

**Minutes of the meeting of the Executive Committee of the City of Holdfast Bay held in the Mawson Room, Civic Centre, 24 Jetty Road, Brighton on Wednesday 20 February 2018 at 6:00pm.**

**PRESENT**

**Members**

Deputy Mayor A Wilson  
Councillor S Charlick  
Councillor J Smedley  
Councillor A Bradshaw

**Staff**

General Manager Business Services – Mr R Bria

**1. OPENING**

In the absence of the Chair of the Executive Committee, Mayor Patterson the Committee appointed an Acting Chair.

**Motion**

**That Councillor Wilson, Deputy Mayor be appointed to chair this meeting of the Executive Committee in the absence of the Mayor.**

Moved Councillor Smedley, Seconded Councillor Bradshaw

**Carried**

The Acting Chairman, Councillor A Wilson declared the meeting open at 6.02pm.

**2. APOLOGIES**

- 2.1 Apologies Received – Councillor R Snewin
- 2.2 Absent – Nil
- 2.3 Leave of Absence - Mayor S Patterson

**3. DECLARATION OF INTEREST**

Members were reminded to declare their interest before each item.

**4. CONFIRMATION OF MINUTES**

**Motion**

**That the minutes of the Executive Committee held on 17 May 2016 be taken as read and confirmed.**

Moved by Councillor Smedley, Seconded by Councillor Bradshaw

**Carried**

## **5. REPORTS BY OFFICERS**

### **5.1 Chief Executive Officer's Performance Review Process (Report No: 45/18)**

The Executive Committee is charged with the responsibility for undertaking the annual performance appraisal of the Chief Executive Officer.

The Executive Committee should review and recommend to Council the performance appraisal process for the 2017/18 financial year.

#### **Motion**

**That the Executive Committee advises Council it has considered the Chief Executive Officer's performance review process and recommends that:**

- 1. the Key Result Areas (KRAs) measuring performance for the 2016/17 year be adopted for the 2017/18 performance review process, as presented in Attachment 2 to Report 45/18;**
- 2. the KRAs as presented in Attachment 2 to Report No: 45/18, with minor amendments be adopted for use in the 2018/19 performance review process.**

Moved Councillor Smedley, Seconded Councillor Bradshaw

**Carried**

## **6. URGENT BUSINESS – SUBJECT TO THE LEAVE OF THE MEETING - Nil**

## **7. CLOSURE**

The Meeting closed at 7.10 pm.

**CONFIRMED**

**CHAIRMAN**