

**MINUTES OF THE PEOPLE & CULTURE COMMITTEE MEETING
HELD AT ADMINISTRATION CENTRE
245 STURT ROAD, STURT
ON TUESDAY 1 MARCH 2016**



PRESENT

Elected Members

Councillor Raelene Telfer (Presiding Member), Councillor Hutchinson & Councillor Hull
His Worship the Mayor Kris Hanna (from 8.09 pm)

Independent Member

Dr David Panter

In Attendance

Adrian Skull	Chief Executive Officer
Kate McKenzie	Manager Corporate Governance
Steph Roberts	Manager Human Resources
Vincent Mifsud	General Manager Corporate Services
Tania Baldock	CEO & Mayor Executive Assistant (Minute Secretary)

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

Cr Hutchinson declared an interest through membership on the Development Assessment Panel but felt it would not be deemed a conflict.

4. CONFIRMATION OF MINUTES

Nil due to this being the inaugural meeting.

5. BUSINESS ARISING

Nil due to this being the inaugural meeting.

6. PRESENTATION

6.1 Overview of the City of Marion

The CEO presented to the Committee an overview of:

- Demographic, financial and asset data
- Council's approach to strategic planning, leadership and organisational structure
- Trends and issues affecting the City of Marion that inform strategic planning
- Major projects being undertaken by Council and State Government that affect the City of Marion and region.

7. REPORTS

Subject: Terms of Reference

Report Reference: PCC01031 R7.1

Moved Councillor Hutchinson, Seconded Dr Panter that the People and Culture Committee:

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

Carried Unanimously

The Presiding Member invited the Committee Members to introduce themselves and give a summary of their skills and experience. The Committee noted the considerable skills and experience brought by different members that will assist the Committee to enhance organisation performance and change through its people and culture.

Subject: Work Plan 2016

Reference No: PC010316 R7.2

Moved Councillor Hull, Seconded Councillor Hutchinson that the People and Culture Committee:

- Notes the proposed work program for 2016 identified at Appendix 1 to the report subject to the following amendments:
 - Note that the document is an organic document and may alter with each meeting with different outcomes.
 - 3 May 2016 meeting – Alter to Workforce Planning to “Workforce Planning Strategies”
 - Clarify the timing of the CEO Performance and Remuneration Review. Suggest that the timing should be the July 2016 meeting which is after the conclusion of the

financial year. This meeting would discuss the process & assessment criteria for CEO performance and remuneration review to be recommended for Council consideration and adoption. If this is the case, the outcome of the CEO Performance & Remuneration Review would be considered at the Committee meeting on 6 September 2016.

- The Wellbeing Strategies for the May meeting be altered to the “Wellbeing and Communication Strategies”
- A review of the ‘How We Work Together’ Policy be added to the 5 July 2016 meeting.

Carried Unanimously

Subject: Development Assessment Panel – Vacancy for Independent Members
Reference No: PC010316R7.3

The Committee noted that two of the independent members on the Development Assessment Panel (the DAP) term are due to expire in May 2016 and a recruitment process is required to fill these vacancies. The Committee noted that the Development Act requires the DAP to have at least one female. The Committee reviewed a time line for appointment of Independent DAP Members for 2016. New members would commence in June 2016 once the recruitment process was completed.

Moved Councillor Hutchinson, Seconded Councillor Hull that the People and Culture Committee:

- Acknowledge the excellent contribution of Wendy Bell and Phil Smith and invite them to reapply for the independent DAP positions in accordance with Council’s adopted practices for the appointment of Independent DAP Members.
- That the People and Culture Committee notes that administration will shortly commence the recruitment process, commencing with an advertisement being placed in the Adelaide Advertiser seeking potential candidates.
- That following the closure of the advertising period seeking expressions of interest, the Elected Members of the People and Culture Committee together with the Chief Executive Officer or delegate, shortlist candidates, and then interview candidates and make recommendations to Council on preferred candidates.

Carried Unanimously

Subject: Enterprise Agreement (EA) Negotiations Administrative Staff
Report Reference: PCC010316R7.4

The Committee noted the following discussion points:

- Staff have arranged a number of meetings over the next few weeks in relation to the negotiations of the Enterprise Agreement.
- The Vacancy Management Policy is being reviewed.

- The structure of the organisation needs to be fit for purpose.

ACTION: That the Committee be provided with an organisational chart and current register of salaries.

Moved Dr Panter, Seconded Councillor Hull that the People and Culture Committee:

- Notes the update provided regarding the Enterprise Agreement Negotiations with Administrative Staff.
- A further progress report will be presented to the People and Culture Committee at its meeting of 3 May 2016.

Carried Unanimously

Subject: Organisational Culture and Values
Report Reference: PCC010316R7.5

The CEO provided a presentation to the Committee seeking their views on the following:

- What is the destination statement for the Council regarding its people? The current challenge is defining its destination, determining how to get there and then measuring progress and outcomes.

The Committee provided the following comments:

- A trusting relationship between Council and Administration is vital for achievement and outcomes.
- The skills and experience of staff across the organisation is good.
- The Elected Body is working well together to achieve outcomes for the community.
- Public value and community benefit needs to be embedded further within the organisation
- Communication through the organisation and how issues are managed could be improved.
- The organisation has an opportunity to grow from mistakes and improve the customers experience. As a service organisation ensuring the culture supports positive and respectful experience will create further accountability. This culture needs to be led by the Elected Members down through the organisation.

8.09 pm Mayor Hanna entered the meeting

The Committee noted that the values are yet to be articulated by Council. The Human Resources Team is commencing a consultation process with the organisation regarding values and seeking input from all staff.

The Committee suggested that the Elected Members thought it was important they also had ownership of the values and would like to sign off on the agreed values before implementing.

Subject: People and Culture Monitoring Report
Report Reference: PCC010316R7.6

The Committee noted the report and suggested some further work, to make the data more meaningful.

The Committee suggested the following improvements to the report:

- The full time equivalent be tracked with both internal and external (contractor) staff
- The total employee costs and labour budgets be monitored through this report
- The leave accruals to have comparison data including trend data
- The Lost Time Injury Frequency Rate include trend and benchmarking data to provide more context regarding how the organisation is performing.
- The injury data to be provided by division to help the Committee understand what parts of the organisation are doing well.
- Provide details regarding when the data has been collected (i.e. monthly, quarterly, etc.)

Subject: Committee Review and Feedback – Discussion
Report Reference: PCC010316R7.7

The Committee provided general feedback and suggested that some items will require more formality than others, including moving into confidence for items such as interviewing expert members for positions and the Chief Executive Officer Performance and Remuneration Review.

8. CONFIDENTIAL ITEMS

Nil

9. ANY OTHER BUSINESS

Nil

10. MEETING CLOSURE

The meeting was declared closed at 8.56 pm

11. NEXT MEETING

The next meeting of the People and Culture Committee is scheduled to be held on:

Time: 6:30 pm
Date: 3 May 2016
Venue: To be Advised

CONFIRMED

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CHAIRPERSON

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