

## CP 39 Chief Executive Officer Employment and Remuneration Policy

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| <b>Responsible Officer:</b> | Manager People and Performance |
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| <b>Date of next review:</b> | November 2025                  |

### Policy Objective

This Policy is a legislative requirement of the *Local Government Act 2020* (the Act) and must provide the way in which Council will:

- manage the recruitment and appointments of its Chief Executive Officer (CEO)
- agree on contract inclusions
- monitor the CEO performance
- conduct the annual review of performance.

The employment cycle of a CEO is a core responsibility of the elected Council. This Policy outlines the mechanisms which support the Council in fulfilling its obligations regarding CEO employment and remuneration

### Policy

#### 1. CEO Employment and Remuneration Committee

- 1.1 The Council must establish a CEO Employment and Remuneration Committee (the Committee) in accordance with Section 45 (2) of the Act.
- 1.2 The Committee will comprise all councillors and be chaired by the mayor.
- 1.3 The Committee will include a suitably qualified and experienced independent member.

## **2. Committee Support**

- 2.1 The General Manager Corporate and Governance Coordinator will provide secretariat support to the Committee namely by:
- coordinating meetings of the Committee
  - preparing relevant documentation including reports to Council and contractual documents
  - maintaining appropriate performance monitoring records.
- 2.2 The Committee may request the appointment of a suitably qualified independent expert (as distinct from the Independent Member) to assist in any function.

## **3. Recruitment and Appointment of CEO**

- 3.1 Council will engage an independent and suitably qualified recruitment specialist to support it in recruitment and appointment of the CEO.

The Committee will make recommendations to the Council when appointing a recruitment firm, determining the selection criteria for the CEO position and developing the CEO contract.

## **4. Contractual requirements**

- 4.1 The CEO contract will at minimum outline:
- responsibilities of the person
  - remuneration
  - legislative obligations, including those continuing after appointment
  - processes for managing unsatisfactory performance and early termination.

## **5. Remuneration**

- 5.1 The remuneration package provided to the CEO will be subject to the review of the Committee, which will make recommendations to the Council.
- 5.2 Remuneration will be reviewed annually in line with the CEO performance review and contract requirements.

## **6. Expenses**

- 6.1 The Chief Executive Officer may be provided a corporate credit card to use in transactions related to the role of CEO. Corporate card expenditure will be reviewed and approved by the Mayor. The independent Audit and Risk Committee will receive quarterly reports of all CEO corporate card transactions.

- 6.2 The Council will meet expenses incurred by the CEO including:
- Membership and subscription fees payable to professional associations which are reasonably necessary or desirable in performing duties.
  - Reasonable costs incurred where attending conferences, seminars or undertaking study.
  - Reasonable costs incurred in the performance of duties.

## **7. CEO Performance Plan**

- 7.1 The Council will adopt an annual performance plan for the CEO. The performance plan will be developed in conjunction with the CEO and the Committee.
- 7.2 The performance plan will document agreed objectives and outcomes to be delivered over a 12-month period.
- 7.3 The CEO will provide progress reports to the Committee at an annual review meeting.

## **8. Contract Expiry**

- 8.1 The Committee must make recommendations to Council six months to the expiry of the CEO contract in line with legislative requirements to:
- reappoint the CEO
  - advertise for recruitment of the CEO.

## **9. Confidentiality**

- 9.1 All information relating to the recruitment, selection, performance review and contract management must be kept strictly confidential.

## **10. Review**

- 10.1 The Council may review this policy at any time, but at least every four years from the date of adoption.

## **Related policies**

*Procurement Policy*  
*Staff Code of Conduct*  
*Councillor Code of Conduct*

## **Related legislation**

*Local Government Act 2020*  
*Equal Opportunity Act 2010*  
*Charter of human Rights and Responsibilities Act 2006*  
*Occupational Health and Safety Act 2004*