



TOWN OF
VICTORIA PARK

Chief Executive Officer Recruitment and Performance Review Committee

Minutes – 11 February 2025



WE'RE OPEN
VIC PARK

Please be advised that a **Chief Executive Officer Recruitment and Performance Review Committee** was held at **5:00 PM** on **Tuesday 11 February 2025** in the **Djeran Meeting Room**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mayor Karen Vernon – Presiding Member

13 February 2025

Table of contents

Item	Page no
1 Declaration of opening.....	3
2 Attendance	3
2.1 Apologies.....	3
2.2 Approved leave of absence.....	3
3 Declarations of interest.....	4
4 Confirmation of minutes	5
5 Method of dealing with agenda business.....	5
6 Reports.....	6
6.1 Interim CEO KPIs – report of Acting CEO's.....	6
6.2 Chief Executive Officer Performance Indicators for 2025.....	9
6.3 CEO Annual Performance review 2024/25 - Selection of External Facilitator	13
7 Meeting closed to the public.....	17
8 Closure.....	17

1 Declaration of opening

Mayor Karen Vernon opened the meeting at 5:00pm and read the Acknowledgement of Country.

Acknowledgement of Country (by Presiding Member)

I am honoured to be standing on Whadjuk - Nyungar country on the banks of the Swan River.

Ngany yoowart Noongar maam, ngany wadjella maam. Ngany djerapiny Wadjak – Noongar boodja-k yaakiny, nidja bilya bardook.

I acknowledge the traditional custodians of this land and respect past, present and emerging leaders, their continuing cultural heritage, beliefs and relationship with the land, which continues to be important today.

Ngany kaaditj Noongar moort keny kaadak nidja Wadjak Noongar boodja. Ngany kaaditj nidja Noongar birdiya – koora, ye-ye, boorda, baalapiny moorditj Noongar kaadijtin, moort, wer boodja ye-ye.

I thank them for the contribution made to life in the Town of Victoria Park and to this region.

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

2 Attendance

Mayor	Ms Karen Vernon
Banksia Ward	Cr Peter Devereux
Jarrah Ward	Deputy Mayor Bronwyn Ife Cr Sky Croeser
Chief Executive Officer	Mr Carl Askew
Manager People and Culture	Ms Donna Smith
Secretary	Ms Felicity Higham

2.1 Apologies

Banksia Ward	Cr Claire Anderson
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2.2 Approved leave of absence

Nil

3 Declarations of interest

Name/Position	Mr Carl Askew
Item No/Subject	Item 6.2 - Chief Executive Officer Performance Indicators for 2025
Nature of interest	Financial
Extent of interest	The matter relates to my contract of employment and performance.

Name/Position	Mr Carl Askew
Item No/Subject	Item 6.3 - CEO Annual Performance Review 2024/25 - Selection of External Facilitator
Nature of interest	Financial and impartiality
Extent of interest	The matter relates to my contract of employment and performance. I have previously worked with one of the applicants for my review (Applicant B).

Name/Position	Mayor Karen Vernon
Item No/Subject	Item 6.3 - CEO Annual Performance Review 2024/25 - Selection of External Facilitator
Nature of interest	Impartiality
Extent of interest	In my role on Council over the last 7 years, have worked with Providers A and B who have quoted for this external appointment.

Name/Position	Deputy Mayor Bronwyn Ife
Item No/Subject	Item 6.3 - CEO Annual Performance Review 2024/25 - Selection of External Facilitator
Nature of interest	Impartiality
Extent of interest	I have worked with both provider A and B in the past as part the CEO Recruitment and Performance Review committee.

Name/Position	Cr Peter Devereux
Item No/Subject	Item 6.3 - CEO Annual Performance Review 2024/25 - Selection of External Facilitator
Nature of interest	Impartiality
Extent of interest	I have worked on the committee with provider A.

Name/Position	Cr Sky Croeser
Item No/Subject	Item 6.3 - CEO Annual Performance Review 2024/25 - Selection of External Facilitator
Nature of interest	Impartiality
Extent of interest	I have met Provider A previously through Council work.

4 Confirmation of minutes

OFFICER RECOMMENDATION AND COMMITTEE RECOMMENDATION:

Moved: Mayor Karen Vernon

Seconded: Deputy Mayor Bronwyn Ife

That the Chief Executive Officer Recruitment and Performance Review Committee confirms the minutes of the Chief Executive Officer Recruitment and Performance Review Committee held on 24 September 2024.

Carried (4 - 0)

For: Mayor Karen Vernon, Deputy Mayor Bronwyn Ife, Cr Sky Croeser and Cr Peter Devereux

Against: Nil

5 Method of dealing with agenda business

OFFICER RECOMMENDATION AND COMMITTEE RECOMMENDATION:

Moved: Mayor Karen Vernon

Seconded: Deputy Mayor Bronwyn Ife

That Chief Executive Officer Recruitment and Performance Review Committee in accordance with clause 58 of the *Meeting Procedures Local Law 2019* suspends clause 50 - Speaking twice of the *Meeting Procedures Local Law 2019* for the duration of the meeting.

Carried (4 - 0)

For: Mayor Karen Vernon, Deputy Mayor Bronwyn Ife, Cr Sky Croeser and Cr Peter Devereux

Against: Nil

6 Reports

6.1 Interim CEO KPIs – report of Acting CEO's

Location	Town-wide
Reporting officer	Chief Community Planner and Manager Place Planning
Responsible officer	Chief Executive Officer (CEO)
Voting requirement	Simple majority
Attachments	1. CONFIDENTIAL REDACTED – 9. Progress Report of Interim CEO KPIs [6.1.1 – 3 pages]

Summary

The purpose of this report is to provide information relating to the completion of the interim key performance indicators (KPIs) for the Acting Chief Executive Officers (A/CEOs) from September – December 2024.

Recommendation

That the CEO Recruitment and Performance Review Committee recommends that Council:

Notes the completion of the interim key performance indicators for the Acting Chief Executive Officers from September – December 2024.

Background

1. At a Special Council Meeting held on the 30 April 2024, Natalie Martin Goode and David Doy were appointed as joint Acting CEOs from 13 July 2024 until the position of CEO was filled on a permanent basis.
2. It is not a legislative requirement that an Acting CEO has KPIs established as no performance review is required for a CEO unless they are employed for a period of one year.
3. At the Special Council Meeting on 1 October 2024 Interim KPIs were adopted for the A/CEOs.

Discussion

4. A summary of the performance indicators is provided below:
 - Audit ready Financial Statements submitted to the Office of the Auditor General by 30 September 2024.
 - Develop Disaster Recovery Plan and document. Establish testing regime for the Disaster Recovery Plan. Schedule regular fall-over test to ensure veracity of the plan.
 - Amend the Procurement Management Practice (May 2020) to define when a probity reviewer is to be engaged.

- Draft a management procedure capturing the protocol regarding cyber security testing and other measures. This should include contracts for external providers where appropriate.
- Establish a regular review schedule for the plan as per section 1.3. 5.2.2.
- Tender report to Council with a recommendation for the contractor for McCallum Active works.
- Tender report to Council with a recommendation for the contractor for Ed Millen Park works.

5. Details relating to how the A/CEOs Interim KPIs have been achieved are included in Attachment 1.

Relevant documents

[Town of Victoria Park Standards for CEO Recruitment, Performance and Termination](#)

Legal and policy compliance

Section 5.38 of the *Local Government Act 1995* provides for the performance review of a CEO if the CEO is employed for more than 1 year. It is not a requirement that the Acting CEOs are tasked with interim KPIs, however it is considered good practice with CEOs acting for a significant period.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	Not applicable.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial		High	Low	
Environmental			Medium	
Health and safety			Low	
Data, Information Technology and Cyber			Medium	
Assets			Medium	
Compliance Breach			Low	
Reputation			Low	

Service delivery interruption	Medium
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Engagement

Not applicable.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Alignment of the CEO’s KPI’s to the strategic planning framework will assist in focusing work priorities based on community needs.

OFFICER RECOMMENDATION AND COMMITTEE RECOMMENDATION:

Moved: Mayor Karen Vernon **Seconded:** Deputy Mayor Bronwyn Ife

That the CEO Recruitment and Performance Review Committee recommends that Council:

Notes the satisfactory completion of the interim key performance indicators for the Acting Chief Executive Officers from September – December 2024.

Carried (4 - 0)

For: Mayor Karen Vernon, Deputy Mayor Bronwyn Ife, Cr Sky Croeser and Cr Peter Devereux

Against: Nil

Moved by Mayor Karen Vernon and read out with the inclusion of the word 'satisfactory' in the second sentence.

6.2 Chief Executive Officer Performance Indicators for 2025

Location	Town-wide
Reporting officer	Manager Governance and Strategy
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	CONFIDENTIAL REDACTED – Performance Criteria [6.2.1 – 1 page]

Summary

This report confirms the Chief Executive Officer's Key Performance Indicator's do not require amendment and recommends a further review of these KPI's as part of the CEO probation review process.

Recommendation

The CEO Recruitment and Performance Review Committee recommends that Council:

1. Confirms the Chief Executive Officer Key Performance Indicators for 2025, as contained in Attachment 1, do not require amendment.
2. Undertakes a further review of the CEO KPIs as part of the CEO probation review process.

Background

1. At the Special Council Meeting held 9 September 2024, Council appointed Mr Carl Askew as the Town's new Chief Executive Officer (CEO) for a 5 year period.
2. The new CEO commenced on 2 December 2024.
3. According to the executed Contract of Employment, the Council and CEO must discuss the Performance Criteria contained within the contract within 3 months from the commencement of his employment.

Discussion

4. In accordance with the provisions of the Contract of Employment, the CEO has considered the Performance Criteria contained within the contract, and whether any amendments were appropriate.
5. The proposed Key Performance Indicators as contained within Attachment 1 are presented for confirmation.
6. The CEO has considered the KPIs contained within the contract and does not propose any amendments.
7. It is recommended that a further review of the CEO KPI's be considered as part of the CEO probation review process to enable alignment with the Council's budget process. This further review of the KPI's can be undertaken by the consultant appointed to undertake the CEO Annual Performance review process.

Relevant documents

Not applicable

Legal and policy compliance

[Section 5.39 Local Government Act 1995](#)

Financial implications

Current budget impact	Not applicable
Future budget impact	Not applicable

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not applicable	High	Low	
Environmental	Not applicable		Medium	
Health and safety	Not applicable		Low	
Data, Information Technology and Cyber	Not applicable		Medium	
Assets	Not applicable		Medium	
Compliance Breach	Not setting the CEO KPI's will be a breach of contract and a breach of the Local Government Act 1995	Medium	Low	Treat the risk by endorsing KPI's for the CEO
Reputation	Not applicable	High	Low	
Service delivery interruption	Not applicable	Medium	Medium	

Engagement

Internal engagement	
Stakeholder	Comments

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Setting KPI's for the CEO for 2025 will help ensure that the Town's resources are managed appropriately and will help monitor performance.
CL3 - Accountability and good governance.	Setting KPI's for the CEO will comply with the provisions contained within the Local Government Act and Contract of Employment.

Further consideration

Not applicable.

The CEO, Mr Carl Askew left the meeting at 5:22pm and returned at 5:23pm.

OFFICER RECOMMENDATION:

Moved: Cr Sky Croeser

Seconded: Mayor Karen Vernon

The CEO Recruitment and Performance Review Committee recommends that Council:

1. Confirms the Chief Executive Officer Key Performance Indicators for 2025, as contained in Attachment 1, do not require amendment.
2. Undertakes a further review of the CEO KPIs as part of the CEO probation review process.

AMENDMENT:

Moved: Mayor Karen Vernon

Seconded: Deputy Mayor Bronwyn Ife

Add point 3.

3. Directs the committee to complete the review in point 2 above at a meeting of the Committee on 28 April 2025 at 5:00pm.

AMENDED OFFICER RECOMMENDATION AND COMMITTEE RECOMMENDATION:

Moved: Cr Sky Croeser

Seconded: Mayor Karen Vernon

The CEO Recruitment and Performance Review Committee recommends that Council:

1. Confirms the Chief Executive Officer Key Performance Indicators for 2025, as contained in Attachment 1, do not require amendment.
2. Undertakes a further review of the CEO KPIs as part of the CEO probation review process.
3. Directs the committee to complete the review in point 2 above at a meeting of the committee on 28 April 2025 at 5:00pm.

Carried (4 - 0)

For: Mayor Karen Vernon, Deputy Mayor Bronwyn Ife, Cr Sky Croeser and Cr Peter Devereux

Against: Nil

6.3 CEO Annual Performance review 2024/25 - Selection of External Facilitator

Location	Town-wide
Reporting officer	Manager People & Culture
Responsible officer	Manager Governance & Strategy
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. CONFIDENTIAL REDACTED – Providers CEO Performance Review [6.3.1 – 1 page]2. CONFIDENTIAL REDACTED – CEO Performance Review and KPI Setting 2025 – Provider A [6.3.2 – 30 pages]3. CONFIDENTIAL REDACTED – CEO Performance Review and KPI Setting 2025 - Provider B [6.3.3 – 18 pages]4. CONFIDENTIAL REDACTED – CEO Performance Review and KPI Setting 2025 - Provider C [6.3.4 - 16 pages]

Summary

To commence the selection process for a consultant to coordinate the probation assessment, facilitate the development of the performance review process and the development of key performance indicators for the Chief Executive Officer.

Recommendation

That the CEO Recruitment and Performance Review Committee recommends that Council:

Appoints consultant B to facilitate:

1. The CEO probation review;
2. The CEO 2025 annual performance review process and undertake a remuneration review;
3. The development of the CEO 2025 and 2026 key performance indicators.

Background

According to the CEO contract:

1. Clause 2.2.1 (and Schedule 2), the initial Probationary Period is 6 months from Commencement Date of 2 December 2024 – which is 2 June 2025;
2. Clause 2.2.2 provides that not less than 1 month before the end of the initial Probationary Period, Council must assess the CEO performance;
3. Clause 4.1.1 requires the CEO and Council to discuss the Performance Criteria (as set out in Schedule 3) including whether any amendments are appropriate, within 3 months of Commencement Date of 2 December 2024.
4. Clause 4.2(d) and (e) requires the CEO performance to be reviewed in accordance with the Town's CEO Performance Review Standards and the Town's Policy for CEO Annual Performance Review.
5. According to the Town's Standards for CEO Recruitment Performance and Termination, Clause 20 of the Town's Standards for CEO Recruitment Performance and Termination provides that the process for the

annual performance review for the CEO is to be coordinated by the CEO Recruitment and Performance Review Committee.

6. According to the Annual Performance Review for the Chief Executive Officer Policy 031, an external facilitator is engaged by the Council to assist the committee with the annual performance review.

The external facilitator is engaged to:

- a. Facilitate the development of the review process.
 - b. Report to the committee the findings of the performance review; and
 - c. Facilitate the development of the CEO's performance objectives (KPI's) and Key performance outcomes (KPO's) with the Elected Members for the following financial year.
7. The Council in consultation with the CEO, is to determine who the reviewer is to be. If the Council and the CEO are unable to agree on the selection of the reviewer, the Council is to make the relevant determination.

Discussion

8. Expressions of Interest were called from five (5) external providers suitably qualified to provide this service. Three (3) providers responded to the EOI and submitted proposals for consideration.
9. All providers were provided with a brief outlining the responsibilities of the successful consultant and the outcomes expected from the process.
10. The three (3) proposals have been reviewed on outcomes expected from the process, relevant experience, value for money and adhering to Policy 031 Annual Performance Review for the Chief Executive Officer.
11. Of the three (3) proposals received, Consultants A and B meet these criteria. Analysis of the proposals are in Attachment 1.
12. The CEO has reviewed the proposals from consultants A and B and has a preference for consultant B.

Relevant documents

[Local Government \(Administration\) Regulations 1996](#)

[Local Government Act 1995](#)

[DLGSC - LG Operational Guideline - CEO recruitment and selection, performance review and termination standards-for-ceo-recruitment-performance-and-termination](#)

[Microsoft Word - Policy 031 Annual Performance Review for the Chief Executive Officer](#)

Legal and policy compliance

[Local Government \(Administration\) Regulations 1996](#)

[Local Government Act 1995](#)

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	Not applicable.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial				
Environmental				
Health and safety				
Data, Information Technology and Cyber				
Assets				
Compliance Breach	Noncompliance to section 5.36(4) of the <i>Local Government Act 1995</i> and the <i>Local Government (Administration) Regulations 1996</i> regulation 18A.	High	Low	Treat by complying with the Recruitment and Selection Standards of the <i>Local Government Administration Regulations 1996</i>
Reputation				
Service delivery interruption				

Engagement

This is a confidential matter of Council.

Strategic alignment

Civic leadership	
Community Priority	Intended public value outcome or impact
CL3 – Accountability and good governance.	Town compliance to legislative requirements.

Further consideration

Not applicable.

The CEO Mr Carl Askew left the meeting at 5:31pm.

ALTERNATE MOTION:

Moved: Mayor Karen Vernon

Seconded: Deputy Mayor Bronwyn Ife

That the CEO Recruitment and Performance Review Committee recommends that Council appoints Provider A to Facilitate:

1. The CEO's contract probation review
2. The 2025 CEO Annual performance review process and undertake a remuneration review
3. the development of the CEO's Key Performance Indicators for 2025/2026.

Carried (3 - 1)

For: Mayor Karen Vernon, Deputy Mayor Bronwyn Ife and Cr Sky Croeser

Against: Cr Peter Devereux

Reason: The officer report indicates that the recommendation for Provider B is based on the CEO's preference, which is an unusual recommendation to be included. The appointment of an external consultant to facilitate Council's CEO performance review has always been determined previously without a recommendation from the CEO, and as a matter of good governance should continue to be determined by Council independently of the CEO to ensure the appointment is objective.

Providers A and B have both been identified to meet the criteria. Provider A offers better value for money than Provider B and has been conducting the CEO performance reviews and KPI development over the last 3 years. Provider A has significant familiarity with the Town's Strategic Community Plan and Corporate Business Plans, all of which were endorsed during that period, giving Provider A corporate knowledge advantages in conducting the CEO performance reviews and KPI setting for the coming year.

7 Meeting closed to the public

Not applicable.

8 Closure

There being no further business, Mayor Karen Vernon closed the meeting at 5:50pm.

I confirm these minutes to be true and accurate record of the proceedings of the Council/Committee.

Signed:

Dated this:

Day of:

2025