



**Minutes of the Review and Selection Committee  
held on Tuesday, 3 May 2022 at 6.00 pm  
Virtual Meeting Room - Zoom**

**PRESENT**

His Worship the Mayor Kris Hanna  
Councillor Maggie Duncan

Councillor Matthew Shilling

**In Attendance**

Chief Executive Officer - Tony Harrison  
General Manager Corporate Services - Sorana Dinmore (from 6:45pm)  
Manager People and Culture - Jessica Lynch  
Manager Office of the CEO - Kate McKenzie  
Chief Financial Officer – Ray Barnwell

**1 Open Meeting**

The Mayor opened the meeting at 6.04pm.

**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 Member Declaration of Interest (if any)**

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

Nil interests disclosed.

**4 Confirmation of Minutes****4.1 Confirmation of Minutes of the Special Review and Selection Committee Meeting held on 6 April 2022**

**Report Reference** RSC220503R4.1

**Moved Councillor Shilling**

**Seconded Councillor Duncan**

That the minutes of the Review and Selection Committee Meeting held on 6 April 2022 be taken as read and confirmed.

**Carried unanimously**

**5 Reports for Discussion****6 Reports for Noting**

**6.1 Corporate and CEO KPI Report Quarter Three 2021/22****Report Reference** RSC220503R6.1

The Committee discussed:

- KPI 7 – Staff Engagement
  - Explanation for three areas with staff participation in the survey below 50% and strategies to improve participation in the survey going forward.
- KPI 10 – Asset Utilisation of Sports and Community Venues
  - Factors contributing to low results in this quarter, including impacts of COVID-19 on accessing services and facilities.
  - How facilities are booked and whether the KPI should include data that accounts for leasing of facilities.
  - Composition of this particular KPI and understanding of the efficient use of facilities.
- Next steps to mature KPIs to ensure meaningful data is available to guide decision-making.
- Attachment 4 – Labour and FTE movement summary
  - Likelihood of cost pressures arising from impacts of inflation.
  - Impact of additional payments for attraction and retention, and those exiting the organisation.

**Action**

- Administration to prepare a progress report for the next Review and Selection Committee meeting scheduled for 3 May 2022.

**Moved Councillor Duncan****Seconded Councillor Shilling**

That the Review and Selection Committee:

1. Notes this information and information contained within the attachments for Quarter Three 2021/22.

**Carried unanimously****6.2 Cost of agency employees****Report Reference** RSC220503R6.2

The Committee discussed:

- Employee cost increases over time.
- Retention and availability of suitable staff.
- Practices for the engagement of agency staff for the backfilling of vacant positions.

**Action:**

- Administration to provide a further report on Employee Costs to aid enhance understanding of % movement on prior years.

**Moved Councillor Shilling**

**Seconded Councillor Duncan**

That the Review and Selection Committee:

1. Note the report.
2. Note next steps to create greater visibility of the City of Marion workforce establishment.

**Carried unanimously**

## **7 Workshop / Presentation Items - Nil**

## **8 Confidential Items**

### **8.1 Cover Report - CEO Performance and Renumeration Review**

Report Reference

RSC220503F8.1

**Moved Councillor Shilling**

**Seconded Councillor Duncan**

That pursuant to Section 90(2) and (3)(d) of the Local Government Act 1999, the Committee orders that all persons present, with the exception of the following persons: Chief Executive Officer, Manager People and Culture, Manager Office of the CEO, and Chief Financial Officer be excluded from the meeting as the Committee receives and considers information relating to CEO Performance and Renumeration Review, 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 commercial figures of an independent third party.

**Carried unanimously**

6.40pm the meeting went into confidence.

**Moved Councillor Shilling**

**Seconded Councillor Duncan**

In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Committee orders that this report, CEO Remuneration Review, any appendices and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(d) of the Act, except when required to effect or comply with the Committee'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 2022.

**Carried unanimously**

6.45pm the meeting came out of confidence.

#### **8.2 Cover Report - COVID Mandatory Vaccination Policy implementation update**

Report Reference RSC220503F8.2

**Moved Councillor Duncan**

**Seconded Councillor Shilling**

That 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: Chief Executive Officer, Manager People and Culture, Manager Office of the CEO, Chief Financial Officer, General Manager Corporate Services, be excluded from the meeting as the Committee receives and considers information relating to COVID Mandatory Vaccination Policy Update, 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 personal affairs of City of Marion employees.

**Carried unanimously**

6.45 the meeting went into confidence.

**Moved Councillor Duncan**

**Seconded Councillor Shilling**

That the Review and Selection Committee:

1. Note the report.
2. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Committee orders that this report, COVID Mandatory Vaccination Policy implementation update, any appendices 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 the Committee'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 2022.

**Carried unanimously**

7.03pm the meeting came out of confidence.

#### **8.3 Cover Report - Staff movements and exit survey data - 31/12/21 & 31/3/22**

Report Reference RSC220503F8.3

**Moved Councillor Duncan**

**Seconded Councillor Shilling**

That 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: Chief Executive Officer, General Manager Corporate Services, Manager People and Culture, Manager Office of the CEO, Chief Financial Officer, be excluded from the meeting as the Committee receives and considers information relating to Staff Movements and Exit Survey Data, 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 past and present employees of the City of Marion.

**Carried unanimously**

7.03pm the meeting went into confidence.

**Moved Councillor Duncan**

**Seconded Councillor Shilling**

In accordance with Section 91(7) and (9) of the Local Government Act 1999, the Committee orders that this report, Staff Movements and Exit Survey Data, any appendices and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(a) of the Act be kept confidential and not available or 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 2022.

**Carried unanimously**

7.03pm the meeting came out of confidence.

**8.4 Cover Report - Confirmation of the Confidential Minutes of the Review and Selection Committee meeting held on 1 February 2022**

Report Reference RSC220503F8.4

**Moved Councillor Shilling**

**Seconded Councillor Duncan**

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: Chief Executive Officer, General Manager Corporate Services, Manager People and Culture, Manager Office of the CEO, Chief Financial Officer be excluded from the meeting as the Council receives and considers information relating to confirmation of the confidential minutes of the Review and Selection Committee meeting held on 1 February 2022, 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 personal affairs of City of Marion employees and Independent Committee Members.

**Carried unanimously**

7.07pm the meeting went into confidence.

**Moved Councillor Shilling****Seconded Mayor Hanna**

In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the attachments to the report, Confirmation of the confidential minutes of the Review and Selection Committee Meeting held on 1 February 2022 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 2022.

**Carried unanimously**

7.09 the meeting came out of confidence.

**9 Other Business****10 Meeting Closure**

The meeting shall conclude on or before 9.00pm unless there is a specific motion adopted at the meeting to continue beyond that time.