

# minutes

Chief Executive Officer Recruitment and  
Performance Review Committee



Please be advised that a **Chief Executive Officer Recruitment and Performance Review Committee** meeting commenced at **5pm** on **Tuesday 5 February 2019** in meeting room 3 at the administration building, 99 Shepperton Road, Victoria Park.

A handwritten signature in black ink, appearing to read "T. Vaughan".

**MAYOR TREVOR VAUGHAN**  
**PRESIDING MEMBER**

**7 February 2019**

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(To be confirmed 5 March 2019)

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(To be confirmed 5 March 2019)

## 1. OPENING

Mayor Trevor Vaughan opened the meeting at 5.02pm.

## 2. ATTENDANCE

<b>Members:</b>	Mayor T (Trevor) Vaughan (Presiding Member)
<b>Jarrah Ward:</b>	Cr V (Vicki) Potter (Deputy Mayor) Cr J (Jennifer) Ammons Noble Cr B (Bronwyn) Ife
<b>Manager Human Resources</b>	Mr G (Graham) Olson
<b>Secretary</b>	Miss A (Amy) Noon

### 2.1 Apologies

Nil.

### 2.2 Absent

**Banksia Ward:** Cr J (Julian) Jacobs

### 2.3 Approved leave of absence

Nil.

## 3. DECLARATIONS OF INTEREST

### Declaration of Financial Interests

Nil.

### Declaration of Proximity Interest

Nil.

### Declaration of Interest affecting impartiality

Nil.

#### 4. CONFIRMATION OF MINUTES

##### RESOLVED:

**Moved: Mayor Vaughan**

**Seconded: Cr Ammons Noble**

**That the minutes of the Chief Executive Officer Recruitment and Performance Review Committee meeting, held on 4 December 2018, be confirmed.**

**The Motion was Put and**

**CARRIED (4-0)**

**In favour of the Motion: Mayor Vaughan; Cr Ammons Noble; Cr Ife; and Cr V Potter.**

#### 5. TERMS OF REFERENCE

##### **Purpose of the Committee:**

Pursuant to Section 5.36 of the *Local Government Act 1995*, it is a requirement that the Council employ a person to be the CEO to enable the functions of the Local Government and the functions of the Council to be performed. The manner of the recruitment is prescribed in the *Local Government Act 1995 and the Local Government (Administration) Regulations Act 1996*.

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. The review process also provides an opportunity to provide and receive feedback on the performance of the CEO.

##### **Role of the Committee:**

- Develop a process for the recruitment and selection of the CEO position that is in accordance with the requirements of the Local Government Act 1995 and the Local Government (Administration) Regulations Act 1996.
- Ensure the selection process is in accordance with the principles of merit and equity;
- Make recommendations to the Council in relation to the preferred applicant from the recruitment and selection process;
- Review the Chief Executive Officer's performance in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Contract;
- Prepare and table the concluded report, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract to the Council at a Council meeting for consideration and actioning;
- Review the Chief Executive Officer's performance on an on-going basis as and when deemed necessary in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment contract;
- Review the Key Performance Indicators to be met by the Chief Executive Officer;
- Review the Chief Executive Officer's remuneration package, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract; and
- Review the Chief Executive Officer's Employment Contract and make recommendations to Council in relation to varying the contract as and when necessary.

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(To be confirmed 5 March 2019)

**Membership:****Members**

- Three (3) Elected Members.

**Deputies**

- One (1) Elected Member.

**Quorum**

- Two (2) Elected Members being at least 50% of Members.

**6. PRESENTATIONS**

<b>6.1 6.1 Deputations</b>
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Nil.

**7. METHOD OF DEALING WITH AGENDA BUSINESS****RESOLVED:**

**Moved: Cr Ife**

**Seconded: Cr Ammons Noble**

**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.**

**The Motion was Put and**

**CARRIED (4-0)**

**In favour of the Motion: Mayor Vaughan; Cr Ammons Noble; Cr Ife; and Cr V Potter.**

**8. REPORTS**

Nil.

**9. MOTION FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

*(required 3 ½ business days prior to the meeting, in writing to the CEO.)*

Nil.

**10. MEETING CLOSED TO PUBLIC**

**10.1 Matters for which the meeting may be closed**

10.1.1 Chief Executive Officer Key Performance Indicators 2018/19

**10.2 Public reading of resolutions that may be made public**

**RESOLVED:**

**Moved: Mayor Vaughan**

**Seconded: Cr V Potter**

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

- 1. Receives the January 2019 report for the Chief Executive Officer’s Key Performance Indicators 2018/19, as included in Appendix 1.**
- 2. Approves minor amendments to the Chief Executive Officer the Key Performance Indicators 2018/2019, as outlined in the Appendix 2.**
- 3. Resolves that the report and its appendices remain confidential in line with s5.23(d) of the *Local Government Act 1995*.**

**The Motion was Put and**

**CARRIED (4-0)**

**In favour of the Motion: Mayor Vaughan; Cr Ammons Noble; Cr Ife; and Cr V Potter.**

**11. CLOSURE OF COMMITTEE MEETING**

There being no further business, Mayor Vaughan closed the meeting at 5:07pm.

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

Signed: .....

Mayor

Dated this: .....

Day of .....2019