



TOWN OF
VICTORIA PARK

Chief Executive Officer Recruitment and Performance Review Committee Minutes – 24 November 2025



WE'RE OPEN
VIC PARK

Please be advised that a **Chief Executive Officer Recruitment and Performance Review Committee** was held at **5:30 PM** on **Monday 24 November 2025** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mayor Karen Vernon – Presiding Member

2 December 2025

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1 Declaration of opening

Ms Smith opened the meeting at 5:31 pm.

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 keny 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. Nomination of Chairperson

Manager People and Culture called for nominations for the Chair.

One nomination was received from Mayor Karen Vernon and was voted in unanimously.

Mayor Vernon called for a deputy Chair.

One nomination was received from Cr Sky Croeser and was voted in unanimously.

2.1 Attendance

Mayor

Mayor Karen Vernon

Banksia Ward

Cr Claire Anderson
Deputy Mayor Lindsay Miles

Jarraah Ward

Cr Andra Biondi
Cr Sky Croeser

Consultant

Mr Tony Friday

Manager People and Culture

Ms Donna Smith

2.1.1 Apologies

Nil.

2.1.2 Approved leave of absence

Nil.

3 Declarations of interest

Nil.

4 Confirmation of minutes

OFFICER RECOMMENDATION AND COMMITTEE RECOMMENDATION

Moved: Mayor Karen Vernon

Seconded: Cr Claire Anderson

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 28 July 2025.

Carried (5 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Deputy Mayor Lindsay Miles, Cr Andra Biondi and Cr Sky Croeser

Against: Nil

5 Method of dealing with agenda business

COMMITTEE RECOMMENDATION

Moved: Mayor Karen Vernon

Seconded: Cr Andra Biondi

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 (5 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Deputy Mayor Lindsay Miles, Cr Andra Biondi and Cr Sky Croeser

Against: Nil

6 Meeting closed to the public

COMMITTEE RESOLUTION

Moved: Mayor Karen Vernon

Seconded: Cr Andra Biondi

In accordance with section 5.23(2)(a) of the Local Government Act 1995 the Chief Executive Officer Recruitment and Performance Review Committee be closed to the public at 5.35pm to deal with a confidential item.

Carried (5 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Deputy Mayor Lindsay Miles, Cr Andra Biondi and Cr Sky Croeser

Against: Nil

6.1 Matters for which the meeting may be closed

6.1.1 CEO Annual Remuneration Compliance Review

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 - ToVP CEO F Y 26 KPI Report [6.1.1 - 6 pages]2. CONFIDENTIAL - ToVP CEO F Y 26 Remuneration Compliance Report [6.1.2 - 5 pages]

Summary

To review the CEO's Total Remuneration Package (TRP) for the period December 2024 to December 2025 in line with the anniversary of the CEO's commencement.

Recommendation

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

1. Endorses the Remuneration Review Compliance Report for the Chief Executive Officer as determined by the Committee
2. Resolves that this report, and its attachments, remain confidential in accordance with section 5.23(2)(a) of the Local Government Act 1995.

OFFICER RECOMMENDATION AND COMMITTEE RECOMMENDATION

Moved: Mayor Karen Vernon

Seconded: Deputy Mayor Lindsay Miles

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

1. Endorses the Remuneration Review Compliance Report for the Chief Executive Officer as determined by the Committee
2. Resolves that this report, and its attachments, remain confidential in accordance with section 5.23(2)(a) of the Local Government Act 1995.

Carried (5 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Deputy Mayor Lindsay Miles, Cr Andra Biondi and Cr Sky Croeser

Against: Nil

6.1.2 CEO KPI 5 - Senior Management Team Culture Quarterly 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	Chief Executive Officer
Voting requirement	Simple Majority
Attachments	<ol style="list-style-type: none">1. GSI Information Session [6.2.1 - 9 pages]2. CONFIDENTIAL - GSI Baseline Survey Results [6.2.2 - 1 page]3. CONFIDENTIAL - CEO KPI 5 GSI Assessment tool explanation and results [6.2.3 - 5 pages]4. CONFIDENTIAL - To VP CEO F Y 26 KPI Report [6.2.4 - 6 pages]

Summary

To provide a quarterly update on the 2025/2026 Chief Executive Officer Key Performance Indicator KPI 5: Senior Management Team Culture.

Recommendation

That the Chief Executive Recruitment and Performance Review Committee recommends that Council:

1. Endorses the CEO KPI 5 Senior Management Team Culture quarterly report
2. Resolves that this report and its attachments remain confidential in accordance with section 5.23 (2)(a) of the Local Government Act 1995.

OFFICER RECOMMENDATION

Moved: Mayor Karen Vernon

Seconded: Cr Claire Anderson

That the Chief Executive Recruitment and Performance Review Committee recommends that Council:

1. Endorses the CEO KPI 5 Senior Management Team Culture quarterly report
2. Resolves that this report and its attachments remain confidential in accordance with section 5.23 (2)(a) of the Local Government Act 1995.

AMENDMENT

Moved: Mayor Karen Vernon

Seconded: Deputy Mayor Lindsay Miles

That point 1 is amended to read:

1. Notes the CEO KPI 5 Senior Management Team Culture quarterly report

Add point 2 in the following terms:

2. directs the CEO in relation to KPI 5 to:
 - a) Focus future development improvements in the Senior Management Team's maturity in cohesion, collaboration and culture on the GSI Constructive Styles;

Demonstrate, in the next quarterly assessment, the SMT's improvements in the measurements across at least 3 of the 4 Constructive Styles

Carried (5 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Deputy Mayor Lindsay Miles, Cr Andra Biondi and Cr Sky Croeser

Against: Nil

Reason: To provide clarity for the CEO in future leadership developments based on the results of the GSI baseline survey results in Attachment 6.2.2.

AMENDED OFFICER AND COMMITTEE RECOMMENDATION

Moved: Mayor Karen Vernon

Seconded: Cr Claire Anderson

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

1. Notes the CEO KPI 5 Senior Management Team Culture quarterly report
2. Directs the CEO in relation to KPI 5 to:
 - a) Focus future development improvements in the Senior Management Team's maturity in cohesion, collaboration and culture on the GSI Constructive Styles;
 - b) Demonstrate, in the next quarterly assessment, the SMT's improvements in the measurements across at least 3 of the 4 Constructive Styles.
3. Resolves that this report, and its attachments remain confidential in accordance with section 5.23 (2)(a) of the Local Government Act 1995.

Carried (5 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Deputy Mayor Lindsay Miles, Cr Andra Biondi and Cr Sky Croeser

Against: Nil

7 Closure

There being no further business, Mayor Karen Vernon closed the meeting at 7:06 pm.

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

Signed:

Dated this:

Day of:

2025