

Unconfirmed Minutes

Special Policy Review Committee Meeting Minutes

Special Policy Review Committee Meeting
6:00PM, Monday 14 July 2025
Council Chamber (Level 1), Civic Centre,
23 Dundobar Road, Wanneroo

wanneroo.wa.gov.au



**UNCONFIRMED MINUTES OF
SPECIAL POLICY REVIEW COMMITTEE MEETING**

HELD ON MONDAY 14 JULY 2025

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M I N U T E S

Deputy Mayor Rowe declared the meeting open at 6:04PM.

We wish to acknowledge the Traditional Custodians of the land we are meeting on, the Whadjuk people. We would like to pay respect to the Elders of the Noongar nation, past, present and future, who have walked and cared for the land and we acknowledge and respect their continuing culture and the contributions made to the life of this City and this region.

Item 1 Attendances

LINDA AITKEN, JP

Mayor

Council Members:

JAMES ROWE, JP

South Ward (Presiding Member)

EMAN SEIF, JP

South Ward (Deputy Presiding Member)

NATALIE HERRIDGE

South-West Ward

JORDAN WRIGHT

Central Ward

PAUL MILES

Central-East Ward

PHIL BEDWORTH

Central-West Ward

HELEN BERRY

Central-West Ward

GLYNIS PARKER

North-East Ward

BRONWYN SMITH

North-East Ward

SONET COETZEE

North Ward (*Electronic – joined at 6:06PM*)

Officers:

BILL PARKER

Chief Executive Officer

VICKI COLES

General Counsel

MADONNA ILIFFE

Acting Manager Corporate Governance & Council Services

YVETTE HEATH

Acting Coordinator Council Services

DIANE HEBBARD

Minute Officer - Council Services Officer

CAS JENNINGS

Council Services Officer

Item 2 Apologies and Leave of Absence

MARIZANE MOORE

Central-East Ward

JACQUELINE HUNTLEY

Central Ward

ALEX FIGG

North Ward

The Presiding Member, Deputy Mayor Rowe advised that prior approval had been given by Mayor Aitken, as per item 6.11 of the Electronic Attendance at Meetings Policy for Cr Coetzee to be admitted electronically to the meeting.

Deputy Mayor Rowe requested Cr Coetzee to read out her declaration.

The following declaration was made by Cr Coetzee:

"In accordance with section 14CA(5) of the Local Government (Administration) Regulations 1996 I Sonet Coetzee declare that I can maintain confidentiality while attending the closed part of this meeting electronically."

Cr Coetzee joined the meeting via MS Teams at 6:06PM.

Item 3 Confirmation of Minutes

N/A

Item 4 Reports

Procedural Motion

Moved Mayor Aitken, Seconded Cr Berry

That Council move into a confidential session to discuss Item 5.1 Chief Executive Officer Performance Review Policy under the terms of the *Local Government Act 1995, Section 5.23 (2)*.

**CARRIED UNANIMOUSLY
11/0**

For the motion: Mayor Aitken, Cr Bedworth, Cr Berry, Cr Coetzee, Cr Herridge, Cr Miles, Cr Parker, Cr Rowe, Cr Smith, Cr Seif and Cr Wright

Against the motion: Nil

The meeting was closed to the public and all visual recordings ceased at 6:08PM

Item 5 Confidential

5.1 Chief Executive Officer Performance Review Policy

File Ref: 50350 – 25/247375
Responsible Officer: General Counsel

This report is to be dealt with in confidential session, under the terms of the Local Government Act 1995 Section 5.23(2), as follows:

- (a) *a matter affecting an employee or employees*
- (b) *the personal affairs of any person*
- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting*
- (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting*

Moved Cr Wright, Seconded Cr Miles

That the Policy Review Committee:

1. ADOPTS the revised Chief Executive Officer Performance Review Policy as shown in Attachment 4; and
2. REQUESTS that the Administration facilitate a workshop with Council and the Chief Executive Officer to review the aspects of the Chief Executive Officer Performance Review Policy that are to be agreed between the Council and the Chief Executive Officer in accordance with clause 16(3) of the Model Standards for CEO Recruitment, Performance and Termination, and the terms of the Chief Executive Officers Employment Contract.

Amendment

With the approval of the Mover and Seconder and at the request of Cr Miles the substantive motion was amended as follows:-

That the Policy Review Committee:

1. ADOPTS the revised Chief Executive Officer Performance Review Policy as shown in Attachment 4; and
2. REQUESTS that the Administration appoint Helen Hardcastle of Learning Horizon to facilitate a workshop with Council and the Chief Executive Officer to review the aspects of the Chief Executive Officer Performance Review Policy (attachment 10) that are to be agreed between the Council and the Chief Executive Officer in accordance with clause 16(3) of the Model Standards for CEO Recruitment, Performance and Termination, and the terms of the Chief Executive Officers Employment Contract and associated matters on Tuesday 5 August 2025.
3. REQUESTS the Administration to bring a report to the 26 August 2025 Ordinary Council Meeting to establish the Chief Executive Officer Performance Review Committee.

CARRIED UNANIMOUSLY
11/0

For the motion: Mayor Aitken, Cr Bedworth, Cr Berry, Cr Coetzee, Cr Herridge, Cr Miles, Cr Parker, Cr Rowe, Cr Smith, Cr Seif and Cr Wright

Against the motion: Nil

Procedural Motion

Moved Cr Berry, Seconded Cr Wright

That the meeting be reopened to the public

**CARRIED UNANIMOUSLY
11/0**

For the motion: Mayor Aitken, Cr Bedworth, Cr Berry, Cr Coetzee, Cr Herridge, Cr Miles, Cr Parker, Cr Rowe, Cr Smith, Cr Seif and Cr Wright

Against the motion: Nil

The meeting was reopened to the public and all visual recording recommenced at 6:19PM

Deputy Mayor Rowe read aloud the resolution carried on Item 5.1 Chief Executive Officer Performance Review Policy.

Item 6 To be Tabled

Nil

Item 7 Date of Next Meeting

The next Policy Review Committee Meeting has been scheduled for 6:00PM on Monday, 18 August 2025, to be held at Council Chamber (Level 1), Civic Centre, 23 Dundobar Road, Wanneroo.

Item 8 Closure

There being no further business, Deputy Mayor Rowe closed the meeting at 6:22PM.