

MINUTES OF THERSC191105 - REVIEW AND SELECTION COMMITTEE

Tuesday, 05 November 2019 at 06:00 PM

Council Administration Centre, 245 Sturt Road, Sturt



PRESENT

Elected Members

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

In Attendance

Steph Roberts	Human Resources Manager
Rachel Read	Unit Manager Human Resources
Tim Sayer	Volunteer Development Officer

OPEN MEETING

The Mayor opened the meeting at 06:13 PM

KAURNA ACKNOWLEDGEMENT

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

ELECTED MEMBERS DECLARATION (if any) – Nil

CONFIRMATION OF MINUTES

Confirmation of the minutes for the Review and Selection Committee Meeting held on 15 October 2019

Report Reference: RSC191105R01

Moved Councillor Veliskou, Seconded Councillor Clancy

That the minutes of the Review and Selection Committee Meeting held on 15 October 2019 be taken as read and confirmed.

Carried Unanimously

BUSINESS ARISING - Nil

CONFIDENTIAL ITEMS

Cover Report - CEO Annual Performance Review 2018/19

Report Reference: RSC191105F01

Moved Councillor Veliskou, Seconded Councillor Clancy

That:

1. 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 Steph Roberts, be excluded from the meeting as the Committee receives and considers information relating to the CEO Annual Performance Review 2018/19, 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.

Carried Unanimously

6.15pm the meeting went into confidence

7.00pm the meeting came out of confidence

7.00pm Rachel Read joined the meeting

7.00pm Tim Sayer joined the meeting

REPORTS FOR DISCUSSION - Nil

REPORTS FOR NOTING

Volunteer Update

Report Reference: RSC191105R02

Moved Councillor Clancy, Seconded Councillor Veliskou

General Discussion regarding the report

- It is positive to start to see some results with increasing the diversity and experience into volunteering. It is good to see the improvement
- We are seeing some of our new arrival volunteers gaining work due to the experience gained through volunteering
- Councillor Veliskou shared at an event he attended today, the New and Emerging Communities 'Sisters of the World' volunteer program at the City of Marion was discussed by City of Marion staff. The good work being done through this program was acknowledged
- The volunteering strategy was developed in response to the KPMG report, covering areas such as:
 - o DCSI checks in place for all volunteers (no cost to volunteers)
 - o Volunteering strategy developed
 - o Diversity gaps targeted
 - o Volunteer data base updated
 - o Induction of volunteers
 - o Aligning volunteering processes with Human Resource processes
 - o Developing a marketing plan
- Recruitment in some areas has been low, due to some areas having no vacancies (e.g. libraries)
- Councillor Veliskou advised tax help volunteers are placed at the City of Marion, however no conflict of interest exists

That the Review and Selection Committee:

1. Notes the report

Carried Unanimously

7.14pm Rachel Read left the meeting

7.14pm Tim Sayer left the meeting

Corporate and CEO KPI Report Quarter One 2019/20

Report Reference: RSC191105R03

Moved Councillor Clancy, Seconded Councillor Veliskou

Discussion

- Note, appendix 3 has an error showing staff net numbers as at 30 June 2019, this should be as at 30 September 2019
- LTIFR discussion in 18/19 crept up with a number of injuries. Noting it has reduced in Q1 19/20. The focus remains on prevention of injury and supporting staff who do suffer an injury with return to work.
- Staff vacancies were discussed and as a result administration have been requested to provide a report
 - o **ACTION:** Administration to provide a report on vacancy management for the next Review and Selection meeting for the 1st quarter (6 months)
 - Duration of vacancies
 - Which vacancies are temporarily filled and by agency and City of Marion staff
 - Can we compare to how other Councils (PAE and CoCS) how they approach the issue of vacancies and budgeted for them, in terms of a percentage of the total FTE

That the Review and Selection Committee;

1. Note this report

Carried Unanimously

WORKSHOP / PRESENTATION ITEMS - Nil

OTHER BUSINESS

MEETING CLOSURE - Meeting Declared Closed at 7.23PM

CONFIRMED THIS XX DAY OF XXX

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CHAIRPERSON