

His Worship the Mayor
Councillors
CITY OF MARION



**NOTICE OF
REVIEW & SELECTION COMMITTEE MEETING**

Notice is hereby given pursuant to the provisions under Section 83 of the Local Government Act 1999 that a General Council meeting will be held

Tuesday 7 November 2017

Commencing at 6.30pm

In Committee Room 2

Council Administration Centre

245 Sturt Road, Sturt

A copy of the Agenda for this meeting is attached in accordance with Section 83 of the Act.

Meetings of the Council are open to the public and interested members of this community are welcome to attend. Access to Committee Room 2 is via the main entrance to the Administration building on Sturt Road, Sturt.

A handwritten signature in dark ink, appearing to read "Adrian Skull", is written over a light blue rectangular stamp.

Adrian Skull
CHIEF EXECUTIVE OFFICER

2 November 2017

**CITY OF MARION
REVIEW & SELECTION COMMITTEE AGENDA
FOR THE MEETING TO BE HELD ON
TUESDAY 7 NOVEMBER 2017
COMMENCING AT 6.30 PM
COMMITTEE ROOM 2
245 STURT ROAD, STURT**



1. OPEN MEETING

2. KAURNA ACKNOWLEDGEMENT

We acknowledge the Kurna people, the traditional custodians of this land and pay our respects to their elders past and present.

3. MEMBER'S DECLARATION OF INTEREST (if any)

4. CONFIRMATION OF MINUTES

- 4.1 Confirmation of the Minutes for the Review and Selection Committee meeting held on 5 October 20174
- 4.2 Confirmation of the **Confidential** Minutes for the Review and Selection Committee meeting held on 5 October 2017
Report Reference: RSC071117R4.27

5. BUSINESS ARISING

Nil

6. PRESENTATION

Nil

7. CONFIDENTIAL ITEMS

- 7.1 CEO Annual Performance Review 2016/17 and Employment Agreement
Report Reference: RSC071117F01.....8
- 7.2 CEO KPI's Annual Confidential Report 2016/17
Report Reference: RSC071117F02.....9
- 7.3 CEO KPI Report Quarter one 2017/18
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8. REPORTS

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9. ANY OTHER BUSINESS

10. MEETING CLOSURE

The Review & Selection Committee meeting shall conclude on or before 9.30pm unless there is a specific motion adopted at the meeting to continue beyond that time.

11. NEXT MEETING

The next meeting of the Review & Selection Committee is scheduled to be held on:

Time: TBA
Date: TBA
Venue: TBA

**MINUTES OF THE REVIEW & SELECTION COMMITTEE MEETING
HELD AT ADMINISTRATION CENTRE
245 STURT ROAD, STURT
ON THURSDAY 5 OCTOBER 2017**



PRESENT

Elected Members

Mayor Kris Hanna (Presiding Member)
Councillor Appleby, Councillor Crossland and Councillor Veliskou

In Attendance

Adrian Skull	Chief Executive Officer
Abby Dickson	General Manager City Development
Steph Roberts	Manager Hunam Resources
Robert Tokley	Team Leader Planning

1. OPEN MEETING

The meeting commenced at 5.50pm.

2. KAURNA ACKNOWLEDGEMENT

We acknowledge the Kaurna people, the traditional custodians of this land and pay our respects to their elders past and present.

3. MEMBERS DECLARATION OF INTEREST

The Presiding Member asked if any Member wished to disclose an interest in relation to any item being considered at the meeting. Councillor Veliskou declared he had an affiliation with one candidate and committed to remove himself if required.

4. CONFIRMATION OF MINUTES

Moved Councillor Crossland, Seconded Councillor Appleby that the minutes of the Review and Selection Committee meeting held on 19 September 2017 are confirmed as a true and correct record of proceedings.

Carried Unanimously

5. BUSINESS ARISING

Nil

6. PRESENTATION

These Minutes are subject to adoption at the Review & Selection Committee Meeting to be held on 7 November 2017

Nil

7. REPORTS

Nil

8. CONFIDENTIAL ITEMS

Resolution of CAP Members to be recommended to Council for appointment
Report Reference: RSC051017R8.1

Moved Councillor Crossland, Seconded Councillor Appleby that:

Pursuant to Section 90(2) and 90(3)(a) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Adrian Skull, Abby Dickson, Steph Roberts and Robert Tokley, be excluded from the meeting as the Committee receives and considers information relating to the selection of candidates for appointment for Council Assessment Panel, upon the basis that the Committee is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person.

Carried Unanimously

5.55pm meeting went into confidence

6.00pm Councillor Veliskou left the meeting

Moved Councillor Crossland, Seconded Councillor Appleby that:

In accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Committee orders that this report, *Resolution of CAP Members to Council* and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(a) of the Act, except when required to effect or comply with Council's resolution(s) regarding this matter, be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting. This confidentiality order will be reviewed at the General Council Meeting in December 2017.

Carried Unanimously

6.02pm Councillor Veliskou re-joined the meeting

6.05pm meeting came out of confidence

9. ANY OTHER BUSINESS

Nil

10. MEETING CLOSURE

The meeting was declared closed at 6.06pm

11. NEXT MEETING

The next meeting of the Review & Selection Committee is scheduled to be held on:

Time: 6.30

Date: 7 November 2017

Venue: Committee Room 2

CONFIRMED

.....

CHAIRPERSON

/ /

**CITY OF MARION
REVIEW AND SELECTION COMMITTEE MEETING
7 NOVEMBER 2017**

CONFIDENTIAL REPORT

Originating Officer: Steph Roberts, Manager Human Resources

Chief Executive Officer: Adrian Skull

Subject: Confirmation of Confidential Minutes of the Review and Selection Committee Meeting held 5 October 2017

Report Reference: RSC071117F4.2

If the General Council so determines, this matter may be considered in confidence under Section 90(2) and (3)(a) of the *Local Government Act 1999* on the grounds that the report contains information relating to the candidates for interview/appointment for the Council Assessment Panel.



Adrian Skull
Chief Executive Officer

RECOMMENDATION:

1. That pursuant to Section 90(2) and (3)(a) of the *Local Government Act 1999*, the Review and Selection Committee orders that all persons present, with the exception of the following persons: Adrian Skull and Steph Roberts be excluded from the meeting as the Review and Selection Committee receives information relating to the candidates for interview / appointment for the Council Assessment panel upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person.

**CITY OF MARION
REVIEW AND SELECTION COMMITTEE
7 NOVEMBER 2017**

CONFIDENTIAL REPORT

Corporate Manager: Steph Roberts, Manager Human Resources

Subject: CEO Annual Performance Review 2016/17 and Employment Agreement

Report Reference: RSC071117F01

If the Committee so determines, this matter may be considered in confidence under Section 90(2) and (3)(a) - information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).



**Kris Hanna
Mayor**

RECOMMENDATIONS:

That pursuant to Section 90(2) and (3)(a) of the *Local Government Act 1999*, the Committee orders that all persons present, with the exception of the following persons: _____, be excluded from the meeting as the Committee receives and considers information relating to the Chief Executive Officer (CEO) 2016/2017 Performance Review , upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential, given the information relates to the performance of the CEO.

**CITY OF MARION
REVIEW AND SELECTION COMMITTEE MEETING
7 NOVEMBER 2017**

CONFIDENTIAL REPORT

Originating Officer: Deborah Horton, Unit Manager Corporate Performance
Corporate Manager: Steph Roberts, Manager Human Resources
General Manager: Vincent Mifsud, General Manager Corporate Services
Subject: CEO KPI's Annual Confidential Report 2016/17
Report Reference: RSC071117F02

If the Review and Section Committee so determines, this matter may be considered in confidence under Section 90(2) and (3)(a) of the *Local Government Act 1999* on the grounds that the report contains information relating to the personal affairs of the Chief Executive Officer.



**Adrian Skull
CHIEF EXECUTIVE OFFICER**

RECOMMENDATION:

1. That pursuant to Section 90(2) and (3)(a) of the *Local Government Act 1999*, the Review and Selection Committee orders that all persons present, with the exception of the following persons: Adrian Skull and Steph Roberts be excluded from the meeting as the Review and Selection Committee receives and considers information relating to CEO Key Performance Indicators for Quarter 4 2016/17 (Annual Confidential Report), upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to personal affairs of the Chief Executive Officer.

**CITY OF MARION
REVIEW AND SELECTION COMMITTEE MEETING
7 NOVEMBER 2017**

Originating Officer: Deborah Horton, Quality Governance Coordinator

Corporate Manager: Kate McKenzie, Manager Corporate Governance
Steph Roberts, Manager Human Resources

General Manager: Vincent Mifsud, General Manager Corporate Services
Adrian Skull, Chief Executive Officer

Subject: CEO KPI Report Quarter one 2017/18

Report Reference: RSC071117F03

If the Committee so determines, this matter may be considered in confidence under Section 90(2) and (3)(a) - information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).



**Adrian Skull
Chief Executive Officer**

RECOMMENDATIONS:

1. That pursuant to Section 90(2) and (3)(a) of the *Local Government Act 1999*, the Committee orders that all persons present, with the exception of the following persons: **Adrian Skull, Chief Executive Officer, Steph Roberts, Manager Human Resources, Vincent Mifsud, General Manager Corporate Services, Kate McKenzie, Manager Corporate Governance**, be excluded from the meeting as the Committee receives and considers information relating to the Chief Executive Officer (CEO) KPI Report Quarter 1 2017/18, upon the basis that the Committee is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential, given the information relates to the performance of the CEO.

**CITY OF MARION
REVIEW AND SELECTION COMMITTEE MEETING
7 NOVEMBER 2017**

Originating Officer: Rachel Read, Unit Manager Human Resources
Corporate Manager: Steph Roberts, Manager Human Resources
Chief Executive: Adrian Skull, CEO
Subject: Information Request: Diversity and Inclusion Plan
Report Reference: RSC071117R8.1

EXECUTIVE SUMMARY

Council's Diversity and Inclusion Plan 2017 – 2020 demonstrates our commitment to Diversity and Inclusion within our workforce.

Building on our Corporate Values of Respect, Integrity, Achievement and Innovation, we strive to build on a workforce that is inclusive of employees of various ages, sexuality, genders, cultural backgrounds and employees with physical and mental disabilities.

RECOMMENDATIONS

That the Review and Selection Committee:	Due Date
1. Notes this report and accompanying Diversity and Inclusion Plan.	7 Nov 2017

BACKGROUND

The Diversity and Inclusion Plan was previously known as the Equity and Diversity Plan, 2008 and has been enhanced to reflect the strategic approach of Council.

DIVERSITY AND INCLUSION PLAN

The Plan embraces practices which value diversity and inclusion through Council operations and employment activities. There are three key objectives within the plan which identify strategies on leadership, environment and awareness. Greater emphasis has been placed on developing employee awareness and employment practices in relation to minority groups such as disability, indigenous and the Lesbian, Gay, Bisexual, Transgender, Intersex and Queer /Questioning (LGBTIQ) community.

The Plan is aligned to the City of Marion's Reconciliation Action Plan July 2016 – June 2019.

In addition, the Diversity and Inclusion Committee has recruited new members, increasing the diversity of the committee in the areas of age, gender, ethnic background, nationality and disability. The Committee works in conjunction with the Human Resources Unit to identify develop and implement programs, initiatives, policies and procedures relating to diversity and inclusion in our workforce, in accordance with the Diversity and Inclusion Plan.

CONCLUSION

Council recognises the importance of embracing this plan to enable us to achieve a workforce that reflects diversity and inclusiveness.

Appendix 1: Diversity and Inclusion Plan

Draft Diversity & Inclusion 2017-2020



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From the Chief Executive Officer

Our Diversity & Inclusion Plan 2017-2020 shows our commitment to diversity and inclusion within our workforce.

The Plan demonstrates our social responsibility and builds on our foundation of Respect, Achievement, Integrity and Innovation. Our approach embraces strategies to foster an inclusive and safe workplace where all persons are welcomed, valued, and have opportunities to grow and develop.

We strive to develop a workforce that is inclusive of people of various genders, ages, sexuality, cultural backgrounds and people with a physical & mental disabilities. Our people are our greatest resource and we wish to create an environment where people bring their whole selves to the workplace.

Through three key focus areas of *Leadership*, *Environment* and *Awareness* this plan sets out how we will maintain a welcoming workplace which values diversity and is inclusive to all.

Our approach embraces strategies to:

- Provide inclusive and equitable work environments free from discrimination and harassment;
- Reduce employment barriers and attract a diverse workforce
- Develop, retain and value a diverse workforce.

Each of us has a role to play and a responsibility to contribute to a diverse and inclusive environment.

Together we can foster workplaces that values diversity and create a positive and safe space for all people. I look forward to working with you to achieve this together.

Adrian Skull
CHIEF EXECUTIVE OFFICER

Context and purpose

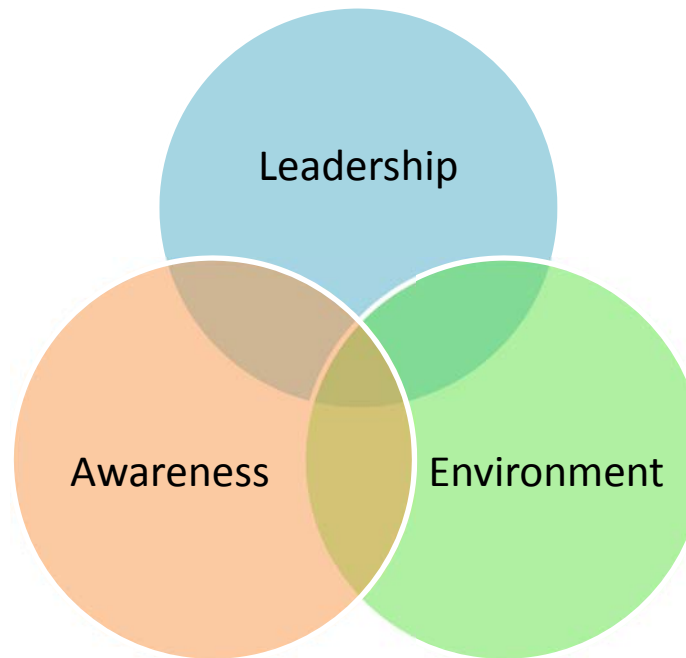
City of Marion's Diversity and Inclusion Plan seeks promote practices that value diversity throughout all Council operations and employment related activities, including recruitment and selection, training and development, remuneration and benefits, performance management as well as the grievance and disciplinary procedures.

The Plan itself has three key objectives under the 3 focus areas of *Leadership*; *Environment* and *Awareness*

Objective 1 –Our Leaders embrace a workplace that values diversity and inclusion and proactively creates a positive and safe space for all people to bring themselves to work.

Objective 2 –Our policies, procedures and practices foster a workplace environment that embraces diversity and inclusion.

Objective 3 – We have a culture, where everyone values the importance of diversity and inclusion in both driving organizational performance and providing a welcoming and safe workplace for all



These objectives are accompanied by specific initiatives to develop an inclusive work place.

Responsibility for Diversity and Inclusion Management Plan

To achieve a workforce that reflects the diversity and inclusiveness of the wider community, Council recognises the importance of embracing this plan.

Human Resources (HR) has responsibility for the Diversity and Inclusion management plan, however, the implementation of the Plan will be monitored by the Diversity and Inclusion Committee with quarterly progress reports provided to the Executive Leadership Team.

Implementing the plan

HR will coordinate the implementation of initiatives in the Plan in consultation with the committee.

The support of the leadership team and staff is critical to implementing initiatives and achieving the outcomes in the plan.

People Leaders are accountable for ensuring all staff understand and are committed to contributing to the achievement of outcomes in this Plan.

Monitoring and reporting

HR will monitor, review, amend and report on the Plan in consultation with the committee.

Progress against employment diversity data will be reported annually to the committee.

City of Marion Strategic Direction and Values

Strategic Direction

The Strategic Plan – Towards 2040 is a shared vision for the future of our City. It plays an important role in influencing Council's planning, policy making, allocation of resources and will therefore shape the future of the Marion Community.

Our Community Vision is:

A Community which is Livable, Valuing Nature, Engaged, Prosperous, Innovative and Connected.

To improve our resident's quality of life, continuously, smartly and efficiently.

City of Marion Values

Our values are important to us as they help drive behaviours that will enable us to achieve the strategic direction of the Council.

With the community and safety at the forefront of everything we do, Marion values:

Respect – Treat everyone as we want to be treated, where all contributions are valued

- We embrace and celebrate diversity
- We demonstrate courtesy
- We acknowledge and listen to others
- We communicate and provide explanation for your decisions

Integrity – Fostering trust and honesty in all of our interactions

- We follow through on commitments
- We are frank, open, courageous and transparent
- We are genuine and authentic
- We lead by example

Achievement – Enhancing our knowledge and performance to reach our shared goals, while being directed to supporting one another

- We are responsible and accountable for your actions
- We give and accept feedback
- We display courage and are decisive
- We get things done and celebrate

Innovation – Encouraging new ideas, and learning from our experience to do things better

- We look for ideas and opportunities to better deliver
- We pursue informed risk-taking
- We practice creative problem solving



- We explore and share best practice

City of Marion's commitment to Diversity and Inclusion

The City of Marion (Council) embraces diversity and inclusion to deliver outcomes to our business, people and workplace.

Diversity and Inclusion strategies have a positive impact on staff and help to drive performance. Council has a strong commitment to diversity and inclusion that will assist in ensuring:

- A safe, healthy, caring and working environment
- A diverse workforce which reflects the diversity of the community we serve
- Protection of employee wellbeing
- Our employees are supported and respected to bring their whole selves to work
- Our workforce is efficient and productive
- Every employee has the opportunity to apply for positions
- The best person for the job is selected (Merit Principle)
- Less disruption and work conflict

All employees, volunteers, labour hire employees and contractors providing labour and services to Council have a joint responsibility to meet these commitments.

The Diversity and Inclusion Plan should be read in conjunction with Council's Workforce Planning Framework (*in development), Reconciliation Action Plan and the Equity, Access and Inclusion Policy (in development).

What is Diversity and Inclusion?

Diversity means respect for and appreciation of differences in age, gender, ethnicity, religion, socio-economic status, life experiences, disability, sexual orientation, education and national origin that are implemented by laws and policies. Diversity allows for exploration of these differences in a safe, positive and nurturing environment.

Inclusion is a sense of belonging, feeling respected and valued for who people are as individuals or groups.

“Diversity is the mix, inclusion is getting the mix work well together’.

Reference - Global Diversity Ltd.

Legislation that supports this plan-

Australia Laws:

- Human Rights Commission Act 1986
- Australian Privacy Act 1988
- Workplace Gender Equality Act 2012
- Racial Discrimination Act 1975
- Disability Discrimination Act 1992
- Age Discrimination Act 2004
- Sex Discrimination Act 1984

South Australia Laws:

- Equal Opportunity Act 1984 (SA)
- Racial Vilification Act 1996 (SA)
- Whistle Blowers Protection Act (SA)

Our current workforce

The Workforce Plan will inform the strategies within the plan and will be reviewed on an annual basis.

Leadership

Objective: Our Leaders embrace a workplace that values diversity and inclusion and proactively creates a positive space for all people to bring themselves to work.

	Initiative	Value Alignment	Outcome	Responsibility	Measure	Review Date	Status
	<i>Strategies we put in place to achieve the outcome – what its we aim to do</i>		<i>What we want to see as the outcome Where we aim to get to</i>	<i>For achieving the initiative</i>	<i>The evidence of success. The frequency</i>	<i>Date we want to review how we are progressing</i>	
1.1	Provide opportunities for employees to apply for work/life balance through our Flexible Working Arrangement Policy	Respect	All leaders are aware of the policy and apply consistently while balancing operational requirements in accordance with the Fair Work Act	Senior Leadership Team	>90% of staff believe that the organisation provides equitable access to flexible working arrangements, which are balanced with operational requirements	Bi-annually	
1.2	Provide Recruitment and Selection training to the Leadership Team, ensuring that EEO and values fit are included.	Integrity Achievement	Training has occurred for all Leadership Team	Human Resources	100% participation rate of the Leadership Team in training	Tri-annually	
1.3	Identify targeted employment strategies that address gaps in: <ul style="list-style-type: none"> Indigenous employment Age Disability employment Gender 	Innovation	Increased awareness and support for targeted employment strategies Increased diversity	Diversity and Inclusion Committee in consultation with HR and ELT	Employment strategies included in Council's Workforce Plan. Aboriginal and Torres Strait Islander Employees make up 1% of the	Ongoing	Workforce plan in development phase

	Initiative	Value Alignment	Outcome	Responsibility	Measure	Review Date	Status
	<ul style="list-style-type: none"> Cultural diversity 				workforce.		
1.4	Develop training and support materials for the Leadership team on inclusivity and diversity which addresses unconscious bias and develops leadership capabilities in fostering inclusive work practices	Respect Integrity	Leaders are aware of inclusive work practices and understand the value of diversity	HR, ELT, SLT	95% of Leaders attend training	Tri-annually	
1.5	Develop an Inclusivity Strategy	Respect Integrity	An inclusive and safe workplace free from discrimination	HR, ELT, SIT	>90% of staff feel we have an inclusive workplace		

Objective 2: Environment

Our policies, procedures and practices foster a workplace environment that embraces diversity and inclusion.

	Initiative	Value Alignments	Outcome	Responsibility	Measure	Review Date	Status
	<i>Strategies we put in place to achieve the outcome – what it is we aim to do</i>		<i>What we want to see as the outcome? Where we aim to get to</i>	<i>Responsible for achieving the initiative</i>	<i>The evidence of success. The frequency?</i>	<i>Date we want to review how we are progressing.</i>	
2.1	Undertake a staff and volunteer survey to evaluate diversity and inclusion	Innovation Integrity	Initiatives identified and a program established to support volunteer wellbeing and provide the opportunity for feedback to CoM. Survey provides data to support diversity and inclusion initiatives and evaluate effectiveness	Human Resources	Survey is administered bi-annually Base line data obtained in 2017-18 survey	Bi-annually	
2.2	Build an organisational workforce demographic profile to identify how we can improve in diversity and inclusion	Innovation Achievement	Information linked into targeted employment strategies	Human Resources	All LT have a demographic profile for their work area	December 2017	

	Initiative	Value Alignments	Outcome	Responsibility	Measure	Review Date	Status
2.3	Review the following policies and Procedures to ensure fairness and inclusivity: <ul style="list-style-type: none"> Employee Wellbeing Employee Performance Equal Opportunity, Discrimination, Harassment and Bullying Termination and Separation 	Achievement Innovation Integrity Respect	All Human Resource policies and procedures comply with EEO principles and further enhance an inclusive, fair and equitable culture	Human Resources	100% of identified policies reviewed by January 2020	3 yearly	
2.5	Provide information to the Leadership Group around EEO legislative changes and requirements.	Achievement	Current information is provided to the Leadership Team	HR Unit	All People Management Group are up to date around EEO.	Ongoing	
2.6	Evaluate the effectiveness and review the nomination process/term of the Contact Officers	Achievement	Effective Contact Officer Network that meets the needs of the organisation	HR Unit		31 October annually	
2.7	Any changes/ refurbishment of accommodation for employees take into consideration the Disability Discrimination Act (DDA) standards	Integrity Respect	DDA standards are referred to Accommodation Policy	Manager City Property	Percentage of staff Accommodation which meets DDA standards	As required	

Objective 3: Awareness

We have a culture, where everyone values the importance of diversity and inclusion in both driving organisational performance and providing a welcoming workplace for all

	Initiative	Alignment with Values	Outcome	Responsibility	Measure	Review Date	Status
	<i>Strategies we put in place to achieve the outcome – what it is we aim to do.</i>		<i>What we want to see as the outcome. Where we aim to get to.</i>	<i>For achieving the initiative.</i>	<i>The evidence of success. WThe frequency?</i>	<i>Date we want to review how we are progressing.</i>	
3.1	Facilitate non-mandatory employee awareness sessions on cultural diversity.	Respect	Staff are aware of the cultural diversity of 'minority' groups	Human Resources	A minimum of 4 sessions per year.	Annually	
3.2	Facilitate volunteer awareness sessions on cultural diversity	Respect	Volunteers are aware of the cultural diversity of 'minority' groups	Volunteer Development Officer	Volunteer attendance at awareness sessions	Six monthly	
3.3	<p>Promote employment practices that support staff diversity and inclusion and reduce barriers to employment by:</p> <ul style="list-style-type: none"> • Increasing awareness of people leaders of equal employment opportunity. • Providing information and resources on reviewing, supporting and managing flexible work practices to leaders • Providing information and resources on flexible work practices to staff • Incorporate in our employment branding 	<p>Respect</p> <p>Respect</p>	<p>Managers attend EEO training</p> <p>Policies & procedures available to staff</p>	<p>Human Resources</p> <p>HR and Customer Experience Manager</p>	<p>100% leaders attending training</p>	Bi annually	

	Initiative	Alignment with Values	Outcome	Responsibility	Measure	Review Date	Status
3.4	Increase and promote the network of trained D&I contact officers to support staff resolve workplace discrimination, harassment and bullying issues within the scope of their role	Respect	Staff are aware of the D&I Contact Officers	Human Resources Diversity and Inclusion Contact Officers	100% of staff are aware of the D&I Contact officers D&I contact Officers are trained	Bi annually	
3.5	Deliver LGBTI information sessions to staff	Respect	Staff are aware and respect LGBTI within the workplace	Human Resources	2 sessions per year with 90% attendance	Annually	
3.6	Conduct EEO information sessions for new employees.	Respect	All new employees are aware of diversity and inclusion principles and practices at CoM	Contact Officers HR Unit	100% of new employees attend a session.	ongoing	
3.7	Conduct EEO information sessions for new volunteers.	Respect	All new volunteers are aware of diversity and inclusion principles and practices at CoM	Volunteer Development Officer	100% of volunteers attend a session.	ongoing	
3.8	Conduct EEO revision and refresher training for all staff, including the Leadership Team	Achievement	All staff are aware of EEO principles and practices at CoM.	Contact Officers HR Unit	90% of all staff attend a revision/refresher training session	Bi-annually	
3.9	Conduct EEO revision and refresher training for all volunteers	Achievement	All volunteers are aware of EEO principles and practices at CoM.	Volunteer Development Officer	90% of volunteers attend a revision/refresher training session	Bi-annually	
3.10	Deliver diversity and inclusion in the workplace information sessions for people leaders	Respect	People Managers value and seek diversity within work teams	Human Resources	2sessions per year with 90% attendance	Annually	
3.11	Deliver disability information sessions to staff	Respect	Staff respect and support people with disabilities within the workplace	Human Resources	2 sessions per year with 90% attendance	Annually	

	Initiative	Alignment with Values	Outcome	Responsibility	Measure	Review Date	Status
3.12	Deliver unconscious bias information sessions to staff	Respect	Staff respect people from all walks of life within the workplace, are aware of their unconscious thoughts and how they create a barrier to enabling diversity and inclusion	Human Resources	2 sessions per year with 90% attendance	Annually	

**CITY OF MARION
Review and Selection Committee
7 NOVEMBER 2017**

Originating Officer: Vanita Schwarz, Volunteer Development Officer

People Leader: Rachel Read, Unit Manager Human Resources

Corporate Manager: Steph Roberts, Manager Human Resources

Chief Executive: Adrian Skull, CEO

Subject: Information Request – City of Marion Volunteer Programs

Report Reference: RSC071117R8.2

EXECUTIVE SUMMARY

To provide an overview of the volunteer framework which aims to engage with a larger group of volunteers, tapping into their talent, skills and experience and augmenting the existing volunteer 'pool'.

RECOMMENDATIONS

That the Review and Selection Committee:

Due Date:

1. Notes this report.

7 Nov 2017

BACKGROUND

Council's Volunteer Management Framework has been reviewed incorporating the Events Volunteer framework. The City of Marion has a record of success working with a large group of 'traditional' volunteer opportunities who undertake a variety of community roles based on interests and skill sets. All volunteer data, such as interests and skills are stored in the volunteer database.

DISCUSSION

The recently launched Events volunteer pool provides unique volunteering opportunities, which builds the volunteers' skills, experience and connection with the community. This pool of volunteers will also provide staff the opportunity to work with skilled volunteers who may have interests and knowledge that extend beyond our current volunteer roles.

In line with the SAEDB focus on doing things smarter, Council is also developing a 'Smart City' Volunteering strategy, which will look to tap into high-level expertise within the community for ad hoc or on-going opportunities. Such opportunities could include conducting tours of Tonsley, mentoring owners of start-up businesses, and guest speaking at events and business functions.

The introduction of online applications, linked to the volunteer database, allows the instant collection of data from applicants. All current volunteers and volunteer applicants have their information stored in the volunteer database. This allows for the recruitment of volunteers with specific skills and experience and will facilitate the connection between skilled applicants with specific interests and City of Marion staff.

CONCLUSION

The 2017 review of the Volunteer Management Framework and the introduction of new programs such as the Events Volunteer pool and the Smart City Volunteering Strategy will enable the recruitment and matching of volunteers based on talents, interests, skills and volunteer vacancies and opportunities.

**CITY OF MARION
REVIEW & SELECTION COMMITTEE
7 NOVEMBER 2017**

Manager: Kate McKenzie, Manager Corporate Governance
General Manager: Vincent Mifsud, General Manager Corporate Services
Subject: Independent Member – Finance and Audit Committee
Report Reference: RSC071117R8.3

REPORT OBJECTIVES

For the Review and Selection Committee to make a recommendation to Council regarding the re-appointment or appointment of an Independent Member to the Finance and Audit Committee (FAC).

EXECUTIVE SUMMARY

The FAC has three expert members that form part of the membership of the Committee. The term of the expert members has historically been for a three-year period and is structured to ensure that the expiration of the term falls at different times to allow continuity of membership despite changes to Council's elected representatives.

This report highlights that Ms Kathryn Presser's first term on the FAC expires on 30 November 2017. Kathryn Presser was appointed to the FAC in May 2015 (replacing previous member Ms Catherine Cooper). Council has two options regarding this position:

1. Re-appoint Ms Presser for a further term of three (3) years, or
2. Undertake a recruitment process for the position.

The views of Ms Presser have been sought and she has expressed her desire to continue on the FAC if Council so determined.

The Committee is required to make a recommendation to Council regarding how to progress.

RECOMMENDATIONS

DUE DATES

That the Review and Selection Committee recommend to Council:

- a) That Ms Kathryn Presser be re-appointed for a period of 3 years until 30 November 2020

7 November 2017

or

- b) That a recruitment process for an independent member of the Finance and Audit Committee be conducted.

BACKGROUND

The Finance and Audit Committee (FAC) (renamed in 2015) was established in 2006 pursuant to section 126 of the *Local Government Act 1999*. Under the FAC's Policy and Terms of Reference, the FAC will comprise of five (5) members – two (2) elected members and three (3) expert members.

Section 3.6 to 3.11 of the FAC Terms of Reference states the following:

External Expert Members

- 3.6 External expert members will have senior business, legal, audit knowledge and experience, and be conversant with the local government environment.
- 3.7 At least one external expert member will have expertise and knowledge in financial management/reporting.
- 3.8 The Council will determine the process for appointing an expert member.
- 3.9 Appointment of external representatives will be made by Council for a term to be determined by Council. To ensure succession planning for the Committee, the terms of appointment should be arranged on a rotational basis and continuity of membership despite changes to Council's elected representatives. Council may resolve to re-appoint an external expert member for consecutive terms.
- 3.10 If Council proposes to remove an expert member from the Committee, it must give written notice to the expert member of its intention to do so and provide that expert members with the opportunity to be heard at a Council meeting which is open to the public, if that expert member so requests.
- 3.11 Remuneration will be paid to each expert member of the Committee to be set by Council from time to time. At a minimum, the remuneration paid to expert member will be reviewed within 12 months from the date of a Council (periodic) election. The basis will be a set fee per meeting, with an additional amount paid to the Chairperson.

DISCUSSION:

The following table provides the details of the current FAC membership, when they were appointed and when their terms expires.

Member	First Appointed	Expiry of Term
Mr. Greg Connor	November 2013	November 2019
Ms Kathryn Presser	May 2015	30 November 2017
Ms Emma Hinchey	1 January 2017	30 November 2018
Councillor Raelene Telfer	October 2015	10 November 2018
Councillor Nick Kerry	October 2015	10 November 2018

If a recruitment process is undertaken, the Review and Selection Committee will manage this process.

If the Committee recommends to re-appoint Ms Presser, it is recommended that the term be three years until November 2020.

If the Committee wishes to discuss the performance of Ms Presser, it is recommended that the Review and Selection Committee move into confidence in accordance with the following resolution:

That Pursuant to Section 90(2) and (3)(a) of the Local Government Act, 1999 the Review and Selection Committee orders that all persons present, with the exception of Adrian Skull, CEO, Kate McKenzie, Manager Corporate Governance, Vincent Mifsud, General Manager Corporate Services and Steph Roberts, Manager Human Resources be excluded from the meeting as the Committee considers that the requirement for the meeting to be conducted in a place open to the public has been outweighed in circumstances where the Council will consider the performance of the Finance and Audit Committee.

Elected Member Positions

Council has resolved that the Elected Member positions for the FAC will remain the same with Councillors Raelene Telfer and Nick Kerry re-appointed from 1 December 2017 until 10 November 2018.

CONCLUSION

The Review and Selection Committee is required to make a recommendation to Council regarding the approach to the reappointment or appointment of an expert member to the FAC.