

His Worship the Mayor  
Councillors  
**CITY OF MARION**



**NOTICE OF  
SPECIAL GENERAL COUNCIL MEETING**

Notice is hereby given pursuant to the provisions under Section 83 of the Local Government Act 1999 that a General Council meeting will be held

**Thursday 14 April 2015**

**Commencing at 8.00 p.m.**

**In the Council Chamber**

**Council Administration Centre**

**245 Sturt Road, Sturt**

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 building on Sturt Road, Sturt.

Geoff Whitbread  
**ACTING CHIEF EXECUTIVE OFFICER**

14 April 2015

**CITY OF MARION  
SPECIAL GENERAL COUNCIL AGENDA  
FOR MEETING TO BE HELD ON  
THURSDAY 14 MAY 2015  
COMMENCING AT 8.00PM**



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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'S DECLARATION OF INTEREST (if any)**

**4. COMMITTEE RECOMMENDATIONS**

Confirmation of the Minutes from the Chief Executive Review Committee held on  
12 May 2015  
SGC140515R01 .....3

**5. CONFIDENTIAL ITEMS**

Chief Executive Officer Recruitment Process  
SGC140515F01 .....7

**6. MEETING CLOSURE**

Council shall conclude on or before 10.00pm unless there is a specific motion adopted at the meeting to continue beyond that time.

**CITY OF MARION  
SPECIAL GENERAL COUNCIL MEETING  
14 MAY 2015**

**Originating Officer:** Jaimie Thwaites, Unit Manager Council Support

**Corporate Manager:** Kate McKenzie, Manager Governance

**Director:** Kathy Jarrett

**Subject:** Chief Executive Review Committee Confirmation of Minutes of Meetings held on 12 May 2015

**Report Reference:** SGC140515R01

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**REPORT OBJECTIVES:**

The Chief Executive Review Committee is a formally constituted Committee of Council pursuant to Section 41 of the Local Government Act 1999 and is responsible to Council.

**EXECUTIVE SUMMARY:**

The Chief Executive Review Committee held meeting on Tuesday 12 May 2015. The minutes of those meetings are herewith forwarded to Council for adoption (Appendix 1).

**RECOMMENDATIONS (2):**

**DUE DATES:**

**That Council:**

1. Receive and note the minutes of the Chief Executive Review Committee meeting of 12 May 2015 (Appendix 1).
2. Note the recommendations that:
  - i. The Chief Executive Review Committee notes the feedback provided by the Audit Committee in its deliberations for the development of Key Performance Indicators for the Chief Executive Officer position.
  - ii. The Chief Executive Review Committee notes the further amendments to the draft Key Performance Indicators for the Executive Officer Position.
  - iii. The draft key performance indicators, once finalised will form part of the incoming Chief Executive Officer's contract.
  - iv. The Chief Executive Review Committee recommend to Council that the Committee proceed to interview the 4 shortlisted applicants plus any exceptional late applications.

**14 May 2015**

**14 May 2015**

**MINUTES OF THE CHIEF EXECUTIVE REVIEW COMMITTEE  
MEETING  
HELD IN THE MAYOR'S PARLOUR, ADMINISTRATION CENTRE  
245 STURT ROAD, STURT  
ON TUESDAY 12 MAY 2015 AT 4.00PM**



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**PRESENT**

**His Worship the Mayor Kris Hanna (Chair)**

**Councillors**

Councillor Hutchinson  
Councillor Telfer

**In Attendance**

Jaimie Thwaites

Unit Manager Council Support

**COMMENCEMENT:**

The meeting commenced at 4.05pm.

**KAURNA ACKNOWLEDGEMENT**

*Mayor Hanna began the meeting by acknowledging the Kurna people, the traditional custodians of this land and paid respect to their elders past and present.*

**MEMBER'S DECLARATION OF INTEREST (if any)**

The Chair asked if any Member wished to disclose any interest in relation to any item being considered at the meeting.

Nil

**CONFIRMATION OF MINUTES**

**Moved Councillor Telfer, Seconded Councillor Hutchinson** that the Minutes of the Chief Executive Review Committee Meeting held 14 April 2015 be taken as read and confirmed.

**Carried Unanimously**

## ITEMS FOR DISCUSSION

### **Key Performance Indicators for Chief Executive Officer CRC120415R01**

The Audit Committee's feedback regarding the Draft Key Performance Indicators was discussed and noted.

The Committee proposed a number of minor amendments to the draft key performance indicators.

The Committee discussed how the Key Performance Indicators would be used in the Chief Executive Officer recruitment process.

**Moved Councillor Telfer, Seconded Councillor Hutchinson** that the Chief Executive Review Committee notes:

1. the feedback provided by the Audit Committee in its deliberations for the development of Key Performance Indicators for the Chief Executive Officer position.
2. the further amendments to the draft Key Performance Indicators for the Executive Officer Position.
3. that the draft key performance indicators, once finalised will form part of the incoming Chief Executive Officer's contract.

**Carried Unanimously**

### **Recruitment Process for Chief Executive Officer CRC120515R02**

**Moved Councillor Hutchinson, Seconded Councillor Telfer** that:

1. Pursuant to Section 90(2) and (3)(a) of the Local Government Act, 1999 the Committee orders that all persons present be excluded from the meeting as the Committee considers that the requirement for the meeting to be conducted in a place open to the public has been outweighed in circumstances where the Committee will receive and consider information relating to the Recruitment of the Chief Executive Officer.

**Carried Unanimously**

### **4.50pm Unit Manager Council Support left the meeting**

### **4.50pm meeting went into confidence**

The Committee noted that 51 applications were received by close of business Monday 11th May 2015. About half were no way in contention so Morton Phillips was asked to forward 27 applications. They were examined by the Committee. 12 applications were then closely reviewed. From these applicants it was unanimously agreed that 4 should be interviewed for the position.

**Moved Councillor Telfer, Seconded Councillor Hutchinson** that:

1. The Chief Executive Review Committee recommend to Council that the Committee proceed to interview the 4 shortlisted applicants plus any exceptional late applications.

**Carried Unanimously**

6.00pm meeting came out of confidence

**CONFIDENTIAL ITEMS**

Nil

**NEXT MEETING**

The next meeting of the Chief Executive Review Committee is scheduled to be held on:

**Time: 3.00 pm - 5.00 pm**

**Date: 19 May 2015**

**Venue: To be advised**

**CLOSURE**

The meeting was declared closed at 6.01pm.

**CONFIRMED**

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**CHAIRPERSON**

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**CITY OF MARION  
SPECIAL GENERAL COUNCIL MEETING  
14 May 2015**

**CONFIDENTIAL REPORT**

**Originating Officer:** Jaimie Thwaites, Unit Manager Council Support  
**Corporate Manager:** Kate McKenzie, Manager Governance  
**Director:** Kathy Jarrett  
**Subject:** Chief Executive Officer Recruitment Process  
**Reference No:** SGC140515F01

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If the Council so determines, this matter may be considered in confidence under Section 90(3)(a) of the *Local Government Act 1999* on the grounds that the report contains information concerning the personal affairs of a living person.



**Geoff Whitbread  
Acting Chief Executive Officer**

**RECOMMENDATION:**

1. 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: Kate McKenzie, Manager Governance be excluded from the meeting as the Council receives and considers information relating to the 'Chief Executive Officer Recruitment Process', 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 nominated persons for the role who are yet to be appointed for the position.