

**MINUTES OF THE RSC200804 - REVIEW AND SELECTION COMMITTEE**

**Tuesday, 04 August 2020 at 06:00 PM**

**Council Administration Centre, 245 Sturt Road, Sturt**



## **PRESENT**

### **Elected Members**

His Worship the Mayor Kris Hanna  
Councillors Clancy, Shilling

### **In Attendance**

Adrian Skull	Chief Executive Officer
Steph Roberts	Manager People and Culture
Kate McKenzie	Manager Corporate Governance
Sorana Dinmore	General Manager Corporate Services
Ray Barnwell	Manager Finance

## **OPEN MEETING**

The Mayor opened the meeting at 06:22 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)**

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

## **CONFIRMATION OF MINUTES**

**Confirmation of the minutes for the Review and Selection Committee Meeting held on 5 May 2020**

**Report Reference:** RSC200804R01

**Moved Councillor Shilling, Seconded Councillor Clancy**

That the minutes of the Review and Selection Committee Meeting held on 5 May 2020 be taken as read and confirmed.

**CARRIED UNANIMOUSLY**

## **BUSINESS ARISING**

## **CONFIDENTIAL ITEMS**

### **Deputy CEO Arrangements**

**Report Reference:** RSC200804F01

### **Moved Councillor Clancy, Seconded Councillor Shilling**

That pursuant to Section 90(2) and (3)(a) of the Local Government Act 1999, the Council orders that all persons present, with the exception of the following persons: Adrian Skull, Steph Roberts, be excluded from the meeting as the Council receives and considers information relating to Council employees, 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 Council employees.

**CARRIED UNANIMOUSLY**

6.25pm the meeting went into confidence

### **Moved Councillor Shilling, Seconded Councillor Clancy**

That:

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that this report, Deputy CEO Arrangements and 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 2020.

**CARRIED UNANIMOUSLY**

6.31pm the meeting came out of confidence

6.31pm Adrian Skull left the meeting

6.32pm Ray Barwell joined the meeting

6.32pm Kate McKenzie joined the meeting

6.33pm Adrian re-joined the meeting

6.34pm Sorana Dinmore joined the meeting

## REPORTS FOR NOTING

### Corporate and CEO KPI Report Quarter Four 2019/20

**Report Reference:** RSC200804R04

#### 4. Employee Costs

- Summary of the increase in employee costs 4.79% on prior year, impacted by:
  - o EBA increase
  - o Additional grant funding, off set by income in grant funding
  - o Cross Council roles, sit in labour costs, part recovery from participating Councils
  - o Increase in leave provisions due to COVID-19 with leave cancellation
    - Accrual for leave on top of salary
  - o Council Resolutions
  - o New positions added to budget
    - Acknowledgement there are times roles need to be added in order to deliver services, while balancing meeting the KPI
  - o KPI relates to total employee costs compared to prior year actual result, rather than FTE.
  - o the committee was relaxed about the KPI result (4.79%) after the clear explanation given by the Finance Manager
- The comparison is to the prior year actuals, for example where savings were realised in the prior year, this potentially impacts the budget for the current year.
- KPI is not based on the current program of works.
- KPI enables administration to determine the number of FTE within the budgeted employee costs.
- Grant Funded positions should not form part of the KPI result (even though they increase employee costs, off set by the funding received)
- Alternative KPI suggestions were discussed
  - o Have an endorsed a budget for the financial year (not based on prior year actuals)
  - o Prior year actual plus 3%
  - o no KPI alternative (to labour costs increase %) was presented which was obviously better to create reasonable restraint on growth of employee costs

#### 6. Asset sustainability

- **ACTION:** Add a rolling average for asset sustainability

#### 3. Lost Time Injury Frequency Rate (LTIFR)

- **ACTION:** Add a rolling would assist with the LTIFR

#### General discussion

- Finance and Audit Committee August and joint Elected Member meeting, KPMG will present the metrics that matter report
- **ACTION:** Request for the Corporate KPIs to be included on the January planning day agenda
- Increased rigor is being implemented regarding recruitment approval prior to recruiting/engaging FTE

7.00pm Kate McKenzie left the meeting

7.01pm Kate McKenzie re-joined the meeting

## **Moved Councillor Shilling, Seconded Councillor Clancy**

That the Review and Selection Committee:

1. Notes the report and attachments.

**CARRIED UNANIMOUSLY**

## **REPORTS FOR DISCUSSION**

### **FTE Management**

**Report Reference:** RSC200804R02

## **Moved Councillor Clancy, Seconded Councillor Shilling**

That the Review and Selection Committee:

1. Notes the report

**CARRIED UNANIMOUSLY**

### **Independent Member - Finance and Audit Committee**

**Report Reference:** RSC200804R03

7.15pm the meeting went into confidence

That pursuant to Section 90(2) and (3)(a) of the Local Government Act 1999, the Council orders that all persons present, with the exception of the following persons: Adrian Skull, Kate McKenzie and Steph Roberts, be excluded from the meeting as the Council receives and considers information relating to personal affairs, 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 Council employees.

## **Moved Councillor Shilling, Seconded Councillor Clancy**

**CARRIED UNANIMOUSLY**

7.15pm Sorana Dinmore and Ray Barnwell left the meeting

7.21pm the meeting came out of confidence

**Moved Councillor Clancy, Seconded Councillor Shilling**

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that this report, Independent Member – Finance and Audit Committee and 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 2020.

**CARRIED UNANIMOUSLY**

**WORKSHOP / PRESENTATION ITEMS - Nil  
OTHER BUSINESS**

**MEETING CLOSURE**

**MEETING CLOSURE** - Meeting Declared Closed at 07:21 PM

**CONFIRMED THIS 4 DAY OF AUGUST**

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**CHAIRPERSON**