

SOUTHERN GRAMPIANS SHIRE COUNCIL

CHIEF EXECUTIVE OFFICER

EMPLOYMENT & REMUNERATION

COMMITTEE CHARTER

1. PURPOSE

- (1) An Advisory Committee appointed, pursuant to the *Local Government Act 2020* to assist Council in fulfilling its responsibilities relating to Chief Executive Officer (CEO) employment and remuneration matters.

2. AUTHORITY

- (1) The CEO Employment and 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 2020* or Regulations.

*The appointment of the CEO or Acting CEO is in the context of a new or replacement CEO in the event of the CEO ceasing for any reason, and does not extend to an Acting CEO to cover leave. The Chief Executive Officer has a delegation via the S5 Instrument of Delegation from Council to the Chief Executive Officer as per Section 11(3) of the *Local Government Act 2020* to approve an acting CEO for a period not exceeding 28 days, where leave approval does exceed 28 days, it will be subject to a Council resolution.

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 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.