



TOWN OF
VICTORIA PARK

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



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 20 April 2026** in the **Djeran Meeting Room**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mayor Karen Vernon – Presiding Member
30 April 2026

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
5 Method of dealing with agenda business.....	4
6 Reports.....	5
6.1 Review of Policy 031 - Annual Performance Review for the Chief Executive Officer.....	5
7 Meeting closed to the public.....	10
7.1 Matters for which the meeting may be closed	10
7.1.1 Senior Management Team Culture Report.....	10
7.1.2 CEO Annual Performance Review and KPI setting selection of external consultant	12
7.2 Public reading of resolutions which may be made public.....	13
8 Closure.....	13

1 Declaration of opening

Mayor Karen Vernon opened the meeting at 5:33 pm. and read out 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 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 kenya kaadak nidja Wadjak Noongar boodja. Ngany kaaditj nidja Noongar birdiya – koora, ye-ye, boorda, baalapiny moorditj Noongar kaadijin, 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
Chief Executive Officer	Mr Carl Askew
Manager People and Culture	Ms Donna Smith
Consultant	Mr Tony Friday (Online attendance)
Secretary	Ms Winnie Tansanguanwong
Public	0

2.1 Apologies

Nil.

2.2 Approved leave of absence

Nil.

3 Declarations of interest

Financial interests

Item 7.1.1 Senior Management Team Culture Report	
Mr Carl Askew - CEO	This matter relates to my performance and contract of employment

Item 7.1.2 CEO Annual Performance Review and KPI setting selection of external consultant	
Mr Carl Askew - CEO	This matter relates to my performance and contract of employment

Proximity interest

Nil.

Impartiality interest

Item 7.1.2 CEO Annual Performance Review and KPI setting selection of external consultant	
Cr Claire Anderson	I have worked with one of the applicants through previous contracts with the Town for CEO performance review and KPI setting.

Item 7.1.2 CEO Annual Performance Review and KPI setting selection of external consultant	
Cr Sky Croeser	I have worked with one of the applicants through previous contracts with the Town for CEO performance review and KPI setting.

Item 7.1.2 CEO Annual Performance Review and KPI setting selection of external consultant	
Mayor Karen Vernon	I have worked with one of the applicants through previous contracts with the Town for CEO performance review and KPI setting.

4 Confirmation of minutes

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 24 November 2025.

Carried (4 - 0)

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

Against: Nil

5 Method of dealing with agenda business

COMMITTEE RECOMMENDATION

Moved: Mayor Karen Vernon **Seconded:** Deputy Mayor Lindsay Miles
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, Cr Claire Anderson, Deputy Mayor Lindsay Miles and Cr Sky Croeser

Against: Nil

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 Risk
Voting requirement	Simple majority
Attachments	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 amends the 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

Nor applicable.

Cr Andra Biondi arrived at the meeting at 5.50pm

OFFICER RECOMMENDATION

Moved: Cr Sky Croeser

Seconded: Cr Claire Anderson

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

AMENDMENT

Moved: Mayor Karen Vernon

Seconded: Cr Sky Croeser

The officer recommendation be amended to add the following word "as further amended during 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

Reason: To reflect further changes recommended by the committee.

AMENDED OFFICER AND COMMITTEE RECOMMENDATION

Moved: Cr Sky Croeser

Seconded: Cr Claire Anderson

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

Further amendments to the Attachment 6.1.2 policy 031 - Annual Performance Review for the Chief Executive Officer, as noted during the meeting, are outlined below.

1. Update the policy document to include a clear, consistent numbering system across all headings, sub-headings, paragraphs, and dot points.
2. On page 1, under the heading "**Legislative and Standards Context**":
 - a. Define statutory instruments and key documents on first reference in the policy by assigning bolded, bracketed defined terms for consistent use throughout the document, including:
 - Local Government Act 1995* (**Act**)
 - Local Government (Administration) Regulations 1996* (**Regulations**)
 - Town of Victoria Park Standards for CEO Recruitment, Performance and Termination* (**CEO Standard**)
 - State Records Act 2000* (**SR Act**)

Relevant guidance issued by the Department of Local Government, Sport and Cultural Industries, noting this should be amended to reflect the correct name: **Department of Local Government, Industry Regulation and Safety (LGIRS)**.

3. On page 2, under the heading **"Principles"**:
 - a. Correct formatting so the introductory statement, *"CEO performance reviews are guided by the following principles,"* appears as an opening paragraph rather than a dot point.
 - b. In the ninth dot point, delete the word "State's" from the sentence.
4. On page 2, under the heading **"Roles and Responsibilities"**:
 - a. Remove duplicated role headings and reformat each role as a single unbolded substantive sentence followed by a colon
(for example:
Council
The Council:)
 - b. under Elected members sub-heading, amend the final dot point so *"Chief Executive Officer"* appears as a bolded role heading, with *The CEO:* remaining unbolded.
 - c. Under the sub-heading *"The Mayor or Committee Chair:"*, amend the second bullet point to read: *"Ensures all Elected Members have a reasonable opportunity to contribute input into the Performance Review Process."*
5. On page 3, under the heading **"Review Cycle and Timing"**:
 - a. Reword *"checkpoint"* to *"review"*.
 - b. Delete *"Quarterly"* from the third sub-heading, *"Quarterly Optional Progress Meetings"*.
 - c. Under the amended sub-heading *"Optional Progress Meetings"*, delete *"Quarterly"* and reword the sentence to read:
"The Committee Chair may call a meeting of the Committee at any time to discuss progress of the CEO Performance Review."
6. On page 4, remove the provision for the sub-heading *"Annual Review Schedule"*.
7. On page 4, under the heading **"Performance Criteria and Measures"**, define the acronyms SCP, CBP, and LTFP on first dot point.
8. On pages 5–6, under the heading **"Training and Capability"**:
Reword the first dot point to read:
"That Committee members must complete recognised CEO performance review training by 30 June of the year following appointment to the Committee, with refresher training every three to five years."
9. Insert a new heading titled **"Review of the Policy"** after the heading *"Records Management"* and before *"Related Documents"*, with the following wording:
Review of the Policy
This policy will be reviewed every two years following a Local Government Election, or sooner if legislative change warrants amendment.

7 Meeting closed to the public

7.1 Matters for which the meeting may be closed

PROCEDURAL MOTION

Moved: Mayor Karen Vernon

Seconded: Cr Sky Croeser

In accordance with section 5.23(2)(b) of the Local Government Act 1995 the Chief Executive Officer Recruitment and Performance Review Committee be closed to the public at 6.26pm.

Carried (5 - 0)

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

Against: Nil

7.1.1 Senior Management Team Culture Report

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

Location	Town wide
Reporting officer	Manager People & Culture
Responsible officer	Chief Executive Officer
Voting requirement	Simple Majority
Attachments	1. CONFIDENTIAL - Group 1 - GSI Report March 2026 [7.1.2.1 - 5 pages] 2. CONFIDENTIAL - Group 1 - GSI Report December 2025 [7.1.2.2 - 5 pages] 3. CONFIDENTIAL - Group 1 - GSI Report October 2025 [7.1.2.3 - 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)(b) of the Local Government Act 1995.

As the Chief Executive Officer declared financial interest in this item, he left the room at 6.26pm

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

OFFICER RECOMMENDATION

Moved: Mayor Karen Vernon

Seconded: Cr Sky Croeser

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)(b) of the Local Government Act 1995.

With the agreement of the Mover and Seconder, point 1 was reworded as follows:

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

COMMITTEE RECOMMENDATION

Moved: Mayor Karen Vernon

Seconded: Cr Sky Croeser

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

1. **Notes** 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)(b) 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

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

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

Location	Town wide
Reporting officer	Manager People & Culture
Responsible officer	Manager People & Culture
Voting requirement	Simple Majority
Attachments	1. CONFIDENTIAL - Request for Quote - CEO performance review - Brainbox response [7.1.1.1 - 32 pages] 2. CONFIDENTIAL - R E_ Request for Quote_ CEO performance review SS [7.1.1.2 - 20 pages] 3. CONFIDENTIAL - External consultant analysis for CEO Performance Review [7.1.1.3 - 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)(b) of the Local Government Act 1995.

As the Chief Executive Officer declared financial interest in this item, he remained outside the meeting room.

Mr Tony Friday, Consultant left the room at 6.34pm

COMMITTEE RECOMMENDATION

Moved: Mayor Karen Vernon **Seconded:** Cr Claire Anderson
That the CEO Recruitment and Performance Review Committee recommends that Council:
1. Appoints consultant D 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)(b) 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

PROCEDURAL MOTION

Moved: Mayor Karen Vernon **Seconded:** Deputy Mayor Lindsay Miles
In accordance with section 5.23(2)(a) of the Local Government Act 1995 the Chief Executive Officer Recruitment and Performance Review Committee reopened to the public at 6:55 pm.

Carried (5 - 0)

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

7.2 Public reading of resolutions which may be made public

8 Closure

There being no further business, Mayor Karen Vernon closed the meeting at 6:55 pm.

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

Signed:

Dated this: Day of: 2026