

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 30 January 2018**

**Commencing at 5.30pm**

**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**

24 January 2017

**CITY OF MARION  
REVIEW & SELECTION COMMITTEE AGENDA  
FOR THE MEETING TO BE HELD ON  
TUESDAY 30 JANUARY 2018  
COMMENCING AT 5.30 PM  
COMMITTEE ROOM 2  
245 STURT ROAD, STURT**



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**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 7 November 2017 .....4

**5. BUSINESS ARISING**

Nil

**6. PRESENTATION**

Nil

**7. REPORTS**

Nil

**8. CONFIDENTIAL ITEMS**

Selection of candidates for interview/appointment for the Finance and Audit Committee  
Report Reference: RSC300118F01 .....10

**9. ANY OTHER BUSINESS**

**10. MEETING CLOSURE**

The Review & Selection Committee meeting shall conclude on or before 6.00pm 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:

**Time: 5:30pm**

**Date: 6 February 2018**

**Venue: Committee Room, Administration Building, 245 Sturt Road, Sturt**

**MINUTES OF THE REVIEW & SELECTION COMMITTEE MEETING  
HELD AT ADMINISTRATION CENTRE  
245 STURT ROAD, STURT  
ON TUESDAY 7 NOVEMBER 2017**



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**PRESENT**

**Elected Members**

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

**In Attendance**

Adrian Skull	Chief Executive Officer
Steph Roberts	Manager Human Resources

**1. OPEN MEETING**

The meeting commenced at 6.33pm.

**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. 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.

- No declarations

#### 4. CONFIRMATION OF MINUTES

##### 4.1 6.33pm Confirmation of Confidential Minutes of the Review and Selection Committee Meeting held 5 October 2017

**Moved Councillor Veliskou, Seconded Councillor Appleby** that the minutes of the Review and Selection Committee meeting held on 5 October 2017 are confirmed as a true and correct record of proceedings.

##### 4.3 6.35pm Confirmation of Confidential Minutes of the Review and Selection Committee Meeting held 5 October 2017 Report Reference: RSC071117F4.2

**Moved Councillor Veliskou, Seconded Councillor Appleby** that:

1. The confidential minutes of the Review and Selection Committee meeting held on 5 October 2017 are confirmed as a true and correct record of proceedings:
2. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Review and Selection Committee orders that Appen dix 1 to this report, *Confirmation of Confidential Minutes of the Review and Selection Committee Meeting held 5 October 2017* having been considered in confidence under Section 90(2) and (3)(a) of the Act, 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**

#### 5. BUSINESS ARISING

Nil

#### 6. PRESENTATION

Nil

#### 7. CONFIDENTIAL ITEMS

##### 7.1 6.35pm CEO Annual Performance Review 2016/17 and Employment Agreement Report Reference: RSC071117F01

**Moved Councillor Appleby, Seconded Councillor Veliskou** 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, Chief Executive Officer, Steph Roberts, Manager Human Resources, 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.

**Carried Unanimously**

**6.35pm the meeting went into confidence**

**Moved Councillor Appleby, Seconded Councillor Veliskou** that

1. In accordance with 91(7) and (9) of the Local Government Act 1999 the Review and Selection Committee orders that this report, all appendices and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(a) of the Act 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**

**7.35pm the meeting came out of confidence**

**7.2 7.35pm CEO KPI's Annual Confidential Report 2016/17**  
**Report Reference: RSC071117F02**

**Moved Councillor Veliskou, Seconded Councillor Appleby** that:

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, Chief Executive Officer, Steph Roberts, Manager Human Resources 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.

**Carried Unanimously**

**7.35pm the meeting went into confidence**

**Moved Councillor Veliskou, Seconded Councillor Appleby** that:

1. The Review and Selection Committee notes this report
2. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Review and Selection Committee orders that this report: 2016/17 CEO KPI's Annual Confidential Report (including appendix) and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(a) of the Act, 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**

**7.36pm the meeting came out of confidence**

**7.3 7.36pm CEO KPI Report Quarter one 2017/18**  
**Report Reference: RSC071117F03**

**Moved Councillor Appleby, Seconded Councillor Veliskou that:**

1. 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, 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.

**Carried Unanimously**

**7.36pm the meeting went into confidence**

**Moved Councillor Appleby, Seconded Councillor Veliskou that:**

1. The Review and Selection Committee notes the CEO's Key Performance Indicators for the year to date.
2. In accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that this report: CEO KP I Report Quarter one 2017/18 Confidential Report (including appendix) and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(a) of the Act, 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**

**7.36pm the meeting came out of confidence**

**8. REPORTS**

**8.1 7.37pm Information Request: Diversity and Inclusion Plan**  
**Report Reference: RSC071117R8.1**

The Committee discussed the Diversity and Inclusion Plan and made/noted the following points:

- Further clarity is required about what we mean by embracing diversity
  - Questioned why the focus on the Plan was on the LGBTIQ, as this favoured one group over others
- Advice was provided that the intent is to raise awareness and ensure leaders understand any unconscious bias they may have for e.g. in recruitment and what our obligations are, given such awareness training has not been previously provided
- The obligations with relation to legislation and noted that protections are in place
  - The Plan is about acceptance
  - Do we want the workforce to reflect the Marion community, as indicated in the plan? Further define to ensure our intent is clear

- Concerns were raised about the statement 'employees supported and respected to bring whole self to work'
- What does it mean by 'exploration of these differences'?

**Moved Councillor Appleby, Seconded** that the Review and Selection Committee:

1. Refer the accompanying draft plan to General Council for decision.

**Motion lapsed for want of a seconder**

**Moved Councillor Veliskou, Seconded Councillor Appleby** that the Review and Selection Committee:

2. Notes this report and accompanying Diversity and Inclusion Plan.
3. A final draft of the Diversity and Inclusion plan be referred to General Council

**Carried Unanimously**

## **8.2 9pm Information Request – City of Marion Volunteer Programs** **Report Reference: RSC071117R8.2**

The Committee discussed the report and made the following points:

- There is a feeling we are not able to provide relevant opportunities to skilled people in the community.
- There may be an opportunity to collaborate with Universities to provide opportunities to people.
- It was suggested an alternative name is given to 'Smart City Volunteering'.

**Moved Councillor Veliskou, Seconded Councillor Appleby** that the Review and Selection Committee:

1. Notes this report.

**Carried Unanimously**

## **8.3 9.02pm Independent Member – Finance and Audit Committee** **Report Reference: RSC071117R8.3**

The Committee discussed the report and the process required for a potential recruitment process.

The Committee indicated that better notice of upcoming committee vacancies if required, to provide opportunity to recruit if need be.

**Moved Councillor Appleby, Seconded Councillor Veliskou** that the Review and Selection Committee recommend to Council:



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

**Carried Unanimously**

**9. ANY OTHER BUSINESS**

Nil

**10. MEETING CLOSURE**

The meeting was declared closed at 9.12pm

**11. NEXT MEETING**

The next meeting of the Review & Selection Committee is to be determined in line with the CEO performance timeline once endorsed by Council February 2018.

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**CHAIRPERSON**

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**CITY OF MARION  
REVIEW AND SELECTION COMMITTEE  
30 JANUARY 2018**

**CONFIDENTIAL REPORT**

**Originating Officer:** Steph Roberts, Manager Human Resources  
Sherie Walczak, Acting Manager Corporate Governance

**CEO:** Adrian Skull

**Subject:** Selection of candidates for interview/appointment for the  
Finance and Audit Committee

**Reference No:** RSC300118F01

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If the Council so determines, this matter may be considered in confidence under Section 90(2) and 90(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 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, Steph Roberts and [state any other person remaining in room], be excluded from the meeting as the Committee receives and considers information relating to the selection of candidates for interview/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.