

**MINUTES OF THE REVIEW & SELECTION COMMITTEE MEETING
HELD AT ADMINISTRATION CENTRE
245 STURT ROAD, STURT
ON TUESDAY 5 MARCH 2019**



PRESENT

Elected Members

His Worship the Mayor Kris Hanna
Councillors Kendra Clancy, Jason Veliskou, Maggie Duncan

In Attendance

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

1. OPEN MEETING

The Mayor opened the meeting at Tuesday, 05 March 2019, 06:49 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. ELECTED MEMBERS DECLARATION (if any)

The Chair 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

Confirmation of the minutes for the Review and Selection Committee Meeting held on 4 December 2018
Report Reference: RSC190305R01

Moved Councillor - Jason Veliskou

Seconded Councillor – Kendra Clancy

That the minutes of the Review and Selection Committee Meeting held on 4 December 2018 be taken as read and confirmed.

CARRIED UNANIMOUSLY

5. BUSINESS ARISING – Nil

6. CONFIDENTIAL ITEMS - Nil

7. REPORTS FOR DISCUSSION

SRWRA Audit Committee Member - City of Marion Representative
Report Reference: RSC050319R02

Discussion

It was noted there should be enough notice provided to the Committee to enable a recruitment process to be conducted if required. Administration clarified the report is seeking a short term renewal for Mr Greg Connor's representation on the SRWRA Audit Committee to align with his current term on Council's Finance and Audit Committee which is due to expire in November 2019.

Moved Councillor – Kendra Clancy

Seconded Councillor – Jason Veliskou

That the Review and Selection Committee recommend to Council that;

Mr Greg Connor is appointed to the Southern Region Waste Resource Authority Audit Committee as the City of Marion Representative for the period from February 2019 to November 2019 (aligned to his appointment on the City of Marion Finance and Audit Committee)

CARRIED UNANIMOUSLY

8. REPORTS FOR NOTING

Corporate and CEO KPI Report Quarter Two 2018/19
Report Reference: RSC190305R03

Discussion

1. Sick leave trends
 - Excessive sick leave management
 - o Targeting individuals with patterns of sick leave
 - o Requesting medical certificates where there are clear patterns of leave
 - o Opportunity for further focus regarding trends and action planning across the workforce
 - Measuring lack of productivity
 - o GPS tracking has been used to manage performance in some cases
 - o Service reviews provide objective data to demonstrate productivity

2. Key Performance Indicators

Total employee costs are currently not tracking to target

- No adjustments have been made as yet to projected employee costs, as was reported last quarter. These adjustments will occur through the 3rd budget review process.
- Full Time Equivalent (FTE) chart shows the total figures compared to budget are currently tracking favourably against budget.
- Pool temporary labour staff are utilised due to the associated cost benefit, considering the short

working periods and flexibility required during the outdoor pool season.

Return to Work / Income Protection Management

-
- When employees are on workers compensation, their substantive roles are generally backfilled with temporary labour hire, in particular the outdoor workforce, to ensure services are still being delivered.
- Employees on Workers Compensation during 2017/18 averaged 1.31% of the total year end FTE figure.

Employee costs to be revised for the CEO KPIs, 19/20 financial year, which is to be discussed at the 7 May 2019 Review and Selection committee meeting.

Moved Councillor - Jason Veliskou

Seconded Councillor – Kendra Clancy

That the Review and Selection Committee;

1. Note this report

CARRIED UNANIMOUSLY

9. WORKSHOP / PRESENTATION ITEMS – Nil

10. OTHER BUSINESS

Question was raised regarding the diversity of committee Independent members. There are no quotas for diversity for independent members, but the City of Marion has an ambition to increase diversity. Members are conscious of the importance of considering diversity when appointing, balanced with merit based appointment.

Diversity discussion

- Suggestion of tapping into different community networks to increase diversity and have access to differing views and experiences
- Administration advised unconscious bias training is delivered to our leaders, to increase awareness of potential bias through recruitment
- Exploring work experience and volunteering opportunities for new migrants generates further diversity

Moved Councillor – Jason Veliskou

Seconded Councillor – Kendra Clancy

That the Review and Selection Committee recommend that;

The next Review and Selection Committee meeting will commence at 6pm 7 May 2019

CARRIED UNANIMOUSLY

11. MEETING CLOSURE

MEETING CLOSURE - Meeting Declared Closed at Tuesday, 05 March 2019, 6.37PM