



**City of Belmont**  
**EXECUTIVE COMMITTEE**  
**MINUTES**  
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13 August 2018

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**CONFIDENTIAL ATTACHMENTS INDEX**

- Confidential Attachment 1 – Item 11.1 refers**
- Confidential Attachment 2 – Item 11.1 refers - Circulated under separate cover**
- Confidential Attachment 3 – Item 11.1 refers**
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- Confidential Attachment 6 – Item 11.1 refers - Circulated under separate cover**
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**\*\*\* COUNCILLORS ARE REMINDED TO RETAIN THEIR  
ATTACHMENTS FOR DISCUSSION WITH THE MINUTES \*\*\***

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD IN THE RIVERVALE ROOM, CITY OF BELMONT CIVIC CENTRE, 215 WRIGHT STREET, CLOVERDALE ON MONDAY, 13 AUGUST 2018, COMMENCING AT 6.33PM.**

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**MINUTES**

**PRESENT**

|                                                        |            |
|--------------------------------------------------------|------------|
| Cr P Marks, Mayor (Presiding Member)                   | East Ward  |
| Cr R Rossi, JP, Deputy Mayor (Deputy Presiding Member) | West Ward  |
| Cr G Sekulla, JP                                       | West Ward  |
| Cr J Powell                                            | South Ward |
| Cr S Wolff                                             | South Ward |

**IN ATTENDANCE**

|                                       |                         |
|---------------------------------------|-------------------------|
| Mr J Christie ( <i>arr 7.06pm</i> )   | Chief Executive Officer |
| Ms AM Forte                           | Human Resources Manager |
| Mr J Olynyk, JP ( <i>dep 6.37pm</i> ) | Manager Governance      |

**GUEST**

|           |                                                         |
|-----------|---------------------------------------------------------|
| Mr P Syme | Facilitator, Portland Broome Organisational Consultants |
|-----------|---------------------------------------------------------|

**1. OFFICIAL OPENING**

6.33pm The Presiding Member welcomed all those in attendance and declared the meeting open.

*Before I begin I would like to acknowledge the traditional owners of the land on which we are meeting today, the Noongar Whadjuk people, and pay respect to Elders past, present and future leaders.*

**2. APOLOGIES AND LEAVE OF ABSENCE**

Nil.

**3. DECLARATIONS OF INTEREST THAT MIGHT CAUSE A CONFLICT**

**3.1 FINANCIAL INTERESTS**

| <b>Name</b>                             | <b>Item No and Title</b>                                                                 | <b>Nature of Interest and extent where appropriate</b>                                  |
|-----------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Mr J Christie – Chief Executive Officer | Item 11.1<br>Staff Matter – Chief Executive Officer Annual Performance Appraisal 2017-18 | Report relates to the Chief Executive Officer's performance and considers remuneration. |

**3.2 DISCLOSURE OF INTEREST THAT MAY AFFECT IMPARTIALITY**

Nil.

**4. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**

**4.1 ANNOUNCEMENTS**

Nil.

**4.2 DECLARATIONS BY MEMBERS WHO HAVE NOT GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPERS PRESENTLY BEFORE THE MEETING**

Nil.

**5. CONFIRMATION OF MINUTES**

**5.1 EXECUTIVE COMMITTEE MEETING HELD 9 APRIL 2018  
(Circulated under separate cover)**

**OFFICER RECOMMENDATION**

**POWELL MOVED, ROSSI SECONDED,**

*That the Minutes of the Executive Committee Meeting held on 9 April 2018 be confirmed as a true and accurate record.*

**CARRIED 5 VOTES TO 0**

**6. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN  
(WITHOUT DISCUSSION)**

Nil.

**7. NEW BUSINESS OF AN URGENT NATURE APPROVED BY PERSON  
PRESIDING OR BY DECISION**

Nil.

**8. QUESTIONS BY MEMBERS WITHOUT NOTICE**

Nil.

**9. BUSINESS ADJOURNED FROM A PREVIOUS MEETING**

Nil.

**10. INFORMATION ITEMS**

Nil.

## 11. ITEMS REQUIRING RECOMMENDATION TO COUNCIL

### Note:

The Presiding Member advised that in accordance with Section 5.23(2)(b)(c) of the *Local Government Act 1995* if there were any questions or discussion on Item 11.1 Staff Matter – Chief Executive Officer Annual Performance Appraisal 2017-2018, the meeting would need to go behind closed doors.

6.37pm **ROSSI MOVED, SEKULLA SECONDED**, that in accordance with Section 5.23(2)(b)(e) of the *Local Government Act 1995*, the meeting go behind closed doors. With the exception of the Facilitator, Mr Paul Syme, and the Human Resources Manager all other Officers are to leave the meeting.

**CARRIED 5 VOTES TO 0**

6.37pm The Manager Governance departed the meeting and did not return.

11.1 STAFF MATTER – CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE APPRAISAL 2017-18 - (CONFIDENTIAL MATTER IN ACCORDANCE WITH *LOCAL GOVERNMENT ACT 1995* SECTION 5.23 (2)(B)(E))

### ATTACHMENT DETAILS

| <u>Attachment No</u>                                                              | <u>Details</u>                                                                                          |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Confidential Attachment 1 – Item 11.1 refers                                      | <a href="#">Report Item – Chief Executive Officer Annual Performance Appraisal 2017-2018</a>            |
| Confidential Attachment 2 – Item 11.1 refers<br>(Circulated under separate cover) | CEO Performance Management Plan – CEO Submission                                                        |
| Confidential Attachment 3 – Item 11.1 refers                                      | <a href="#">CEO Annual Goals and Targets 2017-2018 – Councillor Comments against Success Indicators</a> |
| Confidential Attachment 4 – Item 11.1 refers                                      | <a href="#">CEO Proposed Annual Goals and Targets 2018–2019 – Councillor Input</a>                      |
| Confidential Attachment 5 – Item 11.1 refers<br>(Circulated under separate cover) | CEO Performance Management – Interim Review 2017-2018                                                   |
| Confidential Attachment 6 – Item 11.1 refers<br>(Circulated under separate cover) | CEO Current Salary Scale                                                                                |
| Confidential Attachment 7 – Item 11.1 refers                                      | <a href="#">CEO Remuneration Range Strategy</a>                                                         |

7.05pm The Human Resources Manager departed the meeting.

7.06pm The Presiding Member requested that the Chief Executive Officer be invited to join the meeting for discussion. The Chief Executive Officer entered the meeting.

7.45pm The Chief Executive Officer departed the meeting.

*Item 11.1 Continued*

**OFFICER RECOMMENDATION**

**POWELL MOVED, SEKULLA SECONDED,**

1. *That the Executive Committee's assessment of the CEO's performance for the period 30 October 2017 to 30 June 2018 be accepted.*
2. *That the CEO's performance Goals and Targets as determined for the next review period ending 30 June 2019 be accepted.*
3. *That the remuneration package for the CEO be increased to Step 3 of the current pay scale with effect from 1 July 2018.*
4. *That the vehicle component of the CEO's contract be varied to allow the vehicle to be replaced by a vehicle equivalent to the current vehicle.*

**CARRIED 5 VOTES TO 0**

9.25pm **SEKULLA MOVED, ROSSI SECONDED,** *that the Meeting again be open to the public.*

**CARRIED 5 VOTES TO 0**

9.25pm The Chief Executive Officer returned to the meeting.

9.28pm The Human Resources Manager returned to the meeting.

**12. NEXT MEETING**

The next meeting of the Executive Committee will be advised.

**13. CLOSURE**

There being no further business, the Presiding Member thanked everyone for their attendance and closed the meeting at 9.45pm.

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**MINUTES CONFIRMATION CERTIFICATION**

The undersigned certifies that these minutes of the Executive Committee Meeting held 13 August 2018 were confirmed as a true and accurate record at the Executive Committee Meeting held 29 April 2019:

Signed by the Person Presiding: \_\_\_\_\_



PRINT name of the Person Presiding:

**PHILIP MARKS**

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