

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 23 MARCH 2023
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Cr Chris Grant

Members:

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|-------------------------|------------------------------|
| Ms Janet Miller | Independent Member |
| Mayor Jan-Claire Wisdom | |
| Cr Nathan Daniell | Via electronic participation |

In Attendance:

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| David Waters | Chief Executive Officer |
| Lachlan Miller | Executive Manager Governance & Performance |

1. COMMENCEMENT

The meeting commenced at 6.05pm

1.1. Acknowledgement of Country

Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kaurna people. We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land. Together we will care for this country for the generations to come.

2. APOLOGIES/LEAVE OF ABSENCE

2.1 Apology

Cr Kirsty Parkin

2.2 Leave of Absence

Nil

2.3 Absent

Nil

Presiding Member _____ 6 July 2023

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3. MINUTES OF PREVIOUS MEETINGS

3.1 CEO Performance Review Panel Meeting – 13 October 2022

Moved Mayor Jan-Claire Wisdom
S/- Janet Miller

PRP1/23

That the minutes of the CEO Performance Review Panel meeting held on 13 October 2022 as distributed, be confirmed as an accurate record of the proceedings of that meeting

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| Carried |
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4. PRESIDING MEMBER'S OPENING COMMENTS

The Chair welcomed the Panel Member to a new term and expressed his pleasure in being elected as Chair of the Panel. He observed that it will be an interesting year for the Panel with the substantive CEO recruitment and the potential for the Panel's activities to change given the agenda item on the performance review process.

5. DELEGATION OF AUTHORITY

The CEO Performance Review Panel operates in accordance with the relevant sections of the *Local Government Act 1999*, and its Terms of Reference.

6. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF THE COMMITTEE

7.1 Nil

7. OFFICER REPORTS – DECISION ITEMS

7.2 2022-23 CEO Performance Targets Status

Moved Janet Miller
S/- Cr Nathan Daniell

PRP2/23

The CEO Performance Review Panel resolves that the report be received and noted.

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| Carried |
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7.3 2023 Proposed CEO Performance Review Processes and Meeting Dates

Moved Mayor Jan-Claire Wisdom
S/- Janet Miller

PRP3/23

The CEO Performance Review Panel resolves:

1. That the report be received and noted.
2. To recommend to Council to not conduct the 2023 Annual CEO Performance Review and Remuneration Review due to the timing of the substantive CEO recruitment process.
3. To adopt the Expanded Quarterly Performance Review & Development Process (EQPRDP) as set out in this report and to advise Council of this decision.
4. To determine that the 2023 CEO Performance Review Panel Meetings will be conducted at 6.00pm at 63 Mt Barker Road, Stirling on the following dates:
 - Thursday, 6 July 2023
 - Thursday, 21 September 2023
 - Thursday, 14 December 2023

and that the CEOPRP Presiding Member be delegated to amend the meeting dates as required in consultation with the Administration.

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| Carried |
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8. MOTIONS WITHOUT NOTICE

Nil

9. QUESTIONS WITHOUT NOTICE

Nil

10. CONFIDENTIAL ITEMS

Nil

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11. NEXT MEETING

The next ordinary meeting of the CEO Performance Review Panel will be held on Thursday 6 July 2023 from 6.00pm at 63 Mt Barker Road Stirling.

12. CLOSE MEETING

The meeting closed at 6.55pm.