

**MINUTES OF THE REVIEW & SELECTION COMMITTEE MEETING
HELD AT ADMINISTRATION CENTRE
245 STURT ROAD, STURT
ON TUESDAY 4 DECEMBER 2018**



PRESENT

Elected Members

His Worship the Mayor Kris Hanna
Councillors Kendra Clancy, Jason Veliskou

In Attendance

Adrian Skull	Chief Executive Officer
Steph Roberts	Manager Human Resources
Vincent Mifsud	General Manager Corporate Services
Mathew Allen	Manager Engineering and Field Services

1. OPEN MEETING

The Mayor opened the meeting at 7.35pm.

2. KAURNA ACKNOWLEDGEMENT

We acknowledge the Kurna people, the traditional custodians of this land and pay our respects to their elders past and present.

3. MEMBERS DECLARATION OF INTEREST

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

No declarations

4. CONFIRMATION OF MINUTES

Moved Councillor Veliskou, Seconded Councillor Clancy that the Review and Selection Committee:

1. That the minutes of the Review and Selection Committee Meeting held on 28 August 2018 be taken as read and confirmed.

CARRIED UNANIMOUSLY

5. BUSINESS ARISING

Nil

6. CONFIDENTIAL ITEMS

Nil

7. REPORTS FOR DISCUSSION

7.35pm Terms of Reference and Overview of Skills Report Reference RSC181204R01

Moved Councillor Clancy, Seconded Councillor Veliskou that the Review and Selection Committee:

- Notes the Terms of Reference identified at Appendix 1 to the report.
- Note the overview of skills provided by each of the Committee Members.

Mayor Hanna	Legal / Employment Law
Councillor Clancy	Management Experience
Councillor Veliskou	Leadership, Human Resource management study, 10 years' experience managing volunteers, recruiting/training volunteers

CARRIED UNANIMOUSLY

7.40pm pm CEO KPI's 2018-19 Report Reference: RSC181204R02

Clarification of the timing of the setting of 2019/20 KPI's. They are set in May 2019 (as per the CEO timeline referenced in report RSC181204R03).

There was a suggestion for a change in the weighting of the employee costs Organisational KPI, as follows:

- Total employee costs to be given a 50% weighting in the total assessment for the current financial year 2018/2019.

The CEO was asked if he would support the above adjustment to the KPI.

- Discussion regarding applying an exclusion to be given to Council resolutions impacting employee costs, i.e. where employee costs are impacted by the need to engage additional resources for agreed project work, due to Council resolution.

The impact of WorkCover, Income Protection was raised as a possible additional impact to employee costs.

Action: A report regarding how Administration are managing employees on WorkCover and Income Protection to be brought to the next committee meeting, including clarifying what impact this may have on employee costs.

Moved Councillor Veliskou, Seconded Councillor Clancy that the Review and Selection Committee:

1. Note the report and discussion regarding a potential increased weighting for the CEO's KPI regarding employee costs.

CARRIED UNANIMOUSLY

**8.00pm CEO Performance and Remuneration Review Timeline and Approach 2018-2019
Report Reference: RSC181204R03**

Moved Councillor Clancy, Seconded Councillor Veliskou that the Review and Selection Committee:

1. Recommends the proposed approach and timeline for the CEO's performance and remuneration review as outlined in Appendix 1.

CARRIED UNANIMOUSLY

8. REPORTS FOR NOTING

**8.01pm Corporate and CEO KPI Report Quarter One 2018/19
Report Reference RSC181204R04**

Moved Councillor Clancy, Seconded Councillor Veliskou that the Review and Selection Committee:

1. Note this report

CARRIED UNANIMOUSLY

**8.03pm Program of non-capital works
Report Reference RSC181204**

There can be instances where, due to extenuating circumstances, some outdoor staff are unable to perform planned capital works for a period of time. During these times resources are reallocated to operational tasks to maintain productivity. In these situations staff costs are not capitalised and are instead allocated to operating expenditure and therefore included under "Employee Costs" in the Operating Statement. This does not affect total wages paid to outdoor employees.

Moved Councillor Veliskou, Seconded Councillor Clancy that the Review and Selection Committee:

1. Note this report

CARRIED UNANIMOUSLY

9. WORKSHOP / PRESENTATION

Nil

10. OTHER BUSINESS

Next meeting to be scheduled for the 1st Tuesday in March at 6.30pm

Possible topics to be considered for the committee:

- Sick leave trends
- Culture, Employee Pulse Survey / alternative assessments
- Inadequate information provided to Elected Members, with Elected Members needs at the forefront
 - o Take examples to the Chief Executive Officer to be managed accordingly
 - o In the last Council term a group meeting with the Executive Leadership Team (ELT)/Senior Leadership Team (SLT) and Elected Members was held and was considered a useful exercise
 - Forum time to be allocated to hold a joint ELT/SLT and Elected Member meeting

ACTION: Governance to set up a forum in the New Year once the new SLT leaders are on board.

ACTIONS:

Reports to be brought to the March 2019 meeting:

1. Income Protection/WorkCover management
2. Sick Leave statistics separated by indoor/outdoor for current financial year, compared to the last financial year

11. MEETING CLOSURE

Meeting Declared Closed at 8.25pm

CONFIRMED

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CHAIRPERSON

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