

<b>Approval Body:</b>	Council
<b>Endorsement Date:</b>	7 April 2020
<b>Council Plan Reference:</b>	3.2
<b>Current Version:</b>	2.0 <i>Council policy documents change from time to time and it is recommended that you consult the electronic reference copy on Casey Council's Website to ensure that you have the current version. Alternatively, you may contact Customer Service on 9705 5200.</i>
<b>Compulsory Review Cycle:</b>	Four years
<b>Review Date:</b>	3 April 2024 <i>It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively.</i> <i>Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.</i>
<b>Responsible Department:</b>	Corporate Governance
<b>Relevant Legislation:</b>	Local Government Act 2020
<b>Breaches:</b>	N/A
<b>ECM ID:</b>	13704872

## 1. Purpose and Intent

This policy is a requirement of the Local Government Act 2020 and outlines the way in which Council will manage the recruitment and appointment of its Chief Executive Officer, provides consistency for contract inclusions, performance monitoring and requirement for annual review.

## 2. Scope

This policy applies to activity undertaken by the elected Council and candidates or incumbents of the Chief Executive Officer position.

## 3. Definitions

Key term	Definition
<b>Council</b>	means Casey City Council, being a body corporate constituted as a municipal Council under the Local Government Act 1989
<b>Councillors</b>	means the individuals holding the office of a member of Casey City Council
<b>Council officer</b>	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.

#### **4. Policy**

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

##### **4.1. CEO Employment and Remuneration Committee**

###### **4.1.1. Establishment**

The Council must establish a CEO Employment and Remuneration Committee (the Committee) in accordance with s. 45(2) of the Act.

The Committee is to be chaired by an independent person, entitled to be remunerated for their work.

###### **4.1.2. Secretariat Support**

The Manager Governance/Manager People & Culture will provide secretariat support to the Committee namely:

- coordinating meetings of the Committee
- preparing relevant documentation including reports to Council and contractual documents
- maintaining appropriate records regarding performance reviews

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

Council will engage an independent and suitably qualified recruitment firm to support it in recruitment and appointment of a CEO. The Committee will make recommendations to the Council when appointing a recruitment firm, determining the CEO selection criteria and developing the CEO contract.

###### **4.2.1. Contractual Requirements**

The CEO contract will at minimum outline:

- the responsibilities of the position
- conflict of interest management requirements
- remuneration
- legislative obligations including those continuing after appointment
- processes for managing unsatisfactory performance or early termination

##### **4.3. Remuneration and Expenses**

###### **4.3.1. Remuneration**

The remuneration package provided to the CEO will be subject to the review of the CEO Employment Matters Committee.

Remuneration will be reviewed annually in accordance with the CEO Performance review and contract requirements.

###### **4.3.2. Expenses**

The Chief Executive Officer may be provided a Corporate 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 & Risk Committee will receive quarterly reports on all CEO corporate card transactions.

The Council will meet expenses incurred by the CEO including:

## CEO Employment and Remuneration Policy (Version No. 2.0)

- Membership and subscription fees payable to professional associations which are reasonably necessary or desirable in performance of duties
- Reasonable costs incurred where attending conferences, seminars or undertaking study
- Reasonable costs incurred in performance of duties.

### 4.4. CEO Performance Plan

The Council will adopt an annual performance plan for the CEO. The Performance Plan will be developed in conjunction with the CEO and CEO Employment and Remuneration committee.

The Performance Plan will document agreed objectives and outcomes to be delivered over a twelve-month period.

The CEO will provide progress reports to the Committee at each review.

### 4.5. Contract Expiry

The Committee must make recommendation to Council six months prior to the expiry of the CEO contract and with regard to current legislation to:

- reappoint the CEO
- advertise for recruitment the role of CEO.

### 4.6. Responsibilities

Who	What
Manager Governance/ Manager People & Culture	Secretariat support to Council which facilitates the reports and documentation required under this policy.
Council	Appoint independent member to Chair CEO Employment and Remuneration Committee
Council	Conducting CEO performance reviews in line with adopted policy.
Audit & Risk Committee	Oversee adherence to the CEO Employment and Remuneration Policy. Oversee adherence to the Credit Card Policy for expenses incurred by the CEO.

## 5. Relevant Forms

N/A

## 6. Document History

Date approved	Change Type	Version	Next Review Date
14 December 2021	Re-endorsement – no change to document	2.0	3 April 2024
7 April 2020	Document Initiation	1.0	3 April 2024