



**Minutes of the Review and Selection Committee  
held on Tuesday, 7 May 2024 at 5.30 pm  
Chamber - Admin, Council Administration Centre  
245 Sturt Road, Sturt**

**PRESENT**

His Worship the Mayor Kris Hanna  
Councillor Jayne Hoffmann  
Councillor Matt Taylor

**In Attendance**

Acting Chief Executive Officer - Ben Keen  
General Manager Corporate Services – Angela Allison  
Manager Office of the CEO - Kate McKenzie  
Chief Financial Officer - Ray Barnwell  
Manager People and Culture - Sarah Vinall

**1 Open Meeting**

The Mayor opened the meeting at 5.31pm.

**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.

No interests were disclosed.

**4 Confirmation of Minutes****4.1 Confirmation of Minutes of the Review and Selection Committee Meeting held on 6 February 2024**

<b>Report Reference</b>	RSC240507R4.1
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**Moved Councillor Taylor****Seconded Councillor Hoffmann**

That the minutes of the Review and Selection Committee Meeting held on 6 February 2024 be taken as read and confirmed.

**Carried unanimously**

The Mayor sought and was granted leave of the meeting to vary the agenda items as follows:

- 6.2 Increasing diversity across the Marion workforce
- 6.3 Savings – Agency Labour
- 7.1 Council and CEO KPI Report Quarter Three 2023-24
- 5.1 Cover Report – Staff Movements and Exits Summary Report
- 6.1 Review of Council KPI's

## 6.2 Increasing diversity across the Marion workforce

**Report Reference** RSC240507R6.2

The Committee discussed the challenges that can come from seeking to increase diversity in a workforce, and suggested some possible options to achieve diversity could include:

- A mentor program, likely run by the LGA and stretching across councils to increase collaboration across the sector and availability of mentors and mentees;
- Review of recruitment and onboarding practices, from wording within job advertisements to language used in induction materials;
- Improve understanding of our existing staff backgrounds, with acknowledgement that there is intention to collect and capture this data in the Human Resource Information System currently being scoped;
- Possible expansion on partnerships with external providers to target culturally diverse candidates for roles, and reworking of internal policies to highlight advantages of diversity within teams when conducting merit processes.

The Committee also discussed the current EOI process to establish an internal Diversity, Equity, Inclusion and Belonging working group, and highlighted the need to ensure culturally diverse representation on that group.

The Committee also noted the importance of establishing clear strategies and associated measures to ensure success in this space.

**Moved Councillor Hoffmann**

**Seconded Councillor Taylor**

That the Review and Selection Committee:

1. Notes report and has suggested to Administration various strategies to increase cultural inclusiveness and sensitivity across the City of Marion's workforce.

**Carried unanimously**

## 6.3 Savings – Agency Labour

**Report Reference** RSC240507R6.3

The Committee noted the work done to reduce temporary labour hire costs this financial year.

The Committee heard about the new labour hire panel of providers, and the regular review of individual arrangements to ensure that temporary labour staff are being appropriately utilised. The Committee also noted the intention to move from temporary labour to a casualised workforce for the Marion Outdoor Pool next season.

**Moved Councillor Hoffmann**

**Seconded Councillor Taylor**

That the Review and Selection Committee:

1. Note the reduced usage of Agency staff in 2023-24 as compared to 2022-23.

**Carried unanimously**

### 7.1 Council and CEO KPI Report Quarter Three 2023-24

**Report Reference** RSC240507R7.1

The Committee noted the reported performance against KPIs and discussed in depth the result for the KPI 'Total Employee Costs'. The Committee noted the current reported employee costs and associated FTE is at a point in time, with quarter three results inclusive of seasonal staff employed at the Marion Outdoor Pool.

**Moved Councillor Taylor**

**Seconded Councillor Hoffmann**

That the Review and Selection Committee:

1. Notes this information and information contained within the attachments for Quarter three 2023-24.

**Carried unanimously**

### 5.1 Cover Report - Staff Movements and Exits Summary Report

**Report Reference** RSC240507F5.1

**Moved Councillor Taylor**

**Seconded Mayor Hanna**

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: Acting Chief Executive Officer, General Manager Corporate Services, Manager Officer of the Chief Executive Officer, Chief Financial Officer and Manager People and Culture, be excluded from the meeting as the Committee receives and considers information relating to Staff Movements and Exits Summary Report, 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 personal information of current and former staff of the City of Marion.

6.14pm the meeting went into confidence

**Carried unanimously**

**Moved Councillor Hoffmann**

**Seconded Councillor Taylor**

In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that this report, Staff Movements and Exits Summary Report, Report Reference RSC240507F5.1 any attachments 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 Councils resolution(s) regarding this matter, be kept confidential and not available for public inspection upon the basis that the information relates to personal information of Council staff.

This order shall operate until it is revoked, or a further order is made and will be reviewed every 12 months.

Pursuant to section 91(9)(c) of the Local Government Act 1999, the Council delegates the power to revoke the confidentiality order to the Chief Executive Officer.

6.17pm the meeting came out of confidence

**Carried unanimously**

## **6.1 Review of Council KPI's**

**Report Reference** RSC240507R6.1

The Committee focused discussion on a proposed change to the KPI 'Total Employee Cost'. With the current KPI set as a percentage of growth against financial actuals each year, it was suggested by Administration that the KPI may be difficult to continue meeting in coming years.

The Committee acknowledged the need to review the KPIs, and suggested the item would be best discussed with all Councillors present.

**Moved Councillor Hoffmann**

**Seconded Councillor Taylor**

That the Review and Selection Committee recommends that the Council KPI's be reviewed.

**Carried unanimously**

**8 Workshop / Presentation Items - Nil**

**9 Other Business**

**10 Meeting Closure**

The meeting shall conclude on or before 6.30pm unless there is a specific motion adopted at the meeting to continue beyond that time.

The meeting was declared closed at 6.30pm.

CONFIRMED THIS 6 DAY OF AUGUST 2024

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CHAIRPERSON