

Executive Services Information Report



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Chief Executive Officer Update

WALGA State Council Meeting

The State Council meeting Agendas and Minutes are available to view [here](#).

ALGA Updates

For the latest ALGA news, please click [here](#) for the 2026 information.



Council Policy Pick

Council Policies are listed and published individually in alphabetical order on the City's website, making it easier to search the website for a particular policy.

This week's Council Policy Pick is 'Corporate Credit Cards'. The policy can be viewed [here](#).

Elected Member Communication - Meetings

The City maintains a formal Process Map for managing Elected Member communications, including apologies for meetings, declarations of interest, notices of motion etc. Elected Members play an important role in this process by ensuring communications are submitted in accordance with the outlined requirements and using the correct forms and submission pathways. Following the agreed process supports accurate record-keeping, timely officer action and compliance with governance and reporting obligations.

The below Process Map outlines the procedure for Elected Member communications and associated actions. Elected Members are encouraged to review this information to ensure they are familiar with their requirements and that communications are submitted in accordance with the agreed process.



Executive Services -
PM - Elected Membe

Advisory Group Minutes

Elected Members are reminded that minutes of the advisory group meetings are available on the Elected Member Portal.

Perth Airport Runway Works – Update

Upgrades and regular maintenance of our runways are essential in ensuring continued safe operations at Perth Airport.

To enable these works, the main runway (03/21) and the cross runway (06/24) are temporarily closed at different times.

During the works, residents and businesses may notice temporary changes to the frequency of flights (either an increase or a decrease), depending on which runway is closed.

We appreciate your understanding as we undertake these important works.

The current works schedule will require the following closures:

Date	Main Runway 03/21 Closure
17 April 2026 24 April 2026 8 May 206 15 May 2026 29 May 2026	Between 7.30am and 11.30pm
11 April 2026 9 May 2026	Between 8:30am and 4:30pm

Date	Cross Runway 06/24 closure
10 April 2026 1 May 2026 22 May 2026	Between 7:30am and 3:30pm

**Please note that these closures may change or vary due to operational requirements.*

If you would like further information or require any assistance in regarding community queries, please contact Perth Airport via email customerservice@perthairport.com.au or call (08) 9478 8862.

Human Resources Update

Commencements			
Placement Job Title	Date Commenced	Employment Type Code	Attendance Type Code
Records Officer	5-Mar-26	PERM	PART
Records Officer	5-Mar-26	PERM	PART
Sport & Recreation Officer	3-Mar-26	PERM	FULL
Coordinator City Projects	3-Mar-26	TEMP	FULL
Departures			
Placement Job Title	Date Terminated	Employment Type Code	Attendance Type Code
Governance Officer	13-Mar-26	PERM	FULL
Arts and Place Assistant	27-Mar-26	PERM	PART
Administration Officer Economic & Community Development	20-Mar-26	PERM	FULL
Internal Movements - Commenced			
Placement Job Title	Date Commenced	Employment Type Code	Attendance Type Code
Privacy & Information Sharing (PRIS) Officer	23-Apr-26	PERM	FULL
Internal Movements - Departures			
Placement Job Title	Date Vacated	Employment Type Code	Attendance Type Code
Nil			

Quarterly Report – Major Project Update

The next update is due June 2026.

RSVPs & Invitations

Please note the following RSVP deadlines and invitations.

Event	Event Date	RSVP
Crime Prevention Pop - Up	15/04/2026	As per information provided in the memo
Crime Prevention Pop - Up	19/04/2026	As per information provided in the memo
ANZAC Day Dawn Service	25/04/2026	As per invitation
Mayoral Race Day Luncheon	09/05/2026	As per invitation
Local History Photographic Competition	15/05/2026	As per invitation
National Volunteer Week Luncheon Function	21/05/2026	Invitation to be sent in April
Citizenship Ceremony – May 2026	29/05/2026	As per invitation
Pioneers Luncheon	20/06/2026	As per invitation

End of report

Elected Member Communication – Meetings (Page 2 of 2)

PROCESS OWNER: Executive Assistant to the Mayor/CEO (EA)
STAKEHOLDER: Manager Governance, Strategy and Risk (MGSR)
AUTHORISING OFFICER: Chief Executive Officer (CEO)
DOCUMENT VERSION DATE: 05/06/2025

SCOPE: This Process Map describes the process for managing communication from Elected Members regarding apologies for absence, declarations of interest, matters proposed for a future Information Forum and requests to attend meetings by electronic means.

Elected Member Communication – Meetings – Action List

Task	Elected Member Action	EA/AA – Executive Services Action	ECM	ECM	
			Task to Action	Task for Information	
Apologies for Absence	Email to CS, CEO and PM	Register in ECM	GO	DCG MGL	CG SGO
	Phone call to EA/AA – Executive Services	Complete Phone Message Form and register in ECM	GO	DCG MGL	CG SGO
Elected Member Professional Development and Authorised Travel Nomination Form	Ensure any meetings that will be missed are included on the form.	If approved by Mayor, register in ECM	GO	DCG MGL	CG SGO
	Email or call after 5pm	CEO to advise GO prior to the meeting	-		
Leave of Absence	Email to CS, CEO and PM	Register in ECM	GO	DCG MGL	CG SGO
	Phone call to EA/AA – Executive Services	Complete Phone Message Form and register in ECM	GO	DCG MGL	CG SGO
	Email or call after 5pm	CEO to advise GO prior to the meeting	-		
Declarations of Interest	Email to CS and CEO	Register in ECM	CA	DCG MGL	CG SGO GO
Form - Matters Proposed for a Future Information Forum	Email to CEO and CS	Register in ECM	GO	MGL CG	SGO
Request to attend meeting by electronic means	Consult with PM. If approved:	If declined, register in ECM	-	DCG MGL	
	Email to CS, CEO and Mayor CC: PM CEO & Mayor to approve/decline and inform	If approved, register in ECM	GO	DCG MGL	CG SGO
Notice of Motions	Email to CS and CEO	Register in ECM as “proposed”	Relevant Director	DCG MGL	CG SGO
Alternative Motions	Email to CS and CEO	Register in ECM as “proposed”	Relevant Director	DCG MGL	CG SGO GO

Full Role Titles
CS = Councillor Support email address
CEO = Chief Executive Officer
PM = Presiding Member of Committee / Meeting
EA/AA = Executive Services
ELT = Executive Leadership Team
DCG = Director Corporate and Governance
MGL = Manager Governance & Legal
CG = Coordinator Governance
SGO = Senior Governance Officer
GO = Governance Officer
CA = Compliance Administrator

Process

Elected Member Communication – Meetings (Page 2 of 2)

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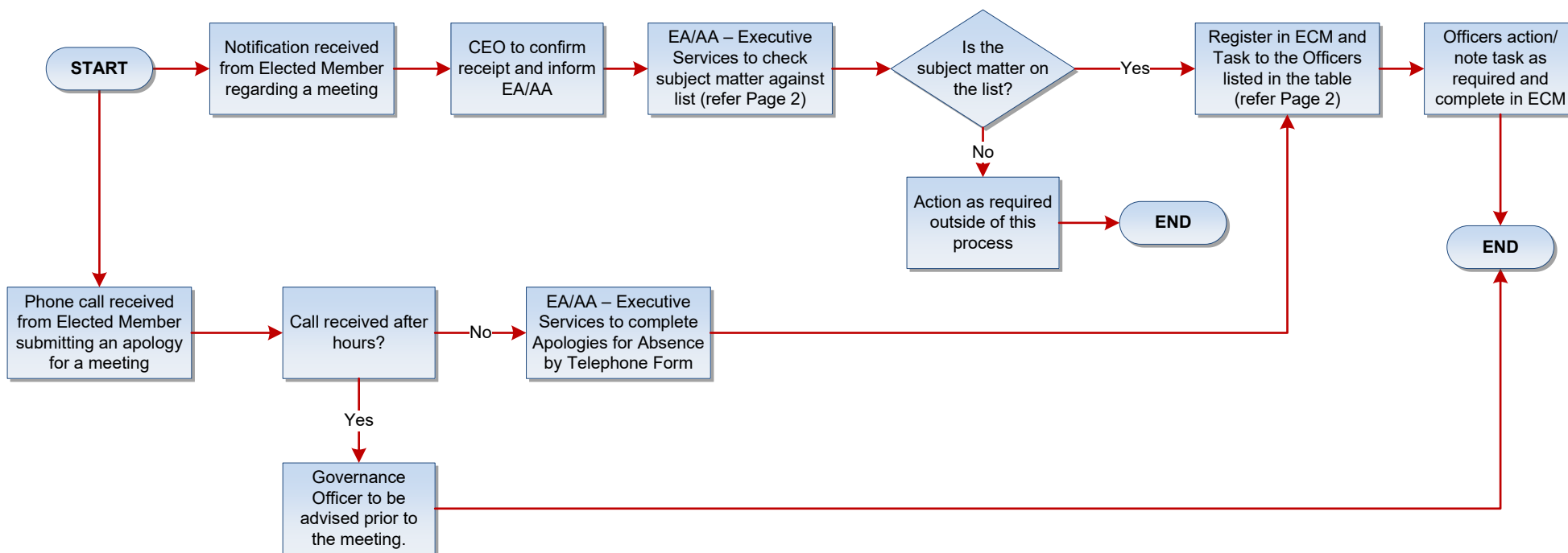
Process

Elected Member Communication – Meetings (Page 1 of 2)

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Process



REF DOCS

- Form – Apologies for Absence by Telephone
- Form – Compliance – Disclosure of Interests
- Form – Governance – Proposed Matter for consideration at future Information Forums
- Form – Governance – Notice of Motion Form
- Form – Governance – Motions to Amend Officer Recommendations
- Form – Executive Services – Elected Member Professional Development and Authorised Travel Nomination Form