

# Corporate & Works Committee Minutes

Monday 3 June 2013

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# **Corporate & Works Committee Minutes**

**Minutes of the Meeting held on  
Monday 3 June 2013 at 6.04pm**

**Present:** His Worship the Mayor, Councillor Andrew Petrie ex-officio  
Councillors Susan Wynne (Chair)  
Ted Bennett  
Jeff Zulman

**Staff:** Stephen Dunshea (Director – Corporate Services)  
Gary James (General Manager)  
Tom O’Hanlon (Director – Technical Services)  
Les Windle (Manager Governance)

**Also in Attendance:** Nil

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## **Leave of Absence**

Leave of Absence previously granted by Council: Councillors Deborah Thomas & Elena Wise

Apologies: Apologies were received and accepted from Councillors Peter Cavanagh and Katherine O'Regan and Leave of Absence granted.

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## **Late Correspondence**

Late correspondence was submitted to the committee in relation to Items: Nil

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## **Declarations of Interest**

Nil

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**Items Decided by this Committee using its Delegated Authority (Items D1 to D2)**

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**Item No:** D1 Delegated to Committee  
**Subject:** **Confirmation of Minutes of Meeting held on 20 May 2013**  
**Author:** Les Windle, Manager – Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 20 May 2013 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.

(Petrie/Bennett)

**Resolved:**

That the Minutes of the Corporate and Works Committee Meeting of 20 May 2013 be taken as read and confirmed.

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**Item No:** D2 Delegated to Committee  
**Subject:** **Legal Services Review Panel – Minutes of Meeting 22 May 2013**  
**Author:** Stephen Dunshea – Director Corporate Services  
**File No:** 795.G  
**Reason for Report:** To present the Minutes of the Legal Services Review Panel Meeting held 22 May 2013

(Petrie/Zulman)

**Resolved:**

That the Minutes of the Legal Services Review Panel meeting of 22 May 2013 be received and noted.

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**Items with Recommendations from this Committee  
Submitted to the Council for Decision (Items R1 to R2)**

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**Item No:** R1 Recommendation to Council  
**Subject:** **Audio Visual Facilities Upgrade in the Council Chamber and Thornton Room**  
**Author:** Les Windle – Manager Governance  
**File No:** Tender No 13/02  
**Reason for Report:** To recommend to Council the acceptance of a Tender

**(Bennett/Zulman)**

**Recommendation:**

- A. That Council enter into a Contract with Wizard Projects Pty Ltd for audio visual facilities upgrade in the Council Chamber and meeting room for the sum of \$172,056.79 (excluding GST).
- B. That successful and unsuccessful tenderers be advised accordingly.

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**Item No:** R2 Recommendation to Council  
**Subject:** **Statutory Review of Delegations, Organisational Structure and Contractual Conditions of Senior Staff**  
**Author:** Les Windle – Manager Governance  
**File No:** 473.G  
**Reason for Report:** The Local Government Act requires that Council delegations and the organisational structure be reviewed after each Local Government election and that the contractual conditions of senior staff be reported annually.

**(Petrie/Bennett)**

**Recommendation:**

- 1. That the delegations to the Corporate & Works Committee, Urban Planning Committee, Community and Environment Committee and the Strategic and Corporate Committee contained in Annexure 3 to the report to the Corporate and Works Committee on 3 June 2013 be adopted.
- 2. That Council notes that delegations for development and related applications will be separately reviewed by the Development Control Committee.
- 3. That the current delegations to the Mayor and Deputy Mayor contained in Annexure 4 to the report to the Corporate and Works Committee on 3 June 2013 be reaffirmed.
- 4. That the delegations to the General Manager contained in Annexure 6 to the report to the Corporate and Works Committee on 3 June 2013 be adopted.

5. That the current organisational structure as shown in Annexure 7 to the report to the Corporate and Works Committee on 3 June 2013 be confirmed.
  6. That the contractual conditions of the senior staff be noted.
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There being no further business the meeting concluded at 6.24pm.

*We certify that the pages numbered 1724 to 1729 inclusive are the Minutes of the Corporate & Works Committee Meeting held on 3 June 2013 and confirmed by the Corporate & Works Committee on 17 June 2013 as correct.*

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**Chairperson**

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**Secretary of Committee**