



TOWN OF  
**VICTORIA PARK**



Chief Executive Officer Recruitment and  
Performance Review Committee  
Minutes – 2 November 2021



**WE'RE OPEN**  
**VIC PARK**

Please be advised that a **Chief Executive Officer Recruitment and Performance Review Committee** was held at **5:00pm** on **Tuesday 2 November 2021** in Djeran meeting room, Administration Centre at 99 Shepperton Road, Victoria Park.

**Mayor Karen Vernon – Presiding Member**  
3 November 2021

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# 1 Declaration of opening

In accordance with Section 5.12 and Schedule 2.3 of the Local Government Act 1995 the Chief Executive Officer will preside at the meeting until the Presiding Member is elected.

The Chief Executive Officer, Mr Anthony Vuleta, opened the meeting at 5:01 pm.

## Acknowledgement of Country (by Presiding Member)

I am not a Nyungar woman, I am a non-Indigenous woman. I am honoured to be standing on Whadjuk - Nyungar country on the banks of the Swan River.

*Ngany yoowart Noongar maam, ngany wadjella maam. 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 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 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

|                                |   |
|--------------------------------|---|
| <b>Mayor</b>                   | Ms Karen Vernon                                       |
| <b>Banksia Ward</b>            | Cr Peter Devereux                                     |
| <b>Jarrah Ward</b>             | Cr Bronwyn Ife<br>Cr Vicki Potter<br>Cr Jesvin Karimi |
| <b>Chief Executive Officer</b> | Mr Anthony Vuleta                                     |
| <b>Secretary</b>               | Mrs Alison Podmore                                    |

## 2.1 Apologies

Nil

## 2.2 Approved leave of absence

Nil

## 3 Declarations of interest

Nil

## 4 Election of a Presiding Member

The election of the Presiding Member is to be conducted in accordance with the *Local Government Act 1995* and Regulations. Specifically, sections 5.12 and schedule 2.3 of the *Local Government Act 1995*.

Mayor Karen Vernon nominated and was elected unopposed.

The Chief Executive Officer declared Mayor Karen Vernon as the Presiding Member of the Chief Executive Officer Recruitment and Performance Review Committee.

## 5 Election of Deputy Presiding Member

The election of the Deputy Presiding Member is to be conducted in accordance with the *Local Government Act 1995* and Regulations. Specifically, sections 5.12 and schedule 2.3 of the *Local Government Act 1995*.

Cr Jesvin Karimi nominated and was elected unopposed.

As no further nominations were received, Cr Jesvin Karimi was declared elected unopposed as Deputy Presiding Member of the Chief Executive Officer Recruitment and Performance Review Committee.

## 6 Confirmation of minutes

### COMMITTEE RESOLUTION:

**Moved:** Cr Bronwyn Ife

**Seconded:** Cr Jesvin Karimi

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 23 August 2021.

**Carried (5 - 0)**

**For:** Cr Bronwyn Ife, Cr Jesvin Karimi, Cr Peter Devereux, Mayor Karen Vernon and Cr Vicki Potter

**Against:** Nil

## 7 Method of dealing with agenda business

### COMMITTEE RESOLUTION:

**Moved:** Mayor Karen Vernon

**Seconded:** Cr Jesvin Karimi

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 (5 - 0)**

**For:** Cr Bronwyn Ife, Cr Jesvin Karimi, Cr Peter Devereux, Mayor Karen Vernon and Cr Vicki Potter

**Against:** Nil

## 8 Meeting closed to the public

It was determined by the Committee, that the report presented via a confidential agenda was an item that didn't require a discussion behind closed doors, and as such, the meeting was not closed to the public.

## 9 Reports

### 9.1 CEO Annual Performance Review – Appointment of Consultant

|                            |  |
|----------------------------|--|
| <b>Location</b>            | <b>Town-wide</b>   |
| <b>Reporting officer</b>   | Graham Olson   |
| <b>Responsible officer</b> | Graham Olson   |
| <b>Voting requirement</b>  | Simple majority  |
| <b>Attachments</b>         | 1. 6 1 1 1 TVP Standards for CEO Recruitment Perfo [21.1.1 - 10 pages] |

#### Recommendation

{recommendation-start-do-not-remove

That the CEO Recruitment and Performance Review (CEORPR) Committee recommends to Council that it:

1. Endorse the process for the CEO 2021/22 annual performance review and development of CEO Key Performance Indicators (KPIs) for 2022/23.
2. Authorise the calling of Expressions of Interests (EOIs) from suitably qualified consultants to assist the committee and council to carry out the 2021/22 annual CEO performance review and developing the 2022/23 annual KPIs for the CEO.
3. Request a report back to the CEORPR committee on the outcomes of the EOI process for the committee's consideration.
4. That this resolution, report and report attachments remain confidential under section 5.23(2)(a) of the Local Government Act 1995 Council [recommendation].

#### Purpose

To consider the process of appointing a consultant to assist the CEO Recruitment and Performance Review Committee in coordinating the CEO's annual performance review.

#### In brief

- The CEO Recruitment and Performance Review Committee and Council agreed to the process for the 2020/21 CEO performance review and development of CEO KPIs for 2021/22.
- The annual performance review included an interim review after 6 months. In addition, KPIs for the 2021/22 financial would be finalised by 30 June 2021.
- It was also agreed to engage one consultant for both these processes.
- A similar process is recommended to assist the CEO Recruitment and Performance Review Committee in coordinating the CEO's annual performance review for 2021/22 and the development of the CEO KPIs for 2022/23.
- In order to comply with the Town's procurement processes, at least 3 written quotes are required.

## Background

1. Pursuant to Section 5.38 of the Local Government Act 1995, it is a requirement to review the Chief Executive Officer's performance on an annual basis and to set performance indicators and objectives for the next 12 months.
2. The CEO's annual performance review is carried out by an external consultant acting as a performance reviewer on behalf of the Council (Clause 4.3 (2) C of the CEO's contract).
3. The process by which the CEO performance review is administered, and any performance criteria to be met by the CEO that are in addition to the CEO's contractual performance criteria must be set out in a written document. (*Attachment 21.1.1 (16 (3))*)
4. Mr Tony Friday of Brainbox Advisory was engaged to carry out the review process. Mr Friday was also engaged to facilitate the development of the CEO key performance indicators for 2021/22.
5. It is now proposed to call for EOs to undertake this process for 2021/22.
6. In accordance with the CEO's current contract (Clause 4.3), the selection of the reviewer is to be done in consultation with the CEO.

## Strategic alignment

| Civic Leadership   |  |
|--|--|
| Strategic outcome  | Intended public value outcome or impact  |
| CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making. | Alignment of the CEO's KPI's to the strategic planning framework will assist in focusing work priorities based on community needs. |
| CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.           | Town compliance to legislative requirements.   |

## Engagement

N/A

## Legal compliance

Section 5.38 of the Local Government Act 1995.

Local Government (Administration) Regulations 1996  
(Division 3 – Standards for review of performance of CEO's)

## Risk management consideration

| Risk and consequence   | Consequence rating | Likelihood rating | Overall risk analysis | Mitigation and actions                       |
|--|--------------------|-------------------|-----------------------|--|
| Legislative compliance<br>Non-compliance to a requirement of the LG Act 1995 | Moderate           | Likely            | Low                   | Treat by complying with the review processes |

## Financial implications

|                              |   |
|------------------------------|---|
| <b>Current budget impact</b> | Sufficient funds exist within the annual budget to address this recommendation. |
|------------------------------|---|

**Future budget impact**

Not applicable.

**Analysis**

7. Under the Town's procurement guidelines, services in excess of \$5,000 should be procured through an expression of interest process and selection process.
8. The combined cost of undertaking the annual performance review and KPI development was in excess of that amount.
9. Accordingly, it is recommended EOIs be now called.

**Relevant documents**

Not applicable.

**Further consideration****RECOMMENDATION:****Moved:** Cr Bronwyn Ife**Seconded:** Cr Vicki Potter

That the CEO Recruitment and Performance Review (CEORPR) Committee recommends to Council that it:

1. Endorse the process for the CEO 2021/22 annual performance review and development of CEO Key Performance Indicators (KPIs) for 2022/23.
2. Authorise the calling of Expressions of Interests (EOIs) from suitably qualified consultants to assist the committee and council to carry out the 2021/22 annual CEO performance review and developing the 2022/23 annual KPIs for the CEO.
3. Request a report back to the CEORPR committee on the outcomes of the EOI process for the committee's consideration.
4. That this resolution, report and report attachments remain confidential under section 5.23(2)(a) of the Local Government Act 1995 Council [recommendation].

**AMENDMENT:****Moved:** Mayor Karen Vernon**Secunder:** Cr Jesvin Karimi

1. Amend point 2 of the officer's recommendation to read:  
Authorise the appointment of Brainbox consultants to assist the committee and council to carry out the 2021/22 annual CEO performance review and developing the 2022/23 annual KPIs, subject to receipt of a satisfactory of the1. CFO, proposal for the completion of the work.
2. Remove points 3 and 4 of the recommendation.

**Carried (5 - 0)****For:** Cr Bronwyn Ife, Cr Jesvin Karimi, Cr Peter Devereux, Mayor Karen Vernon and Cr Vicki Potter**Against:** Nil

**Reason:** Point 3 is not required as the amendment will create some consistency, considering Braninbox were engaged for the first time to carry out the CEO Performance review in 2020-2021 and the KPI's for 2021-2022, and remove point 4, as this item is not considered confidential.

**SUBSTANTIVE COMMITTEE RESOLUTION:**



**Moved:** Cr Bronwyn Ife

**Seconded:** Cr Vicki Potter

That the CEO Recruitment and Performance Review (CEORPR) Committee recommends to Council that it:

1. Endorse the process for the CEO 2021/22 annual performance review and development of CEO Key Performance Indicators (KPIs) for 2022/23.
2. Authorise the appointment of Brainbox consultants to assist the committee and council to carry out the 2021/22 annual CEO performance review and developing the 2022/23 annual KPIs, subject to receipt of a satisfactory of the1. CFO, proposal for the completion of the work.

**Carried (5 - 0)**

**For:** Cr Bronwyn Ife, Cr Jesvin Karimi, Cr Peter Devereux, Mayor Karen Vernon and Cr Vicki Potter

**Against:** Nil

## 9 Closure

There being no further business, Mayor Karen Vernon closed the meeting at 5:14 pm.

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

Signed: ..... Mayor Karen Vernon

Dated this: ..... Day of: ..... 2021