

His Worship the Mayor
Councillors
CITY OF MARION

NOTICE OF REVIEW AND SELECTION COMMITTEE MEETING

Committee Room 1, Council Administration Centre
245 Sturt Road, Sturt

Tuesday, 01 June 2021 at 05:45 PM

The CEO hereby gives Notice pursuant to the provisions under Section 83 of the Local Government Act 1999 that a Review and Selection Committee meeting will be held.

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 the Council Chamber is via the main entrance to the Administration Centre on Sturt Road, Sturt.



Tony Harrison
Chief Executive Officer



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OPEN MEETING

KAURNA ACKNOWLEDGEMENT

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

ELECTED MEMBERS DECLARATION (if any)

CONFIRMATION OF MINUTES

Confirmation of the minutes for the Review and Selection Committee Meeting held on 4 May 2021

Originating Officer Governance Officer - Anne Mitchell

Corporate Manager Manager Corporate Governance - Kate McKenzie

Report Reference: SRSC210601R01

RECOMMENDATION:

That the minutes of the Review and Selection Committee Meeting held on 4 May 2021 be taken as read and confirmed.

ATTACHMENTS:

#	Attachment
1	RSC210504 - Final Minutes

MINUTES OF THE RSC210504 - REVIEW AND SELECTION COMMITTEE - 4 May2021

Tuesday, 04 May 2021 at 06:00 PM

Council Administration Centre, 245 Sturt Road, Sturt



PRESENT

His Worship the Mayor – Kris Hanna
Councillors – Tim Gard, Maggie Duncan

In Attendance:

Chief Executive Officer – Tony Harrison
Manager People and Culture – Steph Roberts
General Manager Corporate Services – Sorana Dinmore
Manager Corporate Governance – Kate McKenzie
Manager Finance – Ray Barnwell
Team Leader Planning – Alex Wright

OPEN MEETING

The Mayor opened the meeting at 06:03 PM

KAURNA ACKNOWLEDGEMENT

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

ELECTED MEMBERS DECLARATION (if any)

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

CONFIRMATION OF MINUTES

Confirmation of the minutes for the Special Review and Selection Committee Meeting held on 23 March 2021

Report Reference: RSC210504R01

Moved Councillor Duncan, Seconded Councillor Gard

That the minutes of the Special Review and Selection Committee Meeting held on 23 March 2021 be taken as read and confirmed.

CARRIED UNANIMOUSLY

BUSINESS ARISING

CONFIDENTIAL ITEMS

Cover Report - Staff Movements and Exit Survey Data

Report Reference RSC210504F01

Moved Councillor Gard, Seconded Councillor Duncan

That pursuant to Section 90(2) and (3)(a) 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, General Manager Corporate Services and Manager Corporate Governance, be excluded from the meeting as the Committee receives and considers information relating to Staff Movements and Exit Survey Data, 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 past and present employees of the City of Marion.

CARRIED UNANIMOUSLY

6.05pm the meeting went into confidence

Moved Councillor Duncan, Seconded Councillor Gard

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999, the Council orders that this report, the attachments and any 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 2021.

CARRIED UNANIMOUSLY

6.38pm the meeting came out of confidence

REPORTS FOR DISCUSSION

CEO Probation Performance Review Timeline and Approach 2021

Report Reference RSC210504R02

The Committee discussed:

- Consideration in aligning to the 4-year election cycle
- 1-year planning coincides with the budget
- Carry the KPIs through to 30 June 2022, then assess/reset that would see through the next 4-year Council cycle
- Employee costs KPI and the impact on requiring additional resourcing, ensuring good sound rationale

Moved Councillor Gard, Seconded Councillor Duncan

That the Review and Selection Committee recommends to Council:

1. that the proposed approach and timeline for the CEO's probation performance review as outlined in Appendix 1 is endorsed subject to the following amendments:

- Removal of reference to probation period KPIs

CARRIED UNANIMOUSLY

7.02pm Alex Wright joined the meeting

Council Assessment Panel Recruitment Process

Report Reference RSC210504R03

Moved Councillor Gard, Seconded Councillor Duncan

That pursuant to Section 90(2) and (3)(a) 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, Team Leader Planning, General Manager Corporate Services and Manager Corporate Governance, be excluded from the meeting as the Committee receives and considers information relating to Council Assessment Panel Recruitment, 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 past and present employees of the City of Marion.

CARRIED UNANIMOUSLY

Moved Councillor Gard, Seconded Councillor Duncan

That:

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(a) 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 2021.

CARRIED UNANIMOUSLY

7.04pm the meeting went into confidence

7.20pm the meeting came out of confidence

7.20pm Alex Wright left the meeting

REPORTS FOR NOTING

Workforce of the Future

Report Reference RSC210504R04

The Committee discussed:

- what is currently in place and where the focus will be in developing a future of work strategy/approach
- Benchmarking in Local Government and beyond would be useful
- Adaptation to new systems and the importance of incorporating into the workforce planning
 - how the workforce plan will embrace this
 - preservation of productive communication
- High priority
 - Defining and developing a workforce strategy, to be a live document, updated regularly, integrated with budget and organisational performance
- Area of risk for jargon:

- For example, 'employer of choice'
- Review the terminology used in the strategy
- 9 box grid / performance discussion
 - Importance of starting the discussion early
 - Performance development plans clearly articulated expectations and performance
 - Cascading of the expectations through the organisation

Moved Councillor Duncan, Seconded Councillor Gard

That the Review and Selection Committee:

1. Notes the report and information contained within the attachments.

CARRIED UNANIMOUSLY

7.48pm Ray Barnwell joined the meeting

Corporate and CEO KPI Report Quarter Three 2020/21

Report Reference RSC210504R05

The Committee discussed:

- The Lost Time Injury (LTI) KPI and noted that it is important Council continues to aim for zero injuries.
 - Administration have requested the Local Government Workers Compensation Scheme for some benchmarking statistics.
- Metrics that matter will be included in the collaborative cross Council data work through the newly appointed Chief Data Officer.
- Wage cost, 4.07% increase is per original adopted 2020/21 budget, which is well aligned at present.
 - Total number of employees is a point in time indicator.
 - Total employee costs minus Council positions approved to meet resourcing requirements is 2.04%, which is within the core target

The draft Annual Business Plan has progressed to public consultation with the following amendments to the KPI's for 2021/2022:

- Removing the LTIFR KPI for 2021/2022. A monthly report will still be provided to Council.
- Carbon neutrality is listed to be included in the 2021/2022 KPIs.
- Staff engagement participation rate by SLT area will be included.
- Monitoring of bin collection to be assessed outside of KPIs.

Moved Councillor Gard, Seconded Councillor Duncan

That the Review and Selection Committee:

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

CARRIED UNANIMOUSLY

8.02pm Ray Barnwell left the meeting

City of Marion Organisational Culture Study Results

Report Reference RSC210504R06

The Committee discussed:

- The culture is good and positive overall
- Balanced culture is healthy
- Disparity between departments is not counterproductive to the whole
- We will have the opportunity to compare results with other participating Councils
- Important to continue to pursue a continuous improvement approach
- Staff turnover will potentially shift the culture.

Moved Councillor Duncan, Seconded Councillor Gard

That the Review and Selection Committee:

1. Notes the report and information contained within the attachments.

CARRIED UNANIMOUSLY

Use of Recruitment Agencies

Report Reference RSC210504R07

The Committee discussed:

- Staff costs include contractor staff.
- The cost benefit of an internal resource compared to utilising recruitment firms. It is planned to conduct this assessment once we have the Human Resources Information System (HRIS) in place and understand the system capability.
- The HRIS capability and benefits.
- Once we have data available with the assistance of technology/systems, we will prepare a regular 1 pager of Human Resources demographic data.

ACTION

- Administration to provide the retention rate to the Review and Selection committee.

Moved Councillor Gard, Seconded Councillor Duncan

That the Review and Selection Committee:

1. Notes the report.

CARRIED UNANIMOUSLY

WORKSHOP / PRESENTATION ITEMS

OTHER BUSINESS

MEETING CLOSURE - Meeting Declared Closed at 08:23 PM

CONFIRMED THIS 1ST DAY OF JUNE 2021

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CHAIRPERSON

BUSINESS ARISING**CONFIDENTIAL ITEMS****Cover Report - Appointment of Independent Council Assessment Panel (CAP) Member**

Originating Officer Team Leader - Planning - Alex Wright

Corporate Manager Manager Development and Regulatory Services - Warwick Deller-Coombs

General Manager General Manager City Development - Iliia Houridis

Report Reference SRSC210601F01

Confidential

RECOMMENDATION

That pursuant to Section 90(2) and 90(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: Chief Executive Officer, General Manager City Development, Manager People and Culture, Manager Development and Regulatory Services, Team Leader Planning and Manager Corporate Governance, be excluded from the meeting as the Committee receives and considers information relating to the Independent Council Assessment Panel Members 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 any persons.

Appointment of Independent Council Assessment Panel (CAP) Member

CONFIDENTIAL

Reason For Passing This Resolution

Local Government Act (SA) 1999 S 90 (2) 3(a): information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

REPORTS FOR DISCUSSION - Nil

REPORTS FOR NOTING - Nil

WORKSHOP / PRESENTATION ITEMS - Nil

OTHER BUSINESS

MEETING CLOSURE