating substantial portions of the design and construction completion risk with the private sector proponent. A number of key risks will be allocated to the proponent thereby minimising Council's exposure to residual risks (i.e. Council can separate themselves from the risks of constructing, operating and maintaining the project and concentrate on the regulatory and community service facets of the project). However, if Council provides contracted works to the project, it takes back significant risks that it has otherwise transferred to the private sector.

In the event Council tenders for contract works and is awarded a contract by the head contractor, Council will be faced with the following risks:

1. Whole of life risk: One of the main benefits of adopting a Build Own Operate and Transfer (BOOT) structure for projects is the ability to transfer *appropriate* risk to the private sector. A key advantage is that a single party or consortium is responsible for designing, constructing, operating and maintaining the asset. That party is required to assess the asset and risks (including the assumption of those risks) on a *whole of life* basis. Where Council provides contracted works to the project, it takes back significant risks that it has transferred under the project documentation to the private sector, for example, will work that Council performs last for as long as the Contractor assumed in its bid for NSBT. In addition, Council may be required to provide continuing support and maintenance for the life of the project.
2. Timing and cost risk: Where delay in completion of the works is caused by a failure of Council (as contractor) to complete its contracted works, Council will have a responsibility for that failure. The project documentation will require that cost overruns be met by the project vehicle and, where Council as a contractor is responsible, those damages (which could include consequential loss) will be passed through to Council in its capacity as subcontractor. In addition, there could be exposures to damages for delayed start, increased maintenance costs, debt servicing costs and loss of patronage (should the delay cause vehicles which would otherwise have used the NSBT to use an alternative route) etc. Alternatively, the project vehicle may seek to obtain an extension of time.

State support for the NSBT Project to date has been on the basis that Council will allocate the vast majority of risks to PPP Co and retain minimal risk.

Any departure from that risk profile that would occur if Council businesses provided services would alter that risk profile and place in jeopardy the State support for the project.

A detailed review of the NSBT cost plan suggested that Council businesses could contract for around [redacted] of work, representing construction of footpaths, bikeways, supply quarry products and laying asphalt. This represents a profit margin of up to [redacted]. The value of lost revenue for closing the NSBT, as a consequence of contractual default, facility for a day is up to [redacted].

The Project Team believes the value of the risk to Council far outweighs the expected profit return to Council by participating in the NSBT project.

On careful consideration of this advice, the Project Executive Group accepted that the risk to Council of Council businesses contracting to PPPCo was too great.

Given the magnitude of this decision, it was considered prudent to refer the matter to Civic Cabinet for its consideration.

## 12.0 CONSULTATION

Campbell Newman, Lord Mayor;  
Councillor Graham Quirk, Chairperson Transport and Major Projects Committee;  
Councillor Maureen Hayes, Shadow Spokesperson Transport and Major Projects;  
Jude Munro, Chief Executive Officer;  
Helen Gluer, Chief Financial Officer;  
David Askern, Manager Brisbane City Legal Practice; and  
North-South Bypass Project Executive Group  
Wayne O'Malley, Divisional Manager, Brisbane City Works  
Noel Faulkner, Divisional Manager, City Businesses

have been consulted.

The Divisional Manager, Brisbane City Works does not agree with the recommendation. He believes that the proposed works being undertaken by Council businesses have minimal risks, no greater than those jobs completed successfully on a daily basis by Council businesses.

## 13.0 IMPLICATIONS OF PROPOSAL

The erosion of the risk profile of the agreed PPP model could place Council in a precarious position by accepting liabilities it has not expected nor priced and in fact has paid for as part of the risk transfer process. On balance the risk to Council of Council businesses contracting to PPPCo or its agents is too great.

#### 14.0 COMMERCIAL IN CONFIDENCE

No. This decision will be communicated to all tenderers.

#### 15.0 CORPORATE PLAN IMPACT

The completion of the North-South Bypass Tunnel project is included in the Accessible City theme of the 2003-2007 Corporate Plan.

#### 16.0 CUSTOMER IMPACT

Nil.

#### 17.0 ENVIRONMENTAL IMPACT

Nil.

#### 18.0 POLICY IMPACT

~~The adoption of this recommendation maintains the integrity of the business essentially establishes new policy that will exclude Council businesses tendering for Council PPP projects in the future. Similar risks may also prevail on other major contracts where Council has shifted construction completion risk to the private sector.~~ *but each project should be considered on a case-by-case basis.*

#### 19.0 FINANCIAL IMPACT

A detailed review of the NSBT cost plan suggests that Council businesses could contract for around ~~redacted~~ of work, representing construction of footpaths, bikeways, supply of quarry products and asphalt operations. This represents a profit margin up to ~~redacted~~

The current business model envisages all construction work being undertaken by the private sector.

The project risk has been valued in the order of ~~redacted~~ and the take back potential for risk associated with ~~redacted~~ of work is substantial.

#### 20.0 HUMAN RESOURCE IMPACT

Nil. At present, the Council has adopted a PPP delivery model with the business model transferring design, construction and maintenance risk to PPPCo. Under this model it was expected that all resources would be provided by PPPCo or its agents.

#### 21.0 URGENCY

In the normal course of business.

#### 22.0 PUBLICITY/MARKETING

Nil.

## 23.0 OPTIONS

Option 1: Accept the recommendation and preserve the integrity of the risk allocation as agreed in the draft business case for NSBT.

Option 2: Alter the risk allocation and business model for NSBT. This will require the retained risk allocation to be increased. Any changes to the risk profile will require the approval of the State Government.

Option (1) is the preferred option.

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

1.0 FILE NUMBER: 467/26

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

2.0 TITLE

North-South Bypass Tunnel – Evaluation Panel.

3.0 ISSUE/PURPOSE

The purpose of this submission is to seek endorsement of the Expressions of Interest Evaluation Plan and the Evaluation Panel.

4.0 PROPONENT

David Stewart, Executive Manager, Major Infrastructure Projects Office.

5.0 SUBMISSION PREPARED BY

David Stewart, Executive Manager, Major Infrastructure Projects Office - 37335.

6.0 DATE

8 April 2005.

RECEIVED

18 APR 2005

PLANNING SECTION

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C approval.

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

No.

ACTION TAKEN

18 APR 2005

9.0 RECOMMENDATION

TOWN CLERK

*EMMI PO*

That E&C endorses the draft Expressions of Interest Evaluation Plan and the Evaluation Panel as set out in Attachment A and B respectively and authorises the Executive Manager, Major Infrastructure Project Office to finalise the Expressions of Interest Evaluation Plan.

10.0 DIVISIONAL MANAGER

APPROVED

18 APR 2005

David Stewart  
Executive Manager  
Major Infrastructure Projects Office

Lord Mayor

I Recommend Accordingly

CHIEF EXECUTIVE OFFICER

BOC 10 YEAR RELEASE SCHEME

## 11.0 BACKGROUND

By resolution dated 30 November 2004, the Council agreed:

- (i) that Council proceed, subject to the State Government execution of the North-South Bypass Tunnel Memorandum of Understanding between Council and the State Government, as provided for in Section 44 of the City of Brisbane Act 1924 to invite expressions of interest for the making of a contract for the delivery of the North-South Bypass Tunnel;
- (ii) that Council prepare a short list of persons from the persons who submit expressions of interest; and
- (iii) that Council invites tenders from all the persons on the short list.

The Council and the State Government executed the Memorandum of Understanding described in (i) above on the 28 February 2005.

For the purposes of developing the short list in (ii) above, Council called expressions of interest on the 4 March 2005. The expressions of interest period closes on 18 May 2005 and it is expected that tenders will be called from the short list in June 2005.

It was considered prudent for Civic Cabinet to agree the Evaluation Plan developed for the short-listing process. The draft Expressions of Interest Evaluation Plan is set out in Attachment A.

It is important to understand the key processes in the Evaluation Plan.

Upon identification of the Respondents and prior to the evaluation of the expressions of interest, Evaluation Panel members and its advisers will be required to complete detailed probity declarations to ensure that any potential conflicts of interest are identified and resolved.

Strict communication protocols will be established and implemented to ensure the evaluation process is conducted in accordance with the highest level of confidentiality. The Transactions Manager will provide direct interface between the Respondents and the Chair of the Evaluation Panel, who will act as the central point of communication between the Evaluation Panel and its advisers.

From the opening of the responses until the time when the Evaluation Panel signs the Evaluation Report, the Chair of the Evaluation Panel will only provide the Project Executive Group and the TransApex Advisory Board with the following information:

- Number of EOI Responses received;
- Names of Respondents which lodged EOI Responses; and
- Progress against the evaluation timetable.

The Evaluation Panel will undertake the evaluation of the Responses in accordance with the Expressions of Interest Evaluation Plan.



The Evaluation Panel will seek advice from Council's technical, financial and legal advisers and take this advice into account in scoring responses.

Ultimately, the Evaluation Panel will be responsible for preparing an Evaluation Report, which will include its recommendation of the short-listed Respondents to be invited to submit Proposals for the Request for Proposals stage.

In accordance with strict confidentiality and probity requirements, special arrangements will be required with Civic Cabinet and Council for the approval and announcement of the short-listed Respondents including the following:

- The Evaluation Panel's Evaluation Report be submitted for approval to the Chief Executive Officer, Civic Cabinet and Council, in that order;
- Consideration by the Chief Executive Officer of Council and meetings of Civic Cabinet and Council to be scheduled if practicable on the same day or as soon as possible but noting the importance of all parties to have sufficient time to allow for due consideration of this matter;
- The Council meeting to be a "closed" meeting; and
- Announcement of the short-listed Respondents to be made as soon as practically possible after approval by Council.

The percentage weighting applied to each of the selection criteria published in the Expressions of Interest Document will be agreed by the Executive Manager, Major Infrastructure Projects Office in consultation with the North-South Bypass Project Executive Group and the Evaluation Panel.

*and E&C prior to evaluation*

The composition of the Evaluation Panel detailed in the Expressions of Interest Evaluation Plan is:

- David Stewart, Executive Manager, Major Infrastructure Projects Office
- Helen Gluer, Chief Financial Officer
- Bill Upton, Independent Member
- Simon McNeillage, Independent Member
- Steve Golding, Independent Member
- Len Scanlan, Independent Member

Individual curriculum vitae of external Panel members are set out in Attachment B.

**12.0 CONSULTATION**

Councillor Graham Quirk, Chairperson Transport and Major Projects Committee; Helen Gluer, Chief Financial Officer; and North-South Bypass Project Executive Group

have been consulted and agree with this submission.

**13.0 IMPLICATIONS OF PROPOSAL**

The adoption of the recommendations will further add to the probity platform adopted for this project comprising principles of equity, independence and neutrality.

#### **14.0 COMMERCIAL IN CONFIDENCE**

Yes. The Evaluation Plan is commercial-in-confidence document for the purpose of developing the short list.

#### **15.0 CORPORATE PLAN IMPACT**

The completion of the North-South Bypass Tunnel project is included in the Accessible City theme of the 2003-2007 Corporate Plan.

#### **16.0 CUSTOMER IMPACT**

Nil.

#### **17.0 ENVIRONMENTAL IMPACT**

Nil.

#### **18.0 POLICY IMPACT**

Nil.

#### **19.0 FINANCIAL IMPACT**

Nil.

#### **20.0 HUMAN RESOURCE IMPACT**

External members of the Evaluation Panel will be paid a market hourly rate for attendance.

#### **21.0 URGENCY**

In the normal course of business.

#### **22.0 PUBLICITY/MARKETING**

It may be advantageous to advise the market of the composition of the Evaluation Panel.

#### **23.0 OPTIONS**

Option 1: Accept the recommendation. This will provide a rigorous platform based on probity principles for determining the shortlist.

Option 2: Not accept the recommendation.

Option (1) is the preferred option.

1.0 FILE NUMBER

234/51/121

SUBMISSION TO THE ESTABLISHMENT AND COORDINATION COMMITTEE

2.0 TITLE

Community Housing Partnership Project property allocations.

3.0 ISSUE/PURPOSE

To approve allocation of specific Council properties to approved Social Housing Providers to provide crisis and transitional housing under the Community Housing Partnership Project.

4.0 PROPONENT

(Margaret Allison, Divisional Manager Community and Economic Development.

RECEIVED

1 8 APR 2005

5.0 SUBMISSION PREPARED BY

Jon Eastgate, Senior Program Officer Social Diversity and Housing ext. 34540.

COMMITTEE SECTION

6.0 DATE

12 April 2005

ACTION TAKEN

1 8 APR 2005

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

E&C Approval.

TOWN CLERK

SPOSHD

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

N/A

APPROVED

1 8 APR 2005

*Colin Curran*  
Lord Mayor

9.0 RECOMMENDATION

1. To approve the following property allocations to specific Social Housing Providers:

- 2040 Roghan Road, Bridgeman Downs to Cabbage Tree Housing Service
- 630 Manly Road, Manly West to Silky Oaks Children's Haven, Child Youth and Family Care Program
- 228 Tilley Road, Wakerley to Mangrove Housing Association Inc.
- 429 Waterworks Rd, Ashgrove to Inner Northern Community Housing Inc.

2. That the report at Attachment 1 be noted.

10.0 DIVISIONAL MANAGER

*Margaret Allison*

Margaret Allison  
DIVISIONAL MANAGER  
COMMUNITY & ECONOMIC DEVELOPMENT

*Graeme Jones*  
Graeme Jones  
A/MANAGER SOCIAL POLICY  
I Recommend Accordingly

CHIEF EXECUTIVE OFFICER

## 11.0 BACKGROUND

The Community Housing Partnership Project (CHPP) has been established to allow community organisations to use surplus Council residential properties for crisis and transitional housing for people who are, or have recently been, homeless. This project has now been in operation for a period of a little over 12 months. In this period, nine properties have been handed over to community organisations and a further nine are currently undergoing repairs and will be handed over between now and the end of June. A detailed report on this program up to the end of 2004 is included as **Attachment 1**.

Four Council-owned properties, which were rented through real estate agents have recently become vacant. These properties will be managed through the CHPP until they are required for their ultimate intended use. These properties are:

*2040 Roghan Road, Bridgeman Downs*

Acquired for a road scheme and will be available for a minimum of 12 months.

*630 Manly Road, Manly West*

Acquired for a road scheme and will be available for a minimum of 12 months.

*228 Tilley Road, Wakerley*

Acquired for a road scheme and will be available for a period of 5 years.

*429 Waterworks Rd, Ashgrove*

Former site office for the Waterworks Rd widening and will be available indefinitely.

On 7 February 2004, E&C approved a list of preferred providers and a reserve list of providers for this program, based on a set of criteria and assessed by a panel of Council staff and external advisers. The recommended allocation of specific properties to these providers is based on the suitability of the property for the service provided by the organisation and the proximity of the organisation and property. Attention has also been paid to the sensitivities of neighbouring residents and organisations have been selected who will manage these issues sensitively and appropriately.

The recommended matches are:

2040 Roghan Road, Bridgeman Downs

Cabbage Tree Housing Service Inc.

630 Manly Road, Manly West

Silky Oaks Children's Haven, Child Youth and Family Care Program

228 Tilley Road, Wakerley

Mangrove Housing Association Inc.

429 Waterworks Road, Ashgrove

Inner Northern Community Housing Inc. This property is set up as office accommodation and will be used as the organisation's operational base. Rent will be charged in accordance with the schedule of fees and charges for the Community Leasing Program.

Cabbage Tree Housing Service, Silky Oaks Children's Haven, Mangrove Housing Association and Inner Northern Community Housing are preferred providers and have been assessed as meeting all criteria to take part in the program.

## 12.0 CONSULTATION

Cr Kerry Rae, Chairperson Community Services Committee

Cr Carol Cashman, Councillor for Bracken Ridge Ward

Cr John Campbell, Councillor for Doboy Ward

Cr Geraldine Knapp, Councillor for The Gap Ward

Paul Grove, Development Manager, City Assets

Roksana Khan, Team Leader Social Action and Equity, Community Development Services  
Rachel Watson, Community Development Officer Housing, Community Development Services

**All consulted are in agreement with the recommendation.**

### **13.0 IMPLICATIONS OF PROPOSAL**

The proposal will enable Council to support a range of social housing organisations by the provision of additional housing for crisis and transitional accommodation through the Community Housing Partnership Project.

### **14.0 COMMERCIAL IN CONFIDENCE**

No

### **15.0 CORPORATE PLAN IMPACT**

Program 4 - Community Life  
Outcome 4.5 - Diverse and Inclusive City  
Service 4.5.1.2 - Inclusive City Initiatives

### **16.0 CUSTOMER IMPACT**

Community members requiring short term housing will be assisted through the availability of additional accommodation options and will have greater access to support towards long term accommodation.

### **17.0 ENVIRONMENTAL IMPACT**

Nil.

### **18.0 POLICY IMPACT**

The implementation of this project will assist in ensuring that Brisbane remains an inclusive city.

### **19.0 FINANCIAL IMPACT**

Funding of \$85,000 was approved for this program in 2004-2005 as part of the Opportunities for All Budget.

The Department of Housing has granted funding of \$345,135.14 for the refurbishment of properties as required.

### **20.0 HUMAN RESOURCE IMPACT**

Nil

### **21.0 URGENCY**

In the normal course of business.

## 22.0 PUBLICITY/MARKETING STRATEGY

At the discretion of the Lord Mayor. Although some publicity may occur around the allocation of properties to recommended organisations, actual property locations and uses should not be disclosed as this may compromise the management of the premises (eg Women's Shelter).

## 23.0 OPTIONS

1. To approve the recommendation.
2. Approve recommendation with amendments.
3. Not approve the recommendations.

Option 1 is the preferred option.

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

1.0 **FILE NUMBER: 99-43898(A1)**

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

2.0 **TITLE**

Termination of Contract – redacted, Manager Pollution Prevention Health and Safety, Community and Economic Development Division

3.0 **ISSUE/PURPOSE**

To terminate the contract of redacted and to award a pro-rata bonus payment as per his contract.

4.0 **PROPONENT**

Jude Munro, Chief Executive Officer

5.0 **SUBMISSION PREPARED BY**

Hayden Wright, Manager, Chief Executive's Office (MCEO), ext 34151

6.0 **DATE**

18 March 2005

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 subject to [redacted] entering into a confidentiality agreement with Council:

1. The senior executive service contract of [redacted], Manager, Pollution Prevention Health and Safety, Community and Economic Development Division, be terminated effective from 18 April 2005 and that subject to [redacted] executing an employment termination agreement (on terms satisfactory to the Manager, Brisbane City Legal Practice) [redacted] be paid all amounts due to him from the Council including 9 months total remuneration (being three months in lieu of notice and six months in recognition of early severance).
2. [redacted] be awarded a bonus payment of [redacted] pro-rata) of his notional salary for the period 1 July 2004 to 18 April 2005.
3. In addition to the payment in 1., [redacted] be granted an ex-gratia payment of an amount equivalent to [redacted] as settlement of all other outstanding claims made by [redacted].



10.0 Jude Munro  
CHIEF EXECUTIVE OFFICER

**APPROVED**

18 APR 2005

.....  
Lord Mayor



BCC PUBLICATIONS SCHEME  
10 YEAR RELEASE



## 11.0 BACKGROUND

It is proposed to terminate the services of [redacted], Manager Pollution Prevention Health and Safety, Community and Economic Development Division, effective from 18 April 2005.

[redacted] is employed on an executive contract, which contains specific conditions for circumstances when Council wishes to terminate an employee prior to the expiration of their contract. [redacted] is entitled to the benefits as provided in the contract.

[redacted] has approached the Chief Executive Officer and Manager Chief Executive's Office requesting Council to terminate his contract. He has subsequently written to the Chief Executive Officer seeking an additional ex-gratia payment equal to [redacted] over and above his termination payment as set out in his contract as compensation.

Should Council agree to a termination, an employment termination agreement will be prepared, documenting the termination conditions to ensure that the rights and entitlements of all parties are protected.

Additionally, under his contract, [redacted] is entitled to a bonus payment of up to [redacted] based on his performance against his agreed Personal Performance Plan. Legal advice obtained indicates that [redacted] would be entitled to be awarded a pro-rata bonus of a quantum reasonably approximated to his performance without regard to his departure from Council. Accordingly, it is considered that a bonus payment of [redacted] of [redacted] notional salary would be reflective of his performances during the 2004/2005 financial year. It is at the same level as his bonus for the 2004/2004 financial year. The pro-rata percentage for the period 1 July 2004 to 18 April 2005 would equate to [redacted]. The payment of this bonus will form part of [redacted] termination agreement.

## 12.0 CONSULTATION

Chief Executive Officer  
Manager, Chief Executive's Office  
Divisional Manager, Community and Economic Development  
Manager, Pollution Prevention Health and Safety  
Brisbane City Legal Practice.

## 13.0 IMPLICATIONS OF PROPOSAL

No perceived implications.

## 14.0 COMMERCIAL IN CONFIDENCE

No.

## 15.0 CORPORATE PLAN IMPACT

Not Applicable

## 16.0 CUSTOMER IMPACT

Nil.

**17.0 ENVIRONMENTAL IMPACT**

Nil.

**18.0 POLICY IMPACT**

Nil.

**19.0 FUNDING IMPACT**

Funds are available.

**20.0 HUMAN RESOURCE IMPACT.**

Nil.

**21.0 URGENCY**

Urgent, as termination is set down for 18 April, 2005.

**22.0 PUBLICITY/MARKETING**

At the discretion of the Lord Mayor.

**23.0 OPTIONS**

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

**OPTION 1 is the recommended option.**

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

E&C RESULTS- 26 APRIL 2005

SUB NO.	FILE NO.	DIV	TITLE	Result
26/04-1B M	234/70/8-2003(1)	HRSM	Additional Agenda Items for the 2005 Urban Local Government Association Conference.	Yes Amended
26/04-1F R	364/48/2-D1413(1/A1)	City Governance	Proposed amendment to a Council controlled Reserve being the Queensland Maritime Museum Park - 430 Stanley Street, South Brisbane.	Yes
26/04-2F M	204/6(25)	City Governance	Authority of Chief Executive Officer regarding Council's Controlled Entities.	Yes
26/04-3F R	317/2(1)	City Governance	Adoption of Policy in relation to Investment of Trust Funds.	Yes
26/04-4F M	204/6(16/P3)	City Governance	Monthly Project Report - March 2005 (Attachment A).	Yes
26/04-1J M	23/2/1-J(6)	CCSD	Cessation of Thursday Night Trading in Customer Service Centres.	Yes
26/04-2J M	(0)460/42/93(0/A2/P1)	CCSD	Variation of Forest Lake Infrastructure Deed.	Yes
26/04-3J (Late E&C) M	253/6/38(1)	CCSD	Assessment of development application for old Brisbane Airport site DA for Old Airport Site.	Yes Amended
26/04-1K M	202/11-PN910/650 202/11-PO590/20 202/11-PO590/2A	Urban Management	Offer for compensation arising from the resumption of land for road purposes - 650 Wickham Street Fortitude Valley and 2A & 2 Montpelier Road, Bowen Hills - GPT General Property Trust (Valley Gateway Project).	Yes
26/04-2K	234/70/47	Urban Management	Nominations for the chair of the Brisbane Inner City Advisory Committee (BICAC).	HELD

E&C RESULTS- 26 APRIL 2005

SUB NO.	FILE NO.	DIV	TITLE	Result
26/04-3K M	202/11-KB830/72	Urban Management	Claim for compensation arising from the resumption of land for road purposes. 72 Progress Road, Richlands.	Yes
26/04-4K	202/11-FN300/4364A	Urban Management	Resumption of land at 434A Lake Manchester Road, Kholo.	WITH DRAWN
26/04-5K R	460/2(201)	Urban Management	Minor amendments to the Commercial Character Building Register Planning Scheme Policy and heritage Register Planning Scheme Policy.	Yes
26/04-6K M	202/11-KB830/156 202/11-KB830/178	Urban Management	Claims for compensation arising from the resumption of land for road purposes - 156 and 178 Progress Road, Richlands.	Yes
26/04-1L	243/80-50145-04/05	OLMCEO	Submission for Resolution by Council under Division 12 of the City of Brisbane Act, 1924. (Envestra Ltd)	<del>Yes</del> Held.
26/04-2L M	243/98- 40208/2003/2004	OLMCEO	Stores Board Recommendation - Submission for approval by the Establishment and Co-ordination Committee. (Ark Construction Group).	Yes
26/04-3L R	243/95-20116- 2001/2002	OLMCEO	Submission for Resolution by Council under Division 12 of the City of Brisbane Act, 1924. (Auto Group Limited).	Yes
26/04-4L M	243/98- 50080/2004/2005(P1)	OLMCEO	Stores Board Recommendation - Submission for approval by the Establishment and Co-ordination Committee (Progress Road Pump Station Upgrade).	Yes

**E&C RESULTS- 26 APRIL 2005**

SUB NO.	FILE NO.	DIV	TITLE	Result
26/04-5L R	240/20(158)	OLMCEO	Submission for Resolution by Council under Division 12 of the City of Brisbane Act, 1924. (WBM Oceanics Australia).	Yes
26/04-6L (Late E&C) M		OLMCEO	Building and Property Maintenance Business Case and Impact Assessment.	Yes
26/04-1M M	(4)12/51/1(P8)	City Business	Monthly Report - Delegation of Authority to Travel - March 2005.	Yes
26/04-1N	234/37/131-2004/2005	CED	Appointment of Major Brisbane Festivals Board Directors.	HELD
26/04-2N	204/86/6	CED	Funding for the interstate marketing campaign.	HELD
26/04-1P M	467/26	MIPO	North-South Bypass Tunnel - Tolling Regime.	Yes
26/04-2P M	467/26	MIPO	North-South Bypass Tunnel - Evaluation Criteria Weighting.	Yes Amended

Present - Campbell Newman, D H Binchcliffe, J H Campbell, H J Abrahams, G M Quirk, K Flesser, K M Rea.

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

1.0 FILE NUMBER: 234/70/8-2003(1)

SUBMISSION TO THE ESTABLISHMENT AND COORDINATION COMMITTEE

2.0 TITLE

Additional Agenda Items for the 2005 Urban Local Government Association Conference

3.0 ISSUE/PURPOSE

To gain approval to submit additional motions to the 2005 Urban Local Government Association Conference.

4.0 PROPONENT

Phil Minns, Divisional Manager, Human Resources and Strategic Management

5.0 SUBMISSION PREPARED BY

James Cole, Research Officer, Intergovernmental Relations, ext 35295

6.0 DATE

13 April 2005

**ACTION TAKEN**

26 APR 2005

TOWN CLERK

**RECEIVED**

26 APR 2005

COMMITTEE SECTION

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL?

For E&C approval

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

N/A

**APPROVED**

26 APR 2005

*[Signature]*  
Lord Mayor

9.0 RECOMMENDATION

That E&C grant approval to submit the attached additional motions to the 2005 Urban Local Government Association Conference.

*[Signatures]*  
JK KH

10.0 DIVISIONAL MANAGER

*[Signature]*

Phil Minns  
HUMAN RESOURCES AND STRATEGIC MANAGEMENT

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

BCG 10 YEAR RELEASE SCHEME

## 11.0 BACKGROUND

The Urban Local Government Association has written to all member Councils requesting that agenda items to be submitted for the forthcoming Annual Conference to be held in Yeppoon from 18 to 20 May 2005. As in previous years, these agenda items take the form of motions and are to be voted upon at the Conference.

As per a request from E&C, two additional motions have been prepared, and are attached, regarding:

- < Establishment of a national building fund for major infrastructure.
- < Establishment of a major cities policy.

## 12.0 CONSULTATION

David Stewart, Executive Manager, Major Infrastructure Projects  
Jane Bertelsen, Manager Intergovernmental Relations  
All are in agreement.

## 13.0 IMPLICATIONS OF PROPOSAL

It is anticipated that the motions would generally be supported at the Conference.

## 14.0 COMMERCIAL IN CONFIDENCE

N/A

## 15.0 CORPORATE PLAN IMPACT

Consistent with Corporate Plan Section A *Regional and World City*, specifically, initiatives under *Our Services* aimed at:

- Developing regional, national and international alliances to advance Brisbane's interests and foster long-term economic, development, cultural and social opportunities.
- Participating in government networks and alliances to develop and promote cooperative regional and international initiatives.

## 16.0 CUSTOMER IMPACT

Nil

## 17.0 ENVIRONMENT IMPACT

Nil

## 18.0 POLICY IMPACT

Consistent with the established policy that the Brisbane City Council provides a voice on State-wide urban local government issues through its membership to the Urban Local Government Association.

## **19.0 FINANCIAL IMPACT**

No immediate budget implications for the Brisbane City Council.

## **20.0 HUMAN RESOURCE IMPACT**

No immediate impact on staffing levels within the Brisbane City Council.

## **21.0 URGENCY**

Urgent. Motions have to be lodged with the Conference Secretariat by the official deadline of 18 April. The Conference is to be held from 18 to 20 May and agendas need to be sent to attendees well before that date.

## **22.0 PUBLICITY/MARKETING STRATEGY**

At the discretion of Civic Cabinet. The Urban Local Government Association Conference receives media coverage.

## **23.0 OPTIONS**

1. To endorse the attached motions
2. To not endorse the attached motions
3. To endorse one of the attached motions

Option 1 is recommended.



204/6 (25)

X.REF.....

SUBMISSION NUMBER *3*

INFORMATION MANAGEMENT

ATTACHING.....

1.0 FILE NUMBER:

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Authority of Chief Executive Officer regarding Council's Controlled Entities.

3.0 ISSUE/PURPOSE

To confirm the Chief Executive Officer's authority to ensure, on behalf of E&C, that Council's controlled entities comply with statutory obligations applicable to them.

4.0 PROPONENT

Ms Helen Gluer - Chief Financial Officer

5.0 SUBMISSION PREPARED BY

Mr Elwyn Ingley - Principal Financial Accountant, City Governance, SFAFM, ext 34147.

6.0 DATE

12 April 2005

**ACTION TAKEN**

25 APR 2005

**RECEIVED**

26 APR 2005

TOWN CLERK SFAFM

COMMITTEE SECTION

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL?

For E&C approval.

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

Not applicable.

9.0 RECOMMENDATION

It is recommended that E&C confirms the Chief Executive Officer's authority to ensure, on its behalf, that Council's controlled entities comply with statutory obligations applicable to them.

10.0 CHIEF FINANCIAL OFFICER

Helen Gluer  
Chief Financial Officer

**APPROVED**

26 APR 2005

Lord Mayor

I Recommend Accordingly

CHIEF EXECUTIVE OFFICER

## **11.0 BACKGROUND**

E&C represents Council as the shareholder of a number of controlled entities. These entities are, in the main, companies under the Corporations Act 2001. In this capacity, E&C has authority to make decisions on behalf of Council regarding the activities of these entities to the extent that they impact Council, as shareholder, or otherwise require the approval of Council under legislation.

In addition to specific activities that require E&C approval, there are statutory requirements that recur on an annual or other regular basis in the normal course of business. An example is the preparation of annual financial statements.

In these circumstances, it is proposed that E&C confirms the Chief Executive Officer's authority to specify Council's requirements in terms of statutory obligations applicable to the controlled entities and ensure, on behalf of E&C, that these requirements are met.

This authority will enable E&C to focus on strategic issues in respect of the controlled entities rather than issues of an administrative nature.

## **12.0 CONSULTATION**

Ms Jude Munro, Chief Executive Officer  
Councillor Kim Flesser, Chairperson Finance Committee  
Ms Helen Gluer, Chief Financial Officer  
Mr David Askern, Manager Brisbane City Legal Practice

All consulted are in agreement with the recommendation.

## **13.0 IMPLICATIONS OF PROPOSAL**

There are no adverse implications for Council.

## **14.0 COMMERCIAL IN CONFIDENCE**

Nil

## **15.0 CORPORATE PLAN IMPACT**

No Corporate Plan impact.

## **16.0 CUSTOMER IMPACT**

No direct customer impact.

## **17.0 ENVIRONMENTAL IMPACT**

No environmental impact.

## **18.0 POLICY IMPACT**

There is no impact on the current policy.

## 19.0 FINANCIAL IMPACT

Nil

## 20.0 HUMAN RESOURCE IMPACT

There is no human resource impact.

## 21.0 URGENCY

Normal course of business.

## 22.0 PUBLICITY/MARKETING STRATEGY

As an internal administrative arrangement, publicity/marketing is not required.

## 23.0 OPTIONS

1 Approve the recommendation that E&C confirms the Chief Executive Officer's authority to ensure, on its behalf, that Council's controlled entities comply with statutory obligations applicable to them.

2 Not approve the recommendation.

Option 1 is the preferred option.

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

1.0 FILE NUMBER: 204/6(16/P3)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Monthly Project Report – March 2005 (Attachment A).

3.0 ISSUE/PURPOSE

The purpose of this Submission is to provide regular Project performance updates on all Major Projects.

4.0 PROPONENT

David Stewart, Executive Manager, Major Projects, 3403 7335.

5.0 SUBMISSION PREPARED BY

Chris Mead, Manager Financial Planning, City Governance, MFP, 3403 6068.

6.0 DATE

19<sup>th</sup> April 2005

**ACTION TAKEN**

26 APR 2005

TOWN CLERK MFP

**RECEIVED**

26 APR 2005

COMMITTEE SECTION

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C approval.

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

N/A.

Recommend Accordingly

9.0 RECOMMENDATION

CHIEF EXECUTIVE OFFICER

That E&C accept the Monthly Project Report.

**APPROVED**

26 APR 2005

Lord Mayor

10.0 DIVISIONAL MANAGER

David Stewart  
Executive Manager, Major Infrastructure Projects Office

## 11.0 BACKGROUND

The report has adopted a Traffic Light system to improve identification of projects that are reported as either: on time; on estimate (green); scope changes (orange); emerging issues (orange); not on estimate/time (red); and no scope changes/emerging issues (green). Some of the exception reporting remains the same as the previous month however, all additional or new information can be identified under the \*\*\*\*\*MARCH 2005 UPDATE\*\*\*\*\* heading.

### **Note:**

*The Projects' Budgets are currently being updated for the 2005/2009 Budget Development process. This will mean that some total project estimates may fluctuate between the February and March 2005 monthly reports.*

### **March 2005 Report Summary**

Attachment A is the report for March 2005. Some changes have occurred in the report from the previous month. The Projects that have identified emerging issues since the previous month's report include:

- BrisIndustry – Creative (see page 5);
- Brisbane Square – Library Fit Out (see page 6);
- City Pools Strategy Implementation (see page 7);
- Multicultural Communities (see page 9);
- Kerbside Collection – Mulching (see page 11);
- Valley Gateway (see page 14);
- Boundary Road – Kelliher Road (see page 15);
- Compton Road Major (see page 16);
- Green Bridge Project (see page 17);
- CMERS Stage 2 (see page 34);
- Corporate Accommodation Schedule (see page 42);
- Bus Route Hardware (see page 47);
- District Projects (see page 48);
- Metropolitan and District Playgrounds (see page 54);
- Parks Infrastructure Charges Program (see page 55);
- Parks Minor Improvements Program (see page 56);
- City Development – Major Works Program (see page 58);
- City Development – Minor Works Program (see page 59);
- Maintain Customer Service Standards – Minor Works Program (see page 61);
- Resource Efficiency – Demand Management Program (see page 64); and
- Brisbane City Works Tools of Trade (see page 65).

The remaining projects continue to report outstanding issues.

## 12.0 CONSULTATION

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 Projects' progress.

**14.0 COMMERCIAL IN CONFIDENCE**

No.

**15.0 CORPORATE PLAN IMPACT**

Nil.

**16.0 CUSTOMER IMPACT**

- Improved standards of Project Management; and
- Improved awareness of Risk Management Principles.

**17.0 ENVIRONMENTAL IMPACT**

Nil.

**18.0 POLICY IMPACT**

Nil.

**19.0 FINANCIAL IMPACT**

Nil.

**20.0 HUMAN RESOURCE IMPACT**

Nil.

**21.0 URGENCY**

In the normal course of business.

**22.0 PUBLICITY/MARKETING STRATEGY**

N/A.

**23.0 OPTIONS**

**Option 1:** Approve the recommendation that E&C accept the Major Project Report for March 2005.

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

**Option 1 is the preferred option.**

1.0 FILE NUMBER 23/2/1-J(6)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Cessation of Thursday Night Trading in Customer Service Centres

3.0 ISSUE/PURPOSE

The purpose of this submission is to seek approval to reduce the operating hours on Thursday nights for those Customer Service Centres (CSC's) located in Shopping Centres.

4.0 PROPONENT

Margaret Crawford, Divisional Manager  
Customer and Community Services

**APPROVED**

26 APR 2005

5.0 SUBMISSION PREPARED BY

Danny Keeble, Contact Centre Manager  
Customer Services Branch  
Telephone - 3403 8500

Lord Mayor

ACTION TAKEN

6.0 DATE

15 April 2005

26 APR 2005

TOWN CLERK

EDM/J

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C Committee 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 endorse the withdrawal of Thursday night trading from suburban Customer Service Centres as they co-locate with Libraries.

10.0 DIVISIONAL MANAGER

  
Margaret Crawford  
DIVISIONAL MANAGER  
CUSTOMER & COMMUNITY SERVICES

**RECEIVED**

26 APR 2005

COMMITTEE SECTION

I Recommend Accordingly



CHIEF EXECUTIVE OFFICER

BCO 10 YEAR RELEASE SCHEME

## 11.0 BACKGROUND

In addition to the Central City Customer Service Centre, there are five suburban outlets at Inala, Wynnum, Garden City, Chermside and Indooroopilly.

Traditionally, the CSC's located in shopping centres, Garden City, Chermside and Indooroopilly, remained open on Thursday evenings to cater for Thursday night shoppers.

In recent times the number of customer transactions on Thursday nights has declined to the extent that remaining open on these nights is no longer warranted.

All suburban CSC's will be co-located with libraries by August of this year. It is proposed that any changes to trading hours coincide with the co-location of CSC's into Libraries. Therefore, Thursday night trading at Garden City would cease immediately (already co-located), at Indooroopilly from June and at Chermside from July.

## 12.0 CONSULTATION

- Cr Kerry Rea, Chairperson, Community Services Committee.
- Sharan Harvey, Manager Library Services
- Len Sanders, Manager Customer Service Branch
- Danny Keeble, Manager Contact Centre
- Ross Edwards, Operations Manager, Contact Centre

- Note: A memo was forwarded to the Lord Mayor via CEO (Jude Munro) seeking approval. The Lord Mayor requested that the matter be referred to the Establishment and Coordination Committee.

## 13.0 IMPLICATIONS OF PROPOSAL

### Sectional Support

Library Services support reduced after hours service in co-located sites.

### Service Levels

Customer impact likely to be minimal based on current low demand and the convenient availability of alternate payment options.

### Political

Councillors may have concerns about the reduction in after-hours service. As stated previously customer impact is likely to be minimal based on current demand and the availability of alternate face to face payment channels.

### Industrial Relations

Staff currently accessing overtime to provide after hours services are aware that Thursday nights have little customer traffic and have commented that it should be discontinued. Unions are also aware that customer contact via CSC's is trending down and that extended services are not required or warranted.

### Regional Implications - Nil



### **Social and Community**

Customer satisfaction may be negatively impacted however this is likely to be minimal due to the low demand after hours. 65% of CSC business is payments however other payment channels are conveniently available at these centres. Information services will also be available via direct phone links to the Contact Centre and Transinfo.

#### **14.0 COMMERCIAL IN CONFIDENCE**

No.

#### **15.0 CORPORATE PLAN IMPACT**

The project supports Council's long-term strategic direction and corporate priorities as outlined in Council's Corporate Plan:

- **Accessible City** – payment facilities will still be available in close proximity and information services available via direct phone links.
- **Smart and Prosperous City** – reduced cost will result from reduction of after hours face to face service with minimal customer impacts.

#### **16.0 CUSTOMER IMPACT**

Very few complaints are received from members of the public about not being able to transact business at CSC's after 5.00pm weekdays or on weekends. More and more, customers prefer to make payments and the like over the phone or internet.

Where face to face counter service is still required our customers will be able to request assistance from Library staff (information only, not transactions) or make payments at Australia Post agents and Bill Express agents in newsagencies.

#### **17.0 ENVIRONMENTAL IMPACT**

Nil.

#### **18.0 POLICY IMPACT**

Nil.

#### **19.0 FINANCIAL IMPACT**

No capital costs and reduced operating costs.

#### **20.0 HUMAN RESOURCE IMPACT**

Reduced overtime costs only.

**21.0 URGENCY**

Nil - to be implemented after co-location.

**22.0 PUBLICITY/MARKETING STRATEGY**

Customers to be advised of reduced operating hours and alternate payment and information facilities via CSC staff and signage on site.

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

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

**COMMITTEE**

**1.0 FILE NUMBER**

(0) 460/42/93(0/A2/P1)

**2.0 TITLE**

Update of Forest Lake Infrastructure Deed

**3.0 ISSUE/PURPOSE**

The purpose of this submission is to gain approval to execute an update of the Forest Lake Infrastructure Deed.

**4.0 PROPONENT**

Margaret Crawford, Divisional Manager, Customer & Community Services

**5.0 SUBMISSION PREPARED BY**

Kevin Cronin, Special Projects Officer, Development Assessment  
SPODA, extension 35600

**6.0 DATE**

19 April 2005

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

For E&C approval as delegate of Council during Recess

**8.0 IF FOR RECOMMENDATION TO COUNCIL, IS A COUNCIL**

**RESOLUTION REQUIRED UNDER AN ACT OR LOCAL LAW?**


No

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

9.0 RECOMMENDATION

That E&C grant approval to execute an update of the Forest Lake Infrastructure Deed on terms and conditions to the joint satisfaction of the Manager Brisbane City Legal Practice and the Manager Development Assessment.

10.0 DIVISIONAL MANAGER

  
Margaret Crawford  
DIVISIONAL MANAGER  
CUSTOMER & COMMUNITY SERVICES

**APPROVED**

26 APR 2005

  
Lord Mayor

I Recommend Accordingly

  
CHIEF EXECUTIVE OFFICER

BCC PUBLIC INFORMATION SCHEME  
10 YEAR RELEASE

## 11.0 BACKGROUND

The Forest Lake Infrastructure Deed between Council and Ivyville Pty Ltd (the developer) was executed in February 1994. This deed included obligations on both parties in relation to the provision of certain infrastructure required for the orderly development of approximately 1000 hectares of land covered by the Forest Lake Development Control Plan in the period 1991 to 2005.

Representatives of Delfin Lend Lease Pty Limited (on behalf of the developer) have held discussions with Council officers on the finalisation process for the Forest Lake development and have advised that the developer expects to complete the remaining subdivision works and land sales by May 2005. It has been agreed that a new deed should be executed to update the developer's obligations under the current deed. E&C Planning Guidance endorsed this approach at its meeting of 21 February 2005.

The schedules in the current deed cover many infrastructure items that have been completed, accepted by Council and taken "off maintenance" as part of the normal subdivision process. Infrastructure items include external and internal roadworks, water supply and sewerage requirements and open space and community facilities infrastructure. These schedules are being updated by Council officers to include outstanding items that still need to be completed.

It is considered that a revised deed and schedules to reflect the current situation should be executed and the Manager Development Assessment and the Manager Brisbane City Legal Practice be satisfied with the final documentation to be included in the deed.

**12.0 CONSULTATION**

Councillor David Hinchliffe, Chairperson Urban Planning & Economic  
Development Committee

Councillor Les Bryant, Councillor for Richlands Ward

Councillor Kevin Bianchi, Councillor for Acacia Ridge Ward

Richard Sivell, Manager Development Assessment

Paul Cotton, Manager Infrastructure Management

Kathy Houston, Solicitor, Brisbane City Legal Practice

**All consulted are in agreement with the recommendation.**

**13.0 IMPLICATIONS OF PROPOSAL**

**14.0 COMMERCIAL IN CONFIDENCE**

No

**15.0 CORPORATE PLAN IMPACT**

Nil

**16.0 CUSTOMER IMPACT**

Nil

**17.0 ENVIRONMENTAL IMPACT**

Nil

**18.0 POLICY IMPACT**

Nil

**19.0 FINANCIAL IMPACT**

Nil

**20.0 HUMAN RESOURCE IMPACT**

Nil

**21.0 URGENCY**

In the normal course of business.

**22.0 PUBLICITY/MARKETING**

Nil

**23.0 OPTIONS**

Option 1: Approve the recommendation that E&C grant approval to execute an update of the Forest Lake Infrastructure Deed on terms and conditions to the joint satisfaction of the Manager Brisbane City Legal Practice and the Manager Development Assessment.

Option 2: Not approve the recommendation.

**Option 1 is the preferred option.**

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

26/04-3J

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

1.0 FILE NUMBER 253/6/38(1)

2.0 TITLE

Assessment of development application for old Brisbane Airport site.

3.0 ISSUE/PURPOSE

The purpose of this submission is to gain approval to outsource the assessment of the development application for the old Brisbane Airport site.

4.0 PROPONENT

Margaret Crawford, Divisional Manager  
Customer & Community Services

**APPROVED**

26 APR 2005

Lord Mayor

5.0 SUBMISSION PREPARED BY

Kevin Cronin, Special Projects Officer, Development Assessment  
SPODA, extension 35600

6.0 DATE

**ACTION**

26 APR 2005

22 April 2005

TOWN CLERK SPODA

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C approval

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

No

**RECEIVED**

26 APR 2005

9.0 RECOMMENDATION

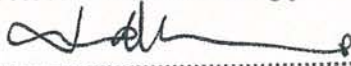
**THE SECTION**

That E&C grant approval to outsource the assessment of the development application for the old Brisbane Airport site.

10.0 DIVISIONAL MANAGER

  
Margaret Crawford  
Divisional Manager  
CUSTOMER & COMMUNITY SERVICES

I Recommend Accordingly



CHIEF EXECUTIVE OFFICER

BCC 10 YEAR PUBLIC INFORMATION RELEASE SCHEME



## 11.0 BACKGROUND

Council approved the acceptance of the tender by Prime Development Corporation Pty Ltd for the development of the old Brisbane Airport site.

Council has an interest in this development as a joint venture partner. Council is also the assessment manager for the development application to be made under the Integrated planning Act 1997 (*IPA*). There is the potential for Council to be perceived to have a conflict of interest in its distinct roles as (1) assessment manager of the development application and (2) joint venture proponent. It is considered appropriate in this situation to manage the assessment of the application using independent assessment arrangements. This is a practice followed by several local governments in Australia (eg Gold Coast City Council). Usually the independent assessment is carried out by a town planning consultant who presents a report and recommendation to the Council for its decision.

The *IPA* includes the Integrated Development Assessment System (IDAS) which details "assessment and approval processes for development." IDAS involves the following stages for this application: application stage, information and referral stage, notification stage and decision stage. The assessment manager performs

- administrative functions (eg receive an application, give an acknowledgment notice, receive a submission, give a decision notice, etc.) and
- technical functions (eg make an information request, assess any part of the application requiring code or impact assessment, decide any part of the application requiring code or impact assessment, change or cancel conditions, etc.)

It is considered appropriate for an independent assessor to carry out all technical functions **excluding** deciding the application. This is necessary because Council can not delegate any of its decision-making functions to the independent assessor.

## 12.0 CONSULTATION

Councillor David Hinchliffe, Chairperson Urban Planning & Economic Development Committee

Jude Munro, Chief Executive Officer

Richard Sivell, Manager Development Assessment

David Askern, Manager Brisbane City Legal Practice

### **13.0 IMPLICATIONS OF PROPOSAL**

Recognises potential for perceived conflict of interest.  
May be seen as only partially addressing the perceived conflict of interest as the decision is still made by Council.  
Doubts over competence of independent assessor if unfamiliar with complex engineering and/or environmental issues to be addressed.

### **14.0 COMMERCIAL IN CONFIDENCE**

No

### **15.0 CORPORATE PLAN IMPACT**

Nil

### **16.0 CUSTOMER IMPACT**

Likely to be received positively by applicant if independent assessor meets required milestones for assessment.

### **17.0 ENVIRONMENTAL IMPACT**

Nil

### **18.0 POLICY IMPACT**

May be perceived as contracting out work that is core business for Development Assessment Section of Customer & Community Services Division. Union views unknown.

### **19.0 FINANCIAL IMPACT**

No funds available in current budget. Cost of independent assessment could be offset against revenue available through the development assessment application fee. Calculated fee is \$100,000.00

### **20.0 HUMAN RESOURCE IMPACT**

Nil. If Council agrees to carry out some of the administrative functions then impact is negligible.

### **21.0 URGENCY**

Urgent as the application is to be lodged in the next week.

### **22.0 PUBLICITY/MARKETING**

Nil

## 23.0 OPTIONS

Option 1: Approve the recommendation that E&C grant approval to outsource the assessment of the development application for the old Brisbane Airport site.

Option 2: Not approve the recommendation.

**Option 1 is the preferred option.**

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

1.0 **FILE NUMBER:**

202/11-PN910/650, 202/11-PO590/20, 202/11-PO590/2A

SUBMISSION TO THE ESTABLISHMENT AND COORDINATION COMMITTEE

2.0 **TITLE**

Offer for compensation arising from the resumption of land for road purposes - 650 Wickham Street Fortitude Valley and 2A & 20 Montpelier Road, Bowen Hills - GPT General Property Trust (Valley Gateway Project).

RECEIVED

26 APR 2005

COMMITTEE SECTION

3.0 **PURPOSE/ISSUE**

Recommendation on an offer for compensation.

4.0 **PROPONENT**

Terry Hogan, Divisional Manager, Urban Management Division.

5.0 **SUBMISSION PREPARED BY**

Jon Skelton, Asset Officer - Planning & Delivery, Infrastructure Management (x36958)

ACTION TAKEN

26 APR 2005

TOWN CLERK

EADMK

6.0 **DATE**

14 April 2005

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

For E & C approval.

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

No.

9.0 **RECOMMENDATION**

It is recommended that E&C approve as follows:

- (a) The offer for compensation set out in Schedule 1 Part 1 and 2 be accepted;

**Schedule 1**

Part 1	Details of Resumption
Claimant	GPT General Property Trust.
Property resumed	Property situated at 650 Wickham Street Fortitude Valley and 2A & 20 Montpelier Road, Bowen Hills described as Lots 102 & 103 on SP.163864, Lot 104 on SP.163865 and Lot 105 on SP.163866 Parish of North Brisbane having areas of 10 m <sup>2</sup> , 1 m <sup>2</sup> , 222 m <sup>2</sup> & 107 m <sup>2</sup> .
Purpose of Resumption	Road purposes.
Part 2	Details of Offer
Amount of Offer	(a) redacted loss of land subject to the transfer of balance of resumed land not required for road purposes back to the claimant (approximately 16.27 m <sup>2</sup> ); and, (b) Reasonable Professional costs incurred in formulating offer.
Terms of Settlement	(a) Offer is accepted in full and final satisfaction of all rights and interests that the claimant has or will have in respect of the taking of the land; (b) Council undertakes to transfer back to the claimant as an offset against compensation the surplus land (as shown shaded green on attachment 'C'); (c) The claimant is to prepare a plan suitable for registration in the Titles Office dedicating land required for road purposes and showing the surplus Council land amalgamated with the balance land in their ownership; and, (d) The claimant enters into a deed of indemnity on terms and conditions satisfactory to the Manager, Brisbane City Legal Practice.

10.0 **DIVISIONAL MANAGER**

**Terry Hogan**  
**Divisional Manager**  
**URBAN MANAGEMENT DIVISION**

**APPROVED**  
 26 APR 2005  
*Caroline...*  
 Lord Mayor  
*JAC*  
*W. Rt*

I Recommend Accordingly

*[Signature]*

CHIEF EXECUTIVE OFFICER

## 11.0 BACKGROUND

By notification of resumption published in the Queensland Government Gazette dated 26 March 2004 the Council resumed from Morayfield Holdings Pty Ltd land situated at 650 Wickham Street Fortitude Valley and 2A & 20 Montpelier Road, Bowen Hills described as Lots 102 & 103 on Plan SP.163864, Lot 104 on SP.163865 and Lot 105 on SP.163866 Parish of North Brisbane, having areas of 10 m<sup>2</sup>, 1 m<sup>2</sup>, 222 m<sup>2</sup> & 107 m<sup>2</sup> respectively (totalling 340 m<sup>2</sup>) as shown highlighted on attachment 'A' for road purposes. The original claimant Morayfield Holdings has assigned their right to claim compensation to GPT General Property Trust.

The resumed land formed part of a redevelopment site in the emerging Valley Commercial-Retail Precinct. The land was resumed to facilitate signalisation of the Breakfast Creek Road Roundabout as part of the Valley Gateway Project.

As part of negotiations associated with the development approval (DA) for the parent parcels the claimant has agreed to dedicate an additional area of 318 m<sup>2</sup> of land (Attachment 'B') over and above the 340 m<sup>2</sup> of resumed land as road. This additional dedication results in a more favourable road alignment and negates the need for an area of approximately 16.27 m<sup>2</sup> of resumed land to be utilised as road. The claimant has submitted an offer to accept compensation of <sup>redacted</sup> for the resumed land subject to the surplus 16.27 m<sup>2</sup> being transferred back to the claimant.

On the basis that Council has achieved a dedication as road of 323.73 m<sup>2</sup> of land at no cost to Council (plus an additional area of 318 m<sup>2</sup> as part of the DA) the transfer back to the former owner of the surplus resumed land to offset compensation is considered fair and reasonable.

It is therefore recommended that the offer to accept compensation of <sup>redacted</sup> plus reasonable professional costs incurred in formulating the offer for compensation subject to Council transferring back to the claimant as an offset against compensation the surplus 16.27 m<sup>2</sup> of land generally as shown shaded green on attachment 'C', subject to Council bearing all Titles Office and Stamp Duty costs associated with the transfer, be accepted.

## 12.0 CONSULTATION

Graham Quirk, Chairperson Transport and Major Projects

Simon Juniper, Program Officer, Urban Renewal

Maria Menchise, Solicitor Brisbane City Legal Practice

Are in agreement with the recommendation.

## 13.0 IMPLICATIONS OF PROPOSALS

An offer on compensation is processed.

**14.0 COMMERCIAL IN CONFIDENCE**

No.

**15.0 CORPORATE PLAN IMPACT**

The recommendation is in accordance with the Corporate Plan Theme 7 Transport and Traffic, Strategy 7.1.2.1. Intersections.

**16.0 CUSTOMER IMPACT**

The Urban Management Division's acquisition program will be met in a cost-effective manner.

**17.0 ENVIRONMENTAL IMPACT**

Nil.

**18.0 POLICY IMPACT**

In accordance with Council policy.

**19.0 FINANCIAL IMPACT**

Administrative only funds are available under Work Order 00179043.

**20.0 HUMAN RESOURCE IMPACT**

Administrative only.

**21.0 URGENCY**

Normal course of business.

**22.0 POLICY/MARKETING STRATEGY**

Not applicable.

**23.0 OPTIONS**

1. Accept the offer for compensation.
2. Reject the offer and make a counter-offer.
3. Refer the matter to the Land Court for determination

It is recommended that Option 1 be approved.

1.0 FILE NUMBER:

202/11-KB830/72

**SUBMISSION TO THE ESTABLISHMENT AND COORDINATION COMMITTEE**

2.0 TITLE

Claim for compensation arising from the resumption of land for road purposes.  
72 Progress Road, Richlands

3.0 PURPOSE/ISSUE

Recommendation on a claim for compensation – Rejection

**ACTION TAKEN**

26 APR 2005

4.0 PROPONENT

Terry Hogan, Divisional Manager, Urban Management Division.

**TOWN CLERK**

EADmk

5.0 SUBMISSION PREPARED BY

Kim A Shields, Asset Officer- Planning & Delivery,  
Asset Support (x34646)

**RECEIVED**

26 APR 2005

6.0 DATE

18 April 2005

**COMMITTEE SECTION**

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL?

For E & C approval

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

No.

BCC PUBLICATION RELEASE SCHEME  
70 YEAR RELEASE



9.0 RECOMMENDATION


It is recommended that E&C approve as follows:

- (a) The claim for compensation set out in Schedule 1 Parts 1 and 2 be rejected as excessive.
- (b) An offer of settlement be made as specified in Schedule 1 Part 3;
- (c) If the offer in (b) is rejected, then an advance on compensation be made under Section 23 of the *Acquisition of Land Act 1967* as set out in Schedule 1 Part 4

Schedule 1


Part 1	Details of Resumption
Claimant	redacted
Property resumed	Lots 100, 101, 102 and 103 on Plan SP122784, Areas 447m2, 896m2, 4m2 and 11m2 Parish of Oxley Address - 72 Progress Road, Richlands
Purpose of Resumption	Road purposes and purposes incidental to road purposes.
Part 2	Details of Claim
Amount of Claim	(a) redacted severance and injurious affection. (b) Reasonable disturbance costs and interest.
Part 3	Details of Offer
Amount of Offer	(a) redacted compensation (b) Reasonable disturbance costs (c) Interest calculated on the appropriate amount at the relevant Land Court Rate from date of resumption until date of settlement
Terms of Offer	(a) Offer is accepted in full and final satisfaction of all rights and interest that the claimant has or will have in respect of the taking of this property. (b) The claimant enters into a deed of indemnity on terms and conditions satisfactory to the Manager Brisbane City Legal Practice.
Part 4	Details of Advance
Amount of Advance	(a) redacted compensation (a) Reasonable disturbance costs (b) Interest calculated on the appropriate amount at the relevant Land Court Rate from date of resumption until date of advance.

10.0 DIVISIONAL MANAGER

  
**Terry Hogan**  
 Divisional Manager  
 URBAN MANAGEMENT DIVISION

**APPROVED**

26 APR 2005

  
 Lord Mayor

Recommend Accordingly

  
 CHIEF EXECUTIVE OFFICER

**BACKGROUND**

Progress Road, Richlands, forms part of a southern arterial ring route and provides a link directly with Inala and Brisbane's southern suburbs to the east via Tamarind Street, Inala Avenue and Learoyd Road. It is proposed to upgrade Progress Road to a standard compatible with its status as an arterial ring route while diverting significant volumes of traffic away from existing high density urban areas. Learoyd Road was upgraded in 2003.

By Notification of Resumption published in the Government Gazette dated 25 February 2000, Council resumed from [redacted] four strips of land for road purposes described as Lots 100, 101, 102 and 103 on Plan SP122784 Parish of Oxley, County of Stanley, containing a total area of 1,358 square metres as shown shaded yellow on the attached plan (refer Attachment A).

Prior to resumption the property, which was zoned "Future Urban" under the then existing town planning scheme, contained an area of 1.6388 hectares. Post resumption the property comprises a total area of 1.503 hectares. The site has a gentle to easy sloping topography falling towards the northern boundary and is developed with two dwellings and a shop premises, the latter being used by the property owner as a motor parts retail business. All structural improvements are clear of, and remain physically unaffected by, the resumption and its associated works.

The effect of the resumption is to cause the loss of land, the closure of the business post road construction works (Progress Road will become a no through road along the section fronting the shop resulting in significant loss of passing trade) and subsequent loss of the non-conforming legal commercial use right for the shop premise and associated land.

The amount of compensation payable in this matter has been the subject of a number of negotiation meetings, claimant's letter and telephone requests to the Lord Mayor's Office, and two reviews of Council's original compensation assessment by Council's valuation consultants. Council's valuation consultant (PRP Valuers) has assessed the amount of compensation payable at [redacted], comprising [redacted] for severance and injurious affection and [redacted] for closure of business (refer Attachment B). Despite attempts by Council to settle compensation at [redacted] the claimant continues to reject Council's position.

The claimant has lodged a claim for compensation in the amount of [redacted] plus disturbance costs and interest. This amount comprises [redacted] for severance and injurious affection and [redacted] for loss of business.

It is recommended that the claim for compensation in the amount of [redacted] plus disturbance costs and interest is rejected and a counter-offer in the amount of [redacted] plus reasonable disturbance costs and interest is offered. Failing acceptance of the counter offer then an advance against compensation in the amount of [redacted] plus reasonable disturbance costs and interest be paid.

**12.0 CONSULTATION**

Cr Graham Quirk, Chairperson, Transport & Major Projects  
Alan Evans, Acting Principal, Transport Infrastructure  
Jared Webster, Program Officer, Project Delivery

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

**13.0 IMPLICATIONS OF PROPOSALS**

An offer on compensation is processed.

**14 COMMERCIAL IN CONFIDENCE**

Yes. A compensation payment should remain confidential.

**14.0 CORPORATE PLAN IMPACT**

The recommendation is in accordance with the Corporate Plan theme 7 Transport and Traffic, Strategy 7.1.1 - Integrate Brisbane's transport planning with land use, environment and regional planning, and Strategy 7.2.1 - Deliver upgraded transport infrastructure through a coordinated 5 year rolling program.

**15.0 CUSTOMER IMPACT**

The Urban Management Division's acquisition program will be met in a cost effective manner.

**16.0 ENVIRONMENTAL IMPACT**

Not applicable.

**17.0 POLICY IMPACT**

In accordance with Council policy.

**18.0 FINANCIAL IMPACT**

Funds are available in the 2004 - 2005 Major Roads Budget.

**19.0 HUMAN RESOURCE IMPACT**

Administration only.

**20.0 URGENCY**

Normal course of business.

**21.0 POLICY/MARKETING STRATEGY**

Not applicable.

**22.0 OPTIONS**

1. Reject the claim and make a counter-offer of <sup>redacted</sup> plus reasonable disturbance costs and interest. Failing acceptance of the counter offer to pay an advance of <sup>redacted</sup> plus reasonable disturbance costs and interest.
2. Accept the offer to settle compensation.
3. Refer the matter to the Land Court for determination

Option 1 is the preferred option

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

E&C26/04-6K

1.0 FILE NUMBER:

202/11-KB830/156 & 202/11-KB830/178

SUBMISSION TO THE ESTABLISHMENT AND COORDINATION COMMITTEE

2.0 TITLE

Claims for compensation arising from the resumption of land for road purposes.  
156 and 178 Progress Road, Richlands.

3.0 PURPOSE/ISSUE

Recommendation on two claims for compensation – Acceptance

4.0 PROPONENT

Terry Hogan, Divisional Manager, Urban Management Division.

5.0 SUBMISSION PREPARED BY

Kim A Shields, Asset Officer- Planning & Delivery.  
Asset Support (x34646)

6.0 DATE

14 April 2005

RECEIVED

26 APR 2005

COMMITTEE SECTION

EAISMK

ACTION TAKEN

26 APR 2005

TOWN CLERK

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.

BCC 10 YEAR PUBLICATION RELEASE SCHEME

9.0 RECOMMENDATION

It is recommended that E&C approve as follows:

- (a) The claim for compensation set out in Schedule 1 Parts 1 and 2 be accepted
- (b) The surplus land be transferred to the claimants as set out in Schedule 1 Part 3.

Schedule 1

Part 1	Details of Resumption
Claimants	redacted
Property resumed	Lots 401, 402, 411 and 412 on Plan SP125057, Areas 748m2, 433m2, 483m2 and 424m2 respectively, Parish of Oxley Address – 156 and 178 Progress Road, Richlands
Purpose of Resumption	Road purposes and purposes incidental to road purposes.
Part 2	Details of Claim
Amount of Claim	(a) redacted severance and injurious affection (b) redacted legal and valuation fees (including GST) (c) Interest calculated on redacted at the appropriate Land Court rate for the period from date of resumption to the date of settlement.
Terms of Settlement	(a) Offer is accepted in full and final satisfaction of all rights and interest that the claimants have or will have in respect of the taking of this property; (b) The claimants enter into a deed of indemnity on terms and conditions satisfactory to the Manager Brisbane City Legal Practice.
Part 3	Transfer of surplus land to Claimant
Surplus land	Lots 411 and 401 on SP125057, Parish of Oxley, Area 1,231m2
Terms of transfer	(a) Transfer not to occur until project manager certifies that all relevant works have been completed and the incidental area is no longer required by Council; (b) Surplus land to be amalgamated respectively with Lots 41 and 40 on Plan SP125057, Parish of Oxley; (c) Council to bear costs associated with survey, transfer and title amendment

10.0 DIVISIONAL MANAGER

  
**Terry Hogan**  
 Divisional Manager  
 URBAN MANAGEMENT DIVISION

**APPROVED**  
 26 APR 2005  
  
 Lord Mayor  


## 11.0 BACKGROUND

By Notification of Resumption published in the Government Gazette dated 25 February 2000, Council resumed from <sup>redacted</sup> four (4) strips of land for road purposes and a purpose incidental to road purposes described as lots 401, 402, 411 and 412 on Plan SP125057 Parish of Oxley, County of Stanley, containing areas of 748m<sup>2</sup>, 433m<sup>2</sup>, 483m<sup>2</sup> and 424 m<sup>2</sup> respectively as shown shaded yellow on the attached plan (Attachment A). The balance lands are described as Lots 40 and 41 on Plan SP125057 and contain an area of 1.521 hectare and 1.548 hectare respectively.

The sites have a gentle sloping topography. At the date of resumption 156 Progress Road was developed with a high set dwelling occupied by one of the owners whilst 178 Progress Road was vacant. All structural improvements are clear of, and remain physically unaffected by, the resumption and its associated works. After completion of construction works the incidental land is no longer required by Council and is available for transfer back to the claimants.

Following negotiations the claimants have lodged two claims for compensation totalling <sup>redacted</sup> plus interest. This amount comprises <sup>redacted</sup> compensation and <sup>redacted</sup> legal and valuation costs. Included in the <sup>redacted</sup> compensation amount is an allowance of <sup>redacted</sup> (<sup>redacted</sup> per lot) to cover maintenance in perpetuity of the drain area within the incidental area proposed to be transferred back to the claimants. The claims are lodged on the basis that the incidental areas are transferred back to the claimants following completion of road works.

Reinstatement works will include boundary fencing, concrete driveway and turnaround area to 156 Progress Road, a masonry block retaining wall along part of the new front alignment for 156 Progress Road, construction of a driveway drain crossover for 178 Progress Road and partial turfing and seeding of the drain area.

Council's independent valuation consultant (Harvey Ehlers & Associates) has assessed the amount of compensation at <sup>redacted</sup> excluding any allowance for drain maintenance or disturbance costs and on the basis that the incidental land is transferred back (refer Attachment B).

It is an advantage for Council to transfer back the incidental land for the following reasons:

- Council would have to maintain an irregular indented road alignment including a 1.7 metre deep earth drain in perpetuity.
- If Council failed to regularly maintain the drain area it would become a source for complaints.
- Council would continue to be legally responsible for any accidents occurring within the drain area.

It is recommended that the claims for compensation totalling <sup>redacted</sup> plus reasonable disturbance costs and interest are accepted including the transfer back of the incidental land to the claimants.

<sup>redacted</sup>

**12.0 CONSULTATION**

Alan Evans, Acting Principal, Transport Infrastructure  
Jared Webster, Program Officer, Project Delivery

Have been consulted and are in agreement with the recommendation.

**13.0 IMPLICATIONS OF PROPOSALS**

An offer on compensation is processed.

**14.0 COMMERCIAL IN CONFIDENCE**

Yes

**15.0 CORPORATE PLAN IMPACT**

The recommendation is in accordance with the Corporate Plan theme 7 Transport and Traffic, Strategy 7.1.1 - Integrate Brisbane's transport planning with land use, environment and regional planning, and Strategy 7.2.1 - Deliver upgraded transport infrastructure through a coordinated 5 year rolling program.

**16.0 CUSTOMER IMPACT**

The Urban Management Division's acquisition program will be met in a cost effective manner.

**17.0 ENVIRONMENTAL IMPACT**

Not applicable.

**18.0 POLICY IMPACT**

In accordance with Council policy.

**19.0 FINANCIAL IMPACT**

Funds are available in the 2004-2005 Major Roads Program

**20.0 HUMAN RESOURCE IMPACT**

Administration only.

**21.0 URGENCY**

Normal course of business.



22.0 POLICY/MARKETING STRATEGY

Not applicable.

23.0 OPTIONS

1. Accept the offer to settle compensation.
2. Reject the offer and make a counter-offer.
3. Refer the matter to the Land Court for determination

Option 1 is the preferred option

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

1.0 FILE NUMBER: 243/98-40208/2003/2004

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

2.0 TITLE

Stores Board Recommendation - Submission for approval by the Establishment and Co-ordination Committee. **(Ark Construction Group)**.

3.0 ISSUE/PURPOSE

To seek Establishment and Co-ordination Committee's approval to enter into a Contract with Ark Construction Group Pty Ltd for the contract sum of \$974,135.00 (Ex GST), on a Lump Sum basis, for the construction of two (2) 300mm diameter (DN300) Sewage Rising Mains suspended beneath Centenary Highway Bridge over Brisbane River.

4.0 PROPONENT

Jude Munro  
Chief Executive Officer

**APPROVED**

26 APR 2005

Lord Mayor

5.0 SUBMISSION PREPARED BY

Michael Byrne,  
Manager, Corporate Risk Management  
Strategic Procurement

ACTION TAKEN

27 APR 2005

TOWN CLERK

MICRO

6.0 DATE

20 April 2005.

7.0 FOR E & C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C approval.

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

No.

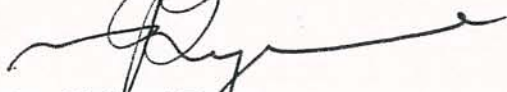
RECEIVED

26 APR 2005

LETTERS SECTION

9.0 RECOMMENDATION

That the Establishment and Co-ordination Committee grant approval for the attached scheduled submission.



10.0 Michael Byrne  
Manager,  
Corporate Risk Management  
**STRATEGIC PROCUREMENT**



Jude Munro  
**CHIEF EXECUTIVE OFFICER**

BCG 10 YEAR RELEASE SCHEME

## 11.0 BACKGROUND

The following submission has been considered by the Chief Executive Officer and Stores Board on 20 April 2005, and the individual recommendation is referred to the Establishment and Co-ordination Committee for acceptance as it is considered to be the most advantageous tender for the contract:

CONTRACT NO.	CONTRACT TITLE	REASON FOR SUBMISSION
BW40208-03/04	Construction of Two DN300 MSCL Sewage Rising Mains suspended Beneath the Centenary Highway Bridge over the Brisbane River.	Within E&C Delegation.

## 12.0 CONSULTATION

Chief Executive Officer and Permanent Head of the Unit of Administration responsible for the submission, Stores Board and relevant Divisional Officers have been consulted and are in agreement with the recommendation.

## 13.0 IMPLICATIONS OF PROPOSAL

A Contract will be entered into with the recommended tenderer.

## 14.0 COMMERCIAL IN CONFIDENCE

No.

## 15.0 CORPORATE PLAN IMPACT

The approval of this submission will contribute to efficient management of the City's resources.

## 16.0 CUSTOMER IMPACT

The submission covers the carrying out of work or supply of goods and services to meet Council approved programs.

## 17.0 ENVIRONMENTAL IMPACT

Tenderers are evaluated in line with Council's policy on the use of environmental friendly and recycled products and environmental considerations have been taken into account in the evaluation of the tender relating to this submission, where applicable.

## 18.0 POLICY IMPACT

Submitted in accordance with Council's Principles, Practices and Procedures for Contracting and Tendering.

**19.0 FINANCIAL IMPACT**

Financial details are included in the Divisional submission.

**20.0 HUMAN RESOURCE IMPACT**

Nil.

**21.0 URGENCY**

In the normal course of business.

**22.0 PUBLICITY/MARKETING STRATEGY**

As appropriate.

**23.0 OPTIONS**

**Option 1:** Approve the recommendation.

**Option 2:** Not approve the recommendation.

**Option 1 is the preferred option.**

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

1.0 FILE NUMBER: 243/98-50080/2004/2005(P1)

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

2.0 TITLE

Stores Board Recommendation - Submission for approval by the Establishment and Co-ordination Committee. (PFC Constructions)

3.0 ISSUE/PURPOSE

To seek Establishment & Coordination Committee approval to enter into a contract with PFC Constructions Pty Ltd for the contract sum of \$947,884 (excl. GST), for the Progress Road Pump Station Upgrade, with a construction period of 30 weeks from the date of acceptance of tender, on a fixed price lump sum basis.

**ACTION TAKEN**

4.0 PROPONENT

26 APR 2005

Jude Munro  
Chief Executive Officer

TOWN CLERK

MCRM

**APPROVED**

26 APR 2005

5.0 SUBMISSION PREPARED BY

Michael Byrne,  
Manager, Corporate Risk Management  
Strategic Procurement.

Lord Mayor

6.0 DATE

20 April 2005.

7.0 FOR E & C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C approval.

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

No.

RECEIVED

26 APR 2005

9.0 RECOMMENDATION

COMMITTEE SECTION

That the Establishment and Co-ordination Committee grant approval for the attached scheduled submission.

10.0 Michael Byrne  
Manager  
Corporate Risk Management  
STARTEGIC PROCUREMENT

Jude Munro  
CHIEF EXECUTIVE OFFICER

## 11.0 BACKGROUND

The following submission has been considered by the Chief Executive Officer and Stores Board on 20 April 2005, and the individual recommendation is referred to the Establishment and Co-ordination Committee for acceptance as it is considered to be the most advantageous tender for the contract:

CONTRACT NO.	CONTRACT TITLE	REASON FOR SUBMISSION
BW50080-04/05	Progress Road Pump Station Upgrade	Within E&C Delegation.

## 12.0 CONSULTATION

Chief Executive Officer and Permanent Head of the Unit of Administration responsible for the submission, Stores Board and relevant Divisional Officers have been consulted and are in agreement with the recommendation.

## 13.0 IMPLICATIONS OF PROPOSAL

A Contract will be entered into with the recommended tenderer.

## 14.0 COMMERCIAL IN CONFIDENCE

No.

## 15.0 CORPORATE PLAN IMPACT

The approval of this submission will contribute to efficient management of the City's resources.

## 16.0 CUSTOMER IMPACT

The submission covers the carrying out of work or supply of goods and services to meet Council approved programs.

## 17.0 ENVIRONMENTAL IMPACT

Tenderers are evaluated in line with Council's policy on the use of environmental friendly and recycled products and environmental considerations have been taken into account in the evaluation of the tender relating to this submission, where applicable.

## 18.0 POLICY IMPACT

Submitted in accordance with Council's Principles, Practices and Procedures for Contracting and Tendering.

**19.0 FINANCIAL IMPACT**

Financial details are included in the Divisional submission.

**20.0 HUMAN RESOURCE IMPACT**

Nil.

**21.0 URGENCY**

In the normal course of business.

**22.0 PUBLICITY/MARKETING STRATEGY**

As appropriate.

**23.0 OPTIONS**

**Option 1:** Approve the recommendation.

**Option 2:** Not approve the recommendation.

**Option 1 is the preferred option.**

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

26/04-6L

1.0 File Number: 338/22/1(1).

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

2.0 TITLE

Building and Property Maintenance Business Case and Impact Assessment.

3.0 ISSUE/PURPOSE

Authorise implementation of recommendations following completion of the business case and impact assessment.

4.0 PROPONENT

Andrew Chesterman, Manager Corporate Improvement Program

5.0 SUBMISSION PREPARED BY

Damian Scholz  
Commercial Projects Manager  
Office of the CEO  
cpmcg 35539

ACTION TAKEN

26 APR 2005

TOWN CLERK

mcip

6.0 DATE

20 April 2005

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL?

For E&C approval

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

Not applicable.

RECEIVED

26 APR 2005

COMMUNITY RELATIONS SECTION

BCO 10 YEAR RELEASE SCHEME



9.0

**RECOMMENDATION**

*- Agree to the investigation of an integrated, Council-wide facilities management model. The results of*

It is recommended that E&C - the investigation to be presented to E&C.

- Agree in principle to implement an integrated Council-wide facilities management model with a structural location and business form to be determined.
- That work on this model, including any impacts on staff, be expedited, and outcomes and recommendations be brought before E&C Committee for consideration.
- That work on this model incorporates investigations into other property and building maintenance activities conducted in Council, including any remaining cleaning services provided by Council staff, particularly cleaning in City Hall.
- That the City Building and Maintenance Services plumbing, electrical, painting and carpentry trades be retained and improved. Improvements will need to focus on meeting customer needs and bridging any quality or cost gaps identified in the Business Case Impact Assessment. The CBMS workforce will be structured to meet customer needs in the future.
- That until the facilities management model is adopted, City Building and Maintenance Services continues to operate in its current form and pursue its existing business improvement strategies including the exit of cleaning and joinery activities.

10.0

**CHIEF EXECUTIVE OFFICER**

*[Signature]*  
 Jude Munro  
 CHIEF EXECUTIVE OFFICER

**APPROVED**

26 APR 2005

*[Signature]*  
 Lord Mayor

*[Handwritten initials: JAC, MB, BSA, W., KL, ST]*

*- Noted that the LM - CA think disagreed that carpentry & painting trades needed to be retained.*

*[Handwritten initials]*

BCC 10 YEAR RELEASE SCHEME

In 2004 Council engaged a management consulting firm, AT Kearney, to conduct a review of the operations of Council and make recommendations on potential efficiencies and cost savings. The review was completed and recommendations reported in October 2004. E&C Committee agreed to conduct a detailed Business Case and Impact Assessment for Building and Property Maintenance activities, that considered the AT Kearney recommendation, using a triple bottom line approach (economic, social, environmental) to provide Council with a comprehensive basis for making a fully informed decision.

Council provided an independent business consultant to unions to assist them in the detailed interpretation of each Business Case. Staff and Unions were fully consulted on the options considered in face to face meetings and were encouraged to provide feedback on two separate drafts, which were incorporated in the final Business Case and Impact Assessment (BCIA).

The BCIA for Building and Property Maintenance focussed on examining the option of outsourcing some or all of the trades currently provided in-house by Council, and on the strategic and operational arrangements for facilities management. It found that:

- The establishment of a facilities management group by amalgamating a number of areas in Council currently undertaking such activities had significant strategic and operational advantages. These advantages are achieved by obtaining efficiencies in staffing, and clarifying responsibility and accountability. It would also provide a centre of excellence for property-related issues including incorporating innovative financial arrangements and holistic asset management activities.
- External provision of trades' services, based on benchmarking data, was currently cheaper than in-house provision. However, after accounting for employee displacement costs and costs that would remain with Council, the differences between the outsourcing and insourcing options was less than \$3.0m (net present value) over ten years.

**CONSULTATION**

The following key stakeholders were consulted during the course of developing the BCIA:

Jude Munro	CEO
Noel Faulkner	Divisional Manager, City Business
Sunil Madan	Senior Officer, Community Assets, CED
City Business Advisory Board Members	
Frank Riley	Manager, City Assets, City Governance
Helen Gluer	Chief Financial Officer, City Governance
Graham Washington	Business Manager, CBMS
Hans Slebos	Principal Program Officer, Strategic Asset Management, CED
Vince McDonald	Business Support Manager, CBMS
David Cox	Principal Asset manager, City Assets

The opinions of all those consulted were included in the Business Case and Impact Assessment where appropriate. Feedback received during the consultation process has been attached in full as an appendix to the BCIA.

**13.0 ADVISORY BOARD RECOMMENDATION**

The Advisory Board has noted the BCIA findings.

**14.0 IMPLICATIONS OF PROPOSAL**

The implementation of a Council-wide facilities management model will provide savings from the reduction of a number of employees in CBMS and/or other asset-related areas such as City Assets and Community Assets. This will lead to a saving in the order of \$8M (NPV) over ten years. The internal structure and business rules that apply to the amalgamation of these areas will determine the final financial impact of the changes. Increased cost-efficiency in the trades areas from ongoing productivity improvements to bring the trades in line with external providers will lead to further savings over time, but these have not been quantified.

**15.0 COMMERCIAL IN CONFIDENCE**

The BCIA contains information on City Building and Maintenance Service's and other BCC building and property maintenance revenue and cost structure, which is commercial in confidence.

16.0 **CORPORATE PLAN IMPACT**

The recommendation of this submission will contribute to the efficient management of the City's resources.

17.0 **CUSTOMER IMPACT**

The establishment of a Council-wide facilities management group will assist customers by providing consistency and a high level of services across Council. It will assist in ensuring that accountability is enhanced and that sophisticated asset management regimes are adopted and implemented.

18.0 **ENVIRONMENTAL IMPACT**

Nil.

19.0 **POLICY IMPACT**

Nil.

20.0 **FUNDING IMPACT**

The proposed model is anticipated to save in the order of \$8m in net present value terms (10 years, discount rate of 6.75%).

21.0 **HUMAN RESOURCE IMPACT**

The human resource impact will be outlined in the presentation of the integrated Council-wide facilities management model to E&C.

22.0 **URGENCY**

As soon as possible.

23.0 **PUBLICITY/MARKETING STRATEGY**

An employee communications strategy has been commenced.

24.0 **OPTIONS**

1. Approve the recommendation for Council to
2. Not approve the recommendation.

**Option 1 is the preferred option.**

E&C 28704-1M

1.0 FILE NUMBER: (4)12/51/1(P8)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Monthly Report - Delegation of Authority to Travel - March 2005

3.0 ISSUE/PURPOSE

Provision of relevant monthly travel report.

4.0 PROPONENT

Noel K Faulkner, Divisional Manager City Business

5.0 SUBMISSION PREPARED BY

Jaylene Farrell, Travel Co-ordinator, Brisbane Commercial Services, ext. 72056

6.0 DATE

19 April 2005

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 March 2005.

**ACTION TAKEN**  
26 APR 2005  
TOWN CLERK TCCS  
**RECEIVED**  
26 APR 2005  
COMMITTEE SECTION

BCG 10 YEAR RELEASE SCHEME

10.0 Noel K Faulkner  
Divisional Manager  
City Business

I Recommend Accordingly  
  
CHIEF EXECUTIVE OFFICER

**APPROVED**  
26 APR 2005  
  
Lord Mayor  


**11.0 BACKGROUND**

In pursuance of the request for information on a monthly basis of travel approved under delegation, reports are enclosed for March 2005, for each Unit of Administration (showing travel actually undertaken during that month).

Attachment "A" shows details associated with travel undertaken in March 2005 which is not covered by the Travel Policy (being essentially travel by job applicants to attend interviews).

In summary, the position is as follows:

March 2005

*Non-Commercial Operations*

a)	International Travel	
	(i) Number of Bookings	5
	(ii) Airfares	\$ 36,738.52
b)	Domestic Travel	
	(i) Number of Bookings	49
	(ii) Airfares	\$ 13,218.73
c)	Accommodation and Allowances Costs	\$ 28,269.92
d)	Registration Fees for Conferences	\$ 32,253.15
e)	Other Costs e.g. hire car	\$ 5,188.79
	<b>TOTAL</b>	<b>\$ <u>118,669.11</u></b>

**Commercial Operations**

g)	International Travel		
	(i)	Number of Bookings	NIL
	(ii)	Airfares	\$
h)	Domestic Travel		
	(i)	Number of Bookings	NIL
	(ii)	Airfares	\$
i)	Accommodation and Allowances Costs		\$
j)	Registration Fees for Conferences		\$
k)	Other Costs e.g. hire car		\$
	<b>TOTAL</b>		\$
m)	Cost of air-fares, accommodation and taxis as detailed in Attachment A		\$ 5,926.33

**12.0 CONSULTATION**

Liaison with Officers undertaking travel and Divisional Travel Officers.

**13.0 IMPLICATIONS OF PROPOSAL**

Nil.

**14.0 COMMERCIAL IN CONFIDENCE**

No

**15.0 CORPORATE PLAN IMPACT**

Nil.

**16.0 CUSTOMER IMPACT**

Nil.

**17.0 ENVIRONMENTAL IMPACT**

Nil.

**18.0 POLICY IMPACT**

In line with Council policy.

**19.0 FUNDING IMPACT**

Expenses incurred through Divisional Travel Votes.

**20.0 HUMAN RESOURCE IMPACT**

Not applicable.

**21.0 URGENCY**

In the normal course of business.

**22.0 PUBLICITY/MARKETING STRATEGY**

At the discretion of the Lord Mayor.

**23.0 OPTIONS**

- (1) That E&C note the information submitted on approved Travel for March 2005.
- (2) Not approve the recommendation.

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



1.0 FILE NUMBER: 467/26

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

2.0 TITLE

North-South Bypass Tunnel – Tolling Regime.

3.0 ISSUE/PURPOSE

The purpose of this submission is to seek endorsement of the proposed tolling regime schedule to be included in the Request for Proposals document for the above project.

4.0 PROPONENT

David Stewart, Executive Manager, Major Infrastructure Projects Office.

5.0 SUBMISSION PREPARED BY

David Stewart, Executive Manager, Major Infrastructure Projects Office - 37335.

6.0 DATE

18 April 2005.

**ACTION TAKEN**

26 APR 2005

TOWN CLERK EmmiPO

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C approval.

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

No.

**RECEIVED**

26 APR 2005

COMMITTEE SECTION

9.0 RECOMMENDATION

That E&C endorse the proposed tolling regime schedule as set out in Attachment A.

10.0 DIVISIONAL MANAGER

*David Stewart*

**APPROVED**

26 APR 2005

*Carol Ann*  
Lord Mayor  
*H. giv*  
*OBAA*  
*sa*  
*KE*

David Stewart  
Executive Manager  
Major Infrastructure Projects Office

Recommend Accordingly

*[Signature]*

CHIEF EXECUTIVE OFFICER

## 11.0 BACKGROUND

The Project Executive Group requested advice on the appropriate approach for the Request for Proposal (RFP) documentation in relation to the following key commercial bid variables, viz

- Concession term;
- Toll levels; and
- Contribution from/to Council.

The optimal project-financing outcome is to receive proposals that maximise revenue for PPPCo, thus reducing the overall cost of the Project to the Council. The private sector is best placed to design this outcome.

However, this approach ignores the potential political risk associated with the private sector determining toll levels and indeed the inter-play between toll levels and the up-front contribution.

Council is best placed to determine this outcome.

In calling for tenders, it is also important to design a tendering framework that facilitates a "like for like" bid evaluation process and value for money assessment.

The Business Case and State Government MOU assumes a <sup>redacted</sup> car toll <sup>redacted</sup> but other tolling scenarios were tested during development of the draft Business Case including flat and peak surcharge tolls.

Therefore, the overall objective in calling for Proposals should be to strike an appropriate balance between encouraging private sector innovation and minimising bid costs by identifying any Council "no go" areas.

Recent experience has shown that requesting tender responses on multiple variables has a significant impact on Proponents' bid costs. The market's view is that (a) the key commercial focus should be on bidding an up-front payment to/from Council (b) Council should fix the concession term and (c) there is potential scope for private sector innovation by allowing the market to bid the toll level however Council should where possible keep this within a definable envelope.

The following approach is recommended for the RFP documentation:

- Council to propose the concession term. This is because there is unlikely to be significant innovation/value associated with leaving this variable open to the bidding market. The Business Case assumed a term of 35 years from financial close, which is broadly consistent with recent similar PPP toll road deals;
- Bidders are required to submit the following "mandatory" tender responses:

Proposal Scenario	Mandatory Proposal A	Mandatory Proposal B	Mandatory Proposal C
Commercial Assumptions	redacted toll redacted inclusive of GST	redacted toll redacted inclusive of GST	Toll nominated by Proponent, to minimise Council contribution (revenue maximisation)

- Bidders will also (through the "alternative proposals" avenue in the RFP documentation) have the option of submitting alternative commercial structures that they believe demonstrate value for money benefits to Council.

## 12.0 CONSULTATION

Councillor Graham Quirk, Chairperson Transport and Major Projects Committee;  
North-South Bypass Project Executive Group

have been consulted and agree with the submission.

## 13.0 IMPLICATIONS OF PROPOSAL

Agreement to this submission will allow the Council to choose a toll level and corresponding subsidy, which takes into account of the inter-play between the quantum of a user charge and revenue maximisation strategies that minimises ratepayer contributions.

## 14.0 COMMERCIAL IN CONFIDENCE

No. This decision will be communicated to all Tenderers.

## 15.0 CORPORATE PLAN IMPACT

The completion of the North-South Bypass Tunnel project is included in the Accessible City theme of the 2003-2007 Corporate Plan.

## 16.0 CUSTOMER IMPACT

Nil.

## 17.0 ENVIRONMENTAL IMPACT

Nil.

## 18.0 POLICY IMPACT

Nil.

## 19.0 FINANCIAL IMPACT

The draft Business Case for NSBT has calculated Public Sector Comparators at various toll levels, which will provide a benchmark for comparison of tender submissions.

## 20.0 HUMAN RESOURCE IMPACT

Nil.

## 21.0 URGENCY

In the normal course of business.

## 22.0 PUBLICITY/MARKETING

Nil.

## 23.0 OPTIONS

Option 1: Accept the recommendation. This will allow Tenders to advise the level of contribution for a range of toll levels plus allowing flexibility to offer other tolling regimes.

Option 2: Agree other pricing options to be included in the Schedule as set out in Attachment A.

Option (1) is the preferred option.

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

1.0 FILE NUMBER: 467/26

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

North-South Bypass Tunnel – Evaluation Criteria Weighting.

3.0 ISSUE/PURPOSE

The purpose of this submission is to <sup>provide information on the draft</sup> seek endorsement of the weighting for the evaluation criteria contained in the Expressions of Interest Evaluation Plan.

4.0 PROPONENT

David Stewart, Executive Manager, Major Infrastructure Projects Office.

5.0 SUBMISSION PREPARED BY

David Stewart, Executive Manager, Major Infrastructure Projects Office - 37335.

6.0 DATE

15 April 2005.

DECISION TAKEN

26 APR 2005

RECEIVED

26 APR 2005

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C approval.

EMM/PO

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

No.

9.0 RECOMMENDATION

<sup>notes</sup> That E&C agrees to the <sup>draft</sup> weighting for the evaluation criteria contained in the Expressions of Interest Evaluation Plan as set out in Attachment A.

10.0 DIVISIONAL MANAGER

*David Stewart*

David Stewart  
Executive Manager  
Major Infrastructure Projects Office

**APPROVED**

26 APR 2005

*Caroline*  
Lord Mayor

I Recommend Accordingly

*[Signature]*

CHIEF EXECUTIVE OFFICER

## 11.0 BACKGROUND

E&C requires that it <sup>be committed about</sup> approve the weightings to be adopted in Council's Expression of Interest Evaluation Plan for North-South Bypass Tunnel.

The Evaluation criteria published in the Invitation for Expressions of Interest documents are as follows:

Evaluation Criterion	Explanation
Experience and Capability of Delivering an Urban Road Tunnel Project	<p>The extent to which the Respondent demonstrates the experience in and ability to:</p> <ul style="list-style-type: none"> <li>- successfully procure and manage the design and construction of a major road tunnel in a manner which provides certainty of delivery of the Project Objectives;</li> <li>- successfully procure and manage the maintenance, operation and handover of the asset to Council in a manner which provides certainty of delivery of the Project Objectives;</li> <li>- successfully procure, operate and manage the Customer Services and electronic tolling system; and</li> <li>- successfully manage relationships and interfaces with key stakeholders including customers, Council, unions, contractors, service utility organisations, other road operators, formal community groups and the wider community throughout the Concession Period.</li> </ul>
Innovation	<p>The extent to which the Respondent demonstrates:</p> <ul style="list-style-type: none"> <li>- an approach specific to the Project, relating to the design &amp; construction (including urban design), operations &amp; maintenance, e-tolling and customer service elements of the Project;</li> <li>- evidence of innovation demonstrated on other comparable projects; and</li> <li>- an understanding of the key issues for this Project (including the challenging geotechnical conditions and high engineering, air quality and other environmental standards) and can propose (or demonstrate the capacity to propose) solutions that (for purposes of demonstrating innovation) align with three of Council's key objectives of facilitating urban design outcomes, managing construction impacts and meeting customer service needs during the operations phase of the tunnel.</li> </ul>

Evaluation Criterion	Explanation
Commercial Issues	<p>The extent to which the Respondent demonstrates:</p> <ul style="list-style-type: none"> <li>– a commercial and financial structure that is able to successfully finance and deliver the Project based on the proposed risk allocation as set out in Appendix E;</li> <li>– proposed strategy and approach to raising the finance required to deliver a committed Proposal as described in Section 5.3; and</li> <li>– a whole-of-life approach to financing of the Project that will incentivise the PPP Co to deliver an effective service throughout the Concession Period.</li> </ul>
Commitment to the Procurement Process	<p>The extent to which the Respondent's proposal demonstrates:</p> <ul style="list-style-type: none"> <li>– an approach that will enable all aspects of the Project to be successfully delivered for Council, the Respondent and the community;</li> <li>– its capacity to deliver a Proposal at the Request for Proposals stage within the transaction timetable (Section 6.3); and</li> <li>– the commitment of experienced and appropriate personnel and the nomination of alternative personnel in the event that nominated personnel are not available, during the Request for Proposals stage.</li> </ul>

The MIPO Integrated Project Team and the North-South Bypass Tunnel Project Executive Group recommends weightings as set out in the following table. This table outlines the criteria, some comments on the various criteria and the recommended weighting.

<p>Criteria: Experience and Capability of Delivering an Urban Road Tunnel Project</p> <p>It is important that Council preselects bidding consortia that demonstrate credible experience and capabilities in the successful delivery of projects similar to NSBT.</p> <p><i>[This criterion is designed to ensure that EOI respondents have assembled the full suite of skills necessary for successful delivery and operation of the NSBT].</i></p>	35%
<p>Criteria: Commitment to the Procurement Process</p> <p>It is important that Council preselects bidding consortia that can demonstrate they are poised ready to commence this bid process, and that they have earmarked senior and experienced personnel to prepare an attractive NSBT bid for Council.</p>	30%

<p><i>[This criterion is designed to ensure that Council receives strong value-for-money outcomes by ensuring each bidder allocates its 'A-team' to this bidding process].</i></p>	
<p>Criteria: Innovation</p> <p>It is important that Council attempts to assess the likelihood for delivery of strong value-for-money outcomes by each of the EOI respondents.</p> <p><i>[Whilst recognizing that bidding consortia will deliberately hold back much of their real innovation until the bidding phase, this criterion is designed to gain a preliminary understanding of the apparent capacity of each of the EOI respondents to deliver innovative outcomes on NSBT].</i></p>	20%
<p>Criteria: Commercial Issues</p> <p>It is important that Council gains a preliminary understanding of the intended commercial structures of each of the consortia to understand the likely residual risk profile attaching to that structure.</p> <p><i>[This criterion is designed to ensure that each consortium has initiated sufficient internal negotiations for Council to be satisfied that the emerging structure of each consortium will appropriately cater for project roles and responsibilities].</i></p>	15%

## 12.0 CONSULTATION

Councillor Graham Quirk, Chairperson Transport and Major Projects Committee; and the North-South Bypass Project Executive Group

have been consulted and agree with this submission.

## 13.0 IMPLICATIONS OF PROPOSAL

<sup>Nothing</sup> ~~Agreement to~~ the weighting will allow all of the Expressions of Interest to be evaluated on a common basis.

## 14.0 COMMERCIAL IN CONFIDENCE

Yes. ~~The weightings are commercial in confidence until E&C agrees them. After that time they will be published as an Addenda to inform market.~~

## 15.0 CORPORATE PLAN IMPACT

The completion of the North-South Bypass Tunnel project is included in the Accessible City theme of the 2003-2007 Corporate Plan.

## 16.0 CUSTOMER IMPACT

Nil.



**17.0 ENVIRONMENTAL IMPACT**

Nil.

**18.0 POLICY IMPACT**

Nil.

**19.0 FINANCIAL IMPACT**

Nil.

**20.0 HUMAN RESOURCE IMPACT**

Nil.

**21.0 URGENCY**

In the normal course of business.

**22.0 PUBLICITY/MARKETING**

Nil.

**23.0 OPTIONS**

Option 1: Accept the recommendation.

Option 2: Not accept the recommendation.

Option (1) is the preferred option.

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

**E&C RESULTS – 29 APRIL 2005**

SUB NO.	FILE NO.	DIV	TITLE	Result
29/04-1F R	364/150/2-QN545/P93(P2)	City Governance	Proposed variation to Contract for Sale to Meridien Pty Ltd for a property known as Capricorn Wharf and situated at 93 Macquarie Street, Newstead.	Yes
29/04-2F M	364/46/3(1404)	City Governance	Proposed new lease for the relocation of the LAS Depot and City Assets corporate store at McDonald Road Windsor to alternate premises.	Yes
29/04-3F	56/20/137(0/A1)	City Governance	Meetings Subordinate Local Law 2005.	Held
29/04-1K M	234/70/47	Urban Management	Nominations for the chair of the Brisbane Inner City Advisory Committee (BICAC).	Yes
29/04-1L M	240/7-2004/2005	OLMCEO	Contracts to provide Professional Services – Report for January 2005.	Yes
29/04-2L R	243/80-50145-04/05	OLMCEO	Submission for Resolution by Council under Division 12 of the City of Brisbane Act, 1924. (Envestra Ltd)	Yes
29/04-1N	234/37/131-2004/2005	CED	Appointment of Major Brisbane Festivals Board Directors.	Held
29/04-2N R	204/86/6	CED	Funding for the interstate marketing campaign.	Yes Amended
29/04-1P	467/26	MIPO	North-South Bypass Tunnel – Project Deed.	Held

Present – Cambell Newman, D B Hinchliffe, J H Campbell, H J Abrahams, G M Quirk, S Sutton, K M Rea.

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

1.0 FILE NUMBER: 364/46/3(1404)

E&C29/04-2F

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Proposed new lease for the relocation of the LAS Depot and City Assets corporate store at McDonald Road Windsor to alternate premises.

3.0 ISSUE/PURPOSE

The purpose of this submission is to obtain approval to negotiate and execute a new lease for the relocation of the LAS Depot and City Assets corporate storage facility located at McDonald Road Windsor to alternate premises.

4.0 PROPONENT

Helen Gluer,  
Chief Financial Officer,  
Ext. 34577.

RECEIVED

29 APR 2005

COMMITTEE SECTION

5.0 SUBMISSION PREPARED BY

David Cox,  
Principal Asset Manager,  
PAMCA,  
City Assets - Ext 36630.

ACTION TAKEN

29 APR 2005

TOWN CLERK

PAMCA.

6.0 DATE

26 April 2005.

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 LOCAL LAW?

No.

**RECOMMENDATION**

That the E&C Committee grant approval to conduct negotiations and subsequently execute a lease for new premises of approximately 1500 square metres of office/warehouse accommodation for up to five (5) years, with an option for a further five (5) years, at a rental rate of up to <sup>redacted</sup> per square metre per annum inclusive of outgoings, exclusive of GST, and on terms and conditions otherwise satisfactory to the Manager, City Assets and the Manager, Brisbane City Legal Practice.

*The Windsor site is to be retained until a final route is determined for the Airport Link tunnel.*

**10.0 DIVISIONAL MANAGER**

**Helen Gluer  
CHIEF FINANCIAL OFFICER**

**APPROVED**

29 APR 2005

  
Lord Mayor

I Recommend Accordingly,

CHIEF EXECUTIVE OFFICER

**BCC PUBLICATION  
10 YEAR RELEASE**

## 11.0 BACKGROUND

This submission is seeking approval for Council to relocate the existing LAS Depot and City Assets corporate store at McDonald Road Windsor to alternate premises (see aerial photo at attachment 1). The existing timber building is 50-60 years old and is in an unsafe condition for ongoing occupation.

An independent report obtained from Salmon McKeague Partnership, Consulting Civil & Structural Engineers, concluded as follows;

“ The bowing of the sidewalls is the result of the under sizing of portal rafters and columns.

Despite the inadequacies, based on code requirements, in the portal, stud and plate connections, the building has stood the test of time. However, the deteriorations due to termite attack, foundation movements and sheeting have further reduced the capacity of the building to resist wind loads. A severe afternoon storm could strip sheeting from the walls causing a danger to the public as flying debris and allowing water damage to stored materials. **There is also a strong possibility that the building could collapse in these strong wind conditions.**

The amount of remedial work required to make the building safe would be extensive and prohibitively expensive, therefore we recommended that the building be demolished. “

The building serves as the North Region Depot for Parks Operations within Local Asset Services (LAS), and a section of the building serves as the City Assets corporate store. As well as storing slow moving high value surplus Council furniture items (e.g. large board room tables), the corporate store also contains festival items such as Dragon Boats belonging to the Office of the Lord Mayor. It is also anticipated that some staging storage facility will be required during the move to Brisbane Square and this facility will provide that opportunity.

Following the consideration of a range of options, relocation of the operations to leased premises in the northern suburbs was identified as the most cost-effective solution. Once relocation is completed, it is proposed to demolish the existing building and associated improvements, making the land suitable for amalgamation with the adjoining Windsor Park. A Conservation Management Study conducted on all Council assets in 2002 and 2003 did not identify the building as having any heritage significance.

LAS has expressed a need to locate their operations to a more central north side location to better service its area of responsibility. Industrial properties in the Zillmere / Virginia area are considered the most appropriate. In addition to the office/ warehouse requirement, the depot is to include a large adjoining land area for external storage and the provision of bulk storage bins for a range of building and maintenance materials. The required additional external storage land area is approximately 1400 – 1500 square metres.

## 11.0 BACKGROUND (cont'd)

A summary of the required areas is as follows;

LAS Office Space	230 – 250 square metres
LAS Warehouse Space	350 – 450 square metres
City Assets Corporate Store	450 - 550 square metres
Total Office / Warehouse    Say	1250 - 1500 square metres
Plus	
LAS External / Other Storage Space	1400 – 1500 square metres
<b>Total Site Area Required</b>	<b>2650 - 3000 sq. metres</b>

The required ratio of external to internal space is quite unusual for a suburban industrial site and has proved to be difficult to satisfy within the market place. However, suitable premises have now been identified and are considered suitable by LAS and City Assets. The premises are located in Lathe Street Virginia immediately adjoining the Virginia Bus Depot site and with the ability to access vacant Council land for the external storage and yard facilities (refer Attachment 2).

The current intention is to secure the building space of some 1500 square metres at 7 Lathe Street Virginia and to utilise the adjoining Council owned vacant land for the balance external storage and yard area required.

There is an urgent need to secure the Lathe Street property as no other options have been identified. The cost of leasing the premises is subject to final negotiation, but will be less than <sup>redacted</sup> per square metre per annum gross plus GST. This rate is considered reasonable and compares favourably with general industrial lease rates in the area.

## 12.0 CONSULTATION

- Councillor Kim Flesser, Chairperson, Finance Committee.
- Councillor Maureen Hayes, Grange Ward.
- Paul Grove, A/Manager, City Assets Branch, City Governance.
- Rob Merker, LAS Regional Manager North.

All consulted are in agreement with the recommendation.

### 13.0 IMPLICATIONS OF PROPOSAL

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

### 14.0 COMMERCIAL IN CONFIDENCE

No.

### 15.0 CORPORATE PLAN IMPACT

Corporate Vision Theme:	Smart and Prosperous City.
Council program:	City Governance.
Service focus:	Manage Council's finances and assets effectively to provide the best value for money for ratepayers.

### 16.0 CUSTOMER IMPACT

Nil.

### 17.0 ENVIRONMENTAL IMPACT

Nil.

### 18.0 POLICY IMPACT

Nil.

### 19.0 FINANCIAL IMPACT

#### 19.1 Budget Impact:

The cost of relocating from McDonald Road has been allowed for in the 2004/05 Corporate Accommodation Program. Ongoing lease costs have been allowed for in the City Assets Rental Budget submission for 2005/06.

#### 19.2 Taxation Issues:

Nil

### 19.3 Risk Assessment:

No adverse risks have been identified. The relocation will remove the identified risk of partial or total structural failure of the existing McDonald Road building, as identified by a qualified structural engineer.

### 20.0 HUMAN RESOURCE IMPACT

Nil.

### 21.0 URGENCY

In the normal course of business.

### 22.0 PUBLICITY / MARKETING STRATEGY

None required.

### 23.0 OPTIONS

**Option 1** Approve the recommendation.

**Option 2** Not approve the recommendation.

**Option 1** is the preferred option.

BCC PUBLICATION SCHEME  
10 YEAR RELEASE



1.0 FILE NUMBER: 234/70/47

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE:

Nominations for the chair of the Brisbane Inner City Advisory Committee (BICAC)

3.0 ISSUE/PURPOSE

The purpose of this submission is to finalise the selection of an independent chairperson for BICAC.

4.0 PROPONENT

Terry Hogan, Divisional Manager, Urban Management ext 34640

5.0 SUBMISSION PREPARED BY

Michael Papageorgiou, Manager City Planning, MCP, ext 34220

6.0 DATE

19 April 2005

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C approval

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

No

9.0 RECOMMENDATION

That E&C advise of their preferred candidate.

10.0 DIVISIONAL MANAGER

*support  
Brendan  
Gleeson*

**APPROVED**

29 APR 2005

Lord Mayor

*goc*  
*[Signature]*

*[Signature]*

Terry Hogan  
Divisional Manager  
URBAN MANAGEMENT

*[Signature]*

Hayden Wright  
A/Divisional Manager  
COMMUNITY & ECONOMIC  
DEVELOPMENT

Recommend Accordingly

BCC 10 YEAR RELEASE SCHEME

ACTION TAKEN  
29 APR 2005  
TOWN CLERK  
MCP  
RECEIVED  
29 APR 2005  
COUNCIL SECTION

## 11.0 BACKGROUND

In December E&C approved the establishment of new arrangements for community engagement and cross government coordination for the Inner City Renewal projects including the CBD Master Plan, the Inner City Place Program and the West End Woolloongabba Local Plan.

The new arrangements involved the establishment of a Brisbane Inner City Community Advisory Committee (BICAC) to improve coordination, integrated planning and the delivery of Council and State Government projects and programs. The initial focus will be integrated planning including high quality development and design, community services, facilities and affordable housing. Other issues, such as transport, could be raised by stakeholders or the community during the life of this committee.

It is recommended that the Chair for the BICAC be appointed as soon as possible in order to facilitate the establishment of the committee. The qualities required for the position include:

- High level chairing skills and the ability to bring diverse stakeholders to the table
- Highly developed knowledge of integrated urban planning, urban renewal, and social planning
- Highly developed skills in building cross-sectoral partnerships and alliances
- Demonstrated ability in community engagement
- Demonstrated ability to work effectively with political decision makers and senior public servants.

The following names are put forward for your consideration (see attachment 1):

1. [redacted]
2. Professor Brendan Gleeson: School of Environmental Planning, Griffith University
3. [redacted]
4. [redacted]

## 12.0 CONSULTATION

The nominees have been canvassed as potential candidates. The Deputy Mayor and the Lord Mayor's advisors have been contacted to confirm the final list of nominees.

## 13.0 IMPLICATIONS OF PROPOSAL

The selection of the chair is an essential step in establishing the BICAC.

**14.0 COMMERCIAL IN CONFIDENCE**

N/A

**15.0 CORPORATE PLAN IMPACT**

Consistent with Corporate Plan Vision, especially the Inclusive City theme.

**16.0 CUSTOMER IMPACT**

This initiative provides for innovative community engagement initiatives

**17.0 ENVIRONMENTAL IMPACT**

This initiative is consistent with the Ecological Sustainability objectives of IPA and of City Plan.

**18.0 POLICY IMPACT**

The establishment of BICAC is intended to improve policy coordination for inner Brisbane projects.

**19.0 FINANCIAL IMPACT**

The establishment of the BICAC is funded this financial year.

**20.0 HUMAN RESOURCE IMPACT**

The BICAC will be serviced from City Planning Branch.

**21.0 URGENCY**

This position needs to be confirmed prior to sending out invitations to the State Government and to other proposed members of BICAC.

**22.0 PUBLICITY/MARKETING**

No publicity is proposed until after the selected candidate confirms acceptance of the role.

**23.0 OPTIONS**

Option 1 - That E&C select an independent chair person for BICAC from the preferred candidates proposed here.

Option 2 - That all four nominations be rejected.

**Option 1 is the preferred option.**

1.0 FILE NUMBER: 240/7-2004/2005

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Contracts to Provide Professional Services - Report for January 2005

3.0 ISSUE / PURPOSE

The purpose of this submission is to seek E&C approval for the consultancies commissioned in January 2005.

4.0 PROPONENT

Jude Munro  
Chief Executive Officer

RECEIVED

29 APR 2005

COMMITTEE SECTION

5.0 SUBMISSION PREPARED BY

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

ACTION TAKEN

29 APR 2005

TOWN CLERK

*Pamceo*

6.0 DATE

15 April 2005

7.0 FOR E & C APPROVAL OR RECOMMENDATION TO COUNCIL?

For E&C approval.

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

No.

9.0 RECOMMENDATION

That E&C note the report for the consultancies commissioned during the month of January 2005 as attached.

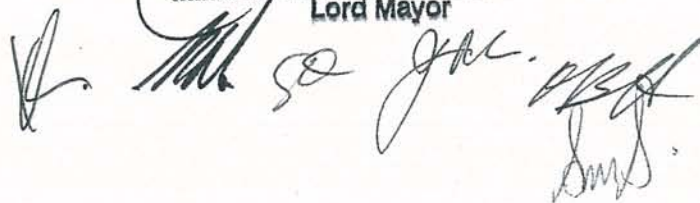
10.0



Jude Munro  
CHIEF EXECUTIVE OFFICER

**APPROVED**

29 APR 2005

  
Lord Mayor

**11.0 BACKGROUND**

Council Resolution 1,564/1990/91 requires that a report listing consultancies be submitted to the Establishment & Co-ordination Committee at least quarterly. Reports detailing consultancy commitments of \$3,740,913.31 during the month of January 2005 are attached.

**12.0 CONSULTATION**

N/A

**13.0 IMPLICATIONS OF PROPOSAL**

N/A

**14.0 CORPORATE PLAN IMPACT**

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

**15.0 CUSTOMER IMPACT**

As addressed by Divisions.

**16.0 ENVIRONMENTAL IMPACT**

N/A

**17.0 POLICY IMPACT**

Compliance with reporting request.

**18.0 FUNDING IMPACT**

Expenses incurred through Divisional Consultancy Accounts.

**19.0 HUMAN RESOURCE IMPACT**

N/A

**20.0 URGENCY**

Normal course of business.

**21.0 PUBLICITY / MARKETING STRATEGY**

N/A

**22.0 OPTIONS**

N/A