



TOWN OF
VICTORIA PARK

Chief Executive Officer Recruitment and Performance Review Committee

Minutes – 28 July 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 28 July 2025** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mayor Karen Vernon – Presiding Member

30 July 2025

Table of contents

| Item | Page no |
|--|---------|
| 1 Declaration of opening..... | 3 |
| 2 Attendance..... | 4 |
| 2.1 Apologies..... | 4 |
| 2.2 Approved leave of absence | 4 |
| 3 Declarations of interest | 4 |
| 4 Confirmation of minutes..... | 4 |
| 5 Method of dealing with agenda business..... | 5 |
| 6 Meeting closed to the public..... | 5 |
| 6.1 Matters for which the meeting may be closed..... | 6 |
| 6.1.1 CEO KPI's 2025/2026 | 6 |
| 7 Closure..... | 8 |

1 Declaration of opening

Mayor Karen Vernon opened the meeting at 5.33pm

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 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.

Town of Victoria Park Meeting Procedures Local Law 2019

Mayor Karen Vernon has received a request from Cr Anderson to attend tonight's CEO Committee meeting by electronic means, together with her written confirmation and declaration regarding suitable means confidentiality.

Pursuant to Regulation 14C(2)(b) of the Local Government (Administration) Regulations 1996, Mayor Karen Vernon authorises Cr Claire Anderson to attend the CEO Recruitment and Performance Review Committee meeting to be held on 28 July 2025, by the approved electronic means of MS Teams as Mayor Vernon is satisfied that Cr Anderson will be in a suitable location from which to attend the meeting, and the equipment that the member intends to use to attend the meeting, are suitable for the member to be able to effectively engage in deliberations and communications during the meeting in accordance with Regulation 14C(5) of the Regulations.

Pursuant to Regulation 14CA(5) of the Regulations, Cr Anderson has declared that she can maintain confidentiality during the meeting or the closed part of the meeting (as the case requires).

2 Attendance

Mayor

Mayor Karen Vernon

Banksia Ward

Cr Claire Anderson (Online attendance)

Cr Peter Devereux

Jarrah Ward

Deputy Mayor Bronwyn Ife

Consultant

Mr Tony Friday

Manager People and Culture

Ms Donna Smith

2.1 Apologies

Jarrah Ward

Cr Sky Croeser

2.2 Approved leave of absence

Nil.

3 Declarations of interest

Nil.

4 Confirmation of minutes

OFFICER RECOMMENDATION

Moved: Deputy: Mayor Bronwyn Ife

Seconded: Cr Peter Devereux

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 13 May 2025.

AMENDMENT

Moved: Mayor Karen Vernon

Seconded: Cr Claire Anderson

That the following wording be added to officer recommendation:

“subject to the entry recorded for the CEO’s departure from the meeting being moved to immediately after the entry recorded for the CEO joining the meeting.”

Carried (4 - 0)

For: Mayor Karen Vernon, Deputy Mayor Bronwyn Ife, Cr Claire Anderson, Cr Peter Devereux

Against:

Reason: accurately reflect that the CEO was not present during the debate and voting on items 6.1.1 and 6.1.2 of the agenda.

AMENDED OFFICER RECOMMENDATION AND COMMITTEE RESOLUTION:

Moved: Mayor Bronwyn Ife

Seconded: Cr Peter Devereux

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 13 May 2025, subject to the entry recorded for the CEO's departure from the meeting being moved to immediately after the entry recorded for the CEO joining the meeting.

Carried (4 - 0)

For: Mayor Karen Vernon, Deputy Mayor Bronwyn Ife, Cr Claire Anderson, Cr Peter Devereux

Against:

5 Method of dealing with agenda business

COMMITTEE RESOLUTION:

Moved: Mayor Karen Vernon

Seconded: Cr Claire Anderson

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 Claire Anderson, Cr Peter Devereux

Against:

6 Meeting closed to the public

COMMITTEE RESOLUTION:

Moved: Mayor Karen Vernon

Seconded: Cr Claire Anderson

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 5.55pm to deal with a confidential item.

Carried (4 - 0)

For: Mayor Karen Vernon, Deputy Mayor Bronwyn Ife, Cr Claire Anderson, Cr Peter Devereux

Against:

6.1 Matters for which the meeting may be closed

6.1.1 CEO KPI's 2025/2026

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 FY 26 Proposed KPI Report c 20250705 [6.1.1 - 6 pages]2. CONFIDENTIAL - KPIs - CEO Review [6.1.2 - 6 pages] |

Summary

Review and approve the draft Key Performance Indicators (KPI's) for the Chief Executive Officer for the financial year 2025/2026.

Recommendation

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

1. Endorses the 2025/2026 Key Performance Indicators 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

Moved: Mayor Karen Vernon

Seconded: Deputy Mayor Bronwyn Ife

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

1. Endorses the 2025/2026 Key Performance Indicators 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

AMENDMENT

Moved: Mayor Karen Vernon

Seconded: Cr Claire Anderson

That point 1 is amended to read:

1. Endorses the 2025/2026 Key Performance Indicators for the Chief Executive Officer as determined by the Committee, as set out in confidential attachment 6.1.3.

Carried (4 - 0)

For: Mayor Karen Vernon, Deputy Mayor Bronwyn Ife, Cr Claire Anderson, Cr Peter Devereux

Against:

Reason: Attachment 6.1.3 reflects the committee's determination on the KPI's

AMENDED OFFICER RECOMMENDATION AND COMMITTEE RESOLUTION:

Moved: Mayor Karen Vernon

Seconded: Deputy Mayor Bronwyn Ife

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

1. Endorses the 2025/2026 Key Performance Indicators for the Chief Executive Officer as determined by the Committee, as set out in attachment 6.1.3.

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 (4 - 0)

For: Mayor Karen Vernon, Deputy Mayor Bronwyn Ife, Cr Claire Anderson, Cr Peter Devereux

Against:

COMMITTEE RECOMMENDATION:

Moved: Mayor Karen Vernon

Seconded: Cr Bronwyn Ife

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 7.38pm.

Carried (4 - 0)

For: Mayor Karen Vernon, Deputy Mayor Bronwyn Ife, Cr Claire Anderson, Cr Peter Devereux

Against:

7 Closure

There being no further business, Mayor Karen Vernon closed the meeting at 7.39pm.

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

Signed:

Dated this: Day of: 2025