



**Minutes of the Review and Selection Committee  
held on Tuesday, 2 May 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 (enter the meeting at 6.34pm)  
Councillor Jayne Hoffmann

## **In Attendance**

Acting Chief Executive Officer – Ben Keen  
Manager Office of the CEO - Kate McKenzie  
Manager People and Culture - Sarah Vinall  
Chief Financial Officer – Ray Barnwell

## **1 Open Meeting**

The Mayor opened the meeting at 6.30pm.

## **2 Kurna Acknowledgement**

We acknowledge the Kurna 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.

No interests were declared.

6.34pm Councillor Naimsith entered the meeting

## **4 Confirmation of Minutes**

### **4.1 Confirmation of Minutes of the Review and Selection Committee Meeting held on 7 March 2023**

**Report Reference** RSC230502R4.1

**Moved Councillor Hoffmann**

**Seconded Mayor Hanna**

That the minutes of the Review and Selection Committee Meeting held on 7 March 2023 be taken as read and confirmed.

**Carried Unanimously**

## 5 Confidential Items

### 5.1 Cover Report - CEO Performance Review Timeline

Report Reference RSC230502F5.1

The Mayor sought and was granted leave of the meeting to vary the order of agenda items and defer item 5.1 Cover Report – CEO Performance Review Timeline to be considered after item 7.1 Council and CEO KPI Reporting Quarter Three 2022/23.

### 5.2 Cover Report - Staff Movements & Exit Q3

Report Reference RSC230502F5.2

The Mayor sought and was granted leave of the meeting to vary the order of agenda items and defer item 5.2 Cover Report – Staff Movements and Exits Q3 to be considered after item 7.1 Council and CEO KPI Reporting Quarter Three 2022/23.

## 6 Reports for Discussion

### 6.1 Labour Hire Staff

Report Reference RSC230502R6.1

The Committee discussed the data provided and the types of positions in which labour hire is being utilised.

It was acknowledged that work is being done to reduce labour hire expenditure and improve processes for engagement of labour hire staff, which included discussion around management of long-term labour hire arrangements, and when labour hire may be used in favour of a recruitment process.

**Moved Councillor Hoffmann**

**Seconded Councillor Naismith**

That the Review and Selection Committee:

1. Notes this report.

**Carried Unanimously**

## 7 Reports for Noting

### 7.1 Council and CEO KPI Report Quarter Three 2022/23

Report Reference RSC230502R7.1

The Committee discussed the results around staff engagement and general morale within Council. Members acknowledged that it was useful to understand what is being done to assist areas which may be reporting lower engagement levels.

The Committee considered KPI 8 - Community Engagement / Communications, and acknowledged that this KPI is measured against council member satisfaction. There was discussion as to the types of matters which may be included or excluded from this measurement, such as changes to the Breakout Creek bicycle path.

Clarification was provided on the venues that have been excluded from KPI 10 – Asset Utilisation of Sports and Community Venues. The Committee noted that this KPI will continue to be monitored at corporate level, with results expected to improve with the introduction of an online booking system.

There was general discussion around ensuring the CEO KPIs measure what is strategically most important to council members, and ensuring that management remains focused on what is being measured and why.

**Moved Councillor Naismith**

**Seconded Councillor Hoffmann**

That the Review and Selection Committee:

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

**Carried Unanimously**

## 5.1 Cover Report - CEO Performance Review Timeline

Report Reference RSC230502F5.1

**Moved Councillor Hoffmann**

**Seconded Councillor Naismith**

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: Councillor Luscombe, Acting Chief Executive Officer, Manager Office of the Chief Executive Officer, and Manager People and Culture, be excluded from the meeting as the Committee receives and considers information relating to CEO Performance Review Timeline, 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**

7.04pm 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, CEO Performance Review Timeline, the minutes and any appendices 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**

7.25pm the meeting Came out of confidence

## 5.2 Cover Report - Staff Movements & Exits Q3

Report Reference RSC230502F5.2

**Moved Councillor Hoffmann**

**Seconded Councillor Naismith**

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: Acting Chief Executive Officer, Manager, Office of the Chief Executive Officer, 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**

7.26pm 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 Q3, the minutes and any appendices 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**

7.52pm the meeting came out of confidence

**8 Workshop / Presentation Items - Nil**

**9 Other Business**

**10 Meeting Closure**

The meeting was declared closed at 7.52pm.

CONFIRMED THIS 1 DAY OF AUGUST 2023

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CHAIRPERSON