

**MINUTES OF THE PEOPLE & CULTURE COMMITTEE MEETING
HELD AT ADMINISTRATION CENTRE
245 STURT ROAD, STURT
ON TUESDAY 5 JULY 2016**



PRESENT

Elected Members

Councillor Hull, Councillor Hutchinson, Mayor Kris Hanna

Independent Member

Dr David Panter

In Attendance

Tony Lines	Acting Chief Executive Officer
Kate McKenzie	Manager Corporate Governance
Steph Roberts	Manager Human Resources
Vincent Mifsud	General Manager Corporate Services

1. OPEN MEETING

The Committee noted that the Presiding Member of the Committee was absent and in accordance with clause 4.5 of the Committee's Terms of Reference, the Committee agreed that the Mayor would chair the meeting.

The meeting commenced at 6.31 pm.

2. KAURNA ACKNOWLEDGEMENT

We acknowledge the Kurna 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 interests were disclosed.

4. CONFIRMATION OF MINUTES

Moved Councillor Hull, Seconded Dr Panter that the minutes of the People and Culture Committee meeting held on 3 May 2016 is confirmed as a true and correct record of proceedings.

Carried

5. BUSINESS ARISING

The statement identifying business arising from the previous meetings of the Committee was reviewed and progress achieved against identified actions noted.

The Committee noted that the any recommendation regarding the Chief Executive Officers Key Performance Indicators should be considered at this Committee first, prior to being considered by Council.

6. PRESENTATION

Nil

7. REPORTS

6.36pm Elected Member Professional Development Policy and Plan Report Reference: PCC050716R7.1

The Committee discussed and noted the following points:

- That the mandatory requirements for Elected Member Training and Development were addressed in section 5 of the Policy. It was noted that all Elected Members fulfilled the requirements for their mandatory training within the first 12 months of this Council term.
- The Policy does not have the approval process included. The Committee requested that this information be provided to the Committee Members.
- The heading of section 4 in the Policy could include behaviours (Knowledge, Skills, Attributes and Behaviours).
- The Survey is large and Elected Member should use 5 preferences (5 being the greatest need). Areas/topics identified by multiple Councillors could be offered as group training.
- Financial management is critical and consideration should be given to have this provided to Elected Members every second year as a refresher. If agreed by Council, this could be added to the Policy.
- The conferences listed at the end of the survey relate more to solutions for training gaps and should be included as the preferred method of training.
- The reference to LGA courses should remain noting that these may be offered to City of Marion at a non member rate.
- This survey should be completed once per Council term.
- That any policy amendments are brought back to this Committee prior to being considered by Council.

Action – Provide the Committee Members with the approval process for training and development.

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

1. Notes the report, discussion and feedback regarding the Elected Member Professional Development Policy and survey.

2. That the survey be distributed to Elected Members for completion with Elected Members highlight their top 5 preferences (5 being the top preference and 1 being the lowest preference).

Carried

6.47 pm Council Annual Performance and Effectiveness Review
Report Reference: PCC050716R7.2

The Manager Corporate Governance advised the Committee that the methodology for the Council Performance and Effectiveness Review was developed using three models as highlighted within the report. Each of these were considered when developing the survey to ensure that the key areas are covered and will provide useful data for Council to consider.

The Committee noted the report and provided the followings comments:

- The survey would be provided to Elected Members via survey monkey and any technical issues previously experienced have been addressed.
- A preamble at the beginning of the survey may be useful to be clear regarding how to respond to questions (for example – at an individual level or your perception of the Council as a whole).
- Some of the wording in the statements needs to be changed to provide clarity (for example – the word 'Council Members' may be better reflected as 'I')
- It is important to emphasise to Elected Members that their comments are critical. The comments will help all Elected Members understand why certain ratings have been applied.
- Some additional questions were added to the CEO Performance Review. These could be removed in future reviews as the survey addresses these points.
- Council should consider completing the review twice during a Council term. One approximately 6 months into the term and the other approximately two years later.
- The report recommends to re-valuate in 2018. The Committee noted that there is some value in leaving this open to re-evaluate in 2017, depending on the results of the survey. It was also noted that 2018 is an election year and caretaker provisions would commence at the beginning of September 2018.

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

1. The proposed approach and timeline for the Council's performance and effectiveness review as outlined within the report.
2. The proposed survey in Appendix 1 subject to the changes identified by the Committee.

Carried

7.01pm Review of Elected Member and Staff Protocols for Communication

Report Reference: PCC050716R7.3

The Committee noted that the How We Work Together Policy needs to be re-written as it was adopted by Council prior to the commencement of the mandatory Code of Conduct for Council Members. The Committee suggested that two page policy be drafted that addresses core behaviours, the City of Marion values and the relevant Work Health Safety obligations.

The Committee also provided the following comments:

- The Policy and Procedure should be separate documents
- The Policy should reflect the importance of staff and elected member interactions.
- The Policy should note the importance of timely and accurate information/communication between staff and elected members (and vice versa).
- Elected Member and staff communications such as email, Elected Member extranet, etc. could be reflected in the procedure at a high level to provide guidance. The procedure should reflect that some staff discretion would be required in some circumstances. The Committee did suggest that the extranet is not as easy to access as emails, hence important information should be sent via email and/or phone call.
- The Committee did note that sometimes Elected Members require matters of significance or urgency to be brought to their attention via phone.

The Committee discussed the Elected Member One Point of Contact and would like to see the results of the effectiveness survey prior to making a recommendation regarding the progress of this.

The Committee also reviewed the Elected Member Records Management Policy and noted the following points:

- The Policy is too broad and should clearly state that it relates to records directly connected to Council Business that is of material interest to the organisation.
- The Policy states that all letters to Elected Members should be recorded in the records management system. The Committee suggested that these should be forwarded to a records management officer for lodgement in the system only. Staff should not interpret or make any determination regarding how the letter will be responded to.
- The confidentiality of the matter needs to be secured and should not be viewed by staff.
- Elected Members should be conducting their Council business via the council email address, noting that sometimes people will contact them via personal email addresses. If this is the case, Elected Members should respond via their Council email.
- Elected Member emails relating to Council business should be recorded where possible.
- The Committee disputed dot point 2 within the Policy Scope and Implementation – *Corporate records to/from Elected Members are encouraged to be provided to the Manager Governance in accordance with this Policy and will be (point 2) Accessible upon request to all Elected Members and Manager Governance unless otherwise specified.*
- The Policy should be supported by a simple procedure that is easily understood with clear guidance regarding when Elected Member records would be accessed by staff (i.e. formal investigation by a third party)

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

1. Notes the feedback on the review of the How We Work Together Policy and a further report with a revised policy be brought to the September 2016 meeting for the Committee's consideration.
2. Notes the feedback on the Elected Member Records Management Policy and a further report with a revised policy be brought to the September 2016 meeting for the Committee's consideration.

Carried

7.44pm Enterprise Agreement (EA) Negotiations Administrative Staff
Report Reference: PCC050716R7.4

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

1. The update provided regarding the Enterprise Agreement Negotiations with Administrative Staff.
2. That a further report will be presented to the People and Culture Committee at its meeting of 6 September 2016.

Carried

7.45pm Approach to Succession Planning for Key Staff and Roles
Report Reference: PCC050716R7.5

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

1. Notes the report and discussion regarding Succession Planning for key staff and key roles.

Carried

7.46pm People and Culture Monitoring Report
Report Reference: PCC050716R7.6

The Committee reviewed the report and observed that it was difficult to track the movements of full time equivalent (FTE) positions due to the restructure.

The Manager Human Resources tabled a report detailing Vacant Roles (Appendix 1) as at 30 June 2016.

The Committee noted that a number of vacant roles were being filled by temporary hire staff and actions were being taken to fill these roles permanently as required.

The Committee noted that work was progressing on the identification of key staff and this information would be retained at the Executive Management level but input and consultation would be required from senior managers in developing the list.

The Manager Human Resources also tabled a further document in relation to the total spend on labour costs (Appendix 2). These figures were based on Council audited accounts and indicated that the financial increase on the previous two years was 0.7 and 0.2% respectively and inclusive of the applicable EBA increases in these years. This demonstrates how the organisation has applied the Vacancy Management Policy over the past three years to achieve financial savings for the organisation. It was noted that consultancy fees are separate from labour costs.

The Committee noted that this reporting was useful and would like it to continue.

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

1. Notes the metrics outlined in this report.

Carried

8.02pm CEO Key Performance Indicators for 2016/17 Report Reference: PCC050716R7.7

The Committee noted that page 65 has been replaced and a new document was tabled at the meeting (Appendix 3).

Prior to the CEO going on leave, he had verbally agreed with the KPI's on page 64.

The Committee noted its advisory role to Council and agreed to recommend to Council the CEO KPI's subject to the following:

- Formal agreement on the CEO KPI's should be sought in writing from the CEO.
- It may be useful to include a preamble that notes the KPI's need to be achieved in accordance with the organisations adopted values.
- The range of 95 – 105% regarding the budget item be deleted as this is inconsistent with the performance rating.
- The retention of key staff with a target of 95% may be difficult as the key staff have yet to be identified.

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

1. The adoption of the draft CEO Key Performance Indicators for 2016/17.

Carried

8.11 pm CEO Performance Review: Consultant Expressions of Interest Report Reference: PCC050716R7.8

The Committee noted the report and discussed the two proposals. Both consultants have an excellent reputation and both would be good value.

Moved Councillor Hull, Seconded Councillor Hutchinson that the People and Culture Committee recommends to Council that Kathryn McEwen be appointed to develop and facilitate the CEO performance review and remuneration benchmarking (if required).

Carried

8. CONFIDENTIAL ITEMS

Nil

9. ANY OTHER BUSINESS

The Human Resources Manager suggested that the Committee could implement a theme/issue for each meeting. The Committee suggested that the Manager Human Resources progress this between now and the next meeting.

10. MEETING CLOSURE

The meeting was declared closed at 8.20pm

11. NEXT MEETING

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

Time: 6:30 pm

Date: 6 September 2016

Venue: Committee Room 1 & 2

CONFIRMED

.....

CHAIRPERSON

/ /