

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
WEDNESDAY 20 FEBRUARY 2019
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Cr Mark Osterstock

Members:

Ms Paula Davies	Independent Member
Cr Nathan Daniell	
Cr Kirsty Parkin (arrived at 6.20pm)	

In Attendance:

Andrew Aitken	Chief Executive Officer
Lachlan Miller	Executive Manager Governance & Performance
Megan Sutherland	Executive Manager Organisational Development

1. COMMENCEMENT

The meeting commenced at 6.01pm without Cr Kirsty Parkin present.

2. APOLOGIES/LEAVE OF ABSENCE

2.1 Apology

Mayor Jan-Claire Wisdom

2.2 Leave of Absence

Nil

2.3 Absent

Nil

Presiding Member _____

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3. MINUTES OF PREVIOUS MEETINGS

3.1 CEO Performance Review Panel Meeting – 9 August 2018

Moved Paula Davies
S/- Cr Nathan Daniell

PRP1/19

That the minutes of the CEO Performance Review Panel meeting held on 9 August 2018 as distributed, be confirmed as an accurate record of the proceedings of that meeting.

Carried

4. PRESIDING MEMBER'S OPENING COMMENTS

Cr Mark Osterstock welcomed the Panel to a new term, and is looking forward to the Panel's work and fulfilling its role to Council. Cr Osterstock advised that he had previously been a Council Member at the City of Tea Tree Gully when Andrew Aitken worked there.

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

Item 7.3 was brought forward to this point in the meeting.

6.20pm Cr Kirsty Parkin attended the meeting .

7.3 2018 – 2019 CEO Performance Targets Update

A copy of the CEO Position Description and Capability Statement was tabled at the meeting.

Moved Paula Davies
S/- Cr Nathan Daniell

2/19

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

Carried

Presiding Member _____

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7.1 CEO Performance Review Panel Deputy Presiding Member

Moved Cr Nathan Daniell
S/- Paula Davies

PRP3/19

That the Chief Executive Officer Performance Review Panel resolves that the report be received and noted.

Carried

7.2 Method to Undertake the CEO Performance Review 2019

Moved Paula Davies
S/- Cr Kirsty Parkin

PRP4 /19

That the Panel resolves:

1. That the report be received and noted
2. That the CEO Performance Review Panel recommends to Council to undertake the 2019 CEO Performance Review using an internal process incorporating all of the Elected Members and utilise a consultant to undertake the TEC package review.

Carried

7.3 2018 – 2019 CEO Performance Targets Update

This item was considered earlier in the meeting.

8. MOTIONS WITHOUT NOTICE

Nil

9. QUESTIONS WITHOUT NOTICE

Nil

Presiding Member _____

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10. CONFIDENTIAL ITEMS

Nil

11. NEXT MEETING

The next meeting of the CEO Performance Review Panel will be called as a Special Meeting.

12. CLOSE MEETING

The meeting closed at 7.15pm.

Presiding Member _____