

His Worship the Mayor
Councillors
City of Marion

Notice of Review and Selection Committee

Chamber - Admin, Council Administration Centre
245 Sturt Road, Sturt

Tuesday, 5 August 2025 at 5.30 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 and interested members of this community are welcome to attend. Access to the Committee Rooms is via the main entrance to the Administration Centre on Sturt Road, Sturt.



Tony Harrison
Chief Executive Officer

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1 Open Meeting

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)

4 Confirmation of Minutes

4.1 Confirmation of Minutes of the Review and Selection Committee Meeting held on 6 May 2025

Report Reference	RSC250805R4.1
Originating Officer	Manager People and Culture – Kate McKenzie
Corporate Manager	N/A
General Manager	Chief Executive Officer – Tony Harrison

RECOMMENDATION

That the minutes of the Review and Selection Committee Meeting held on 6 May 2025 be taken as read and confirmed.

ATTACHMENTS

1. RS C 250506 - Public Minutes [4.1.1 - 4 pages]



**Minutes of the Review and Selection Committee
held on Tuesday, 6 May 2025 at 5.30 pm
Chamber - Admin, Council Administration Centre
245 Sturt Road, Sturt**

**PRESENT**

His Worship the Mayor Kris Hanna
Councillor Jana Mates

In Attendance

Acting Chief Executive Officer - Tony Lines
Acting General Manager Corporate Services – Kate McKenzie
Chief Financial Officer - Ray Barnwell
Manager Office of the CEO - Sarah Vinall
Acting Manager People and Culture - Greg Cansdale

1 Open Meeting

The Mayor opened the meeting at 5.30 pm.

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:

No interests were disclosed

4 Confirmation of Minutes**4.1 Confirmation of Minutes of the Review and Selection Committee Meeting held on 4 February 2025**

Report Reference	RSC250506R4.1
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Moved Councillor Mates

Seconded Mayor Hanna

That the minutes of the Review and Selection Committee Meeting held on 4 February 2025 be taken as read and confirmed.

Carried Unanimously



5 Confidential Items

5.1 Cover Report - CEO Performance Review and Timeline

Report Reference RSC250506F5.1

Moved Councillor Mates

Seconded Mayor Hanna

That the Review and Selection Committee recommends to Council:

1. The endorsement of the process and timeline in attachment 1 for the CEO performance review.
2. The appointment of Allison Ashby as the independent person to provide advice to Council on the assessment of the CEO performance.

Carried Unanimously

6 Reports for Discussion - Nil

7 Reports for Noting

7.1 Council and CEO KPI Report Quarter Three 2024-25

Report Reference RSC250506R7.1

Moved Councillor Mates

Seconded Mayor Hanna

The Committee discussed the report noting that the customer service KPI for ease of lodging requests has dropped in performance. This is being reviewed and monitored to see if there is any root cause behind the drop in performance.

That the Review and Selection Committee:

1. Notes the FY24/25-FQ3 results contained within the attachments.

Carried Unanimously

7.2 Staff Movement and Exits Summary Report - Q3

Report Reference RSC250506R7.2

Moved Councillor Mates

Seconded Mayor Hanna

That the Review and Selection Committee:

1. Review the report and attached exit survey qualitative data.

Carried Unanimously



8 Workshop / Presentation Items

9 Other Business

Mayor Hanna requested that the following reports be presented to the next Committee Meeting:

1. Employees with “external employment” (employment/business/boards).
2. Overview of Human Resource Information System (HRIS) implementation.

10 Meeting Closure

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

The meeting was declared closed at 5.38 pm.

CONFIRMED THIS 5 DAY OF AUGUST 2025

CHAIRPERSON

5 Confidential Items

5.1 Cover Report - Independent Member - Finance, Risk and Audit Committee

Report Reference	RSC250805F5.1
Originating Officer	Business Support Officer - Governance and Council Support – Cassidy Mitchell
Corporate Manager	Manager Office of the Chief Executive - Sarah Vinall
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

Pursuant to Section 90(2) and (3)(a) of the *Local Government Act 1999*, the Committee orders that the public be excluded from attendance at that part of this meeting relating to Agenda Item RSC250805F5.1 *Independent Member Finance Risk and Audit Committee*, except the following persons: Chief Executive Officer, Manager People and Culture, Manager Office of the Chief Executive and Chief Financial Officer, to enable the Committee to consider this item in confidence on the basis the Committee considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item Independent Member Finance Risk and Audit Committee:- Information concerning the personal affairs of any person (living or dead), the disclosure of which would be unreasonable being information relating to the term of appointment for an independent member, which is sensitive and are details which are only known to those who have participated in the review process.

Determines, on this basis, the principle that meetings of the Committee should 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 an individual.

6 Reports for Discussion - Nil

7 Reports for Noting

7.1 HRIS Implementation

Report Reference	RSC250805R7.1
Originating Officer	Manager People and Culture – Kate McKenzie
Corporate Manager	N/A
General Manager	General Manager Corporate Services - Tony Lines

REPORT OBJECTIVE

To provide the Review and Selection Committee with an overview of the implementation of a Human Resources Information System (HRIS).

EXECUTIVE SUMMARY

The City of Marion (CoM) is improving the way it manages people and culture by introducing a new Human Resource Information System (HRIS). This system will make everyday tasks like managing recruitment, onboarding, position maintenance, learning / development and employee records much faster and more accurate. It will store all employee information in one secure place, allowing staff and managers to access what they need easily, without relying on multiple systems or manual processes. This change will save time, reduce errors, and improve the experience for both employees and the People and Culture (P&C) team.

Until now, P&C processes have been handled using a mix of spreadsheets, online documents, and other tools, which has made things less efficient and harder to manage, especially when it comes to tracking staff numbers or planning for the future. In 2020, the CoM began using Aurion for payroll and other HR tasks. However, it soon became clear that while Aurion was suitable for payroll, it didn't meet the needs of a full HRIS. After careful consideration, it was decided that Aurion would continue to be used for payroll only.

To find the right HRIS, the CoM launched a formal project through its Information Systems Strategic Plan. In September 2024, the Executive Leadership Team agreed to move forward with the procurement of a HRIS, either one with its own payroll module or one that integrates with CoM's broader information systems goals. A key focus has been to choose a system that puts people first, is secure, and works well with existing technology.

Information was gathered to assist CoM better understand the strengths and weaknesses of top HRIS providers in Australia. The P&C team and IS teams have also worked together to gather input from key stakeholders to ensure the new system meets real business needs.

An Expression of Interest (EOI) progressed where 15 vendors submitted proposals. Vendors were asked to include the following modules as part of the EOI:

- Recruitment / Onboarding
- HR Core
- Learning and Development
- Performance
- Payroll
- WHS

After evaluations of the EOI, shortlisted vendors were invited to take part in the next stage, where they were provided more detailed specifications in a Request for Tender (RFT). It was determined at this point that payroll would remain with Aurion; however, any HRIS must integrate with payroll, and WHS would be removed from the scope, as this was not the core function of the system but rather a nice-to-have.

The evaluation team is currently reviewing the detailed proposals from the shortlisted vendors. Reference checks are progressing to determine what to test further in live demonstrations and how the system works in practice.

Once a preferred vendor is chosen, the next steps will include finalising the contract and then starting the rollout of the new HRIS. The implementation will happen in stages, so the organisation can adapt gradually to the changes. Each module is expected to take around 12 weeks to build, test, and launch, including time for integration with other systems and user training. The system implementation may take up to 12 months depending on complexity.

It is anticipated that the HRIS will bring accuracy in reporting/data, efficiencies and a better employee experience and significantly reduce manual processes and the use of disparate systems.

RECOMMENDATION

That the Review and Selection Committee:

- 1. Notes the report**

ATTACHMENTS

Nil

7.2 Council and CEO KPI Report Quarter Four 2024-25

Report Reference	RSC250805R7.2
Originating Officer	Business Intelligence Analyst – David Mackay
Corporate Manager	Manager Office of the Chief Executive - Sarah Vinall
General Manager	Chief Executive Officer - Tony Harrison

REPORT HISTORY

To advise the Committee of the results of the Council and CEO KPI's for fiscal quarter four (FQ4) for the 2024/25 financial year (FY24/25).

EXECUTIVE SUMMARY

Monitoring performance of the Council 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 2023-2027.

Details of the results are provided in Attachments 1 – 3.

This report includes the FY24/25-FQ4 results.

FY24/25-FQ4 results:

Of the nine KPIs, the following results were achieved:

- 3 KPIs met their targets with clear confirmation.
- 3 KPIs did not meet the Core Target for the Quarter / Year.
- 1 KPI partially met the Core Target.
- 2 KPIs are assessed on an annual basis, with results to be reported at the end of the fiscal year.

Items to Note:

- KPIs not meeting Core Target:
 - KPI3 – Total Employee Costs. This was impacted by a lower than expected vacancy rate and a catch-up payment for the indoor agreement.
- KPI partially met the Core Target:
 - KPI4 – Staff Engagement achieved the 50% participation rate but fell short on the survey result.

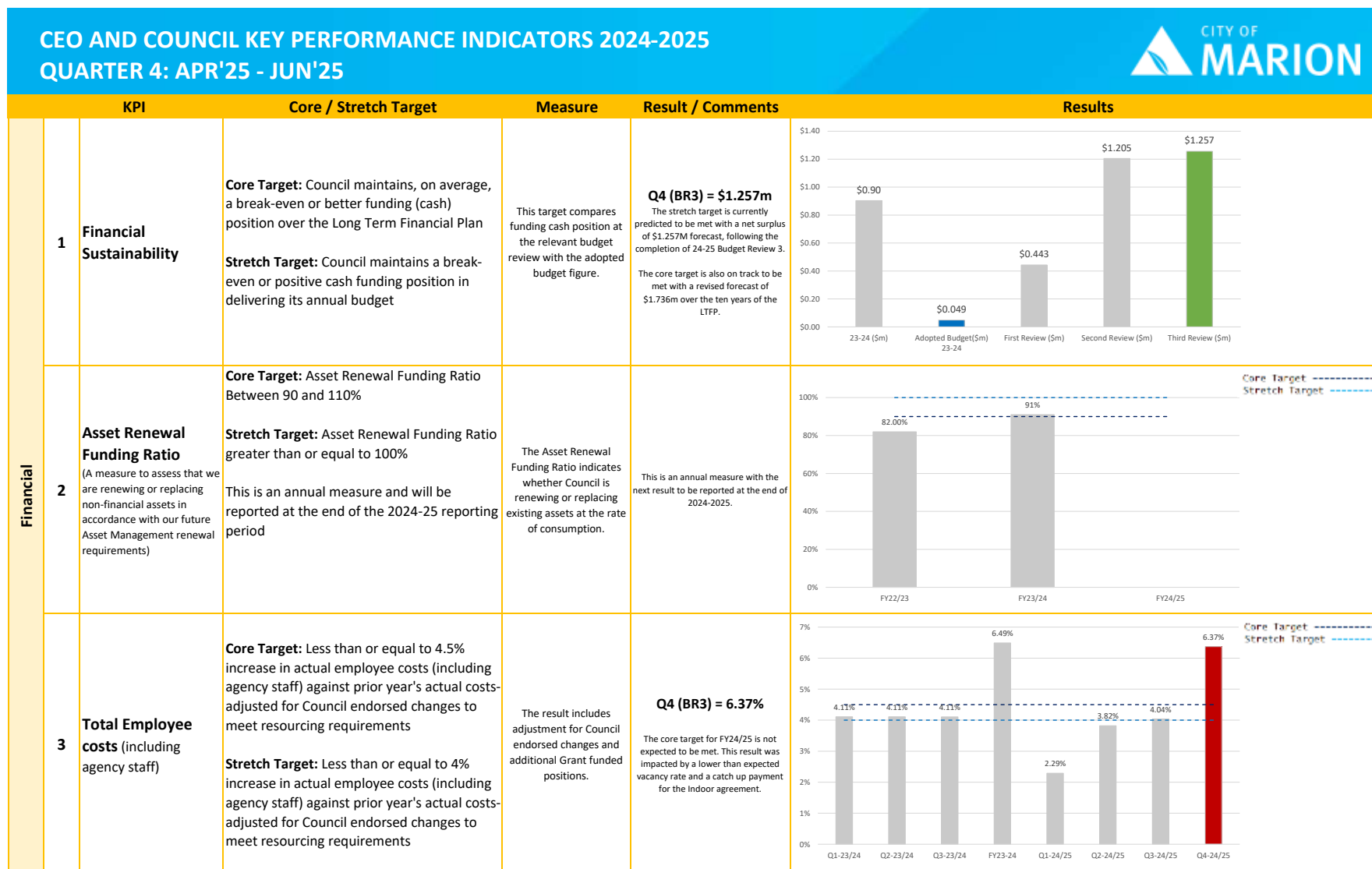
RECOMMENDATION

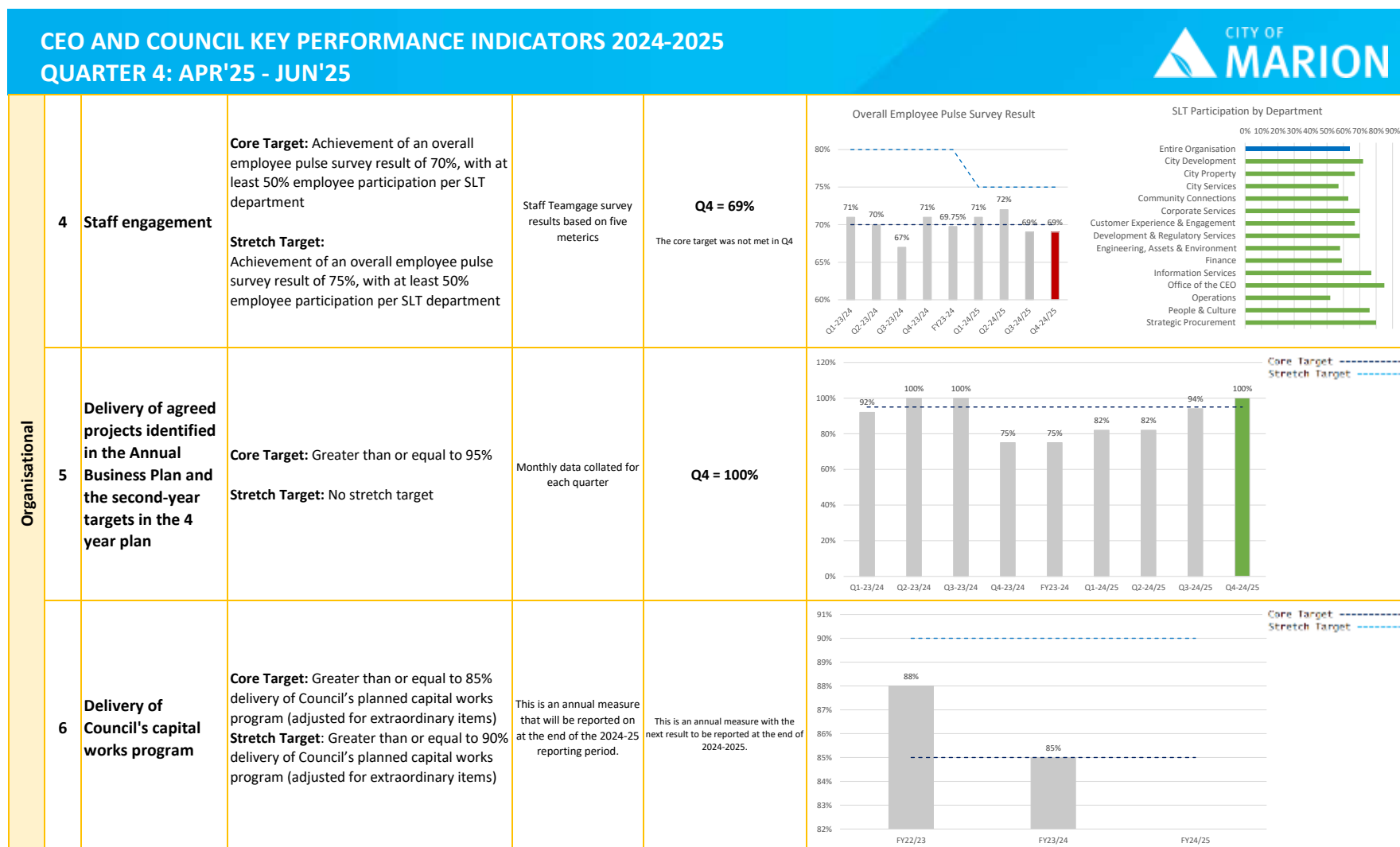
That the Review and Selection Committee:

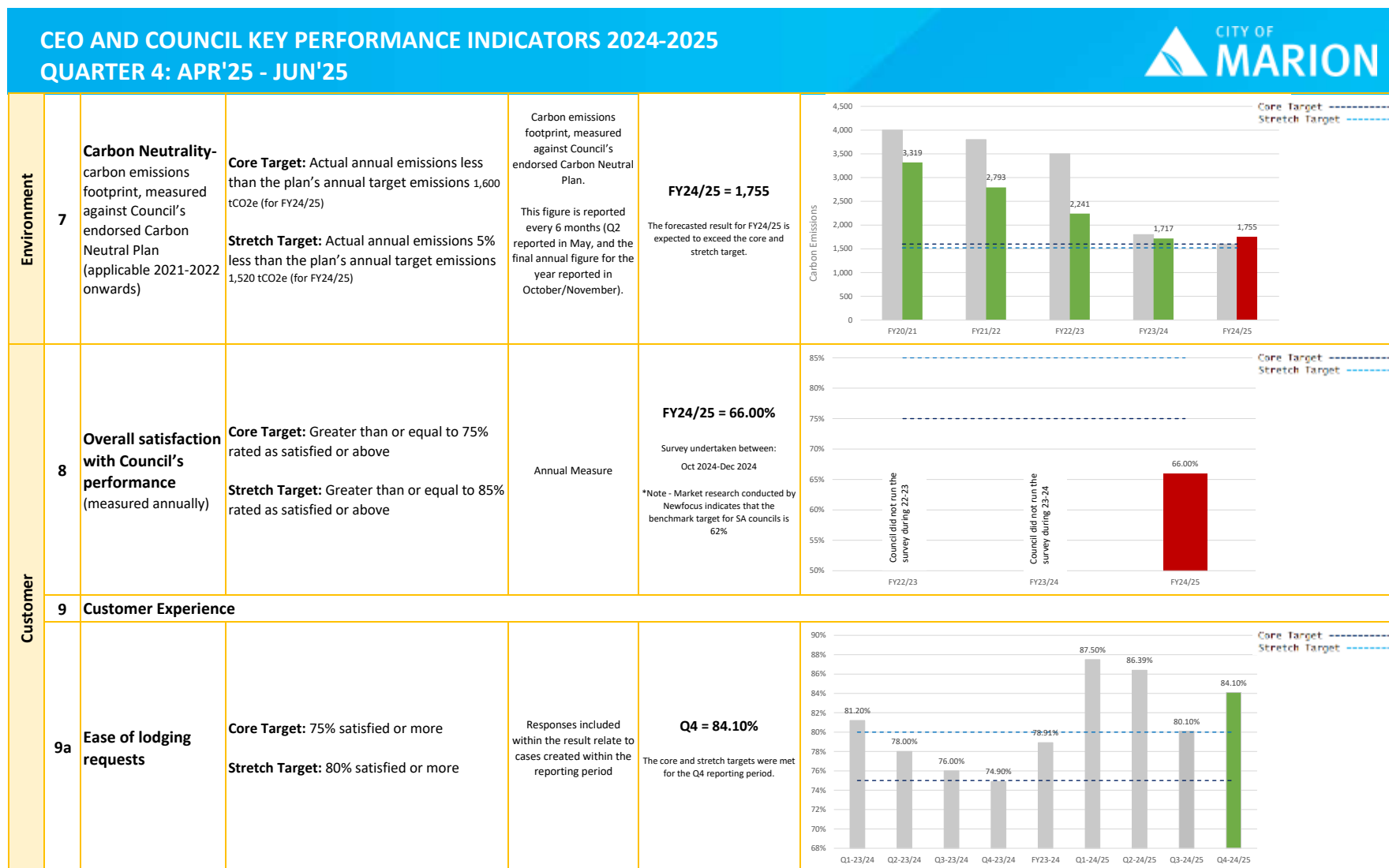
1. Notes the FY24/25-FQ4 results contained within the attachments.

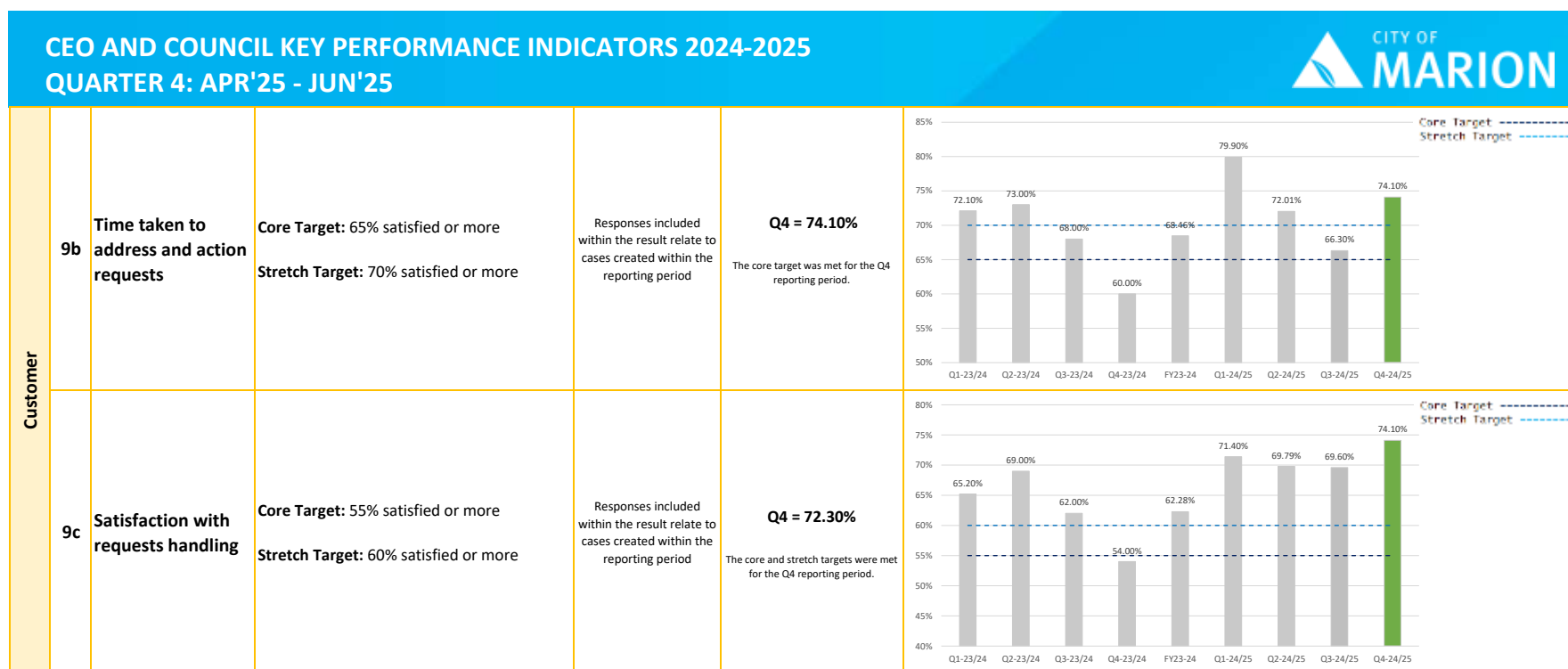
ATTACHMENTS

1. Attachment 1 - 2024-25 Q4 KPI Results [**7.2.1** - 4 pages]
2. Attachment 2 - FTE Composition [**7.2.2** - 1 page]
3. Attachment 3 - Labour Movement [**7.2.3** - 1 page]



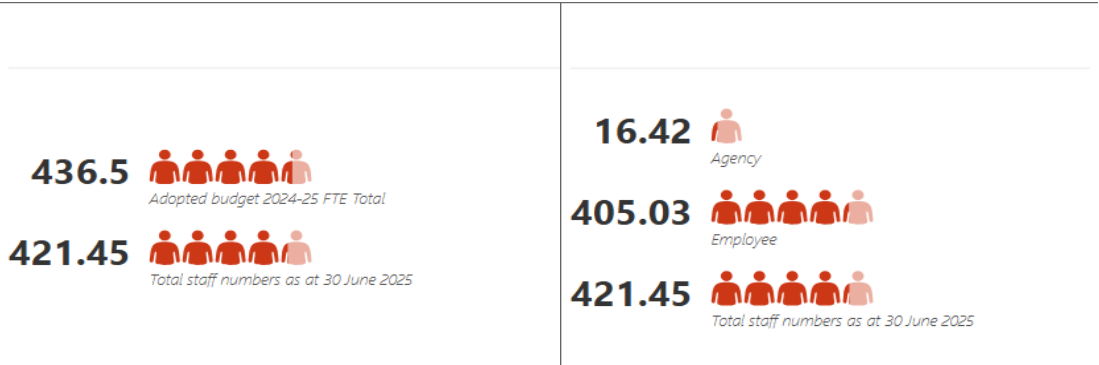






Attachment 2

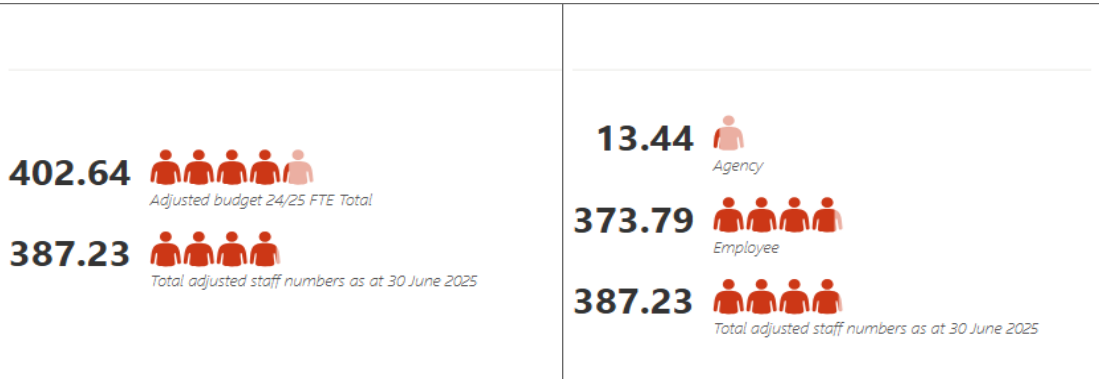
The number of FTE employees (staff and agency) employed across the organisation as at 30 June 2025



There are currently 25.43 FTE temporary vacant positions comprised of:

Recruitment in progress (required position)	11
Currently under review	0
Vacant Required position	14.43

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



Attachment 3

LABOUR AND FTE MOVEMENT SUMMARY

	2024/2025	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17
	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's
Total Employee Costs (including Agency)	48,470	45,567	42,378	40,134	38,238	36,487	34,861	33,274	32,221
% Movement on Prior Year	6.37%	7.53%	5.59%	4.96%	4.79%	4.66%	4.77%	3.27%	1.40%
Total Number of Employees (FTE as at 30 June)*	421	406	394	387	370	358	365	360	344
% Movement on Prior Year	3.81%	3.05%	1.81%	4.59%	3.35%	-1.90%	1.38%	4.80%	0.60%
5-Year average FTE to June 2024	396	383							

*2024/25 as at 30 June 2025

7.3 Staff Movements & Exit Survey Data Report

Report Reference	RSC250805R7.3
Originating Officer	Unit Manager Human Resources – Greg Cansdale
Corporate Manager	Manager People and Culture - Kate McKenzie
General Manager	Chief Executive Officer – Tony Harrison

REPORT OBJECTIVE

To provide a level of understanding of the current workforce composition in the City of Marion, and the changes which have occurred in the last quarter including the exit survey data which was gathered from exiting employees.

EXECUTIVE SUMMARY

Summaries of the City of Marion workforce as of 30 June 2025 are provided below:

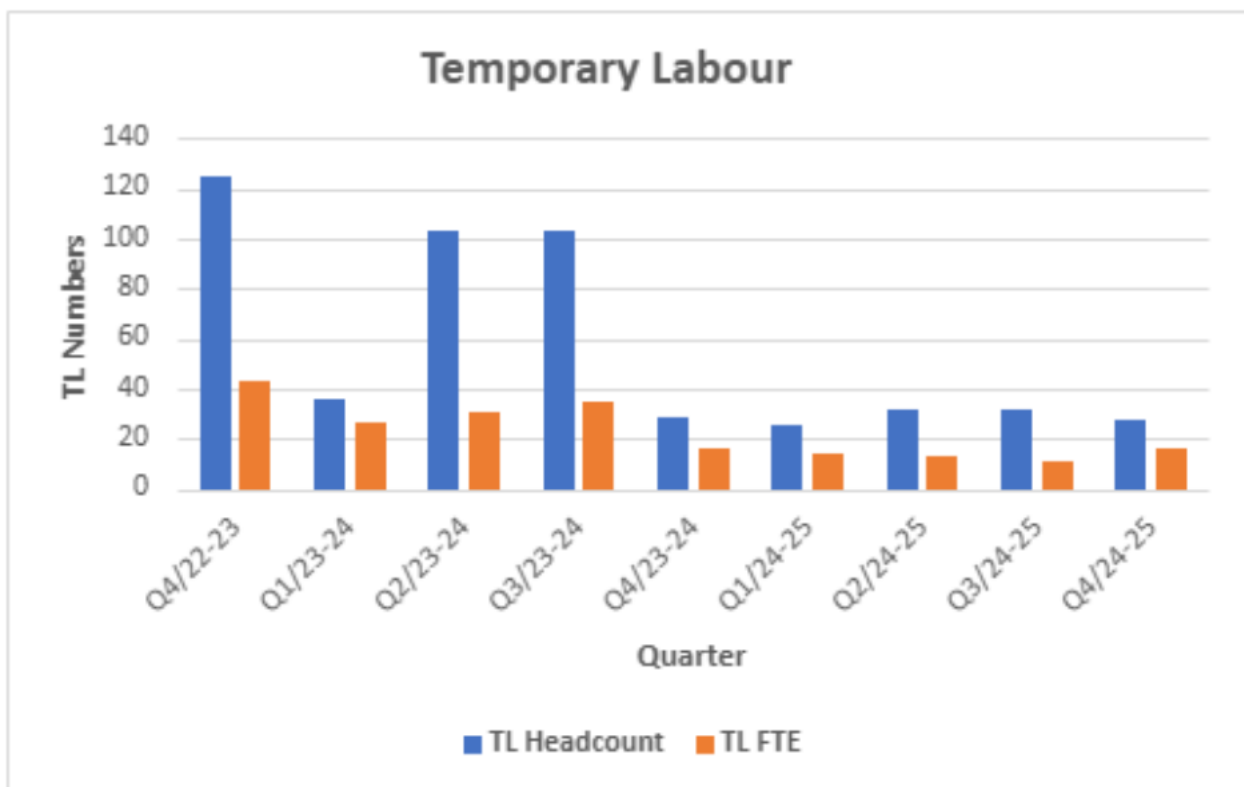
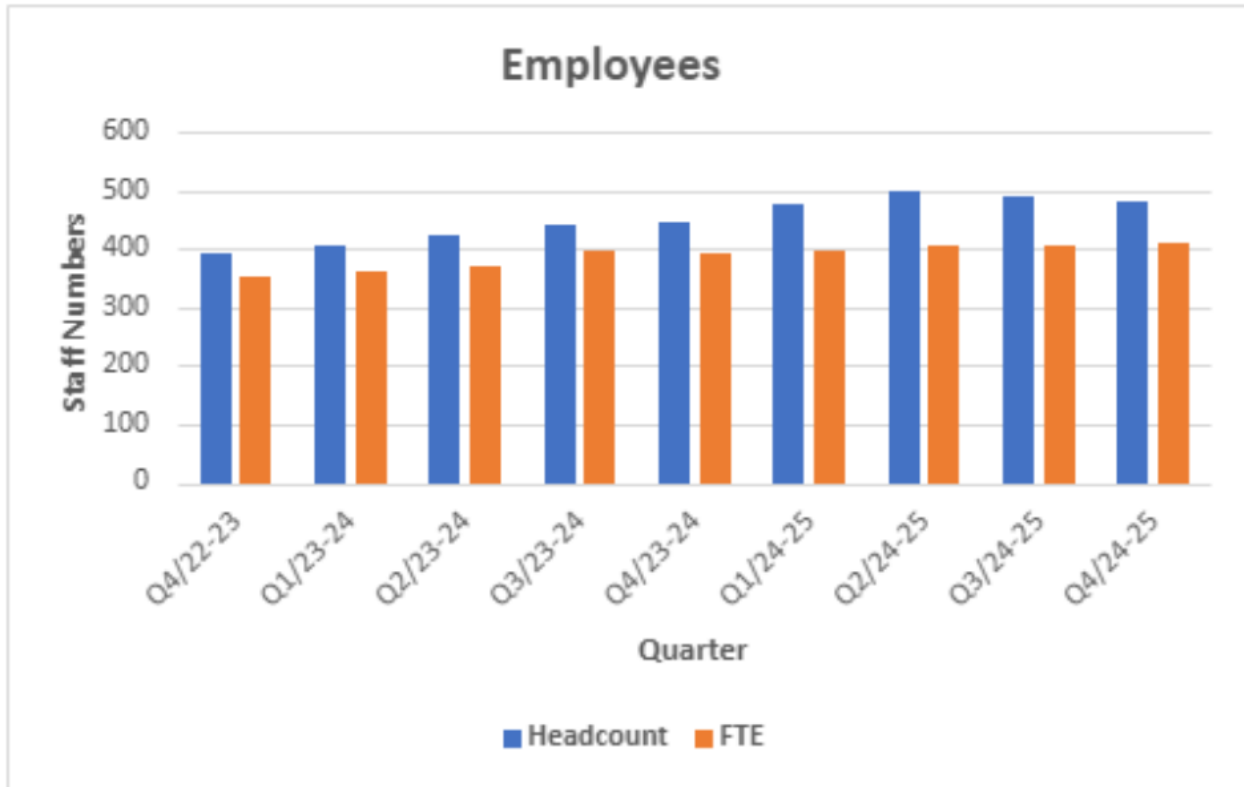
- Staff head count: 479 (405.03 Full Time Equivalent (FTE))
- Temporary Labour Head Count: 27 (16.42 FTE)
- Volunteers: 292
- Exiting Staff for the quarter: 29

RECOMMENDATION

That the Review and Selection Committee:

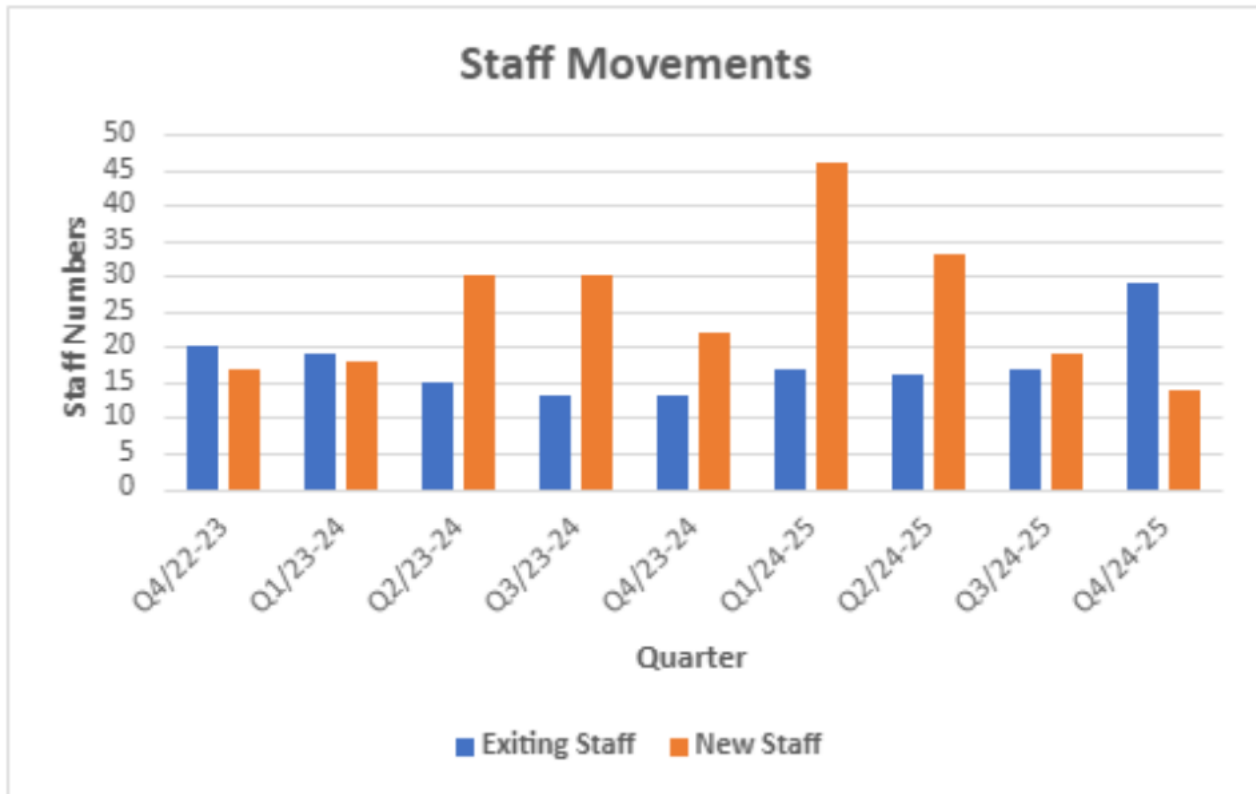
1. **Notes the Report**

DISCUSSION



Twenty-nine staff exited the City of Marion during the period 1 April 2025 to 30 June 2025 in comparison to 13 staff exiting in the same period last year. This was higher due to several seasonal staff from Marion Outdoor Pool finishing casual contracts following the end of the 24/25 pool season. On average over the last 12 months there have been six (6) departures per month.

Fourteen new employees joined the City of Marion during the period 1 April 2025 to 30 June 2025 in comparison to 22 new employees in the same period last year.



Sixteen staff changes during the period 1 April 2025 to 30 June 2025 in comparison to 19 staff changes in the same period last year.

Attachment one provides an aggregated summary of exit survey data for the period 1 April 2025 to 30 June 2025 including key themes and learnings. In addition to submitting exit feedback online, staff are provided the opportunity to discuss their responses further with their People and Culture Partner. Two staff indicated they wished to avail themselves of this opportunity in Q4 but did not reply to contact from the P&C Partners.

The exit survey improves the employee experience by providing an opportunity for the exiting employee to be heard thus providing closure and a more positive opinion of the organisation. Any concerns, areas for improvement or positive feedback provided through the exit interview process are discussed with the relevant People Leader, unless there is a valid reason not to do so, such as the matter being sensitive or confidential. Useful insights into staff employment experiences and perceptions provide opportunities to learn from staff experiences and will inform continuous improvement initiatives.

In Q4, 34% of staff exiting the organisation completed an exit survey.

Those staff who are exited due to unsatisfactory performance are not offered an exit interview due to the nature of the departure.

Feedback from exiting staff in Q4 is predominantly positive indicating that:

- most agreed or strongly agree that their leader was approachable and supportive;
- most would highly recommend the City of Marion as an employer;

- all indicate they would consider working at the City of Marion again;
- all indicate they experienced a safe working environment; and
- most indicate they had a strong sense of belonging.

Exit survey feedback also indicates that:

- there was nothing that could have been done to change the minds of exiting staff about leaving;
- people at the City of Marion and positive connection with community are the key contributors to people's enjoyment of their time with City of Marion
- there was appreciation for the variety of work available
- some frustration with the limitations of their position and not provided an opportunity to apply their skillset and expertise; and
- a perceived lack of leadership opportunities for part-time employees.

ATTACHMENTS

1. Exit Survey Qualitative Data April to June 2025 [7.3.1 - 1 page]

7.4 Staff with secondary employment

Report Reference	RSC250805R7.4
Originating Officer	Manager People and Culture – Kate McKenzie
Corporate Manager	Manager People and Culture - Kate McKenzie
General Manager	Chief Executive Officer – Tony Harrison

REPORT OBJECTIVE

To provide the Review and Selection Committee with an overview of the Secondary or Other Employment and External Interests Procedure and report on the current number of declarations.

EXECUTIVE SUMMARY

In October 2023, the City of Marion implemented the *Secondary or Other Employment and External Interests Procedure* to ensure all employees transparently declare any employment or activities undertaken outside their official duties. This procedure supports the Council's commitment to integrity, transparency, and safeguarding its reputation and operations.

As at 30 June 2025, there are 16 approved declarations of secondary employment or external interests submitted by staff across various departments. These have been reviewed and assessed in line with the Procedure, with oversight from Leaders and People & Culture.

Each declaration is valid for up to 12 months and is subject to annual review and renewal. Records are centrally maintained by the People & Culture team as part of the broader governance framework.

The Procedure forms part of Council's corporate governance and internal controls by:

- **Managing Conflicts of Interest:** Ensures that personal or financial interests do not improperly influence an employee's public duties.
- **Protecting Organisational Integrity:** Prevents reputational damage by ensuring external activities align with Council values and community expectations.
- **Safeguarding Wellbeing and Productivity:** Ensures secondary work does not adversely affect an employee's performance or health.
- **Ensuring Legal and Policy Compliance:** Supports adherence to the City of Marion Code of Conduct, Enterprise Agreements, and relevant legislation such as the *Long Service Leave Act 1987* (which restricts secondary work during long service leave).
- **Supporting Transparency and Accountability:** All decisions regarding secondary employment are documented and subject to review.

RECOMMENDATION

That the Review and Selection Committee notes the report.

ATTACHMENTS

1. Secondary or Other Employment External Interests Procedure [7.4.1 - 5 pages]

Secondary or Other Employment and External Interests Procedure



1. Rationale

This Procedure acknowledges that:

- Employees may seek paid work or pursue other interests or opportunities external of the City of Marion; and
- By undertaking such work employees may obtain skills that may be transferable into the work undertaken for City of Marion (CoM).

This Procedure provides transparency in understanding the conditions under which employees of CoM may, with formal approval, undertake secondary or other work outside of their normal working hours and is to be read in conjunction with the City of Marion Employee Performance Policy.

2. Scope and implementation

This Procedure covers all employees employed by the City of Marion.

The Senior Leader will only grant approval to undertake paid secondary or other work when they are satisfied that:

- The secondary or other work will not interfere with the performance of an employee's duties and responsibilities with CoM in any respect;
- That the employee's health and well-being is not put at risk;
- There is no conflict of interest or inconvenience to CoM;
- There is no potential adverse impact on CoM branding or reputation; and
- The requirements under the CoM Code of Conduct can be maintained.

Approval to participate in paid secondary or other work may be withdrawn at any time should the Senior Leader believe that the conditions on which approval was originally granted are no longer being met. Approval may also be granted subject to specific conditions to be agreed and met by the employee. Approval to engage in paid secondary or other work will be granted for a maximum period of twelve (12) months and employees must reapply for approval on an annual basis.

The intent of this Procedure does not include gaining approval to undertake volunteer work, other than where the employee may, in the future request emergency services leave.

Should any employee engage in volunteer work that may present a conflict of interest, the relevant section of the Secondary or Other Work Application / Register of External Interests form should be completed.

Employee responsibilities

City of Marion employees must perform their official duties in such a manner as to ensure that public confidence and trust in the integrity and impartiality of the Council is strong.

As an employee, you are responsible for:

Procedure Ref/Security Classification: Corporate
Category: People & Culture
Owner: Manager People & Culture
Authorisation Date: 19/10/23
Review Date: 18/10/26

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Secondary or Other Employment and External Interests Procedure



- Seeking approval on an annual basis from your People Leader and Senior Leader prior to engaging in secondary or other work / external interests.
- Ensuring that information provided is an accurate and complete record of all secondary or other work / external interests undertaken.
- Reporting any change of circumstances as previously understood by the employer in relation to secondary or other work / external interests.
- To attend work in a fit and ready state following any secondary or other work / external interests undertaken.
- For renewing your Secondary or Other Work Application / External Interests form and re-applying on an annual basis.

People Leader responsibilities

The People Leader is responsible for:

- Ensuring that any endorsement provided to participate in secondary or other work / external interests is in accordance with this Procedure.
- Providing any further information to the Senior Leader to assist the Senior Leader in determining their decision.
- Progressing endorsed Secondary or Other Work Application / Register of External Interests forms to their Senior Leader for consideration.
- Ensuring that any issues regarding conflicts of interest are addressed immediately and referred to the Senior Leader or Manager People & Culture where applicable.

Senior Leader responsibilities

The Senior Leader is responsible for:

- Ensuring that any approval granted to participate in secondary or other work / external interests is in accordance with this Procedure.
- Forwarding all determined Secondary or Other Work Application form / Register of External Interests forms to People & Culture.
- Ensuring that any issues regarding conflicts of interest are addressed immediately and referred to the Manager, People & Culture if required.

People & Culture responsibilities

The People & Culture Team are responsible for:

- Providing information to employees about their obligations and responsibilities with respect to secondary or other work / external interests through the Induction and Onboarding process.
- Providing advice and guidance to leaders in considering employee requests to undertake secondary or other work / external interests.
- Maintaining records of approved applications to perform secondary or other work / external interests.

Procedure Ref/Security Classification: Corporate
Category: People & Culture
Owner: Manager People & Culture
Authorisation Date: 19/10/23
Review Date: 18/10/26

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Secondary or Other Employment and External Interests Procedure



3. Process/steps

To seek approval to undertake secondary or other work / external interests an employee must complete and submit the [Secondary or Other Work Application / Register of External Interests](#) form for consideration by their People Leader and approval by their Senior Leader.

In assessing an employee's application to undertake secondary or other work, the People Leader and Senior Leader should consider any anticipated difficulties in management or supervision arising from permission being granted. In instances where a decision or agreement cannot be made, the matter will be referred to the General Manager for a decision.

The People Leader will advise the employee of the decision on the application in writing. The employee's approved Secondary or Other Work Application / Register of External Interests form will be forwarded to People & Culture for record management purposes.

4. Frequently Asked Questions

Are all employees covered by this Procedure?

All employees of CoM are covered by this Procedure and must seek approval prior to commencing any form of secondary or other work.

What about conflicts of interest?

In accordance with the CoM Code of Conduct, employees must ensure that personal interests, including financial interests, do not influence or interfere with the performance of their role.

It is the responsibility of employees who wish to engage in secondary or other work or external interests to declare any conflict of interest between the secondary or other work and the interests of the CoM.

The relationship between the nature of the secondary or other work / external interests and the role of the employee, Portfolio or Organisation needs to be examined for any inherent opportunities in that relationship for unfair commercial/financial/personal advantage.

How does an employee dispute a decision?

If an employee is not satisfied with the outcome, they are encouraged to speak directly with their People Leader or Senior Leader to discuss the matter and where necessary provide additional information.

If an employee remains unsatisfied with the outcome, the employee may lodge a grievance in accordance with their respective Enterprise Agreement and or Award.

Can I have a second role in another CoM Department?

Employees may wish to apply for dual employment within CoM (e.g. part-time position in Finance and part-time position at the Marion Outdoor Pool). This form of employment across Departments will be managed on a case-by-case basis.

Procedure Ref/Security Classification: Corporate

Category: People & Culture

Owner: Manager People & Culture

Authorisation Date: 19/10/23

Review Date: 18/10/26

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Secondary or Other Employment and External Interests Procedure



The People Leader will assess and forward the application to the Senior Leader for final approval. If approval is given, and where relevant, the employee will be provided with a separate contract of employment which outlines the conditions of employment and salary level as determined by that role/position description and the relevant Enterprise Agreement. People & Culture must be consulted before any approval is given.

What happens if I move roles in CoM, will I have to seek approval again?

Should an employee's conditions of employment change, e.g. offered a position in another Department/Division/Unit in CoM, the employee must submit a new application to undertake secondary or other work for consideration by their new People Leader and approval of their new/existing Senior Leader.

The onus is on the employee to ensure that a new application is submitted. The new/existing Senior Leader must then assess/reassess the application to ensure compliance with this operating Procedure.

Is there any impact on workers compensation?

Senior Leaders should be aware that if an injury occurs that is accepted as compensable under Workers' Compensation:

- During CoM employment
 - Workers' Compensation payable will take into account all earnings from the secondary or other work, irrespective of whether or not approval to undertake secondary or other work has been granted.
- During external employment
 - Compensation payable (including CoM salary) will be the responsibility of the secondary or other employer.

Can I take time off work to undertake work elsewhere?

- All employees will be subject to CoM rostering schedules and work conditions, regardless of any existing secondary or other work requirements. All employees must consider their employment with CoM to be their employment priority.
- Employees undertaking secondary or other work whilst on any form of paid or unpaid leave must ensure compliance with the requirements of this operating Procedure by seeking approval from the Senior Leader prior to engaging in secondary or other work and disclosing and ensuring that information provided is an accurate and complete record of all secondary or other work undertaken.

PLEASE NOTE: Approval will not be permitted for secondary or other work whilst on long service leave, as this contravenes the provisions of the Long Service Leave Act, 1987.

What if I don't disclose my secondary or other employment or external interests?

All employees are responsible for ensuring they seek approval from their Senior Leader for any secondary or other work / external interests they may be participating in. Failure to do so may be a breach of the Code of Conduct, which could result in disciplinary action.

Procedure Ref/Security Classification: Corporate
Category: People & Culture
Owner: Manager People & Culture
Authorisation Date: 19/10/23
Review Date: 18/10/26

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Secondary or Other Employment and External Interests Procedure



5. Definitions

<i>Term</i>	<i>Definition</i>
<i>Secondary or Other Work</i>	<i>Activities undertaken by an CoM employee for an organisation, group or individual external of or separate to their role with CoM, for which they receive a salary, commission, fee, allowance or benefit. Secondary or Other work may include, but is not limited to: casual work, part time work, consultancy work, running your own business, board or committee membership, contracting of services and lecturing/tutoring.</i>
<i>External Interests</i>	<i>Activities undertaken by an CoM employee for an organisation, group or individual external of or separate to their role with CoM, for which they do not receive a salary, commission, fee, allowance or benefit. Unpaid secondary or other work / external interests may include but are not limited to: a partner or family member's business or volunteering at a local sporting club.</i>
<i>Enterprise Agreement</i>	<i>The terms and conditions of employment for employees to whom it applies:</i> <ul style="list-style-type: none"> <i>Administration Staff Enterprise Agreement; and</i> <i>Field Staff Enterprise Agreement</i> <i>which may be changed from time to time.</i>
<i>People Leader</i>	<i>An employee's direct manager/supervisor</i>
<i>Senior Leader</i>	<i>A senior leader who is a member of the Senior Leadership Team</i>
<i>General Manager</i>	<i>A senior leader who is a member of the Executive Leadership Team</i>

6. References

City of Marion

- Administration Staff Enterprise Agreement No. 10 2022
- Field Staff Enterprise Agreement No.11 2021
- City of Marion Human Resource Delegations
- City of Marion Code of Conduct
- City of Marion Employee Performance Policy

Other

- Municipal Salaried Officers Award
- Local Government Employees Award

7. Review and evaluation

This Procedure will be reviewed by People and Culture and the Executive Leadership Team as deemed necessary, or when relevant Enterprise Agreement changes are implemented.

Procedure Ref/Security Classification: Corporate

Category: People & Culture

Owner: Manager People & Culture

Authorisation Date: 19/10/23

Review Date: 18/10/26

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City of Marion

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

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