

His Worship the Mayor
Councillors
CITY OF MARION

NOTICE OF REVIEW AND SELECTION COMMITTEE MEETING

Council Chamber, Council Administration Centre
245 Sturt Road, Sturt

Tuesday, 05 March 2019 06:30 PM

The CEO hereby gives Notice pursuant to the provisions under Section 83 of the Local Government Act 1999 that a Review and Selection Committee meeting will be held.

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 the Council Chamber is via the main entrance to the Administration Centre on Sturt Road, Sturt.



Adrian Skull
Chief Executive Officer



TABLE OF CONTENTS

OPEN MEETING	3
KAURNA ACKNOWLEDGEMENT	3
ELECTED MEMBERS DECLARATION (if any)	3
CONFIRMATION OF MINUTES	3
Confirmation of the minutes for the Review and Selection Committee Meeting held	3
on 4 December 2018	
APPENDIX 1	4
BUSINESS ARISING	8
CONFIDENTIAL ITEMS	8
REPORTS FOR DISCUSSION	8
SRWRA Audit Committee Member - City of Marion Representative	8
APPENDIX 1	10
REPORTS FOR NOTING	15
Corporate and CEO KPI Report Quarter Two 2018/19	15
APPENDIX 1	16
APPENDIX 2	18
APPENDIX 3	19
APPENDIX 4	20
APPENDIX 5	21
APPENDIX 6	22
WORKSHOP / PRESENTATION ITEMS	23
OTHER BUSINESS	23
MEETING CLOSURE	23

OPEN MEETING**KAURNA ACKNOWLEDGEMENT**

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

ELECTED MEMBERS DECLARATION (if any)**CONFIRMATION OF MINUTES****Confirmation of the minutes for the Review and Selection Committee Meeting held on 4 December 2018**

Originating Officer Governance Officer - Suzanne Thompson

Corporate Manager Manager Human Resources - Steph Roberts

Report Reference: RSC190305R01

RECOMMENDATION:

That the minutes of the Review and Selection Committee Meeting held on 4 December 2018 be taken as read and confirmed.

ATTACHMENTS:

#	Attachment	Type
1	RSC280818 - Final Minutes - 4 December 2018	PDF File

**MINUTES OF THE REVIEW & SELECTION COMMITTEE MEETING
HELD AT ADMINISTRATION CENTRE
245 STURT ROAD, STURT
ON TUESDAY 4 DECEMBER 2018**



PRESENT

Elected Members

His Worship the Mayor Kris Hanna
Councillors Kendra Clancy, Jason Veliskou

In Attendance

Adrian Skull	Chief Executive Officer
Steph Roberts	Manager Human Resources
Vincent Mifsud	General Manager Corporate Services
Mathew Allen	Manager Engineering and Field Services

1. OPEN MEETING

The Mayor opened the meeting at 7.35pm.

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 Chair 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

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

1. That the minutes of the Review and Selection Committee Meeting held on 28 August 2018 be taken as read and confirmed.

CARRIED UNANIMOUSLY

5. BUSINESS ARISING

Nil

6. CONFIDENTIAL ITEMS

Nil

7. REPORTS FOR DISCUSSION

7.35pm Terms of Reference and Overview of Skills Report Reference RSC181204R01

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

- Notes the Terms of Reference identified at Appendix 1 to the report.
- Note the overview of skills provided by each of the Committee Members.

Mayor Hanna
 Councillor Clancy
 Councillor Veliskou

Legal / Employment Law
 Management Experience
 Leadership, Human Resource management study, 10 years' experience managing volunteers, recruiting/training volunteers

CARRIED UNANIMOUSLY

7.40pm pm CEO KPI's 2018-19 Report Reference: RSC181204R02

Clarification of the timing of the setting of 2019/20 KPI's. They are set in May 2019 (as per the CEO timeline referenced in report RSC181204R03).

There was a suggestion for a change in the weighting of the employee costs Organisational KPI, as follows:

- Total employee costs to be given a 50% weighting in the total assessment for the current financial year 2018/2019.

The CEO was asked if he would support the above adjustment to the KPI.

- Discussion regarding applying an exclusion to be given to Council resolutions impacting employee costs, i.e. where employee costs are impacted by the need to engage additional resources for agreed project work, due to Council resolution.

The impact of WorkCover, Income Protection was raised as a possible additional impact to employee costs.

Action: A report regarding how Administration are managing employees on WorkCover and Income Protection to be brought to the next committee meeting, including clarifying what impact this may have on employee costs.

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

1. Note the report and discussion regarding a potential increased weighting for the CEO's KPI regarding employee costs.

CARRIED UNANIMOUSLY

**8.00pm CEO Performance and Remuneration Review Timeline and Approach 2018-2019
Report Reference: RSC181204R03**

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

1. Recommends the proposed approach and timeline for the CEO's performance and remuneration review as outlined in Appendix 1.

CARRIED UNANIMOUSLY

8. REPORTS FOR NOTING

**8.01pm Corporate and CEO KPI Report Quarter One 2018/19
Report Reference RSC181204R04**

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

1. Note this report

CARRIED UNANIMOUSLY

**8.03pm Program of non-capital works
Report Reference RSC181204**

There can be instances where, due to extenuating circumstances, some outdoor staff are unable to perform planned capital works for a period of time. During these times resources are reallocated to operational tasks to maintain productivity. In these situations staff costs are not capitalised and are instead allocated to operating expenditure and therefore included under "Employee Costs" in the Operating Statement. This does not affect total wages paid to outdoor employees.

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

1. Note this report

CARRIED UNANIMOUSLY

9. WORKSHOP / PRESENTATION

Nil

10. OTHER BUSINESS

Next meeting to be scheduled for the 1st Tuesday in March at 6.30pm

Possible topics to be considered for the committee:

- Sick leave trends
- Culture, Employee Pulse Survey / alternative assessments
- Inadequate information provided to Elected Members, with Elected Members needs at the forefront
 - o Take examples to the Chief Executive Officer to be managed accordingly
 - o In the last Council term a group meeting with the Executive Leadership Team (ELT)/Senior Leadership Team (SLT) and Elected Members was held and was considered a useful exercise
 - Forum time to be allocated to hold a joint ELT/SLT and Elected Member meeting

ACTION: Governance to set up a forum in the New Year once the new SLT leaders are on board.

ACTIONS:

Reports to be brought to the March 2019 meeting:

1. Income Protection/WorkCover management
2. Sick Leave statistics separated by indoor/outdoor for current financial year, compared to the last financial year

11. MEETING CLOSURE

Meeting Declared Closed at 8.25pm

CONFIRMED

.....

CHAIRPERSON

/ /

BUSINESS ARISING

CONFIDENTIAL ITEMS

REPORTS FOR DISCUSSION

SRWRA Audit Committee Member - City of Marion Representative

Originating Officer	Governance Officer - Belinda Murch
Corporate Manager	Manager Corporate Governance - Kate McKenzie
General Manager	General Manager Corporate Services - Vincent Mifsud
Report Reference	RSC050319R

REPORT OBJECTIVE

The purpose of this report is to appoint a City of Marion representative to the Southern Region Waste Resource Authority's (SRWRA) Audit Committee.

EXECUTIVE SUMMARY

SRWRA is established jointly by the Cities of Onkaparinga, Holdfast Bay and Marion Council as a regional subsidiary pursuant to Section 43 of the Local Government Act 1999. It has significant operations that provides and operates services for the management of waste on behalf of the constituent Councils.

The Authority is governed by a Board of 7 Directors comprising of 2 representatives from the constituent Councils together with an independent Chair. There are currently 2 representatives from the City of Marion, being Councillor Crossland and Mr. Vincent Mifsud, General Manager Corporate Operations (GC251114R10), with Councillor Hull being the deputy.

SRWRA is required to have an Audit Committee (the Committee) which is established under Schedule 2 Part 2 Clause 30(2) of the *Local Government Act 1999*. The Committee consists of 4 members, 1 member who is a board member of the Authority and 3 members who are independent. There is currently 1 member each from Onkaparinga, Holdfast Bay and Marion. Section 1.1 of the Committee's Terms of Reference states that "the SRWRA Board will determine the members of the Audit Committee and after the constituent Councils have approved the members..."

A copy of the SRWRA Audit Committee Terms of Reference are attached as **Appendix 1**.

At its meeting of 29 November 2016, the People and Culture Committee resolved "that the Committee recommend to Council that Mr Greg Connor be re-nominated as the City of Marion representative on the SRWRA Audit Committee". Mr Connor's membership on the SRWRA Audit Committee expired in February 2019, however the next meeting of the Committee is not until 15 April 2019.

Mr Connor is currently the Chair of the SRWRA Audit Committee and has expressed that he would be prepared to continue as a member if Council so determined.

Mr Connor is also the Chair of the City of Marion Finance and Audit Committee with his current term due to expire in November 2019.

From the City of Marion's perspective, the composition of the Authority's Audit Committee is consistent with the City of Marion's adopted approach to audit committees, particularly with the appointment of independent

members who have the necessary technical expertise to undertake the role.

RECOMMENDATION

That the Review and Selection Committee recommend to Council that ;

1. Mr Greg Connor is appointed to the Southern Region Waste Resource Authority Audit Committee as the City of Marion Representative for the period from February 2019 to November 2019 (aligned to his appointment on the City of Marion Finance and Audit Committee) or
2. xx is appointed to the Southern Region Waste Resource Authority Audit Committee as the City of Marion Representative for the period from February 2019 to February 2021.

Attachment

#	Attachment	Type
1	Audit Committee Terms of Reference - Reviewed September 2018 (002)	PDF File

SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

Audit Committee Terms of Reference

September 2018

1. Establishment

- 1.1. The Audit Committee is established under Schedule 2 Part 2 Clause 30 of the Local Government Act.

2. Membership

- 2.1. The SRWRA Board will determine the members of the Audit Committee and after the Constituent Councils have approved the members, appoint the members for an initial term of two years.
- 2.2. The Audit Committee shall consist of 4 members:
 - 2.2.1 1 member who is a Board Member of SRWRA; and
 - 2.2.2 3 members who are not Board Members of SRWRA ('independent members').
- 2.3 The Audit Committee will have one deputy member who is a Board Member of SRWRA. The deputy member will deputise during any period of absence of the appointed Board Member appointed under clause 2.2.1.
- 2.4 Independent member(s) of the Audit Committee must have recent and relevant financial, risk management or internal audit experience but must not be an employee of SRWRA or its Constituent Councils and must not be the Constituent Council's Auditor or SRWRA's Auditor.
- 2.5 SRWRA shall appoint the Presiding Member of the Audit Committee.

3. Secretariat and support

- 3.1 The Chief Executive Officer shall ensure that the Audit Committee has access to reasonable administrative resources in order to carry out its duties (subject to any budget allocation being approved by SRWRA).
- 3.2 The Audit Committee shall be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members.
- 3.3 Remuneration will be paid to each independent member of the Audit Committee to be set by SRWRA from time to time. The remuneration paid to the independent members will be reviewed on a 12-month basis and on the commencement of a new term.

4. Meetings

- 4.1 The Audit Committee shall meet at least 4 times each year at least once per quarter at appropriate times in the budgeting and financial reporting cycle and otherwise as required.
- 4.2 Only members of the Committee are entitled to vote in Audit Committee meetings and, unless required by legislation not to vote, each member must vote on every matter that is before the Audit Committee for decision.
- 4.3 The quorum necessary for the transaction of business shall be 3 members one of whom must be the SRWRA Board member. A duly convened meeting of the Audit Committee at which a

SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

Audit Committee Terms of Reference

September 2018

quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by it.

- 4.4 The Chief Executive Officer, General Manager, Office Manager, Senior Finance Officer, other representatives from Administration and any Board Members may attend any meeting as observers or be responsible for preparing papers for the Audit Committee and all are bound by the confidentiality provisions.
- 4.5 SRWRA's external auditor may be invited to attend meetings of the Audit Committee.
- 4.6 Ordinary meetings of the Audit Committee will be held at times and places determined by the Audit Committee.
- 4.7 The Presiding Member or any 3 Audit Committee members may, by delivering a written request to the Chief Executive Officer, require a special meeting of the Audit Committee to be held. The request will only be valid if it is accompanied by the agenda for the special meeting. On receipt of the request the Chief Executive Officer shall send a notice of the special meeting to all Audit Committee members at least 24 hours prior to the commencement of the special meeting unless, in the opinion of the Chief Executive Officer the matter is urgent whereupon only four hours notice need be given.
- 4.8 Meetings of the Audit Committee will not be conducted in a place open to the public.
- 4.9 All documents presented to, received at or derived from an Audit Committee meeting, including but not limited to:
 - 4.9.1 agenda and minutes of an Audit Committee meeting;
 - 4.9.2 reports to the Audit Committee received at a meeting of the Audit Committee; and
 - 4.9.3 recommendations presented to the Audit Committee in writing and adopted by resolution of the Audit Committee,

will remain confidential and not available for public inspection unless the SRWRA Board otherwise resolves.
- 4.10 Notice of each ordinary meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Audit Committee and observers, no later than 3 clear days before the date of the meeting. Supporting papers shall be sent to Board Members (and to other attendees as appropriate) at the same time.
- 4.11 The provisions of Part 2 of the Local Government (Procedures at Meetings) Regulations 2013 apply to the proceedings at and the conduct of all Audit Committee meetings.
- 4.12 Minutes of Audit Committee meetings shall be circulated within 5 days after a meeting to all members of the Audit Committee and to Board Members of the SRWRA and will (as appropriate) be available to the public.

5. Review

- 5.1 The Audit Committee shall, at least once per year following the adoption of the audited financial statements by SRWRA, review its own performance, terms of reference and provide a report to SRWRA including any recommended changes it considers necessary.

SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

Audit Committee Terms of Reference

September 2018

6. Role of the committee

- 6.1 The Audit Committee has no authority to act independently of SRWRA. The scope of functions of the Audit Committee are set out at clauses 6.2 – 6.8 inclusive below and subject to the operation of clause 6.9 the Audit Committee will develop an annual audit plan to identify the particular functions it will prioritise for the ensuing 12 month period. The primary role of the Audit Committee is to provide suggestions and recommendations to SRWRA about actions in relation to financial governance.

6.2 Financial reporting

The Audit Committee shall:

- 6.2.1 pursuant to Schedule 2 Part 2 Clause 30 (4) of the Act, review SRWRA's annual financial statements (whether before or after audit) to ensure that they provide a timely and fair view of the state of affairs of the SRWRA;
- 6.2.2 monitor the integrity of the financial statements of SRWRA, including its annual report, reviewing significant financial reporting issues and judgements which they contain;
- 6.2.3 review the adequacy of the accounting, internal auditing, reporting and other financial management systems and practices of the SRWRA on a regular basis.
- 6.2.4 liaise with the external auditor.

6.3 Strategic Management Plans

The Audit Committee shall:

review and provide recommendations to SRWRA on the sustainability of SRWRA's financial performance and proposals with respect to debt levels included in the strategic management plans and, in particular, the long-term financial plan.

6.4 Internal controls and risk management systems

The Audit Committee shall:

- 6.4.1 review the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the SRWRA on a regular basis;
- 6.4.2 review and assess the effectiveness of the SRWRA's internal controls and risk management systems; and
- 6.4.3 review and recommend the approval, where appropriate, of statements to be included in the annual report concerning internal controls and risk management.

SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

Audit Committee Terms of Reference

September 2018

6.5 Whistle blowing

The Audit Committee shall:

- 6.5.1 review the SRWRA's arrangements for its employees to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters; and
- 6.5.2 ensure these arrangements allow independent investigation of such matters and appropriate follow-up action.

6.6 Internal audit

The Audit Committee shall review and assess the need for SRWRA to establish an internal audit function.

6.7 External audit

The Audit Committee shall:

- 6.7.1 receive the external auditor's audit opinion with respect to SRWRA's audited financial statements and the external auditor's report on particular matters arising from the audit;
- 6.7.2 consider and make recommendations to the SRWRA, in relation to the appointment, re-appointment and removal of the SRWRA's external auditor;
- 6.7.3 investigate the issues leading to the resignation of an external auditor and report to SRWRA with any recommendations;
- 6.7.4 oversee SRWRA's relationship with the external auditor including, but not limited to:
 - 6.7.4.1 recommending the approval of the external auditor's remuneration, whether fees for audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted;
 - 6.7.4.2 recommending the approval of the external auditor's terms of engagement, including any engagement letter issued at the commencement of each audit and the scope of the audit;
 - 6.7.4.3 assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of SRWRA's relationship with the auditor, including the provision of any non-audit services;
 - 6.7.4.4 monitoring the external auditor's compliance with legislative requirements on the rotation of audit partners;
 - 6.7.4.5 assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process (which shall include a report from the external auditor on the audit committee's own internal quality procedures);

Audit Committee Terms of Reference

September 2018

6.7.5 meet with the external auditor at least once per year, without management being present, to discuss the external auditor's report and any issues arising from the audit and otherwise as needed and in this regard will discuss;

6.7.5.1 any major issues which arose during the external audit;

6.7.5.2 any accounting and audit judgments; and

6.7.5.3 levels of errors identified during the external audit;

6.7.6 review and make recommendations on the annual audit plan, and in particular, its consistency with the scope of the external audit engagement;

6.7.7 review any representation letter requested by the external auditor before it is signed by Administration; and

6.7.8 review the management letter and Administration's response to the external auditor's findings and recommendations.

6.8 Economy and efficiency audits

The Audit Committee may:

6.8.1 propose, and review the exercise of powers in the nature of those set out at Section 130A of the Act (relating to 'economy and efficiency audits'); and

6.8.2 receive a report prepared by the external auditor or other person appointed by SRWRA under Section 130A to examine any matter relating to financial management, or the efficiency and economy with which SRWRA manages or uses its resources to achieve its objectives.

6.9 In the course of its functions the Audit Committee will give priority to those items set out at clause 30(4) of Schedule 2 to the Local Government Act 1999 as more particularly identified at clauses 6.2.1, 6.2.3 and 6.2.4 of these Terms of Reference.

7. Reporting responsibilities

The Audit Committee shall make whatever recommendations to the Board it considers appropriate on any matter within its Terms of Reference where, in its view, action or improvement is needed.

REPORTS FOR NOTING

Corporate and CEO KPI Report Quarter Two 2018/19

Originating Officer	Governance Officer - Victoria Moritz
Corporate Manager	Manager Corporate Governance - Kate McKenzie
General Manager	General Manager Corporate Services - Vincent Mifsud
	Chief Executive Officer - Adrian Skull
Report Reference	RSC190305R0

REPORT OBJECTIVE

To advise the Review and Selection Committee of the results of the CEO and Corporate KPI's for quarter Two 2018/19.

RECOMMENDATION

That the Review and Selection Committee;

- 1. Note this report**

Attachment

#	Attachment	Type
1	Corporate and CEO KPI Report Quarter Two 2018-19 - Appendix 1	PDF File
2	Corporate and CEO KPI Report Quarter Two 2018-19 - Appendix 2	PDF File
3	Corporate and CEO KPI Report Quarter Two 2018-19 - Appendix 3	PDF File
4	Corporate and CEO KPI Report Quarter Two 2018-19 - Appendix 4	PDF File
5	Corporate and CEO KPI Report Quarter Two 2018-19 - Appendix 5	PDF File
6	Corporate and CEO KPI Report Quarter Two 2018-19 - Appendix 6	PDF File

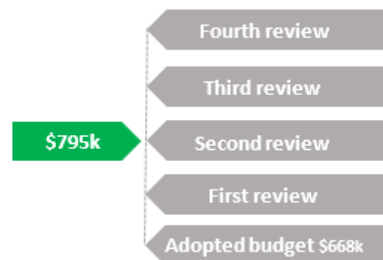
1

Financial Sustainability

Core target: Council maintains a break even or positive cash funding position in delivering its annual budget

Measure: This target compares funding cash position at the relevant budget review with the adopted budget figure. Adopted Budget \$668k

Achieved: Second Review \$795k
Target is currently being achieved



4

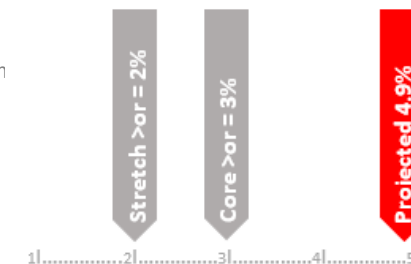
Total Employee Costs

Core target: Less than or equal to 3% increase in actual employee costs (including agency staff) against prior year's actual costs

Stretch target: Less than or equal to 2% increase in actual employee costs (including agency staff) against prior year's actual costs

Measure: The 2017/18 Actual audited figure = \$33,274k.

Achieved: The 2018/19 estimated result per Second Budget Review = \$34,896k
Projected: 4.9% - Target not currently achieved



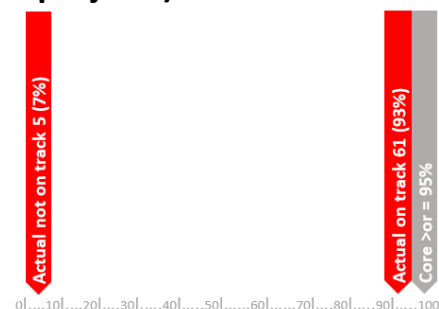
2

Delivery of agreed projects identified in ABP and 3 year Plan (73 projects)

Core target: Greater than or equal to 95%

Measure: Monthly data as at 31 December 2018

Achieved: 61 projects on-track, 7 complete and 5 off track. 93% projects are on track or completed. This is below the core target. 7% of projects are off track.



5

Staff Retention

Core target: Greater than or equal to 88% retention of staff.

Stretch target: Greater than or equal to 92% retention of staff.

Achieved: 89% - Core target has been met



3

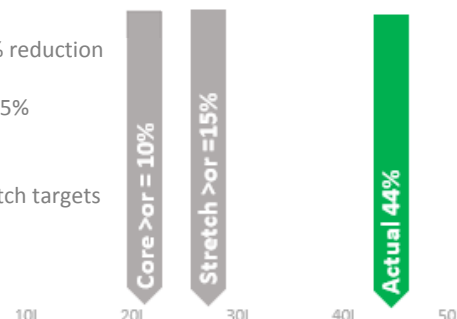
Lost Time Injury Frequency Rate.

Core target: Greater than or equal to 10% reduction from 2017/18 (5.5)

Stretch target: Greater than or equal to 15% reduction from 2017/18 (5.2)

Measure: The LTIFR for Q2 2018/19 is 3.1

Achieved: 44% reduction – Core and Stretch targets have been met



6

Overall Satisfaction with Council's performance

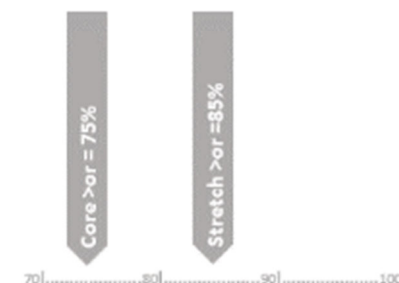
Core target: Greater than or equal to 75% rated as satisfied or above.

Stretch target: Greater than or equal to 85% rated as satisfied or above.

Achieved: 90.3% - Core and stretch targets have been surpassed.

Measure: This target is a bi-annual measure.

****The survey will be run every second year (at the request of members)**





QUARTER TWO: YTD DEC'18 – APPENDIX 1

Asset Sustainability

7

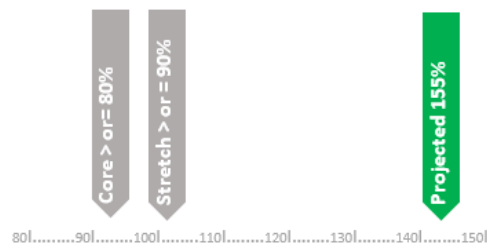
Core target: Asset Sustainability Ratio greater than or equal to 80%

Stretch target: Asset Sustainability Ratio greater than or equal to 90%

Achieved: Projected: 155% per Second Budget Review. Core and Stretch targets are currently being surpassed.

Works at the Edwardstown Soldiers Memorial Recreation Oval totalling \$6.0m have a significant impact on this ratio.

The *Asset Sustainability Ratio* indicates whether Council is renewing or replacing existing assets at the rate of consumption.



8

Delivery of Council's capital works program

Core target: Greater than or equal to 80% delivery of Council's planned capital works program (adjusted for extraordinary items)

Stretch target: Greater than or equal to 90% delivery of Council's planned capital works program (adjusted for extraordinary items)

Achieved: This target is an annual measure.

Staff Engagement

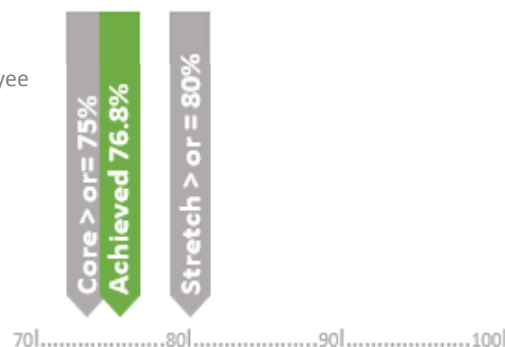
9

Core target: Achievement of an overall employee pulse survey result of 75%, based on 9 metrics

Stretch target: Achievement of an overall employee pulse survey result of 80%

Measure: Staff quarterly Pulse survey results.

Achieved: 76.8%. Core target currently being achieved.



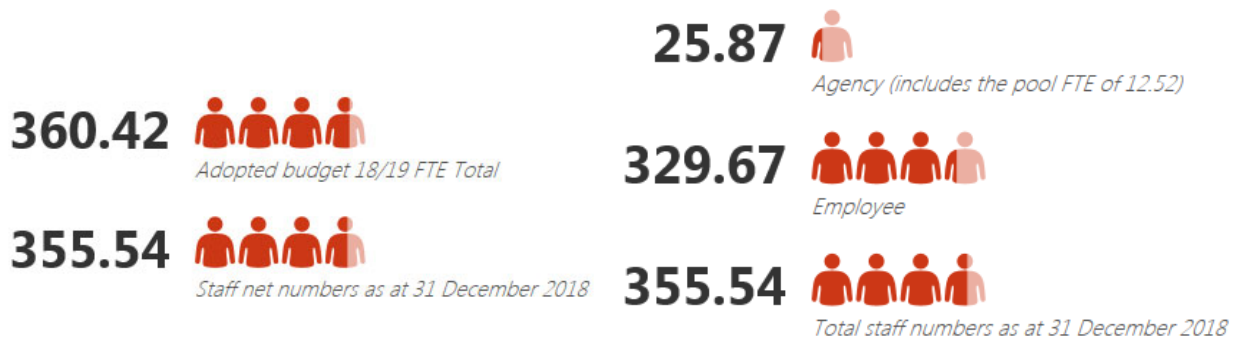
Corporate and CEO KPI Report Quarter Two 2018/19 – APPENDIX 2

KPI	Details	Target	Stretch Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4
1	Financial sustainability.	Council maintains a break even or positive cash funding position in delivering its annual budget	-	\$583k	\$795k		
				Comment: Adopted Budget \$668k. Second Review \$795k. Target is currently being met			
2	Delivery of agreed projects identified in the <i>Annual Business Plan</i> and the third year targets in the three-year plan.	Greater than or equal to 95%	-	Verbal update	93%		
				Comment: There are 73 projects identified. 93% of projects are recorded as on Track. The Core target has not been met.			
3	Lost Time Injury Frequency Rate.	Greater than or equal to 10% reduction from the previous year's result (5.5)	Greater than or equal to 15% reduction from the previous year's result (5.2)	33% increase	44% reduction		
				Comment: The LTIFR for Q2 2018/19 is 3.2. Core and Strength targets have been met.			
4	Total employee costs (inc agency).	Less than or equal to 3% increase in actual employee costs (including agency staff) against prior year's actual costs	Less than or equal to 2% increase in actual employee costs (including agency staff) against prior year's actual costs	4.9% (projected)	N/A		
				Comment: The 2017/18 actual audited figure = \$33,274k. The 2018/19 estimated result per Second Budget Review = \$34,896k. The target (as projected) has not been achieved.			
5	Staff Retention	Greater than or equal to 88% retention	Greater than or equal to 92% retention	89%	89%		
				Comment: 89% was achieved. Core target has been met.			
6	Overall satisfaction with Council's performance.	Greater than or equal to 75% rated as satisfied or above	Greater than or equal to 85% rated as satisfied or above	N/A	N/A		
				Comment: This is an annual measure.			
7	Asset sustainability.	Asset sustainability ratio greater than or equal to 80%	Asset sustainability ratio greater than or equal to 90%	145% (projected)	155% (projected)		
				Comment: projected 155% per Second Budget Review. Core and Stretch targets are currently being surpassed. Works at the Edwardstown Soldiers Memorial Recreation Oval totalling \$6.0m have a significant impact on this ratio.			
8	Delivery of Council's capital works.	Greater than or equal to 80% of Council's planned capital works program (adjusted for extraordinary items)	Greater than or equal to 90% of Council's planned capital works program (adjusted for extraordinary items)	N/A	N/A		
				Comment: This is an annual measure.			
9	Staff Engagement	Achievement of an overall employee pulse survey result of 75% based on 9 metrics	Achievement of an overall employee pulse survey result of 80%	76.3%	76.8%		
				Comment: Council has achieved its Core target of 75%.			

FULLTIME EQUIVALENT (FTE) Employee and Agency

APPENDIX 3

The number of FTE employees (staff and agency) employed across the organisation as at 30 December 2018.

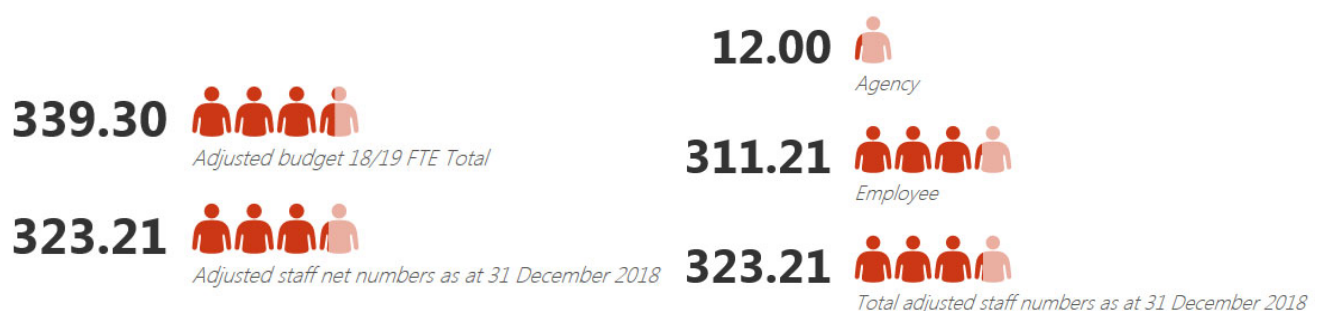


Note: The FTE figure of 355.54 includes 11.98 FTE relating to staff on Income Protection and Work Cover.

There are currently 3.0 temporary vacant positions comprised of:

- Recruitment in progress (required position) 2.0
- Currently under review 1.0

The following tables provide comparative FTE data with the Gap Year Team Members, Pool Staff and Grant Funded positions being excluded.



Labour and FTE Movement Summary

	2018/19 \$000's	2017/18 \$000's	2016/17 \$000's	2015/16 \$000's	2014/15 \$000's	2013/14 \$000's	2012/13 \$000's
Total Employee Costs (including Agency) % Movement on Prior Year	34,896 4.9%	33,274 3.27%	32,221 1.40%	31,783 0.10%	31,757 0.70%	31,532 4.30%	30,239
Total Number of Employees (FTE at 30 June) % Movement on Prior Year	355.54 -1.35%	360.41 4.80%	344 0.60%	342 -1.70%	348 -0.90%	351 -2.20%	359

Appendix 5

The information below has been provided following a request at the previous Review and Selection Committee Meeting for information relating to the process regarding how Administration are managing employees on WorkCover and Income Protection, including clarifying what impact this may have on employee costs.

Return to Work (RTW) management

- Council is insured by the Local Government Association Workers Compensation Scheme (LGAWCS) for Return to Work.
- The LGAWCS framework supports Council with both the claims and return to work processes
- Council is provided with a dedicated claims consultant, for determining the claims and liability.
- A dedicated RTW consultant partners with the Internal RTW consultant, the employee and People Leader to support the return to work ensuring treatment and suitable duties are in place.
- Council and the LGAWCS meet on a quarterly basis to review the current claims and ensure that the relevant strategies are being applied to manage the cases.

Income Protection management

- Council employees are offered income protection insurance with Local Government Risk Services (LGRS).
- Income protection is offered to employees at the commencement of their employment and at the beginning of the financial year thereafter.
- The income protection policy is for two years, employees do not have to accept the offer of income protection.
- LGRS engage an additional provider to support the employee with returning to the workplace.
- LGRS provide regular updates to Council of the status of income protection cases.

APPENDIX 6

Leave: Sick Leave Trends

Quarter 2 - 2018/19 FY Totals	Dates	Number of Pays	Total Hrs	Average Hours per person	Staff Numbers end of Quarter
ASU	1/10/18 – 31/12/18	7	13.97	13.97	286
AWU	1/10/18 – 31/12/18	6	16.38	16.38	92
ASU & AWU Total Q2		13 pays	14.56	14.56	378
Quarter 1 - 2018/19 FY Totals	Dates	Number of Pays	Total Hrs		
ASU	1/07/18 – 30/09/18	6	4,142.94	14.44	287
AWU	1/07/18 – 30/09/18	7	1,799.17	19.77	91
ASU & AWU Total Q1		13 pays	5,942.11	15.72	378
Quarter 2 – 2017/18 FY Totals	Dates	Number of Pays	Total Hrs		
ASU	1/10/17-31/12/17	7	3,443.38	12.39	278
AWU	1/10/17-31/12/17	6	1,399.55	14.58	96
ASU & AWU Total Q2		13 pays	4,842.93	12.95	374

Quarter Total Comparison 18/19	Down on previous quarter
Q2 18/19 to Q1 18/19	7.41%

Quarter Total Comparison Same period previous year	Down on previous year
Q2 18/19 to Q2 17/18	13.61%

WORKSHOP / PRESENTATION ITEMS

OTHER BUSINESS

MEETING CLOSURE