

# SOUTHERN GRAMPIANS SHIRE COUNCIL

## CEO EMPLOYMENT & REMUNERATION

### COMMITTEE CHARTER

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#### 1. PURPOSE

- (1) 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;
    - The appointment of the CEO or person to act as the CEO
    - Remuneration and conditions of appointment of the CEO or person to act as the CEO
    - 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 1989 or Regulations.

#### 3. COMPOSITION

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

#### 4. CHAIRPERSON

- (1) 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:
  - CEO
  - Person to act as CEO

This includes making recommendations on:

- Appointment
- 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:
  - The CEO meets the performance criteria in the contract
  - Implement incremental remuneration increases
  - 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.

### **Contract Expiry**

- a) As part of a performance review of the CEO\* the Committee must make recommendations on whether:
  - To reappoint the CEO (6 months leading up to termination of the CEO's contract of employment)

- Exercise an option to renew the contract
- Early termination of the contract where warranted
- 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**

- a) 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 Officers delegate has responsibility to provide:
  - a) Information and any necessary training for members in relation to their responsibilities under the *Local Government Act 1989*.
  - 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.