

18 June 2009

AGENDA
INVEST LOGAN PTY LTD
GENERAL MEETING OF THE BOARD OF DIRECTORS

Directors are invited to attend the February General Meeting of the Board of Directors, Invest Logan Pty Ltd.

Date: Friday, 26 June 2009
Time: 7.00am - 10.00am
Location: Logan Office of Economic Development
Level 1, Springwood Tower Hotel
9 Murrajong Road, Springwood Qld 4127

Attached for your information are:

- (a) Agenda for the June 2009 General Meeting
- (b) Meeting Papers

Distribution List:

Her Worship the Mayor; Councillor Parker; Councillor Lutton; Councillor Smith; Councillor Dalley; Chief Executive Officer, Mr Rose; Deputy Chief Executive Officer - Strategy & Outcomes, Mr Pickering; Economic Development Manager, Mr van den Brule; Mr Dearlove, Mr Kesby, Mr McPherson; Secretariat - Governance Manager, Mr Benham

INDEX TO INVEST LOGAN PTY LTD
GENERAL MEETING OF BOARD OF DIRECTORS
FRIDAY, 26 JUNE 2009

IL1 File No: 593815-1 Id No: 6107055	2
ATTENDANCE & APOLOGIES	2
IL2 File No: 593815-1 Id No: 6107061	3
DECLARATION OF CONFLICTS OF INTEREST	3
IL3 File No: 593815-1 Id No: 6107065	4
CONFIRMATION OF THE MINUTES OF THE GENERAL MEETING	4
HELD ON 22 MAY 2009	4
IL4 File No: 593815-1 Id No: 6107074	12
MATTERS ARISING FROM THE MINUTES OF THE GENERAL	12
MEETING HELD 22 MAY 2009	12
IL5 File No: 593815-1 Id No: 6107084	13
LOGAN OFFICE OF ECONOMIC DEVELOPMENT KEY INITIATIVES	13
UPDATE	13
IL6 File No: 593815-1 Id No: 6107293	15
INVEST LOGAN SUB-COMMITTEE UPDATES	15
IL7 File No: 593815-1 Id No: 6107294	22
LOGAN CITY COUNCIL'S INTERNATIONAL RELATIONS	22
STRATEGY	22
IL8 File No: 593815-1 Id No: 6107297	28
INVEST LOGAN PTY LTD CONSTITUTION	28
IL9 File No: 593815-1 Id No: 6107302	29
GENERAL BUSINESS	29
IL10 File No: 593815-1 Id No: 6107304	30
NEXT MEETING	30

IL1

File No: 593815-1

Id No: 6107055

ATTENDANCE & APOLOGIES

Created: 17/06/2009

IL2

File No: 593815-1

Id No: 6107061

DECLARATION OF CONFLICTS OF INTEREST

Created: 17/06/2009

IL3

File No: 593815-1

Id No: 6107065

CONFIRMATION OF THE MINUTES OF THE GENERAL MEETING
HELD ON 22 MAY 2009

Created: 17/06/2009

Attached in background papers is a copy of the minutes from the General meeting held on 22 May 2009 for members' consideration.

BACKGROUND PAPERS

CONFIRMATION OF THE MINUTES OF THE GENERAL
MEETING HELD ON 22 MAY 2009

(REFER ITEM IL3)

MINUTES OF THE INVEST LOGAN BOARD MEETING HELD FRIDAY 22 MAY 2009

ID # 6071790

MEETING COMMENCED

7.00am, 22 May 2009

BOARD MEMBERS

Her Worship the Mayor, Councillor P L Parker (Chairperson)
Councillor R B Lutton
Cr T L Smith (7.00am - 8.22am)
Councillor C M Dalley
Mr Grant Dearlove
Mr Phil Kesby

IN ATTENDANCE

Chief Executive Officer	Mr Chris Rose
Deputy CEO - Strategy & Outcomes	Michael Pickering
Economic Development Manager	David van den Brule
Governance Manager	Mr Simon Benham

APOLOGIES

Mr Ian McPherson

MEETING TERMINATED

8.42am

IL1	File No: 593819-1	Id No: 6063585
	APOLOGIES	

Moved: Cr P Parker
Seconded: Cr R Lutton

That Mr Ian McPherson be granted leave of absence for this meeting.

IL2	File No: 593819-1	Id No: 6063612
	DECLARATION OF CONFLICTS OF INTEREST	

There were no conflicts of interest declarations received for this meeting.

IL3	File No: 593819-1	Id No: 6063657
	CONFIRMATION OF MINUTES OF THE GENERAL MEETING HELD ON 24 APRIL 2009	

Moved: Mr G Dearlove
Seconded: Cr R Lutton

1. That the minutes of the General Meeting held on 24 April 2009, be confirmed.
2. That Mr G Dearlove be requested to prepare a list of performance metrics and underlying fundamentals for a Logan City Market Position report for distribution to all board members.

IL4	File No: 593819-1	Id No: 6063688
	MATTERS ARISING FROM THE MINUTES OF THE GENERAL MEETING HELD 24 APRIL 2009	

Moved: Cr R Lutton
Seconded: Cr L Smith

a) City Tour

That Mr D van den Brule be requested to organise a tour of the City as discussed at the meeting and the newly elected Councillor, John Grant be invited to attend.

b) Board Member Business Cards

That Mr D van den Brule progress with developing a design for Invest Logan business cards.

c) Amendments to Constitution

Mr Van den Brule advised the meeting that a report will be going to a future Council meeting formally amending the constitution of the board.

IL5	File No: 593819-1	Id No: 6064300
	LOGAN OFFICE OF ECONOMIC DEVELOPMENT KEY INITIATIVES UPDATE	

a) Facilitate Growth

Mr D van den Brule gave the board an update on the following matters:

- Investment Attraction current client activity report.
- BizConnect Centre Statistics as at 30 April 2009.
- Workforce Development Statistics as at 31 March 2009.

b) LOED Industry Group Interaction

The Board held discussions regarding the suggested framework for the proposed interaction between the industry groups and the Board. Mr van den Brule tabled a proposed Governance model for Economic Development to facilitate and formalise this interaction.

Moved: Cr R Lutton

Seconded: Mr G Dearlove

That the report be noted.

IL6	File No: 593819-1	Id No: 6064342
	DIRECTOR REMUNERATION	

Moved: Cr P Parker

Seconded: Cr C Dalley

1. That the discussion paper tabled by Mr M Pickering regarding non-executive director's remuneration be received.
2. That the external board members remuneration for serving on the Invest Logan Board Pty Ltd be \$8,000.00 per annum paid in quarterly instalments.
3. That any expenses occurred by the external board members for events or commitments associated with the Board outside of South East Queensland will be met by Council.
4. That Mr van den Brule arrange for the remuneration payments to be made.

IL7	File No: 593819-1	Id No: 6064636
	ENDORSEMENT OF LOGAN CITY COUNCIL'S ECONOMIC DEVELOPMENT STRATEGY/INVEST LOGAN STRATEGIC PRIORITIES	

Moved: Cr R Lutton

Seconded: Cr C Dalley

The Mr M Pickering be requested to review the Business Plan to identify ongoing priorities for the Board.

IL8	File No: 593819-1	Id No: 6064723
	INVEST LOGAN STRATEGIC FUNCTION	

Moved: Cr L Smith

Seconded: Mr G Dearlove

1. That Mr D van den Brule be requested to prepare a one (1) page reporting framework for each of the sub-committees that identifies and promotes the strategic direction for each sub-committee including a twelve (12) month Operational Plan.
2. That the sub-committees will formally report to the General meetings of the board.
3. That the Logan Office of Economic Development have the primary responsibility for coordinating sub-committee meetings and the subsequent reports for Board meetings.

IL9	File No: 593819-1	Id No: 6064758
	GENERAL BUSINESS	

There was no formal General Business.

IL10	File No: 593819-1	Id No: 6064765
	NEXT MEETING	

The next meeting of the Board is Friday 26 June 2009 commencing at 7.00am.

CLOSE

The meeting terminated at 8.42am.

Her Worship the Mayor, Councillor P L Parker (Chairperson)
INVEST LOGAN PTY LTD BOARD MEETING

OUTSTANDING ACTIONS SCHEDULE AS AT 22 MAY 2009

Matter	Date Requested	Responsible Officer	Date Required
English Study Tour That Mr McPherson provide information on an English study tour from the Australia-China Vocational Training Services to the Governance Manager for forwarding to Council's Community Engagement and Marketing Manager for investigation and reply.	February 09	M Bignell	
Logan Officer of Economic Development Key Initiatives Update 1. That the Deputy Chief Executive Officer - Strategy and Outcomes raise with SLPT, the future focus of Council's sister city relationship including its role in attracting economic and investment opportunities to the city. 2. That the Governance Manager make contact with <i>Protocols Queensland</i> to investigate the process for Logan City Council becoming part of their protocols list for future Queensland Government events and trade missions. 3. That Mr G Dearlove send a copy of the "Green book" prepared by Colliers to Mr N McGuire from the Council's Economic Development branch.	April 09	M Pickering	
	April 09	S Benham	
	April 09	G Dearlove	
Strategic Discussion & Key Actions That Mr C Rose, Mr M Pickering and Mr N McGuire meet to discuss and prepare the framework and reporting structure for the three (3) sub committees.	April 09	CR, MP & NM	
Confirmation of Minutes of the General Meeting held on 24 April 2009 That Mr G Dearlove be requested to prepare a list of performance metrics and underlying fundamentals for a Logan City Market Position report for distribution to all board members.	May 09	G Dearlove	
Matters arising from the Minutes of the General Meeting held 24 April 2009 City Tour That Mr D van den Brule be requested to organise a tour of the City as discussed at the meeting and the newly elected Councillor, John Grant be invited to attend. Board Member to Business Cards That Mr D van den Brule progress with developing a design for Invest Logan business cards.	May 09	D van den Brule	
	May 09		

Matter	Date Requested	Responsible Officer	Date Required
<p>Endorsement of Logan City Council's Economic Development Strategy/Invest Logan Strategic Priorities</p> <p>The Mr M Pickering be requested to review the Business Plan to identify ongoing priorities for the Board.</p>	May 09	M Pickering	
<p>Invest Logan Strategic Function</p> <ol style="list-style-type: none"> 1. That Mr D van den Brule be requested to prepare a one (1) page reporting framework for each of the sub-committees that identifies and promotes the strategic direction for each sub-committee including a twelve (12) month Operational Plan. 2. That the sub-committees will formally report to the General meetings of the board. 3. That the Logan Office of Economic Development have the primary responsibility for coordinating sub-committee meetings and the subsequent reports for Board meetings. 	May 09	D van den Brule	

IL4

File No: 593815-1

Id No: 6107074

MATTERS ARISING FROM THE MINUTES OF THE GENERAL
MEETING HELD 22 MAY 2009

Created: 17/06/2009

Members' are referred to the 'Outstanding Actions' Schedule.

IL5

File No: 593815-1

Id No: 6107084

LOGAN OFFICE OF ECONOMIC DEVELOPMENT KEY INITIATIVES
UPDATE*Created: 17/06/2009***(a) Facilitate Growth**

- Investment Attraction current client activity report to be provided on day of Board meeting
- BizConnect Centre Statistics as at 30 May 2009
 - 2170 points of contact
- Workforce Development
 - Grant submission to Dept Employment, Economic Development & Industry \$120,000 to fund ongoing operation of Workforce Development Officer - **Approved**
 - Partner with Ipswich City Council for Local Employment Coordinator under the new federal Government jobs fund. Maximum \$240,000 for Ipswich/Logan corridor which was identified as one of 6 priority areas in Australia - **Unsuccessful**

(b) LOED Industry Update Lunch

Lunch has been organised for 12.00pm - 2.00pm on Friday 17 July 2009 at Springwood Tower Hotel. Lunch will include a presentation on the functions of Invest Logan Pty Ltd and roundtable discussions on the issues and highlights of the various sectors in attendance.

Representatives from the following sectors will be in attendance -

Manufacturing
Health & Wellbeing
Professional Services
Sustainability
Small Business
Workforce Development
Logan Chambers of Commerce

IL5

File No: 593815-1

Continued:

(c) LOED Operational Model 2009 - 2010

A recent review of LOED Operational Model and our industry targets has been conducted. Focus of resources was a key factor in deciding our priorities for 2009/10. The model is attached for your information.

LOED OPERATIONS MODEL - 2009 / 2010 (Doc # 6105569)

AGENDA	RESPONSIBLE OFFICER	INDUSTRY
Innovation	Derek Ephrem	Manufacturing
Sustainability	Tony Chadwick	Health & Wellbeing
	Pauline Critcher	Small Business / HBB / BizConnect
Workforce Development	Marita Tomlinson	Education
Policy & Planning	Tom Cass & Tracey Finlay	
Infrastructure	Tom Cass & Tracey Finlay	
Marketing	Nick McGuire	Tourism
Investment Attraction	Nick McGuire	Retail
	David van den Brule	Property Development

IL6

File No: 593815-1

Id No: 6107293

INVEST LOGAN SUB-COMMITTEE UPDATES

Created: 17/06/2009

The following Sub-Committee Action Plans are attached for members' consideration and discussion:

1. Invest Logan Attract Opportunities Sub-Committee Action Plan;
2. Invest Logan Build Logan's Profile Sub-Committee Action Plan; and
3. Invest Logan Relationships Sub-Committee Action Plan.

BACKGROUND PAPERS

INVEST LOGAN SUB-COMMITTEE UPDATES

(REFER ITEM IL6)

6. Invest Logan Sub-Committee Updates

Attached are the following Sub- Committee Action Plans for discussion -

1. Invest Logan Attract Opportunities Sub-Committee Action Plan
2. Invest Logan Build Logan's Profile Sub-Committee Action Plan
3. Invest Logan Relationships Sub-Committee Action Plan

Sub-Committee:	Relationships (Doc # 6105820)
Members:	Cr Pam Parker Mr Phil Kesby Mr Chris Rose Mr Nick McGuire
Function:	Build relationships - local, state, federal & international

Goal	Actions	Responsible	Performance Target
Build relationships with local, state & federal government			
Grow business networks local, state, federal and international			
Develop strong links with Chambers of Commerce			
Build relationships between Invest Logan and Council			

Sub-Committee:	Build Logan's Profile (Doc # 6105809)
Members:	Cr Luke Smith Mr Grant Dearlove Mr Tony Chadwick Ms Lisa Daley
Function:	Build Logan's profile in local, state, national & international markets

Goal	Actions	Responsible	Performance Target
Consistently communicate & promote image of Logan	1 st meeting held 21 st May. General discussion on how do we better influence media perception. Grant presented an overview Colliers approach to measuring media. It was agreed Lisa to follow this up.	Tony & Lisa	Not yet determined
	26 th May Lisa sent through reports and media breakdown proposal from Media Monitors.		
	Tony to arrange next meeting to discuss further and implement action plan		
Promote role of the Board and Council	Not yet discussed		
Review/grow/market Logan as an attractive location to invest	Not yet discussed		
Promote Logan as "easy to do business with"	Not yet discussed		

Background Papers

Media	Media Monitors proposal to be evaluated	All	To be determined

Sub-Committee:	Attract Opportunities (Doc # 6105796)
Members:	Cr Russell Lutton Mr Ian McPherson Mr Mike Pickering Mr David van den Brule
Function:	Identify & Attract business opportunities to Logan

Goal	Actions	Responsible	Performance Target
Attract one key and unique business to Logan City in 2009/10	Link to LOED Investment Attraction Strategy - Manufacturing / Food	David	
	LCC International Relations Strategy - Spain?	David	
	Environment/Sustainability project opportunities - e.g. Federal Government Solar-Electricity projects - When, Where, How?	David	
	What does Logan have that is a unique 'value proposition'	David	
Identify unique opportunities as a result of the global financial crisis			
Creative / Commercial hubs in Logan City			

IL7

File No: 593815-1

Id No: 6107294

LOGAN CITY COUNCIL'S INTERNATIONAL RELATIONS
STRATEGY

Created: 17/06/2009

Logan City Council is developing an International Relations Strategy 2010 - 2015.

Attached is the Project Brief for discussion by Directors.

The strategy will address all areas of International Relations including:

- (a) Reflect the directions set by the Logan City Council Corporate Plan; Economic and Tourism Strategies and the Cultural Plan.
- (b) Aim to attract iconic International businesses.
- (c) Provide opportunities for established Logan businesses to develop supply chain capabilities with international (based internationally and in Australia) and overseas connections (export).
- (d) Provide growth in employment and skills development for the City workforce.
- (e) Strengthen existing cultural and tourism opportunities.
- (f) Contribute to the development of intellectual and innovative capacity of Logan City.
- (g) Identify international locations that have been through significant and structured economic change and identify how this happened and what role Local Government played in influencing the change.

BACKGROUND PAPERS

LOGAN CITY COUNCIL'S INTERNATIONAL RELATIONS
STRATEGY

(REFER ITEM IL7)

Project Brief: Development of an International Relations Strategy for Logan City Council (Doc # 6014429)

Title:

International Relations Strategy for Logan City Council 2010 - 2015

Objective:

Logan City Council is seeking to develop an International Relations Strategy 2010 - 2015 that will:

- Objectively review Council's current Sister City relationships from a cultural and economic development perspective;
- Identify potential international city partnerships to foster learning opportunities in relation to the shaping and development of economies that reflect Logan's current challenges and opportunities;
- Identify potential market opportunities to attract overseas investment and/or export business for the Logan business community;

Background/Context:

In the Logan *2026 City Directions* publication one of the visions states that in the year 2026 "Logan would be a city of opportunities" and to support this vision Logan would be a regionally and globally connected city.

To ensure success of this vision, the development of an innovative International Relations Strategy that provides a clear, practical and workable road map of how Logan City will position itself to achieve this result, is essential. This strategy is largely about how Logan City works towards becoming the City that has been identified within this vision.

The Strategy will need to reflect current and previous Sister City and economic development activities, corporate business and cultural plans and related studies previously undertaken.

The Strategy's approach will need to be innovative in terms of the industry sectors, including broad business, cultural, tourism and economic opportunities, targeted countries and attraction strategies, in order for it to stand out from other projects undertaken by cities and regional councils across Australia.

The Strategy will also need to

- Reflect the directions set by the Logan City Council Corporate Plan; Economic and Tourism Strategies and the Cultural Plan.
- Aim to attract iconic International businesses
- Provide opportunities for established Logan businesses to develop supply chain capabilities with international (based internationally and in Australia) and overseas connections (export)
- Provide growth in employment and skills development for the City workforce
- Strengthen existing cultural and tourism opportunities
- Contribute to the development of intellectual and innovative capacity of Logan City
- Identify international locations that have been through significant and structured economic change and identify how this happened and what role Local Government played in influencing the change.

Current/Useful background papers:

- International Relations Strategy 2006-2008: to promote and further develop Logan City's Sister City relationships
- Latrobe City International Relations Strategy 2007-2010
- LCC Project report "European - Logan Relations"
- International Visitors Program Annual report (Copy to be sourced)
- Next stage report from the Griffith University students project
- "Invest Logan" economic development strategy" as mentioned in 2009-2013 Draft Corporate Plan: Key Projects

Outputs:

A consultant will be engaged to develop a comprehensive *International Relations Strategy for the period 2010-2015*.

A full project scoping document will be developed to ensure that the consultancy provides the degree of research, recommendations and action plans that will enable implementation of the strategy.

In developing the strategy the consultant will need to review and assess the competitive advantages provided by Logan City, in particular:

- existing economic base of Logan City
- existing Sister City relationships as a potential element for developing economic, cultural and tourism ties
- the competitive advantage of Logan City due to its proximity to port, rail and freight infrastructure in Brisbane
- the advantages of its large available workforce, community infrastructure, affordable housing and support services
- proximity to both market opportunities and recreational activities of Brisbane and Gold Coast City
- Infrastructure - hard (land, power, telecommunications, transport) and soft (education, research facilities, universities, expertise)

Identification of suitable partnerships with private and government organisations such as:

- Department of Employment, Economic Development and Innovations (DEEDI)
- TradeCoast (shareholding partners: Port of Brisbane Corporation, Brisbane Airport Corporation, the Queensland Government and Brisbane City Council's Invest Brisbane)
- Invest Queensland and Invest Australia
- Queensland Trade and their network of in-country Trade Offices
- Universities with a base in Logan City who have potential to provide research facilities
- Industry Capability Network (ICN) to assist with identification with import substitution
- Invest Logan Pty Ltd
- Invest Brisbane and other Local Government Economic Development agencies
- Griffith University
- Metropolitan South Institute of TAFE

Consultancy Expertise:

Council will be seeking to engage a consultant that has demonstrated expertise and track record in attracting and facilitating the establishment of off shore enterprises in Australia. While not exhaustive the following attributes would be desirable.

- An understanding and knowledge of the economic imperatives required to attract business investment in Australia
- High level research and analytical skills to enable identification of potential target countries and regions within those countries
- Demonstrated networks and contacts in overseas countries
- Understanding of relevant cultural factors that would assist in identifying Logan as a desirable destination in which to establish a business
- Understanding of the current industry base of the Logan region and potential high growth, new and innovative business ventures.
- Understanding of Federal, State and Local Government financial incentives available to attract new businesses.
- The consultancy brief will be advertised and quotations sought

Related Projects:

Griffith University student project
Economic Development Strategy

How will the success of the project be measured:

The consultant will be required to provide a *Logan City International Relations Strategy 2010-2015* which fully complies with the detailed Consultancy Project Brief. The Strategy will include but not be limited to the following topics:

- Executive Summary
- Introduction
- Background data, situation analysis, past and present economic development initiatives
- A set of clear, practical and achievable objectives to develop international business opportunities
- An action plan that details the steps and timeframes required to implement the strategy
- An evaluation and outcome measurement system

Key Stakeholders

- Mayor and Councillors
- Business leaders , industry groups and associations
- Local businesses and enterprises

Initially engagement will be internal and will involve obtaining support for the Project by Council and endorsement to proceed to the engagement of a consultant.

Prior to preparation of the detailed consultancy brief, input will be sought from key business and industry associations and relevant economic development agencies.

The consultant will be required to develop a communication plan that allows engagement with key stakeholders from the Logan business community and relevant Government agencies.

Responsible Officer/s:

The Project Team will be guided by Deputy CEO (Community & Customer Services), led by the Economic Development Manager and includes Libraries and Cultural Services Manager and the Community Engagement and Marketing Manager.

Project Milestones:

1. Council endorsement of the Project
2. Consultancy brief developed and invitations to quote advertised
3. Selection of Consultant and formal briefing by successful Consultant to Working Group
4. Draft report submitted to Working Group
5. Final report submitted to Working Group for presentation to Council

Recommendation:

Endorsement to proceed.

David van den Brule
Responsible Officer
Date: / /

Oliver Simon
Project Sponsor
Date: /

IL8

File No: 593815-1

Id No: 6107297

INVEST LOGAN PTY LTD CONSTITUTION

Created: 17/06/2009

A report was presented to Logan City Council meeting of 23 June 2009 to 'Amend the Invest Logan Pty Ltd Constitution' as per the Board's recommendations.

Mr David van den Brule will provide and update to Directors on Council Resolution.

IL9

File No: 593815-1

Id No: 6107302

GENERAL BUSINESS

Created: 17/06/2009

IL10

File No: 593815-1

Id No: 6107304

NEXT MEETING

Created: 17/06/2009
