

His Worship the Mayor
Councillors
City of Marion

Notice of Review and Selection Committee

Virtual Meeting Room - Zoom

Tuesday, 1 February 2022 at 6.00 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 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 via 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.



Tony Harrison
Chief Executive Officer

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1 Open Meeting

2 Kaurna Acknowledgement

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

3 Elected Member Declaration of Interest (if any)

4 Confirmation of Minutes

4.1 Confirmation of Minutes of the Special Review and Selection Committee Meeting held on 7 December 2021

Report Reference	RSC220201R4.1
Originating Officer	Manager People and Culture – Jessica Lynch
Corporate Manager	N/A
General Manager	Chief Executive Officer – Tony Harrison

RECOMMENDATION

That the minutes of the Review and Selection Committee Meeting held on 7 December 2021 be taken as read and confirmed.

ATTACHMENTS

1. SRSC211207 - Final Minutes [4.1.1 - 6 pages]



**Minutes of the Special Review and Selection Committee
held on Tuesday, 7 December 2021 at 6.00 pm
Committee Room 1, Council Administration Centre
245 Sturt Road, Sturt**

**PRESENT**

His Worship the Mayor Kris Hanna
Councillor Maggie Duncan
Councillor Matthew Shilling

In Attendance

Chief Executive Officer - Tony Harrison
Manager Office of the CEO - Kate McKenzie
Chief Financial Officer – Ray Barnwell
Manager People and Culture - Jessica Lynch
Acting Unit Manager People and Culture – Andrea van de Water

1 Open Meeting

The Mayor opened the meeting at 6:02pm.

2 Kurna Acknowledgement

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

3 Elected Member Declaration of Interest (if any)

The Chair asked if any member wished to disclose an interest in relation to any item being considered at the meeting. Nil interests were disclosed.

4 Confirmation of Minutes**4.1 Confirmation of Minutes of the Special Review and Selection Committee Meeting held on 21 September 2021**

Report Reference SRSC211207R4.1

Moved Councillor Duncan

Seconded Councillor Shilling

That the minutes of the Special Review and Selection Committee Meeting held on 21 September 2021 be taken as read and confirmed.

Carried Unanimously



5 Reports for Discussion

5.1 Corporate and CEO KPI Report - Quarter One 2021-22

Report Reference SRSC211207R5.1

The Committee discussed:

- Interpretation of the outcomes of KPIs 7 (Staff Engagement) and 10 (Asset Utilisation of Sports and Community Venues).
- Utilisation levels and strategic marketing of City of Marion Sports and Community Venues.
- Impact of employee turnover on Teamgage participation and results.
- Employee Fulltime Equivalent (FTE) numbers and variances.

ACTION - Administration to refer marketing of City of Marion Sports and Community Venues to the Customer Experience and Engagement for review and further consideration.

Moved Councillor Shilling

Seconded Councillor Duncan

That the Review and Selection Committee:

1. Notes this report and information contained within the attachments for Quarter One.

Carried Unanimously

5.2 Review and Selection Committee - Meeting Dates 2022

Report Reference SRSC211207R5.2

Moved Councillor Duncan

Seconded Councillor Shilling

That the Review and Selection Committee:

1. Notes the proposed meeting dates for 2022:
 - Tuesday 1 February 2022 (6.00pm – 9.00pm)
 - Tuesday 3 May 2022 (6.00pm – 9.00pm)
 - Tuesday 2 August 2022 (6.00pm – 9.00pm)
 - Tuesday 1 November 2022 (6.00pm – 9.00pm)

Carried Unanimously



6 Reports for Noting

6.1 Volunteer Program Report

Report Reference SRSC211207R6.1

The Committee discussed:

- Consistency of applications for volunteering within the organisation.
- Opportunities to recruit and leverage non-traditional volunteering skill sets.
- Potential for greater update of youth volunteering opportunities.
- Strategies for volunteer recognition and belonging.
- Volunteer training requirements.

ACTION - Administration to investigate viability of name badges for volunteers in public facing areas.

Moved Councillor Duncan

Seconded Councillor Shilling

That Council:

1. Notes the report and makes any recommendations regarding the Volunteer Program.

Carried Unanimously

6.2 Teamgage Overview

Report Reference SRSC211207R6.2

The Committee discussed:

- Composition of employee response rate by Division.
- Calculation of combined engagement results.
- Expectations of leaders in encouraging employee participation and discussion of results.

Moved Councillor Shilling

Seconded Councillor Duncan

That the Review and Selection Committee:

1. Note the overview of the Teamgage staff engagement tool at City of Marion.

Carried Unanimously

6:36pm – Andrea van de Water, Ray Barnwell and Kate McKenzie left the meeting.



7 Confidential Items

7.1 Cover Report - Staff Movements and Exit Survey Data

Report Reference SRSC211207F7.1

Moved Councillor Duncan

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: Chief Executive Officer and Manager People and Culture, be excluded from the meeting as the Council receives and considers information relating to Staff Movements and Exit Survey Data, 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 past and present employees of the City of Marion.

Carried Unanimously

6:37pm the meeting went into confidence.

Moved Councillor Duncan

Seconded Councillor Shilling

In accordance with Section 91(7) and (9) of the *Local Government Act 1999*, the Council orders that this report, Staff Movements and Exit Survey Data, any appendices and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(a) of the Act be kept confidential and not available or 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 2022.

Carried Unanimously

7.2 Cover Report - CEO Remuneration Review

Report Reference SRSC211207F7.2

Moved Councillor Duncan

Seconded Councillor Shilling

That pursuant to Section 90(2) and (3)(d) of the *Local Government Act 1999*, the Committee orders that all persons present, with the exception of the following persons: Chief Executive Officer, Manager People and Culture, be excluded from the meeting as the Committee receives and considers information relating to the CEO Remuneration 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 commercial figures of an independent third party.

Carried Unanimously

SRSC211207 - Special Review and Selection Committee - 7 December 2021

**Moved Councillor Shilling****Seconded Councillor Duncan**

In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Committee orders that this report, CEO Remuneration Review, any appendices and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(d) 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 2022.

Carried Unanimously

6:53pm the meeting came out of confidence.

8 Workshop / Presentation Items - Nil**9 Other Business - Nil****10 Meeting Closure**

The meeting was declared closed at 6:53pm.

CONFIRMED THIS 1ST DAY OF FEBRUARY 2022.

CHAIRPERSON

5 Reports for Discussion

5.1 Council Assessment Panel Member Review

Report Reference	RSC220201R5.1
Originating Officer	Team Leader - Planning – Alex Wright
Corporate Manager	Manager Development and Regulatory Services - Warwick Deller-Coombs
General Manager	General Manager City Development - Ilia Houridis

REPORT OBJECTIVE

The purpose of this report is to seek feedback from the Review & Selection Committee (RSC) on the proposed recruitment process for the Council Assessment Panel (CAP), given three positions expire in June 2022.

EXECUTIVE SUMMARY

Pursuant to Clause 5.4.1 of the Review and Selection Committee's Terms of Reference, the Committee and the Chief Executive Officer act as the selection panel for all independent expert Members to the CAP.

This report outlines the proposed recruitment process to the RSC pursuant to Clause 5.4.1 of the Terms of Reference and to advise the RSC that this recruitment process is to commence shortly, as the terms of the *Presiding Member*, *Independent Member*, and *deputy Independent Member* expire on 30 June 2022.

In appointing new members, the RSC should consider the following in assessing candidates which is outlined in greater detail in the report:

- Accreditation of panel members;
- Willingness to achieve accreditation requirements without utilising Council resources;
- Ability to preside over applications under the new PDI Act and Planning and Design Code;
- Their role as an independent relevant authority under the new Act; and
- Roles and responsibilities of the CAP under the new Code.

Options for consideration include:

- reappoint for a one or two year term
- recruit for a one or two year term.

The RSC may also wish to consider recommending to Council to review the remuneration of the CAP given this has not increased since at least 2015. Independent Panel members are now required to hold and maintain Planning accreditation, whilst the general types of PDI applications considered by the Panel are considered to be more complex.

RECOMMENDATION

That the Review and Selection Committee:

Delete any recommendations not required

Delete position not to be reappointed

1. Endorses the reappointment of the Independent Council Assessment Member and Deputy Independent Council Assessment Member for a 12-month term to expire on the 1 July 2021 OR a further 24-month term to expire on 1 July 2024.
 - Independent Member – Michael Davis
 - Deputy Independent Member – Benjamin Russ
2. Requests Administration commence the recruitment process for the position of Presiding Member for a (12 OR 24 month) term to expire on (1 July 2023 OR 1 July 2024).

OR

Delete position not to be readvertised

1. Requests that Administration commence the recruitment process for the following independent positions for a (12 OR 24 month) term to expire on (1 July 2023 OR 1 July 2024).
 - Presiding Member
 - Independent Member
 - Deputy Independent Member
2. Notes that following the closure of the advertising period seeking expressions of interest, the Elected Members of the Review and Selection Committee together with the Chief Executive Officer or delegate, shortlist candidates, and then interview candidates and make recommendations to Council on preferred candidates, for both the Presiding Member and general positions.
3. Please note the Council member will be addressed via a separate report.

AND

4. Recommends to Council that the remuneration provided to Independent Members be increased by;

Delete non-applicable option

Option 1: \$50 per meeting – Presiding Member \$550, Independent Member \$450.
Option 2: \$100 per meeting – Presiding Member \$600, Independent Member \$500.
Option 3: \$150 per meeting – Presiding Member \$650, Independent Member \$550.
Option 4: \$200 per meeting – Presiding Member \$700, Independent Member \$600.

5. Recommends to Council that the remuneration provided to Elected Member be increased by;

Delete non-applicable option

Option 1: \$50 per meeting – Elected Member \$250
Option 2: \$100 per meeting – Elected Member \$300
Option 3: \$150 per meeting – Elected Member \$350
Option 4: \$200 per meeting – Elected Member \$400

BACKGROUND

Clause 5.4.1 of the Terms of Reference for the Review and Selection Committee (RSC) provides that this Committee and the Chief Executive Officer will act as the selection panel for all expert Members to the Council Assessment Panel (CAP).

Clause 5.4.3 outlines the process to be followed by the Committee, which is as follows:

- *Identification of potential candidates via general advertisement*
- *Shortlist candidates for interviews/discussion*
- *Interviews with candidates to determine suitability for selection*
- *Determine a preferred candidate and confirm their preparedness to be nominated for appointment*
- *Make recommendation to Council on preferred candidates.*

Following the recommendation from the RSC, Council are the official appointing body of the CAP Members.

At previous meetings, Council resolved to appoint the following Independent Members to the Council Assessment Panel for the following length of time:

- Mr Terry Mosel (Presiding Member) until 30 June 2022
- Mr Michael Davis until 30 June 2022;
- Ms Yvonne Svenson until 30 June 2023;
- Mr Bryn Adams until 30 June 2023; and
- Mr Benjamin Russ (Deputy Member) until 30 June 2022.

The current term for the Presiding Member, Mr Terry Mosel, Independent Member, Mr Michael Davis and the Deputy Member, Mr Benjamin Russ, are due to expire on 30 June 2022.

Accordingly, Council must either commence the recruitment process outlined in Clause 5.4.3 by placing an advertisement in the Adelaide Advertiser and relevant online website seeking expressions of interest for Independent Members for the CAP, and/or reappoint some or all of the expiring Members to the Panel.

The current Presiding Member, Mr Mosel, has advised administration he intends to retire and does not wish to be considered for the role once his term expires. As such, the Presiding Member role will need to be advertised and filled either by an external candidate or from an existing Independent Member.

If the recruitment process outlined in Clause 5.4.3 is pursued, the RSC may need to meet outside of its schedule of meetings to progress the recruitment process in a timely manner, as the process includes interviews with candidates.

DISCUSSION

The Review and Selection Committee (RSC) is required to make a recommendation to Council regarding the appointment of Independent Members to the CAP. The CAP shall comprise a maximum of 5 (five) Members, only 1 (one) of which can be (but need not be) an Elected Member of Council.

Councillor Raelene Telfer is the current Elected Member appointed to the CAP, with Councillor Kendra Clancy as the Deputy Elected Member. These appointments expire on 30 June 2022. These appointments were made by Council, therefore the Review and Selection Committee need only consider the appointment of the Presiding Member, single Independent Member position as well as the deputy Member position.

The role of the Presiding Member is critical and requires a high degree of planning knowledge, in addition to an understanding of the Panel operating procedures and terms of reference and the ability to ensure CAP meetings are conducted in an appropriate manner. It is highly recommended the Presiding Member has current and/or recent experience on a Panel and in the planning industry.

The role of the Deputy Member is to act in place of Panel Members in the event they are unable to attend a meeting (i.e. illness, holiday etc.). Council can choose to appoint up to five (5) Deputy Members.

The term of office for each CAP Member is determined by Council but in any event shall not exceed 2 years, in accordance with the Council Assessment Panel Terms of Reference (adopted 22 August 2017). It should be noted that the option exists for Council to appoint Members to a lesser term. An Independent Member is entitled to be re-appointed as a CAP Member for multiple successive terms by Council resolution. A Council Representative is entitled to be re-appointed as a CAP Member for a second successive term by a resolution of the Council.

Additional Roles and Responsibilities of the CAP

Where an Assessment Manager has acted as the relevant authority (i.e. made a decision), the applicant may apply to the assessment panel to review a decision. For example, should the Assessment Manager issue a refusal, the applicant can apply to the Panel to review the decision in lieu of appealing to the ERD Court.

In this respect, the Panel is tasked with reviewing the original decision and will ultimately be required to either affirm, vary or set aside the original (and substitute its own) decision.

Given the Panel is empowered to review and potentially overturn a decision of the Assessment Manager, it is critical Members who are appointed have a considerable and knowledgeable understanding of not only the Planning & Design Code, but are comfortable in undertaking a potential review process.

As of this report, the Panel has not been required to review a decision.

Changes experienced by the CAP as a result of the PDI Act

The number of applications considered by the Panel will decrease over time, however it is anticipated the majority of applications still considered by the Panel will be more complex in nature (i.e. non-residential, commercial, large-scale proposals etc) and generally be 'all code assessed'. This means the panel will require detailed knowledge of the Planning and Design Code as they will be responsible for identifying the applicable assessment criteria.

Financial Implications

Meetings are scheduled to occur in the first week of every month (except the first week of January), with a second meeting to occur on the third week of the month, on an as need basis.

Remuneration for Independent Members is included in the budget each year. Currently, the Presiding Member receives a fee of \$500 per meeting, whilst the Independent Member receives a fee of \$400 per meeting. The Council appointed Elected Member receives a fee of \$200 per meeting.

Given the requirement to hold accreditation and maintain annual professional development, staff have undertaken a review the remuneration of the Independent Members and benchmarked with other Council's.

A CAP member fee comparison prepared by the LGA (Attachment 1) indicates Marion provides some of the lowest remuneration in the metropolitan region. Additionally, a review of Council's records indicates the current remuneration amount was endorsed by Council at the General Council

meeting of 22 August 2017 (GC220817). It is noted the remuneration amount was not increased at this meeting, with the Council simply noting a review had last occurred in 2015.

To ensure the Council maintains and/or attracts the best possible candidates it is recommended that the level of remuneration for the Independent Members be increased. Additionally, given the types and complexity of applications likely to be considered by the Panel, it is recommended that the level of remuneration for the Elected Member also be increased.

Given many CAP Members in South Australia sit on multiple CAPs, it is not recommended however that Council pay accreditation fees or directly contribute to professional development (aside from bi-annual training provided).

Conclusion

In summary, Members are required to demonstrate a high knowledge of the operation and requirements of the PDI Act and the Planning and Design Code, in addition to the Development Act 1993 and the City of Marion Development Plan.

Recommended approach

A staggered approach to appointments has been sought to prevent instances where all Members may be replaced at the same time. This is to provide continuity and maintain 'Marion knowledge' during any transition.

Note, if Members are appointed for 12-months then all four Independent Member positions will expire 30 June 2023. It is recommended a term of 24-months be offered.

Option 1:

Seek expressions of interest from (appropriately qualified/experienced) Members of the public for the Presiding Member position.

Re-appoint the independent and deputy Member to the CAP (provided Members are willing to be re-appointed and maintain accreditation) for a term of 24-months, expiring 30 June 2023. If this option is selected, the existing Members that wish to be reappointed will need to demonstrate they hold the applicable qualifications or are in the process of receiving qualification.

Option 2:

Seek expressions of interest from (appropriately qualified/experienced) Members of the public for the Presiding Member position and independent positions for either a 12-month or 2-year term to be determined by Council.

Option 3:

A combination of the two options above, whereby one current position is appointed to the CAP and expressions of interest sought are from appropriately qualified/ experienced Members of the public to serve on the CAP, for a term to be determined by Council.

It is noted that if an existing independent Member of the CAP applies, and is successful in securing the Presiding Member role, their position will need to be filled.

It is recommended the current Deputy Independent Member be reappointed.

If the Committee wishes to discuss any personal information relating to any of the existing CAP Members, it is recommended that the Committee resolve to move into confidence with the following resolution:

‘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: Tony Harrison, Ilia Houridis, Kate McKenzie, Warwick Deller-Coombs and Alex Wright any other person remaining in room, be excluded from the meeting as the Committee receives and considers information relating to the selection of candidates for the Council Assessment Panel, 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 Council Assessment Panel Members.’

Proposed Timeline (for options that require public advertising of CAP positions)

Determine process and timeline	Early February
Advertisement for CAP Members Opens	Mid-February
Advertisement for CAP Members Close	Late-February
Compile a list of applicants and report to a Special Review and Selection Committee Meeting with applications	Late February
RSC to shortlist applicants	Early March
Interview with applicants	Mid-March
Special RSC Meeting	Late-March
Finalise report to RSC for recommendation to Council	Early April
Council resolution to appoint recommended Members	May

Noting that if the RSC reappointed the current Members and current deputy Member, the matter would be brought to the next available Council meeting for resolution.

ATTACHMENTS

1. LGA CAP member fee comparison 22 Sep 2021 [5.1.1 - 1 page]



Council Assessment Panel Member Fee comparison as at September 2021

Council	Presiding Member	Independent Members	Elected Member	Notes
Adelaide City	\$650	\$550	\$550	-
Adelaide Hills	\$500	\$380	\$190	Training \$75/hour
Adelaide Plains	\$450	\$400	\$0	-
Barossa	\$500	\$300	\$300	Training costs paid but not time
Burnside	\$625	\$425	\$250	Workshops \$200
Charles Sturt	\$500	\$350	\$350	Training provided but not paid
Fleurieu (Alexandrina & Yankalilla)	\$550	\$400	\$400	Travel reimbursed at 72c/km and training provided
Gawler	\$425	\$325	\$0	-
Holdfast	\$568	\$437	\$437	No training fees
Light	\$550	\$400	\$400	Annual training provided (no fee)
<i>Marion</i>	<i>\$500</i>	<i>\$400</i>	<i>\$200</i>	<i>Bi-annual training provided (no fee)</i>
Mitcham	\$540	\$420	\$325	Training provided but not funded
Mount Barker	\$498	\$419	\$419	Training time paid
NPSP	\$550	\$450	\$450	
Onkaparinga	\$650	\$450	\$400	\$75/hour training attendance (if separate to meeting)
Playford	\$563	\$450	\$0	-
Port Adelaide Enfield	\$690	\$580	\$580	-
Prospect	\$550	\$475	\$0	-
Salisbury	\$500	\$400	\$320	\$300 each per annum for CPD
Tea Tree Gully	\$550	\$450	\$250	-
Unley	\$530	\$430	\$400	-
AVERAGES (not incl. CWT)	\$545	\$423	\$296	-
West Torrens	\$991*	\$540.50*	\$540.50*	*Based on annual allowances of \$11,892 (PM) & \$6486 (IMs & EM) and 12 meetings/year. Deputy IM \$540.50/meeting. No additional training fee.

5.2 Review and Selection Committee Work Program for 2022

Report Reference	RSC220201R5.2
Originating Officer	Unit Manager Governance and Council Support – Victoria Moritz
Corporate Manager	Manager Office of the Chief Executive - Kate McKenzie
General Manager	Chief Executive Officer - Tony Harrison

REPORT OBJECTIVE

The purpose of this report is to set an annual work program for 2022 for the Review and Selection Committee to ensure the committee addresses the scope of activities identified in the Committee's Terms of Reference.

EXECUTIVE SUMMARY

The Committee is established pursuant to Section 41 of the Local Government Act 1999 as a Chief Executive Officer Performance Review and Selection Committee.

This Committee is established to review, monitor and advise on relevant strategies regarding organisation performance and culture. At the meeting on 7 December 2021, the committee endorsed the meeting dates in Attachment 1. These are based in accordance with the Committees Terms of Reference which state:

4.3 Committee Meetings will take place at the City of Marion Administration Centre as required to undertake the responsibilities identified in the Terms of Reference.

4.4 The Committee will meet on an ad-hoc basis at least every six months. Meetings will be convened at the request of the presiding member or the elected members on the Committee.

This report provides the opportunity to review the proposed works program and ensures that the workload of the Committee is planned, managed and resourced. It allows the Committee to relay the dates and times of the meetings to the community and provides for upcoming business to be dealt with in a timely manner. The items included in the proposed schedule are indicative only and items may be added, changed or moved during the year.

RECOMMENDATION

That the Review and Selection Committee:

- Notes the proposed work program for 2022 identified at Attachment 1 to the report, with the following amendments:**
 - XX

ATTACHMENTS

- Review and Selection Schedule of Works 2022 [5.2.1 - 1 page]

Review and Selection Schedule of Works 2022

TUESDAY, 1 February 2022

Report Title / Topic	Responsible Officer
Confirmation of RSC Minutes	Jess Lynch
Corporate and CEO KPI Report – Q2 Results	Tori Moritz
Council Assessment Panel Member Review	Alex Wright

TUESDAY, 3 May 2022

Report Title / Topic	Responsible Officer
Confirmation of RSC Minutes	Jess Lynch
Corporate and CEO KPI Report – Q3 Results	Tori Moritz

TUESDAY, 3 May 2022

Report Title / Topic	Responsible Officer
Confirmation of RSC Minutes	Jess Lynch
CEO and Organisational KPIs for 2022-23 year established and make recommendation to Council Consideration if there are any CEO KPI's required in addition to the organisational KPI's. If not, no recommendation to Council required (present to GC 24 May)	Jess Lynch / Kate McKenzie
CEO Performance and Remuneration Review - Appointment of external consultant to conduct the CEO 360-degree feedback process	Jess Lynch
Corporate and CEO KPI Report – Q3 Results	Tori Moritz
Recruitment of CAP Members	Alex Wright / Warwick Deller-Coombs

TUESDAY, 2 August 2022

Report Title / Topic	Responsible Officer
Confirmation of RSC Minutes	Jess Lynch
Corporate and CEO KPI Report – Q4 Results	Tori Moritz
FRAC Independent Member	Tori Moritz
RAP Working Group – Committee Members	Melissa Batt
CEO Performance and Remuneration Review – Results, Feedback, Remuneration and contract Recommendation (present to GC 23 Aug)	Jess Lynch
CEO Performance and Remuneration Review – CEO Overview of the year in review	Tony Harrison

TUESDAY, 1 November 2022

Report Title / Topic	Responsible Officer
Confirmation of RSC Minutes	Jess Lynch
Corporate and CEO KPI Report – Q1 Results and Audited 21/22 Results	Tori Moritz
Review and Selection Committee Dates 2023	Tori Moritz
Volunteer Program Report	Tim Sayer

6 Reports for Noting

6.1 Corporate and CEO KPI Report - Quarter Two 2021-22

Report Reference	RSC220201R6.1
Originating Officer	Unit Manager Governance and Council Support – Victoria Moritz
Corporate Manager	Manager Office of the CEO - Kate McKenzie
General Manager	Chief Executive Officer - Tony Harrison

REPORT OBJECTIVE

To advise the Committee of the results of the CEO and Corporate KPI's for quarter two 2021-22.

EXECUTIVE SUMMARY

Monitoring performance of the Corporate and CEO KPI's is critical for ensuring that the Council is contributing to the achievement of its objectives in both the Strategic Plan and the 4-Year Business Plan 2019-2023.

Details of the quarter two results are provided in Appendices 1-4. For the quarter two Results, Council achieved the Core Target with the exception of the following two KPI's:

- **Delivery of agreed projects identified in the Annual Business Plan and third year targets in the 4-year plan** - The quarter two result was 92%. 24 projects are on track (including 1 deferred project) and 2 projects are off-track. The details of the off-track projects is provided in attachment 1a.
- **Asset Utilisation of Sports and Community Venues** - this is an additional KPI that is being reported on for the 2021-22 Financial Year. The quarter two result was 52% for venue utilisation across community and sporting clubs.

RECOMMENDATION

That the Review and Selection Committee:

1. **Notes this report and information contained within the attachments for Quarter Two.**

ATTACHMENTS

1. Attachment 1 KPI Overview [6.1.1 - 2 pages]
2. Attachment 1a Supporting Information for KPI2 [NCZ6] [6.1.2 - 1 page]
3. Attachment 2 KPI Summary [V06K] [6.1.3 - 1 page]
4. Attachment 3 FTE Employees Staff and Agency [189J] [6.1.4 - 1 page]
5. Attachment 4 Labour and FTE Movement Summary [I47X] [6.1.5 - 1 page]



CHIEF EXECUTIVE OFFICER and CORPORATE KEY PERFORMANCE INDICATORS 2021/22

QUARTER TWO: OCT '21 – DEC '21 - ATTACHMENT 1

1

Financial Sustainability

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

Stretch target: Council maintains a break-even or positive position in delivering its Annual Budget.

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

Q2 Result: The result of the first budget review forecast a deficit of (\$0.488m). The core target is forecast to be met with a surplus of \$5.278m over the ten years of the LTFP.

Forecast =
(\$0.488m)

Third review

Second review

First review

Adopted budget
(\$0.681)

4

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: This is an annual measure and a figure will be provided at the end of the 2021-22 financial year.

2

Delivery of agreed projects identified in ABP and third year targets in 4-year Plan (26 projects)

Core target: Greater than or equal to 95%

Measure: Monthly data as at 31 December 2021

Result: 92% - 24 projects are on track (including 1 deferred project) and 2 projects are off-track.

70%.....80%.....90%.....100%

On Track 24 (92%)

Core >or= 95%

5

Asset Renewal Funding Ratio

Core target: Asset Renewal Funding Ratio between 90 and 110%

Stretch target: Asset Renewal Funding Ratio equal to 100% over the ten year long term financial plan

Q2 Result: This is an Annual measure and is budgeted to achieve 100% which is within the core target.

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

80%.....90%.....100%.....110%

Core (lower) > or = 90%

Budget 2021/22 (100%)

Core (upper) > or = 110%

3

Total Employees 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.

Q2 result: the 2021/22 budget is \$39.912m which is a 2.22% increase over the 2021 audited result of \$38.239m after adjusting for council endorsed changes and additional grant funded positions.

Q2 (21/22 budget) = 2.22%

Core >or= 3%

1%.....2%.....3%.....4%

6

Delivery of Council's Capital Works

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)

Q2 This is an Annual measure

Core > or = 80%

Stretch > or = 90%

80%.....85%.....90%.....95%



CHIEF EXECUTIVE OFFICER KEY PERFORMANCE INDICATORS 2021/22

QUARTER TWO: OCT '21 – DEC '21 - ATTACHMENT 1

7

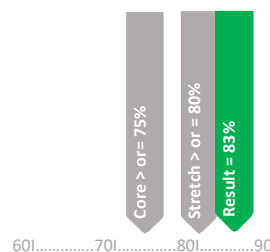
Staff Engagement

Core target: Achievement of an overall employee pulse survey result of 75%, based on 9 metrics with at least 50% employee participation per SLT department

Stretch target: Achievement of an overall employee survey result of 80% with at least 50% participation per SLT department

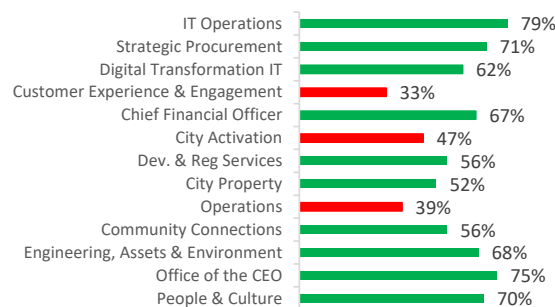
Measure: Staff Teamgage survey results.

Result: achieved 83% combined engagement results



SLT Breakdown by department

***Note:** The Teamgage employee engagement tool is now being utilised, based on 9 metrics (including Communication, Leader Support, Collaboration, Resources, Integrity, Respect, Innovation, Safety and Wellbeing).



9

Carbon Neutrality

Core target: Actual annual emissions less than the plan's annual target emissions

Stretch target: Actual annual emissions 5% less than the plan's annual target emissions.

Measure: Carbon emissions footprint, measured against Council's endorsed Carbon Neutral Plan

Result: This is an annual measure and the result will be provided at the end of the 21/22 Financial Year.

10

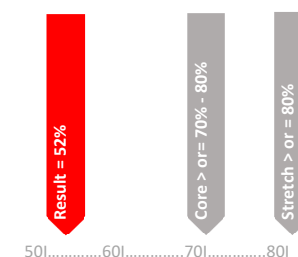
Asset Utilisation of Sports and Community Venues

Core target: 70-80% utilisation across venues (through the booking system)

Stretch target: Greater than 80% across venues (through the booking system)

Measure: Monthly data as at 31 December 2021 based on core hours of business

Result: 52% for venue utilisation across community and sporting clubs.



8

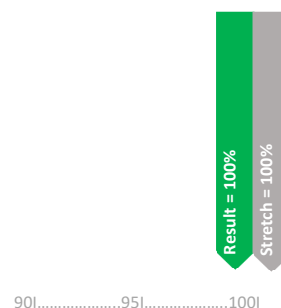
Community Engagement / Communications

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 based on projects identified in KPI2.

Result: 100% - There were 14 pieces of project specific communications distributed during the Q2 period.



ATTACHMENT 1a – Supporting Information

As at 31 December 2021 - 92% (24 projects) are on-track, including 1 that has been deferred and 1 project that was completed in the quarter two period. 8% (2 projects) are off-track.

The on-track includes projects that were started or completed in the third-year targets of the 2021/22 financial year and also includes those projects that are deferred and not started.

Table 1: Year 3 Projects by exception (all other projects are considered on-track or completed)

Project Name	Start Date	Completion Due Date	Q2	Q2 Supporting Comments
Oaklands Wetlands Education Centre Ongoing Feasibility				This project was completed in the Q2 period.
Marino Hall Redevelopment	04/11/19	30/06/21		Final design arrangement has been approved. Council are still working to attract the 50% partnership funding. This project is subject to potential elections funding/CoM identifying funding if not. Once funding has been identified, it will take 18 months to deliver the project.
Recreational Facilities at 262 Sturt Road	01/07/20	30/06/22		A report on the 262 Sturt Rd Precinct is due for presentation at the 8 February 2022 GC Meeting. This is pending elections funding/CoM identifying funds.

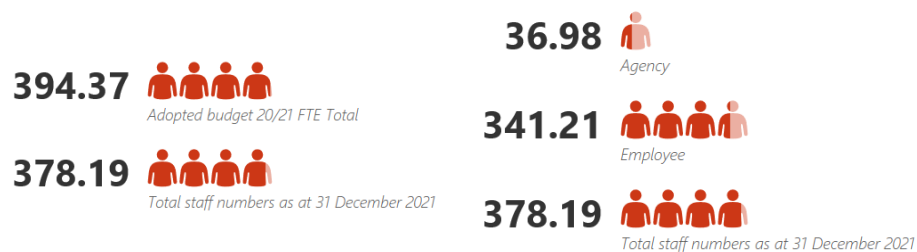
Corporate and CEO KPI Report Quarter TWO 2021/22 – ATTACHMENT 2

KPI	Details	Core 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	(\$0.488m) (forecast)	(\$0.488m) (forecast)		
				The result of the first budget review forecast a deficit of (\$0.488). The core target is forecast to be met with a surplus of \$5.278m over the ten years of the LTFP. The Core Target is forecast to be met.			
2	Delivery of agreed projects identified in the <i>Annual Business Plan</i> and the third year targets in the four-year plan.	Greater than or equal to 95%	No Stretch Target	100%	92%		
				92% - 24 projects are on track (including 1 deferred project) and 8% - 2 projects are off-track. The Core Target has not been met.			
3	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	2.22% (21/22 budget)	2.22% (21/22 budget)		
				Q2 Result: The 2021/22 budget is \$39.912m which is a 2.22% increase over the 2021 audited result after adjusting for council resolutions and additional grant funded positions.			
4	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	NA	NA		
				This is an annual measure and a figure will be provided at the end of the 2021-22 financial year.			
5	Asset Renewal Funding Ratio	Asset Renewal Funding Ratio between 90 and 110%	Asset Renewal Funding Ratio greater than or equal to 100%	NA	100% (budgeted)		
				This is an annual measure and is budgeted to achieve 100% which is within the core target.			
6	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)	NA	NA		
				This is an annual measure.			
7	Staff Engagement	Achievement of an overall employee pulse survey result of 75% based on 9 metrics with at least 50% employee participation per SLT department.	Achievement of an overall employee pulse survey result of 80% with at least 50% participation per SLT department.	59%	83%		
				Staff Teamgage survey results returned a 83% response rate. The Core target has been met, however three SLT Divisions did not achieve a 50% participation rate.			
8	Community engagement / communications	Project specific communications to the public should be timely and accurate	100%	100%	100%		
				The result for Q2 was 100%. There were 14 pieces of project specific communications distributed to the Community. None of these were recorded as inaccurate or untimely.			
9	Carbon Neutrality – carbon emissions footprint, measured against Council's endorsed Carbon Neural 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	NA		
				This is an annual measure and the result will be provided at the end of the 21/22 Financial Year.			
10	Asset utilisation of Sports and Community venues	70-80% utilisation across venues (through the booking system)	Greater than 80% across venues (through the booking system)	51%	52%		
				The result of Q2 was 52% for venue utilisaiton across community and sporting clubs. The Measure is based on core hours of business. The Core Target has not been met.			

ATTACHMENT 3

FULLTIME EQUIVALENT (FTE) EMPLOYEE AGENCY

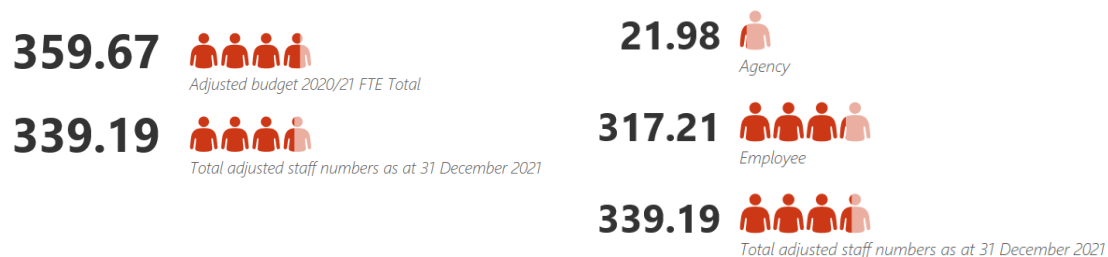
The number of FTE employees (staff and agency) employed across the organisation as at 31 December 2021.



There are currently 25 temporary vacant positions comprised of:

- | | |
|---|----|
| • Recruitment in progress (required position) | 23 |
| • Currently under review | 0 |
| • Vacant required position | 2 |

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



ATTACHMENT 4

LABOUR AND FTE MOVEMENT SUMMARY

	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14
	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's
Total Employee Costs (including Agency)	39,912	38,238	36,487	34,861	33,274	32,221	31,783	31,757	31,532
% Movement on Prior Year	4.37%	4.79%	4.66%	4.77%	3.27%	1.40%	0.10%	0.70%	4.30%
Total Number of Employees (FTE as at 30 June)	378*	370	358	365	360	344	342	348	351
% Movement on Prior Year	2.16%	3.35%	-1.9%	1.38%	4.80%	0.60%	-1.70%	-0.90%	-2.20%

5-Year average FTE to June 2021 359.4

*YTD as at 31 December 2021 including seasonal increase for Marion Outdoor Pool

7 Workshop / Presentation Items**8 Other Business****9 Confidential Items****9.1 Cover Report - COVID Mandatory Vaccination Policy Update**

Report Reference	RSC220201F9.1
Originating Officer	Manager People and Culture – Jessica Lynch
Corporate Manager	- N/A
General Manager	Chief Executive Officer - Tony Harrison

REASON FOR CONFIDENTIALITY***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)

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: Chief Executive Officer, Manager People and Culture, be excluded from the meeting as the Committee receives and considers information relating to COVID Mandatory Vaccination Policy Update, 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 personal affairs of City of Marion employees.

10 Meeting Closure

The meeting shall conclude on or before 9.00pm unless there is a specific motion adopted at the meeting to continue beyond that time.