

**ADELAIDE HILLS COUNCIL  
CEO PERFORMANCE REVIEW PANEL COMMITTEE  
MINUTES OF MEETING  
THURSDAY 18 MARCH 2021  
63 MT BARKER ROAD STIRLING**

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In Attendance

**Presiding Member:** Cr Mark Osterstock

**Members:**

Ms Janet Miller	Independent Member
Mayor Jan-Claire Wisdom	
Cr Nathan Daniell	
Cr Chris Grant	

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 6.02pm

**2. APOLOGIES/LEAVE OF ABSENCE**

**2.1 Apology**

Nil

**2.2 Leave of Absence**

Nil

**2.3 Absent**

Nil

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Presiding Member \_\_\_\_\_ 3 June 2021

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**3. MINUTES OF PREVIOUS MEETINGS**

**3.1 CEO Performance Review Panel Meeting – 14 November 2020**

**Moved Mayor Jan-Claire Wisdom  
S/- Cr Nathan Daniell**

**PRP1/21**

**That the minutes of the CEO Performance Review Panel meeting held on 14 November 2020 as distributed, be confirmed as an accurate record of the proceedings of that meeting**

<b>Carried</b>
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**4. PRESIDING MEMBER'S OPENING COMMENTS**

**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.

The Presiding Member welcomed the new members to the Panel, Janet Miller and Cr Chris Grant. Each of the members gave a brief biography.

**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 2020-2021 CEO Performance Targets Update**

**Moved Mayor Jan-Claire Wisdom  
S/- Cr Chris Grant**

**PRP2/21**

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

<b>Carried</b>
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7.01pm Cr Mark Osterstock left the meeting. Mayor Jan-Claire Wisdom assumed the chair.

**7.2 CEO Performance Review Panel Determination and Schedule for 2021**

**Moved Cr Chris Grant**

**S/- Cr Nathan Daniell**

**PRP3/21**

**The CEO Performance Review Panel resolves:**

- 1. That the report be received and noted**
- 2. To recommend to Council to undertake the 2021 CEO Performance Review using an internal process and utilise a consultant to undertake the remuneration package review.**
- 3. To adopt the 2021 CEO Performance Review Panel Internal Process and Meeting Schedule as contained in Appendix 1 with the meetings to commence at 6.00pm and the CEOPRP Presiding Member be delegated to amend the Process Schedule as required in consultation with the Administration.**

<b>Carried</b>
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**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 at 6.00pm on Thursday 3 June 2021 at 63 Mt Barker Road Stirling.

**12. CLOSE MEETING**

The meeting closed at 7.27pm.