



TOWN OF
VICTORIA PARK

Chief Executive Officer Recruitment and Performance Review Committee

Agenda – 28 July 2025



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 28 July 2025** in **Djeran Meeting Room**, Administration Building at 99 Shepperton Road, Victoria Park.

Ms Donna Smith – Manager, People and Culture

25 July 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 kaadijtin, 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

Cr Peter Devereux

Jarrah Ward

Deputy Mayor Bronwyn Ife

Cr Sky Croeser

Chief Executive Officer

Mr Carl Askew

Manager People and Culture

Ms Donna Smith

2.1 Apologies

2.2 Approved leave of absence

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 13 May 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 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
<p>That the CEO Recruitment and Performance Review Committee recommends that Council:</p> <ol style="list-style-type: none">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.

6.2 Public reading of resolutions which may be made public

7 Closure