



TOWN OF
VICTORIA PARK

Special Council Meeting Minutes - 4 June 2024



WE'RE OPEN
VIC PARK

A **Special Council Meeting** was held at **5:00 PM** on **4 June 2024** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Her Worship the Mayor Karen Vernon
11 June 2024

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1 Declaration of opening

Mayor Karen Vernon opened the meeting at 5:00 pm.

Acknowledgement of the traditional owners

Ngany djerapiny Wadjak – Noongar boodja-k yaakiny, nidja bilya bardook.

I am honoured to be standing on Whadjuk - Nyungar country on the banks of the Swan River.

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 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 youngka baalapiny Noongar birdiya wer moort nidja boodja.

I thank them for the contribution made to life in the Town of Victoria Park and to this region.

2 Announcements from the Presiding Member

2.1 Recording and live streaming of proceedings

In accordance with clause 39 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, as the Presiding Member, I hereby give my permission for the administration to record proceedings of this meeting.

This meeting is also being live streamed on the Town's website. By being present at this meeting, members of the public consent to the possibility that their image and voice may be live streamed to public. Recordings are also made available on the Town's website following the meeting.

2.2 Public question time and public statement time

As this is a Special Council Meeting, any public questions or statements must relate to the business of the agenda.

There are guidelines that need to be adhered to in our Council meetings and during question and statement time people speaking are not to personalise any questions, or statements about Elected Members, or staff or use any possible defamatory remarks.

In accordance with clause 40 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, a person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the presiding member.

A person present at or observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

When the presiding member speaks during public question time or public statement time any person then speaking, is to immediately stop and every person present is to preserve strict silence so that the presiding member may be heard without interruption.

2.3 No adverse reflection

In accordance with clause 56 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, both Elected Members and the public when speaking are not to reflect adversely on the character or actions of Elected Members or employees.

2.4 Town of Victoria Park Meeting Procedures Local Law 2019

All meetings of the Council, committees and the electors are to be conducted in accordance with the Act, the Regulations and the *Town of Victoria Park Meeting Procedures Local Law 2019*.

3 Attendance

Mayor	Ms Karen Vernon
Banksia Ward	Cr Claire Anderson Cr Peter Devereux Cr Peter Melrosa Cr Lindsay Miles
Jarraah Ward	Cr Sky Croeser Cr Jesse Hamer Deputy Mayor Bronwyn Ife Cr Daniel Minson
A/Chief Executive Officer	Mr Duncan Olde
Chief Operations Officer A/Chief Financial Officer Chief Community Planner	Ms Natalie Adams Mr Trent Prior Ms Natalie Martin Goode
Manager Governance and Strategy Strategic Projects Manager A/Manager People and Culture Coordinator Governance and Strategy	Ms Bernadine Tucker Mr Graham Olson Ms Joanna Bracey Ms Rhonda Bowman
Meeting Secretary Public Liaison	Ms Winnie Tansanguanwong Ms Alison Podmore
Public	0

3.1 Apologies

Nil.

3.2 Approved leave of absence

Nil.

4 Declarations of interest

4.1 Declaration of financial interest

Nil.

4.2 Declaration of financial interest

Nil.

4.3 Declaration of interest affecting impartiality

Name/Position	Mayor Karen Vernon
Item No/Subject	9.1 - 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 of Mindarie Regional Council and with Brainbox for CEO Performance Review and CEO KPI setting.

Name/Position	Deputy Mayor Bronwyn Ife
Item No/Subject	9.1 - Appointment of Independent recruitment consultant
Nature of interest	Impartiality
Extent of interest	I have worked with provider b while undertaking recruitment at Catalina Regional Council. I have worked with provider c when I was chair of the CEO recruitment and performance review committee between 2019 and 2021.

Name/Position	Cr Jesse Hamer
Item No/Subject	9.1 - Appointment of Independent recruitment consultant
Nature of interest	Impartiality
Extent of interest	Have worked with Tony Friday from brain box in CEO KPI settings workshops

Name/Position	Cr Claire Anderson
Item No/Subject	9.1 - Appointment of Independent recruitment consultant
Nature of interest	Impartiality
Extent of interest	I have previously worked with Brainbox

5 Public question time

5.1 Response to previous public questions taken on notice

Nil.

5.2 Public question time

Public question time opened at 5:04pm and there being no member of the public in the gallery Mayor Karen Vernon closed the public question time at 5:04pm.

6 Public statement time

Public statement time opened at 5:04pm and there being no member of the public in the gallery Mayor Karen Vernon closed the public statement time at 5:04pm.

7 Presentations

7.1 Petitions

Nil.

7.2 Presentations

Nil.

7.3 Deputations

Nil.

8 Method of dealing with agenda business

Nil.

9 Committee Reports

9.1 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] <p>CONFIDENTIAL - Provider H - Proposal - CEO, Town of Victoria Park 15.5.2024 [6.1.10 - 24 pages]</p>

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 Lester Blades 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	<i>Not applicable.</i>

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.

PROCEDURAL MOTION (121/2024):

Moved: Mayor Karen Vernon

Seconded: Deputy Mayor Bronwyn Ife

That Council:

1. Closes the meeting to the members of the public at 5:06pm to consider item 9.1, in accordance with Section 5.23(2)(c) of the Local Government Act 1995.
2. Permits the Manager Governance and Strategy, Strategic Projects Manager and Acting Manager of People and Cultural to remain in the chamber during discussion, in accordance with clause 27(3)(a) of the Town of Victoria Park Meeting Procedures Local Law 2019.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

The meeting closed to public at 5:06pm.

OFFICER RECOMMENDATION

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.

ALTERNATE MOTION/COUNCIL RESOLUTION (122/2024):

Moved: Cr Lindsay Miles

Seconded: Cr Jesse Hamer

That council approves the appointment of Beilby Downing Teal as independent recruitment consultant to coordinate the recruitment process for the position of Chief Executive Officer on behalf of the Town.

Carried (5 - 4)

For: Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Cr Lindsay Miles and Cr Daniel Minson

Against: Mayor Karen Vernon, Cr Claire Anderson, Deputy Mayor Bronwyn Ife and Cr Peter Melrosa

Reason:

1. Beilby Downing Teal are on the approved WALGA supplier list and were found to meet all the required criteria and be suitably qualified to be appointed as an independent recruitment consultant.
2. Taking into account the information supplied by the various recruitment consultants, Beilby Downing Teal have more extensive experience in local government CEO recruitment, having recruited at least 16 local government CEOs in WA in 2022, 2023 and 2024, compared to Lester Blades who have recruited 8 local government CEOs in the same timeframe.
3. For transparency of the process, a recruitment consultant on the WALGA approved supplier list is preferred.

PROCEDURAL MOTION (123/2024):

Moved: Mayor Karen Vernon

Seconded: Cr Peter Melrosa

That Council reopens the meeting to the public at 5:45pm.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

10 Public question time

Public question time opened at 5:47pm and there being no member of the public in the gallery Mayor Karen Vernon closed the public question time at 5:47pm.

11 Public statement time

Public statement time opened at 5:47pm and there being no member of the public in the gallery Mayor Karen Vernon closed the public statement time at 5:47pm.

12 Meeting closed to the public

Nil.

13 Closure

There being no further business, Mayor Karen Vernon closed the meeting at 5:48pm.

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

Signed:

Dated this: Day of: 2024