



TOWN OF
VICTORIA PARK

Special Council Meeting Agenda – 4 June 2024



WE'RE OPEN
VIC PARK

Please be advised that a **Special Council Meeting** will be held at **5:00 PM** on **Tuesday 4 June 2024** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mr Duncan Olde – A/Chief Executive Officer
30 May 2024

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1 Declaration of opening

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

Jarrah Ward

Cr Sky Croeser
Cr Jesse Hamer
Deputy Mayor Bronwyn Ife
Cr Daniel Minson

A/Chief Executive Officer

Mr Duncan Olde

Chief Operations Officer

Ms Natalie Adams

A/Chief Financial Officer

Mr Trent Prior

Chief Community Planner

Ms Natalie Martin Goode

Manager Governance and Strategy

Ms Bernadine Tucker

Strategic Projects Manager

Mr Graham Olson

A/Manager People and Culture

Ms Joanna Bracey

Coordinator Governance and Strategy

Ms Rhonda Bowman

Meeting Secretary

Ms Winnie Tansanguanwong

Public Liaison

Ms Alison Podmore

3.1 Apologies

3.2 Approved leave of absence

Nil.

4 Declarations of interest

4.1 Declarations of financial interest

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.

4.2 Declarations 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.

4.3 Declarations 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.

5 Public question time

6 Public statement time

7 Presentations

7.1 Petitions

7.2 Presentations

7.3 Deputations

8 Method of dealing with agenda business

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]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 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	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

- 10 Public question time**
- 11 Public statement time**
- 12 Meeting closed to the public**
- 13 Closure**