



**Minutes of the Special Review and Selection Committee
held on Tuesday, 7 December 2021 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
Chief Financial Officer – Ray Barnwell
Manager People and Culture - Jessica Lynch
Acting Unit Manager People and Culture – Andrea van de Water

1 Open Meeting

The Mayor opened the meeting at 6:02pm.

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.

4 Confirmation of Minutes**4.1 Confirmation of Minutes of the Special Review and Selection Committee Meeting held on 21 September 2021**

Report Reference SRSC211207R4.1

Moved Councillor Duncan

Seconded Councillor Shilling

That the minutes of the Special Review and Selection Committee Meeting held on 21 September 2021 be taken as read and confirmed.

Carried Unanimously

5 Reports for Discussion

5.1 Corporate and CEO KPI Report - Quarter One 2021-22

Report Reference SRSC211207R5.1

The Committee discussed:

- Interpretation of the outcomes of KPIs 7 (Staff Engagement) and 10 (Asset Utilisation of Sports and Community Venues).
- Utilisation levels and strategic marketing of City of Marion Sports and Community Venues.
- Impact of employee turnover on Teamgage participation and results.
- Employee Fulltime Equivalent (FTE) numbers and variances.

***ACTION* - Administration to refer marketing of City of Marion Sports and Community Venues to the Customer Experience and Engagement for review and further consideration.**

Moved Councillor Shilling

Seconded Councillor Duncan

That the Review and Selection Committee:

1. Notes this report and information contained within the attachments for Quarter One.

Carried Unanimously

5.2 Review and Selection Committee - Meeting Dates 2022

Report Reference SRSC211207R5.2

Moved Councillor Duncan

Seconded Councillor Shilling

That the Review and Selection Committee:

1. Notes the proposed meeting dates for 2022:
 - Tuesday 1 February 2022 (6.00pm – 9.00pm)
 - Tuesday 3 May 2022 (6.00pm – 9.00pm)
 - Tuesday 2 August 2022 (6.00pm – 9.00pm)
 - Tuesday 1 November 2022 (6.00pm – 9.00pm)

Carried Unanimously

6 Reports for Noting

6.1 Volunteer Program Report

Report Reference SRSC211207R6.1

The Committee discussed:

- Consistency of applications for volunteering within the organisation.
- Opportunities to recruit and leverage non-traditional volunteering skill sets.
- Potential for greater update of youth volunteering opportunities.
- Strategies for volunteer recognition and belonging.
- Volunteer training requirements.

ACTION - Administration to investigate viability of name badges for volunteers in public facing areas.

Moved Councillor Duncan

Seconded Councillor Shilling

That Council:

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

Carried Unanimously

6.2 Teamgage Overview

Report Reference SRSC211207R6.2

The Committee discussed:

- Composition of employee response rate by Division.
- Calculation of combined engagement results.
- Expectations of leaders in encouraging employee participation and discussion of results.

Moved Councillor Shilling

Seconded Councillor Duncan

That the Review and Selection Committee:

1. Note the overview of the Teamgage staff engagement tool at City of Marion.

Carried Unanimously

6:36pm – Andrea van de Water, Ray Barnwell and Kate McKenzie left the meeting.

7 Confidential Items

7.1 Cover Report - Staff Movements and Exit Survey Data

Report Reference SRSC211207F7.1

Moved Councillor Duncan

Seconded Councillor Shilling

That pursuant to Section 90(2) and (3)(a) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Chief Executive Officer and Manager People and Culture, be excluded from the meeting as the Council receives and considers information relating to Staff Movements and Exit Survey Data, 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 past and present employees of the City of Marion.

Carried Unanimously

6:37pm 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 Council 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 or 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

7.2 Cover Report - CEO Remuneration Review

Report Reference SRSC211207F7.2

Moved Councillor Duncan

Seconded Councillor Shilling

That pursuant to Section 90(2) and (3)(d) of the *Local Government Act 1999*, the Committee orders that all persons present, with the exception of the following persons: Chief Executive Officer, Manager People and Culture, be excluded from the meeting as the Committee receives and considers information relating to the CEO 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 commercial figures of an independent third party.

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 Remuneration Review, any appendices and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(d) of the Act, except when required to effect or comply with Council's resolution(s) regarding this matter, 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

6:53pm the meeting came out of confidence.

8 Workshop / Presentation Items - Nil**9 Other Business - Nil****10 Meeting Closure**

The meeting was declared closed at 6:53pm.

CONFIRMED THIS 1ST DAY OF FEBRUARY 2022.

CHAIRPERSON