

**E&C FORMAL SUBMISSIONS RESULTS 17 MAY 2012**

SUBMISSION NUMBER	FILE NUMBERS	DIVISION	TITLE	RESULT	RECOMMENDATION FOR PUBLIC RELEASE
17/05/-01 R	137/220/14/1	OLMCEO	Set recess periods, Council meeting dates and standing committee meeting dates for the remainder of 2012	Approved	Not Applicable
17/05/-02 M	137/800/1121/475	Organisational Services	Sale of Lot 31 at TradeCoast by TradeCoast Land Pty Ltd to TradeCoast Central Pty Ltd	Approved	Not for Release
17/05/-03 M	137/800/1121/459	Organisational Services	Sale of Lot 14 at TradeCoast by TradeCoast Land Pty Ltd to TradeCoast Central Pty Ltd	Approved	Not for Release
17/05/-04 R	109/105/219/16	OLMCEO	Annual Procurement Policy and Contracting Plan 2012/13	Approved	Not Applicable
17/05/-05 R	152/160/516/54	CPAS	Bulimba District Neighbourhood Plan	Approved	Not Applicable
17/05/-06 R	152/160/516/139	CPAS	Indooroopilly Centre Neighbourhood Plan	Approved	Not Applicable

Present: Lord Mayor Graham Quirk, A Schrinner, K Adams, A Cooper, D McLachlan, P Matic, M Bourke & J Simmonds.

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

**SUBMISSION TO THE ESTABLISHMENT AND COORDINATION COMMITTEE**

**1.0 Primary file number**

137/800/1121/475

**Relevant subject matter files**

N/A

**2.0 Title**

Sale of Lot 31 at TradeCoast by TradeCoast Land Pty Ltd to TradeCoast Central Pty Ltd.

**3.0 Issue/purpose**

To approve the sale of Lot 31 at TradeCoast by TradeCoast Land Pty Ltd to TradeCoast Central Pty Ltd for development of a facility leased to Inchcape Australia Limited (Autonexus).

**4.0 Proponent**

Greg Evans, Divisional Manager, Organisational Services, Ext: 39110

**5.0 Submission prepared by**

Ian Walker, Program Director – Property, City Projects Office, Brisbane Infrastructure, Ext: 34539

**6.0 Date**

17 May 2012

**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

**APPROVED**

17 MAY 2012

**9.0 Recommended for public release**

Not for release

*Handwritten signatures and initials including 'Lord Mayor' and 'AC'.*

**10.0 Recommendation**

That E&C approve the sale of Lot 31 at TradeCoast by TradeCoast Land Pty Ltd to TradeCoast Central Pty Ltd at a price of redacted at redacted r/m<sup>2</sup> of land area 5 ha.

**11.0**

**Divisional Manager**

**Chairman**

I  Support /  Reject the recommendation.

If reject, please state reasons.

*GE*  
**Greg Evans**  
DIVISIONAL MANAGER  
ORGANISATIONAL SERVICES

*Julian Simmonds*  
**Councillor Julian Simmonds**  
CHAIRMAN FINANCE, ECONOMIC DEVELOPMENT  
AND ADMINISTRATION COMMITTEE

I Recommend Accordingly

*[Signature]*  
CHIEF EXECUTIVE OFFICER

**BCC 10 YEAR RELEASE SCHEME**

## 12.0 Background

TradeCoast Land Pty Ltd (TCL) is a proprietary company wholly owned by Brisbane City Council to protect Council's interests in relation to the development and sale of land within TradeCoast as defined within the Development Agreement entered into with TradeCoast Central Pty Ltd (TCC). The current directors of TCL are Ian Walker, Program Director (Property), City Projects Office and Greg Evans, Divisional Manager, Organisational Services.

On 8 November 2004, TCL and TCC entered into a Development Agreement to subdivide, sell and develop land at TradeCoast. It is required under this Agreement that developments display world's best practice in urban design and planning, establishes a 'gateway' image for the site comprising the land, giving high exposure, quality public spaces and an effective master-planned environment, and promotes and pursues innovation, excellence and responsible economic growth on the land for the City of Brisbane.

Lot 31 is part of a Stage 6 subdivision currently before Council for approval.

From a marketing perspective:

- The subject site, whilst fronting the Gateway Motorway, has a difficult configuration that renders a substantial part of the site less valuable than the other, hence the lower rate / m<sup>2</sup> of redacted / m<sup>2</sup>.
- As with previous transactions, TCC deal with all major industrial agencies in Brisbane including Jones Lang LaSalle, CBRE, Knight Frank, King & Co, Savills, Wright Property, Colliers, Ray White and Blue Commercial being the main agencies. They also deal with a number of tenant representatives who operate in the market. Presentations on the estate have been made in person to agents and TCC maintain regular contact with them. TCC now have a substantial market presence and speak to agents on a near daily basis, attending site regularly for tours and meetings with prospective owners and occupiers.
- All lots display "For Sale" signs and there is also substantial signage presence on both Gateway Motorway frontages, which includes the proposed Lot 31.
- The Project Board meetings are continually dealing with a number of prospective owners and occupiers, including:

BUYERS	ha	RENTERS	ha
Followmont	3.1	Autonexus	5.0
OzTrail	3.8	National Glass (could be a buyer)	4.5
ABB	2.6	BeyChain	6.0
Basile Imports	0.5	Schenker	3.0
Optical Solutions	0.5	Parmalat	1.0
Solomon Cold Store	1.5	Campbells/Metcash	1.9
Stihl	1.0	Lion National Foods	0.6

- It is noted that all of the above companies considered other opportunities within the TradeCoast region and Wacol industrial areas.

On 15 August 2011, E&C approved the minimum prices under which the sale of lots in TradeCoast could occur. TCC and TCL both valued the site at redacted / m<sup>2</sup>. TCC have negotiated an acceptable value of redacted / m<sup>2</sup>, marginally above the base land price.

Lot 31 is to be developed by TCC and leased to Inchcape Australia Limited (Autonexus). The final configuration of Lot 31 comprises 5 ha and the sale has been based on redacted / m<sup>2</sup> of land area to produce a sale price of redacted. The retention notice accompanied by the site survey as required under the terms of the Development Agreement is contained within Attachment B.

In accordance with the terms of the Development Agreement between TCC and TCL the payment of a base land price at a cost per square metre of land area is payable on an indexed basis currently calculated at redacted m<sup>2</sup> of land area. Upon settlement, the amount of redacted will be payable to TCL. That is, land area for Lot 31 at 5 ha multiplied at redacted / m<sup>2</sup> of land area.

E&C approval is sought for the sale of Lot 31 at TradeCoast by TradeCoast Land Pty Ltd to TradeCoast Central Pty Ltd at a price of \$ redacted at redacted / m<sup>2</sup> of land area 5 ha.

### 13.0 Consultation

Greg Evans, Divisional Manager, Organisational Services	4 April 2012
Geoffrey Beck, A/Divisional Manager, Brisbane Infrastructure	3 April 2012
Scott Stewart, Executive Manager, City Projects Office	3 April 2012
David Askern, Chief Legal Counsel, Brisbane City Legal Practice	4 April 2012
Greg Swain, Media and PR Manager, Marketing and Communications	3 April 2012

All are in agreement with the recommendation.

### 14.0 Implications of proposal

Approval of this submission will enable the sale of a further Lot in the TradeCoast development on a value for money basis.

### 15.0 Commercial in confidence

Yes, only the sale price is commercial in confidence.

### 16.0 Vision/Corporate Plan impact

This submission is consistent with the following:

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.

### 17.0 Customer impact

This submission facilitates the continuing achievement of the goals identified for TradeCoast Land Pty Ltd.

### 18.0 Environmental impact

Nil

### 19.0 Policy impact

Consistent with current policy.

### 20.0 Financial impact

The sale of Lot 31 will generate a price of \$ redacted approximately redacted of which will be revenue to TradeCoast Land Pty Ltd under the terms of the Development Agreement. This payment reflects the base land price calculated under the agreement at a rate per square metre indexed by CPI from the commencement date and currently established at redacted/ m<sup>2</sup> of land area.

### 21.0 Human resource impact

Nil

### 22.0 Urgency

Approval is required as a matter of urgency to ensure TradeCoast Land Pty Ltd can respond to TradeCoast Central Pty Ltd in a timely manner.

### 23.0 Publicity/marketing strategy

N/A

### 24.0 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.**

**SUBMISSION TO THE ESTABLISHMENT AND COORDINATION COMMITTEE**

**1.0 Primary file number**

137/800/1121/459

**Relevant subject matter files**

N/A

**2.0 Title**

Sale of Lot 14 at TradeCoast by TradeCoast Land Pty Ltd to TradeCoast Central Pty Ltd.

**3.0 Issue/purpose**

To approve the sale of Lot 14 at TradeCoast by TradeCoast Land Pty Ltd to TradeCoast Central Pty Ltd for development of a facility leased to Metcash Limited.

**4.0 Proponent**

Greg Evans, Divisional Manager, Organisational Services, Ext: 39110

**5.0 Submission prepared by**

Ian Walker, Program Director – Property, City Projects Office, Brisbane Infrastructure, Ext: 34539

**6.0 Date**

17 May 2012

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

E&C approval

**APPROVED**

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

No

17 MAY 2012

**9.0 Recommended for public release**

Not for release

*[Handwritten signatures and initials]*  
Lord Mayor  
AB TB. TM KA DW

**10.0 Recommendation**

That E&C approve the sale of Lot 14 at TradeCoast by TradeCoast Land Pty Ltd to TradeCoast Central Pty Ltd at a price of redacted at redacted / m<sup>2</sup> of land area 1.887 ha.

**11.0**

**Divisional Manager**

**Chairman**

I Support / Reject the recommendation.

If reject, please state reasons.

*[Handwritten signature of Councillor Julian Simmonds]*

Greg Evans  
DIVISIONAL MANAGER  
ORGANISATIONAL SERVICES

Councillor Julian Simmonds  
CHAIRMAN FINANCE, ECONOMIC DEVELOPMENT  
AND ADMINISTRATION COMMITTEE

**I Recommend Accordingly**

*[Handwritten signature]*  
CHIEF EXECUTIVE OFFICER

BCC 10 YEAR RELEASE SCHEME

## 12.0 Background

TradeCoast Land Pty Ltd (TCL) is a proprietary company wholly owned by Brisbane City Council to protect Council's interests in relation to the development and sale of land within TradeCoast as defined within the Development Agreement entered into with TradeCoast Central Pty Ltd (TCC). The current directors of TCL are Ian Walker, Program Director (Property), City Projects Office and Greg Evans, Divisional Manager, Organisational Services.

On 8 November 2004, TCL and TCC entered into a Development Agreement to subdivide, sell and develop land at TradeCoast. It is required under this Agreement that developments display world's best practice in urban design and planning, establishes a 'gateway' image for the site comprising the land, giving high exposure, quality public spaces and an effective master-planned environment, and promotes and pursues innovation, excellence and responsible economic growth on the land for the City of Brisbane.

Lot 14 was part of the Stage 2 subdivision registered in 2010.

From a marketing perspective:

- TCC deal with all major industrial agencies in Brisbane including Jones Lang LaSalle, CBRE, Knight Frank, King & Co, Savills, Wright Property, Colliers, Ray White and Blue Commercial being the main agencies. They also deal with a number of tenant representatives who operate in the market. Presentations on the estate have been made in person to agents and TCC maintain regular contact with them. TCC now have a substantial market presence and speak to agents on a near daily basis, attending site regularly for tours and meetings with prospective owners and occupiers.
- TCC do not submit lists to agents, rather they deal directly with owners and occupiers on a case by case basis. All lots display "For Sale" signs and there is also substantial signage presence on both Gateway Motorway frontages.
- The Project Board meetings are continually dealing with a number of prospective owners and occupiers, including:

BUYERS	ha	RENTERS	ha
Followmont	3.1	Autonexus	5.0
OzTrail	3.8	National Glass (could be a buyer)	4.5
ABB	2.6	BevChain	6.0
Basile Imports	0.5	Schenker	3.0
Optical Solutions	0.5	Parmalat	1.0
Solomon Cold Store	1.5	Campbells/Metcash	1.9
Stihl	1.0	Lion National Foods	0.6

- In relation to Lot 14, TCC met with and vetted approximately ten different users for this lot and over a dozen different schemes were prepared for various potential users prior to Metcash. This work is not undertaken unless TCC have a genuine user. All of the companies listed above considered other opportunities within the TradeCoast region and Wacol industrial areas.

On 15 August 2011, E&C approved the minimum prices under which the sale of lots in TradeCoast could occur. TCC valued the site at redacted / m<sup>2</sup>, TCL valued the site at redacted / m<sup>2</sup>. The base rate for this site was retained at redacted / m<sup>2</sup>. TCC have negotiated an acceptable value of redacted / m<sup>2</sup> marginally above the base land price.

Lot 14 is to be developed by TCC and leased to Metcash Limited. The final configuration of Lot 14 comprises 1.887 ha and the sale has been based on redacted / m<sup>2</sup> of land area to produce a sale price of redacted. The retention notice accompanied by the site survey as required under the terms of the Development Agreement is contained within Attachment B.

In accordance with the terms of the Development Agreement between TCC and TCL the payment of a base land price at a cost per square metre of land area is payable on an indexed basis currently calculated at redacted / m<sup>2</sup> of land area. Upon settlement, the amount of redacted will be payable to TCL. That is, land area for Lot 14 at 1.887 ha multiplied at redacted / m<sup>2</sup> of land area.

E&C approval is sought for the sale of Lot 14 at TradeCoast by TradeCoast Land Pty Ltd to TradeCoast Central Pty Ltd at a price of redacted at redacted / m<sup>2</sup> of land area 1.887 ha.

### 13.0 Consultation

Greg Evans, Divisional Manager, Organisational Services	27 February 2012
Geoffrey Beck, A/Divisional Manager, Brisbane Infrastructure	2 May 2012
Scott Stewart, Executive Manager, City Projects Office	27 February 2012
David Askern, Chief Legal Counsel, Brisbane City Legal Practice	23 February 2012
Greg Swain, Media and PR Manager, Marketing and Communications	23 February 2012

All are in agreement with the recommendation.

### 14.0 Implications of proposal

Approval of this submission will enable the sale of a further Lot in the TradeCoast development on a value for money basis.

### 15.0 Commercial in confidence

Yes, only the sale price highlighted yellow throughout this submission is commercial in confidence.

### 16.0 Vision/Corporate Plan impact

This submission is consistent with the following:

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.

### 17.0 Customer impact

This submission facilitates the continuing achievement of the goals identified for TradeCoast Land Pty Ltd.

### 18.0 Environmental impact

Nil

### 19.0 Policy impact

Consistent with current policy.

### 20.0 Financial impact

The sale of Lot 14 will generate a price of [redacted], approximately [redacted] of which will be revenue to TradeCoast Land Pty Ltd under the terms of the Development Agreement. This payment reflects the base land price calculated under the agreement at a rate per square metre indexed by CPI from the commencement date and currently established at \$[redacted]/m<sup>2</sup> of land area.

### 21.0 Human resource impact

Nil

### 22.0 Urgency

Approval is required as a matter of urgency to ensure TradeCoast Land Pty Ltd can respond to TradeCoast Central Pty Ltd in a timely manner.

### 23.0 Publicity/marketing strategy

N/A

### 24.0 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.**

**E&C FORMAL SUBMISSIONS RESULTS 21 MAY 2012**

SUBMISSION NUMBER	FILE NUMBERS	DIVISION	TITLE	RESULT	RECOMMENDATION FOR PUBLIC RELEASE
21/05-01 R	109-268-608-4	Brisbane Infrastructure	Long Term Asset Management Plan and AM001 and Asset Management Policy	Approved	Not Applicable
21/05 -02 M	137/800/1121/490	Brisbane Infrastructure	Project Management Institute Global Congress	Approved	Immediate release
21/05 -03 M	137/800/1121/465 109/830/826/80	OLMCEO	Stores Board Submission – Significant Contracting Plan for the Provision of Pipes and Fittings	Approved	Immediate release
21/05 -04	Withdrawn			Not Applicable	Not Applicable
21/05 -05 R	134/800/286/12	Organisational Services	Amendment to the QUU Shareholder Loan Agreement	Approved	Not Applicable
21/05 -06 M	137/800/1121/486	CPAS	National Trust Brisbane City Hall Appeal – Extension of voluntary donations option via Rates notices	Approved	Immediate release

Present: Lord Mayor Graham Quirk, A Schrunner, K Adams, M Bourke, A Cooper, D McLachlan, P Matic & J Simmonds.

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 PUBLIC ACCESS SCHEME  
10 YEAR

**SUBMISSION TO THE ESTABLISHMENT AND COORDINATION COMMITTEE**

**1.0 Primary file number**  
137/800/1121/490

**Relevant subject matter files**  
N/A

**2.0 Title**  
Project Management Institute Global Congress

**3.0 Issue/purpose**  
To seek approval for Mr Alan Evans (Program Director Civil and Transport, City Projects Office) to travel to Canada to represent Council at the Project Management Institute Global Congress.

**4.0 Proponent**  
Scott Stewart, Executive Manager, City Projects Office, Brisbane Infrastructure ext. 37652

**5.0 Submission prepared by**  
Ainsley Gold, Executive Officer, City Projects Office, Brisbane Infrastructure ext. 37646

**6.0 Date**  
21 May 2012

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

**APPROVED**

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

**9.0 Recommended for public release**  
Immediate release

21 MAY 2012  
*[Signature]*  
Lord Mayor  
*[Signatures]*

**10.0 Recommendation**  
That the Establishment and Coordination Committee grant approval for Mr Alan Evans to travel to Canada to represent Council at the Project Management Institute Global Congress between 20 – 23 October 2012, at a cost of \$500 only to Council.

**11.0 Executive Manager**  
*[Signature]*  
Scott Stewart  
EXECUTIVE MANAGER  
CITY PROJECTS OFFICE

**Chairman**  
I Support / ~~Reject~~ the recommendation.  
If reject, please state reasons.  
*[Signature]*  
Councillor Adrian Schrinner  
CHAIRMAN  
INFRASTRUCTURE COMMITTEE

I Recommend Accordingly  
*[Signature]*  
CHIEF EXECUTIVE OFFICER

BCG 10 YEAR RELEASE INFORMATION

## 12.0 Background

Each year, the Project Management Institute of Australia (PMI) holds annual awards to recognise and honour individuals, projects and project teams that have made an outstanding contribution to the practice of the project management profession.

In September 2011, Council entered the 'Manly Road Alliance' project into the awards, under the 'Project of the Year' category. The project won the top honour for this category and as part of the award, Council received an all-expenses paid trip to the PMI Global Congress being held in Canada from 20 – 23 October 2012.

It is proposed that Mr Alan Evans (Program Director Civil and Transport) travels to Canada to attend the Congress on behalf of Brisbane City Council. The Congress features presentations given by high-quality speakers and will give an insight into a broad spectrum of topics. Networking events will also provide an environment to meet fellow practitioners across all industries, to share experiences and exchange valuable information.

All accommodation, flights, transfers and conference costs will be paid for by the Congress. Council will be required to pay \$50 per day travel allowance (\$300 in total allowing for travel either side of the Congress) and cab charge allowance to and from the airport (approx. \$200).

E&C approval is now sought for Mr Alan Evans to represent Council at the PMI Global Congress and travel to Canada in October 2012 at cost of \$500 to Council.

## 13.0 Consultation

- Geoff Beck, A/Divisional Manager Brisbane Infrastructure (10 May 2012)
- David Askern, Chief Legal Counsel, Brisbane City Legal Practice (10 May 2012)
- Craig Stevens, Manager Corporate Communication, Organisational Services (10 May 2012)

All are in agreement with the recommendation.

## 14.0 Implications of proposal

Approval of this submission will allow the exchange of information, networking and an insight into a broad spectrum of project management topics.

## 15.0 Commercial in confidence

No

## 16.0 Vision/Corporate Plan impact

This submission is linked to the following Corporate Plan programs and strategies :

- Program 3 Moving Brisbane
- Outcome 3.3 Transport Network

## 17.0 Customer impact

N/A

## 18.0 Environmental impact

N/A

## 19.0 Policy impact

N/A

**20.0 Financial impact**

Cost to Council :  
Per diem travel allowance : \$50 per day (6 days travel)  
Cab charge : \$200  
Total : \$500

Cost to Congress :  
Return economy airfare x 1 maximum value \$3,000  
Entrance to Vancouver conference \$1,300  
Accommodation in Vancouver \$1,000  
Per diem \$80 x 5 = \$400  
Total : \$5,700

**21.0 Human resource impact**

N/A

**22.0 Urgency**

In the normal course of business.

**23.0 Publicity/marketing strategy**

Published results of the 2011 Australian National PMI awards are available at <http://www.pmiaustralianawards.com/styled-6/index.html>

**24.0 Options**

- Option 1: Approve the recommendation.*
- Option 2: Amend the recommendation.*
- Option 3: 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.***

BCG PUBLIC AFFAIRS  
10 YEAR RELEASE  
CONFIDENTIAL

**SUBMISSION TO THE ESTABLISHMENT AND COORDINATION COMMITTEE**

**1.0 Primary file number**  
137/800/1121/465

**Related subject matter files**  
109/830/826/80

**2.0 Title**

Stores Board Submission – Significant Contracting Plan for the Provision of Pipes and Fittings.

**3.0 Issue/purpose**

To seek approval from the Establishment & Coordination Committee of a procurement strategy for the provision of pipes and fittings.

**4.0 Proponent**

Colin Jensen, Chief Executive Officer

**5.0 Submission prepared by**

Mark Johnston, Acting Corporate Risk Manager, Organisational Services Division.

**6.0 Date**

21 May 2012

**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 Recommended for public release**

Immediate Release

**10.0 Recommendation**

That the Establishment and Co-ordination Committee approves the attached submission.

**APPROVED**

21 MAY 2012

Lord Mayor

**11.0 Mark Johnston**  
**ACTING CORPORATE RISK MANAGER**  
**ORGANISATIONAL SERVICES**

**Colin Jensen**  
**CHIEF EXECUTIVE OFFICER**

## 12.0 Background

The Chief Executive Officer and the Stores Board considered the attached scheduled submission on 1 May 2012.

The submission is recommended 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
OS120124-11/12	Provision of Pipes and Fittings	For E&C approval

## 13.0 Consultation

- The Chief Executive Officer
- Divisional Manager Brisbane Infrastructure
- Stores Board
- Relevant Divisional Officers

All are in agreement with the recommendation.

## 14.0 Implications of proposal

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

## 15.0 Commercial in confidence

Not Applicable.

## 16.0 Vision/Corporate Plan impact

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

## 17.0 Customer impact

The submission covers the supply of goods and services to meet Council approved programs.

## 18.0 Environmental impact

Tenderers are evaluated in line with Council's policy on the use of environmentally friendly and recycled products. Environmental considerations will be taken into account in the evaluation of tenders where applicable.

## 19.0 Policy impact

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

## 20.0 Financial impact

Financial details are included in the divisional submission.

## 21.0 Human resource impact

Not Applicable

**22.0 Urgency**

As soon as possible

**23.0 Publicity/marketing strategy**

As Required

**24.0 Options**

*Option 1: That the E&C approves 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

**SUBMISSION TO THE ESTABLISHMENT AND COORDINATION COMMITTEE**

**1.0 Primary file number**  
137/800/1121/486

**Related subject matter files**  
N/A

**2.0 Title**  
National Trust Brisbane City Hall Appeal

**3.0 Issue/purpose**  
Extension of the rates 'donate your discount' voluntary donation option to the January 2013 rates cycle.

**4.0 Proponent**  
Julie McLellan, Acting Divisional Manager, City Planning and Sustainability Division

**5.0 Submission prepared by**  
Stuart Pickering, Project Director, City Hall Restoration Project, City Planning and Sustainability Division, ext 34307.

**6.0 Date**  
21 May 2012

**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

**9.0 Recommended for public release**  
Immediate release

**10.0 Recommendation**  
That the Establishment and Coordination Committee approve the extension of the rates 'donate your discount' program to the January 2013 rates cycle.

**11.0**  
**Divisional Manager**



**Julie McLellan**  
Acting Divisional Manager  
City Planning & Sustainability Division

**Chairman**

I Support / Reject the recommendation.  
If reject, please state reasons.



**Councillor Julian Simmonds**  
Chairman Finance and Administration  
Committee

I Recommend Accordingly

15  
CHIEF EXECUTIVE OFFICER

## 12.0 Background

In August 2009, the Establishment and Coordination Committee (E&C) approved the inclusion of the option for ratepayers to voluntarily donate a discount of \$15 to the National Trust Brisbane City Hall Appeal. Since October 2009 more than \$2 million dollars has been secured from this program.

The program is currently due to conclude with the July 2012 rates discount cycle. This end date was established when the program was first launched in accordance with the then proposed City Hall Restoration Project construction schedule. At that time it was expected that the Restoration Project would be completed in late 2012.

The rates donation program attracts the equivalent of approximately 500 donations per week and to date more than 60,000 ratepayers have participated in the program. The funds raised through this program exceed those raised by any other local government authority in Australia for a capital fundraising campaign. Many donors have also opted to make additional contributions to the Appeal via Council's website and contact centres as well as through a direct mail upgrade initiative undertaken in 2010.

Extension of the program for two additional rates cycles (October 2012 and January 2013), would see the program conclude at the end of the January 2013 discount cycle (late February 2013). From April 2013 the rate notice would revert back to its original format and the donation option removed.

It is recommended that the Establishment and Coordination Committee approve the extension of the rates 'donate your discount' program to the January 2013 rates cycle.

## 13.0 Consultation

The relevant stakeholders have been consulted including:

- Cr Adrian Schrunner, Chairman, Finance and Administration Committee (2 May 2012).
- Cr Amanda Cooper, Chairman, Neighbourhood Planning and Development Assessment Committee (2 May 2012).
- Cr Angela Owen-Taylor, Councillor for Parkinson Ward Office (14 May 2012).
- Cr Matthew Bourke, Councillor for Jamboree Ward Office (2 May 2012).
- Greg Evans, Divisional Manager, Organisational Services (2 May 2012).
- Scott Stewart, Executive Manager, City Projects Office, Brisbane Infrastructure (30 April 2012).

All are in agreement with the recommendation.

## 14.0 Implications of proposal

Extending the rates voluntary donation program into 2013 provides an opportunity to continue fundraising via this very successful program and offer ratepayers the opportunity to increase their cumulative support for the National Trust Brisbane City Hall Appeal.

## 15.0 Commercial in confidence

Nil

## 16.0 Vision/Corporate Plan impact

Nil

## 17.0 Customer impact

Customers may continue to donate to the National Trust Brisbane City Hall Appeal via their rates notices.

Many customers have automated accounts set up (i.e. BPAY and direct debits). Communication with these customers will be required well prior to the end of the 'donate your discount program' so that they can ensure that their rates is paid to the correct code after the program ends.

#### **18.0 Environmental impact**

Nil

#### **19.0 Policy impact**

Nil

#### **20.0 Financial impact**

The pattern of rates donations via this program indicates that approximately \$200K is secured each rates cycle. Extension of the program for two additional rates cycles (October 2012 and January 2013) offers a potential result of an additional \$400,000 towards the total Appeal funds raised.

Rates Management has absorbed all labour and costs associated with maintaining the program to date. Expenses to run this program include printing, postage, base stock, scheduling, ICT, reporting and payment error management. Rates Management have advised that they will continue to absorb costs for ICT, scheduling, reporting and payment error management should a decision be made to extend the program. It is estimated that other costs such as printing, postage and base stock total approximately \$16,500.00 per quarter (\$33,000.00 for the two additional rates cycles). These costs will be absorbed by the City Hall Restoration Project.

#### **21.0 Human resource impact**

Nil

#### **22.0 Urgency**

Reversion back to the original rates notices will require a change in the paper stock. Rates Management require three months notification to implement this change. If the voluntary donation program will end after the July 2012 rates cycle, Rates Management needs to be advised of this no later than 1 June 2012.

#### **23.0 Publicity/marketing strategy**

Extensive promotion of the Appeal is planned to commence from late May 2012. This includes utilising overprints of rates envelopes to encourage \$15 donations.

#### **24.0 Options**

- Option 1: Approve the recommendation
- Option 2: Amend the recommendation
- Option 3: Not approve the recommendation

**Option 1 is recommended**

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

**E&C FORMAL SUBMISSIONS RESULTS 28 MAY 2012**

SUBMISSION NUMBER	FILE NUMBERS	DIVISION	TITLE	RESULT	RECOMMENDATION FOR PUBLIC RELEASE
28/05-01 M	137/800/1121/476	Organisational Services	Monthly Report – Delegation of Authority to Travel – February 2012	Approved	Immediate Release
28/05-02 M	137/800/1121/476	Organisational Services	Monthly Report – Delegation of Authority to Travel – March 2012	Approved	Immediate Release
28/05-03 R	134/695/317/24	Organisational Services	Presentation and tabling of the Annual Plan and Quarterly Financial Report for the period ended December 2011	Approved	Not Applicable
28/05-04 R	134/695/317/24	Organisational Services	Presentation and tabling of the Annual Plan and Quarterly Financial Report for the period ended March 2012	Approved	Not Applicable
28/05-05 R	134/135/86/49	Organisational Services	2011-12 Budget – Third Review	Approved	Not Applicable
28/05-06 R	134/800/286/3	Organisational Services	Brisbane City Council – Revenue Policy 2012/2013	Approved	Not Applicable
28/05-07 M	137/800/1121/499 165/830/179/10	OLMCEO	Stores Board Submission – Significant Contracting Plan for the Provision of Tree Planting and Maintenance Services	Approved	Immediate Release
28/05-08 R	137/520/148/2	OLMCEO	Oversight and Consultancies Special Committee	Approved	Not Applicable

Present: Lord Mayor Graham Quirk, I McKenzie, K Adams, M Bourke, A Cooper, D McLachlan, P Matic & J Simmonds.  
Apologies: A Schinner

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

**SUBMISSION TO THE ESTABLISHMENT AND COORDINATION COMMITTEE**

**1.0 Primary File Number**

137/800/1121/470

**Related subject matter file**

164/105/219/1

**2.0 Title**

Monthly Report - Delegation of Authority to Travel – February, 2012

**3.0 Issue/purpose**

Provision of relevant monthly travel report.

**4.0 Proponent**

Greg Evans, Divisional Manager, Organisational Services.

**5.0 Submission prepared by**

Irene Murphy, Travel Co-ordinator, Support Services Centre, ext..39159

**6.0 Date**

28 May, 2012

**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 Recommended for public release**

Immediate release.

**10.0 Recommendation**

That the Establishment and Coordination Committee note the information submitted on approved travel for February, 2012.

**11.0**

Divisional Manager

Chairman

I Support/Reject the Recommendation  
If Reject – please state reasons

Greg Evans  
DIVISIONAL MANAGER

Cr Julian Simmonds  
CHAIRMAN FINANCE, ECONOMIC  
DEVELOPMENT AND ADMINISTRATION COMMITTEE

I Recommend Accordingly

.....  
CHIEF EXECUTIVE OFFICER

**APPROVED**

28 MAY 2012

Lord Mayor

JM, TB, PM, KA

*Handwritten signatures and initials*

**10 YEAR RELEASE SCHEME**

## 12.0 Background

In pursuance of the request for information on a monthly basis of travel approved under delegation, reports are enclosed for February, 2012, for each Unit of Administration showing travel actually undertaken during that month.

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

In summary, the position is as follows:

<b>Non-Commercial Operations</b>		
<b>a)</b>	International Travel	
	(i) Number of Bookings	0
	(ii) Airfares	
<b>b)</b>	Domestic Travel	
	(i) Number of Bookings	22
	(ii) Airfares	\$ 6,584.41
<b>c)</b>	Accommodation and Allowances Costs	\$ 6,530.68
<b>d)</b>	Registration Fees for Conferences	\$3,962.50
<b>e)</b>	Other Costs e.g. hire car	\$2,297.97
<b>TOTAL</b>		<b>\$19,375.56</b>

Appendix "A"

\$647.00

BCC PUBLIC INFORMATION RELEASE SCHEME  
10 YEAR RELEASE

**13.0 Consultation**

Liaison with Officers undertaking travel and Divisional Travel Officers.

**14.0 Implications of proposal**

Nil.

**15.0 Commercial in confidence**

No

**16.0 Vision/Corporate Plan impact**

Nil.

**17.0 Customer impact**

Nil.

**18.0 Environmental impact**

Nil.

**19.0 Policy impact**

In line with Council policy.

**20.0 Financial impact**

Expenses incurred through Divisional Travel Votes.

**21.0 Human resources impact**

Not applicable.

**22.0 Urgency**

In the normal course of business.

**23.0 Publicity/marketing strategy**

At the discretion of the Lord Mayor.

**24.0 Options**

Option 1: That E&C note the information submitted on approved Travel for February, 2012.

Option 2: Not approve the recommendation.

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

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

SUBMISSION TO THE ESTABLISHMENT AND COORDINATION COMMITTEE

1.0 Primary File Number

137/800/1121/476

Related subject matter file

164/105/219/1

2.0 Title

Monthly Report - Delegation of Authority to Travel – March, 2012

3.0 Issue/purpose

Provision of relevant monthly travel report.

4.0 Proponent

Greg Evans, Divisional Manager, Organisational Services.

5.0 Submission prepared by

Irene Murphy, Travel Co-ordinator, Support Services Centre, ext. 39159

6.0 Date

27 May, 2012

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 Recommended for public release

Immediate release

10.0 Recommendation

That the Establishment and Coordination Committee note the information submitted on approved travel for March, 2012.

11.0

Divisional Manager

Greg Evans  
DIVISIONAL MANAGER

Chairman

Support  Reject the Recommendation  
If Reject – please state reasons

Cr Julian Simmonds  
CHAIRMAN FINANCE, ECONOMIC  
DEVELOPMENT AND ADMINISTRATION COMMITTEE

I Recommend Accordingly

CHIEF EXECUTIVE OFFICER

BCG 10 YEAR RELEASE SCHEME

APPROVED

28 MAY 2012

Lord Mayor

DM. JSM. TB. JSM. KA

## 12.0 Background

In pursuance of the request for information on a monthly basis of travel approved under delegation, reports are enclosed for March, 2012, for each Unit of Administration showing travel actually undertaken during that month.

In summary, the position is as follows:

<b>Non-Commercial Operations</b>		
<b>a)</b>	International Travel	
	(i) Number of Bookings	0
	(ii) Airfares	
<b>b)</b>	Domestic Travel	
	(i) Number of Bookings	21
	(ii) Airfares	8,314.73
<b>c)</b>	Accommodation and Allowances Costs	6,882.03
<b>d)</b>	Registration Fees for Conferences	8,887.75
<b>e)</b>	Other Costs e.g. hire car	3,434.33
<b>TOTAL</b>		<b>\$27,518.84</b>

BCC PUBLICATION SCHEME  
10 YEAR RELEASE

**13.0 Consultation**

Liaison with Officers undertaking travel and Divisional Travel Officers.

**14.0 Implications of proposal**

Nil.

**15.0 Commercial in confidence**

No

**16.0 Vision/Corporate Plan impact**

Nil.

**17.0 Customer impact**

Nil.

**18.0 Environmental impact**

Nil.

**19.0 Policy impact**

In line with Council policy.

**20.0 Financial impact**

Expenses incurred through Divisional Travel Votes.

**21.0 Human resources impact**

Not applicable.

**22.0 Urgency**

In the normal course of business.

**23.0 Publicity/marketing strategy**

At the discretion of the Lord Mayor.

**24.0 Options**

Option 1: That E&C note the information submitted on approved Travel for March, 2012.

Option 2: Not approve the recommendation.

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

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

**SUBMISSION TO THE ESTABLISHMENT AND COORDINATION COMMITTEE**

**1.0 Primary file number**  
137/800/1121/499

**Related subject matter files**  
165/830/179/10

**2.0 Title**  
Stores Board Submission – Significant Contracting Plan for the Provision of Tree Planting and Maintenance Services

**3.0 Issue/purpose**  
To seek approval from the Establishment & Coordination Committee of a Significant Contracting Plan (SCP) in relation to the procurement strategy for the Provision of Tree Planting and Maintenance Services.

**4.0 Proponent**  
Colin Jensen, Chief Executive Officer

**5.0 Submission prepared by**  
Mark Johnston, Acting Corporate Risk Manager, Organisational Services Division.

**6.0 Date**  
28 May 2012

**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 Recommended for public release**  
Immediate release.

**10.0 Recommendation**  
That the Establishment and Co-ordination Committee approves the attached submission.

**APPROVED**

28 MAY 2012

*[Handwritten signatures and initials]*  
Lord Mayor  
15M, TB, KA, DM, p

*[Handwritten signature: Mark Johnston]*

*[Handwritten signature: Colin Jensen]*

**11.0 Mark Johnston**  
**ACTING CORPORATE RISK MANAGER**  
**ORGANISATIONAL SERVICES**

**Colin Jensen**  
**CHIEF EXECUTIVE OFFICER**

## 12.0 Background

The Chief Executive Officer and the Stores Board considered the attached scheduled submission on 22 May 2012.

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

<b>CONTRACT NO.</b>	<b>CONTRACT TITLE</b>	<b>REASON FOR SUBMISSION</b>
SPO120164-11/12	Tree Planting and Maintenance Services	For E&C approval

## 13.0 Consultation

- The Chief Executive Officer
- Chief Procurement Officer
- Stores Board
- Relevant Divisional Officers

All are in agreement with the recommendation.

## 14.0 Implications of proposal

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

## 15.0 Commercial in confidence

Not Applicable.

## 16.0 Vision/Corporate Plan impact

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

## 17.0 Customer impact

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

## 18.0 Environmental impact

Tenderers are evaluated in line with Council's policy on the use of environmentally friendly and recycled products. Environmental considerations will be taken into account in the evaluation of tenders where applicable.

## 19.0 Policy impact

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

## 20.0 Financial impact

Financial details are included in the Divisional submission.

## 21.0 Human resource impact

Not Applicable

**22.0 Urgency**

As soon as possible

**23.0 Publicity/marketing strategy**

As Required

**24.0 Options**

*Option 1: That the E&C approves 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