

**MINUTES OF THE REVIEW & SELECTION COMMITTEE MEETING
HELD AT ADMINISTRATION CENTRE
245 STURT ROAD, STURT
ON TUESDAY 6 FEBRUARY 2018**



PRESENT

Elected Members

Councillor Janet Byram (Deputy Mayor)
Councillor Crossland and Councillor Appleby

In Attendance

Adrian Skull Chief Executive Officer

1. OPEN MEETING

The meeting commenced at 5.42pm.

The CEO sought a nomination for chairing the committee.

Moved Councillor Crossland, Seconded Councillor Appleby for the Deputy Mayor to chair the Review and Selection Committee meeting.

Carried Unanimously

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

- No declarations

4. CONFIRMATION OF MINUTES

- 4.1 Moved Councillor Crossland, Seconded Councillor Appleby** the minutes of the Review and Selection Committee meeting held on 30 January 2018 are confirmed as a true and correct record of proceedings.

5. BUSINESS ARISING

Nil

6. PRESENTATION

Nil

7. REPORTS

**CEO Performance and Remuneration Review Timeline and Approach
Report Reference: RSC060218R7.1**

Discussion regarding the two options. The committee felt it was fairer for the CEO to have the existing Council conduct the entire performance review, rather than spread across two Council terms. This outweighs the need to have the audited financial reports, which is the sole benefit of option 2.

Option 2 activities prior to November fall within caretaker period, therefore these activities would need to be delayed until the new Council is in place in November, delaying the completion of the performance review to the beginning of 2019.

Moved Councillor Crossland, Seconded Councillor Appleby that the Review and Selection Committee:

1. Recommends option 1 of the proposed approach and timeline for the CEO's performance and remuneration review as outlined in Appendix 1.

Carried Unanimously

8. CONFIDENTIAL ITEMS

**Review of candidates for appointment to the Finance and Audit Committee
Reference No: RSC060218F01**

Moved Councillor Appleby, Seconded Councillor Crossland that:

1. Pursuant to Section 90(2) and 90(3)(a) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Adrian Skull and Steph Roberts, be excluded from the meeting as the Committee receives and considers information relating to the Review of candidates for appointment to the Finance and Audit Committee, 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 disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person.

Carried Unanimously

6pm the meeting went into confidence

Moved Councillor Appleby, Seconded Councillor Crossland that the Review and Selection Committee:

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Committee orders that the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(a) 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 2018.

Carried Unanimously

6.02pm the meeting came out of confidence

9. ANY OTHER BUSINESS

- 9.1 Councillor Crossland requested that the following updates be brought to the R&S Committee:

- Staff exits and new starters

It was recommended this information be added to the quarterly KPI report already provided to Council. It would also provide a good opportunity to recognise staff.

- FTE Numbers
This is provided to Council quarterly with the KPI results
- Vacancy Management

Administration will assess whether this can be provided within the KPI report provided to Council quarterly. Otherwise, a report will be provided through the Review and Selection Committee.

The CEO advised an update will be provided to Council on how Administration is tracking towards the 2% staffing costs KPI.

10. MEETING CLOSURE

The meeting was declared closed at 6.15pm

11. NEXT MEETING

The next meeting of the Review & Selection Committee is scheduled to be held on:

Time: TBA
Date: TBA
Venue: TBA

CONFIRMED

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CHAIRPERSON

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