



TOWN OF
VICTORIA PARK

CEO Recruitment and Performance Review Committee Minutes – 2 April 2019



WE'RE OPEN
VIC PARK

Please be advised that an CEO Recruitment and Performance Review Committee was held at **5:00pm** on **2 April 2019** in **Meeting Room 3**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mr Trevor Vaughan – Mayor
[insert date]

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1 Opening

Mayor Trevor Vaughan opened the meeting at 05:00 pm.

Acknowledgement of Country (by Mayor)

I acknowledge the traditional custodians of this land on which we are meeting, the Wadjuk people of the Noongar Nation and pay my respects to their past, present and emerging elders and thank them for their continued sharing of knowledge and leadership.

2 Attendance

Mayor	Mr Trevor Vaughan
Jarrah Ward	Cr Bronwyn Ife Cr Vicki Potter
Manager, HR & OD	Mr Graham Olson
Secretary	Mrs Alison Podmore

2.1 Apologies

Jarrah Ward	Cr Jennifer Ammons Noble
Banksia Ward	Cr Julian Jacobs

2.2 Approved leave of absence

3 Declarations of interest

Declaration of financial interest

Nil.

Declaration of proximity interest

Nil.

Declaration of interest affecting impartiality

Nil.

4 Confirmation of minutes

RESOLUTION:

Moved: Cr Vicki Potter

Seconded: Cr Bronwyn Ife

That the minutes of the CEO Recruitment and Performance Review Committee held on 5 February 2019 be confirmed.

CARRIED (3 - 0)

For: Cr Bronwyn Ife, Cr Vicki Potter, Mayor Trevor Vaughan

Against: nil

5 Method of dealing with agenda business

RESOLUTION:

Moved: Cr Vicki Potter

Seconded: Cr Bronwyn Ife

That clause 6.10 Speaking Twice of the *Town of Victoria Park Standing Orders Local Law 2011* be suspended for the duration of this meeting.

CARRIED (3 - 0)

For: Cr Bronwyn Ife, Cr Vicki Potter, Mayor Trevor Vaughan

Against: nil

6 Meeting closed to the public

6.1 Matters for which the meeting may be closed

6.1.1 CEO performance review 2019 process

OFFICER RECOMMENDATION:

Moved: Cr Vicki Potter

Seconded: Cr Bronwyn Ife

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

1. Notes that an additional meeting will be held on 16 April 2019 for the purpose of selecting an external consultant to undertake the Chief Executive Officer's annual performance review
2. Notes that the Committee will hold up to three additional meetings in May for the purpose of conducting the Chief Executive Officer's annual performance review
3. Requests that the Committee presents a further report back to Council on the outcomes of the Chief Executive Officer's annual performance review at its June Ordinary Council Meeting.
4. 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: Cr Bronwyn Ife

Seconder: Cr Vicki Potter

That the reference to the date in recommendation 1 be removed.

CARRIED (3 - 0)

For: Cr Bronwyn Ife, Cr Vicki Potter, Mayor Trevor Vaughan

Against: nil

Reason: This report will be included in the Ordinary Council meeting, to be held on 16 April 2019, so reference to the date of the meeting in the condition, would in fact be prior to the council meeting.

AMENDMENT:

Moved: Cr Bronwyn Ife

Seconder: Cr Vicki Potter

That an additional recommendation be inserted between 3 and 4 that reads:

4. Must determine by 30 June 2019 if Council wishes to enter into negotiations with the current CEO to renew his contract (Clause 5.1) based on the result of the annual performance review.

and renumber the recommendation accordingly.

CARRIED (3 - 0)

For: Cr Bronwyn Ife, Cr Vicki Potter, Mayor Trevor Vaughan

Against: nil

Reason: As per Clause 5.1 in the CEO's current contract

RESOLUTION:

Moved: Cr Vicki Potter

Seconded: Cr Bronwyn Ife

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

- 1. Notes that an additional meeting will be held in April 2019 for the purpose of selecting an external consultant to undertake the Chief Executive Officer's annual performance review.**
- 2. Notes that the Committee will hold up to three additional meetings in May for the purpose of conducting the Chief Executive Officer's annual performance review.**
- 3. Requests that the Committee presents a further report back to Council on the outcomes of the Chief Executive Officer's annual performance review at its June Ordinary Council Meeting.**
- 4. Must determine by 30 June 2019 if Council wishes to enter into negotiations with the current CEO to renew his contract (Clause 5.1) based on the result of the annual performance review.**
- 5. Resolves that this report and its attachments remain confidential in accordance with section 5.23(2)(a) of the *Local Government Act 1995*.**

CARRIED (3 - 0)

For: Cr Bronwyn Ife, Cr Vicki Potter, Mayor Trevor Vaughan

Against: nil

6.2 Public reading of resolutions which may be made public

7 Closure

There being no further business, Mayor Vaughan closed the meeting at 5:15pm.

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

Signed: Mayor Vaughan

Dated this: Day 2019
of:
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