

His Worship the Mayor  
Councillors  
**CITY OF MARION**



**NOTICE OF  
REVIEW & SELECTION COMMITTEE MEETING**

Notice is hereby given pursuant to the provisions under Section 83 of the Local Government Act 1999 that a General Council meeting will be held

**Tuesday 2 May 2017**

**Commencing at 6.30pm**

**In Committee Room 2**

**Council Administration Centre**

**245 Sturt Road, Sturt**

A copy of the Agenda for this meeting is attached in accordance with Section 83 of the Act.

Meetings of the Council are open to the public and interested members of this community are welcome to attend. Access to Committee Room 2 is via the main entrance to the Administration building on Sturt Road, Sturt.

A handwritten signature in blue ink, appearing to read "Adrian Skull", is written over a faint, circular official stamp.

Adrian Skull  
**CHIEF EXECUTIVE OFFICER**

27 May 2017

**CITY OF MARION  
REVIEW & SELECTION COMMITTEE AGENDA  
FOR THE MEETING TO BE HELD ON  
TUESDAY 2 MAY 2017  
COMMENCING AT 6.30 PM  
COMMITTEE ROOM 2  
245 STURT ROAD, STURT**



**1. OPEN MEETING**

**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. MEMBER'S DECLARATION OF INTEREST (if any)**

**4. CONFIRMATION OF MINUTES**

4.1 Confirmation of the Minutes for the Review and Selection Committee meeting held on 7 February 2017.....4

**5. BUSINESS ARISING**

Nil

**6. PRESENTATION**

Nil

**7. REPORTS**

7.1 2017-18 Corporate and CEO KPIs  
Report Reference: RSC020517R7.1 ..... 8

7.2 CEO Recruitment Timeline  
Report Reference: RSC020517R7.2 ..... 11

**8. CONFIDENTIAL ITEMS**

8.1 CEO Key Performance Indicators for Quarter 3 2016/17  
Report Reference: RSC020517R8.1 ..... 15

**9. ANY OTHER BUSINESS**

**10. MEETING CLOSURE**

The Review & Selection Committee meeting shall conclude on or before 9.30pm unless there is a specific motion adopted at the meeting to continue beyond that time.

**11. NEXT MEETING**

The next meeting of the Review & Selection Committee is scheduled to be held on:

**Time: 6:30pm**

**Date: 7 November 2017**

**Venue: Committee Room 2**

**MINUTES OF THE REVIEW & SELECTION COMMITTEE MEETING  
HELD AT ADMINISTRATION CENTRE  
245 STURT ROAD, STURT  
ON TUESDAY 7 FEBRUARY 2017**



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**PRESENT**

**Elected Members**

Mayor Kris Hanna (Presiding Member)  
Councillor Appleby, Councillor Crossland and Councillor Veliskou

**Independent Member**

Nil

**In Attendance**

Adrian Skull	Chief Executive Officer
Steph Roberts	Manager Human Resources

**1. OPEN MEETING**

The meeting commenced at 6.30pm.

**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.

- No declarations made

**4. CONFIRMATION OF MINUTES**

**Moved Councillor Veliskou, Seconded Councillor Appleby** that the minutes of the Special People and Culture Committee meeting held on 6 December 2016 are confirmed as a true and correct record of proceedings.

**CARRIED UNANIMOUSLY**

**5. BUSINESS ARISING**

Nil

**6. PRESENTATION**

Nil

**7. REPORTS**

**6.30 pm Terms of Reference**

**Report Reference: RSC070217R7.1**

**Moved Councillor Veliskou, Seconded Councillor Appleby** that the Review & Selection Committee:

1. Notes the Terms of Reference identified at Appendix 1 to the report.

**CARRIED UNANIMOUSLY**

**6.35 pm Work Plan 2017**

**Report Reference: RSC070217R7.2**

**Moved Councillor Veliskou, Seconded Councillor Appleby** that the Review & Selection Committee:

1. Notes the proposed work program for 2017 identified at Appendix 1 to the report.

**CARRIED UNANIMOUSLY**

**6.40 pm CEO Performance and Remuneration Review Timeline and Approach**

**Report Reference: RSC070217R7.3**

**Moved Councillor Crossland, Seconded Councillor Appleby** that the Review & Selection Committee:

1. Recommends to Council the proposed approach and timeline for the CEO's performance and remuneration review as outlined in Appendix 1 noting the following:
  - A further timeline be brought to the Review and Selection Committee 2 May, detailing the process post December 2016 for the following options:
    1. Renewal of the CEO employment contract
    2. Non-renewal of the CEO employment contract

**CARRIED UNANIMOUSLY**

**6.50 pm Development Assessment Panel – Vacancy for Independent Members**  
**Report Reference: RSC070217R7.4**

**Moved Mayor Hanna, Seconded Councillor Veliskou**, that pursuant to Section 90(2) and (3)(a) of the *Local Government Act 1999*, the Review and Selection Committee orders that all persons present, with the exception of the following persons: Adrian Skull be excluded from the meeting as the Review and Selection Committee receives and considers information relating Development Assessment Panel – Vacancy for Independent Members, 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 personal affairs of the of the Development Assessment Panel members

**CARRIED UNANIMOUSLY**

**6.50 pm The Review & Selection Committee went into confidence and all staff (with the exception of the CEO) left the meeting.**

**Moved Councillor Veliskou, Seconded Councillor Appleby**, in accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that this report, Development Assessment Panel – Vacancy for Independent Members 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 2017.

**CARRIED UNANIMOUSLY**

**7.15 pm The Review & Selection Committee came out of confidence.**

7.15pm Steve Hooper, Manager Development Services joined the meeting.

Discussion took place regarding the Development Assessment Panel reappointment.

**Moved Councillor Crossland, Seconded Councillor Appleby** that the Review & Selection Committee:

1. Recommends that Council dispenses with the recruitment process and reappoints Gavin Lloyd-Jones and Graham Goss to the Development Assessment Panel as Independent Members for a term of two years commencing 29 May 2017 (Provided each one of them expresses an interest to continue on the Panel).
2. A verbal update be provided to General Council Tuesday 14 February regarding Development Assessment Panel (DAP) members expressed interest in continuing on the DAP.

**CARRIED UNANIMOUSLY**

**8. CONFIDENTIAL ITEMS**

**7.35pm CEO Key Performance Indicators for quarter 2 2016/17**  
**Report Reference: RSC070217R8.1**

7.45pm Mayor Hanna left the meeting

**Moved Mayor Hanna, Seconded Councillor Veliskou**, that pursuant to Section 90(2) and (3)(a) of the *Local Government Act 1999*, the Review and Selection Committee orders that all persons present, with the exception of the following persons: Adrian Skull and Steph Roberts be excluded from the meeting as the Review and Selection Committee receives and considers information relating to CEO Key Performance Indicators for Quarter 2 2016/17, 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 personal affairs of the Chief Executive Officer

**CARRIED UNANIMOUSLY**

**7.35 pm The Review & Selection Committee went into confidence and all staff (with the exception of the CEO and Steph Roberts) left the meeting.**

**Moved Councillor Appleby, Seconded Councillor Crossland**, in accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that this report, CEO Key Performance Indicators for Quarter 2 2016/17 (including appendix) 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 2017.

**CARRIED UNANIMOUSLY**

**8.10 pm The Review & Selection Committee came out of confidence.**

**9. ANY OTHER BUSINESS**

Nil

**10. MEETING CLOSURE**

The meeting was declared closed at 8.10 pm

**11. NEXT MEETING**

The next meeting of the Review & Selection Committee is scheduled to be held on:

**Time: 6:30 pm**  
**Date: 2 May 2017**  
**Venue: Committee Room 2**

**CONFIRMED**

.....

**CHAIRPERSON**

/ /

**CITY OF MARION  
REVIEW AND SELECTION COMMITTEE MEETING  
2 MAY 2017**

**Originating Officer:**           **Steph Roberts, Manager Human Resources**  
**CEO:**                               **Adrian Skull**  
**Subject:**                         **2017-18 Corporate and CEO KPIs**  
**Report Reference:**           **RSC020517R7.1**

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**REPORT OBJECTIVES:**

For the Review and Selection Committee to review and recommend to Council the Corporate and Chief Executive Officer (CEO) Key Performance Indicators (KPIs) for the 2017-18 financial year.

**EXECUTIVE SUMMARY:**

Developing and tracking KPIs in the organisation provides actionable metrics to increase organisational effectiveness and efficiency. Implementing a well thought out and comprehensive set of KPIs creates a proactively performance- based operation. They provide all levels of the organisation with clear corporate targets and objectives with the ultimate goal of materially contributing to the success of the organisation.

<b>RECOMMENDATION</b>	<b>DUE DATE</b>
<b>That the Review and Selection Committee:</b>	
<b>1. Review and recommend to Council the Corporate KPIs for the 2017-18 financial year, subject to the following amendments:</b>	<b>2 May 2017</b>
-	
-	
-	
<b>2. Review the alignment of the proposed KPIs to the CEO's KPIs and make recommendation to Council</b>	<b>2 May 2017</b>

**BACKGROUND**

Elected Members discussed and proposed KPIs for the 2017-18 financial year at the Elected Member Forum 21 March 2017. At this Forum, it was recommended the alignment of the Corporate KPIs with the CEO's KPIs be discussed at the 2 May 2017 Review and Selection Committee meeting.

**DISCUSSION**

Please refer to Appendix 1 for the proposed Corporate KPIs for the 2017-18 financial year.

Elected Members wished to consider the possibility of establishing an Information Management KPI. Given the breadth and complexity of 'Information Management' it is



proposed to ensure there are commitments and actions in the 10-year Strategic Plan and Annual Business Plan to support Council actively exploring and investing in technology solutions that will deliver enhanced outcomes and services for our community.

The draft 10-year Strategic Plan identifies commitments to Information Management and Technology through the following goals and strategies:

<b>Community Vision Theme</b>	<b>10 year strategy</b>
Engaged	We will increasingly use data and community responses to understand what our community values and then we will deliver what they want
Innovative	<p>We will use the best technology possible to improve efficiency of our operations and delivery of our services</p> <p>We will use data to provide evidence for resource allocation relating to our services</p> <p>We will use technology and social media to improve our sharing of information</p> <p>We will use technology to better engage with our communities, understand their needs and seek their feedback</p>
Connected	We will provide more opportunities for use of the internet in public spaces

We can also highlight this as a key area of focus in the Annual Business Plan.

## **CONCLUSION**

Adopting KPIs for the 2017-18 financial year will ensure all are aligned on where the focus needs to be in order to achieve the required outcomes for Council.

**Appendix 1 - Proposed 2017/18 Corporate KPIs**

<b>Key Performance Indicator</b>	<b>Core Target</b>	<b>Stretch Target</b>
Financial Sustainability	Council maintains a break even or better cash funding position in delivering its annual budget	
Delivery of agreed projects identified in the Annual Business Plan and the second year targets in the 3 year Plan	Greater than or equal to 95%	
Lost Time Injury Frequency Rate	Greater than or equal to 25% reduction from the previous year's result	Greater than or equal to 30% reduction from the previous year's result
Total employee costs (including agency staff)	Less than or equal to 3% increase in actual employee costs (including agency staff) against prior year's actual costs	Less than or equal to 2% increase in actual employee costs (including agency staff) against prior year's actual costs
Retention of key staff	Greater than or equal to 80% key staff retained	Greater than or equal to 90% key staff retained
Overall satisfaction with Council's performance	Greater than or equal to 75% rated as satisfied or above	Greater than or equal to 85% rated as satisfied or above
Asset Sustainability	Asset Sustainability Ratio greater than or equal to 80%	Asset Sustainability Ratio greater than or equal to 90%
Delivery of Council's capital works program	Greater than or equal to 80% delivery of Council's planned capital works program (adjusted for extraordinary items)	Greater than or equal to 90% delivery of Council's planned capital works program (adjusted for extraordinary items)

**CITY OF MARION  
REVIEW AND SELECTION COMMITTEE MEETING  
2 MAY 2017**

**Originating Officer:** Steph Roberts, Manager Human Resources

**Subject:** CEO Recruitment Timeline

**Report Reference:** RSC020517R7.2

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**REPORT OBJECTIVES:**

To provide the Review and Selection Committee with a suggested timeline and process for conducting the Chief Executive Officer (CEO) recruitment in 2018 if required.

**EXECUTIVE SUMMARY:**

The employment of a CEO is a critical function of Council and having a well-considered and planned approach to the CEO Recruitment process will ensure a quality outcome.

<b>RECOMMENDATION</b>	<b>DUE DATE</b>
<b>That the Review and Selection Committee:</b>	
1. <b>Review and endorse the proposed timeline for conducting the CEO recruitment as outlined in Appendix 1 subject to the following amendments:</b>	<b>2 May 2017</b>
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-	
-	

**BACKGROUND**

Council has endorsed the approach and timeline for the CEO's performance and remuneration review (GC280217R14), which incorporated providing a timeline for conducting the CEO recruitment, at the 2 May 2017 Review and Selection Committee meeting, in the event the incumbent CEO's contract is not extended.

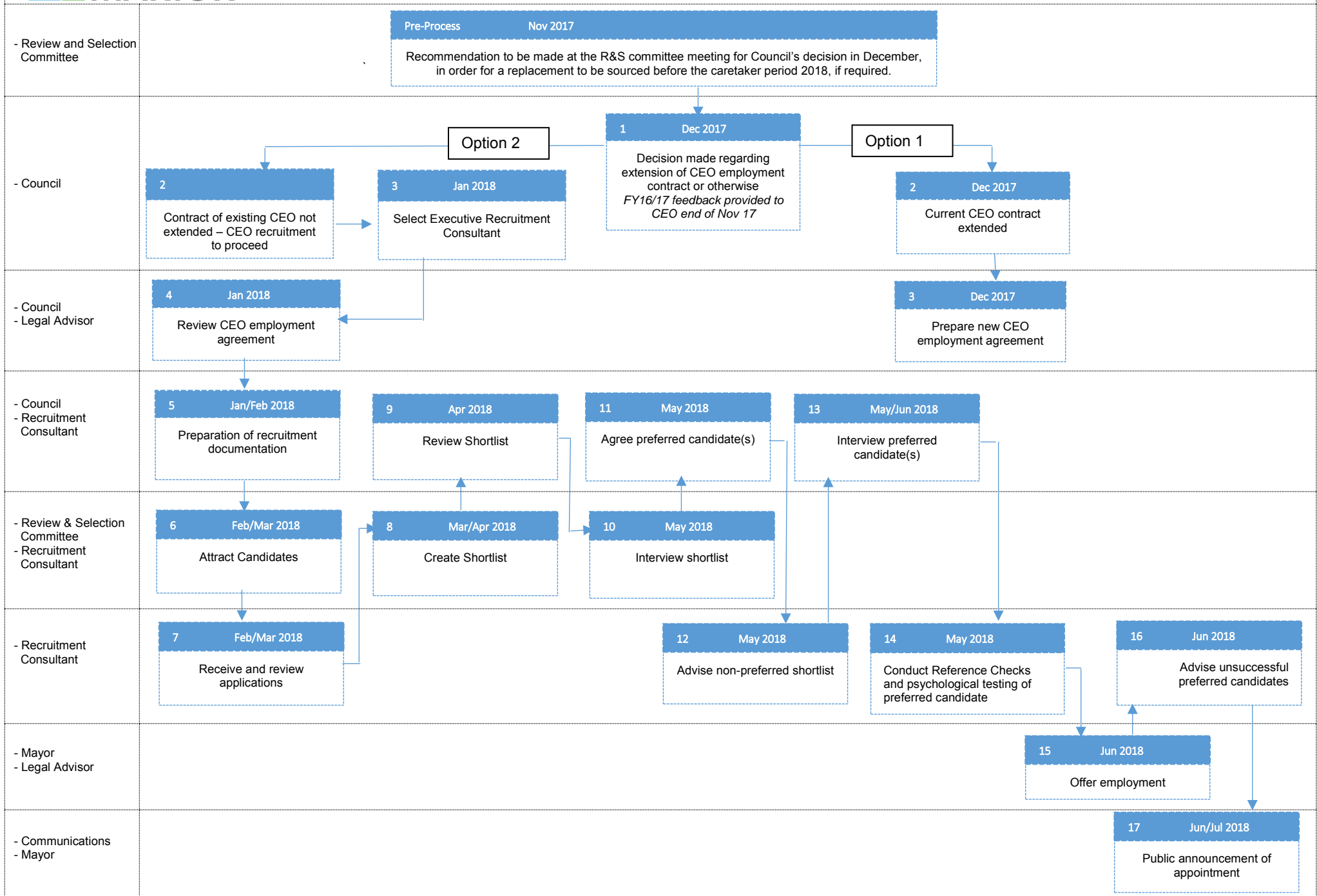
**DISCUSSION**

Please refer to Appendix 1 for the proposed CEO Recruitment Timeline.

**CONCLUSION**

Adopting a formalised, structured approach to the CEO recruitment, gives the Council a greater likelihood of continuity of the overall performance of the organisation, in the event the current CEO's contract not be extended.

**Appendix 1 - Proposed timeline for conducting the CEO recruitment.**



<b>CEO Recruitment Procedure</b>			
<b>Step</b>	<b>Action</b>	<b>Involving</b>	<b>Notes</b>
1	Decision made regarding extension of CEO employment contract or otherwise	Council	
2	Contract of existing CEO not extended – CEO recruitment to proceed	Council	
<b>Preparation</b>			
3	Select Executive Recruitment Consultant	Council	Proposals to be sought from three recruitment consultants, as determined by Council
4	Review CEO employment agreement	Council / Legal Advisor	Council with legal advisor to review employment agreement matters such as: <ul style="list-style-type: none"> <li>- Length of appointment</li> <li>- Key accountabilities</li> <li>- Remuneration arrangements</li> <li>- Review of performance process</li> <li>- Termination arrangements</li> <li>- Agreement extension</li> <li>- Leave</li> </ul>
5	Preparation of recruitment documentation	Council / Recruitment Consultant	To include: <ul style="list-style-type: none"> <li>- Overview of City of Marion and Strategic Directions</li> <li>- Key accountabilities</li> <li>- Key Selection Criteria (skills, knowledge, experience)</li> <li>- Personal Attributes (Character, values, reputation, motivation, aspirations)</li> <li>- Organisational Structure</li> <li>- Other relevant information (location, travel requirements, work hours etc.)</li> </ul>
<b>Attract and assess candidates</b>			
6	Attract Candidates	Review & Selection Committee Recruitment Consultant	
7	Receive and review applications	Recruitment Consultant	
8	Create Shortlist	Review & Selection Committee Recruitment Consultant	In line with Key Criteria <ul style="list-style-type: none"> <li>- Confirm Qualifications</li> <li>- Referee Checking</li> <li>- Review published statements</li> <li>- Formal background checks (police, criminal)</li> </ul>
9	Review Shortlist	Council / Recruitment Consultant	Confirm shortlist candidates for first formal interview
10	Interview shortlist	Review & Selection Committee Recruitment Consultant	Assess and rank shortlist candidates for review and confirmation by Council
11	Agree preferred candidate(s)	Council / Recruitment Consultant	Council to review and agree preferred candidate list and formulate a process for second interview with Council (scenario testing, presentation etc.)

12	Advise non-preferred shortlist	Recruitment Consultant	Notify unsuccessful candidates
Select and appoint			
13	Interview preferred candidate(s)	Council / Recruitment Consultant	
14	Conduct Reference Checks and psychological testing of preferred candidate	Recruitment Consultant	
15	Offer employment	Mayor Legal Advisor	Mayor with support of legal advisor to present offer of employment and if required negotiate: <ul style="list-style-type: none"> <li>- Terms of employment agreement</li> <li>- Start date</li> <li>- Motor vehicle etc.</li> </ul>
16	Advise unsuccessful preferred candidates	Recruitment Consultant	
Communication and on boarding			
17	Public announcement of appointment	Communications Mayor	On boarding to include public announcement of appointment and formal induction by Mayor and other relevant managers and staff such as: <ul style="list-style-type: none"> <li>- Seeking feedback from recruitment experience</li> <li>- Performance expectations</li> <li>- Governance</li> <li>- Political landscape</li> <li>- Finance</li> <li>- Workforce profile and culture</li> <li>- Communications</li> <li>- Meet and greet etc.</li> </ul>

**CITY OF MARION  
REVIEW AND SELECTION COMMITTEE MEETING  
2 MAY 2017**

**CONFIDENTIAL REPORT**

**Originating Officer:** Deborah Horton, Unit Manager Corporate Performance  
**Corporate Manager:** Steph Roberts, Manager Human Resources  
**General Manager:** Vincent Mifsud, General Manager Corporate Services  
**Subject:** CEO Key Performance Indicators for Quarter 3 2016/17  
**Report Reference:** RSC020517R8.1

If the Review and Selection Committee so determines, this matter may be considered in confidence under Section 90(2) and (3)(a) of the *Local Government Act 1999* on the grounds that the report contains information relating to the personal affairs of the Chief Executive Officer.

A handwritten signature in black ink, appearing to be 'Adrian', is located in the lower-left corner of the text box. A large, light grey watermark reading 'CONFIDENTIAL' is oriented diagonally across the page, passing through the signature.

**RECOMMENDATION:**

1. That pursuant to Section 90(2) and (3)(a) of the *Local Government Act 1999*, the Review and Selection Committee orders that all persons present, with the exception of the following persons: Adrian Skull and Steph Roberts be excluded from the meeting as the Review and Selection Committee receives and considers information relating to CEO Key Performance Indicators for Quarter 3 2016/17, 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 personal affairs of the Chief Executive Officer.