

His Worship the Mayor
Councillors
CITY OF MARION

NOTICE OF REVIEW AND SELECTION COMMITTEE MEETING

Committee Room 2, Council Administration Centre
245 Sturt Road, Sturt

Tuesday, 05 November 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



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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 15 October 2019**

Originating Officer Manager Human Resources - Steph Roberts

Corporate Manager Manager Human Resources - Steph Roberts

Report Reference: RSC191105R01

RECOMMENDATION:

That the minutes of the Review and Selection Committee Meeting held on 15 October 2019 be taken as read and confirmed.

ATTACHMENTS:

#	Attachment	Type
1	RSC191015 - Final Minutes	PDF File

**MINUTES OF THE RSC191015 - SPECIAL REVIEW AND SELECTION
COMMITTEE**

Tuesday, 15 October 2019 at 06:00 PM

Council Administration Centre, 245 Sturt Road, Sturt



PRESENT

Elected Members

His worship the Mayor Kris Hanna
Councillors; Kendra Clancy, Jason Veliskou

In Attendance

Adrian Skull	Chief Executive Officer
Jaimie Thwaites	Unit Manager Governance and Council Support

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

Nil declarations were made.

CONFIRMATION OF MINUTES

Confirmation of the minutes for the Review and Selection Committee Meeting held on 24 September 2019

Report Reference: RSC191015R01

Moved Councillor Clancy, Seconded Councillor Veliskou

That

1. the minutes of the Special Review and Selection Committee Meeting held on 24 September 2019 be taken as read and confirmed.

Carried Unanimously

BUSINESS ARISING

Nil

CONFIDENTIAL ITEMS**Cover Report - Independent Member - Finance and Audit Committee****Report Reference:** RSC191015F01**Moved Councillor Veliskou, Seconded Councillor Clancy**

That:

1. 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 and Jaimie Thwaites be excluded from the meeting as the Committee receives and considers information relating to the appointment of an independent member to 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 disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person.

Carried Unanimously

6.03pm the meeting went into confidence

Moved Councillor Veliskou, Seconded Councillor Clancy

That the Review and Selection Committee:

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Review and Selection Committee orders that this report, Independent Member - Finance and Audit Committee 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 the Committee'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 2019.

Carried Unanimously

6.06pm the meeting came out of confidence

Independent Member - Infrastructure and Strategy Committee**Report Reference:** RSC191015F02**Moved Councillor Clancy, Seconded Councillor Veliskou**

That

1. 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 and Jaimie Thwaites be excluded from the meeting as the Committee receives and considers information relating to the appointment of an independent member to the Infrastructure and Strategy

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 disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person.

Carried Unanimously

6.07pm the meeting went into confidence

Moved Councillor Clancy, Seconded Councillor Veliskou

That the Review and Selection Committee:

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Review and Selection Committee orders that this report, Independent Member - Infrastructure and Strategy Committee 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 the Committee'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 2019.

Carried Unanimously

6.15pm the meeting came out of confidence

OTHER BUSINESS

Nil

MEETING CLOSURE

The Committee meeting shall conclude on or before 6.30pm unless there is a specific motion adopted at the meeting to continue beyond that time.

Meeting Declared Closed at 06:15 PM

CONFIRMED THIS 5TH DAY OF NOVEMBER 2019

.....

CHAIRPERSON

BUSINESS ARISING**CONFIDENTIAL ITEMS****Cover Report - CEO Annual Performance Review 2018/19**

Originating Officer	Governance Officer - Angela Porter
Corporate Manager	Manager Human Resources - Steph Roberts
General Manager	N/A
Report Reference	RSC191105F01

RECOMMENDATION**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 and Steph Roberts, be excluded from the meeting as the Committee receives and considers information relating to the CEO Annual Performance Review 2018/19, 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.**

REPORTS FOR DISCUSSION - Nil

REPORTS FOR NOTING

Volunteer Update

Originating Officer	Volunteer Development Officer - Tim Sayer
Corporate Manager	Manager Human Resources - Steph Roberts
General Manager	Chief Executive Officer - Adrian Skull
Report Reference	RSC191105R02

REPORT OBJECTIVE

To highlight the initiatives being undertaken to position the City of Marion as a leader and innovator in the volunteering sector.

EXECUTIVE SUMMARY

Council's volunteer programs continue to enrich the lives of our community. Volunteers themselves benefit from being connected and with an increased sense of purpose.

The 2018/19 financial year was a year of change in response to a KPMG internal audit, resulting in Council being the first organisation in Australia to achieve the Volunteering Australia National Standards accreditation.

RECOMMENDATION

That the Review and Selection Committee:

1. Notes the report

DISCUSSION

Volunteering is changing, and how we adapt to this has an influence on Council becoming a volunteer organisation of choice. We have addressed the five pillars of the Volunteer Strategy (Appendix 1) demonstrating key focus areas and outcomes.

1. Diversity and Inclusion

Focus and outcomes

The focus has been to create an inclusive environment and to have a variety of programs to meet the needs of volunteers.

SkillMatch

The SkillMatch program has enabled us to meet the changing needs of volunteers. We are being responsive and creating volunteer roles to suit all skill sets and experience levels (where possible). Volunteers are gaining industry specific experience and we are able to harness the different perspectives and experiences of our community.

The SkillMatch program has expanded measurably. Roles that have been successfully created include ACE Pathways volunteer, Nutrition Consultant, Worm Farm Teacher, Sustainability Advisor, Photographer, New Arrival Ambassador and Project Coordinator.

This is in conjunction with the seven new general volunteer programs added in 2019. These have further enhanced our ability to attract and retain skilled volunteers (e.g. Discovery Conversationalists, Fish Feeders social support program, Cuddly Companions).

Youth

Through making connections with schools, Universities and community groups, including sporting clubs and charities, collaborative relationships are being built in order to create opportunities for young people to more easily access and experience a variety of volunteering offerings that meet their needs. As an example, we are exploring a youth volunteer certificate initiative attached to the Duke of Edinburgh Award scheme.

New arrivals

Creating opportunities and an environment new arrivals understand and in which they feel encouraged is vital in helping them feel at home in their new home.

Having attended a career EXPO earlier in 2019, the City of Marion was able to meet and engage with a number of new arrivals looking for work-related experience through volunteering and have subsequently placed three of them. Two people sourced from this event, Mahsa, a sustainability graduate from Iran, delivered a work shop at the Glandore Garden Gala and Eddie, a project manager from Pakistan assisted with costing proposed improvements to our neighbourhood centres.

By collaborating with the Australian Refugee Association and the City of Holdfast Bay, we are working on creating a volunteer placement for young people to gain local experience which can offer them a certificate from participating organisations.

- Appendix 2 provides a breakdown of our 408 volunteers in age and place of birth.
- Appendix 3 tracks new volunteers to each of our programs from 2017 to October 2019.
- Appendix 4 shows a breakdown of the SkillMatch, Event volunteer and Neighbourhood Centre programs and the shift over the past 12 months.
- The number of volunteers under the age of 25 has increased from 4 (2018) to 31 (2019). Of these, 16 are culturally diverse (born overseas) compared to 2 in 2018.
- Relationships have been created and enhanced with a number of community organisations such as the Red Cross, Hallett Cove School, Westminster School, Seaview High School and Duke of Edinburgh. Establishing contact with Flinders University has resulted in 3 volunteers for Glandore's Halloween event and 5 applicants for event roles at the Sunset Symphony on November 9.
- Developing a Diversity and Inclusion writing guide has enabled us to publish advertisements from charities and community groups in the Marion area.

2. Integrate, embrace and respect volunteering

Focus and outcomes

The focus has been to make the volunteer experience as positive as possible and increase the connectedness volunteers feel with the City of Marion.

Council is actively increasing the visibility of the volunteers and all that they do through:

- A recognition program being implemented from January 2019
- Key documents being streamlined, including exit interview, referee interview and exit interview probation review templates
- Embarking on a project to develop a series of volunteer profiles to promote within the community
- Community consultation regarding new opportunities for volunteering
- Enhanced promotion of volunteer programs
- An annual Volunteer Survey

3. Volunteer Organisation of Choice

Focus and outcomes

To have a variety of volunteer roles on offer, having strong connections within the community to ensure the development of new programs and partnerships, and lastly, shining a light on our volunteers. Much of what will help us achieve this has been addressed in the aforementioned two categories.

4. Regulation and Risk Management

Focus and outcomes

- Ensuring best practice and risk minimisation is at the heart of what we do
- Quarterly volunteer database audit to ensure procedural compliance
- Regular volunteer management meetings and updates
- Templates created for volunteer recruitment and management
- National Police Clearances reinstated upon advice from the Local Government Volunteer Manager Network

5. Training and Management Opportunities

Focus and outcomes

- Maintaining accurate records of volunteer training records
- Regularly updating position descriptions to reflect mandatory training
- Annual training plan review
- Execution of volunteer probation interview and Performance Development Planning
- Offering community run training to volunteer managers
- Offering internal training to community groups and charities in the Marion area

Conclusion

Our commitment is to continue to review and adapt to the changing needs of volunteering and our community.

A volunteer snapshot has been included (Appendix 5) to demonstrate the contributions of our volunteers to the community in the 18/19 financial year.

Attachment

#	Attachment	Type
1	Appendix 1 - Volunteer Strategy	PDF File
2	Appendix 2 - Volunteer Diversity	PDF File
3	Appendix 3 - Volunteer Onboarding 2017 - 2019	PDF File
4	Appendix 4 - Diversity Comparison of Key Programs	PDF File
5	Appendix 5 - Volunteer Snapshot	PDF File

Volunteer Strategy 2018 to 2021



Vision: Our volunteers, representing diverse backgrounds and all parts of our community, share a passion to positively affect our community. Our volunteers, who have actively chosen to volunteer at the City of Marion, are recognised and celebrated for their capability, capacity and diversity.

WE LIVE OUR VALUES

Respect

Treating everyone as we want to be treated, where all contributions are valued

Integrity

Fostering trust and honesty in all of our interactions

Achievement

Enhancing our knowledge and performance to reach our shared goals, while being dedicated to supporting one another

Innovation

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

OUR COMMUNITY VISION

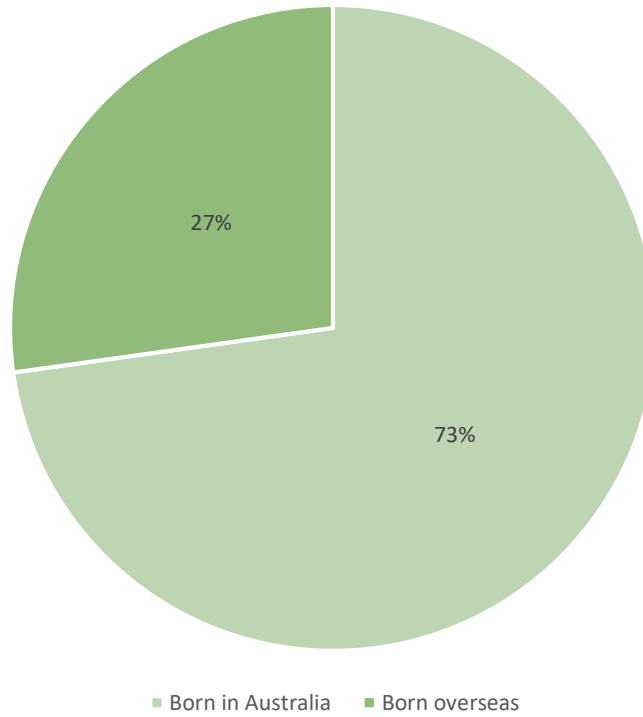


We strive to create an environment where we:	
Objectives	Key Performance Indicators
1. Increase Diversity and Inclusion through attracting, engaging and retaining a diverse volunteer population	Volunteer demographic is diverse and continues to offer opportunities that are inclusive of all communities & demographics
2. Strengthen regulation and risk management to ensure best practice systems and processes are in place to support the safety and wellbeing of our volunteers	Volunteer Management systems and processes are continuously reviewed and updated to ensure safety and wellbeing of volunteers
3. Increase management and training opportunities to ensure volunteers are aware, competent and feel empowered to undertake their role	Implementation of Training for all volunteer roles within the City of Marion Volunteer programs
4. Integrate, embrace, respect and value volunteering through recognising individual's achievement and celebrating success, and creating a space for volunteers to feel as important part of our organisation	Volunteer Recognition Event and initiatives developed to ensure inclusivity of all volunteers
5. To be an organisation of choice whereby volunteers choose the City of Marion as their preferred volunteer organisation	Volunteers applications continue to grow, volunteers are retained and committed to the City of Marion

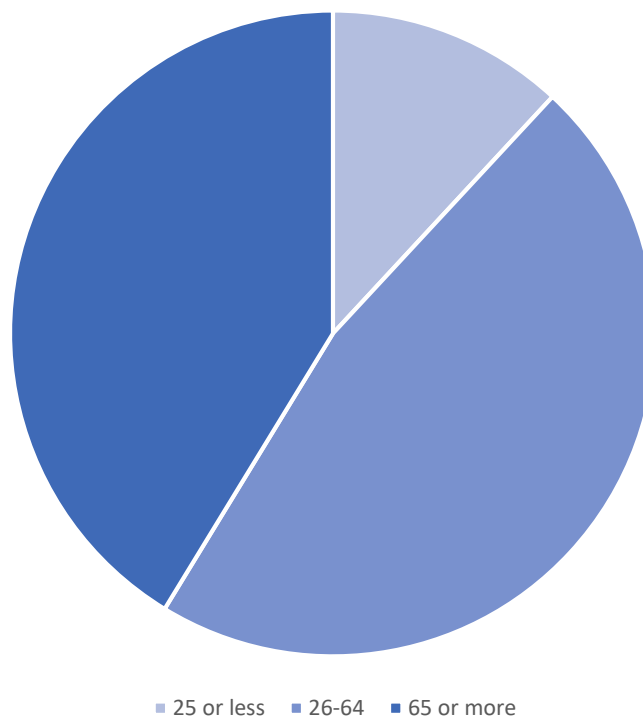
Key Focus Areas:				
Increase Diversity and Inclusion	Strengthen regulation and risk management	Increase management and training opportunities	Integrate, embrace, respect and value volunteering	Become a volunteer organisation of Choice
Build diversity within volunteering and to offer opportunities that are inclusive of all communities and demographics	Ensure that all volunteers have the relevant background checks and clearances in place	Ensure volunteers have access to training and information relevant to their volunteering role	Ensure that all volunteers are treated in accordance with our Corporate Values	Our marketing plan will attract Volunteers to the City of Marion with a diverse range of skills and experience
	Implement best practice recruitment strategies	Undertake an annual Performance Development Plan with each volunteer to ensure they are satisfied with their role and that the required standard of duties is being achieved	Celebrate and reward our volunteers through reward and recognition initiatives and social gatherings to ensure they feel respected and valued	Establish strategic connections with organisations in the community with whom we can partner
Activate opportunities to encourage volunteers with a diverse range of experiences	Ensure safety and wellbeing of our volunteers is at the forefront of everything we do	Ensure that volunteers understand and act in accordance with our Corporate Values	Align corporate and volunteering initiatives, policies and procedures, where relevant	Volunteers feel included, valued and understand and agree to the City of Marion Corporate values
	Ensure we record relevant and up to date information of our volunteers	Review and develop a training needs analysis and plan in line with the changing nature of volunteering and volunteer opportunities	Seek feedback on the volunteer's experience at Marion	A diverse range of opportunities and experiences are available for volunteers. A framework is in place to support leaders capture all potential volunteers

Appendix 2: Volunteer Diversity

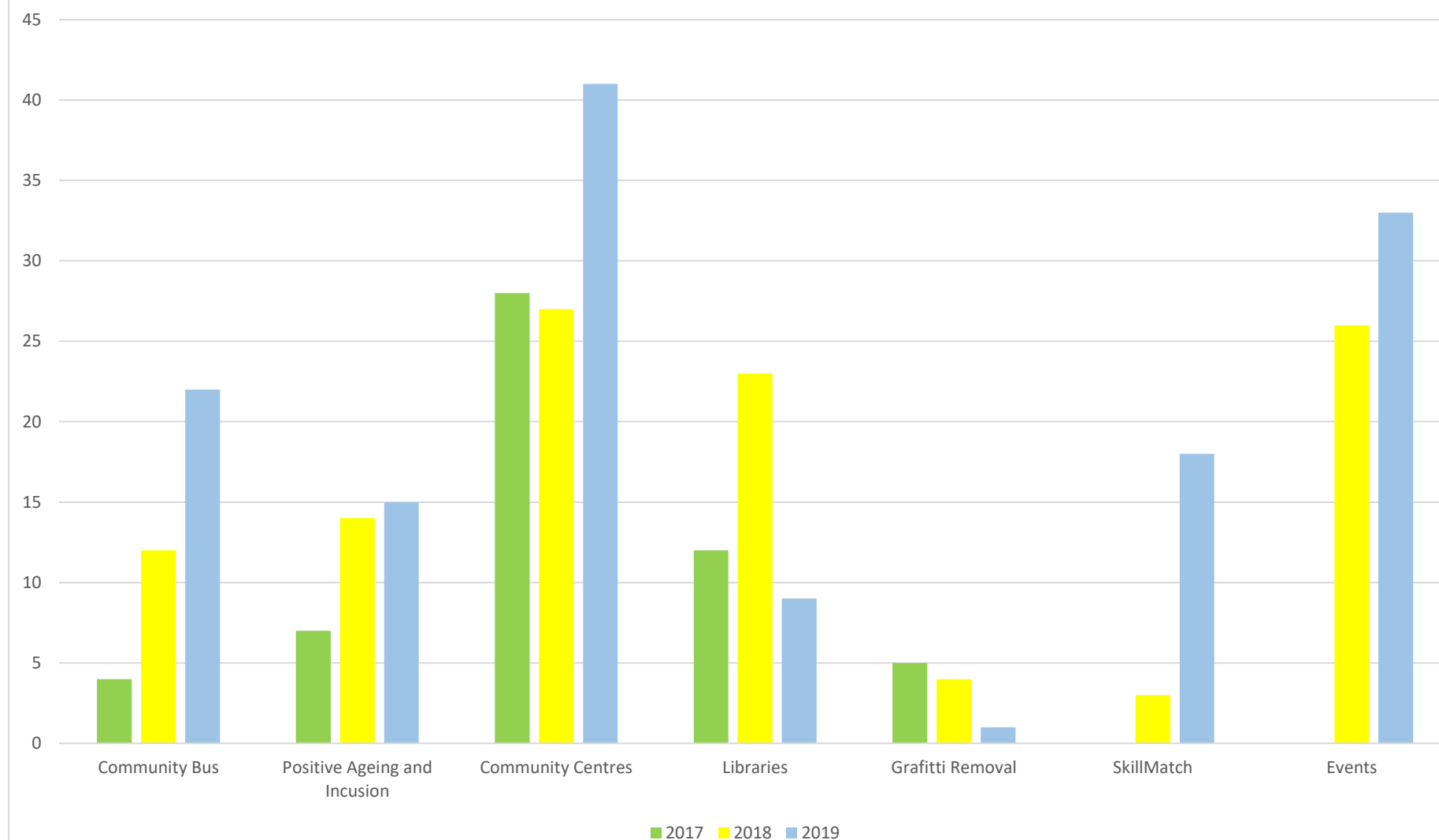
Birthplace of City of Marion Volunteers



Age of City of Marion Volunteers



Appendix 3: Volunteer Onboarding January 2017 - October 2019



Appendix 4: Diversity Comparison of Key Programs

SkillMatch Program

	2018	2019
Under 25 years old	0	1
Over 25 years old	3	15
Under 25 years old and culturally diverse	0	0
Under 25 years and born in Australia	0	1
Over 25 years and culturally diverse	1	10
Over 25 years and born in Australia	2	1

Neighbourhood Centres

	2018	2019
Under 25 years old	2	21
Over 25 years old	73	53
Under 25 years old and culturally diverse	1	8
Under 25 years and born in Australia	0	10
Over 25 years and culturally diverse	15	27
Over 25 years and born in Australia	4	23

Event volunteers

	2018	2019
Under 25 years old	2	9
Over 25 years old	22	23
Under 25 years old and culturally diverse	1	4
Under 25 years and born in Australia	1	4
Over 25 years and culturally diverse	9	11
Over 25 years and born in Australia	6	9

Volunteer Snapshot

Volunteer



2018/19 Volunteer Output



156

dance classes delivered in neighbourhood centres by volunteers

13

volunteers work in Cooinda's kitchen each week to deliver meals to the public



100

sessions of mah-jong run in community centres

40

Greek support groups run



40

volunteer lead Italian language classes



480

one on one computer sessions run by volunteers from neighbourhood centres



around 20,000 new library items added and processed by volunteers

19,071 items removed from libraries collection



482,629 items were returned to Marion libraries and reshelfed

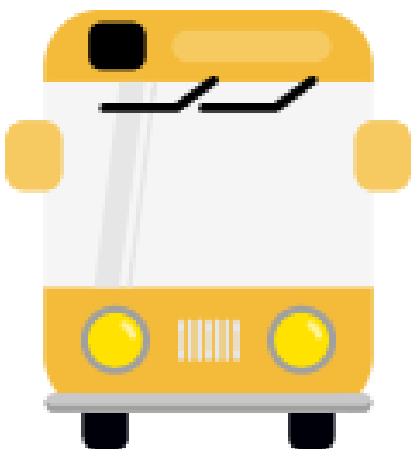
330

people taken on volunteer delivered walking tours of the Tonsley Innovation District



1,291

hours contributed to City of Marion events by event volunteers



542

volunteer supported trips made to supermarkets for elderly residents

12,500

trips residents made on our community buses during 18/19 financial

1,272

participants in the Marion Wavemakers Aquarobics

411

trips made with the On the Road Again weekly bus trips

Corporate and CEO KPI Report Quarter One 2019/20

Originating Officer	Governance Officer - Victoria Moritz
Corporate Manager	Manager Corporate Governance - Kate McKenzie
General Manager	General Manager Corporate Services - Sorana Dinmore
	Chief Executive Officer - Adrian Skull
Report Reference	RSC191105R03

REPORT OBJECTIVE

To advise the Review and Selection Committee of the results of the CEO and Corporate KPIs for quarter one 2019/20.

RECOMMENDATION

That the Review and Selection Committee;

- Note this report**

Attachment

#	Attachment	Type
1	Corporate and CEO KPI Report Quarter One 2019-20 - Appendix 1	PDF File
2	Corporate and CEO KPI Report Quarter One 2019-20 - Appendix 1a - Supporting Information	PDF File
3	Corporate and CEO KPI Report Quarter One 2019-20 - Appendix 2	PDF File
4	Corporate and CEO KPI Report Quarter One 2019-20 - Appendix 3	PDF File
5	Corporate and CEO KPI Report Quarter One 2019-20 - Appendix 4	PDF File



CHIEF EXECUTIVE OFFICER and CORPORATE KEY PERFORMANCE INDICATORS 2019/20

QUARTER ONE: JULY – SEPTEMBER 19 - APPENDIX 1

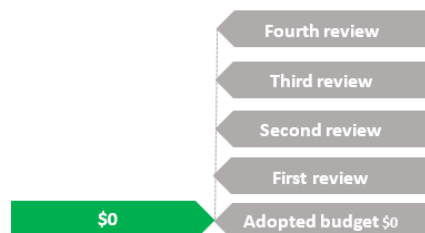
1

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 \$0

Achieved: Adopted Budget \$0. Target is forecast to be met.



4

Total Employee Costs

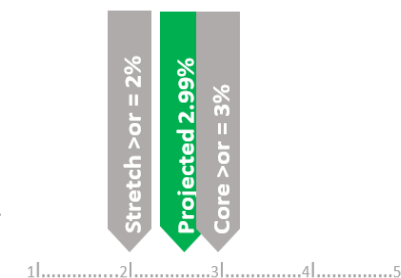
Core target: Less than or equal to 3% increase in actual employee costs (including agency staff) against prior year's actual costs

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

Measure: The 2018/19 Actual audited figure = \$34,861k.

Achieved: The 2019/20 estimated result per Adopted Budget = \$35,905k

Projected: 2.99% - Core Target is forecast to be met.



2

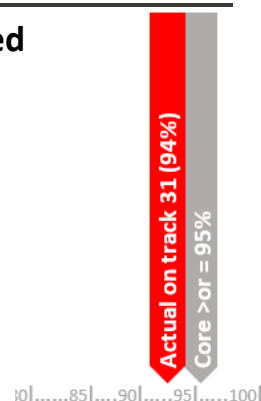
Delivery of agreed projects identified in ABP and 4 year Plan (33 projects)

Core target: Greater than or equal to 95%

Measure: Monthly data as at 30 September 2019

Achieved: 94% (31 projects) on-track and 6% (2 projects) are off-track. The Core Target has not been met.

Note: Refer to Appendix 1a for further details



5

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.

Measure: Community Survey

Achieved: 83.6% for the previous Q4 results.

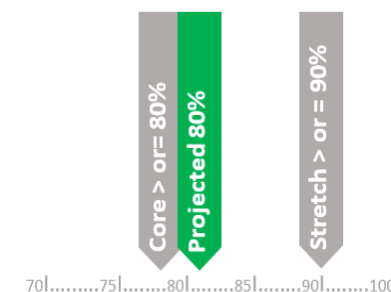
Note: This is an annual measure with a survey being conducted at the end of the reporting year.

Asset Sustainability

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

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

Achieved: Projected 80% per Adopted Budget. Core Target is forecast to be met.



3

Lost Time Injury Frequency Rate.

Core target: Greater than or equal to 10% reduction from 2018/19 (11) = 9.9

Stretch target: Greater than or equal to 15% reduction from 2018/19 (11) = 9.35

Measure: The LTIFR for Q1 2019/20 is 0

Achieved: 100% decrease – Core and Stretch targets have been met



Note: As reported to Council (GC191022R20), there is one LTI claim submitted to the LGAWCS which is yet to be determined. If accepted, this would result in the LTIFR being 6.3 resulting in a current 42% reduction and core and stretch targets being met.

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



7

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 is an annual measure.

8

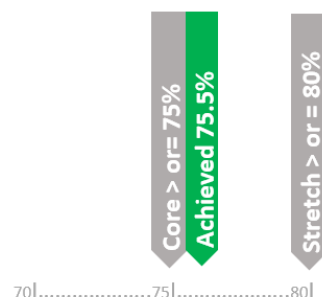
Staff Engagement

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: 75.5%. The Core Target has been met.



9

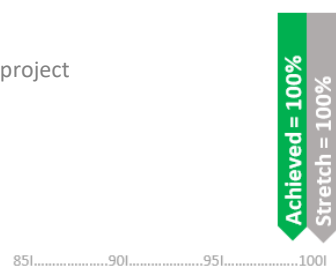
Community engagement / communications

Core target: Project specific communications to the public should be timely and accurate

Stretch target: 100%

Measure: Based on feedback received on project specific distributed communications.

Achieved: 100%



As at 30 September 2019 94% (31 projects) are on-track and 6% (2 projects) are off-track.

The supporting information for the off-track projects are below in Table 1.

It is also noted that the Marion Golf club while on-track at end of September is currently off-track in October with supporting information shown in table 2.

Table 1:

Project Name	Start Date	Completion Date	Q1	Q1 Supporting Comments
City Property Strategic Asset Management Plan	01/07/2019	30/06/2020	Off-track	Is off-track - working to have this back on-track by end of Q2.
Seaview High School Detailed Design and Construction	01/07/2019	30/06/2021	Off-track	Seaview High-School pulled out of project we are awaiting formal confirmation from the School in the form of a letter. We are now investigating 4 courts at Tarnham road this will need to be brought to Council for endorsement.

Table 2:

Project Name	Start Date	Completion Date	Q1	Q1 Supporting Comments
Marion Golf Club	01/07/2019	30/06/2020	On-track	Was on-track as of September 30 - As of October is now off-track EOI due to delay in getting EOI out.

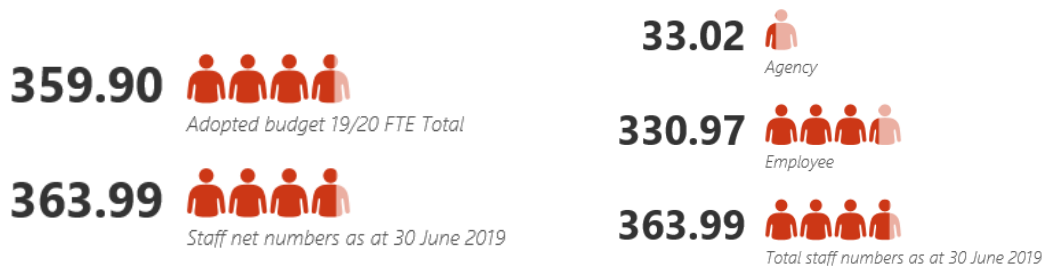
Corporate and CEO KPI Report Quarter One 2019/20 – APPENDIX 2

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	-	\$0	-	-	-
				Comment: Adopted budget \$0. Target is forecast to be met.			
2	Delivery of agreed projects identified in the <i>Annual Business Plan</i> and the four-year plan.	Greater than or equal to 95%	-	91%	-	-	-
				Comment: 94% (31 projects) on-track and 6% (2 projects) are off-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 2018/19 (11) = 9.9	Greater than or equal to 15% reduction from the previous year's result 2018/19 (11) = 9.35	100%	-	-	-
				Comment: The LTIFR for Q1 is 0. Achieved 100% decrease. Core and Stretch Targets have been met. Note: There is 1 claim submitted to the LGAWCS which is yet to be determined. If accepted, this would result in the LTIFR being 6.3 resulting in a current 42% reduction.			
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	2.99% (Projected)	-	-	-
				Comment: The 2018/19 Actual Audited figure = \$34,861k. Achieved: The 2019/20 estimated result per Adopted Budget = \$35,905k. The Core Target is forecast to be met.			
5	Overall Satisfaction with Council's performance	Grater than or equal to 75% rated as satisfied or above	Greater than or equal to 85% rated as satisfied or above	NA	-	-	-
				Comment: This is an annual measure. Achieved 83.6 for the previous Q4 results.			
6	Asset sustainability.	Asset Renewal Funding Ratio greater than or equal to 80%	Asset Renewal Funding Ratio greater than or equal to 90%	80% (Projected)	-	-	-
				Comment: Projected 80% per Adopted Budget. Core Target is forecast to be met.			
7	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	-	-	-
				Comment: This is an annual measure.			
8	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%	75.5%	-	-	-
				Comment: Measured by the staff quarterly Pulse survey results. Achieved: 75.5%. The Core Target has been met.			
9	Community engagement / communications	Project specific communication to the public should be timely and accurate	100%	100%	-	-	-
				Comment: Based on feedback received on project specific distributed communications. Achieved: 100%			

FULLTIME EQUIVALENT (FTE) Employee and Agency

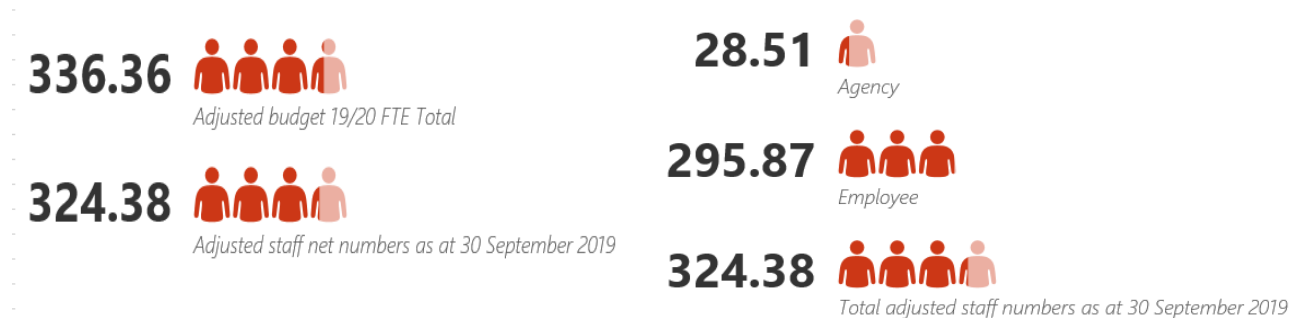
APPENDIX 3

The number of FTE employees (staff and agency) employed across the organisation as at 30 September 2019.



There are currently 13.4 temporary vacant positions excluding those backfilled by temporary labor hire and internal resourcing.

The following tables provide comparative FTE data with the Gap Year Team Members, Pool Staff, Grant Funded positions and staff on Income Protection and Work Cover being excluded.



Appendix 4

Labour and FTE Movement Summary

	2019/20 \$000's	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	35,905 2.99%	34,861 4.77%	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	363.99 -0.27%	365 1.38%	360 4.80%	344 0.60%	342 -1.70%	348 -0.90%	351 -2.20%	359

WORKSHOP / PRESENTATION ITEMS - Nil

OTHER BUSINESS

MEETING CLOSURE