



**Minutes of the Review and Selection Committee
held on Tuesday, 7 March 2023 at 6.30 pm
Committee Room 1, Council Administration Centre
245 Sturt Road, Sturt**

PRESENT

His Worship the Mayor Kris Hanna
Councillor Luke Naismith
Councillor Jayne Hoffmann

In Attendance

Manager Office of the CEO - Kate McKenzie
Manager People and Culture - Sarah Vinall
Chief Financial Officer – Ray Barnwell
General Manager, City Development – Tony Lines

1 Open Meeting

The Mayor opened the meeting at 6.32pm.

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 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, and no items were disclosed.

4 Confirmation of Minutes

4.1 Confirmation of Minutes of the Review and Selection Committee Meeting held on 1 November 2022

Report Reference RSC230307R4.1

Moved Mayor Hanna

Seconded Councillor Hoffmann

That the minutes of the Review and Selection Committee Meeting held on 1 November 2022 be taken as read and confirmed.

Carried unanimously

5 Confidential Items

5.1 Cover Report - Staff Movements and Exits

Report Reference RSC230307F5.1

The Mayor sought and was granted leave of the meeting to defer item 5.1 Cover Report – Staff Movement and Exits to be considered after items 6. Reports for Discussion and 7. Reports for Noting.

6 Reports for Discussion

6.1 Review and Selection Committee Work Program for 2023

Report Reference RSC230307R6.1

Moved Councillor Hoffmann

Seconded Councillor Naismith

That the Review and Selection Committee:

1. Notes the proposed work program for 2023 identified at Attachment 1 to the report, with the following amendments:
 - May Committee meeting – report on use of temporary labor hire staff, including numbers, pay rates, types of roles in which temporary labor hire is used, criteria for engaging, numbers that are converted to employees.

Carried unanimously

6.3 Key Performance indicators

Report Reference RSC230307R6.2

The Mayor sought and was granted leave of the meeting to defer item 6.2 Key Performance Indicators to be considered after item 6.3 Marion Council Assessment Panel Member Review.

6.3 Marion Council Assessment Panel Member Review

Report Reference RSC230307R6.3

Moved Councillor Hoffmann

Seconded Councillor Naismith

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 be excluded from the meeting as the Committee receives and considers information relating to the selection of candidates for the Council Assessment Panel, 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 Council Assessment Panel Members.'

6.46pm the meeting went into confidence

7.06pm the meeting came out of confidence

The Committee noted the length of time the members have been on the Assessment Panel and noted they would be inclined in future to review positions of those with longer tenure.

Moved Councillor Hoffmann

Seconded Councillor Naismith

That the Review and Selection Committee:

1. Recommends to Council the reappointment of the Independent Council Assessment Members for a further 24-month term to expire on 30 June 2025.
 - Independent Member – Bryan Adams
 - Independent Member – Yvonne Svensson
2. Notes that the Council member will be addressed via a separate report.

Carried unanimously

6.2 Key Performance Indicators

Report Reference RSC230307R6.2

The Committee discussed the KPI's and acknowledged that some KPI's are more operational, however these were included at a Council/CEO level to push improvements and progress. Noting this, the Committee considered KPI 10 – Asset Utilisation and suggested that this be monitored as part of the Corporate KPI's.

The Committee also considered KPI 4 and 8, noting the comments from staff. The Committee debated the frequency of the community satisfaction survey and if it is adding value if the outcome is the same each year. It was commented that the survey is not required on an annual basis. The Committee suggested that this is a conversation that should occur with the full Council. The Committee also noted that a better KPI could be used for communication/engagement. It was suggested that this KPI also be discussed at a forum and staff to provide a sample of KPI's where data can be pulled from salesforce. It was suggested that the KPI needs to be driven by customer data and not from a system where management can manipulate the data.

Moved Councillor Naismith

Seconded Councillor Hoffmann

The Review and Selection Committee recommends to Council the following KPIs for 23/24:

1. Retention of KPIs 1, 2, 3, 5, 6, 7 & 9
2. Removal of KPI 10 to instead sit within the corporate KPIs and monitored by the Executive Leadership team.
3. Further discussion occur within a Council forum in relation to KPIs 4 and 8, and a general discussion on the corporate KPIs

Carried unanimously

7 Reports for Noting

7.1 Council and CEO KPI Report Quarter Two 2022/23

Report Reference RSC230307R7.1

The Committee review the KPI results noting that three KPI's did not meet targets. These were delivery of agreed projects in ABP & 4 Year Plan, staff engagement and asset utilisation. It was noted that several of the ABP & 4 Year Plan projects are coming to fruition and the staff engagement for the second quarter was impacted by the timing of the survey and the number of staff on leave in January.

Moved Councillor Hoffmann

Seconded Councillor Naismith

That the Review and Selection Committee:

1. Notes this information and information contained within the attachments for Quarter two 2022/23.

Carried unanimously

5.1 Cover Report - Staff Movements and Exits

Report Reference RSC230307F5.1

Moved Councillor Naismith

Seconded Councillor Hoffmann

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: Manager, Office of the CEO, Chief Financial Officer and Manager People and Culture, be excluded from the meeting as the Committee receives and considers information relating to Staff Movements and Exit, 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

8.02pm the meeting went into confidence

Moved Councillor Naismith

Seconded Councillor Hoffmann

In accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Committee orders that this report, Staff Movements and Exits, any appendices and 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 2023.

Carried unanimously

8.09pm the meeting came out of confidence

8 Workshop / Presentation Items - Nil

9 Other Business

10 Meeting Closure

The meeting was declared closed at 8.09pm.

CONFIRMED THIS 2 DAY OF MAY 2023

CHAIRPERSON