



TOWN OF
VICTORIA PARK

Special Council Meeting Minutes - Tuesday 5 May 2026



WE'RE OPEN
VIC PARK

A **Special Council Meeting** was held at **5:30 PM** on **Tuesday 5 May 2026** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Her Worship the Mayor Karen Vernon
7 May 2026

Table of contents

Item	Page no
1 Declaration of opening	3
2 Announcements from the Presiding Member	3
3 Attendance.....	5
3.1 Apologies.....	5
3.2 Approved leave of absence	5
4 Declarations of interest.....	6
5 Public question time.....	6
5.2 Public question time.....	6
6 Public statement time.....	6
7 Presentations.....	6
8 Method of dealing with agenda business	6
9 Reports	7
9.1 CEO Annual Performance Review and KPI setting selection of external consultant...7	7
10 Public question time.....	9
11 Public statement time.....	9
12 Meeting closed to the public.....	9
13 Closure.....	9

1 Declaration of opening

Mayor Karen Vernon opened the meeting at 5:35 pm and read out the Acknowledgement of Country.

Acknowledgement of the traditional owners

Ngany djerapiny Wadjak – Noongar boodja-k yaakiny, nidja bilya bardook.

I am honoured to be standing on Whadjuk - Nyungar country on the banks of the Swan River.

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 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 youngka baalapiny Noongar birdiya wer moort nidja boodja.

I thank them for the contribution made to life in the Town of Victoria Park and to this region.

2 Announcements from the Presiding Member

2.1 Recording and live streaming of proceedings

In accordance with regulation 14I of the Local Government (Administration) Regulations 1996, this meeting is being audio and video recorded and live streamed on the Town's website.

Under clause 39(1) of *the Meeting Procedure Local Law 2019* I do not give permission for any other person to record the proceedings of this meeting. By being present at this meeting, members of the public consent to the possibility that their image and voice may be live streamed to public. Recordings are also made available on the Town's website following the meeting.

2.2 Public question time and public statement time

As this is a Special Council Meeting, any public questions or statements must relate to the business of the agenda.

There are guidelines that need to be adhered to in our Council meetings and during question and statement time people speaking are not to personalise any questions, or statements about Elected Members, or staff or use any possible defamatory remarks.

In accordance with clause 40 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, a person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the presiding member.

A person present at or observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

When the presiding member speaks during public question time or public statement time any person then speaking, is to immediately stop and every person present is to preserve strict silence so that the presiding member may be heard without interruption.

2.3 No adverse reflection

In accordance with clause 56 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, both Elected Members and the public when speaking are not to reflect adversely on the character or actions of Elected Members or employees.

2.4 Town of Victoria Park Meeting Procedures Local Law 2019

All meetings of the Council, committees and the electors are to be conducted in accordance with the Act, the Regulations and the *Town of Victoria Park Meeting Procedures Local Law 2019*.

3 Attendance

Mayor	Mayor Karen Vernon
Banksia Ward	Cr Claire Anderson Cr Scott Ingram Cr Peter Melrosa
Jarraah Ward	Cr Andra Biondi Cr Sky Croeser Cr Jack Gordon-Manley Cr Daniel Minson
Chief Executive Officer	Mr Carl Askew
Manager Governance and Risk Manager People and Culture	Mr Brett Douglas Ms Donna Smith
Meeting Secretary Public Liaison	Ms Laine Cooke Ms Winnie Tansanguanwong
Public	0

3.1 Apologies

Banksia Ward	Deputy Mayor Lindsay Miles
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3.2 Approved leave of absence

Nil.

4 Declarations of interest

4.1 Declarations of financial interest

Item 9.1 CEO Annual Performance Review and KPI setting selection of external consultant	
CEO Carl Askew	This matter relates to my contract of employment and performance.

4.2 Declarations of proximity interest

Nil.

4.3 Declarations of interest affecting impartiality

Nil.

5 Public question time

As there were no public in the public gallery, public question time opened and closed at 5:37pm.

6 Public statement time

As there were no public in the public gallery, public statement time opened and closed at 5:37pm.

7 Presentations

7.1 Petitions

Nil.

7.2 Presentations

Nil.

7.3 Deputations

Nil.

8 Method of dealing with agenda business

Nil.

9 Reports

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

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

Location	Town wide
Reporting officer	Manager People & Culture
Responsible officer	Manager People & Culture
Voting requirement	Simple Majority
Attachments	<p>Reason for Confidentiality</p> <p>This report and its attachments are confidential in accordance with Section 5.23(2) of the <i>Local Government Act 1995</i>, as the business to be considered relates to the following:</p> <p>(b) A matter relating to the recruitment or employment of the Chief Executive Officer or a senior employee, including the following:</p> <p>(ii) a review of performance under section 5.38.</p> <ol style="list-style-type: none">1. CONFIDENTIAL - Request for Quote - CEO performance review - Brainbox response [9.1.1 - 32 pages]2. CONFIDENTIAL - R E_ Request for Quote_ CEO performance review SS [9.1.2 - 20 pages]3. CONFIDENTIAL - External consultant analysis for CEO Performance Review [9.1.3 - 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 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.

As the Chief Executive Officer declared financial interest in the item, he left the room at 5.38pm.

PROCEDURAL MOTION (60/2026):

Moved: Mayor Karen Vernon

Seconded: Cr Andra Biondi

That Council:

1. Closes the meeting to members of the public at 5:40pm to consider item 9.1 in accordance with Section 5.23(2)(b)(ii) of the *Local Government Act 1995*:
 - i. As the business to be considered relates to a review of the performance of the Chief Executive Officer, under section 5.38; and
 - ii. Pursuant to S5.23(8)(f) in summary of the steps taken it is considered that the report and the attachments cannot be delineated from the subject matter of the recruitment and employment of the CEO, and therefore, the entirety of the report and attachments should be kept confidential.
2. Permits the Manager of People and Culture and the Minute Takers to remain in the chamber during discussion, in accordance with clause 27(3)(a) of the *Town of Victoria Park Meeting Procedures Local Law 2019*.

Carried (8 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Scott Ingram, Cr Andra Biondi, Cr Daniel Minson, Cr Peter Melrosa, Cr Jack Gordon-Manley and Cr Sky Croeser

Against: Nil

The Manager Governance and Risk left the room at 5.40pm.

COMMITTEE RECOMMENDATION AND COUNCIL RESOLUTION (61/2026):

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 (8 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Scott Ingram, Cr Andra Biondi, Cr Daniel Minson, Cr Peter Melrosa, Cr Jack Gordon-Manley and Cr Sky Croeser

Against: Nil

PROCEDURAL MOTION (62/2026):

Moved: Mayor Karen Vernon

Seconded: Cr Andra Biondi

That Council reopens the meeting to the public at 5:44pm.

Carried (8 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Scott Ingram, Cr Andra Biondi, Cr Daniel Minson, Cr Peter Melrosa, Cr Jack Gordon-Manley and Cr Sky Croeser

Against: Nil

The Chief Executive Officer and the Manager Governance and Risk returned at 5.45pm.

10 Public question time

As there were no public in the public gallery, public question time opened and closed at 5.45pm.

11 Public statement time

As there were no public in the public gallery, public statement time opened and closed at 5.45pm.

12 Meeting closed to the public

Nil.

13 Closure

There being no further business, Mayor Karen Vernon closed the meeting at 5:45 pm.

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

Signed:

Dated this: Day of:

2026

