

His Worship the Mayor
Councillors
CITY OF MARION

NOTICE OF REVIEW AND SELECTION COMMITTEE MEETING

Council Administration Centre, Council Administration Centre
245 Sturt Road, Sturt

Tuesday, 24 September 2019 at 06:00 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 6 August 2019 and 17 September 2019	
BUSINESS ARISING	12
CONFIDENTIAL ITEMS	12
Cover Report - FAC Independent Member	12
FAC Independent Member	13
REPORTS FOR DISCUSSION - Nil	14
REPORTS FOR NOTING - Nil	14
WORKSHOP / PRESENTATION ITEMS - Nil	14
OTHER BUSINESS	14
MEETING CLOSURE	14

OPEN MEETING**KAURNA ACKNOWLEDGEMENT**

We acknowledge the Kurna 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 6 August 2019 and 17 September 2019**

Originating Officer Governance Officer - Victoria Moritz

Corporate Manager Manager Corporate Governance - Kate McKenzie

Report Reference: RSC190924R01

RECOMMENDATION:

That the minutes of the Review and Selection Committee Meeting held on 6 August 2019 and 17 September 2019 be taken as read and confirmed.

ATTACHMENTS:

#	Attachment	Type
1	Appendix 1 - RSC190806 - Final Minutes	PDF File
2	Appendix 2 - RSC190917 - Final Minutes	PDF File

MINUTES OF THE RSC190806 - REVIEW AND SELECTION COMMITTEE

Tuesday, 06 August 2019 at 06:00 PM

Council Administration Centre, 245 Sturt Road, Sturt





Minutes of the Review and Selection Committee Meeting held on 6 August 2019

**MINUTES OF THE REVIEW & SELECTION COMMITTEE MEETING
HELD AT ADMINISTRATION CENTRE
245 STURT ROAD, STURT
ON TUESDAY 6 AUGUST 2019**

PRESENT

Elected Members

His Worship the Mayor Kris Hanna
Councillors; Kendra Clancy, Jason Veliskou, Tim Pfeiffer, Matthew Shilling

In Attendance

Adrian Skull	Chief Executive Officer
Kate McKenzie	Manager Corporate Governance
Ray Barnwell	Acting General Manager Corporate Services
Steph Roberts	Human Resources Manager

OPEN MEETING

The Mayor opened the meeting at 06:00 PM

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)

The Chair asked if any Member wished to disclose an interest in relation to any item being considered at the meeting. No declarations were made.

CONFIRMATION OF MINUTES

Confirmation of the minutes for the Review and Selection Committee Meeting held on 28 May 2019

Report Reference: RSC190806R01

Moved Councillor Veliskou

Seconded Councillor Clancy



Minutes of the Review and Selection Committee Meeting held on 6 August 2019

That:

The minutes of the Review and Selection Committee Meeting held on 28 May 2019 be taken as read and confirmed.

Carried unanimously

BUSINESS ARISING - Nil

CONFIDENTIAL ITEMS

Confidential Discussion - 'Recruitment and Exit'

Report Reference: RSC190806F01

Moved Councillor Veliskou, Seconded Councillor Pfeiffer

1. That Pursuant to section 90(2) and (3)(a) of the Local Government Act 1999 the Council orders that all person present, with the exception of the following, Adrian Skull, Chief Executive Officer and Steph Roberts, Manager Human Resources, be excluded from the meeting where the Council receive and consider information pertaining to the item 'Recruitment and Exit', upon the basis it 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 on the grounds that the discussion contains information relating to personnel matters.

Carried unanimously

6pm the meeting went into confidence

6.25pm the meeting came out of confidence

REPORTS FOR DISCUSSION

Independent Member - Finance and Audit Committee and SRWRA Audit Committee **Report Reference: RSC190806R02**

Moved Councillor Veliskou, Seconded Councillor Pfeiffer

1. That Pursuant to section 90(2) and (3)(a) of the Local Government Act 1999 the Council orders that all person present be excluded from the meeting where the Council receive and consider information pertaining to the item '*Independent Member – Finance and Audit Committee and SRWRA Audit Committee*', upon the basis it 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 on the grounds that the discussion contains information relating to personal matters.

Carried unanimously

6.25pm the meeting went into confidence.

6.55pm Kate McKenzie, Adrian Skull, Steph Roberts, Ray Barnwell joined the meeting

Moved Councillor Veliskou, Seconded Councillor Pfeiffer

That the Review and Selection Committee recommend to Council:

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the minutes arising from this report, '*Independent Member – Finance and Audit Committee and SRWRA Audit Committee*', 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 until Council decision on the matter is publically available, except in such as necessary to implement the Council decision. This confidentiality order will be reviewed at the General Council Meeting in December 2019.

Carried unanimously

7.05 pm the meeting came out of confidence

Work Health & Safety KPI - LTIFR

Report Reference: RSC190806R03

Clarification sought on the process undertaken when an injury does occur

- Proforma letter and light duties list taken with the employee to a medical practitioner with employee agreement.
- The challenge can be where an employee takes time off and presents with an injury, which results in an LTI without the opportunity of intervention

Question regarding whether administration maintaining records of injuries at City of Marion facilities and how these are managed

- Maintain data which is provided to the finance and audit committee each year

Question regarding what pro-active training is undertaken to prevent injuries

- WHS training program for employees
- Safety theme per month
- Training needs analysis for job roles

ACTIONS:

- Administration to provide Councillor Veliskou with a copy of the finance and audit report currently being prepared
- Administration to review injuries compared to training provided

Moved Councillor Pfeiffer, Seconded Councillor Veliskou

That the Review and Selection Committee:

1. Notes the report and statistical data attached.
2. Reviews and provides feedback on the WHS Performance noting initiatives outlined for improving and embedding WHS outcomes.

Carried unanimously

REPORTS FOR NOTING

Corporate and CEO KPI Report Quarter Four 2018/19

Report Reference: RSC190806R04

Discussion

- Total employee costs not tracking to meet the KPI
 - Numbers to be verified once audited position known



Minutes of the Review and Selection Committee Meeting held on 6 August 2019

- Question regarding the total employee costs cap and potential to hinder delivery/resources
 - Budget is set, actual against prior actual year (18/19 year was under budget)
 - Council resolutions important for resourcing considerations
 - Administration need to declare to Council any need for additional staff
- LTIFR will not be met
- Staff Engagement, 4th quarter down, overall for the financial year the KPI has been met
- Overall satisfaction with Council's performance
 - Note there was an error when reporting on the KPI for overall satisfaction with Council's performance. The result has been reported as 88.3% with the target being met. This is however 83.6 and therefore the core target but NOT the stretch target has been met. The error will be corrected for the General Council meeting.
 - The survey was different to the last survey conducted

Overall Council is travelling well, the City of Marion is in a strong financial position, with 7 out of 9 KPI's having been met. Positive cross Council collaboration occurring.

7.25pm Mayor Hanna left the meeting and did not return. Councillor Pfeiffer (Deputy Mayor) presided over the remainder of the meeting.

Moved Councillor Veliskou

Seconded Councillor Clancy

That the Review and Selection Committee;

1. Note this report

Carried unanimously

WORKSHOP / PRESENTATION ITEMS - Nil

OTHER BUSINESS - Nil

MEETING CLOSURE - Meeting Declared Closed at 7.28PM

CONFIRMED THIS 24th DAY OF SEPTEMBER 2019

.....

CHAIRPERSON

MINUTES OF THE RSC190917 - REVIEW AND SELECTION COMMITTEE

Tuesday, 17 September 2019 at 06:00 PM

Council Administration Centre, 245 Sturt Road, Sturt





Minutes of the Review and Selection Committee Meeting held on 17 September 2019

**MINUTES OF THE REVIEW & SELECTION COMMITTEE MEETING
HELD AT ADMINISTRATION CENTRE
245 STURT ROAD, STURT
ON TUESDAY 17 SEPTEMBER 2019**

PRESENT

Elected Members

His Worship the Mayor Kris Hanna
Councillors; Kendra Clancy

In Attendance

Adrian Skull	Chief Executive Officer
Kate McKenzie	Manager Corporate Governance
Steph Roberts	Manager Human Resources

Due to lack of a quorum and after the expiration of 30 minutes, the meeting was adjourned to the 24 September 2019 at 6pm.

BUSINESS ARISING**CONFIDENTIAL ITEMS****Cover Report - FAC Independent Member**

Originating Officer	Manager Corporate Governance - Kate McKenzie
Corporate Manager	Manager Human Resources - Steph Roberts
General Manager	Chief Executive Officer - Adrian Skull
Report Reference	RSC190924F01

RECOMMENDATION

That pursuant to Section 90(2) and 90(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, Steph Roberts and Kate McKenzie, be excluded from the meeting as the Committee receives and considers information relating to the recruitment of an independent member for the Finance and Audit Committee 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 personal affairs of any persons.

FAC Independent Member

CONFIDENTIAL

Reason For Passing This Resolution:

Local Government Act (SA) 1999 S 90 (2) 3(a): information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

REPORTS FOR DISCUSSION - Nil

REPORTS FOR NOTING - Nil

WORKSHOP / PRESENTATION ITEMS - Nil

OTHER BUSINESS

MEETING CLOSURE