

**MINUTES OF THE REVIEW & SELECTION COMMITTEE MEETING  
HELD AT ADMINISTRATION CENTRE  
245 STURT ROAD, STURT  
ON TUESDAY 1 MAY 2018**



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**PRESENT**

**Elected Members**

His Worship the Mayor Kris Hanna  
Councillors Janet Byram, Ian Crossland, Jerome Appleby, Nick Westwood

**In Attendance**

Adrian Skull	Chief Executive Officer
Steph Roberts	Manager, Human Resources
Vincent Mifsud	General Manager Corporate Services

**1. OPEN MEETING**

The meeting commenced at 5.10pm.

**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.

- Nil

**4. CONFIRMATION OF MINUTES**

- 4.1 Moved Councillor Byram, Seconded Councillor Appleby** the Minutes of the Review and Selection Committee meeting held on 6 February 2018 are confirmed as a true and correct record of proceedings.

**Carried Unanimously**

**5. BUSINESS ARISING**

Nil

**6. PRESENTATION**

Nil

## **7. REPORTS**

### **5.10pm Corporate and CEO KPI Report Quarter Three 2017/18**

**Report Reference: RSC010518R01**

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

1. Notes the Corporate and CEO's Key Performance Indicators for the year to date.

### **5.12pm 2018-19 Corporate and CEO KPIs**

**Report Reference: RSC010518R02**

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

1. Recommend to Council the ongoing alignment of organisational KPIs to the CEO's KPIs.

**Carried Unanimously**

### **5.15pm Results of the Bi-Annual Performance and Effectiveness Review of the Review and Selection Committee**

**Report Reference: RSCC010518R03**

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

1. Notes the review and report

**Carried Unanimously**

## **2. CONFIDENTIAL ITEMS**

Nil

## **3. ANY OTHER BUSINESS**

CEO 360° feedback review, external contributors (discussion)

- CEO to provide the Review and Selection committee via the HR Manager ten key stakeholder names from which the Review and Selection committee will select three.
- The HR Manager will contact the selected stakeholders seeking their agreement to participate.

Organisational Movements 2017/18 Financial Year (discussion)

5.26pm Councillor Ian Crossland joined the meeting

- Discussion regarding FTE and vacancies
- Clarity sought on the difference between staff positions vs. the number of FTE's on payroll

- It has been requested that Administration communicate to Elected Members via the Annual Budget process the vacancy rate \$ amount incorporated in the labour budget
- Permanent vs. ongoing contract discussion pro's and con's
- The Committee requested that a comparison of FTE numbers and labour dollars be provided for the last 5 years prior to the next Committee meeting
- The FTE report will be provided as an appendix to the KPI quarterly Council report to include a comparison of the dollar figure of actual labour expenditure together with the FTE figures for each year over the term of this Council, plus one year prior.
- The Committee requested a clear explanation be provided of positions versus FTE on the payroll and that this be included in the FTE report moving forward
- Staff movements/vacancy report has been requested to be provided at the August Review and Selection committee meeting.

The committee notes the FTE and vacancy reports provided at the meeting

**ACTIONS:**

1. Administration communicate to Elected Members via the Annual Budget process the vacancy rate \$ amount incorporated in the labour budget
2. A comparison of FTE numbers and labour dollars be provided for the last 5 years prior to the next Committee meeting
3. A clear explanation be provided of positions versus FTE on the payroll and that this be included in the FTE report moving forward
4. Staff movements/vacancy report be provided at the August Review and Selection Committee meeting

**4. MEETING CLOSURE**

The meeting was declared closed at 5.51pm.

**5. NEXT MEETING**

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

**Time: 5.30pm**

**Date: 28 August 2018**

**Venue: Committee Room, Administration Building, 245 Sturt Road, Sturt**

**CONFIRMED**

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**CHAIRPERSON**

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