

Chief Executive Officer Employment and Remuneration Matters Advisory Committee Terms of Reference

1. Classification	Advisory Committee
2. Delegation	The Chief Executive Officer Employment and Remuneration Matters Advisory Committee has no delegated authority. Its role is to make recommendations to Council on the appointment, performance and remuneration of the Chief Executive Officer (CEO).
3. Scope	<p>The purpose of the Committee is to guide and make recommendations to Council about:</p> <ul style="list-style-type: none"> • recruitment and appointment process of the CEO; • provisions to be included in the contract of employment; • performance monitoring; • an annual review (including making recommendations to Council about the remuneration of the CEO, having regard to any Statement of Policy issued by the Government of Victoria with respect to its wages policy and any determination in effect under section 21 of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 in relation to remuneration bands for executive positions employed in public service bodies); • any other matters prescribed by regulations; and • making a recommendation to Council about the appointment of an independent advisor / consultant (for independent professional advice) to assist the committee to discharge its obligations.
4. Membership, chairperson and quorum	<p>Chairperson: Mayor Membership: All Councillors Council will confirm the membership annually.</p> <p>The committee must be chaired by:</p> <ol style="list-style-type: none"> a) The Mayor; or b) If the Mayor is not present at the committee meeting, the Deputy Mayor; or c) If the Mayor or Deputy Mayor are not present at the meeting, a Councillor who is present at the committee meeting and is appointed by agreement of the members of the Committee who are also present to chair the meeting <p>A quorum is 6 councillors.</p> <p>Attendance at Committee meetings can be either in person or by electronic means of communication.</p>

5. Role of staff members and external independent consultant	<p>The Director Business Transformation supports this Committee. Governance staff and Manager People and Safety provide advice and administrative support to the Committee.</p> <p>The external independent advisor/consultant (appointed by Council) provides independent professional advice to assist the Committee to discharge its obligations.</p>
6. Meeting frequency	<p>At least once per annum and as required to facilitate the proper review of the Chief Executive Officer performance.</p>
7. Timeline for involvement	<p>Meeting duration: Up to 1.5 hours</p> <p>Time outside meetings: Agendas, meeting minutes and any reports will be sent out approximately one week prior to the meeting.</p>
8. Accountability of committee	<p>The Committee is accountable to provide advice and feedback on the recruitment and performance of the Chief Executive Officer.</p>
9. Reporting requirement	<p>The Committee will provide a confidential report to Council following each meeting describing its activities and making recommendations about any action to be taken by Council. Minutes will be taken at Committee meetings and distributed by email to all Councillors within 10 working days of the meeting.</p>
10. Any other relevant information	<p>Committee activities and Council decisions relating to the employment matters for the CEO will be guided by the CEO Employment and Remuneration Matters Policy. At all times, all information and decisions relating to the employment matters for the CEO are to be treated with the strictest confidentiality</p>
11. References	<ul style="list-style-type: none"> • <i>Local Government Act 2020</i> • <i>Gender Equality Act 2020 Charter of Human Rights and Responsibilities Act 2006</i> • <i>Charter of Human Rights and Responsibilities Act 2006</i> • <i>Section 45(3)(a) of the Act requires Council to have regard to any statement of policy issued by Government of Victoria which is in force with respect to its wages policy (or equivalent). The current Victorian Government Wages Policy applies in the public sector until 31 December 2021. See: https:// www.vic.gov.au/wages-policy-and-enterprise-bargaining-framework</i> • <i>Section 45(3)(b) of the Act requires Council to have regard to the published remuneration bands for executives employed in public service bodies. See: https:// www.vic.gov.au/tribunals-determination-vps-executive-remuneration-bands</i>
12. Contact details of committee	<p>Refer to Director Business Transformation</p>
13. Approval date	<p>This Terms of Reference was adopted by Council on 12 July 2023.</p>
14. Next review date	<p>Annually at the Council Meeting when Council makes appointments to Advisory Committees.</p>