



**Minutes of the Review and Selection Committee  
held on Tuesday, 2 August 2022 at 6.00 pm  
Committee Room 1, Council Administration Centre  
245 Sturt Road, Sturt**

## PRESENT

His Worship the Mayor Kris Hanna

Councillor Maggie Duncan

Councillor Matthew Shilling

## In Attendance

Chief Executive Officer - Tony Harrison

Manager Office of the CEO - Kate McKenzie

Manager People and Culture - Jessica Lynch

Chief Financial Officer - Ray Barnwell

## 1 Open Meeting

The Mayor opened the meeting at 6:00pm.

## 2 Kurna Acknowledgement

We acknowledge the Kurna 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 were disclosed.

The Chief Executive Officer noted his own interest in the outcome of the CEO Annual Performance and Remuneration Review.

## 4 Confirmation of Minutes

### 4.1 Confirmation of Minutes of the Review and Selection Committee Meeting held on 3 May 2022

Report Reference	RSC220802R4.1
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**Moved Councillor Duncan**

**Seconded Councillor Shilling**

That the minutes of the Review and Selection Committee Meeting held on 3 May 2022 be taken as read and confirmed.

**Carried unanimously**

## 5 Reports for Discussion

## 5.1 Finance, Risk and Audit Committee - Independent Member

**Report Reference** RSC220802R5.1

The Committee discussed:

- Advice to Council of the expiry of Mr Papa's term of the Finance, Risk and Audit Committee (FRAC) expiring on 30 November 2022.
- Timing of the recruitment process, including advertisement, short-listing and interviews.

### **Action:**

- **Management to progress arrangements with the Committee for short-listing and interviews.**

**Moved Councillor Shilling**

**Seconded Councillor Duncan**

That the Review and Selection Committee:

1. Proceed with conducting a recruitment process for an independent member on the Finance, Risk and Audit Committee.
2. Recommend to Council the proposed timeline for the recruitment process to be undertaken.

**Carried unanimously**

## 6 Reports for Noting

### 6.1 Corporate and CEO KPI Report Quarter Four 2021/22

**Report Reference** RSC220802R6.1

The Committee discussed:

- KPI 2 – Delivery of agreed project identified in ABP and their year targets in 4-year Plan (26 projects)
  - Amendment to the figure for the final report noted.
- KPI 7 – Staff Engagement
  - Granularity of the metrics provided to Council.
  - Pros and cons of disaggregating metrics at organizational versus departmental levels, including interpretation and encouraging employee participation in the survey.
  - Monitoring of trends over successive quarters.
  - This KPI has been amended for 2022-23 and that September 2022 quarterly metrics will reflect updated Employee Engagement Index, comprised of employee responses to five questions.

- Management will present an option to the committee to view a further organization-level breakdown of the metrics for this KPI.
- KPI 10 – Asset Utilisation of Sports and Community Venues
  - Current composition of the data for this KPI.
  - 12 council run facilities are currently included in the data for this KPI.
  - Pros and cons of including sporting figures, community halls and small rooms in usage data.
  - Limitations of current manual processes to capture data.
  - This KPI has been amended for 2022-23.

**Action**

- **Management to present organization-level breakdown of the metrics for each question for the Staff Engagement KPI for the consideration of the Committee.**

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

That the Review and Selection Committee:

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

**Carried unanimously****7 Confidential Items****7.1 Cover Report - Staff movements**

Report Reference RSC220802F7.1

**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, Chief Financial Officer, Manager Office of the Chief Executive and Manager People and Culture, 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**

6:24pm 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 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**

6:36pm the meeting came out of confidence.

6:36pm – The Manager Office of the Chief Executive and Chief Financial Officer left the room.

**7.2 Cover Report - CEO Annual Performance and Remuneration Review**

Report Reference RSC220802F7.2

**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: Manager People and Culture, be excluded from the meeting as the Committee receives and considers information relating to CEO Annual Performance and Remuneration Review, 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 personal affairs of the Chief Executive Officer.

**Carried unanimously**

**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 Annual Performance and Remuneration Review, 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 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**

7:40pm the meeting came out of confidence

**8 Workshop / Presentation Items - Nil****9 Other Business**

**10 Meeting Closure**

The meeting was declared closed at 7:40pm.

CONFIRMED THIS 1 DAY OF NOVEMBER 2022

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CHAIRPERSON