

**MINUTES OF THE REVIEW & SELECTION COMMITTEE MEETING  
HELD AT ADMINISTRATION CENTRE  
245 STURT ROAD, STURT  
ON TUESDAY 28 AUGUST 2018**



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**PRESENT**

**Elected Members**

His Worship the Mayor Kris Hanna  
Councillors Janet Byram, Ian Crossland and Jerome Appleby

**In Attendance**

|                |                                    |
|----------------|------------------------------------|
| Adrian Skull   | Chief Executive Officer            |
| Steph Roberts  | Manager, Human Resources           |
| Vincent Mifsud | General Manager Corporate Services |

**1. OPEN MEETING**

The meeting commenced at 5.04pm

**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. MEMBERS DECLARATION OF INTEREST**

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

NA

**4. CONFIRMATION OF MINUTES**

**4.1 Moved Councillor Byram, Seconded Councillor Crossland** the Minutes of the Review and Selection Committee meeting held on 1 May 2018 are confirmed as a true and correct record of proceedings.

**Carried Unanimously**

**5. BUSINESS ARISING**

Nil

## 6. PRESENTATION

Nil

**5.05pm Moved Councillor Byram, seconded Councillor Crossland** to take leave of the meeting and deal with confidential items at the end of the meeting.

**Carried Unanimously**

## 7. REPORTS

### **7.1 5.05pm Corporate and CEO KPI Report Quarter four 2017/18 Report Reference RSC180828R01**

Discussion regarding the KPI results

- KPI 4: Total employee costs

Vincent Mifsud provided further explanation: The outdoor workforce when conducting work on capital jobs book time out on time sheets, which is capitalised against the job. In 17/18, there was a reduction of capitalised labour of \$272,000; \$156,000 of this was due to delays in Kerb & Water Table works as a result of consultant delays in developing a 5 year road reseal program, as well as delays in the drainage program associated with delays in service relocations. In these instances outdoor staff perform other work such as repairs & maintenance, training, administrative tasks, etc. which are not capital jobs. Where this occurs their costs are not capitalised and are instead booked to operating expenditure and included under "Employee Costs".

- Question: How can we increase awareness and manage it for the future?
  - The information becomes available at the end of the financial year.
- Question: Why is labour not separated from Capital works?
  - Confirmation was provided that it is separated.
- Question: Why are salaries not always booked to operating expenditure?
  - Under Australian Accounting Standards, all labour directly associated with the physical carrying out of capital works (i.e. direct labour) is required to be capitalised and booked to those capital works jobs.
- Question: Why is there no other work employees can do, while they are not working on capital works, i.e. a program of non-capital works to be performed?
  - Other non-capital works are performed

**ACTION:** The Committee requested a report be provided to the next meeting regarding the program of non-capital work conducted each year

**ACTION:** The committee requested the following information be incorporated into the quarterly KPI reporting for General Council:

- Actual FTE figures be provided quarterly and at year end
  - Include a note stating the number of staff on Work Cover and income protection
- KPI 7: Asset Sustainability

Vincent Mifsud provided further explanation regarding the Fleet Optimisation Review Project. It is a good news story and will continue to improve how we procure our fleet.

**Moved Councillor Byram, Seconded Councillor Crossland** that the Review and Selection Committee:

1. Note this report; acknowledging that the final audited financial statements for KPI's one, four, seven and eight will be provided to Council in a separate report to align with the financial end of year independently audited statements (expected October 2018).

**Carried Unanimously**

## **8. CONFIDENTIAL ITEMS**

### **8.1 5.35pm Independent Member - Finance and Audit Committee Meeting Report Reference RSC180828RO2**

**Moved Councillor Crossland Seconded Councillor Appleby** that:

1. Pursuant to Section 90(2) and (3)(a) of the *Local Government Act 1999*, the Committee orders that all persons present be excluded from the meeting as the Committee receives and considers information relating to the Finance and Audit Committee Independent Member performance, 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 the performance of the Independent member.

**Carried Unanimously**

**5.35pm Adrian Skull, Steph Roberts and Vincent Mifsud left the meeting**

**5.40pm suspended confidence**

**5.40pm Adrian Skull and Steph Roberts re-entered the meeting**

**Moved Councillor Crossland, Seconded Councillor Appleby** that the Review and Selection Committee recommend to Council:

1. That Ms Emma Hinchey be re-appointed for a period of 3 years until 30 November 2021.

### **8.2 5.40pm Cover Report - CEO Annual Performance Review 2017/18 Report Reference RSC180828F01**

Adrian Skull presented an overview of the 2017/18 year.

- The committee sought clarification regarding Elected Members receiving the summarised rather than the full unedited version of the 360 degree feedback
  - Adrian confirmed he receives the full report
  - The committee discussed regarding whether the elected members should receive the full version. As it is required to be anonymous, the committee agreed the summarised version for elected members is appropriate.

**5.45pm Tim Pfeiffer entered the meeting**

**Moved Councillor Crossland Seconded Councillor Appleby that:**

1. Pursuant to Section 90(2) and (3)(a) of the *Local Government Act 1999*, the Committee orders that all persons present be excluded from the meeting as the Committee receives and considers information relating to the Chief Executive Officer (CEO) 2017/2018 Performance 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 the performance of the CEO.

**Carried Unanimously**

**5.48pm Tim Pfeiffer left the meeting**

**5.55pm Adrian Skull and Steph Roberts left the meeting**

**5.57pm Mayor Hanna left the meeting**

**6.19pm Steph Roberts re-entered the meeting**

**6.20pm Steph Roberts left the meeting**

**6.25pm Vincent Mifsud re-entered the meeting**

**6.28pm Vincent Mifsud left the meeting**

**7.00pm Steph Roberts re-entered the meeting**

**Moved Councillor Crossland, Seconded Councillor Appleby that:**

1. In accordance with 91(7) and (9) of the *Local Government Act 1999* the Committees orders that this report, all 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 2018.

**Carried Unanimously**

**7.09pm the meeting came out of confidence**

**9. ANY OTHER BUSINESS**

**10. MEETING CLOSURE**

The meeting was declared closed at 7.10pm.

**11. NEXT MEETING**

To be advised.

**CONFIRMED**

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**CHAIRPERSON**

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