



TOWN OF
VICTORIA PARK

Chief Executive Officer Recruitment and Performance Review Committee Minutes – 21 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 **Tuesday 21 May 2024** in the **Djeran Room**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mr Graham Olson – Strategic Projects Manager
27 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
4 Confirmation of minutes	4
5 Method of dealing with agenda business	4
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.....	8

1. Declaration of opening

Mayor Karen Vernon opened the meeting at 5.01pm.

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

Strategic Projects Manager

Mr Graham Olson

A/Manager People and Culture

Ms Joanna Bracey

2.1 Apologies

Nil.

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 Karen Vernon
Item No/Subject	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, Brainbox for CEO KPI's

4 Confirmation of minutes

Recommendation

Moved: Mayor Karen Vernon

Seconded: Deputy Mayor 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 13 May 2024.

Carried (5 - 0)

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

5 Method of dealing with agenda business

Recommendation

Moved: Mayor Karen Vernon

Seconded: Deputy Mayor Ife

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

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">1. CONFIDENTIAL - Attachment 1 TVP Standards for CEO Recruitment Performance and Termination [6.1.1 - 10 pages]2. CONFIDENTIAL - Attachment 2 Supplier Matrix [6.1.2 - 2 pages]3. CONFIDENTIAL - Provider A - Town of Victoria Park CEO Quote May 24 [6.1.3 - 3 pages]4. CONFIDENTIAL - Provider B - Town of Victoria Park - CEO Recruitment Services Proposal [6.1.4 - 12 pages]5. CONFIDENTIAL - Provider C - Proposal To VP CEO Recruitment and Selection 2024 [6.1.5 - 13 pages]6. CONFIDENTIAL - Provider D - Town of Victoria Park - RFQ - CEO Recruitment - 2024 May 06 [6.1.6 - 15 pages]7. CONFIDENTIAL - Provider E - Town of Victoria Park - Chief Executive Officer - Proposal- 2 [6.1.7 - 12 pages]8. CONFIDENTIAL - Provider F - Proposal TOVP CEO [6.1.8 - 15 pages]9. CONFIDENTIAL - Provider G - Proposal Town of Victoria Park (May 24) [6.1.9 - 19 pages]10. CONFIDENTIAL - Provider H - Proposal - CEO, Town of Victoria Park 15.5.2024 [6.1.10 - 24 pages]

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. In response to the CEO RPR Committee meeting held on 13 May 2024, a further three (3) EOI's were called. One (1) provider responded with a proposal for consideration.
8. All twelve (12) agencies were provided with a brief outlining the responsibilities of the successful Agency and the outcomes expected from the process.
9. The eight (8) 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.
10. Of the 8 proposals received, Consultants (b), (f) and (h) meet these criteria. All the other proposals did not meet the 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

11. 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	Not applicable.			Not applicable.
Environmental	Not applicable.			Not applicable.
Health and safety	Not applicable.			Not applicable.
Infrastructure/ ICT systems/ utilities	Not applicable.			Not applicable.
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	Not applicable.			Not applicable.
Service delivery	Not applicable.			Not applicable.

Engagement

Not applicable.

Strategic alignment

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

Further consideration

CEO RECRUITMENT AND PERFORMANCE COMMITTEE RECOMMENDATION

Moved: Mayor Karen Vernon

Seconded: Deputy Mayor Bronwyn Ife

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

Carried (3 - 2)

For: Mayor Karen Vernon, Deputy Mayor Bronwyn Ife, Cr Claire Anderson,

Against: Cr Peter Devereux and Cr Sky Croeser

7 Meeting closed to the public

7.1 Matters for which the meeting may be closed

Nil.

8 Closure

There being no further business, Mayor Karen Vernon closed the meeting at 5:22pm.

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