

# Agenda

## CEO Performance Review Meeting

CEO Performance Review Meeting  
6:00 PM Monday 02 February 2026  
Council Chamber (Level 1), Civic Centre,  
23 Dundobar Road, Wanneroo

[wanneroo.wa.gov.au](http://wanneroo.wa.gov.au)

## TERMS OF REFERENCE

<b>Title:</b>	<b>Chief Executive Officer Performance Review Committee</b>
<b>Purpose and Role</b>	
<p>The purpose of the Chief Executive Officer Performance Review Committee (<b>Committee</b>) is to ensure compliance with section 5.38 of the <i>Local Government Act 1995 (WA)</i>, the Model Standards for CEO Recruitment, Performance and Termination (<b>Model Standards</b>) adopted by Council on 20 April 2021 (CE04-04/21) and the City's Chief Executive Officer Performance Review Policy (<b>Policy</b>).</p> <p>The Committee's role is to review the Chief Executive Officer's (<b>CEO</b>) performance on an annual basis and make recommendations to Council, on any proposed changes to the CEO's Contract of Employment, performance review process and/or key performance indicators. The review of the CEO's performance and any recommendations made to Council will be done in consultation with the CEO as required by cl. 16 of the Model Standards under the <i>Local Government (Administration) Regulations 1996</i>.</p>	
<b>1. Aims &amp; Functions</b>	
<p>The Aim of the Committee is to:</p> <ol style="list-style-type: none"><li>1.1. Provide a forum for constructive two-way communication between Council and the CEO.</li><li>1.2. Monitor and support the CEO in the progression of KPIs.</li><li>1.3. Undertake the annual CEO performance review process.</li></ol> <p>The function of the Committee is to:</p> <ol style="list-style-type: none"><li>1.4. Review the CEO's performance in accordance with the appropriate provisions contained within the CEO's Employment Contract.</li><li>1.5. Assist Council in oversight of an external consultant(s) engaged to assist the Committee and Council in conducting a CEO Performance Review in line with the Policy.</li><li>1.6. Review the Key Performance Indicators to be met by the CEO.</li><li>1.7. Review the CEO remuneration package, in accordance with the appropriate provisions within the CEO Employment Contract and the most recent and applicable Salaries and Allowances Tribunal Determination for Local Government CEO's and Elected Members.</li><li>1.8. Review the CEO performance on an on-going basis and when deemed necessary in accordance with the appropriate provisions contained within the CEO Employment Contract.</li><li>1.9. Define and establish any performance criteria for the next financial year period, in consultation with the CEO, for recommendation to Council arising from the performance of the review process.</li></ol>	

## **2. Membership:**

- 2.1. The Committee will comprise of the Mayor and up to four other Council Members appointed by an absolute majority decision of Council.
- 2.2. The independent consultant appointed to facilitate the CEO's performance review process in accordance with the Policy will not be a member of the Committee or have any voting rights but will be required to partake in committee meetings.
- 2.3. Council is required to decide, by absolute majority, the membership of the Committee.
- 2.4. If Council is required to remove a Council Member from the committee this must be made by an absolute majority.
- 2.5. Members must comply with the City's Council Member, Committee Member and Candidate Code of Conduct.
- 2.6. All members will be appointed for a term of two years and will be appointed at the first Council Meeting (Special or Ordinary) following the announcement of the Local Government Election results.

## **3. Presiding and Deputy Presiding Members:**

- 3.1. Council, by absolute majority and in accordance with section 5.12 of the *Local Government Act 1995*, will select a Presiding and Deputy Presiding member at a Council Meeting.
- 3.2. The Presiding Member will facilitate all meetings.
- 3.3. In the absence of the Presiding Member, the Deputy Presiding Member will perform the functions of the Presiding Member.
- 3.4. In the absence of both the Presiding Member and the Deputy Presiding Member, the Committee members present at the meeting are to choose one of themselves to facilitate the meeting.

## **4. Meeting Procedures:**

- 4.1. The general affairs of the Committee shall be administered in accordance with the *Local Government Act 1995* and the *City of Wanneroo Standing Orders Local Law 2021*.
- 4.2. The City will ensure appropriate administrative support is provided by Legal and Governance Services.
- 4.3. All minutes shall be made available to all Council members.
- 4.4. The Committee shall meet at least quarterly a year to receive KPI progress updates and undertake the CEO's annual performance review.
- 4.5. All items discussed by the Committee and all information presented to the Committee must be treated as confidential and the meeting will be held in closed session as per section 5.23(2) of the *Local Government Act 1995*.

### **Resolutions**

- 4.6. The Committee will communicate with Council by way of formal recommendation for the consideration of Council.
- 4.7. All appointed members of the Committee will have one vote. The Presiding Member will have the casting vote and a simple majority will prevail.

**Quorum**

- 4.8. A quorum will be a simple majority of the total number of members.
- 4.9. A quorum may include members of the Committee attending a meeting remotely where necessary.

**5. Authority of Establishment**

- 5.1. The Committee is established in accordance with section 5.8 of the *Local Government Act 1995*.

**6. Delegated Authority:**

- 6.1. The Committee does not have any delegated authority. The Committee will make recommendations to Council on report items. Report items will then be presented for Councils consideration at the next available Ordinary Council Meeting.

Administration Use Only			
Date of Council Establishment of Group:		26 August 2025	
Council Minute – Ref:		CE02-08/25	
Terms of Reference - HPE Ref:		25/336032	
HPE Container – Ref:		2391	
Operational Procedures - HPE Ref:			
Last Review Date:		Next Review Date:	

# MEMBERSHIP

## Members:

LINDA AITKEN, JP  
PAUL MILES  
JAMES ROWE, JP  
JORDAN WRIGHT  
HELEN BERRY

**Mayor** (Deputy Presiding Member)  
Central-East Ward(Presiding Member)  
South Ward  
Central Ward  
Central-West Ward



Notice is given that the next CEO Performance Review Meeting will be held in the Council Chamber (First Floor), Civic Centre, 23 Dundobar Road, Wanneroo on **Monday 2 February, 2026** commencing at **6:00 PM**.

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# A G E N D A

*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.*

*Meetings to be conducted in accordance with the City of Wanneroo Standing Orders Local Law 2021*

*Meetings of committees of Council convened under Section 5.8 of the Local Government Act 1995 (the Act) are subject (in part) to the City of Wanneroo Standing Orders Local Law 2021 (the Standing Orders). For the avoidance of doubt and in accordance with clause 9.6 of the Standing Orders, a committee's presiding person may determine that a committee meeting will be conducted in full compliance with the Standing Orders including those sections which are not explicitly stated to apply to committee meetings, this determination to be effected by a declaration by the presiding person at the opening of the meeting.*

*As Presiding Member of the Policy Review Committee and in accordance with clause 9.6 of the City of Wanneroo Standing Orders Local Law 2021 I declare that all provisions of the Standing Orders will apply to the conduct of this meeting.*

## **Item 1 Attendances**

## **Item 2 Apologies and Leave of Absence**

## **Item 3 Confirmation of Minutes**

### **3.1 Minutes of CEO Performance Review Committee Meeting held on 1 December 2025**

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That the minutes of the CEO Performance Review Committee Meeting held on 1 December 2025 be confirmed.

## Item 4 Reports

**Declarations of Interest by Committee Members to be recorded here, including the nature and extent of the interest. Declaration of Interest forms to be completed and handed to the Chief Executive Officer.**

### 4.1 CEO Interim Quarterly Corporate Report & KPI Update

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File Ref: 55832 – 26/54541  
Responsible Officer: Chief Executive Officer  
Attachments: 2

*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:*

*(b)(ii) a matter relating to the recruitment or employment of the CEO or a senior employee, including the following a review of performance under section 5.38*

**These attachments are confidential and distributed under separate cover to all Council Members.**

- 1. Attachment 1 – CONFIDENTIAL 2025-26 Quarter 2 Corporate Performance Report Combined*
- 2. Attachment 2 – CONFIDENTIAL CEO Performance Review 2026 Meeting Dates Final*

**Item 5 Confidential**

**Item 6 Late Reports (to be circulated under separate cover)**

Nil

**Item 7 Date of Next Meeting**

The next CEO Performance Review Committee Meeting has been scheduled for 6:00PM on **Monday, 16 March 2026**, to be held at Council Chamber (Level 1), Civic Centre, 23 Dundobar Road, Wanneroo.

**Item 8 Closure**



# COUNCIL CHAMBER SEATING DIAGRAM

