

Chief Executive Officer Employment & Remuneration Committee

Directorate:	The Office of the CEO	Responsible Officer:	Chief Executive Officer
		Version Number:	5
Approval Date:	20 December 2021	Review Date:	30 April 2024

1. Purpose

The Chief Executive Officer's Employment & Remuneration Committee undertakes, in conjunction with the Chief Executive Officer, confidential bi-annual reviews of the performance of the Chief Executive Officer against pre-determined performance criteria and key performance indicators and assesses the progress towards meeting these criteria, inclusive of making recommendations to Council on the remuneration review.

A confidential annual review report is reported to Council for formal consideration. Further, the Committee, in conjunction with the Chief Executive Officer, formulates the Chief Executive Officer's annual key performance indicators for recommendation to Council.

The Committee has the authority to undertake discussions with the Chief Executive Officer in relation to employment and remuneration within agreed parameters. As an advisory Committee, the Committee can make recommendations to the Council in relation to the Chief Executive Officer's remuneration review.

2. Objectives

The objective of the committee is to provide a forum for authentic dialogue with the Chief Executive Officer on overall performance and to establish as early as possible in the financial year, and adjust where necessary, the Chief Executive Officer's annual Key Performance Indicators.

3. Membership, Period of Membership and Method of Appointment

The Chief Executive Officer Employment & Remuneration Committee shall comprise the Mayor, at least two (2) other Councillors, plus the Independent Member. A quorum of three Councillors is required for a meeting.

Period of Membership: Council will appoint Councillor representation annually.

Method of Appointment: Annually through Councillor Committee Appointments by Council

4. Delegated Authority and Decision Making

The committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

5. Meeting Procedures

Meeting procedures are not prescribed. Meetings are to be held at a time and place determined by the Committee.

The Committee is not required to give public notice of its meetings and its meetings are not open to the public.

Meetings will follow standard meeting procedures protocols, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and respectful discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

6. Chair

The position of Chairperson shall be held by the Mayor of the day. When this cannot be achieved, the Mayor shall determine the acting Chairperson from other Councillors that sit on this Committee, provided there is a quorum of a minimum of three (3) Councillors.

7. Agendas and Meeting Notes

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the committee not less than 7 days before the time fixed for the holding of the meeting, in both digital and hard copy formats. The only exception to this deadline is when a public holiday falls on the day the agendas are due, in which case agendas are to be provided close of business 6 days in advance.

Officer reports that fail to meet this deadline, may be considered as supplementary reports and will only be permitted to be included with the approval of the Mayor.

The Chairperson must arrange for meeting notes of each meeting of the committee to be kept.

The meeting notes must:

- (a) contain details of the proceedings and recommendations made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) incorporate relevant reports or a summary of the relevant reports considered by the committee.

Draft meeting notes must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 days of the meeting;
- (b) distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) submitted to the next meeting of the Committee for information.

Agendas and notes from meetings are not required to be made available to the public.

8. Conduct and Integrity

In performing the role of committee member, a person must comply with the conflict of interest provisions in the *Local Government Act 2020* and the Governance Rules of Knox City Council, and:

- Act with integrity;
- Impartially exercise their responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

9. Reporting

A report of the Chief Executive Officer's annual performance review will be reported to the Council.

10. Administration Support

Administration support will be provided by the Chief Executive Officer Directorate.

11. Contact with the Media

Contact with the Media by committee members will be conducted in accordance with the Councillor and Staff Media Policies.

12. Review Date

To ensure currency, the Terms of Reference will be reviewed at least nine (9) months prior to any Council election.

13. Meals

The provision of refreshments during the course of a committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.

14. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.