

His Worship the Mayor  
Councillors  
CITY OF MARION

## NOTICE OF REVIEW AND SELECTION COMMITTEE MEETING

Virtual Meeting Room - Zoom

Tuesday, 05 May 2020 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. Due to COVID-19 interested members of this community are welcome to attend by electronic means. Access to the meeting is via the link published on the City of Marion website (<https://www.marion.sa.gov.au/about-council/council-meetings/council-meeting-live-stream>) on the day of the meeting.



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 4 February 2020 and Special Review and Selection Committee Meeting held on 30 March 2020

**Originating Officer**                      Manager People and Culture - Steph Roberts

**Corporate Manager**                      Manager People and Culture - Steph Roberts

**Report Reference:**                      RSC200505R01

## RECOMMENDATION:

That the minutes of the Review and Selection Committee Meeting held on 4 February 2020 and Special Review and Selection Committee Meeting held on 30 March 2020 be taken as read and confirmed.

## ATTACHMENTS:

#	Attachment	Type
1	RSC200204 - Final Minutes	PDF File
2	SRSC200330 - Final Minutes	PDF File

**MINUTES OF THERSC200204 - REVIEW AND SELECTION COMMITTEE**

**Tuesday, 04 February 2020 at 06:30 PM**

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



## **PRESENT**

### **Elected Members**

His Worship the Mayor Kris Hanna  
Councillors Kendra Clancy and Luke Hutchinson

### **In Attendance**

Adrian Skull	Chief Executive Officer
Steph Roberts	Human Resources Manager
Kate McKenzie	Manager Governance
Ilia Houridis	General Manager City Development
Sorana Dinmore	General Manager Corporate Services
David Harman	Unit Manager Statutory Finance & Payroll
Warwick Deller-Coombs	Manager Development and Regulatory Services

## **OPEN MEETING**

The Mayor opened the meeting at 06:35 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) – Nil**

## **CONFIRMATION OF MINUTES**

**Confirmation of the minutes for the Review and Selection Committee Meeting held on 5 November 2019**

**Report Reference:** RSC200204R01

**Moved Councillor Clancy, Seconded Councillor Hutchinson**

That the minutes of the Review and Selection Committee Meeting held on 5 November 2019 be taken as read and confirmed.

**Carried Unanimously**

## **BUSINESS ARISING – Nil**

## **CONFIDENTIAL ITEMS - Nil**

## REPORTS FOR DISCUSSION

### **CEO Performance and Remuneration Review Timeline and Approach 2019-2020**

**Report Reference:** RSC200204R02

#### **Moved Councillor Hutchinson, Seconded Councillor Clancy**

Discussion regarding the 360 degree review and the value of it, given the consistency of the results over the past three years. It is recommended to remove the process for the 19/20 performance year and re-visit in the 20/21 performance year.

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 subject to the following amendments:
  - removal of the 360 degree feedback process, with thanks to be provided to Ms McEwan for her contribution over the past three years.

**Carried Unanimously**

### **Council Assessment Panel Review**

**Report Reference:** RSC200204R03

#### **Moved Councillor Hutchinson, Seconded Councillor Clancy**

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 Steph Roberts, Adrian Skull, Ilia Houridis, Sorana Dinmore, Kate McKenzie, Warwick Deller-Coombs and David Harman be excluded from the meeting as the Committee receives and considers information relating to the Council Assessment Panel Review, 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 current Council Assessment Panel members.

**Carried Unanimously**

6.45pm the meeting went into confidence

6.45pm all staff left the meeting

6.50pm the meeting came out of confidence

6.50pm all staff returned to meeting

6.50pm Ilia Houridis and Warwick Deller-Coombs joined the meeting

**Moved Councillor Hutchinson, Seconded Councillor Clancy**

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 Steph Roberts, Adrian Skull, Ilia Houridis, Sorana Dinmore, Kate McKenzie, Warwick Deller-Coombs and David Harman be excluded from the meeting as the Committee receives and considers information relating to the Council Assessment Panel Review, 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 current Council Assessment Panel members.

**Carried Unanimously**

6.50pm the meeting went into confidence

**Moved Councillor Hutchinson, Seconded Councillor Clancy**

Discussion regarding a review process for independent committee members, in order for them to be able to assess their performance.

7.05pm the meeting came out of confidence

That the Review and Selection Committee:

1. Endorses the reappointment of the current Presiding Member as chair, Mr Terry Mosel as an Independent Council Assessment Panel Member for a 2 year period term commencing on the 1 July 2020
2. Requests that Administration commence the recruitment process for 3 Independent Council Assessment Panel Members.
3. Endorses the reappointment of the current Independent Council Assessment Panel Member Gavin Lloyd-Jones as Deputy Member for a 2 year period term commencing on the 1 July 2020.

**Carried Unanimously**

7.05pm Mayor Hanna left the meeting

7.05pm Meeting suspended due to lack of quorum

7.10pm Warwick Deller-Coombs and Ilia Houridis left the meeting

7.10pm Mayor Hanna re-joined the meeting

## **REPORTS FOR NOTING**

### **Corporate and CEO KPI Report Quarter Two 2019/20**

**Report Reference:** RSC200204R04

#### **Moved Councillor Clancy, Seconded Councillor Hutchinson**

Staff Engagement KPI shows achieved, however it was not achieved.

Discussion regarding agency staff numbers with pool, grant funded and Gap Year removed.

**ACTION:** Administration to provide members the change in agency staff over last 12 month period

That the Review and Selection Committee:

1. Note this report.

**Carried Unanimously**

### **KPI report - Staff Vacancies Data**

**Report Reference:** RSC200204R05

#### **Moved Councillor Clancy, Seconded Councillor Hutchinson**

Discussion regarding vacancies and how the budget is managed, allowing for vacancies.

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 07.27 PM

**CONFIRMED THIS 5TH DAY OF MAY 2020**

.....

**CHAIRPERSON**



**MINUTES OF THE SRSC200330 - SPECIAL REVIEW AND  
SELECTION COMMITTEE**

**Monday, 30 March 2020 at 06:00 PM**

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



**PRESENT****Elected Members**

His Worship the Mayor Kris Hanna  
Councillors Kendra Clancy, Matthew Shilling and Luke Hutchinson

**In Attendance**

Adrian Skull                                      Chief Executive Officer

**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.

Nil declaration were made

**CONFIRMATION OF MINUTES**

**Confirmation of the minutes for the Special Review and Selection Committee Meeting held on 24 March 2020**

**Report Reference:** SRSC200330R01

**Moved Councillor Shilling, Seconded Councillor Clancy**

That the minutes of the Special Review and Selection Committee Meeting held on 24 March 2020 be taken as read and confirmed.

**Carried Unanimously**

**BUSINESS ARISING – Nil****CONFIDENTIAL ITEMS****Independent CAP Members****Report Reference:** SRSC200330F01**Moved Councillor Clancy, Seconded Councillor Hutchinson**

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 person: Adrian Skull be excluded from the meeting as the Committee receives and considers information relating to the Independent Council Assessment Panel Members 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.

**Carried Unanimously**

6.03pm the meeting went into confidence

**Moved Councillor Shilling, Seconded Councillor Clancy that:**

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Committee orders that this report, CAP Independent Members 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 2020.

**Carried Unanimously**

6.12pm the meeting came out of confidence

**REPORTS FOR DISCUSSION - Nil****REPORTS FOR NOTING - Nil****WORKSHOP / PRESENTATION ITEMS - Nil****OTHER BUSINESS - Nil**

**MEETING CLOSURE**

**MEETING CLOSURE** - Meeting Declared Closed at 6.14 PM

**CONFIRMED THIS 5<sup>TH</sup> DAY OF MAY 2020**

.....  
**CHAIRPERSON**

**BUSINESS ARISING****CONFIDENTIAL ITEMS****Cover Report - Neighbourhood Centre and Library Resourcing**

<b>Originating Officer</b>	Manager People and Culture - Steph Roberts
<b>Corporate Manager</b>	Manager Community Connections - Liz Byrne
<b>General Manager</b>	General Manager City Services - Tony Lines
<b>Report Reference</b>	RSC200505F01

**RECOMMENDATION**

That pursuant to Section 90(2) and (3)(a) of the Local Government Act 1999, the Council orders that all persons present, with the exception of the following persons: Adrian Skull, Tony Lines, Ilia Houridis, Sorana Dinmore, Steph Roberts, Liz Byrne and Kate McKenzie, be excluded from the meeting as the Council receives and considers information relating to Council employees, 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 Council employees.

## Neighbourhood Centre and Library Resourcing

### 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

### 2020-21 Corporate and CEO KPIs

<b>Originating Officer</b>	Manager People and Culture - Steph Roberts
<b>Corporate Manager</b>	Manager People and Culture - Steph Roberts
<b>General Manager</b>	Chief Executive Officer - Adrian Skull
<b>Report Reference</b>	RSC200505R02

### REPORT OBJECTIVE

For the Review and Selection Committee to assess the draft corporate Key Performance Indicators (KPIs) in relation to the Chief Executive Officer (CEO) KPIs for the 2020-21 financial year.

### EXECUTIVE SUMMARY

Developing and tracking KPIs in the organisation provides actionable metrics to increase organisational effectiveness and efficiency. Implementing a well thought out and comprehensive set of KPIs creates a proactive performance-based operation. They provide all levels of the organisation with clear corporate targets and objectives with the ultimate goal of materially contributing to the success of the organisation.

### RECOMMENDATION

**That the Review and Selection Committee:**

- 1. Recommend to Council the alignment of the proposed corporate KPIs to the CEO's KPIs for the 2020/21 financial year or**
- 2. Recommend to Council the alignment of proposed corporate KPIs to the CEO's KPIs along with the following additional KPIs:**
  - a.**
  - b.**
  - c.**

### GENERAL ANALYSIS

Council endorsed the on-going alignment of Corporate KPIs with the CEO's KPIs on 22 May 2018 (report reference GC220518R10). Elected Members discussed and proposed KPIs for the 2020-21 financial year at the Elected Member Forum March 2020 which will be presented for endorsement at the General Council meeting 28 April 2020.

The Review and Selection Committee has the opportunity to review the draft 2020-21 KPIs and make recommendation to Council of any additional CEO KPIs deemed appropriate. Should no further KPIs be recommended, the organisational KPIs will be aligned to the CEO KPIs, in line with Council endorsement (Report reference GC220518R10).

Please refer to Appendix 1 for the draft Corporate KPIs for the 2020-21 financial year.

**Attachment**

#	Attachment	Type
1	Appendix 1 Draft 20_21 Corporate Key Performance Indicators	PDF File

## Appendix 1: Draft 20/21 Corporate KPIs

Key Performance Indicator	Core Target	Stretch Target
Financial Sustainability	Council maintains a break even or positive cash funding position in delivering its annual budget	No stretch target
Delivery of agreed projects identified in the Annual Business Plan and the first year targets in the 4 year Plan	Greater than or equal to 95%	No stretch target
Lost Time Injury Frequency Rate (An industry standard measure for injuries where a whole days work or more is lost due to a workplace injury).	Greater than or equal to 10% reduction from the previous year's result	Greater than or equal to 15% reduction from the previous year's result
Total employee costs (including agency staff)	Less than or equal to 3% increase in actual employee costs (including agency staff) against prior year's actual costs – adjusted for Council endorsed changes to meet resourcing requirements	Less than or equal to 2% increase in actual employee costs (including agency staff) against prior year's actual costs – adjusted for Council endorsed changes to meet resourcing requirements
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
Asset Sustainability (A measure to assess that we are replacing community assets in a timely manner)	Asset Renewal Funding Ratio (previously called the Asset Sustainability Ratio) greater than or equal to 80%	Asset Renewal Funding Ratio greater than or equal to 90%
Delivery of Council's capital works program	Greater than or equal to 85% delivery of Council's planned capital works program (adjusted for extraordinary items)	Greater than or equal to 90% delivery of Council's planned capital works program (adjusted for extraordinary items)
*Staff engagement	Achievement of an overall employee pulse survey result of 75%, based on 9 metrics (including Community, Values, Safety, Expectations, Valued, Empowerment, Development, Recognition, Happiness)	Achievement of an overall employee pulse survey result of 80%
Community engagement/communications	Project specific communications to the public should be timely and accurate	100%
Carbon Neutrality- KPI to be discussed with members at the EM Forum 21 April	<i>To be Advised</i>	<i>To be Advised</i>

\*Note, the Teamgage employee engagement tool is now being utilised, based on 9 metrics (including Communication, Leader Support, Collaboration, Resources, Integrity, Engagement, Quality, Safety, and Wellbeing)

## REPORTS FOR NOTING

### Corporate and CEO KPI Report Quarter Three 2019/20

<b>Originating Officer</b>	Governance Officer - Victoria Moritz
<b>Corporate Manager</b>	Manager Corporate Governance - Kate McKenzie
<b>General Manager</b>	General Manager City Services - Tony Lines Chief Executive Officer - Adrian Skull
<b>Report Reference</b>	RSC200505R03

### REPORT OBJECTIVE

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

### RECOMMENDATION

**That the Review and Selection Committee:**

- 1. Notes the report and attachments.**

### Attachment

#	Attachment	Type
1	Appendix 1	PDF File
2	Appendix 2	PDF File
3	Appendix 3	PDF File
4	Appendix 4	PDF File



# CHIEF EXECUTIVE OFFICER and CORPORATE KEY PERFORMANCE INDICATORS 2019/20

## QUARTER THREE: JANUARY '20 – MARCH '20 - APPENDIX 1

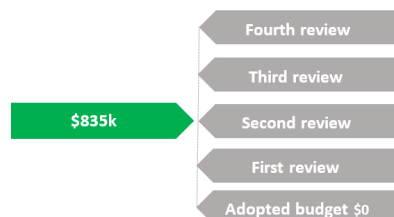
1

### 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.

**Achieved:** Second Budget Review \$835k. Target is forecast to be met



4

### Total Employee Costs

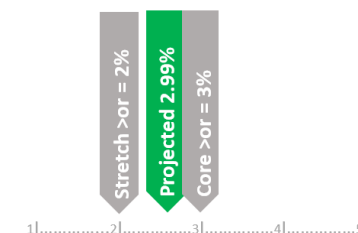
**Core target:** Less than or equal to 3% increase in actual employee costs (including agency staff) against prior year's actual costs

**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 Second Budget Review = \$ 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 31 March 2020

**Achieved:** 100% (33 projects) All projects are on track. The Core Target has been met.



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.

3

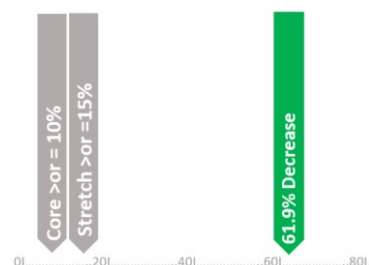
### Lost Time Injury Frequency Rate.

**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 Q3 2019/20 is 4.1

**Achieved:** 61.9% decrease. The Core and Stretch Targets have been met.



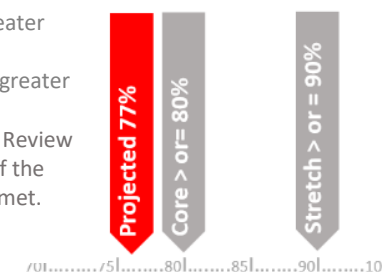
6

### 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 77% per Second Budget Review (but anticipated to achieve 80% by the end of the Financial Year). Core Target is forecast to be 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

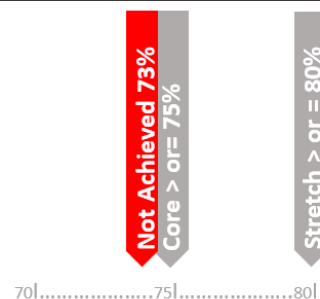
7

**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

8

**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:** 73%. The Core Target has not been met.



**\*Note,** the Teamgage employee engagement tool is now being utilised, based on 9 metrics (including Communication, Leader Support, Collaboration, Resources, Integrity, Engagement, Quality, Safety, and Wellbeing).

The 8 April Teamgage report (closest to end of Q3) was a result of 83%. Some metrics are different than the employee pulse, but demonstrates a positive reflection (this result doesn't currently include the field staff, we have just introduced a manual process to capture employee engagement).

### 9 Community Engagement / Communications

9

**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%



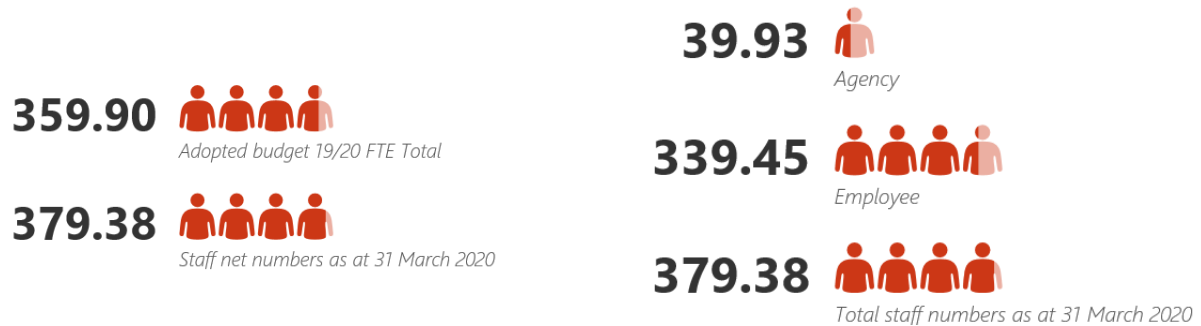
## Corporate and CEO KPI Report Quarter THREE 2019/20 – APPENDIX 2

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	\$26,500	\$835k	-
				<b>Comment:</b> Second Budget Review \$835k. 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%	97%	100%	-
				<b>Comment:</b> Achieved 100% - All 33 projects are on-track. The Core Target has 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%	100%	61.9%	-
				<b>Comment:</b> The LTIFR for Q3 is 4.1. Achieved 61.9% decrease. Core and Stretch Targes have ben 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	2.99% (Projected)	2.99% (Projected)	2.99% (Projected)	-
				<b>Comment:</b> The 2018/19 Actual Audited Figure = \$34,861k. <b>Achieved:</b> The 2019/20 estimated result per Second Budget Review = \$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	NA	NA	-
				<b>Comment:</b> 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)	80% (Projected)	77% (Projected)	-
				<b>Comment:</b> Projected 77% per Second Budget Review. Core Target has not been met however it is anticipated to achieve 80% by the end of the Financial Year. The 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	N/A	NA	-
				<b>Comment:</b> 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%	74%	73%	-
				<b>Comment:</b> Measured by the staff quarterly Pulse Survey. <b>Achieved:</b> 73%. The Core Target has not been met.  <b>*Note,</b> the Teamgage employee engagement tool is now being utilised, based on 9 metrics (including Communication, Leader Support, Collaboration, Resources, Integrity, Engagement, Quality, Safety, and Wellbeing). The 8 April Teamgage report (closest to end of Q3) was a result of 83%. Some metrics are different than the employee pulse, but demonstrates a positive reflection (this result doesn't currently include the field staff, we have just introduced a manual process to capture employee engagement).			
9	Community engagement / communications	Project specific communication to the public should be timely and accurate	100%	100%	100%	100%	-
				<b>Comment:</b> Based on feedback received on project specific distributed communications <b>Achieved:</b> 100%			

## FULLTIME EQUIVALENT (FTE) Employee and Agency

## APPENDIX 3

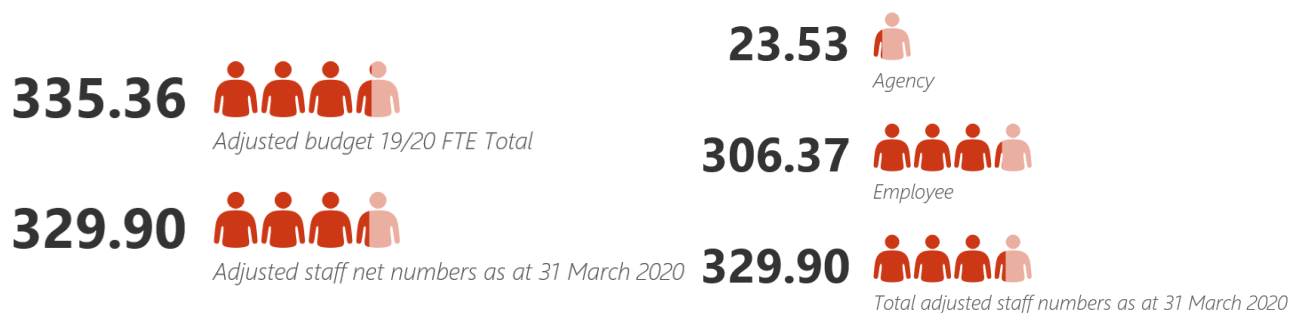
The number of FTE employees (staff and agency) employed across the organisation as at 31 March 2020



There are currently 11 temporary vacant positions comprised of:

- Recruitment in progress (required position) 4.0
- Currently under review 4.0
- Vacant required position 6.5

The following tables provide comparative FTE data with the Gap Year Team Members, Pool Staff, and Grant Funded positions 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
<b>Total Employee Costs (including Agency) % Movement on Prior Year</b>	<b>35,905</b> <b>2.99%</b>	<b>34,861</b> <b>4.77%</b>	<b>33,274</b> <b>3.27%</b>	<b>32,221</b> <b>1.40%</b>	<b>31,783</b> <b>0.10%</b>	<b>31,757</b> <b>0.70%</b>	<b>31,532</b> <b>4.30%</b>	<b>30,239</b>
<b>Total Number of Employees (FTE at 31 March*) % Movement on Prior Year</b>	<b>379.38</b> <b>3.93%</b>	<b>365</b> <b>1.38%</b>	<b>360</b> <b>4.80%</b>	<b>344</b> <b>0.60%</b>	<b>342</b> <b>-1.70%</b>	<b>348</b> <b>-0.90%</b>	<b>351</b> <b>-2.20%</b>	<b>359</b>
<b>5 Year average FTE to March 2020</b>	<b>358.07</b>							

\*The FTE figure as at 31 March 2020 includes seasonal Temporary Labour Hire staff employed at the Marion Outdoor Pool.

## Agency staff

<b>Originating Officer</b>	Manager People and Culture - Steph Roberts
<b>Corporate Manager</b>	Manager People and Culture - Steph Roberts
<b>General Manager</b>	Chief Executive Officer - Adrian Skull
<b>Report Reference</b>	RSC200505R04

## REPORT OBJECTIVE

At the Review and Selection Committee meeting held 4 February 2020, with reference to report RSC200204R04, an overview of the change in agency staff between December 2018 to December 2019 was requested. This report provides the overview and explanation of the use of agency staff during this period.

## EXECUTIVE SUMMARY

The increase in agency staff relates to the required backfilling within the Field Services area impacted by vacancies, income protection and secondments.

## RECOMMENDATION

**That the Review and Selection Committee:**

- 1. Notes the report.**

## DISCUSSION

The agency figures during the December 2018 to December 2019 period are shown below:

<b>Quarter</b>	<b>Agency FTE Non adjusted</b>	<b>Agency FTE Adjusted for pool, grant funded, gap year</b>
Dec 2018	25.87	12.00
Mar 2019	42.40	24.72
Jun 2019	35.76	29.12
Sep 2019	33.02	28.51
Dec 2019	38.61	20.20

*\*Source Quarterly Corporate and CEO KPI Reports*

The increase in agency use relates to Field Services, Open Spaces and Civil. Please refer to the table below for an overview of the agency usage:

<b>Business Unit</b>	<b>Agency staff FTE Dec 2018</b>	<b>Increase</b>	<b>Agency staff FTE Dec 2019</b>	<b>Explanation for increase</b>
<b>Civil Services</b>	1.3 FTE	2.9 FTE	4.2 FTE	- Vacant positions not replaced - Increase of income protection cases
<b>Open Space Operations</b>	0.9 FTE	5.6 FTE	6.5 FTE	- Vacant positions not replaced - Internal secondments - Extended leave without pay - Return to work and income protection cases
<b>TOTAL</b>	2.2	8.5	10.7	

**WORKSHOP / PRESENTATION ITEMS - Nil**

**OTHER BUSINESS**

**MEETING CLOSURE**