



TOWN OF  
VICTORIA PARK



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

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

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

**Mr Graham Olson – Strategic Projects Manager**  
9 May 2024

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# 1 Declaration of opening

## 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 Claire Anderson

Cr Peter Devereux

### Jarrah Ward

Cr Sky Croeser

Deputy Mayor Bronwyn Ife

Cr Vicki Potter

### Strategic Projects Manager

Mr Graham Olson

### A/Manager People and Culture

Ms Joanna Bracey

### A/Manager People and Culture

Ms Donna Smith

### Secretary

Mrs Alison Podmore

### 2.1 Apologies

### 2.2 Approved leave of absence

Nil.

### 3 Declarations of interest

Declarations of interest are to be made in writing prior to the commencement of the meeting.

#### Declaration of financial interests

A declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration. An employee is required to disclose their financial interest and if required to do so by the Council must disclose the extent of the interest. Employees are required to disclose their financial interests where they are required to present verbal or written reports to the Council. Employees can continue to provide advice to the Council in the decision-making process if they have disclosed their interest.

#### Declaration of proximity interest

Elected members (in accordance with Regulation 11 of the Local Government [Rules of Conduct] Regulations 2007) and employees (in accordance with the Code of Conduct) are to declare an interest in a matter if the matter concerns: a) a proposed change to a planning scheme affecting land that adjoins the person's land; b) a proposed change to the zoning or use of land that adjoins the person's land; or c) a proposed development (as defined in section 5.63(5)) of land that adjoins the persons' land.

Land, the proposed land adjoins a person's land if: a) the proposal land, not being a thoroughfare, has a common boundary with the person's land; b) the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or c) the proposal land is that part of a thoroughfare that has a common boundary with the person's land. A person's land is a reference to any land owned by the person or in which the person has any estate or interest.

#### Declaration of interest affecting impartiality

Elected members (in accordance with Regulation 11 of the Local Government [Rules of Conduct] Regulations 2007) and employees (in accordance with the Code of Conduct) are required to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making process. The Elected Member/employee is also encouraged to disclose the nature of the interest.

### 4 Confirmation of minutes

#### Recommendation

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.

### 5 Method of dealing with agenda business

#### Recommendation

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.

## 6 Reports

### 6.1 Appointment of Independent recruitment consultant

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

### 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

1. 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

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

## **7 Meeting closed to the public**

### **7.1 Matters for which the meeting may be closed**

## **8 Closure**