



TOWN OF
VICTORIA PARK

Chief Executive Officer Recruitment and Performance Review Committee

Agenda – 13 May 2025



WE'RE OPEN
VIC PARK

Please be advised that a **Chief Executive Officer Recruitment and Performance Review Committee** will be held at **5:00 PM** on **Tuesday 13 May 2025** in the **Djeran Meeting Room** of the Administration Centre at 99 Shepperton Road, Victoria Park.

Ms Donna Smith
9 May 2025

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1 Declaration of opening

Acknowledgement of Country (by Presiding Member)

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

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 kenya kaadak nidja Wadjak Noongar boodja. Ngany kaaditj nidja Noongar birdiya – koora, ye-ye, boorda, baalapiny moorditj Noongar kaaditjin, 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 Claire Anderson Cr Peter Devereux
Jarrah Ward	Deputy Mayor Bronwyn Ife Cr Sky Croeser
Manager People and Culture	Ms Donna Smith
Secretary	Ms Donna Smith

2.1 Apologies

2.2 Approved leave of absence

Nil.

3 Declarations of interest

Declarations of interest are to be made in writing prior to the commencement of the meeting.

Declaration of financial interests

A declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration. An employee is required to disclose their financial interest and if required to do so by the Council must disclose the extent of the interest. Employees are required to disclose their financial interests where they are required to present verbal or written reports to the Council. Employees can continue to provide advice to the Council in the decision-making process if they have disclosed their interest.

Declaration of proximity interest

Elected members (in accordance with Regulation 11 of the Local Government [Rules of Conduct] Regulations 2007) and employees (in accordance with the Code of Conduct) are to declare an interest in a matter if the matter concerns: a) a proposed change to a planning scheme affecting land that adjoins the person's land; b) a proposed change to the zoning or use of land that adjoins the person's land; or c) a proposed development (as defined in section 5.63(5)) of land that adjoins the persons' land.

Land, the proposed land adjoins a person's land if: a) the proposal land, not being a thoroughfare, has a common boundary with the person's land; b) the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or c) the proposal land is that part of a thoroughfare that has a common boundary with the person's land. A person's land is a reference to any land owned by the person or in which the person has any estate or interest.

Declaration of interest affecting impartiality

Elected members (in accordance with Regulation 11 of the Local Government [Rules of Conduct] Regulations 2007) and employees (in accordance with the Code of Conduct) are required to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making process. The Elected Member/employee is also encouraged to disclose the nature of the interest.

4 Confirmation of minutes

Recommendation

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 11 February 2025.

5 Method of dealing with agenda business

Recommendation

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.

6 Meeting closed to the public

6.1 Matters for which the meeting may be closed

6.1.1 Chief Executive Officer Probation Report

This item is considered confidential in accordance with section 5.23(2)(a) of the *Local Government Act 1995*.

Location	Town-wide
Reporting officer	Manager People & Culture
Responsible officer	Manager People and Culture
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. CONFIDENTIAL - To VP CEO FY 25 Probationary Review [6.1.1.1 - 18 pages]2. CONFIDENTIAL - To VP CEO FY 25 KPI Report [6.1.1.2 - 4 pages]3. CONFIDENTIAL - D24 69970 Signed Contract of Employment [6.1.1.3 - 34 pages]4. CONFIDENTIAL - D24 69971 Contract Signing Page [6.1.1.4 - 1 page]

Summary

To determine whether the Chief Executive Officer (CEO), Carl Askew has met his probation review targets.

Recommendation

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

1. Endorses the findings of the CEO Probation Review Report and the KPI Assessment Report as set out in Confidential Attachment 6.1.1.1 and 6.1.1.2 and approve notification of the findings to the CEO.
2. Resolves that this report, and its attachments remain confidential in accordance with section 5.23 (2)(a) of the Local Government Act 1995.

6.1.2 Chief Executive Officer Contract Variation

This item is considered confidential in accordance with section 5.23(2)a) of the *Local Government Act 1995*.

Location	Town-wide
Reporting officer	Manager People & Culture
Responsible officer	Manager People & Culture
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. CONFIDENTIAL - To VP CEO F Y 25 Remuneration Report [6.1.2.1 - 7 pages]2. CONFIDENTIAL - Contract Details Variation Schedule 2 May 2025 superannuation on motor vehicle (1) [6.1.2.2 - 4 pages]3. CONFIDENTIAL - Contract variation schedule 2 October 2024 [6.1.2.3 - 2 pages]

Summary

The purpose of this report is to make a variation to Schedule 2 of the CEO Contract of Employment to correct superannuation to be paid as part of the Total Remuneration Package and to recognise the option to Work from Home under certain conditions.

Recommendation

That Council:

1. Approves a variation to Schedule 2 of the CEO Contract of Employment between the Town of Victoria Park and Carl Askew as set out in Confidential Attachment 6.1.2.2;
2. Authorises the Mayor to sign the varied Schedule 2 as set out in Confidential Attachment 6.12.2 on behalf of the Town of Victoria Park.

6.2 Public reading of resolutions which may be made public

7 Closure