



City of Belmont
EXECUTIVE COMMITTEE MEETING
MINUTES
TABLE OF CONTENTS

18 April 2016

ITEM	SUBJECT	PAGE NO
NOTICE OF MEETING		
1.	OFFICIAL OPENING.....	1
2.	APOLOGIES AND LEAVE OF ABSENCE.....	1
3.	DECLARATIONS OF INTEREST THAT MIGHT CAUSE A CONFLICT	1
3.1	FINANCIAL INTERESTS.....	1
3.2	DISCLOSURE OF INTEREST THAT MAY AFFECT IMPARTIALITY	1
4.	ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION).....	2
4.1	ANNOUNCEMENTS	2
4.2	DECLARATIONS BY MEMBERS WHO HAVE NOT GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPERS PRESENTLY BEFORE THE MEETING	2
5.	CONFIRMATION OF MINUTES	2
5.1	EXECUTIVE COMMITTEE MEETING HELD 11 APRIL 2016	2
6.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN (WITHOUT DISCUSSION)	2
7.	NEW BUSINESS OF AN URGENT NATURE APPROVED BY PERSON PRESIDING OR BY DECISION.....	2
8.	QUESTIONS BY MEMBERS WITHOUT NOTICE.....	2
9.	BUSINESS ADJOURNED FROM A PREVIOUS MEETING.....	2
10.	INFORMATION ITEMS.....	2

ITEM	SUBJECT	PAGE NO
11.	ITEMS REQUIRING RECOMMENDATION TO COUNCIL	3
11.1	STAFF MATTER – CHIEF EXECUTIVE OFFICER CONTRACT RENEWAL (CONFIDENTIAL MATTER IN ACCORDANCE WITH <i>LOCAL GOVERNMENT ACT 1995</i> SECTION 5.23 (2) (A) (B) (C) (E))	3
11.2	STAFF MATTER – CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE APPRAISAL PROCESS REVIEW (CONFIDENTIAL MATTER IN ACCORDANCE WITH <i>LOCAL GOVERNMENT ACT 1995</i> SECTION 5.23 (2) (A) (B) (C) (E)).....	4
12.	NEXT MEETING.....	5
13.	CLOSURE.....	5

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 11.2 refers
- Confidential Attachment 4 – Item 11.2 refers

CONFIDENTIAL TABLED ATTACHMENTS INDEX

- Confidential Tabled Attachment 1 – Item 11.1 refers

***** 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, 18 APRIL 2016, COMMENCING AT 6.35PM.

MINUTES

PRESENT

Cr P Marks, Mayor (Presiding Member)	East Ward
Cr R Rossi, JP, Deputy Mayor, (Deputy Presiding Member)	West Ward
Cr L Cayoun	West Ward
Cr J Powell	South Ward
Cr B Ryan (Proxy)	East Ward

IN ATTENDANCE

Mr S Cole (*arr 6.39pm, dep 7.13pm, ret 8.09pm, dep 8.11pm, ret 8.12pm, dep 8.15pm & did not return*)
Chief Executive Officer

Ms A M Forte (*dep 8.03pm, ret 8.09pm, dep 8.11pm, ret 8.12pm, dep 8.15pm & did not return*)
Human Resources Manager

Mr J Olynyk, JP (*dep 6.38pm & did not return*)
Manager Governance

1. OFFICIAL OPENING

6.35pm The Presiding Member welcomed all those in attendance and opened the meeting.

2. APOLOGIES AND LEAVE OF ABSENCE

Cr S Wolff (Apology) South Ward

3. DECLARATIONS OF INTEREST THAT MIGHT CAUSE A CONFLICT

3.1 FINANCIAL INTERESTS

Name	Item No and Title	Nature of Interest and extent where appropriate
Mr S Cole	Item 11.1 Staff Matter – Chief Executive Officer Contract Renewal	Direct Financial interest
Mr S Cole	Item 11.2 Staff Matter – Chief Executive Officer Annual Performance Appraisal Process Review	Direct Financial interest

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

6.36pm Cr Marks departed and returned to the meeting.

**5.1 EXECUTIVE COMMITTEE MEETING HELD 11 APRIL 2016
(Circulated under separate cover)**

OFFICER RECOMMENDATION

ROSSI MOVED, POWELL SECONDED That the Minutes of the Executive Committee Meeting held on 11 April 2016 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

6.38pm ***ROSSI MOVED,CAYOUN SECONDED, That in accordance with Section 5.23(2)(b)(e) of the Local Government Act 1995, the meeting go behind closed doors and all Officers are to leave the meeting.***

CARRIED 5 VOTES TO 0

6.38pm The Manager Governance departed the meeting and did not return.

6.38pm The Presiding Member requested the Human Resources Manager to stay and invited the Chief Executive Officer to the meeting.

6.39pm The Chief Executive Officer entered the meeting

11.1 STAFF MATTER – CHIEF EXECUTIVE OFFICER CONTRACT RENEWAL (CONFIDENTIAL MATTER IN ACCORDANCE WITH LOCAL GOVERNMENT ACT 1995 SECTION 5.23 (2) (A) (B) (C) (E))

BUSINESS EXCELLENCE BELMONT

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Confidential Attachment 1 – Item 11.1 refers	<u>Report Item – Staff Matter – Chief Executive Officer Contract Renewal</u>
Confidential Attachment 2 – Item 11.1 refers (Circulated under separate cover)	Chief Executive Officer – Current Employment Contract Template
Confidential Tabled Attachment 1 – Item 11.1 refers	<u>Chief Executive Officer Contract Renewal Letter</u>

7.13pm The Chief Executive Officer departed the meeting.

8.03pm The Human Resources Manager departed the meeting.

OFFICER RECOMMENDATION

POWELL MOVED, ROSSI SECONDED,

That Council approves the arrangements for the Chief Executive Officer's contract renewal detailed in Option One as contained within the confidential report.

CARRIED 5 VOTES TO 0

11.2 STAFF MATTER – CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE APPRAISAL PROCESS REVIEW (CONFIDENTIAL MATTER IN ACCORDANCE WITH LOCAL GOVERNMENT ACT 1995 SECTION 5.23 (2) (A) (B) (C) (E))

BUSINESS EXCELLENCE BELMONT

ATTACHMENT DETAILS

Attachment No	Details
Confidential Attachment 3 – Item 11.2 refers	<u>Report Item – Staff Matter – Chief Executive Officer Annual Performance Appraisal Process Review</u>
Confidential Attachment 4 – Item 11.2 refers	<u>Process Map – CEO Performance Appraisal Process</u>

- 8.09pm The Chief Executive Officer and the Human Resources Manager returned to the meeting.
- 8.11pm The Chief Executive Officer and the Human Resources Manager departed the meeting.
- 8.12pm The Chief Executive Officer and the Human Resources Manager returned to the meeting.
- 8.15pm The Chief Executive Officer and the Human Resources Manager departed the meeting and did not return.

OFFICER RECOMMENDATION

POWELL MOVED, CAYOUN SECONDED,

That Council approve arrangements for the Chief Executive Officer Performance Appraisal process detailed in Option One as contained within the confidential report.

CARRIED 5 VOTES TO 0

- 8.16pm **ROSSI MOVED, RYAN SECONDED,** *That the meeting be opened again and Council Officers be invited to rejoin the meeting.*

CARRIED 5 VOTES TO 0

Note:

No Officers returned to the meeting.

12. NEXT MEETING

The next meeting of the Executive Committee will be held on Monday, 8 August 2016¹ commencing at 6.30pm.

13. CLOSURE

There being no further business, the Presiding Member thanked everyone for their attendance and closed the meeting at 8.17pm.

MINUTES CONFIRMATION CERTIFICATION

The undersigned certifies that these minutes of the Executive Committee Meeting held 18 April 2016 were confirmed as a true and accurate record at the Executive Committee Meeting held 10 August 2016.

Signed by the Person Presiding: _____



PRINT name of the Person Presiding: _____



¹The 8 August 2016 Executive Committee meeting was rescheduled to Wednesday 10 August 2016.

This page
has purposely
been left
blank