



TOWN OF
VICTORIA PARK



Chief Executive Officer Recruitment and Performance Review Committee Minutes – 13 May 2024



WE'RE OPEN
VIC PARK

Please be advised that a **Chief Executive Officer Recruitment and Performance Review Committee** was held at **5:00 PM** on **Monday 13 May 2024** in the Djeran Room, Administration Centre at 99 Shepperton Road, Victoria Park.

Mayor Karen Vernon – Presiding Member
16 May 2024

Table of contents

Item	Page no
1 Declaration of opening.....	3
2 Attendance	3
2.1 Apologies.....	3
2.2 Approved leave of absence	3
3 Declarations of interest.....	4
3 Declarations of interest.....	4
3 Declarations of interest.....	4
3 Declarations of interest.....	4
4 Confirmation of minutes	4
5 Method of dealing with agenda business.....	5
6 Reports.....	5
6.1 Appointment of an Independent recruitment consultant	5
7.Meeting closed to the public.....	8
7.1 Matters for which the meeting may be closed	8
8 Closure	9

1 Declaration of opening

Mayor Karen Vernon opened the meeting at 5:03pm.

Acknowledgement of Country (by Presiding Member)

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

Mayor	Ms Karen Vernon
Banksia Ward	Cr Peter Devereux
Jarrah Ward	Cr Sky Croeser Deputy Mayor Bronwyn Ife
Strategic Projects Manager	Mr Graham Olson
A/Manager People and Culture	Ms Donna Smith
Secretary	Mrs Alison Podmore

2.1 Apologies

Banksia Ward	Cr Claire Anderson
A/Manager People and Culture	Ms Joanna Bracey
Secretary	Mrs Alison Podmore

2.2 Approved leave of absence

Nil.

3 Declarations of interest

3.1 Declarations of financial interest

Nil.

3.2 Declarations of proximity interest

Nil.

3.3 Declarations of interest affecting impartiality

Name/Position	Mayor
Item No/Subject	Item 6.1 Appointment of Independent recruitment consultant
Nature of interest	Impartiality
Extent of Interest	Have worked with Logo in the past for the recruitment of the CEO for Mindarie Regional Council

Name/Position	Mayor
Item No/Subject	Item 6.1 Appointment of Independent recruitment consultant
Nature of interest	Impartiality
Extent of Interest	Brain Box 3 years – worked with Tony Friday as he was the consultant for the CEO KPI's and performance review

Name/Position	Bronwyn Ife
Item No/Subject	Item 6.1 Appointment of Independent recruitment consultant
Nature of interest	Impartiality
Extent of Interest	Have worked with Beilby in the past when recruiting for a CEO in other organisations

4 Confirmation of minutes

CEO RECRUITMENT AND PERFORMANCE COMMITTEE RECOMMENDATION:

Moved: Mayor Karen Vernon

Seconded: Deputy Mayor Bronwyn Ife

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 28 November 2023.

Carried (4 - 0)

For: Mayor Karen Vernon, Deputy Mayor Bronwyn Ife, Cr Peter Devereux and Cr Sky Croeser

Against: Nil

5 Method of dealing with agenda business

Recommendation:

Moved: Mayor Karen Vernon

Seconded: Cr Peter Devereux

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 (4 - 0)

For: Mayor Karen Vernon, Deputy Mayor Bronwyn Ife, Cr Peter Devereux and Cr Sky Croeser

Against: Nil

6 Reports

6.1 Appointment of Independent recruitment consultant

Location	Town-wide
Reporting officer	A/Manager People & Culture
Responsible officer	Manager Governance & Strategy
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">CONFIDENTIAL REDACTED - Attachment 1 TVP Standards for CEO Recruitment Performance and Termination (1) [21.1.1 - 10 pages]CONFIDENTIAL REDACTED - Attachment 2 Supplier Matrix [21.1.2 - 1 page]

Summary

To commence the recruitment process for the vacant position of Chief Executive Officer.

Recommendation

That the CEO Recruitment and Performance Review Committee recommends to Council to approve the appointment of _____ as an independent recruitment consultant to coordinate the recruitment process for the position of Chief Executive Officer on behalf of the Town.

Background

- The current Chief Executive Officer (CEO) has resigned from the position of Chief Executive Officer at the Town of Victoria Park, effective 14 June 2024.

2. Council has endorsed the acting arrangements for the position of Chief Executive Officer while the recruitment process for the vacant Chief Executive Officer position is carried out.
3. The process for the recruitment and selection to the position of Chief Executive Officer is to be coordinated by the Chief Executive Officer Recruitment and Performance Review Committee.
4. The Department of Local Government, Sport, and Cultural Industries "*Local Government Operational Guidelines CEO Recruitment and selection, performance review and termination*" recommend that a human resource consultant be engaged to facilitate the recruitment and selection process on behalf of the council.
5. Council must agree on a Recruitment agency to be used for the CEO Recruitment process.

Discussion

6. Expressions of Interest were called for from nine (9) external agencies suitably qualified to provide this service. Seven (7) providers have responded to the EOI and submitted proposals for consideration.
7. All nine (9) agencies were provided with a brief outlining the responsibilities of the successful Agency and the outcomes expected from the process.
8. The seven (7) proposals have been reviewed on relevant experience, value for money and adhering to the Recruitment and Selection Standards of the Local Government Administration Regulations 1996.
9. Of the 7 proposals received, Consultant B and Consultant F meet these criteria. Analysis of the proposals are in Attachment 2 and are confidential under section 5.23(2) (a) of the *Local Government Act 1995*.

Relevant documents

[Local Government \(Administration\) Regulations 1996](#)

[Local Government Act 1995](#)

[DLGSC - LG Operational Guideline - CEO recruitment and selection, performance review and termination](#)

6.1.1.1 *Town of Victoria Park Standards for CEO Recruitment Performance and Termination (Attachment 1)*

Legal and policy compliance

10. Vacancies for the position of Chief Executive Officer for the Town of Victoria Park are subject to the conditions outlined in the *Town of Victoria Park Standards for CEO Recruitment, Performance and Termination* and section 5.39B of the *Local Government Act 1995* ; and the Department of Local Government, Sport, and Cultural Industries "*Local Government Operational Guidelines CEO Recruitment and selection, performance review and termination*".

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	Not applicable.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial				
Environmental				
Health and safety				
Infrastructure/ ICT systems/ utilities				
Legislative compliance	Noncompliance to section 5.36(4) of the <i>Local Government Act 1995</i> and the <i>Local Government (Administration) Regulations 1996</i> regulation 18A.	High	Low	Treat by complying with the Recruitment and Selection Standards of the <i>Local Government Administration Regulations 1996</i>
Reputation				
Service delivery				

Engagement

Nil.

Strategic alignment

Civic leadership	
Community Priority	Intended public value outcome or impact
CL3 – Accountability and good governance.	Town compliance to legislative requirements.

Further consideration

Nil

OFFICER RECOMMENDATION

That the CEO Recruitment and Performance Review Committee recommends to Council to approve the appointment of _____ as an independent recruitment consultant to coordinate the recruitment process for the position of Chief Executive Officer on behalf of the Town.

AMENDMENT

Moved: Mayor Karen Vernon

Seconded: Deputy Mayor Bronwyn Ife

That the CEO Recruitment and Performance Review Committee recommends defers the appointment of an independent recruitment consultant to coordinate the recruitment process for the position of Chief Executive Officer on behalf of the Town to a further CEO Recruitment and Performance Review Committee to be held on Tuesday 21 May 2024 at 5pm.

For: Mayor Karen Vernon, Deputy Mayor Bronwyn Ife, Cr Peter Devereux and Cr Sky Croeser

Against: Nil

Carried (4 - 0)

Reason: Request the Town to invite Expressions of Interest from other suitable companies outside the WALGA preferred supplier panel.

SUBSTANTIVE COMMITTEE RESOLUTION

Moved: Mayor Karen Vernon

Seconded: Deputy Mayor Bronwyn Ife

That the CEO Recruitment and Performance Review Committee recommends defers the appointment of an independent recruitment consultant to coordinate the recruitment process for the position of Chief Executive Officer on behalf of the Town to a further CEO Recruitment and Performance Review Committee to be held on Tuesday 21 May 2024 at 5pm.

For: Mayor Karen Vernon, Deputy Mayor Bronwyn Ife, Cr Peter Devereux and Cr Sky Croeser

Against: Nil

Carried (4 - 0)

Reason: Request the Town to invite Expressions of Interest from other suitable companies outside the WALGA preferred supplier panel.

7 Meeting closed to the public

7.1 Matters for which the meeting may be closed

8 Closure

There being no further business, Mayor Karen Vernon closed the meeting at 5:41pm.

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

Signed:.....Mayor Karen Vernon

Dated this:.....Day of:2024