

E&C Agenda – 4 FEBRUARY 2008

SUB NO.	FILE NO.	DIV.	TITLE	Result
04/02-01 M	204/6(16/P10)	Corporate Services	Monthly Project Report – November 2007	Yes
04/02-02 M	204/6(16/P10)	Corporate Services	Monthly Project Report – December 2007	Yes
04/02-03 WITHDRAWN	365/20-PN130/54	Corporate Services	Proposed New Lease for Visible Ink at 54 Berwick Street, Fortitude Valley	Withdrawn
04/02-04 HELD	24/1-Q/2007(1)	City Works	Graeme Martin (Manager Asphalt Operations), & Brad Willis (Fleet Maintenance Coordinator) – Learning and Development Opportunities in the USA.	Held
04/02-05 R	202/11-KA420/548	Corporate Services	Resumption of land for Park and Recreational Purposes at 548 Waterford Road, Ellen Grove	Yes
04/02-06 R	202/11-JB290/3063	Corporate Services	Resumption of land for Environmental Purposes at 3063 Ipswich Road, Wacol.	Yes
04/02-07 R	202/11-KS380/353	Corporate Services	Proposed Resumption of land for Road and a purpose incidental to Road Purposes 353 Old Northern Road, McDowall.	Yes
04/02-08 R	314/74-2007/2008	Customer Services & Community Services	Amendments to the 2007/2008 Budget Resolution and to the 2007/2008 Schedule of Fees and Charges for compliance assessments and inspections under the <i>Plumbing and Drainage Act 2002</i> .	Yes
04/02-09 M	21/10(18)	OLMCEO	Overseas Travel – Brisbane-Auckland Staff Exchange Program – Brisbane City Council Staff Exchange Officer to Auckland, New Zealand.	Yes
04/02-10 M	204/130(7)	City Business	City Parking Annual Performance Plan 2007-08 (Commercial in Confidence)	Yes
04/02-11 R	440/32/10-2004	City Business	Langlands Park Pool – Lease Amendment and Additional Improvements.	Yes
04/02-12 M	204/130(6)	City Business	City Business Annual Performance Plan 2007-08 (Commercial in Confidence)	Yes

E&C Agenda – 4 FEBRUARY 2008

SUB NO.	FILE NO.	DIV.	TITLE	Result
04/02-13 R	376/26-J(17)	City Policy & Strategy	Funding for the purchase of four (4) flood rescue boats for the Brisbane State Emergency Services (SES) unit.	Yes
04/02-14 R	314/73-2007/2008	Customer &* Community Services	Amendments to the 2007/08 Schedule of Fees and Charges for Food Safety Programs and Supervisors under the Food Act 2006.	Yes
04/02-15 M	99-61938(A1)	OLMCEO	Executive Service Role	Yes

Present

Lord Mayor Campbell Newman, Deputy Mayor DB Hinchliffe and Councillors J H Campbell, K Flesser, C E Bermingham, M Quirk and V Newton.

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.

SUBMISSION NUMBER

1.0 FILE NUMBER: 204/6(16/P10)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Monthly Project Report – November 2007

RECEIVED

04 FEB 2008

COMMITTEE SECTION

3.0 ISSUE/PURPOSE

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

ACTION TAKEN

04 FEB 2008

TOWN CLERK

Dm GRV

4.0 PROPONENT

Scott Stewart, Executive Manager - Major Projects, 3403 7652.

5.0 SUBMISSION PREPARED BY

Pierre Kapel, A/Divisional Manager, Corporate Services, 3403 4577.

6.0 DATE

20th December 2007

7.0 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

4 FEB 2008

9.0 RECOMMENDATION

That E&C accept the Monthly Project Report.

Lord Mayor

10.0 DIVISIONAL MANAGER

I Recommend Accordingly

CHIEF EXECUTIVE OFFICER

CHAIRPERSON _____

+Support / Reject the Recommendation/s. _____

If Reject – please state reasons:

Approved
At John [Signature]
CEB
Provided the Lord Mayor & Board chairperson are supportive, this submission may proceed to E&C for decision.
[Signature]
20-1-08

11.0 BACKGROUND

The **Project Report Summary** report, in Attachment A, has adopted a colour system to improve the identification of those projects that are reporting exceptions. If a project is reporting an exception (i.e. not on budget in 2007-08, not on time, not on estimate whole of project, scope changes or emerging issues), then the flag for that item will appear as red. If a project is not reporting an exception (i.e. on budget in 2007-08, on time, on estimate whole of project, no scope changes or no emerging issues), then the flag for that item will appear as green.

In the **E&C Monthly Project Report**, in Attachment B, all additional or new information can be identified under the *******NOVEMBER 2007 UPDATE******* heading.

12.0 CONSULTATION

Individual project reports are compiled by Project Reporters, in consultation with the relevant Project Managers, Program Managers/Business Unit Financial Controllers, Divisional/Executive Managers and Branch Managers.

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 Monthly Project Report for November 2007.

Option 2: Do not accept the report.

Option 1 is the preferred option.

BCC PUBLICATION SCHEME
10 YEAR RELEASE

SUBMISSION NUMBER

1.0 FILE NUMBER: 204/6(16/P10)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Monthly Project Report – December 2007

RECEIVED

04 FEB 2008

COMMITTEE SECTION

3.0 ISSUE/PURPOSE

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

ACTION TAKEN

4.0 PROPONENT

Scott Stewart, Executive Manager - Major Projects, 3403 7652.

04 FEB 2008

TOWN CLERK

Dm GRV

5.0 SUBMISSION PREPARED BY

Ian Maynard, Divisional Manager, Corporate Services, 3403 4577.

6.0 DATE

29th January, 2008

7.0 E & C APPROVAL OR RECOMMENDATION TO COUNCIL?

For E&C approval.

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

N/A.

9.0 RECOMMENDATION

That E&C accept the Monthly Project Report.

APPROVED

04 FEB 2008

Lord Mayor

10.0 DIVISIONAL MANAGER

Recommend Accordingly

CHIEF EXECUTIVE OFFICER

CHAIRPERSON _____

I-Support / ~~Reject~~ the Recommendation/s.

If Reject – please state reasons:

deed
provided the Lord Mayor & C&B Shadow Chairperson are supportive, this submission may proceed to E&C for decision.
K-9
25-1-08

11.0 BACKGROUND

The **Project Report Summary** report, in Attachment A, has adopted a colour system to improve the identification of those projects that are reporting exceptions. If a project is reporting an exception (i.e. not on budget in 2007-08, not on time, not on estimate whole of project, scope changes or emerging issues), then the flag for that item will appear as red. If a project is not reporting an exception (i.e. on budget in 2007-08, on time, on estimate whole of project, no scope changes or no emerging issues), then the flag for that item will appear as green.

In the **E&C Monthly Project Report**, in Attachment B, all additional or new information can be identified under the *******DECEMBER 2007 UPDATE******* heading.

12.0 CONSULTATION

Individual project reports are compiled by Project Reporters, in consultation with the relevant Project Managers, Program Managers/Business Unit Financial Controllers, Divisional/Executive Managers and Branch Managers.

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 Monthly Project Report for December 2007.

Option 2: Do not accept the report.

Option 1 is the preferred option.

BCC PUBLICATION SCHEME
10 YEAR RELEASE

1.0 FILE NUMBER: 21/10 (18)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Overseas Travel - Brisbane-Auckland Staff Exchange Program – Brisbane City Council Staff Exchange Officer to Auckland, New Zealand.

3.0 ISSUE/PURPOSE

To seek approval for completion of the Brisbane-Auckland Staff Exchange Program involving the reciprocal placement of one Council officer within the Auckland City Council Planning Area for work placement over the period 3 to 28 March 2008.

4.0 PROPONENT

Mr Hayden Wright, Executive Manager, Chief Executive's Office

ACTION TAKEN

04 FEB 2008

TOWN CLERK

5.0 SUBMISSION PREPARED BY

Ms Danielle Carey, Project Officer – International Collaborations, Ext 55264

APPROVED

6.0 DATE

January 18, 2008

4 FEB 2008

Lord Mayor

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

04 FEB 2008

9.0 RECOMMENDATION

COMMITTEE SECTION

Approval be granted for Mr Chris Crowley, Project Manager Strategic, City Plan Implementation, City Planning to travel to Auckland from 1 to 31 March 2008 for the purpose of participating in the Brisbane-Auckland Staff Exchange Program at an estimated cost of \$2,253.23.

Provided the Lord Mayor & Planning Chairperson are supportive, this submission may proceed to

10.0 DIVISIONAL MANAGER

Support / Reject the recommendation

(If reject, please state reasons).

Exc for decision

Hayden Wright
Hayden Wright
EXECUTIVE MANAGER
CHIEF EXECUTIVE'S OFFICE
Recommend Accordingly

Kim Flesser
Kim Flesser
CHAIRPERSON
FINANCE COMMITTEE

25-1-08

11.0 BACKGROUND

The Brisbane City Council is currently pursuing Staff Exchange programs with each of Brisbane's Sister Cities and other strategic cities within the Asia Pacific Region. To date, the Brisbane City Council has received inbound exchange teams from Semarang, Indonesia (1993); Shenzhen, China (1994-2006); Beijing, China (1995/6); Kaohsiung, Taiwan (2000-2005); Auckland, New Zealand (2002); and Daejeon, Korea (2004). Outbound exchange teams have undertaken placements in Semarang (1994), Beijing (1995), Shenzhen (1996 and 2005), Kaohsiung (2005), Daejeon (2006) and Kobe (2006).

The Sister Cities Staff Exchange program with Auckland, New Zealand was first initiated in 2007 with Brisbane City Council hosting an officer from Auckland City Council for a one (1) month placement.

The successful candidate from within Brisbane City Council has been sourced through an Expression of Interest process. The Divisional Manager has given his approval to release Mr Chris Crowley, City Plan Implementation Team Leader, Strategic Planning Branch, City Planning Division to participate in the Program.

Objectives of the Staff Exchange Program

The Sister Cities Staff Exchange Program contributes to the vision of the Brisbane City Council – to be the most efficient, effective and customer-oriented organisation in the Asia Pacific region, through the development of:

- mutually beneficial business, economic and cultural relationships and commercial opportunities for Brisbane City Council and/or the City of Brisbane;
- strategic alliances with overseas organisations
- a favourable profile and reputation of the Brisbane City Council and the City of Brisbane;
- a global perspective within the Brisbane City Council workforce,
- the skills, knowledge and abilities of employees to meet career developmental needs.

Travel Arrangements

It is proposed that the staff exchange officer will depart Brisbane on 1 March 2007 arriving in Auckland the same day. He will commence work on the 3 March 2008 with the Auckland City Council for a four (4) week period. The work placement is due to conclude on 28 March 2008.

12.0 CONSULTATION

- Auckland City Council
- Peter Rule, Manager, Lord Mayor's Administration Office
- Terry Hogan, Divisional Manager, City Policy and Strategy
- Robert Hunt, International Relations Manager, Lord Mayor's Administration Office
- Michael Papageorgiou, Manager, City Planning
- Brisbane-Auckland Sister City Committee

All are in agreement with the recommendations.

Councillor Flesser, Councillor de Wit and Fiona Procter, Policy Adviser, Lord Mayor's Office have been consulted and are not opposed to this submission going forward for consideration by the E&C Committee.

13.0 IMPLICATIONS OF PROPOSAL

Auckland City Council and Brisbane City Council experience high rates of population and economic growth compared to other cities in their countries. Planning plays a key role in managing growth to ensure positive outcomes for communities.

In 2007 the Brisbane and Auckland City Councils embarked on a reciprocal staff exchange program quarantined to the City Planning areas of each Council to research the key areas of growth management, neighbourhood planning/urban renewal, urban landscapes and ecology in both Brisbane and Auckland. Brisbane City Council hosted a staff member from Auckland City Council's Planning Group last year.

Positioning the Brisbane City Council officer in Auckland will be invaluable to the enhancement of the Brisbane-Auckland relationship, which will celebrate its 20th anniversary this year. As part of the celebrations the Lord Mayor will lead a Business Mission to Auckland in October and Auckland City Mayor, Mr John Banks will reciprocate with a Business Mission to Brisbane sometime during 2008.

14.0 COMMERCIAL-IN-CONFIDENCE

Nil.

15.0 CORPORATE PLAN IMPACT

The proposal contributes to the Regional and World City strategy by progressing actions:

- 6.3 Build relationships with targeted international city governments and agencies;
- 6.4 Export our 'know how' and intellectual capital for commercial and mentoring purposes;
- 6.5 Enhance the capabilities of the Asia Pacific networks.

16.0 CUSTOMER IMPACT

Nil.

17.0 ENVIRONMENTAL IMPACT

Nil

18.0 POLICY IMPACT

Nil

19.0 FINANCIAL IMPACT

Staff Exchange Program

The following expenses for the officer will be covered by the International Relations Staff Exchange program budget:

- Return economy class airfare \$853.23
- Living allowances \$1400.00

Total costs are not expected to exceed \$2,253.23 and are available within vote code: 1.01.1511.226.816.000.XXX.000.00.

BCC Divisions

The BCC Staff Exchange Officer will continue to be paid his normal salary throughout the work placement. Salary and any associated backfilling expenses are the responsibility of the substantive Division.

Auckland City Council

Auckland City Council will cover costs for official entertainment and hospitality, and work placements.

20.0 HUMAN RESOURCE IMPACT

The Divisional Manager will be responsible for any decision to backfill and subsequent arrangements for replacement staff.

21.0 URGENCY

Urgent, to allow for travel arrangements to be made.

22.0 PUBLICITY/MARKETING STRATEGY

At discretion of the Lord Mayor in line with corporate guidelines.

23.0 OPTIONS

- (1) Approve the recommendation.
- (2) Amend the recommendation.
- (3) Not approve the recommendation.

Option (1) is the preferred option.

BCC PUBLICATION SCHEME
10 YEAR RELEASE

1.0 File number

E & C 04 / 02 / 10 .

204/130(7)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 Title

City Parking Annual Performance Plan 2007-08
(Commercial in Confidence)

3.0 Issue/purpose

The purpose of this submission is to seek the Committee's approval for the Annual Performance Plan 2007-08 for City Parking.

4.0 Proponent

Mary Shortland
Acting Divisional Manager City Business

5.0 Submission prepared by

Kevin Sinclair, Manager Enabling Services (ext, 74911)

6.0 Date

29 January 2008

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 2007-08 Annual Performance Plan for City Parking.

Chairperson

I Support / Reject the recommendation. *IF THE LORD MAYOR & SHADOW CHAIRPERSON ARE SUPPORTIVE, THIS SUBMISSION MAY PROCEED TO E&C FOR DECISION.*
If reject, please state reasons

Signed
Chair Water and City Business Committee

10.0 Divisional Manager


Mary Shortland
ACTING DIVISIONAL MANAGER
City Business

I Recommend Accordingly


CHIEF EXECUTIVE OFFICER

RECEIVED

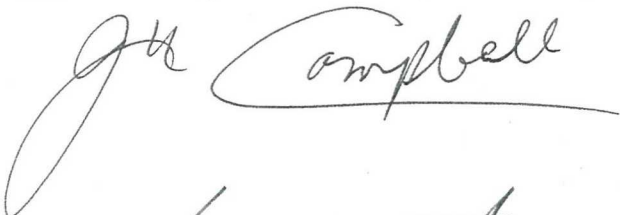
04 FEB 2008

COMMITTEE SECTION

ACTION TAKEN

04 FEB 2008

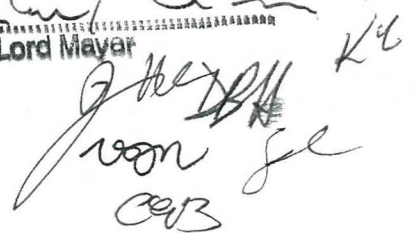
CFs on
TOWN CLERK



APPROVED

04 FEB 2008

Lord Mayor



11.0 Background

The Council, having considered a Public Benefit Assessment, resolved to establish City Parking as a commercialised business unit under Chapter 8 of the Local Government Act for the purpose of delivering car parking management services to the City of Brisbane and other contracted customers.

The Act required City Parking to have an Annual Performance Plan which includes specific matters. This Plan has been prepared to meet the mandatory requirements of the Local Government Act and the City of Brisbane Regulations. It covers the period 1 July 2007 to 30 June 2008 and has been endorsed by the City Business Advisory Board.

Under the legislation, Council or a Council delegate is required to sign off on the Performance Plans. Council has delegated E&C with the authority to sign off on Performance Plans.

12.0 Consultation

- Councillor John Campbell, Chair Water and City Business Committee
- Councillor Jane Prentice, Shadow Chair, Water and City Business Committee
- Chair and members, City Business Advisory Board
- Chief Executive Officer

Are in agreement with the submission proceeding to E&C.

13.0 Implications of proposal

There are no negative impacts. The Performance Plan sets out the objectives and key performance indicators for City Parking for the 2007-08 financial year. The City Business Advisory Board will use the Annual Performance Plan to assist in their monitoring of City Parking's performance during the 2007-08 financial year.

14.0 Commercial in confidence

Yes

15.0 Vision/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 strategy

BCC 10 YEAR RELEASE SCHEME

Nil

23.0 Options

Option 1: Approve the recommendation

Option 2: Not approve the recommendation

Option 1 is the preferred option.

NB: If the officer's recommendation is not followed, then the reasons for departure from that recommendation should be recorded here.

BCC PUBLICATION SCHEME
10 YEAR RELEASE

1.0 File number

204/130(6)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 Title

City Business Annual Performance Plan 2007-08
(Commercial in Confidence)

3.0 Issue/purpose

The purpose of this submission is to seek the Committee's approval for the Annual Performance Plan 2007-08 for City Business.

4.0 Proponent

Mary Shortland
Acting Divisional Manager City Business

ACTION TAKEN

04 FEB 2008

CF50m

TOWN CLERK

5.0 Submission prepared by

Kevin Sinclair, Manager Enabling Services (ext, 74911)

6.0 Date

29 January 2008

RECEIVED

04 FEB 2008

7.0 For E&C approval or recommendation to Council

For E&C approval.

COMMITTEE SECTION

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 2007-08 Annual Performance Plan for City Business.

Chairperson

*IF THE LORD MAYOR & SHADOW CHAIRPERSON ARE SUPPORTIVE,
THIS SUBMISSION MAY PROCEED TO E&C FOR DECISION.*

I Support / Reject the recommendation.

If reject, please state reasons

Signed

Chair Water and City Business Committee

10.0 Divisional Manager

Mary Shortland
ACTING DIVISIONAL MANAGER
City Business

APPROVED

04 FEB 2008

Lord Mayor

I Recommend Accordingly

CHIEF EXECUTIVE OFFICER

11.0 Background

The Council has resolved to establish City Business as a Business Unit for the purpose of delivering a range of products and services to the City of Brisbane and other contracted customers.

City Business is not commercialised activity under Chapter 8 of the Local Government Act, and is not required under the legislation to have an annual performance plan. For uniformity within the Business Group, City Business will have an annual performance plan that conforms to the legislation. This Plan has been prepared to meet the mandatory requirements of the Local Government Act and the City of Business Regulations. It covers the period 1 July 2007 to 30 June 2008 and has been endorsed by the City Business Advisory Board.

Under the legislation, Council or a Council delegate is required to sign off on the Performance Plans Council has delegated E&C with the authority to sign off on Performance Plans.

12.0 Consultation

- Councillor John Campbell, Chair Water and City Business Committee
- Councillor Jane Prentice, Shadow Chair, Water and City Business Committee
- Chair and members, City Business Advisory Board
- Chief Executive Officer

Are in agreement with the report proceeding to E&C.

13.0 Implications of proposal

There are no negative impacts. The Performance Plan sets out the objectives and key performance indicators for City Business for the 2007-08 financial year. The City Business Advisory Board will use the Annual Performance Plan to assist in their monitoring of City Business's performance during the 2007-08 financial year.

14.0 Commercial in confidence

Yes

15.0 Vision/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 strategy

Nil

23.0 Options

Option 1: *Approve the recommendation*

Option 2: *Not approve the recommendation*

Option 1 is the preferred option.

NB: If the officer's recommendation is not followed, then the reasons for departure from that recommendation should be recorded here.

BCC PUBLICATION SCHEME
10 YEAR RELEASE

1.0 FILE NUMBER: 99-61938(A1)

SUBMISSION TO THE ESTABLISHMENT AND COORDINATION COMMITTEE

2.0 TITLE

Human Resource Manager, Brisbane Transport (Executive Service Role).

3.0 ISSUE/PURPOSE

To reclassify an existing Senior Officer position as an Executive Service position and to formally appoint the incumbent to the role.

4.0 PROPONENT

Jude Munro, Chief Executive Officer

5.0 SUBMISSION PREPARED BY

David Simons, Acting Executive Officer to Executive Manager (EOEMCEO) ext. 36773.

6.0 DATE

25 January 2008

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For approval by E&C

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


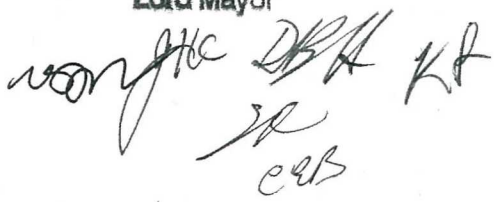
No.

9.0 RECOMMENDATION

That the existing Senior Officer role of Human Resource Manager, Brisbane Transport, be reclassified as an Executive Service position and that the incumbent, Mr Greg Newman, be formally appointed to the role.

10.0 **Jude Munro**
CHIEF EXECUTIVE OFFICER



APPROVED
4 FEB 2008

Lord Mayor


BCC PUBLICATIONS SCHEME
10 YEAR RELEASE

11.0 BACKGROUND

The existing role of Human Resource Manager, Brisbane Transport is currently classified as a Senior Officer role.

As the role has increased in scope and responsibilities since it was last evaluated in 2002 and increased to SOS4, the Chief Executive Officer requested that the role be converted to Senior Executive Service level.

A review of the role indicates that it is more appropriately classified as a SES role. Therefore it is recommended that the role be reclassified to SES. The present incumbent, Mr Greg Newman, has performed very satisfactorily in the role and therefore it is further recommended that he be formally appointed to the reclassified role.

12.0 CONSULTATION

Chief Executive Officer
Divisional Manager, Brisbane Transport
Executive Manager, Office of the Chief Executive

All are in agreement.

13.0 IMPLICATIONS OF PROPOSAL

Nil.

14.0 COMMERCIAL IN CONFIDENCE

Nil

15.0 CORPORATE PLAN IMPACT

Nil.

16.0 CUSTOMER IMPACT

Nil.

17.0 ENVIRONMENTAL IMPACT

Nil.

18.0 POLICY IMPACT

Nil.

19.0 FUNDING IMPACT

Funding would be available from within the existing Divisional budget.

20.0 HUMAN RESOURCE IMPACT

Nil.

21.0 URGENCY

In the normal course of business.

22.0 PUBLICITY/MARKETING STRATEGY

Nil.

23.0 OPTIONS

1. That the existing Senior Officer role of Human Resources Manager, Brisbane Transport, be reclassified as an Executive Service position and that the incumbent, Mr Greg Newman, be formally appointed to the role.
2. That the existing role of Human Resources Manager remains as a Senior Officer role.

Option 1. is the preferred option.

BCC PUBLICATION SCHEME
10 YEAR RELEASE

E&C RESULTS – 11 FEBRUARY 2008

SUB NO.	FILE NO.	DIV.	TITLE	Result
11/02-01 m	240/7-2006/2007	OLMCEO	Contracts to provide Professional Services- Report for November 2007	Yes
11/02-02 m	234/70/437	OLMCEO	Appointment for Andrew Chesterman, Manager Corporate Improvement and Strategic Planning, to act as alternate director for Jude Munro (appointed Australia TradeCoast Board Member) for the Australia TradeCoast Board	Yes
11/02-03 Held	365/6(27/P1)	Corporate Services	Surrender of the current Lease and entry into a new Lease for Sunnybank Hills Library.	Held
11/02-04 m	201/70-M	City Business	City Business Divisional Incentive Scheme	Yes
11/02-05 m	24/1-Q/2007(1)	City Works	Graeme Martin (Manager Asphalt Operations), and Brad Willis (Fleet Maintenance Co-ordinator)- Learning and Development Opportunities in the USA.	Yes

Present: Lord Mayor, Campbell Newman, D B Hinchliffe, J H Campbell, H Abrahams, K Flesser, C Bermingham and G M Quirk

BCC PUBLIC INFORMATION 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.

1.0 File number
240/7-2006/2007

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 Title
Contracts to Provide Professional Services - Report for November 2007

RECEIVED
11 FEB 2008

3.0 Issue/purpose
To seek E&C approval for the consultancies commissioned in November 2007

COMMITTEE SECTION

4.0 Proponent
Hayden Wright, Executive Manager, Chief Executive's Office

ACTION TAKEN

11 FEB 2008

5.0 Submission prepared by
Lana Milne, PAMCEO, Office of the Chief Executive, Ext 36486

TOWN CLERK

PAMCEO

6.0 Date
4 February 2008

APPROVED

11 FEB 2008

7.0 For E&C approval or recommendation to Council
For E&C approval.

Lord Mayor

8.0 If for recommendation to Council, is a Council resolution required under an Act or Local Law?
No.

CAB

RV

9.0 Recommendation
That E&C note the report for the consultancies commissioned during the month of November 2007 as attached.

10.0 Divisional Manager & Chairperson

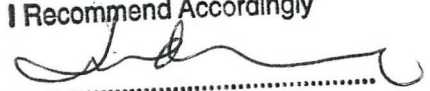
I Support / Reject the Recommendation/s:


(If Reject - please state reasons)


Hayden Wright
Executive Manager, CEO's Office
OLMCEO Division

Kim Flesser
Chairperson
Finance Committee

I Recommend Accordingly


CHIEF EXECUTIVE OFFICER

Provided the Lord Mayor and
Chairperson are supportive
this submission may proceed
to E&C for consideration


11.0 Background

Council Resolution 1,564/1990/91 requires that a report listing consultancies be submitted to the Establishment & Co-ordination Committee at least quarterly. Reports detailing consultancy commitments of \$2,372,869.38 during the month of November 2007 are attached.

12.0 Consultation

- Councillor Kim Flesser, Chairperson Finance Committee
- David Askern, Manager Brisbane City Legal Practice
- Jude Munro, Chief Executive Officer

Agree that this submission can go forward for consideration by E&C.

13.0 Implications of proposal

N/A

14.0 Commercial in confidence

N/A

15.0 Vision/Corporate Plan impact

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

16.0 Customer impact

As addressed by Divisions.

17.0 Environmental impact

N/A

18.0 Policy impact

Compliance with reporting request.

19.0 Financial impact

Expenses incurred through Divisional Consultancy Accounts.

20.0 Human resource impact

N/A

21.0 Urgency

Normal course of business.

22.0 Publicity/marketing strategy

N/A

23.0 Options

N/A

1.0 FILE NUMBER: 234/70/437

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Appointment for Andrew Chesterman, Manager Corporate Improvement and Strategic Planning, to act as alternate director for Jude Munro (appointed Australia TradeCoast Board Member) for the Australia TradeCoast Board.

3.0 ISSUE/PURPOSE

The purpose of this submission is to seek E&C approval to support the alternate director appointment of Andrew Chesterman, to the Australia TradeCoast Board.

4.0 PROPONENT

Hayden Wright
Executive Manager
Chief Executive's Office (Ext 34151)

RECEIVED

11 FEB 2008

5.0 SUBMISSION PREPARED BY

Andrew Chesterman
Manager
Corporate Improvement and Strategic Planning (Ext 35500)

COMMITTEE SECTION

6.0 DATE

23 January 2008

ACTION TAKEN

11 FEB 2008

TOWN CLERK

mclp

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

That E&C:

- 1. Appoint Andrew Chesterman, Manager, Corporate Improvement and Strategic Planning, to act as alternate director for Jude Munro to the Australia TradeCoast Board.

10.0 DIVISIONAL MANAGER

I support / Reject the Recommendation/s.
If Reject – please state reasons:

[Signature]
 Hayden Wright
 Executive Manager
 Chief Executive's Office

Councillor ~~Kim Flesser~~ *David Henschke*
 Chairperson Finance Committee
Eco Dev.

I Recommend Accordingly
[Signature]
 CHIEF EXECUTIVE OFFICER

APPROVED

11 FEB 2008

Lord Mayor

[Signature]
[Signature]
[Signature]
 K7
 C95

BCC PUBLICATION RELEASE SCHEME
10 YEAR RELEASE

11.0 BACKGROUND

Australia TradeCoast Limited

Brisbane's Australia TradeCoast is the fastest growing industry and trade precinct in Australia. There have been more than 100 new industrial developments in five years, more than \$1 billion in infrastructure development in five years and it is home to Australia's fastest growing port and airport.

Australia TradeCoast is backed by four of the state's most powerful industry leaders - Queensland's Department of State Development, Brisbane Marketing, Brisbane Airport Corporation and Port of Brisbane Corporation.

On 16 November 2007, Jude Munro sought approval from David Harrison (Chairman, Australia TradeCoast) for Andrew Chesterman to act as her alternate director to the Australian TradeCoast Board.

Andrew joined Council in 2002 and is currently the Manager of Corporate Improvement & Strategic Planning.

Prior to this Andrew was a Management Consultant for SMS Consulting Group in Melbourne, Corporate Analyst and Project Manager at Darebin City Council and Contract Manager for Maidstone Borough Council in the UK.

Before joining local government in 1994, Andrew worked in environmental science, education and Coastal Planning.

Andrew is a Graduate of the Australian Institute of Company Directors and has tertiary qualifications in environmental management, land use planning and education.

To act as alternate director for the CEO will also provide a significant development opportunity for Andrew.

While Jude Munro is currently a member of the Australia TradeCoast Board there may be occasions when Ms Munro is unavailable, therefore it is considered that appointment of Andrew Chesterman as an alternate director for CEO Jude Munro is appropriate.

12.0 CONSULTATION

Chief Executive Officer, Jude Munro
Executive Manager, OLMCEO, Hayden Wright
Both are in agreement with the recommendation.

13.0 IMPLICATIONS OF PROPOSAL

Nil.

14.0 CORPORATE PLAN IMPACT

Nil.

15.0 CUSTOMER IMPACT

Nil.

16.0 ENVIRONMENTAL IMPACT

Nil.

17.0 POLICY IMPACT

Nil.

18.0 FINANCIAL IMPACT

Nil.

19.0 HUMAN RESOURCE IMPACT

Nil.

20.0 URGENCY

In the normal course of business.

21.0 PUBLICITY/MARKETING STRATEGY

Nil.

22.0 OPTIONS

Option (1) Approve the recommendation.

Option (2) Not approve the recommendation.

Option 1 is the preferred option.

1.0 File number

201/70-M

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 Title

City Business Division Incentive Scheme

RECEIVED

11 FEB 2008

3.0 Issue/purpose

The approval of the continuation of the Safety Incentive Scheme in City Business Division.

COMMITTEE SECTION

4.0 Proponent

Mary Shortland, Acting Divisional Manager, City Business.

ACTION TAKEN

11 FEB 2008

5.0 Submission prepared by

Kevin Sinclair, Manager Enabling Services, City Business (ext. 74911).

TOWN CLERK *CFSM*

6.0 Date

30 January 2008.

APPROVED

1/1 FEB 2008

7.0 For E&C approval or recommendation to Council

For E&C approval.

[Signature]
Lord Mayor

8.0 If for recommendation to Council, is a Council resolution required under an Act or Local Law?

No.

[Handwritten initials: JHC, RT, CB]

9.0 Recommendation

That E&C grant approval for the continuation of the Safety Incentive Scheme within City Business Division for 18 months commencing 1 January 2008 as outlined below:-

- (a) \$500 to be donated when a monthly target of zero lost time injuries (LTIs) for the month is met; and
- (b) \$2,500 when the annual target of lost time injury frequency rate (LTIFR) of nine is achieved for the period 2008-09;
- (c) the beneficiary of such payments to be Gareema.

Chairperson

IF THE LORD MAYOR & SHADOW CHAIRPERSON ARE SUPPORTIVE, THIS SUBMISSION MAY PROCEED TO E&C FOR DECISION

Support / Reject the recommendation.

If reject, please state reasons.

[Signature: John Campbell]

Signed Councillor John Campbell
Chair Water and City Business Committee

10.0 Divisional Manager

I Recommend Accordingly

[Signature]
CHIEF EXECUTIVE OFFICER

[Signature: Mary Shortland]
Mary Shortland
ACTING DIVISIONAL MANAGER
City Business

BC CO-OPERATION RELEASE YEAR 70

11.0 Background

The Safety Incentive Scheme in City Business has been in continuous operation since 1 July 2002.

Under that Scheme, City Business makes donations to an appropriate charity when specified monthly and annual safety targets are met by City Business staff.

Since inception, the Scheme has proven effective in the improvement of the safety performance of City Business. The sole beneficiary of the Scheme to date has been "Gareema" a refuge, run by Save the Children Fund, for women and children escaping domestic violence.

City Business was partnered with Gareema through Australia's CEO Challenge initiative.

Past amounts paid to Gareema under the Scheme to date are as follows:

2002 – 2003: \$1,500
2003 – 2004: \$1,500
2004 – 2005: \$ 500
2005 – 2006: \$1,000
2006 – 2007: \$2,000

City Business is now seeking approval to continue the incentive scheme with Gareema as the sole beneficiary.

The incentive scheme provides for:-

- (d) \$500 to be donated when a monthly target of zero lost time injuries (LTIs) for the month is met; and
- (e) \$2,500 when the annual target of lost time injury frequency rate (LTIFR) of nine is achieved for the period 2008-09.

If all monthly and annual targets are achieved a potential sum of \$8,500 will be paid to Gareema.

The safety information relating to the incentive scheme is as follows:

LTIFR as at:	LTIFR	Lost Productivity
June 2002	18.67	0.20
June 2003	16.71	0.21
June 2004	15.74	0.17
June 2005	23.95	0.14
June 2006	12.99 (estimated)	n/a
December 2007	11.72 (estimated)	n/a

City Business Lost Time Injury Frequency Rate continues to decline partly as a result of the Safety Incentive Scheme.

Direct financial outcomes also accrue to Council and City Business through the reduction in both lost productivity and Workers' Compensation claim costs.

It is expected that continued improvements in injury prevention and severity reduction will see these costs continuing a downward trend.

Besides the direct cost savings, unquantified indirect cost savings include the following:

- Less time spent on accident investigations.
- Less supervisory time spent on assisting injured workers with treatment, organising and training replacement staff, and managing rehabilitation.
- Less rehabilitation costs.
- Less equipment down time.

- As a result of improved Workers' Compensation claims history, there will be a reduction in forward liability set by the City WorkCover actuary for potential workers' compensation claims. To achieve the full benefit will require several years of sustained improvement.
- Indirect costs are usually estimated at four to eight times the direct costs.

The Safety Incentive Scheme is just one of the many initiatives that contribute to improved safety performance within the Division.

Safety management continues to be a high priority in all areas and the development and maintenance of safety management systems across the Division, a commitment to Zero Harm and the inclusion of clear LTIFR reduction targets are set in the City Business Strategic and Business Plans.

12.0 Consultation

- Lord Mayor's Office
- Councillor John Campbell, Chair Water and City Business Committee
- City Business Advisory Board
- City Business Divisional Management Team
- Councillor Jane Prentice, Shadow Chair, Water and City Business Committee

13.0 Implications of proposal

The proposal may not only have direct benefits for City Business Division in terms of safety and financial performance, but should also make a positive contribution to women and children in domestic violence situations. This is consistent with Council's values and priorities.

14.0 Commercial in confidence

Yes

15.0 Vision/Corporate Plan impact

Nil

16.0 Customer impact

There will be a positive impact on customer service through improved staff morale.

17.0 Environmental impact

Nil

18.0 Policy impact

Nil

19.0 Financial impact

A significant reduction in the LTIFR for the Division will lead to a significant reduction in the Workers Compensation budget allocation.

Workers' Compensation budget by year is as follows:

2003/04	\$763.5K	
2004/05	\$785K	
2005/06	\$717K (excl. City Fleet)	\$806K (incl. City Fleet)
2006/07	\$669K (excl. City Fleet)	\$713K (incl. City Fleet)
2007/08	\$612K (excl. City Fleet)	\$734K (incl. City Fleet)

20.0 Human resource impact

Lost time injuries should reduce.

21.0 Urgency

In the normal course of business.

22.0 Publicity/marketing strategy

Gareema will provide public recognition of Council's support for one of their refuges.

23.0 Options

Option 1: Approve the recommendation.

Option 2: Not approve the recommendation.

Option 1 is the preferred option.

NB: If the officer's recommendation is not followed, then the reasons for departure from that recommendation should be recorded here.

BCC PUBLICATION SCHEME
10 YEAR RELEASE

1.0 FILE NUMBER:24/1-Q/2007(1)

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

2.0 TITLE

Graeme Martin (Manager Asphalt Operations), & Brad Willis (Fleet Maintenance Co-ordinator) – Learning and Development Opportunities in the USA.

3.0 ISSUE/PURPOSE

To consider a request for Graeme Martin and Brad Willis to undertake Learning and Development Opportunities in the USA comprising the Construction Machinery Expo, Factory & Site Visitations, Prospective Procurement Assessment / market research and Specialised Training.

4.0 PROPONENT

Wayne O'Malley
Divisional Manager, Brisbane CityWorks

5.0 SUBMISSION PREPARED BY

Georgina Bickell, Personal Assistant to the Manager, Asphalt Operations, Brisbane CityWorks (PAQMAO ext 31044)

6.0 DATE

29 October 2007 updated 29 January 2008

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C approval

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

N/A

9.0 RECOMMENDATION

That Civic Cabinet approve the overseas travel for Brad Willis and Graeme Martin to participate and attend all aspects of the trip 'Learning and Development Opportunities in the USA'. The recommendation is to approve the itinerary and the budget of the trip, which commences on the 9th March 2008 and concludes on 24th March 2008 and has a total estimated cost of \$31,000.

10.0 DIVISIONAL MANAGER AND CHAIRPERSON

Support / Reject the Recommendations

IF THE LORD MAYOR & SHADOW CHAIRPERSON ARE SUPPORTIVE, THIS SUBMISSION MAY PROCEED TO E&C FOR DECISION.

Wayne O'Malley
Divisional Manager, Brisbane City Works

Cr John Campbell
Chairperson, Water and City Businesses

I Recommend Accordingly

CHIEF EXECUTIVE OFFICER

APPROVED
11 FEB 2008

Lord Mayor

BC 70 YEAR PUBLICATIONS RELEASE SCHEME

RECEIVED
11 FEB 2008
COMMITTEE SECTION

ACTION TAKEN
11 FEB 2008
TOWN CLERK

PAQMAO

11.0 BACKGROUND

The Council's Asphalt Operation Group is responsible for laying approximately 5% of Australia's total asphalt production into Bituminous Pavements. Council operates a modern fleet of five paving machines that provide road resurfacing and rehabilitation services for a 5,600km road network in Brisbane. These machines are also used in an increasing external market generating revenue for Brisbane City Works via contract Main Roads activities. Annual machine throughput is in the vicinity of 70,000 tonne per year making BCC Asphalt Operations one of the highest utilisers within the South East Asian Region.

Several aspects of the trip will now be explained in further detail.

ConExpo - Con/Agg

Every three years the Conexpo-Conagg Construction Machinery Exposition is held in the United States. The Expo showcases the latest in equipment, product design, technological advances and informative seminars for the construction industry. Most asphalt paving equipment is of American design, and as a result the Australian market is often left behind with innovation, new product promotion and support. Manufacturers and market leaders use this Expo to release new types and models of equipment. In previous years, attendance at the Conexpo has proven invaluable to our Asphalt Operations Group for the innovation and improvement of ideas, technology, information, networks and resources.

The overall goal for attending the Expo is to:

- Examine latest compaction and paving machinery
- Evaluate latest technologies and processes
- Identify new operation efficiencies
- Discover and learn about new products within the road surfacing industry
- Collect information and data to communicate and educate the BCW workforce

The following issues are of particular interest to AOG and so will be researched in detail:

Bio diesel – The Asphalt Operations Group are seeking an alternative fuel source for the large number of machinery used in our daily operations. Currently all machines are fuelled with diesel, with 2007 seeing the commencement of some preliminary machinery trials with bio diesel. The goal is to eventually switch to using 100% bio diesel, significantly reducing our carbon footprint and environmental impact.

Energy Efficiency & Burner Technology – The Asphalt Plants owned by BCC currently use natural gas to fuel their burners. It is a technology that is constantly being modified and improved to reduce heating within Asphalt Plants, hence reducing the carbon footprint. AOG would like to investigate this innovation being implemented into asphalt plants worldwide, with the foresight to eventually introduce these systems to our business. The Quarries and Plants within BCC's AOG are also very high users of electricity. At the conference, the participants would like to investigate alternate and energy saving methods that are being implemented into these areas of the industry.

Material Transfer Machine – The Queensland Department of Main Roads provides AOG with significant revenue through our external work. A compulsory standard that must be adhered to for most Main Roads work is the use of a Material Transfer Machine. AOG would like to investigate a replacement machine for this purpose and research into alternative machines that might be available in the market.

GPS & Survey Interface Technology – This technology has evolved over the years, and will continue to develop further for the use in road rehabilitation and road surfacing. AOG would like to follow these developments closely for the eventual implementation into our operations.

The 3 hour education courses that Graeme Martin and Brad Willis are enrolled to attend include:

- Energy Saving Methods & Procedures for your Asphalt Plant
- How to Obtain Smoothness in Hot Mix Asphalt (HMA) Construction

- Avoiding Segregation in HMA Production & Placement
- Maximising HMA Productivity Through Efficient Rolling Patterns
- An Introduction to Bio-Diesel
- HMA Compaction- The Key to Performance & Profits
- Refocus Today's Resources on Tomorrow's Success

Factory and Site Visitations

Through visiting the following factories and companies, the participants plan to establish a Factory / BCC client relationship with a US-based supplier network of Asphalt Pavers and Compaction Rollers. By personally visiting these factories, they will be able to gain first hand insight into the engineering and construction process, assess product range, materials, the quality control procedures applied at time of manufacture all the whilst having the opportunity to evaluate the efficiency of AOG. The opportunity to liaise at factory and design level will improve understanding of the machinery and therefore also improve the utilisation and maintenance techniques used by BCC. We currently have orders valued over \$685,000 being processed and manufactured at these various factories. With this significant investment BCC staff will benefit from the opportunity to visit these factories.

The factories and companies that have already extended invitations to BCC include:

- CW Matthews & Sakai Factory (Rollers)
- Caterpillar Dealerships / Jobsite visits

Several of these written invitations are attached to this submission,

In addition to Asphalt Pavers and Compaction Rollers, a major objective of the trip is to investigate and establish product suitability and a procurement strategy for the replacement of BCC's aging Material Transfer Vehicle (MTV).

Due to market constraints in Australia, limited opportunities exist for replacement options of a MTV. Most manufacturers of this kind of machinery are based in the USA. The opportunity therefore exists to visit several such factories and gather first hand performance information and suitability of these machines for BCC purposes. Site visits will provide the opportunity to observe the machines under working conditions and will also be able to liaise with principle end users, providing an invaluable research and learning opportunity for BCC.

By meeting with the suppliers, BCC will be able to evaluate their ability and commitment to meet the stringent requests from Council when ordering a MTV. Brad and Graeme will be able to determine the suitability and compliance for the Asphalt Operations business and Australian market. Assessment will also be made on whether the machinery can successfully be modified to meet relevant Australian Standards and Workplace Health & Safety requirements.

Asphalt Institute & Asphalt Institute Test Facility

Another important part of the Learning and Development Opportunities trip to the US is the invitation BCC has received to visit the National Centre for Asphalt Technology (NCAT) at Auburn University Campus, Alabama. This visitation would encompass the NCAT test track facility assessing designs and induced effects on Hot Mix Asphalt Pavements. This facility is a US Department of Transport (DOT) sponsored world class testing facility, and visiting such a facility would provide an excellent learning and research opportunity. This visitation would allow advanced insight into the data obtained on "Wear Course" designs and trends that are being promoted heavily in Australia (eg Stone Mastic Asphalt SMA). These designs are being promoted due to the improved characteristics of SMA. Due to its higher bitumen content, SMA is a more skid, crack and rut resistant product. It offers increased waterproofing capabilities than the less dense graded mixes that are currently used on the majority of our roads. These improvements should impact heavily on AOG's future development and continued improvement. The test track also has in-service trials of Warm Asphalt Mixes. These are seen as the future trend for asphalt in order to reduce carbon emissions.

In Australia we are seen as one of the leaders in the Asphalt Paving Industry both in volume

tonnages and as well in the technology we use in our processes. For us to remain a leader of the industry we must keep up with the innovations and improvements in technology that are happening around the world. The benefits gained from this Learning and Development Opportunity Trip to the USA will allow the Council and Asphalt Operations to remain at the forefront, focusing towards vision 2010.

The proposed trip will encompass a 16-day trip for Brad Willis and a 16-day trip for Graeme Martin. The total combined cost for the trip will be approximately \$31,000. A detailed itinerary is attached to this submission.

This submission assures the Civic Cabinet that all costs relating to the trip have been budgeted for and will be paid for by Brisbane CityWorks – Asphalt Operations. No expenses will be paid for by our sponsors or business associates on the trip.

12.0 CONSULTATION

Jim Holman, Surfacing Manager, Brisbane City Works
Graeme Martin, Manager Asphalt Operations, Brisbane City Works
Wayne O'Malley, Divisional Manager, Brisbane City Works
Councillor John Campbell, Chairperson, Water and City Business
Councillor Jane Prentice, Shadow Chairperson, Water and City Business
Steve Whitehouse, The Lord Mayors Office

13.0 IMPLICATIONS OF PROPOSAL

Long term benefit, industry awareness and in depth knowledge of industry leader's methods that will be in long-term benefit to the Council.

14.0 CORPORATE PLAN IMPACT

- 14.1 Innovation & Product Development
- 14.2 Continuous Process Improvement
- 14.3 Improved Procurement Strategy

15.0 CUSTOMER SERVICE IMPACT

Nil.

16.0 ENVIRONMENTAL IMPACT

Nil

17.0 POLICY IMPACT

Nil

18.0 FUNDING IMPACT

Funding will be available from within the existing Divisional budget.

Brad Willis	\$15,130
Graeme Martin	\$15,344
TOTAL	\$30,473

It should be noted to the Board that an early resolution on this submission would be beneficial financially so to take advantage of the strength of the Australian dollar at the present time. Flights and accommodation could be booked and paid for, and potentially significant savings could be made.

A detailed budget is attached to this submission.

19.0 HUMAN RESOURCE IMPACT

Nil.

20.0 URGENCY

In the normal course of business

21.0 PUBLICITY

Nil

22.0 OPTIONS

1. To approve the overseas travel by the nominated officers Mr Martin and Mr Willis to participate and address set objectives as outlined in the Learning and Development Opportunities in the USA
2. Not approve the travel.

Option 1 is recommended

BCC PUBLICATION SCHEME
10 YEAR RELEASE

E&C RESULTS – 18 FEBRUARY 2008

SUB NO.	FILE NO.	DIV.	TITLE	Result
18/02-01 R	234/37/131	Community Policy and Strategy	Major Brisbane Festivals Pty Ltd – Two Extra Board Members	Yes

Present: Lord Mayor, Campbell Newman, D B Hinchliffe, J H Campbell, H Abrahams, V Newton, K Flesser, C Bermingham and G M Quirk

**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 RESULTS – 25 FEBRUARY 2008

SUB NO.	FILE NO.	DIV.	TITLE	Result
25/02-01 M	12/51/1(P9)	Corporate Services	Monthly Report – Delegation of Authority to Travel – November 2007	Yes
25/02-02 M	12/51/1(P9)	Corporate Services	Monthly Report – Delegation of Authority to Travel – December 2007	Yes
25/02-03 R	221/38-2007	Corporate Services	Presentation and tabling of the Quarterly Financial Report for the Period ended December 2007	Yes
25/02-04 M	243/85/2-80114/2007/2008	OLMCEO	Stores Board Submission for the Significant Procurement Activity Plan (SPAP) in relation to the provision of Turf Services – Including Supply, Delivery, Laying and Maintenance of Turf	Yes
25/02-05 R	376/6/40(P4)	OLMCEO	Contracts and Tendering – Report to Council of Contracts accepted by Delegates (January 2008)	Yes
25/02-06 M	(5)364/46/2-PD329/P1	Corporate Services	Proposed sale of Council land situated at 15 Fox Road, Acacia Ridge	Yes
25/02-07 M	12/51-H/2008(1)	Brisbane Water	Travel Proposal for Gerard Anderson to attend the International SCADA Security Advanced Training and Workshop Program at the Idaho National Laboratories in the United States of America from the 7 to 11 April 2008	Yes
25/02-08 M	365/6(27/P1)	Corporate Services	Surrender of the current Lease and entry into a new Lease for Sunnybank Hills Library	Yes
25/02-09 HELD	365/21(13) and 365/21(17)	Corporate Services	Proposed New Lease – Level 5, 239 George Street, Brisbane	Held

Present: Lord Mayor, Campbell Newman, D B Hinchliffe, J H Campbell, H Abrahams, V Newton, K Flesser, C Bermingham and G M Quirk

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: 12/51/1(P9)

RECEIVED

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

25 FEB 2008

2.0 TITLE

COMMITTEE SECTION

Monthly Report - Delegation of Authority to Travel - November, 2007

ACTION TAKEN

25 FEB 2008

3.0 ISSUE/PURPOSE

TOWN CLERK

Provision of relevant monthly travel report.

APPROVED

TCCS

4.0 PROPONENT

2/6 FEB 2008

Ian Maynard, Divisional Manager, Corporate Services

[Signature]
Lord Mayor

5.0 SUBMISSION PREPARED BY

Irene Murphy, Travel Co-ordinator, Strategic Procurement Office, ext. 39159

[Signatures]
DBH
con
j g h
CEB
KJ

6.0 DATE

28 January, 2008

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL?

For information purposes.

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

No.

9.0 RECOMMENDATION

That the Establishment and Co-ordination Committee note the information submitted on approved travel for November, 2007.

10.0 DIVISIONAL MANAGER & CHAIRPERSON

I Recommend Accordingly

I Support/Reject the Recommendation

[Signature]
CHIEF EXECUTIVE OFFICER

If Reject - please state reasons:

[Signature]
Ian Maynard
Divisional Manager
Corporate Services

Provided the Lord Mayor & Shadow Chairperson are supportive, this submission may proceed to E&C for decision.

Cr Kim Flessler
Chairperson

[Signature] 18-2-08

10 YEAR RELEASE

11.0 BACKGROUND

In pursuance of the request for information on a monthly basis of travel approved under delegation, reports are enclosed for November, 2007, for each Unit of Administration showing travel actually undertaken during that month.

Attachment "A" shows details associated with travel undertaken which is not covered by the Travel Policy.

In summary, the position is as follows:

November, 2007

Non-Commercial Operations

a)	International Travel	\$31,046.50
	(i) Number of Bookings	4
	(ii) Airfares	\$17,407.78
b)	Domestic Travel	
	(i) Number of Bookings	86
	(ii) Airfares	\$31,241.35
c)	Accommodation and Allowances Costs	\$51,292.29
d)	Registration Fees for Conferences	\$25,820.99
e)	Other Costs e.g. hire car	\$ 10,361.75
	TOTAL	\$136,124.16

Attachment "A" \$16,033.23

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 November, 2007.
- (2) Not approve the recommendation.

Option (1) is the preferred option.

1.0 FILE NUMBER: 12/51/1(P9)

RECEIVED

25 FEB 2008

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

COMMITTEE SECTION

2.0 TITLE

ACTION TAKEN

Monthly Report - Delegation of Authority to Travel – December, 2007

25 FEB 2008

3.0 ISSUE/PURPOSE

Provision of relevant monthly travel report.

APPROVED TCCS

TOWN CLERK

26 FEB 2008

4.0 PROPONENT

Ian Maynard, Divisional Manager, Corporate Services

Lord Mayor
DBA
JAC
RL
CEB

5.0 SUBMISSION PREPARED BY

Irene Murphy, Travel Co-ordinator, Strategic Procurement Office, ext. 39159

6.0 DATE

4 February, 2008

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL?

For information purposes.

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

No.

9.0 RECOMMENDATION

That the Establishment and Co-ordination Committee note the information submitted on approved travel for December, 2007.

10.0 DIVISIONAL MANAGER & CHAIRPERSON

Recommend Accordingly

[Signature]

CHIEF EXECUTIVE OFFICER

[Signature]

Ian Maynard
Divisional Manager
Corporate Services

Support/Reject the Recommendation

If Reject – please state reasons:

Provided the Lord Mayor & Student Chairperson are supportive, this submission may proceed to Col Ro.

Cr Kim Flesser
Chairperson

[Signature] 18-2-08

BC CO-OPERATION RELEASE

11.0 BACKGROUND

In pursuance of the request for information on a monthly basis of travel approved under delegation, reports are enclosed for December, 2007, for each Unit of Administration showing travel actually undertaken during that month.

Attachment "A" shows details associated with travel undertaken by non Council employees not covered by the Travel Policy.

In summary, the position is as follows:

December, 2007

Non-Commercial Operations

a)	International Travel	\$5,319.90
	(i) Number of Bookings	2
	(ii) Airfares	\$4,253.10
b)	Domestic Travel	
	(i) Number of Bookings	13
	(ii) Airfares	\$5,315.80
c)	Accommodation and Allowances Costs	\$4,701.70
d)	Registration Fees for Conferences	\$3,883.90
e)	Other Costs e.g. hire car	\$1,509.30
	TOTAL	\$19,663.80

Attachment "A"

\$ 309.03

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 December, 2007.
- (2) Not approve the recommendation.

Option (1) is the preferred option.

SUBMISSION NUMBER

RECEIVED

1.0 **FILE NUMBER:** 243/85/2-80114/2007/2008

25 FEB 2008

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE SECTION

2.0 **TITLE**

ACTION TAKEN

Stores Board Submission for the Significant Procurement Activity Plan (SPAP) in relation to Turf Services – Including Supply, Delivery, Laying and Maintenance of Turf.

25 FEB 2008

TOWN CLERK
ORCM

3.0 **ISSUE/PURPOSE**

To seek Establishment and Coordination Committee approval of the Significant Procurement Activity Plan (SPAP) in relation to the provision of Turf Services - Including Supply, Delivery, Laying and Maintenance of Turf.

4.0 **PROPONENT**

Jude Munro, Chief Executive Officer.

5.0 **SUBMISSION PREPARED BY**

David Cox
Acting Manager, Corporate Risk Management
Strategic Procurement Office, Corporate Services Division.

APPROVED

6.0 **DATE**

20 February 2008.

26 FEB 2008

Lord Mayor

7.0 **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 the Establishment and Co-ordination Committee approve the attached submission.

10.0 David Cox
Acting Manager
Corporate Risk Management
Strategic Procurement Office
Corporate Services Division

Jude Munro
Chief Executive Officer

BCG 10 YEAR RELEASE SCHEDULE

11.0 BACKGROUND

The Chief Executive Officer and the Stores Board considered the attached scheduled submission on 20 February 2008.

The submission is referred to E&C as it is considered the most advantageous outcome for the provision of the required services:

CONTRACT NO.	CONTRACT TITLE	REASON FOR SUBMISSION
A80114-07/08	Turf Services – Including Supply, Delivery, Laying and Maintenance of Turf	Within E&C Delegation

12.0 CONSULTATION

The 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

The recommended process will provide the most advantageous outcome for Council.

14.0 COMMERCIAL IN CONFIDENCE

No.

15.0 CORPORATE PLAN IMPACT

The recommendation of this submission will contribute to the 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 environmentally friendly and recycled products and environmental considerations have been taken into account in the evaluation of tenders relating to these submissions, where applicable.

18.0 POLICY IMPACT

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

19.0 FINANCIAL IMPACT

Financial details are included in the Divisional submission.

20.0 HUMAN RESOURCE IMPACT

Not Applicable.

21.0 URGENCY

As soon as possible.

22.0 PUBLICITY

As required.

23.0 OPTIONS

Option 1: That the E&C approve the recommendation.

Option 2: Not approve the recommendation.

Option 1 is the preferred option.

**BCC PUBLICATION SCHEME
10 YEAR RELEASE**

RECEIVED

25 FEB 2008

1.0 FILE NUMBER: (5)364/46/2-PD329/P1

COMMITTEE SECTION

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

ACTION TAKEN

2.0 TITLE

25 FEB 2008

Proposed sale of Council land situated at 15 Fox Road, Acacia Ridge

TOWN CLERK

LMCP

3.0 ISSUE/PURPOSE

To obtain approval to sell the subject parcel of land situated at 15 Fox Road, Acacia Ridge to an adjoining landowner on condition that it is amalgamated with an adjoining allotment.

4.0 PROPONENT

Ian Maynard
Divisional Manager

5.0 SUBMISSION PREPARED BY

Philip Rowland
Land Manager
City Property, Ext 34650

6.0 DATE

25 February, 2008

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

BCC 10 YEAR PUBLICATION SCHEME RELEASE

9.0 RECOMMENDATION

That the offer from Trust Company Ltd as Custodian for GAI2 BPF Sub Trust, to purchase vacant Council land described as Lot 4 on RP 211144 and situated at 15 Fox Road, Acacia Ridge for [redacted] be accepted subject to the following conditions:-

- (a) The preparation and registration by the purchaser of a new survey plan showing the Council land being amalgamated with the adjoining allotment, Lot 21 on RP 211144, owned by the purchaser;
- (b) Any applicable GST and all survey, legal and Title Office costs are to be met by the purchaser; and
- (c) Otherwise on terms and conditions approved by the Manager, City Property and the Chief Legal Counsel, Brisbane City Legal Practice.

10.0 DIVISIONAL MANAGER & CHAIRPERSON

Ian Maynard
 Ian Maynard
 Divisional Manager
 CORPORATE SERVICES DIVISION

Councillor Kim Flesser
 CHAIRPERSON FINANCE COMMITTEE

I Support / Reject the Recommendation/s.

(Signature)

I Recommend Accordingly

CHIEF EXECUTIVE OFFICER

*Provided the Lord Mayor
 & Shadow Chairperson
 are supportive, this
 submission may proceed
 to CAB for decision.*

[Handwritten signature]

11-2-08

APPROVED

26 FEB 2008

Lord Mayor

[Handwritten signatures and initials: CAB, DBA, etc.]

11.0 BACKGROUND

Brisbane City Council is the registered proprietor of a 1,842m² block of vacant land described as Lot 4 on RP 211144 – refer area shaded green on Attachment 1. The land is designated General Industry in City Plan.

This property was transferred to Council in 1988 by Salmon Street Ltd. as a condition of subdivision. As such, the land is held by Council as Trustee for Town Planning purposes.

It appears that the land was transferred to protect alternate access for any redevelopment of Lot 1 on RP 175507 (outlined in red on Attachment 1) so that access would not need to be given to/from Beaudesert Road. A development application has recently been approved for this Lot that does not require vehicle access to be obtained through the Council land.

Council wide consultation confirms that Lot 4 is now surplus to Council's needs. However, because of the land's shape and size, it is not considered to be capable of development in its own right and therefore if sold, must be amalgamated with adjoining land.

The owner of the adjoining property (as outlined in yellow on Attachment 1) has approached Council to acquire the land. Council's legal advice is that if Council no longer wishes to hold the land for town planning purposes, Council must first offer the first right to purchase / own the land to the original owner, Salmon Street Ltd or obtain Salmon Street Ltd's consent to sell the land.

A company search revealed that Salmon Street Ltd. is in liquidation and in the process of being voluntarily wound up. The appointed Liquidator has confirmed that Salmon Street Ltd (in Liquidation) has no interest in ownership of the land and consents to Council selling the land.

Independent valuations obtained by both parties nominate valuation ranges from redacted (redacted) to redacted (redacted) for the added value Lot 4 gives to the adjoining Lot 21 - refer Attachments 2A & 2B.

Following negotiation, the adjoining owner has agreed to purchase Lot 4 for redacted being the mid-point value of the valuation ranges plus the payment of any applicable GST and Survey, Legal and Title Office expenses.

As part of the conditions for the sale of the subject area, the purchaser will be required to prepare and register a new survey plan showing Lot 4 being amalgamated with the adjoining allotment, Lot 21 owned by the purchaser.

On 15 May 2007, Council resolved that Section 46H of the City of Brisbane Act 1924, should not apply to:

11.0 BACKGROUND contd.

(d) contracts for the sale of land to the registered proprietor of, or owner of an estate in fee simple in, adjoining land where in the opinion of the Council the land to be sold is for some reason incapable of being developed satisfactorily as a separate allotment but if used or amalgamated with that adjoining land could be developed satisfactorily;

As the subject land falls into this class of contract, it is therefore recommended that the offer by the adjoining owner, Trust Company Ltd as Custodian for GAI2 BPF Sub Trust, to purchase Council land described as Lot 4 on RP 211144 and situated at 15 Fox Road, Acacia Ridge for redacted be accepted on terms and conditions approved by the Manager, City Property and the Chief Legal Counsel, Brisbane City Legal Practice.

12.0 CONSULTATION

Councillor Kevin Bianchi, Councillor for Acacia Ridge
Paul Grove, Acting Manager, City Property
Laurie Vosper, City Assets, City Policy & Strategy Division.
Ben Lindeboom, Supervising Engineer, System Planning, Brisbane Water.
Tom Richardson, Program Officer, City Planning.
John Winkler, Network Information Co-ordinator, Transport & Traffic.
Cyril Godwin, Acting Senior Engineer, Technical Specialist Team, DA
John Dutton, Senior Engineer, T & T, Technical Specialist Team
Alan Barton, Principal Waterways Program Officer - Catchment, Water Resources
Angela Jones, Principal Policy Integration Unit Officer, City Life
Lachlan Black, Program Officer – Environmental Planning, NES

The parties nominated above have no objection to the sale of the land.

Councillor Flesser, Chairperson Finance Committee, Councillor deWit, Shadow Chairperson, Finance Committee and Cathy Uechtritz, Policy Adviser, Office of the Lord Mayor and the Chief Executive Officer have been consulted and are not opposed to this submission going forward for consideration by E&C.

13.0 IMPLICATIONS OF PROPOSAL

The sale of the land at 15 Fox Road will provide Council with revenue of redacted for a site that is now surplus to requirements.

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

14.0 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

Budget impact: As this is a sale to an adjoining owner there will be no marketing or commission paid as part of sale costs. Revenue received from the sale will form part of the 2007/08 Property Disposal Program.

Taxation issues: Nil

Risk Assessment: Not Applicable

20.0 HUMAN RESOURCE IMPACT

Nil

21.0 URGENCY

In the normal course of business.

22.0 PUBLICITY/MARKETING STRATEGY

Nil.

23.0 OPTIONS

1. Approve the recommendation.
2. Not approve the recommendation and retain the land in Council's ownership.

Option 1 is the preferred and recommended Option.

1.0 FILE NUMBER:

12/51-H/2008(1)

RECEIVED

25 FEB 2008

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

COMMITTEE SECTION

2.0 TITLE

Travel Proposal for Gerard Anderson to attend the International SCADA Security Advanced Training and Workshop Program at the Idaho National Laboratories in the United States of America from the 7 to 11 April 2008.

ACTION TAKEN

25 FEB 2008

3.0 ISSUE/PURPOSE

The purpose of this submission is to request permission for Gerard Anderson, Senior Control Systems Engineer, Network Planning and Services Branch, Brisbane Water, to be a member of the Australian delegation attending the International SCADA Security Advanced Training and Workshop Program at the Idaho National Laboratories in the United States of America from the 7 to 11 April 2008.

TOWN CLERK
NSMBW

4.0 PROPONENT

Jim Reeves, Divisional Manager, Brisbane Water.

5.0 SUBMISSION PREPARED BY

George Theo, - General Manager Network Planning & Services - Level 1, 266 Cullen Ave Eagle Farm, Ph 3407 8300.

6.0 DATE

18 February 2008

APPROVED

26 FEB 2008

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For E&C approval.

[Handwritten signatures]
Lord Mayor

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

Not applicable.

[Handwritten initials]

9.0 RECOMMENDATION

It is recommended that approval be given to Gerard Anderson, Brisbane Water to be a member of the Australian delegation attending the International SCADA Security Advanced Training and Workshop Program at the Idaho National Laboratories in the United States of America from the 7 to 11 April 2008 at a cost to Council of \$2000.

10.0 DIVISIONAL MANAGER

[Signature]
Jim Reeves
Divisional Manager
BRISBANE WATER

I Recommend Accordingly

[Signature]
CHIEF EXECUTIVE OFFICER

CHAIRPERSON *[Signature]*

I Support / ~~Reject~~ the Recommendation/s.
~~If Reject~~ please state reasons.

BCO 10 YEAR PUBLIC RELEASE SCHEDULE

11.0 BACKGROUND

In delivering water services to Councils customers, Brisbane Water makes significant use of Supervisory Control and Data Acquisition (SCADA) technologies in its operation and management of Councils water and sewerage assets. Providing security against cyber threats to these systems is a crucial part of protecting this critical water infrastructure and maintaining service standards.

The Australian Government has an objective of providing owners and operators of critical infrastructure with access to world's best practice guidance on cyber security for SCADA and industrial control systems. To this end, the Department of Broadband, Communications and the Digital Economy (DBCDE) selected six delegates from Australian operators of SCADA and industrial control systems to attend the second International SCADA Cyber Security Advanced Training and Workshop at the Idaho National Laboratory (INL) located in Idaho Falls in the United States from 7 – 11 April 2008. The Federal Government selection process was the only selection process for candidates from Australia to attend the program as attendance is by invitation only.

This is an initiative with international support, sponsored by the US Department of Homeland Security. Attendance at the workshop is restricted to participants from Australia, Canada, New Zealand, the United Kingdom and the United States and will focus on cyber security for SCADA systems. Brisbane Water's candidate was selected as part of the Australian contingent following an EOI process conducted by the Australian Federal Department (DBCDE). DBCDE will provide funding for up to \$5,000 inclusive of GST for Brisbane Water's candidate to attend this event.

One of the primary purposes of this event is to provide and share technical information for hardening SCADA systems and improving their resilience to cyber attack. Additional goals include information sharing, hands on training and the development of international collaboration to security common goals and minimise redundant effort.

Participation in this program is expected to lead to a review and implementation of improved security measures for Brisbane Water's SCADA systems and to ensure that innovative products and processes are encouraged to be made available to the Australian SCADA Industry through discussions with local SCADA vendors. This offer represents a unique opportunity for a delegate from Brisbane Water to obtain best practice guidance in this crucial area at minimal cost to Council and aligns with Brisbane Waters' strategy to secure Councils control systems.

Proposed Itinerary

Sunday 06/04/08	Brisbane	Leave Brisbane.
Sunday 06/04/08	Idaho Falls	Arrive Idaho Falls
Monday 07/04/08 – Friday 11/04/08	Idaho Falls	Participate in the International SCADA Cyber Security Training and Workshop at the Idaho National Laboratories in the United States of America (USA)
Saturday 12/04/08	Idaho Falls	Departure
Sunday 13/04/08	Arrive in Australia	Return to Brisbane.

12.0 CONSULTATION

Councillor John Campbell, Chairman Water & City Businesses Committee
Councillor Jane Prentice, Councillor for the Walter Taylor Ward
Cathy Uechtriz, Policy Adviser Lord Mayor's Office

All are in agreement with the submission being considered by E&C.

13.0 IMPLICATIONS OF PROPOSAL

Brisbane Water manages natural and built assets valued at more than six billion dollars, including 49 water reservoirs, three water treatment plants, 93 water pumping stations, 11 wastewater treatment plants and 199 wastewater pumping stations. In delivering water services to Councils customers, Brisbane Water makes significant use of Supervisory Control and Data Acquisition (SCADA) technologies in its operation and management of Councils water and sewerage assets.

The potential for electronic attacks against critical infrastructure is now widely acknowledged both within Australia and overseas through numerous Federal Government reports. The Australian Government has specifically identified trends ("Incident Response in Control Systems Environments v1.0" Nov 30, 2007) that have contributed to the increased risk of information security incidents impacting control systems. The Idaho event seeks to expose critical infrastructure SCADA owners and operators from certain countries to the latest information on vulnerabilities and strategies for hardening their SCADA systems.

Brisbane Water is required to sign a funding agreement with the Federal Government for the purpose of obtaining the \$5000 funding grant, the content of which is under review by Brisbane City Legal staff.

14.0 COMMERCIAL IN CONFIDENCE

Certain non-disclosure agreements may be required based on the US Department of Homeland Security and the Idaho National Laboratories requirements.

15.0 CORPORATE PLAN IMPACT

The proposal is consistent with the objectives of ensuring the effective operation and maintenance of water assets.

16.0 CUSTOMER IMPACT

Nil.

17.0 ENVIRONMENTAL IMPACT

It is considered important that Council maintains contemporary knowledge and understanding of security and availability threats to its Supervisory Control and Data Acquisition (SCADA) assets due to the significant impact failure and/or manipulation of such systems could have on the environment. The Maroochydore incident where a large volume of raw sewerage was released into the environment due to the malicious actions of an individual utilising the SCADA network highlights the need for vigilance in this area.

18.0 POLICY IMPACT

Nil.

19.0 FINANCIAL IMPACT

The Australian Federal Department of Broadband, Communications, and the Digital Economy (DBCDE) will provide funding for up to \$5,000 inclusive of GST for Brisbane Water's candidate to attend this event. Total expenses including all return airfares, accommodation, and all associated conference fees is estimated to be \$7,000 (Brisbane Water estimate).

Brisbane Water will provide \$50.00 per day for miscellaneous expenses (transfers etc) as per Council Travel Policy. In addition, Council will provide meals estimated to be \$780, and transfers to and from Airports and workshops etc, estimated to be \$400.

Attendance at this event requires a B1/B2 USA entry visa which requires travel to the US Consulate in Sydney for an interview (\$1000). This equates to a total financial impact on Council of \$2000 after the \$5000 federal government grant is applied. The following is the estimated break down of costs:

Airfares Fares (overseas inc Taxes)	\$ 3,150
Accommodation \$119 US / night	\$ 893
Council Allowance	\$ 400
Meals	\$ 650
Conference Fees	\$ 650
Miscellaneous Taxis - transfers	\$ 250
Sydney Visa Return Airfare	\$ 827
Sydney Visa Accommodation	\$ 180
Total	\$ 7,000

Funds are available from Infrastructure Planning and Services travel budget.

20.0 HUMAN RESOURCE IMPACT

This offer represents a unique opportunity for one of our key SCADA engineers to obtain best practice guidance in the crucial area of SCADA security technology at minimal cost to Council.

21.0 URGENCY

Urgent as travel is proposed for 6 April 2008 and a B1/B2 Visa is required to be obtained prior to departure to the United States.

22.0 PUBLICITY/MARKETING

- A report outlining learning outcomes and documenting targeted security process improvements to Brisbane Water's SCADA systems will be prepared and submitted by Gerard Anderson within four (4) weeks of returning to Australia.
- Individual presentations will be made to appropriate Brisbane Water sections (Networks Planning & Services, Projects) outlining current best practise SCADA security methods and how these align with Brisbane Waters SCADA network.
- Follow-up discussions (as appropriate) will be held with individual Brisbane Water SCADA vendors to ensure that innovative products and processes are encouraged to be made available to the Australian SCADA Industry.
- The candidate is required to contribute to the completion of a group report of the program for presentation to the Federal Government IT Security Expert Advisory Group by 18 May 2008.
- The candidate is also required to participate in sharing information learned from subsidised activities through the SCADA Information Portal. This may include articles, follow-up work group activity and/or online discussions; and
- Brisbane City Council report as per Travel policy.

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

E&C25/02/08.

1.0 FILE NUMBER: 365/6(27/P1)

RECEIVED

SUBMISSION TO THE ESTABLISHMENT AND CO-ORDINATION COMMITTEE

COMMITTEE SECTION

2.0 TITLE

Surrender of the current Lease and entry into a new Lease for Sunnybank Hills Library.

ACTION TAKEN

25 FEB 2008

3.0 ISSUE/PURPOSE

To approve the surrender of the current lease and entry into a new lease, for the Sunnybank Hills Library, on the same terms and conditions as the existing lease.

TOWN CLERK

LOICP

4.0 PROPONENT

Ian Maynard
Divisional Manager, Corporate Services

5.0 SUBMISSION PREPARED BY

Sheryllyn Brown
A/Property Leasing Manager, City Property

6.0 DATE

30 January 2008

7.0 FOR E&C APPROVAL OR RECOMMENDATION TO COUNCIL

For Establishment and Coordination Committee Approval

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

Not Applicable.

BCCO PUBLICATION SCHEME
10 YEAR RELEASE

9.0 RECOMMENDATION

That approval be granted for City Property Branch to enter into the surrender of an existing lease, and to enter into a new lease, for the Sunnybank Hills Library on the following basis:

Area: 1740 m² (subject to final survey)
 Lease Commencement: 1 March 2008
 Lease Expiry: 11 November 2013
 Option: 15 years
 Rent: redacted
 Outgoings: As per the current Lease. (Estimated at redacted this financial year.)

and otherwise on terms and conditions satisfactory to both the Manager City Property and the Chief Legal Counsel B.C.L.P.

10.0 DIVISIONAL MANAGER

Ian Maynard

Ian Maynard
Divisional Manager
Corporate Services

*Provided The Lord Mayor
& Shadow Chairperson
are supportive, this
submission may proceed to
ExC Br decision.*

Councillor Kim Flesser
Chairperson
FINANCE COMMITTEE

K-A

I Support/Reject the Recommendation

3-2-08

(Signature)

I Recommend Accordingly

CHIEF EXECUTIVE OFFICER

If rejected please state reasons

APPROVED

26 FEB 2008

Lord Mayor

[Handwritten signatures and initials: gpc, JBA, KY, vnr, fo, CAB]

BCC PUBLIC RELEASE SCHEME
10 YEAR RELEASE

11.0 BACKGROUND

Council currently has a lease of Shop 67 at the Sunnybank Hills Shopping Centre that is occupied by the Sunnybank Hills Library.

City Property, Library Services and City Design have been in discussion with the building owner's representatives, Retail First, in relation to the Lessor's space requirement for tenancies adjoining the Library.

Retail First has proposed a reduction to the Library's shopfront to accommodate the entry and checkout layout for a new adjoining retail tenancy (Aldi) and change to a side rear internal library wall to accommodate the space requirement for the amenities in the adjoining retail tenancy. In return, additional area will be made available at the front of the library tenancy. The area under lease for the Library will increase by approximately 12 square metres, and the front area of the library will extend out into current common area. (See Attachment 1.)

The proposed changes to the leased area will require a new survey plan to be produced and it is a requirement under the Land Title Act for the existing lease to be surrendered and a new lease entered into.

A working group consisting of representatives from Library Services, City Design and City Property is negotiating with Retail First on Council's requirements for the fitout changes that will result from the altered lease area and shape. City Design will prepare the necessary documentation for the fit out changes with the owner's contractors undertaking the work. City Design will oversee these works. All reasonable costs associated with the surrender of the current Lease, preparation and registration of new Lease and fitout changes, will be the Lessor's responsibility.

The current Lease contains a relocation clause that allows the owner to relocate the Library to similar facilities with ninety (90) days written notice. The Lessor has not given this notice under the Lease and has opted for a consultative process to facilitate an outcome that is acceptable to Council and Library Services.

It is requested that approval be granted for City Property to enter into the surrender of registered lease 703240693 expiring on the 11/11/2013 and the granting of a new lease as follows:

Area:	1740 m ² (subject to final survey)
Lease Commencement:	1 March 2008
Lease Expiry:	11 November 2013
Option:	15 years
Rent:	redacted
Outgoings:	As per the current Lease. (Estimated at redacted this financial year.)

and otherwise on terms and conditions satisfactory to both the Manager City Property and the Chief Legal Counsel B.C.L.P.

CONSULTATION

Councillor Catherine Bermingham, Chairperson, Community Services Committee
Councillor Norm Wyndham, Shadow Chairperson Community Services Committee

Councillor Kevin Bianchi, Acacia Ridge Ward Office

Sharan Harvey, Manager Library Services

Paul Grove, Acting Manager, City Property

Philip Lord, A/Group Manager, Built Environment, City Design

Guido Zundel, A/Principal Architect, Built Environment, City Design

Joe Finneran, Corporate Real Estate Manager, City Property

Rachel Stewart-Koster, Solicitor, Brisbane City Legal Practice

Allison Kemp, Senior Coordinator Operations, Library Services

All consulted are in agreement with the recommendation.

Councillor Kim Flessler, Chairperson Finance Committee

Councillor Margaret de Wit, Shadow Spokesperson Finance Committee

Fiona Procter, Lord Mayor's Policy Advisor

have been consulted and are not opposed to this submission going forward for consideration by the E&C Committee.

13.0 IMPLICATIONS OF PROPOSAL

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

14.0 CORPORATE PLAN IMPACT

In accordance with the Corporate Vision Theme: Smart and prosperous city

Council Program: City Governance

Service focus: Manage Council's finances and assets effectively to provide best value for money for ratepayers.

15.0 CUSTOMER IMPACT

Not Applicable. The redesign will not require closure of the library, as alternative access will be provided.

16.0 ENVIRONMENTAL IMPACT

No environmental issues associated with this proposal.

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 OPTIONS

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

Option 1 is the preferred option.

BCC PUBLICATION SCHEME
10 YEAR RELEASE