



City of Belmont
EXECUTIVE COMMITTEE
MINUTES
TABLE OF CONTENTS

3 July 2017

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 10 APRIL 2017.....	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
11.	ITEMS REQUIRING RECOMMENDATION TO COUNCIL	3
11.1	STAFF MATTER – CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE APPRAISAL 2016-2017 (CONFIDENTIAL MATTER IN ACCORDANCE WITH <i>LOCAL GOVERNMENT ACT 1995</i> SECTION 5.23 (2) (B) (E))	3
12.	NEXT MEETING	4
13.	CLOSURE	4

CONFIDENTIAL ATTACHMENTS INDEX

Confidential Attachment 1 – Item 11.1 refers
Confidential Attachment 2 – Item 11.1 refers
Confidential Attachment 3 – Item 11.1 refers
Confidential Attachment 4 – Item 11.1 refers
Confidential Attachment 5 – 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, 3 JULY 2017, COMMENCING AT 6.32PM.

MINUTES

PRESENT

Cr P Marks, Mayor (Presiding Member)	East Ward
Cr R Rossi, JP, Deputy Mayor (Deputy Presiding Member)	West Ward
Cr L Cayoun (<i>dep 7.00pm & did not return</i>)	West Ward
Cr J Powell	South Ward
Cr S Wolff	South Ward

GUEST

Ms H Hardcastle	Learning Horizons
-----------------	-------------------

IN ATTENDANCE

Mr S Cole (<i>arr 8.05pm</i>)	Chief Executive Officer
Mr J Olynyk, JP (<i>dep 6.35pm & did not return</i>)	Manager Governance
Ms AM Forte (<i>dep 6.45pm & did not return</i>)	Human Resources Manager

1. OFFICIAL OPENING

6.32pm The Presiding Member welcomed all those in attendance and opened the meeting.

Acknowledgement of Country

It is important that we acknowledge the traditional owners of the land on which we are meeting today the Noongar Whadjuk people and pay respect to Elders both past and present.

2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

3. DECLARATIONS OF INTEREST THAT MIGHT CAUSE A CONFLICT

3.1 FINANCIAL INTERESTS

Nil.

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 10 APRIL 2017
(Circulated under separate cover)**

OFFICER RECOMMENDATION

POWELL MOVED, ROSSI SECONDED,

That the Minutes of the Executive Committee Meeting held on 10 April 2017 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.

6.35pm ***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. With the exception of the Facilitator, Helen Hardcastle and the Human Resources Manager, all Officers are to leave the meeting.***

CARRIED 5 VOTES TO 0

6.35pm The Presiding Member requested that the Human Resources Manager remain in the meeting.

6.35pm The Manager Governance departed the meeting and did not return.

11. ITEMS REQUIRING RECOMMENDATION TO COUNCIL

11.1 STAFF MATTER – CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE APPRAISAL 2016-2017 (CONFIDENTIAL MATTER IN ACCORDANCE WITH *LOCAL GOVERNMENT ACT 1995* SECTION 5.23 (2) (B) (E))

BUSINESS EXCELLENCE BELMONT

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Confidential Attachment 1 – Item 11.1 refers	<u>Report Item – Chief Executive Officer Annual Performance Appraisal 2016-2017</u>
Confidential Attachment 2 – Item 11.1 refers	<u>CEO Performance Management Plan – CEO Submission</u>
Confidential Attachment 3 – Item 11.1 refers	<u>CEO Annual Goals and Targets 2016-2017 – Councillor Comments Against Success Indicators</u>
Confidential Attachment 4 – Item 11.1 refers	<u>CEO Performance Management – Interim Review 2016-2017</u>
Confidential Attachment 5 – Item 11.1 refers	<u>Mercer Annual Remuneration Review CEO (2017)</u>

6.45pm The Human Resources Manager departed the meeting and did not return.

7.00pm Cr Cayoun departed the meeting and did not return.

COMMITTEE RECOMMENDATION

WOLFF MOVED, POWELL SECONDED,

1. *That the Executive Committee’s assessment of the Chief Executive Officer’s performance for the period 27 September 2016 to 30 June 2017, be accepted.*
2. *That the remuneration package for the Chief Executive Officer be increased to the 5th Step as per the revised Mercer Pay Schedule (2017), with effect from 1 July 2017.*

CARRIED 4 VOTES TO 0

8.05pm The Presiding Member invited the Chief Executive Officer to join the meeting.

8.05pm The Chief Executive Officer entered the meeting.

8.25pm **POWELL MOVED, ROSSI SECONDED, That the meeting be opened again and Officers be invited to re-join the meeting.**

CARRIED 4 VOTES TO 0

Note:

No further Officers returned to the meeting.

12. NEXT MEETING

The next meeting of the Executive Committee will be held on Wednesday, 12 July 2017 commencing at 6.30pm.

13. CLOSURE

There being no further business, the Presiding Member thanked everyone for their attendance and closed the meeting at 8.30pm.

MINUTES CONFIRMATION CERTIFICATION

The undersigned certifies that these minutes of the Executive Committee Meeting held on 3 July 2017 were confirmed as a true and accurate record at the Executive Committee Meeting held 12 July 2017:

Signed by the Person Presiding:  _____

PRINT name of the Person Presiding: PHILIP MARKS