

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 6 JULY 2023
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Cr Chris Grant

Members:

Ms Janet Miller	Independent Member
Cr Kirsty Parkin	

In Attendance:

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

1. COMMENCEMENT

The meeting commenced at 6.00pm.

1.1. Acknowledgement of Country

Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kurna 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

Mayor Jan-Claire Wisdom
Cr Nathan Daniell

2.2 Leave of Absence

Nil

2.3 Absent

Nil

Presiding Member _____ 27 July 2023

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 6 JULY 2023
63 MT BARKER ROAD STIRLING**

3. MINUTES OF PREVIOUS MEETINGS

3.1 CEO Performance Review Panel Meeting – 23 March 2023

Moved Independent Member Janet Miller
S/- Cr Chris Grant

PRP4/23

That the minutes of the CEO Performance Review Panel meeting held on 23 March 2023 as distributed, be confirmed as an accurate record of the proceedings of that meeting.

Carried

4. PRESIDING MEMBER'S OPENING COMMENTS

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

Nil

7. OFFICER REPORTS – DECISION ITEMS

7.1 Quarterly Performance Report

Moved Cr Kirsty Parkin
S/- Independent Member Janet Miller

PRP5/23

The CEO Performance Review Panel resolves:

1. That the report be received and noted.
2. To recommend to Council that the Acting CEO has achieved the following status in relation to the 2022-23 CEO Performance Targets:

Target 1: Fabrik Redevelopment – Project on track, performance target achieved.

Target 2: User Pays Bin Collection Study – Completed, with additional steps taken to progress alternative waste collection options.

Target 3: Savings Strategies – On track and subject to verification in the end of year financial reporting.

Target 4: Gumeracha Library Upgrade – Achieved.

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 6 JULY 2023
63 MT BARKER ROAD STIRLING**

Target 5: New Dog & Cat Facility – Achieved, with further steps taken to explore the broader challenges of longer term animal impounding.

Target 6: Central Irrigation Facility – Achieved.

Target 7: Unformed Public Roads Review – On track for completion in July 2023, with presentation to Council Members to occur when workshop schedule allows.

Carried Unanimously

7.2 Substantive CEO Employment

Moved Cr Kirsty Parkin

S/- Independent Member Janet Miller

PRP6/23

The CEO Performance Review Panel resolves:

- 1. That the report be received and noted.**
- 2. To recommend to Council that the CEO Performance Review Panel has noted the Remuneration Tribunal of SA's '2023 Inaugural Review of Minimum and Maximum Remuneration for Local Government Chief Executive Officers' Report and Determination 4-2023 and does not recommend a TEC Package Review be undertaken at this time.**
- 3. To recommend to Council to approve the proposed CEO Probationary Period Performance Review Process as detailed in Item 7.2, CEO Performance Review Panel Agenda – 6 July 2023.**
- 4. To advise Council that the CEO Performance Review Panel intends to develop annual Key Performance Indicators in accordance with clause 17.4 of the CEO Employment Agreement.**
- 5. To recommend to Council that an appropriate budget is allocated to enable the engagement of an external consultant to assist the CEO Performance Review Panel with the development of Key Performance Indicators and the development and conduct of the Probation Review Survey as part of the CEO Probationary Period Performance Review Process.**

Carried Unanimously

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 6 JULY 2023
63 MT BARKER ROAD STIRLING**

8. MOTIONS WITHOUT NOTICE

Nil

9. QUESTIONS WITHOUT NOTICE

Nil

10. CONFIDENTIAL ITEMS

Nil

11. NEXT MEETING

The next ordinary meeting of the CEO Performance Review Panel will be held on Thursday 27 July 2023 from 6.00pm at 63 Mt Barker Road Stirling.

12. CLOSE MEETING

The meeting closed at 7.14pm.