

Unconfirmed Minutes

CEO Performance Review Committee Meeting Minutes

CEO Performance Review Committee Meeting
6:00PM, Monday 16 March, 2026
Council Chamber (Level 1), Civic Centre,
23 Dundobar Road, Wanneroo

wanneroo.wa.gov.au



**UNCONFIRMED MINUTES OF CEO PERFORMANCE REVIEW
COMMITTEE MEETING**

HELD ON MONDAY 16 MARCH, 2026

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MINUTES

Cr Miles declared the meeting open at 6:01PM.

Item 1 Attendances

Members:

LINDA AITKEN, JP	Mayor (Deputy Presiding Member)
PAUL MILES	Central East Ward (Presiding member)
JORDAN WRIGHT	Central Ward
HELEN BERRY	Central West Ward
JAMES ROWE, JP	South Ward

Officers:

BILL PARKER	Chief Executive Officer
VICKI COLES	General Counsel
MADONNA ILIFFE	Acting Manager Corporate Governance & Council Services
DEBORAH GOUGES	Coordinator Council Services (Minutes)
CHLOE SCOTT	Senior Legal Support Officer

External:

HELEN HARDCASTLE Learning Horizons

Item 2 Apologies and Leave of Absence

Nil

Item 3 Confirmation of Minutes

3.1 Minutes of CEO Performance Review Meeting held on 2 February 2026

Moved Cr Wright, Seconded Cr Rowe

That the minutes of the CEO Performance Review Meeting held on 2 February 2026 be confirmed.

CARRIED UNANIMOUSLY
5/0

For the motion: Mayor Aitken, Cr Berry, Cr Miles, Cr Rowe and Cr Wright

Against the motion: Nil

Procedural Motion

Moved Mayor Aitken, Seconded Cr Wright

That Item 5.1 CEO Performance Review - Appointment of Consultant for Annual Review & Approval of the Annual Review Timeline be brought forward as the second Item in the Order of Business of this Agenda and Item 5.2 - CEO Performance Review Policy Review be brought forward as the first Item in the Order of Business of this Agenda.

CARRIED UNANIMOUSLY
5/0

For the motion: Mayor Aitken, Cr Berry, Cr Miles, Cr Rowe and Cr Wright

Against the motion: Nil

Item 4 Reports

4.1 Second Quarter Corporate Report & CEO KPI Update Report

File Ref: 55832 – 26/97913
Responsible Officer: Acting Director Corporate Strategy & Performance
Attachments: 1

This item was discussed later in the meeting.

Procedural Motion

Moved Cr Berry, Seconded Mayor Aitken

That the CEO Performance Review Committee move into a Confidential Session to discuss Items 5.1 and 5.2 under the terms of the *Local Government Act 1995*, Section 5.23(2).

**CARRIED UNANIMOUSLY
5/0**

For the motion: Mayor Aitken, Cr Berry, Cr Miles, Cr Rowe and Cr Wright

Against the motion: Nil

The meeting was closed to the public and all recording ceased at 6:04PM.

The Chief Executive Officer and Coordinator Council Services left the Chamber, the time being 6:04PM.

Item 5 Confidential

5.2 CEO Performance Review Policy Review

File Ref: 55832 – 26/81310
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:

(b) information relating to the personal affairs of an individual.

Moved Cr Rowe, Seconded Mayor Aitken

That the CEO Performance Review Committee RECOMMENDS the reviewed Chief Executive Officer Performance Review Policy to Council for adoption as shown in Attachment 3.

**CARRIED UNANIMOUSLY
5/0**

For the motion: Mayor Aitken, Cr Berry, Cr Miles, Cr Rowe and Cr Wright

Against the motion: Nil

5.1 CEO Performance Review - Appointment of Consultant for Annual Review & Approval of the Annual Review Timeline

File Ref: 55832 – 26/78325
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:

(b) information relating to the personal affairs of an individual.

Moved Mayor Aitken, Seconded Cr Berry

That the CEO Performance Review Committee recommends that Council BY ABSOLUTE MAJORITY:

- 1. APPOINTS Helen Hardcastle, Learning Horizons as the Independent Consultant to facilitate the Chief Executive Officer Annual Performance Review 2025/2026 and development of the Key Performance Indicators aligned to the Council Plan for 2026/2027; and**
- 2. APPROVES the Chief Executive Officer Annual Performance Review 2025/2026 and development of Key Performance Indicators for 2026/2027 timeline as shown in Attachment 3.**

**CARRIED BY ABSOLUTE MAJORITY
5/0**

For the motion: Mayor Aitken, Cr Berry, Cr Miles, Cr Rowe and Cr Wright

Against the motion: Nil

Procedural Motion

Moved Cr Wright, Seconded Mayor Aitken

That the meeting be reopened to the public.

**CARRIED UNANIMOUSLY
5/0**

For the motion: Mayor Aitken, Cr Berry, Cr Miles, Cr Rowe and Cr Wright

Against the motion: Nil

The meeting was reopened to the public and all recording recommenced at 6:15PM.

The Chief Executive Officer and Coordinator Council Services entered the Chamber, the time being 6:15PM.

Cr Miles read aloud the resolutions carried for Items 5.1 and 5.2.

Item 4 Reports

4.1 Second Quarter Corporate Report & CEO KPI Update Report

File Ref: 55832 – 26/97913
Responsible Officer: Acting Director Corporate Strategy & Performance
Attachments: 1

Issue

A Quarterly Corporate Report update is provided together with a progress update on the 2025/2026 Chief Executive Officer (CEO) Key Performance Indicators (KPIs) (**Attachment 1**).

Background

A formal review of the CEO's performance will be undertaken as part of the statutory annual performance review at the end of the quarter 4 reporting period in July.

In addition to the annual review, a quarterly progress report is provided to ensure that Committee Members are appraised of progress and have the opportunity to provide early feedback prior to the conclusion of the review period.

The quarterly report will then be presented to Council for formal acceptance.

The information presented is current at 31 December 2025.

Detail

The Quarterly Corporate Report has previously been presented to the Audit, Risk and Improvement Committee and Council by the Director Corporate Strategy and Performance. Unfortunately, due to the meeting schedule for the Audit, Risk and Improvement Committee, the Quarterly Performance Report is often delayed up to four months in presentation to Council.

To reduce the delay in Council receiving the Quarterly Corporate report, the Administration has aligned the CEO Performance Review Committee meeting dates to occur 6 weeks after the end of the relevant quarter. The Quarterly Corporate report will then be presented to Council, two weeks later.

In summary, the following updates are provided to the Committee:

- **Strong Delivery Across Council Plan Initiatives:** 96.8% of all initiatives (91 of 94) were on target, being monitored, or completed as at the end of Quarter 2 reflecting consistently high organisational performance.
- **Solid Capital Works Delivery:** The City delivered \$63.5M in capital works by the end of December, representing 43.7% of the revised annual Capital Works Program, with strong progress across community buildings, sports facilities, and roads.
- **High Performance of Top Capital Projects:** Over half (52.4%) of the annual budgets for the City's top capital projects were expended by Quarter 2, with 11 major projects tracking on schedule and 13 on budget.

Consultation

The City's executive and management team have provided input through the City's normal performance reporting process.

Comment

Nil

Statutory Compliance

Under section 5.38 (1) of the *Local Government Act 1995, Annual review of employees' performance*, a local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year. There is no statutory requirement for more regular review.

Strategic Implications

The proposal aligns with the following objective within the Council Plan 2025 – 2035:

5 ~ A Well-Governed and Managed City

5.1 - Lead with clear decisions and strong advocacy

Risk Appetite Statement

In pursuit of strategic objective goal 5, we will accept a Medium level of risk as the City balances the capacity of the community to fund services through robust cost-benefit analysis and pursues evidence-based decision making to be effective stewards of the Council and City for future generations.

Risk Management Considerations

RISK TITLE		RISK RATING
Level 1 Strategic Risk	4.0 People & Culture	Low
Level 2 Corporate Risk	4.2 People Management	Low
ACCOUNTABILITY		ACTION PLANNING OPTION
Director Corporate Strategy & Performance		Manage

RISK TITLE		RISK RATING
Level 1 Strategic Risk	9.0 Ineffective Governance	Medium
Level 2 Corporate Risk	9.1 Compliance Framework	Medium
ACCOUNTABILITY		ACTION PLANNING OPTION
General Counsel		Manage

Policy Implications

There are no policy implications in relation to the progress update.

Financial Implications

There are no financial implications in relation to the interim progress update.

Voting Requirements

Simple Majority

Moved Cr Wright, Seconded Cr Miles

That the Chief Executive Officer Performance Review Committee ACCEPTS the Chief Executive Officer Quarterly Corporate Report and Key Performance Indicator Update for presentation to Council at the March 2026 Ordinary Council Meeting.

Motion to Amend**Moved Cr Rowe, Seconded Cr Berry**

That the word ACCEPTS be replaced with the word NOTES in the recommendation.

That the Chief Executive Officer Performance Review Committee ACCEPTS NOTES the Chief Executive Officer Quarterly Corporate Report and Key Performance Indicator Update for presentation to Council at the March 2026 Ordinary Council Meeting.

**CARRIED
4/1**

For the motion: Cr Berry, Cr Miles, Cr Rowe and Cr Wright

Against the motion: Mayor Aitken

Substantive Motion as Amended

That the Chief Executive Officer Performance Review Committee NOTES the Chief Executive Officer Quarterly Corporate Report and Key Performance Indicator Update for presentation to Council at the March 2026 Ordinary Council Meeting.

The substantive motion as amended was put and

**CARRIED UNANIMOUSLY
5/0**

For the motion: Mayor Aitken, Cr Berry, Cr Miles, Cr Rowe and Cr Wright

Against the motion: Nil

Attachments:

1. 2025-26 Quarter 2 Corporate Performance Report 26/64075

Item 6 To be Tabled

Nil

Item 7 Date of Next Meeting

The next CEO Performance Review Committee Meeting has been scheduled for 6:00PM on Monday, 4 May 2026, to be held at Council Chamber (Level 1), Civic Centre, 23 Dundobar Road, Wanneroo.

Item 8 Closure

There being no further business, Cr Miles closed the meeting at 6:43PM.