



## **CONFIDENTIAL MINUTES OF EXECUTIVE COMMITTEE MEETING**

**HELD ON**

**MONDAY 21 SEPTEMBER 2020  
5.30PM**

**in Council Chambers, 83 Mandurah Terrace Mandurah and via  
eMeeting**

**PRESENT:**

MAYOR	R WILLIAMS (Chairperson)	
COUNCILLOR	C KNIGHT	NORTH WARD
COUNCILLOR	D PEMBER	EAST WARD
COUNCILLOR	P ROGERS	TOWN WARD
COUNCILLOR	A ZILANI (Deputy)	NORTH WARD

**OBSERVER:**

COUNCILLOR	J GREEN	COASTAL WARD
------------	---------	--------------

**OFFICERS IN ATTENDANCE:**

MR	M NEWMAN	CHIEF EXECUTIVE OFFICER
MR	G DAVIES	DIRECTOR STRATEGY AND ECONOMIC DEVELOPMENT
MS	C MIHOVILOVICH	DIRECTOR BUSINESS SERVICES
MS	NATALIE LINCOLNE	APPRAISAL AGENT, PRICE CONSULTING GROUP PTY LTD

**NOTE: THIS MEETING WAS CLOSED TO THE PUBLIC.**

**Contents of the agenda and supporting documents are confidential.**

**The recommendations for consideration by Council are available for public information.**

**OPENING OF MEETING [AGENDA ITEM 1]**

Prior to commencement of this electronic meeting, connections for the Appraisal Agent who attended via electronic means was tested and confirmed.

The Chairman declared the meeting open at 5:38pm.

## **APOLOGIES [AGENDA ITEM 2]**

Leave of Absence  
Nil

Apologies  
Cr M Rogers  
Cr D Lee

## **ANNOUNCEMENTS [AGENDA ITEM 3]**

The Mayor advised the meeting that the *City of Mandurah Standing Orders Local Law 2016* will be modified to ensure Committee Members can participate in and follow the meeting as it progresses.

### **MOTION**

**Moved: Mayor R Williams**  
**Seconded: Councillor C Knight**

**That the Executive Committee:**

1. **Suspend the operation of the following provisions of the *City of Mandurah Standing Orders Local Law 2016* for the duration of this electronic meeting to ensure Committee Members can follow and participate in the meeting as it progresses:**
  - 1.1. **Standing Order 7.2 Members to occupy own seats whilst present in meeting room. Relevant only for Elected Members attending the Council Chambers.**
  - 1.2. **Agree under Standing Orders 8.1(1) and 12.2, that instead of requiring a show of hands, a vote will be conducted by exception with the Presiding Member calling for those Members against each motion. If no response is received the motion will be declared carried and minuted accordingly.**
  - 1.3. **Reiterate the requirement as per Standing Order 7.3 for Members to advise the Presiding Member when leaving or entering the meeting at any time.**

CARRIED: 5/0

## **CONFIRMATION OF MINUTES [AGENDA ITEM 4]**

**EX.1/09/20 CONFIRMATION OF MINUTES: MONDAY 21 JULY 2020**

### **MOTION**

**Moved: Councillor A Zilani**  
**Seconded: Councillor P Rogers**

**That the Minutes of the Executive Committee meeting of Monday 21 July 2020 be confirmed.**

CARRIED: 5/0

**DECLARATIONS OF FINANCIAL, PROXIMITY AND IMPARTIALITY INTERESTS  
[AGENDA ITEM 5]**

Chief Executive Officer declared a Financial Interest for reports 1,2 and 3 due to the matters relating to his employment and will leave the meeting accordingly.

*At this juncture of the meeting, it was suggested that Standing Orders 8.5 and 8.6 be suspended in order to facilitate debate.*

**EX.2/9/20           SUSPENSION OF STANDING ORDERS**

**MOTION**

**Moved:**           Cr C Knight  
**Seconded:**       Cr A Zilani

**That Standing Orders 8.5 and 8.6 that place limitations on the number and duration of speeches be suspended at 5:40pm.**

CARRIED:       5/0

**EX.3/9/20           REINSTATE STANDING ORDERS**

**MOTION**

**Moved:**           Cr D Pember  
**Seconded:**       Cr A Zilani

**That Standing Orders 8.5 and 8.6 be reinstated at 5.59pm.**

CARRIED: 5/0

*Chief Executive Officer left the Council Chamber at 6:00pm*

**REPORTS [AGENDA ITEM 6]**

**EX.4/9/20           2019/2020 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW  
(REPORT 1)**

Confidential discussion took place.

Committee Recommendation

**MOTION**

**Moved:**           Cr P Rogers  
**Seconded:**       Cr D Pember

**That the Executive Committee recommend to Council to:**

1. **Accept the City of Mandurah Chief Executive Officer Performance Review Report September 2020 as prepared and submitted by the independent consultant, detailed in Amended Attachment 1.1.**
2. **Endorse the 2020/21 Chief Executive Officer Key Performance Indicators, detailed in Amended Attachment 1.2.**
3. **Review the Annual Performance Review Chief Executive Officer Council Policy and procedure by February 2021.**
4. **Review the functions and effectiveness of the Executive Committee and for Officers to provide Council with a recommendation in relation to its future as a Committee of Council by February 2021.**
5. **Quarterly review of CEO KPIs will be undertaken by the Executive Committee and presented to Council for consideration.**

CARRIED: 5/0

**Note:** The Officer Recommendation was amended to include an updated Attachment 1.1 which amended some of the 2020/2021 Key Performance Indicators and included feedback from Council to the Chief Executive Officer. Point 5 of the resolution was added to provide an ongoing review of Key Performance Indicators during the financial year.

**EX.5/9/20 CHIEF EXECUTIVE OFFICER – ANNUAL REMUNERATION REVIEW  
(REPORT 2)**

Confidential Discussion took place.

Committee Recommendation

**MOTION**

**Moved: Cr D Pember**

**Seconded: Cr C Knight**

**That the Executive Committee recommend to Council to authorise the remuneration package for the Chief Executive Officer for 2020/21, effective 1 July 2020 remains the same as the 2019/20 financial year.**

CARRIED: 5/0

**EX.6/9/20 CHIEF EXECUTIVE OFFICER CONTRACT (REPORT 3)**

Confidential discussion took place.

Committee Recommendation

**MOTION**

**Moved: Cr D Pember**

**Seconded: Cr C Knight**

**That the Executive Committee recommend to Council:**

- 1. To approve the process for negotiations of the Chief Executive Officer's extension term outlined in the report.**
- 2. To authorise the Mayor to commence negotiations with the Chief Executive Officer.**
- 3. That a report be presented to Council, at the next available Council Meeting after negotiations have concluded, for consideration to finalise the renewal of the Chief Executive Officer's Employment Contract for the extension term.**

CARRIED: 5/0

**LATE AND URGENT ITEMS OF BUSINESS [AGENDA ITEM 6]**

Nil

**CLOSE OF MEETING [AGENDA ITEM 7]**

There being no further business the Chairman declared the meeting closed at 6:27pm.

CONFIRMED: .....[CHAIRMAN]

**Confidential Attachments to Committee Minutes:**

<b>Minute</b>	<b>Item</b>	<b>Page</b>
EX.4/9/20	2019/2020 Chief Executive Officer Performance Review Amended Attachment 1.1	NA
EX.5/9/20	2019/2020 Chief Executive Officer Performance Review Amended Attachment 1.2	NA
EX.6/9/20	Chief Executive Officer Contract Attachment 3.1	NA