

His Worship the Mayor
Councillors
CITY OF MARION

NOTICE OF REVIEW AND SELECTION COMMITTEE MEETING

Committee Room 1, Council Administration Centre
245 Sturt Road, Sturt

Tuesday, 03 November 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 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.



Tony Lines
Acting Chief Executive Officer



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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 4 August 2020 and the Special Review and Selection Committee Meeting held on 22 September 2020

Originating Officer Governance Officer - Angela Porter

Corporate Manager Manager People and Culture - Steph Roberts

Report Reference: RSC201103R01

RECOMMENDATION:

That the minutes of the Review and Selection Committee Meeting held on 4 August 2020 and Special Review and Selection Committee Meeting held on 22 September 2020 be taken as read and confirmed.

ATTACHMENTS:

#	Attachment	Type
1	RSC200804 - Final Minutes	PDF File
2	SRSC200922 - Final Minutes	PDF File

MINUTES OF THE RSC200804 - REVIEW AND SELECTION COMMITTEE

Tuesday, 04 August 2020 at 06:00 PM

Council Administration Centre, 245 Sturt Road, Sturt



PRESENT

Elected Members

His Worship the Mayor Kris Hanna
Councillors Clancy, Shilling

In Attendance

Adrian Skull	Chief Executive Officer
Steph Roberts	Manager People and Culture
Kate McKenzie	Manager Corporate Governance
Sorana Dinmore	General Manager Corporate Services
Ray Barnwell	Manager Finance

OPEN MEETING

The Mayor opened the meeting at 06:22 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.

CONFIRMATION OF MINUTES

Confirmation of the minutes for the Review and Selection Committee Meeting held on 5 May 2020

Report Reference: RSC200804R01

Moved Councillor Shilling, Seconded Councillor Clancy

That the minutes of the Review and Selection Committee Meeting held on 5 May 2020 be taken as read and confirmed.

CARRIED UNANIMOUSLY

BUSINESS ARISING

CONFIDENTIAL ITEMS

Deputy CEO Arrangements

Report Reference: RSC200804F01

Moved Councillor Clancy, Seconded Councillor Shilling

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, Steph Roberts, 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.

CARRIED UNANIMOUSLY

6.25pm 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 Council orders that this report, Deputy CEO Arrangements 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

6.31pm the meeting came out of confidence

6.31pm Adrian Skull left the meeting

6.32pm Ray Barwell joined the meeting

6.32pm Kate McKenzie joined the meeting

6.33pm Adrian re-joined the meeting

6.34pm Sorana Dinmore joined the meeting

REPORTS FOR NOTING

Corporate and CEO KPI Report Quarter Four 2019/20

Report Reference: RSC200804R04

4. Employee Costs

- Summary of the increase in employee costs 4.79% on prior year, impacted by:
 - o EBA increase
 - o Additional grant funding, off set by income in grant funding
 - o Cross Council roles, sit in labour costs, part recovery from participating Councils
 - o Increase in leave provisions due to COVID-19 with leave cancellation
 - Accrual for leave on top of salary
 - o Council Resolutions
 - o New positions added to budget
 - Acknowledgement there are times roles need to be added in order to deliver services, while balancing meeting the KPI
 - o KPI relates to total employee costs compared to prior year actual result, rather than FTE.
 - o the committee was relaxed about the KPI result (4.79%) after the clear explanation given by the Finance Manager
- The comparison is to the prior year actuals, for example where savings were realised in the prior year, this potentially impacts the budget for the current year.
- KPI is not based on the current program of works.
- KPI enables administration to determine the number of FTE within the budgeted employee costs.
- Grant Funded positions should not form part of the KPI result (even though they increase employee costs, off set by the funding received)
- Alternative KPI suggestions were discussed
 - o Have an endorsed a budget for the financial year (not based on prior year actuals)
 - o Prior year actual plus 3%
 - o no KPI alternative (to labour costs increase %) was presented which was obviously better to create reasonable restraint on growth of employee costs

6. Asset sustainability

- **ACTION:** Add a rolling average for asset sustainability

3. Lost Time Injury Frequency Rate (LTIFR)

- **ACTION:** Add a rolling would assist with the LTIFR

General discussion

- Finance and Audit Committee August and joint Elected Member meeting, KPMG will present the metrics that matter report
- **ACTION:** Request for the Corporate KPIs to be included on the January planning day agenda
- Increased rigor is being implemented regarding recruitment approval prior to recruiting/engaging FTE

7.00pm Kate McKenzie left the meeting

7.01pm Kate McKenzie re-joined the meeting

Moved Councillor Shilling, Seconded Councillor Clancy

That the Review and Selection Committee:

1. Notes the report and attachments.

CARRIED UNANIMOUSLY

REPORTS FOR DISCUSSION

FTE Management

Report Reference: RSC200804R02

Moved Councillor Clancy, Seconded Councillor Shilling

That the Review and Selection Committee:

1. Notes the report

CARRIED UNANIMOUSLY

Independent Member - Finance and Audit Committee

Report Reference: RSC200804R03

7.15pm the meeting went into confidence

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, Kate McKenzie and Steph Roberts, be excluded from the meeting as the Council receives and considers information relating to personal affairs, 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.

Moved Councillor Shilling, Seconded Councillor Clancy

CARRIED UNANIMOUSLY

7.15pm Sorana Dinmore and Ray Barnwell left the meeting

7.21pm the meeting came out of confidence

Moved Councillor Clancy, Seconded Councillor Shilling

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council 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 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

**WORKSHOP / PRESENTATION ITEMS - Nil
OTHER BUSINESS**

MEETING CLOSURE

MEETING CLOSURE - Meeting Declared Closed at 07:21 PM

CONFIRMED THIS 4 DAY OF AUGUST

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CHAIRPERSON

MINUTES OF THE SRSC200922 - SPECIAL REVIEW AND SELECTION COMMITTEE

Tuesday, 22 September 2020 at 06:00 PM

Council Administration Centre, 245 Sturt Road, Sturt



PRESENT

His Worship the Mayor Kris Hanna

Councillors Kendra Clancy, Matthew Shilling, Luke Hutchinson

Attendees

Manager People and Culture - Steph Roberts

Unit Manager Governance and Council Support – Jaimie Thwaites

General Manager City Development – Ilia Houridis

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.

CONFIRMATION OF MINUTES

Confirmation of the minutes for the Special Review and Selection Committee Meeting held on 15 September 2020

Report Reference: SRSC200922R01

Moved Councillor Shilling, Seconded Councillor Hutchinson

That the minutes of the Special Review and Selection Committee Meeting held on 15 September 2020 be taken as read and confirmed.

CARRIED UNANIMOUSLY

CONFIDENTIAL ITEMS

Cover Report - FAC Independent Member

Report Reference: RSC200922F01

Moved Councillor Clancy, Seconded Councillor Shilling

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 Jaimie Thwaites be excluded from the meeting as the Committee receives and considers information relating to the FAC Independent Member, 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

6.01pm the meeting went into confidence

Moved Councillor Shilling, Seconded Councillor Clancy

In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Review and Selection Committee orders that this report, FAC Independent Member 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 2020.

CARRIED UNANIMOUSLY

6.02pm the meeting came out of confidence

OTHER BUSINESS

MEETING CLOSURE

Meeting Declared Closed at 06:02 PM

CONFIRMED THIS 3RD DAY OF NOVEMBER 2020

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CHAIRPERSON

BUSINESS ARISING**CONFIDENTIAL ITEMS****Cover Report - CEO Annual Performance Review 2019-20**

Originating Officer	Manager People and Culture - Steph Roberts
Corporate Manager	Manager People and Culture - Steph Roberts
General Manager	N/A
Report Reference	RSC201103F01

RECOMMENDATION

That 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, be excluded from the meeting as the Committee receives and considers information relating to the CEO Annual Performance Review 2019-20, upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential, given the information relates to the performance of the CEO.

REPORTS FOR DISCUSSION

REPORTS FOR NOTING

Volunteer Program Report

Originating Officer	Volunteer Development Officer - Vanita Schwarz
Corporate Manager	Manager People and Culture - Steph Roberts
General Manager	Chief Executive Officer - Adrian Skull
Report Reference	RSC201103R02

REPORT OBJECTIVE

To highlight the programs and 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 benefit from their roles through increased connection, development of knowledge and skills, gaining experiences that provide pathways to employment and helping others. For Council, volunteers provide a vital role that enables the delivery of many services beyond our capacity.

The 2019/20 financial year was a year of considerable challenges and change, particularly in response to COVID-19. During this time, a number of Council volunteer programs have continued, adapted and innovated. This was supported by the commitment to strengthen the volunteer management framework, in line with the National Volunteering Standards.

RECOMMENDATION

That the Review and Selection Committee:

1. Notes the report

DISCUSSION

Volunteering is changing, and how we adapt influences on Council being recognised as a volunteer organisation of choice. We have addressed the five pillars of the Volunteer Strategy (Appendix 5) demonstrating key focus areas and outcomes.

During the COVID-19 period 147 volunteers resigned from their volunteer positions, due to COVID-19, volunteer roles changing, fewer volunteers required with some programs not continuing, people retiring, people returning to work and volunteers who were inactive for long periods prior to COVID-19 have also been removed from the database.

As part of the COVID-19 recovery, recruitment has continued where possible. There is now a strong focus on recruiting for traditional and Skillmatch programs and roles. Council has supported volunteers looking for alternate options and volunteer organisations looking for volunteers through referral, role promotion and continuous engagement and communications to stay connected. This will continue as we build our volunteer opportunities, connections and partnerships.

Historically Council volunteer programs have reported on the number of active volunteers only. To show a true reflection of the impact of COVID-19 and the change in volunteer numbers, this report shows numbers for both active and inactive volunteers.

1. Diversity and Inclusion

Focus and outcomes

The focus has been to create an inclusive environment and 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 creating volunteer roles to suit a wide variety of skill sets and experience levels. Volunteers are gaining industry specific experience and we are harnessing the different perspectives and experiences of our community.

The SkillMatch program continues to grow and has strong focus on working across Council to recognise new roles and opportunities for volunteers. These roles are designed to enhance Council's core operations and compliment, not replace the work of paid employees.

Youth

Through making connections with schools, Universities and community groups, including sporting clubs and charities, collaborative relationships are being built to create opportunities for young people to easily access and experience a variety of volunteering roles that meet their needs.

The Y20 program, scheduled to begin at the end of March, was postponed due to COVID-19. The project resumed 14 September 2020 with 7 young people volunteering at the RSPCA Lonsdale Shelter, gaining volunteer experience, new skills and enhanced pathways to employment.

New arrivals

Creating opportunities and an environment in which new arrivals feel encouraged and integrated can be a key part of someone finding their place and gaining meaningful experiences and integrated in new communities.

The City of Marion has many new arrivals looking for community connection and work-related experience through volunteering. By collaborating with key stakeholders such as the Australian Refugee Association Council will continue to create volunteer placements for new arrivals to gain valuable, relevant, volunteer experiences.

Council is committed to developing frameworks and opportunities for new arrivals and to have a strong focus on building diverse opportunities and roles inclusive of this demographic.

- Appendix 2 provides a breakdown of our 400 volunteers in age and place of birth (as at September 2020).
- Appendix 3 tracks new volunteers to each of our programs from 2017 to July 2020.
- The number of volunteers under the age of 25 has increased from 31(2019) to 45 (2020). Of these, 16 are from culturally diverse backgrounds.

- Connections and partnerships with community organisations (RSPCA, Red Cross, Riding for the Disabled, Hallett Cove School, Westminster School, Seaview High School and Flinders University) continue to grow and strengthen.

2. Integrate, embrace and respect volunteering

Focus and outcomes

The focus has been to enable positive experiences and increase the connectedness volunteers feel with the City of Marion.

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

- Strategic communications and promotion of new and existing volunteer programs and roles. This was of particular importance during COVID-19 where monthly newsletters and regular email and phone contact was provided, to stay connected with volunteers and stakeholders.
- Streamlining documents, including exit interview, referee checks and probation review templates.
- Enhanced promotion of volunteer programs and recognition of the importance and value of volunteers
- 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 shining a light on our volunteers.

4. Regulation and Risk Management

Focus and outcomes

- Continued focus on best practice and risk minimisation
- Quarterly volunteer database audit to ensure procedural compliance
- Regular volunteer management meetings and updates

5. Training and Management Opportunities

Focus and outcomes

- Maintaining accurate records of volunteer training records
- Regularly updating of 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

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 1) to demonstrate the contributions our volunteers have made to the community in the 19/20 financial year.

Attachment

#	Attachment	Type
1	Volunteer_Snapshot 2020	PDF File
2	Appendix Two Volunteer Diversity	PDF File
3	Appendix Three Volunteer Onboarding 2017 - 2020	PDF File
4	Appendix 4 Diversity Comparison of Key Programs 2020	PDF File
5	COM-Volunteer-Strategy-2020	PDF File

Volunteer Snapshot



2019/20 Volunteer Output



104

dance classes delivered in neighbourhood centres by volunteers

18

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

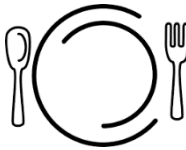


120

sessions of mah-jong run in community centres

3,300

Meals delivered by volunteers during COVID



400

Activity packs delivered to community members



1,260

one on one computer sessions run by volunteers from neighbourhood centres



around 25,000 new library items added and processed by volunteers

25,000 items removed from libraries collection



511,589 items were returned to Marion libraries and reshelfed

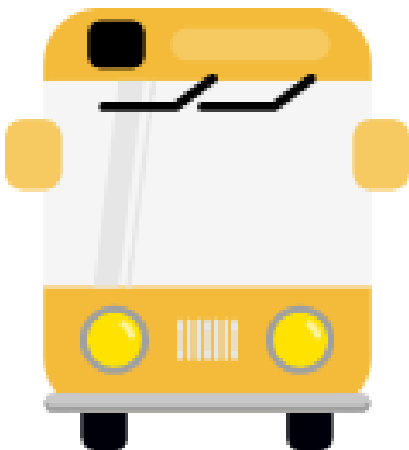
420

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



1,500

hours contributed to City of Marion events by event volunteers



2,341

volunteer supported trips made to supermarkets for elderly residents

10,483

trips residents made on our community buses during 19/20 financial

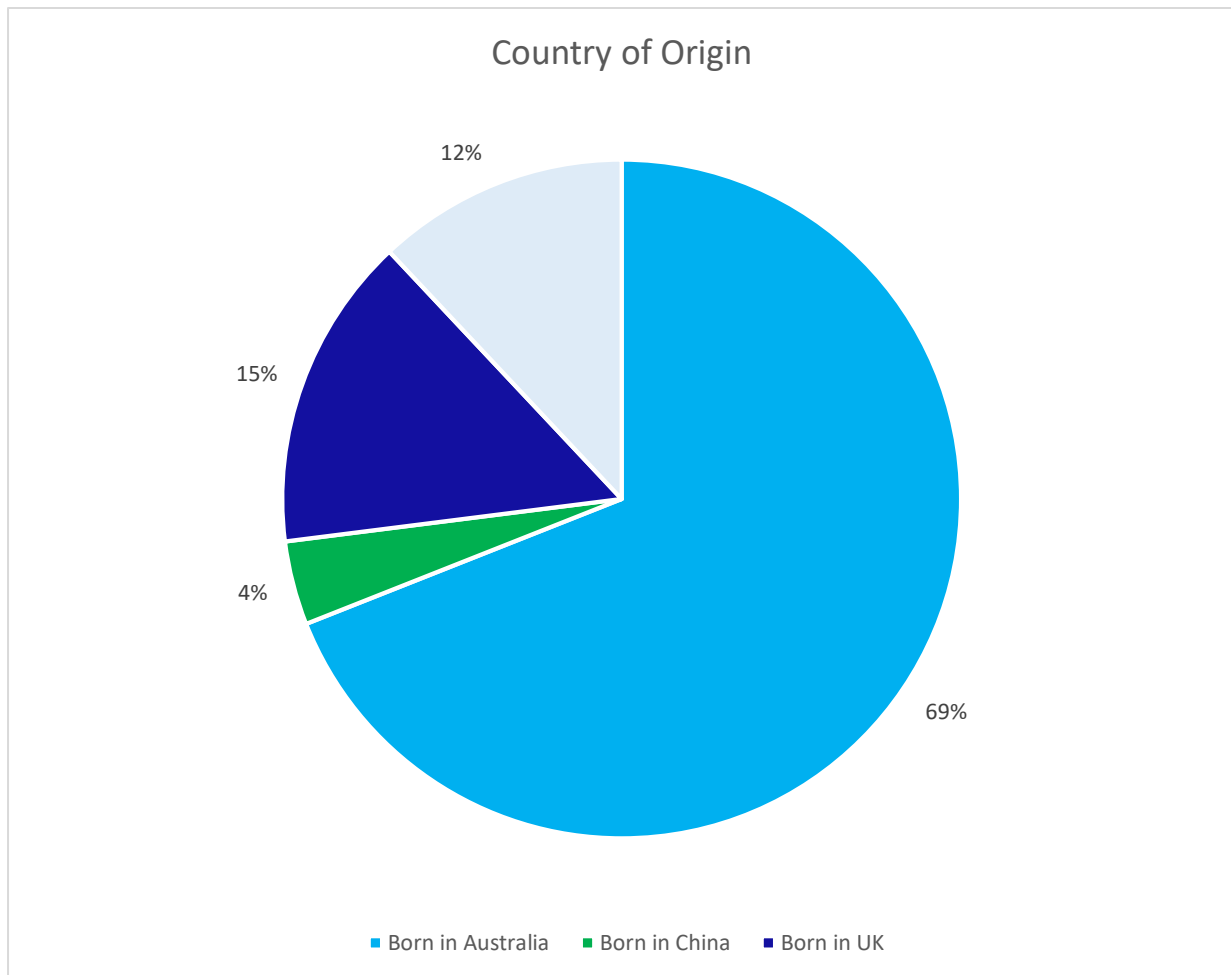
60

participants each week in the Marion Wavemakers Aquarobics

96

trips made with the On the Road Again weekly bus trips

Appendix Two – Volunteer Diversity



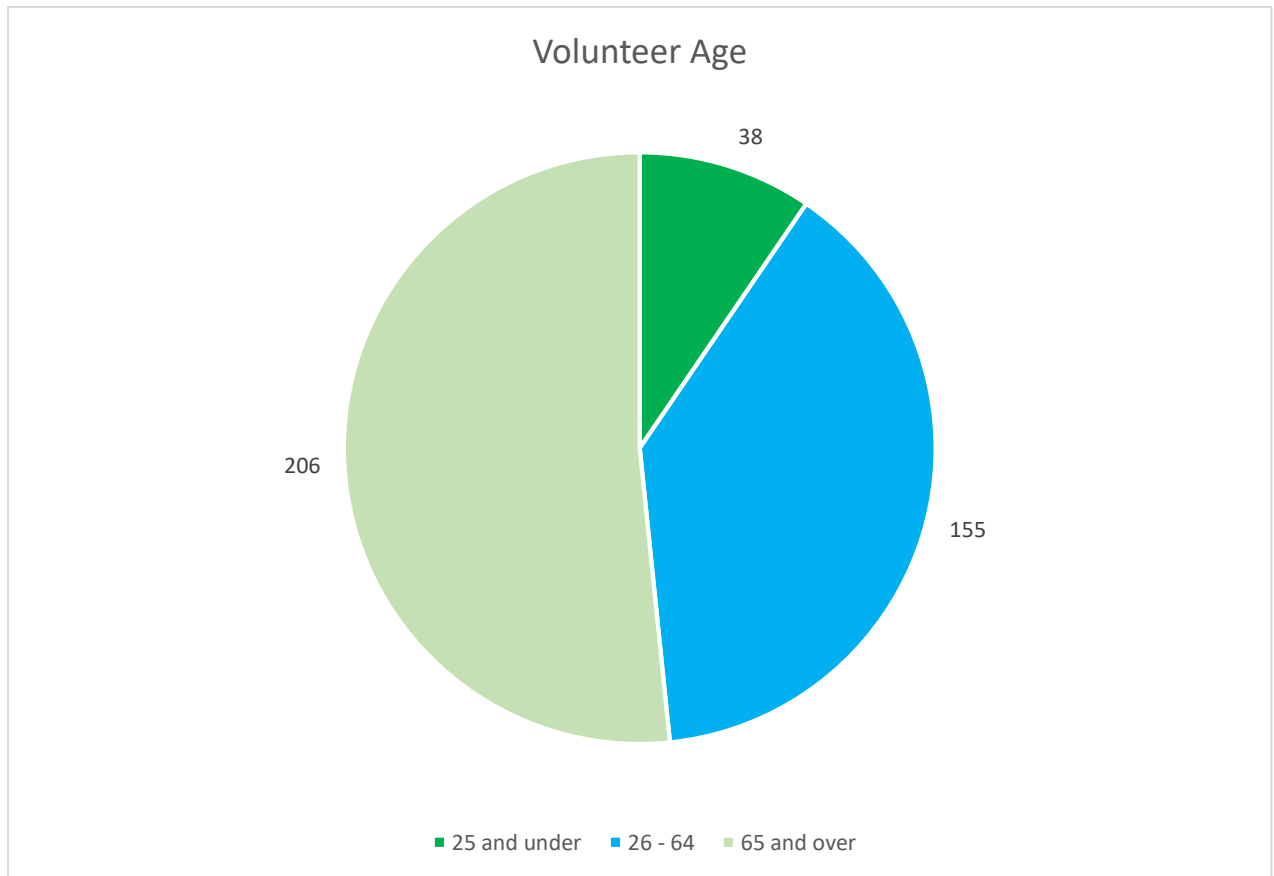
Other Countries
include:

Malaysia
Philippines
Poland
India
Syria
Brazil
South Africa
Iraq
Thailand
Pakistan
Italy
Macedonia
Indonesia
America

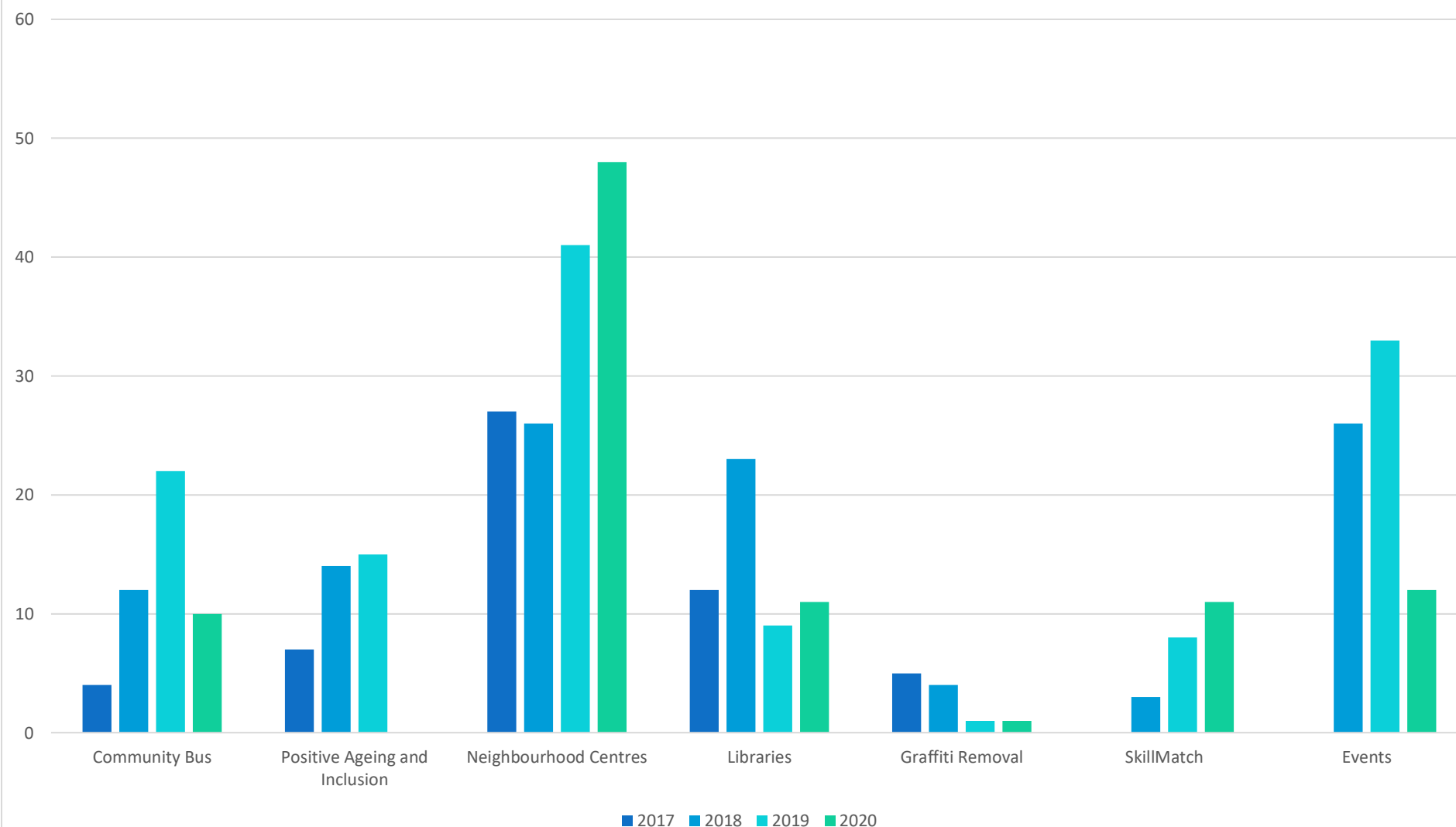
Albania
Canada
Iran
Poland
Egypt
Mexico
Nepal
Sri Lanka
Japan
Bangladesh
Greece
Thailand
South of Korea
Netherlands

New Zealand
Zimbabwe
Korea
Budapest Hungary
Ecuador
Vietnam
Russia
Yugoslavia
Azerbaijan
Holland
The Netherlands
Slovakia
Taiwan
Romania

Appendix Two – Volunteer Diversity



Appendix Three: Volunteer Onboarding 2017 - 2020



Appendix 4: Diversity Comparison of Key Programs

Skillmatch

	2018	2019	2020
Under 25 years old	0	1	1
Over 25 years old	3	15	46
Under 25 years old and culturally diverse	0	0	0
Under 25 years and born in Australia	0	1	1
Over 25 years and culturally diverse	1	10	25
Over 25 years and born in Australia	2	1	21

Neighbourhood Centres

	2018	2019	2020
Under 25 years old	2	21	14
Over 25 years old	73	53	73
Under 25 years old and culturally diverse	1	8	5
Under 25 years and born in Australia	0	10	9
Over 25 years and culturally diverse	15	27	25
Over 25 years and born in Australia	4	23	48

Events

	2018	2019	2020
Under 25 years old	2	9	10
Over 25 years old	22	23	33
Under 25 years old and culturally diverse	1	4	4
Under 25 years and born in Australia	1	4	6
Over 25 years and culturally diverse	9	11	18
Over 25 years and born in Australia	6	9	15

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

Corporate and CEO KPI Report Quarter One 2020/21

Originating Officer	Acting Unit Manager Governance and Council Support - Victoria Moritz
Corporate Manager	Acting Manager Corporate Governance - Jaimie Thwaites
General Manager	Acting General Manager City Services - Kate McKenzie Acting Chief Executive Officer - Tony Lines
Report Reference	RSC201103R03

REPORT OBJECTIVE

To advise the Review and Selection Committee of the results of the CEO and Corporate KPI's for quarter one 2020/21.

RECOMMENDATION

That the Review and Selection Committee:

1. Notes this report.

Attachment

#	Attachment	Type
1	Attachment 1 - KPI Overview	PDF File
2	Attachment 1a - Supporting Information for KPI2	PDF File
3	Attachment 2 - KPI Summary	PDF File
4	Attachment 3 - FTE Empooyees (Staff and Agency)	PDF File
5	Attachment 4 - Labour and FTE Movement Summary	PDF File



CHIEF EXECUTIVE OFFICER and CORPORATE KEY PERFORMANCE INDICATORS 2020/21

QUARTER ONE: JULY '20 – SEPTEMBER '20 - APPENDIX 1

1

Financial Sustainability

Core target: Council maintains, on average a break even or better funding (cash) position over the Long Term Financial Plan

Measure: This target compares funding cash position at the relevant budget review with the adopted budget figure.

Result: Adopted budget end of year forecast is \$0.154M. Target is forecast to be met

Forecast = \$0.154M

Final Audited Results

Third review

Second review

First review

Adopted budget \$0

4

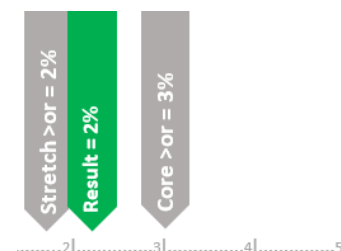
Total Employee Costs

Core target: Less than or equal to 3% increase in actual employee costs (including agency staff) against prior year's actual costs – adjusted for Council endorsed changes to meet resourcing requirements.

Stretch target: 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.

Measure: The 2019/20 Actual audited figure = \$36.487M

Result: Actual Forecast is 4.0% - after adjusting for the additional positions approved by Council (Digital Transformation and CSI Resource) the KPI forecast result is reduced to 2.0%. Target is forecast to be met.



2

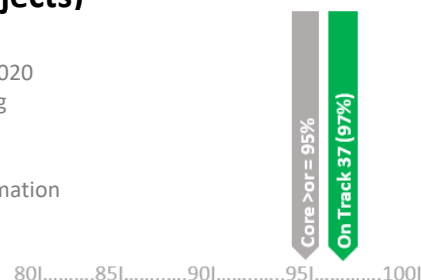
Delivery of agreed projects identified in ABP and 4-year Plan (38 projects)

Core target: Greater than or equal to 95%

Measure: Monthly data as at 30 September 2020

Result: 97% 37 projects are on track (including completed and deferred) and 1 project is not.

Note: Refer Appendix 1a for supporting information



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

Result: N/A

Note: As this is an annual measure the next survey results will be available at the end of the 2020/21 reporting year.

3

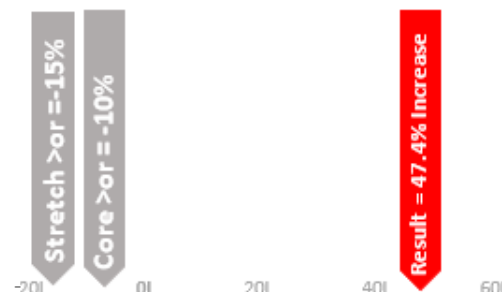
Lost Time Injury Frequency Rate.

Core target: Greater than or equal to 10% reduction from 2019/20 = 5.49

Stretch target: Greater than or equal to 15% reduction from 2019/20 = 5.19

Measure: The LTIFR for Q1 2020/21 is 11.6

Result: 47.4% Increase. The Core Target has not been met.



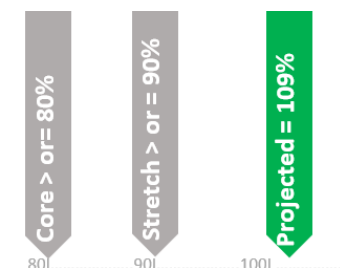
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Asset Sustainability

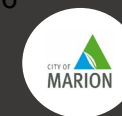
Core target: Asset Renewal Funding Ratio greater than or equal to 80%

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

Result: Projected at 109% per adopted budget. Stretch 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

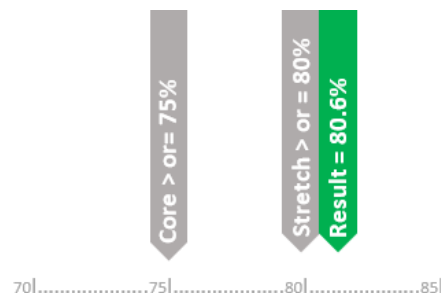
Core target: Greater than or equal to 85% delivery of Council's planned capital works program (adjusted for extraordinary items)
Stretch target: Greater than or equal to 90% delivery of Council's planned capital works program (adjusted for extraordinary items)
Result: This is an Annual Measure. The Core Target is expected to be met.

10 Carbon Neutrality

Core target: Actual annual emissions less than than the plan's annual target emissions
Stretch target: Actual annual emissions 5% less than the plan's annual target emissions.
Masure: Carbon emissions footprint, measured against Council's endorsed Carbon Neutral Plan
Result: This KPI is applicable 2021/22 onwards and will not be reported during the 2020/21 financial year.

8 Staff Engagement

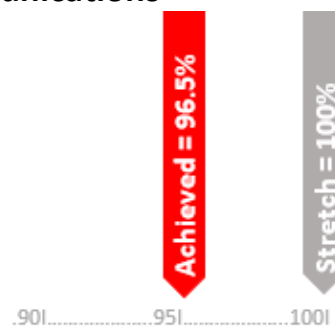
Core target: Achievement of an overall employee pulse survey result of 75%, based on 9 metrics
Stretch target: Achievement of an overall employee survey result of 80%
Measure: Staff Teamgagge survey results.
Result: 80.6%. The Stretch Target has been met.



***Note:** The Teamgagge employee engagement tool is now being utilised, based on 9 metrics (including Community Values, Safety, Expectations, Valued, Empowerment, Development, Recognition, Happiness).

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.
Result: 96.5%. The Core Target has not been met. There were 28 pieces of project specific communications during this period. One of these contained information that could be considered misleading.



Appendix 1a – Supporting Information

As at 30 September 2020 - 97% (37 projects) are on-track and 3% (1 project) is off track.

The on-track includes projects that were started or completed in the 2019/20 financial year and also includes those projects that are deferred.

Table 1:

Project Name	Start Date	Completion Date	Q1	Q1 Supporting Comments
Expanded Online Booking Service Delivery	01/07/2019	30/09/2020	Off-Track	The project has been completed up to 6 new rooms and Phase II has been implemented. The remaining additions have been on hold during the COVID-19 situation. We are now updating the list of possible implementations so the system can be set up for the remaining 2 rooms and any other additional locations that we can identify.
Metrics that Matter 2.0	01/08/19		Deferred	The project is on hold until the new Digital Transformation Manager and Chief Data Officer commence and take carriage of the project from within ITT. Transition plan is in place to hand the project over.
Third Community Bus Trial	01/07/2019	30/06/2021	Deferred	New route information was being promoted when COVID 19 pandemic was announced the Community Bus service, including the new route and the third bus, was placed on hold. Most of the past 5 months the third bus was used to transport field staff to and from work site as community members self-isolated. Unfortunately the new volunteers and some existing volunteers resigned during this time. Currently risk assessments are being conducted to plan for reinstating community bus service and the third bus trial.
Seaview High School Detailed Design and Construction			Terminated	
Coach House – LKCC			Completed 2019/20	
Cove Sports Club Netball Courts			Completed 2019/20	
Destination Playground Feasibility Study			Completed 2019/20	
Marion Cultural Centre Plaza			Completed 2019/20	
Marion Historic Village Museum Curator			Completed 2019/20	
Marion Outdoor Pool Redevelopment			Completed 2019/20	
Morphettville Park Sports and Community Centre Redevelopment			Completed 2019/20	

Corporate and CEO KPI Report Quarter One 2020/21 – APPENDIX 2

KPI	Details	Target	Stretch Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4
1	Financial sustainability.	Council maintains, on average a break even or better funding (cash) position over the Long Term Financial Plan	Council maintains a break-even or positive cash funding position in delivering its Annual Budget	\$0.154M			
				Result: Adopted budget end of year forecast is \$0.154M. Target is forecast to be met			
2	Delivery of agreed projects identified in the <i>Annual Business Plan</i> and the second year targets in the four-year plan.	Greater than or equal to 95%	No Stretch Target	97%			
				Result: 97%. 37 Projects are on track and 1 is considered off-track.			
3	Lost Time Injury Frequency Rate.	Greater than or equal to 10% reduction from the previous year's result 2019/20 = 5.49	Greater than or equal to 15% reduction from the previous year's result 2019/20 = 5.19	47.4% increase			
				Result: 47.4% Increase. The Core Target has not 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 – 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	2.0%			
				Result: Actual Forecast is 4.0% - after adjusting for the additional positions approved by Council (Digital Transformation and CSI Resource) the KPI forecast result is reduced to 2.0%. Target is forecast to be met.			
5	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			
				As this is an annual measure the next survey results will be available at the end of the 2020/21 reporting year.			
6	Asset sustainability.	Asset Renewal Funding Ratio greater than or equal to 80%	Asset Renewal Funding Ratio greater than or equal to 90%	109% (projected)			
				Result: Projected at 109% per adopted budget. Stretch Target is forecast to be met.			
7	Delivery of Council's capital works program.	Greater than or equal to 85% 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			
				This is an Annual Measure. Expected to achieve core target.			
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%	80.6%			
				Result: 80.6%. The stretch target has been met.			
9	Community engagement / communications	Project specific communication to the public should be timely and accurate	100%	96.5%			
				Result = 96.5% accuracy. There were 28 pieces project specific communications during this period and 1 of these contained information that could be considered misleading.			
10	Carbon Neutrality – carbon emissions footprint, measured against Council's endorsed Carbon Neutral Plan (applicable 2021/22 onwards)	Actual annual emissions less than the plan's annual target emissions	Actual annual emissions 5% less than the plan's annual target emissions	NA			
				This KPI is applicable 2021/22 onwards and will not be reported during the 2020/21 financial year.			

FULLTIME EQUIVALENT (FTE) EMPLOYEE AGENCY

The number of FTE employees (staff and agency) employed across the organisation as at 30 September 2020.



There are currently 12 temporary vacant positions comprised of:

- Recruitment in progress (required position) 7.0
- Currently under review 0.0
- Vacant required position 5.0

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

	2020/21 \$000's	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	37,973*	36,487	34,861	33,274	32,221	31,783	31,757	31,532	30,239
	4.07%	4.66%	4.77%	3.27%	1.40%	0.10%	0.70%	4.30%	
Total Number of Employees (FTE at 30 September 2020) % Movement on Prior Year	367	358	365	360	344	342	348	351	359
	2.5%	-1.9%	1.38%	4.80%	0.60%	-1.70%	-0.90%	-2.20%	

5-Year average FTE to June 2020 353.8

*Adopted Budget used for first qtr comparative

WORKSHOP / PRESENTATION ITEMS**OTHER BUSINESS****Review and Selection Committee Timetable 2021**

Informal discussion regarding the Review and Selection Committee Timetable for 2021.

MEETING CLOSURE