

**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 Kaurna 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

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