

SOUTHERN GRAMPIANS SHIRE COUNCIL

CEO EMPLOYMENT & REMUNERATION

COMMITTEE CHARTER

1. PURPOSE

An Advisory Committee appointed, pursuant to the *Local Government Act 1989* to assist Council in fulfilling its responsibilities relating to CEO employment and remuneration matters.

2. AUTHORITY

- (1) The CEO Employment & Remuneration committee has the responsibility for recommending and advising the Southern Grampians Shire Council on:
 - a) Contractual matters relating to the CEO or the person to act as the CEO, including, but not limited to, the following;
 - i. The appointment of the CEO or person to act as the CEO
 - ii. Remuneration and conditions of appointment of the CEO or person to act as the CEO
 - iii. Extension (i.e. reappointment) of the CEO or person to act as the CEO
 - b) To conduct performance reviews of the CEO and make any recommendations to Council as a result of the review.
 - c) To perform any other prescribed functions or responsibilities stipulated under the *Local Government Act 2020* or Regulations.

3. COMPOSITION

- (1) The Committee will be constituted by the Mayor, Deputy Mayor and one Councillor. Council may appoint more than one Councillor on the Committee if it wishes to, however, must not appoint other persons on the Committee who are not Councillors.
- (2) A quorum of two members will be necessary to transact business of the committee.

4. CHAIRPERSON

The Mayor will be the Chairperson of the Committee.

5. MEETINGS

- (1) The CEO Employment & Remuneration committee will meet at least two times a year, with authority to convene additional meetings, as circumstances require.
- (2) Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials.
- (3) Minutes will be prepared and distributed to the CEO Employment & Remuneration committee following the meeting and made available to all Councillors.

6. RESPONSIBILITIES

- (1) The CEO Employment & Remuneration committee has the following functions and responsibilities:

Recruitment and Contract commencement

- a) The Committee should undertake the recruitment process* adopted for the CEO and any person to act as the CEO. The Committee must make recommendations to Council on contractual matters of the:
 - i. CEO
 - ii. Person to act as CEO
- b) This includes making recommendations on:
 - i. Appointment
 - ii. Remuneration and other conditions of employment

**It is open to Council to contract an executive recruiter to assist. If so, the Committee should oversee the appointment of that person or organisation and subsequent steps in the recruitment process.*

Annual Review

- a) The Committee must conduct a performance review of the CEO and make recommendations to Council on matters including whether:
 - i. The CEO meets the performance criteria in the contract
 - ii. The CEO meets the Performance Plan criteria
 - iii. Implement incremental remuneration increases
 - iv. Vary performance criteria, remuneration, or other terms and conditions of the contract

Note: A performance criteria for a person acting as the CEO is optional. If included in a contract, this should be reviewed by the Committee.

- a) The Mayor must provide a written notification to the CEO on the outcome of the Council's resolution within one week of the Council meeting at which the decisions of Council are made.

Contract Expiry

- b) As part of a performance review that occurs 6 months prior to the expiry of the CEO contract, the Committee must make recommendations on whether:
 - i. To reappoint the CEO
 - ii. Exercise an option to renew the contract
 - iii. Early termination of the contract where warranted
 - iv. To terminate in accordance with the contract

**The Committee should also make recommendations on termination of an acting CEO following a performance review.*

Dispute Resolution Procedure

The CEO's employment contract should include a dispute resolution procedure, to deal with disputes arising out of the contract.

7. SUPPORT

- (1) To facilitate the operation of the CEO Employment & Remuneration committee, the Chief Executive Officer's delegate has responsibility to provide:

- a) Information and any necessary training for members in relation to their responsibilities under the *Local Government Act 2020*.
- b) Officer advice in respect of matters before the CEO Employment & Remuneration committee.
- c) Secretariat and logistical support to the CEO Employment & Remuneration committee.

8. INFORMATION AND REPORTING TO COUNCIL

- (1) All information provided to the Committee will also be made available to all Councillors
- (2) All decision outcomes will be subject to a Council report that may be considered in Confidential Business.