

**Minutes of the Review and Selection Committee
held on Tuesday, 4 February 2025 at 5.00 pm
Mitchell Park Sports and Community Centre
Activity Room C
139 Bradley Grove, Mitchell Park SA 5043**

PRESENT

His Worship the Mayor Kris Hanna
Councillor Ian Crossland
Councillor Jana Mates

In Attendance

Chief Executive Officer - Tony Harrison
Chief Financial Officer - Ray Barnwell
Manager Office of the CEO - Sarah Vinall
Manager People and Culture - Kate McKenzie
Unit Manager, Organisational Development – Jo McCarthy
Volunteer Development & Program Coordinator – Lucy Camp

1 Open Meeting

The Mayor opened the meeting at 5.01pm

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.

No conflicts were disclosed.

4 Confirmation of Minutes**4.1 Confirmation of Minutes of the Review and Selection Committee Meeting held on 5 November 2024**

Report Reference	RSC250204R4.1
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Moved Councillor Crossland**Seconded Councillor Mates**

That the minutes of the Review and Selection Committee Meeting held on 5 November 2024 be taken as read and confirmed.

Carried Unanimously

5 Confidential Items

5.1 Cover Report - Appointment of Independent Members to the Marion Council Assessment Panel

Report Reference RSC250204F5.1

Moved Councillor Crossland

Seconded Councillor Mates

1. Pursuant to Section 90(2) and (3)(a) of the *Local Government Act 1999*, the Committee orders that the public be excluded from attendance at that part of this meeting relating to Agenda Item *RSC250204F5.1 Appointment of Independent Members to the Marion Council Assessment Panel*, except the following persons: Chief Executive Officer, Manager People and Culture, Manager Office of the Chief Executive and Chief Financial Officer, to enable the Council to consider Item [insert item number] in confidence on the basis the Committee considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item *RSC250204F5.1*, information concerning the personal affairs of any person (living or dead), the disclosure of which would be unreasonable, being information relating to the names and personal details of the applicants.
- 2.
3. Determines, on this basis, the principle that meetings of the Committee should be conducted in a place open to the public has been outweighed be excluded from the meeting as the Committee receives and considers information relating to *Appointment of Independent Members to the Marion Council Assessment Panel*, 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 affairs of the candidates.

Carried Unanimously

5.02 pm the meeting went into confidence

Moved Councillor Crossland

Seconded Councillor Mates

That the Review and Selection Committee:

4. Pursuant to section 91(7) of the *Local Government Act 1999*, orders that the following document(s) relating to Agenda Item *RSC250204F5.1 Appointment of Independent Members to the Marion Council Assessment Panel*, shall be kept confidential, except when required to effect or comply with Council's resolution(s) regarding this matter, being document(s) relating to a matter dealt with by the Council on a confidential basis under sections 90(2) and 90(3)(a) of the Act, :
 - Report
 - Minutes

on the grounds that the document(s) on the grounds that the documents relate to information concerning the personal affairs of any person (living or dead), the disclosure of which would be unreasonable, being information relating to the personal affairs of the candidates involved in the Council Assessment Panel appointment.
5. Determines this order shall operate until all candidates have been notified, and the appointment process is complete and will be reviewed every 12 months.
6. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, delegates to the Chief Executive Officer [or insert other officer title] the power to revoke this order in whole or part.

Carried Unanimously

5.04pm the meeting came out of confidence

6 Reports for Discussion

6.1 Diversity in the Workplace

Report Reference	RSC250204R6.1
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The Committee queried some of the actions within the Diversity, Equity, Inclusion and Belonging (DEIB) Plan to ensure that they are value adding.

Staff responded that initiatives such as promoting the wellbeing rooms used for cultural wellbeing, providing options for people to consider using pronouns and providing opportunities for marginalized groups to have a voice are all contemporary practices that are low cost, supported and requested by staff and contribute towards a more inclusive and belonging culture.

The Committee queried how the DEIB Plan will be measured, noting that this will occur through various KPI's and employee surveys. Employee engagement surveys can provide insights into how included and valued employees feel, while satisfaction surveys can gauge overall happiness and contentment at work. The Committee was advised that research shows a strong correlation between high levels of employee engagement, satisfaction, and productivity, which collectively contribute to higher employee retention rates.

The Committee also provided some feedback on various words/sentence structures which will be taken on board by management.

The Committee was advised that the DEIB Plan is a Human Resources Management obligation and sits within the functions of the CEO for approval, however feedback from Council Members is welcome and will be considered.

Moved Councillor Crossland

Seconded Councillor Mates

That the Review and Selection Committee:

1. Notes the report and progress on Diversity, Equity, Inclusion and Belonging initiatives across the organisation and has made some suggestions for improvement.

Carried Unanimously

7 Reports for Noting

7.1 Council and CEO KPI Report Quarter Two 2024-25

Report Reference	RSC250204R7.1
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The Committee queried:

- The progress of Warradale Park Tennis noting the deed is finalized, design is at 100% and on schedule to be built second half of calendar year.
- If the number of vacant positions was higher than usual noting, it was slightly higher, however impacted by the vacancies at the pool and these are now City of Marion positions rather than temp labour hire.

Moved Councillor Mates**Seconded Councillor Crossland**

That the Review and Selection Committee:

1. Notes the Quarter Two results for 2024-25 contained within the attachments.

Carried Unanimously**7.2 Volunteer Program Report****Report Reference** RSC250204R7.2

The Volunteer Development & Program Coordinator provided an overview of the report and the Committee queried if the Council provided an incentive program for volunteers. It was noted that volunteers are recognized for years of service and celebrate in volunteer week. Volunteers also received an end of year celebration to thank them for their contribution to the community.

The Committee raised that they have received feedback for people wanting to do more and diversify the role/functions of their volunteering. The Committee was advised that a recent call had gone out to all volunteers for areas where the Council has struggled to attract volunteers. This has been received positively with a good response.

The Committee noted that there has been a slight increase in volunteer numbers.

Moved Councillor Mates**Seconded Councillor Crossland**

That the Review and Selection Committee:

1. Notes the report and makes any recommendations regarding the Volunteer Program.

Carried Unanimously**7.3 Staff Movements and Exit Summary Survey****Report Reference** RSC250204R7.3**Moved Councillor Crossland****Seconded Councillor Mates**

That the Review and Selection Committee:

1. Notes the report

Carried Unanimously**8 Workshop / Presentation Items****9 Other Business****10 Meeting Closure**

The meeting was declared closed at 5.51pm.

CONFIRMED THIS 6 DAY OF MAY 2025

CHAIRPERSON
