



TOWN OF
VICTORIA PARK

Chief Executive Officer Recruitment and Performance Review Committee Agenda – Monday 20 April 2026



WE'RE OPEN
VIC PARK

Please be advised that a **Chief Executive Officer Recruitment and Performance Review Committee** will be held at **5:30 PM** on **Monday 20 April 2026** in the **Djeran Meeting Room**, Administration Centre at 99 Shepperton Road, Victoria Park.

Ms Donna Smith – Manager, People and Culture
16 April 2026

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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 Elders past, present and emerging, 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 Attendance

| | |
|-----------------------------------|--|
| Mayor | Mayor Karen Vernon |
| Banksia Ward | Cr Claire Anderson Deputy Mayor Lindsay Miles |
| Jarrah Ward | Cr Andra Biondi Cr Sky Croeser |
| Manager People and Culture | Ms Donna Smith |
| Consultant | Mr Tony Friday |
| 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 24 November 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 Reports

6.1 Review of Policy 031 - Annual Performance Review for the Chief Executive Officer

| | |
|----------------------------|--|
| Location | Town-wide |
| Reporting officer | Manager People & Culture |
| Responsible officer | Manager Governance and Strategy |
| Voting requirement | Simple majority |
| Attachments | <ol style="list-style-type: none">1. To VP 2026 CEO Policy Review [6.1.1 - 16 pages]2. Policy 031 Annual Performance Review for the Chief Executive Officer [6.1.2 - 7 pages] |

Summary

A review of the Town's policies identified that Policy 031 – Annual Performance Review for the Chief Executive Officer requires review.

Recommendation

That the Chief Executive Officer Recruitment and Performance Review Committee recommends that Council endorses the amended policy as contained in Attachment 6.1.2 Policy 031 – Annual Performance Review for the Chief Executive Officer

Background

1. Policy 031 - Annual Performance Review for the Chief Executive Officer was adopted by Council in August 2022 and reviewed by Council in 2024.

Discussion

2. Policy 031 - Annual Performance Review for the Chief Executive Officer is due for review. As it is specific to the Performance of Chief Executive Officer, it is being presented to the Chief Executive Officer Recruitment and Performance Review Committee for consultation and endorsement of the recommended amendments and recommendation to Council.
3. To assist with the review of this policy principal consultant, Tony Friday from Brainbox was engaged. Mr Friday completed the review of Policy 031 in February 2026.
4. Mr Friday identified that Policy 031 has a sound base and reflects many of the model standards, including use of an external facilitator, a committee structure, written agreements, and publication of KPIs. A review has provided an opportunity to tighten legislative alignment, strengthen governance principles, clarify roles, and embed contemporary best practice from the Department Local Government Social and Cultural Industries guidelines and other local government examples.
5. A review of Policy 031 has identified several amendments are required to be considered by Committee as outlined in the attached report.

6. At a high level these amendments are centred around the following:
 - Legislative alignment and policy purpose
 - Inclusion of Principles
 - Clarification of roles, responsibilities and decision making
 - Review cycle, timing and frequency
 - Performance criteria, KPIs and link to strategic planning
 - Agreement of process and criteria
 - Conduct of the review, evidence and CEO input
 - External facilitator: independence, selection and scope
 - Remuneration review and separation from performance assessment
 - Performance improvement and link to termination standards
 - Training, capability and continuity
 - Transparency, confidentiality and records
 - Structural and drafting tidy-ups
7. A re-drafted policy in the Town’s style guide is attached for consultation and approval (attachment 6.1.2). This policy is in draft format and will be formatted and finalised once consultation has occurred and endorsed by Committee the amended Policy 031 will be presented to Council for approval of the amendments.
8. A summary flowchart of the review process will be developed and attached as an appendix to Policy 031 on approval of the re-drafted Policy.

Relevant documents

Not applicable.

Legal and policy compliance

[Section 2.7\(2\)\(b\) of the Local Government Act 1995](#) – to determine the local government’s policies.

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 | | | Low | |
| Environmental | | | Medium | |

| | | | |
|--|---|--------|---|
| Health and safety | | Low | |
| Data, Information Technology and Cyber | | Medium | |
| Assets | | Medium | |
| Compliance Breach | Not reviewing policies may lead to non-compliance with regulation. | Low | Treat the risk by conducting regular reviews of policies. |
| Reputation | Not reviewing policies to ensure they are fit for purpose may impact on the Towns reputation. | Low | Treat the risk by conducting regular reviews of policies. |
| Service delivery interruption | Not reviewing policies may impact service delivery. | Medium | Treat the risk by conducting regular reviews of policies. |

Engagement

| Internal engagement | |
|---------------------|---|
| Elected Members | Members of the CEO Performance Review Committee have been provided with a copy of this report |
| Relevant staff | Relevant staff have provided feedback. |

Strategic alignment

| Civic Leadership | |
|---|---|
| Community Priority | Intended public value outcome or impact |
| CL1 – Effectively managing resources and performance. | Conducting regular reviews of policies ensures that the policies align with the strategies and resources of the Town. |
| CL3 - Accountability and good governance. | Conducting regular reviews of policies ensures they are up to date and are fit for purpose. |

Further consideration

7 Meeting closed to the public

7.1 Matters for which the meeting may be closed

7.1.1 Senior Management Team Culture 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 | {voting-requirement} |
| Attachments | <ol style="list-style-type: none">1. CONFIDENTIAL - Group 1 - GSI Report March 2026 [7.1.1.1 - 5 pages]2. CONFIDENTIAL - Group 1 - GSI Report December 2025 [7.1.1.2 - 5 pages]3. CONFIDENTIAL - Group 1 - GSI Report October 2025 [7.1.1.3 - 5 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.

7.1.2 CEO Annual Performance Review and KPI setting selection of external consultant

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 - Request for Quote - CEO performance review - Brainbox response [7.1.2.1 - 32 pages]2. CONFIDENTIAL - R E_ Request for Quote_ CEO performance review SS [7.1.2.2 - 20 pages]3. CONFIDENTIAL - External consultant analysis for CEO Performance Review [7.1.2.3 - 1 page] |

Summary

To commence the selection process to 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:

1. Appoints consultant _____ to facilitate:
 - The development of the 2026/2027 CEO key performance indicators.
 - The 2026/2027 CEO annual performance review process and undertake a remuneration review;
2. Resolves that this report and its attachments remain confidential in accordance with section 5.23 (2)(a) of the Local Government Act 1995.

7.2 Public reading of resolutions which may be made public

8 Closure