

Chief Executive Officer Employment and Remuneration Advisory Committee Charter



Confirmed at Council Meeting 7 September 2021

Purpose

An Advisory Committee appointed to assist Council in fulfilling its responsibilities relating to Chief Executive Officer (CEO) employment matters.

Responsibilities

The CEO Employment and Remuneration Committee has the responsibility for recommending and advising Moyne 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:
 - recruitment of the CEO or the person to act as the CEO;
 - remuneration and conditions of appointment of the CEO or person to act as the CEO; and
 - extension (i.e. reappointment) of the CEO or person to act as the CEO.
- b) To conduct performance reviews of the CEO in accordance with the CEO Employment and Remuneration Policy and the CEO's contract of employment and make any recommendations to Council as a result of the review including:
 - Determining the performance management plan of the CEO;
 - Monitoring the CEO's achievement of the Performance Plan; and
 - Conduct review of the CEO's remuneration package.
- c) To perform any other prescribed functions or responsibilities stipulated under the Local Government Act 2020 or Regulations.

Membership

Basis: The Committee will be constituted by the Mayor and all Councillors

Chairperson: The Mayor

Quorum: A quorum of the Chair and at least four (4) other members will be necessary to transact business of the Committee

Term of Appointment

Term of Council

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Attendance at Meetings

A member who is unable to attend a meeting is required to provide their apology to the Chair in advance. The member will be noted as absent from the record of the meeting.

Meeting frequency

The CEO Employment and Remuneration Committee will meet twice yearly with authority to convene additional meetings, as circumstances require.

Accountability

To table the minutes of the Committee meetings at the following Ordinary Meeting of Council.

To submit any recommendations to the following Ordinary Council meeting.

Support

To facilitate the operation of the CEO Employment and Remuneration Committee and in accordance with the CEO Employment and Remuneration Policy:

Independent Advisor: engaged to provide professional advice in relation to CEO employment matters including but not limited to CEO performance review and remuneration.

External Recruitment: appointed to manage the recruitment process of the CEO.

Officer Advice: Officer advice in respect of matters before the committee and administrative functions and support for the committee.

Confidentiality

All Committee meetings, discussions and records are considered confidential and are designated as such.

Members of the committee are required to comply with sections 123 and 125 of the Local Government Act 2020.

Conduct

Committee members must not disclose confidential information obtained through their role on the committee.

Members of the committee are required to comply with Part 6 Division 2 section 126 – 131 of the Local Government Act and Council's Governance Rules.

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Dispute Resolution Procedure

Part 8 – Conduct of Debate of Council's Governance Rules must be applied as a guide where a dispute arises.

Alternatively Councillor Code of Conduct