

His Worship the Mayor
Councillors
CITY OF MARION



**NOTICE OF
SPECIAL PEOPLE & CULTURE COMMITTEE 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

Tuesday 15 November 2016

Commencing at 6.00pm

In Committee Room 1 & 2

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 Committee Room 1 & 2 is via the main entrance to the Administration building on Sturt Road, Sturt.

A handwritten signature in purple ink, appearing to read "Adrian Skull", is written over a faint, light-colored rectangular stamp.

Adrian Skull
CHIEF EXECUTIVE OFFICER

11 November 2016

**CITY OF MARION
SPECIAL PEOPLE AND CULTURE COMMITTEE AGENDA
FOR THE MEETING TO BE HELD ON
TUESDAY 15 NOVEMBER 2016
COMMENCING AT 6.00 PM
COMMITTEE ROOM 1 & 2
245 STURT ROAD, STURT**



1. OPEN MEETING

2. KAURNA ACKNOWLEDGEMENT

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

3. MEMBER'S DECLARATION OF INTEREST (if any)

4. CONFIRMATION OF MINUTES

4.1 Confirmation of the Minutes for the People and Culture Committee meeting held 1 November 2016 **EH**

5. CONFIDENTIAL ITEMS

5.1 Confirmation of the Confidential Minutes for the People and Culture Committee meeting held 1 November 2016 ~~..... **EH**~~

6. REPORTS

6.1 Expert Member Infrastructure and Strategy Committee
SPCC151116R6.1 **FF**

6.2 Update on Recruitment of Finance and Audit Committee - Independent Member
SPCC151116R6.2 **FG**

7. MEETING CLOSURE

The Special Meeting of the People and Culture Committee shall conclude on or before 6.30pm unless there is a specific motion adopted at the meeting to continue beyond that time.

8. NEXT MEETING

This is the final meeting of the People and Culture Committee as the Council has resolved to disband the Committee effective from 31 December 2016.

**MINUTES OF THE PEOPLE & CULTURE COMMITTEE MEETING
HELD AT ADMINISTRATION CENTRE
245 STURT ROAD, STURT
ON TUESDAY 1 NOVEMBER 2016**



PRESENT

Elected Members

Councillor Raelene Telfer (Presiding Member), Councillor Hutchinson & Councillor Hull
His Worship the Mayor Kris Hanna

In Attendance

Adrian Skull	Chief Executive Officer
Kate McKenzie	Manager Corporate Governance
Steph Roberts	Manager Human Resources
Vincent Mifsud	General Manager Corporate Services

1. OPEN MEETING

The meeting commenced at 8.09 pm.

2. KAURNA ACKNOWLEDGEMENT

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

3. MEMBERS DECLARATION OF INTEREST

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

4. CONFIRMATION OF MINUTES

Moved Mayor Hanna, Seconded Hutchinson that the minutes of the People and Culture Committee meeting held on 6 September 2016 is confirmed as a true and correct record of proceedings.

Carried Unanimously

5. BUSINESS ARISING

The statement identifying business arising from the previous meetings of the Committee was reviewed and progress achieved against identified actions noted.

6. CONFIDENTIAL ITEMS

8.10pm CEO Annual Performance Rating 2015/16 Report Reference: PCC011116F6.1

Moved Mayor Hanna, Seconded Councillor Hutchinson:

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: Vincent Mifsud, General Manager Corporate Services, Steph Roberts Manager Human Resources, Adrian Skull Chief Executive Officer and Councillor Ian Crossland, be excluded from the meeting as the Committee receives and considers information relating to the Chief Executive Officer (CEO) 2015/2016 Performance Review, 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.

Carried Unanimously

8.12pm The meeting went into confidence.
 8.12 pm Manager Corporate Governance left the meeting.
 8.17pm General Manager Corporate Services left the meeting.
 8.40pm CEO and Manager Human Resources left the meeting.

Moved Councillor Hutchinson, Seconded Mayor Hanna

In accordance with 90(2) and (3)(a) of the Local Government Act 1999 the Committees orders that this report, all 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 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 2016.

Carried

Councillor Hull called for a division
Those for: Mayor Hanna, Councillor Hutchinson
Those against: Councillor Hull

9.18 pm The meeting came out of confidence.

9.18 pm CEO Key Performance Indicators for Quarter 1 2016/17 Report Reference: PCC011116F6.2

This report was not considered by the Committee.

9.22pm The CEO, General Manager Corporate Services, Manager Corporate Governance and Manager Human Resources returned to the meeting.

7. PRESENTATION

Nil

8. REPORTS

9.24pm Finance and Audit Committee – Independent Member Report Reference: PCC011116R8.1

Moved Councillor Hutchinson, Mayor Hanna that the People and Culture Committee recommends to Council that:

1. 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 Kate McKenzie, Manager Corporate Governance, Steph Roberts, Manager Human Resources, Vincent Mifsud, General Manager Corporate Services and Adrian Skull, Chief Executive Officer 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 a report dealing with potential candidate for the People and Culture Committee.

Carried Unanimously

9.24 pm The meeting moved into confidence.

9.34 pm The meeting came out of confidence.

EXTENSION OF TIME

Moved Councillor Hutchinson, Seconded Councillor Hull that the meeting be extended to 10.00pm.

Carried

9.34 pm Organisational Culture and Values Report Reference: PCC011116R8.2

The Manager Human Resources provided an overview of the report noting that a Leadership Forum was held in October 2016 with the focus of embedding the values at a leadership level. The Committee noted that the organisational values were now linked to staff performance reviews.

The Committee queried if staff were calling behaviour aligned to the values and it was noted that this was occurring but there was still more work to be achieved.

9.42 pm People and Culture Monitoring Report Report Reference: PCC011116R8.3

The Committee reviewed the report noting that further work was continuing on the contractor management and excessive leave.

Moved Mayor Hanna , Seconded Councillor Hull that the People and Culture Committee:

1. Notes the metrics outlined in this report.

Carried Unanimously

9.46 pm Enterprise Agreement (EA) Negotiations Administrative Staff
Report Reference: PCC011116R8.4

The Manager Human Resources provided a verbal report to the Committee advising that the second vote on the Enterprise Agreement closed on Monday, 31 October 2016. The vote was 60% no and 40% yes. This indicated no movement from the first vote. The Manager Human Resources advised that from verbal feedback from staff, it seems that backpay has been an issue. Further work is progressing regarding the strategy to move forward. The Committee noted that the AWU Enterprise Agreement is also scheduled to commence at the end of 2016 in preparation for its conclusion on 30 June 2017.

Moved Councillor Hutchinson, Seconded Mayor Hanna that the People and Culture Committee:

1. Note the verbal update provided regarding the Enterprise Agreement Negotiations for Administrative Staff.

Carried Unanimously

9. ANY OTHER BUSINESS

The Committee noted the resignation of Dr Panter and thanked him for his service on the Committee. The Committee requested that the CEO formally acknowledged Dr Panter's resignation and thank him for his service on the Committee.

10. MEETING CLOSURE

The meeting was declared closed at 10.00 pm

11. NEXT MEETING

Nil

CONFIRMED

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CHAIRPERSON

/ /

**CITY OF MARION
SPECIAL PEOPLE AND CULTURE COMMITTEE MEETING
15 NOVEMBER 2016**

CONFIDENTIAL REPORT

Corporate Manager: Kate McKenzie, Manager Corporate Governance

Subject: Confidential Minutes from People and Culture Committee Meeting – 1 November 2016

Report Reference: SPCC151116F5.1

If the Committee so determines, this matter may be considered in confidence under Section 90(2) and (3)(a) - information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

**Kris Hanna
Mayor**

RECOMMENDATIONS:

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: _____, be excluded from the meeting as the Committee receives and considers the confidential minutes from the People and Culture Committee from 1 November 2016, 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 performance of the CEO.

CONFIDENTIAL MINUTES - Distributed to Elected Members only.

**CITY OF MARION
SPECIAL PEOPLE AND CULTURE COMMITTEE MEETING
15 NOVEMBER 2016**

Originating Officer: Kate McKenzie, Manager Corporate Governance
General Manager: Vincent Mifsud, General Manager Corporate Services
Subject: Expert Member Infrastructure and Strategy Committee
Report Reference: SPCC151116R6.1

REPORT OBJECTIVES AND EXECUTIVE SUMMARY

A verbal discussion will be held by the Committee to determine a recommendation to Council regarding the appointment or selection process for the expert member to the Infrastructure and Strategy Committee Meeting.

If members wish to discuss any of the potential individuals, it is recommended that the Committee move into confidence to do so.

RECOMMENDATIONS

DUE DATES

That the People and Culture Committee recommend to Council that:

- | | |
|--|-------------|
| 1. XX be appointed to the Infrastructure and Strategy Committee | 15 Nov 2016 |
| OR | |
| 1. A selection process commence to recruitment a new Expert Member to the Infrastructure and Strategy Committee. | 15 Nov 2016 |

(Recommendation 2 is only required if moving into confidence)

- | | |
|--|-------------|
| 2. 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 Kate McKenzie, Manager Corporate Governance, Vincent Mifsud, General Manager Corporate Services and Adrian Skull, Chief Executive Officer 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 a report dealing with a potential candidate for the Infrastructure and Strategy Committee. | 15 Nov 2016 |
|--|-------------|

**CITY OF MARION
SPECIAL PEOPLE AND CULTURE COMMITTEE MEETING
15 NOVEMBER 2016**

Originating Officer: Kate McKenzie, Manager Corporate Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Update on Recruitment of Finance and Audit Committee – Independent Member

Report Reference: SPCC151116R6.2

REPORT OBJECTIVES AND EXECUTIVE SUMMARY

To provide the Committee with an update regarding the process for the recruitment of a third Independent Member of the Finance and Audit Committee.

Since the last meeting of the Committee on 1 November 2016, contact has been made with three potential candidates who have all expressed an interest and requested further information. A copy of the Committees Terms of Reference, sitting fee and draft meeting schedule for 2017 has been provided to each of them.

Each candidate has been requested to provide a short cover letter outlining skills and experiences relating to the Committee and a CV. Once these have been received, they will be provided to Members of the Committee on a confidential basis.

It is still recommended that interviews will occur in late November or early December 2016 with a recommendation to Council in January 2017.

If members wish to discuss any of the potential candidates, it is recommended that the Committee move into confidence to do so.

RECOMMENDATIONS

DUE DATES

That the People and Culture Committee:

1. Note the report.

15 Nov 2016

(Recommendation 2 is only required if moving into confidence)

2. 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 Kate McKenzie, Manager Corporate Governance, Vincent Mifsud, General Manager Corporate Services and Adrian Skull, Chief Executive Officer 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 a report dealing with a potential candidate for the Finance and Audit Committee.

15 Nov 2016