



Terms of Reference

CEO Employment Committee

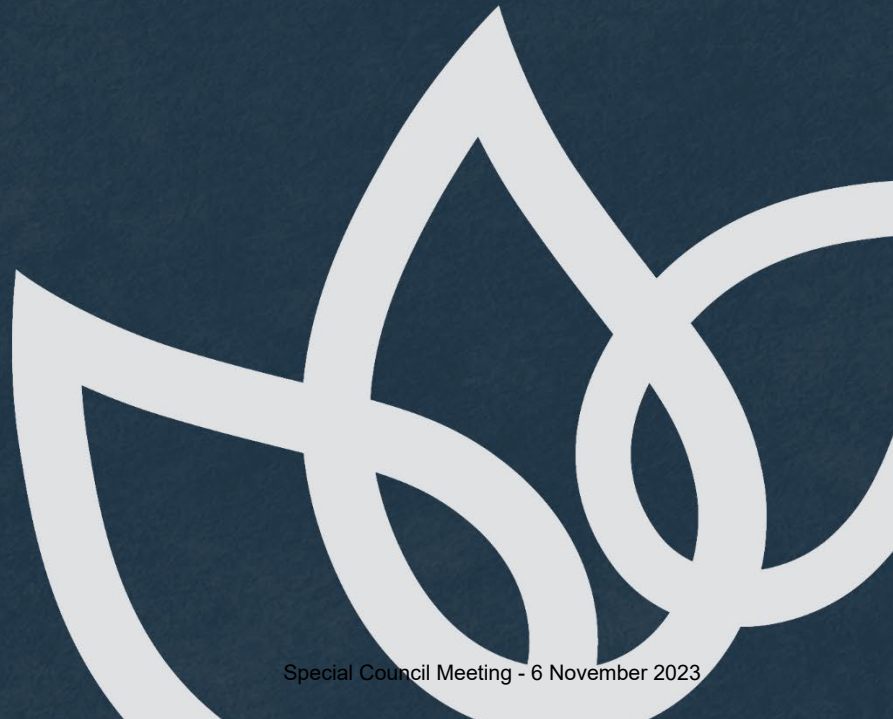




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Introduction

The CEO Employment Committee's role is to assist Council in the recruitment and performance measurement of the CEO.

Functions

In performing its role the Committee has the following functions:

- In conjunction with an independent facilitator establish appropriate selection criteria, important qualities, knowledge and skills the CEO will need to possess, in order to attain the most suitable candidate for the position of CEO.
- In conjunction with an independent facilitator establish clear terms and conditions for the CEO's employment contract.
- Provide a recommendation to Council on the preferred candidate for the position of CEO.
- In conjunction with an independent facilitator, undertake an annual assessment of the CEO's performance in accordance with the provisions of the CEO's contract of employment and key performance indicators.
- In consultation with an independent facilitator and the CEO, develop and recommend to Council key performance indicators in order to achieve the key priorities of the Corporate Business Plan, and any other means that will be used to assess the CEO's future performance in order to meet the expectation of Council.
- Review the CEO's employment contract and position description and make recommendations to Council as and when necessary.
- Review the CEO's remuneration package annually and make recommendations to Council in relation to remuneration, in accordance with the CEO's contract of employment, having consideration to the CEO's performance, current level of remuneration, and the Salaries and Allowances Determination; and
- Provide guidance to Council in assessing the CEO's performance.

Authority

The Committee is a formally appointed Committee of Council and is responsible to that body.

The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility.

The Committee does not have any delegated authority.

The Committee recommendations must be adopted by Council before implementation.

Membership

The Committee shall consist of (5) five Councillors. The appointment of members shall be per section 5.10 of the *Local Government Act 1995*.

A deputy member shall be appointed by Council.



An independent facilitator of the Committee, who is not a member of the Committee, shall be appointed to the Committee by Council to assist with Committee. An independent facilitator shall be appointed following a procurement process.

A quorum will be as per section 5.19 of the *Local Government Act 1995*.

The tenure of membership shall be per section 5.11 of the *Local Government Act 1995*.

The members of the Committee are to elect a Presiding Member from amongst themselves at the first meeting of the committee following an Ordinary Local Government Election.

The Presiding Member will preside at all meetings. In the Presiding Member's absence, the provisions of section 5.14 of the *Local Government Act 1995* apply.

Conduct and interests

Per Division 6 of the *Local Government Act 1995* all committee members must adhere to the provisions of the *Local Government Act 1995* related to the disclosure of interests.

The contract appointing the independent facilitator shall include strict conduct and interests provisions.

Meetings

The Committee will meet at least once a year to facilitate an annual assessment of the CEO's performance.

The Committee may invite Shire employees, appointed facilitator or others to attend meetings and provide pertinent information, where necessary.

The Committee shall meet with the CEO on such dates and at such times as the Committee determines to receive and discuss an update on the progress of key performance indicators or other matters.

Minutes of Committee meetings will be kept in accordance with section 5.22 of the *Local Government Act 1995* and the Shire's *Standing Orders Local Law 2002 (as amended)*.

The Committee may close the meeting to members of the public if the meeting deals with any of the matters listed in section 5.23(2).

Voting will be in accordance with section 5.21 of the *Local Government Act 1995*.

Public question time and public statement time is not available at the Committee.

Approval and Amendment History

Reviewed/Modified	Reference	Date	Comment
Adopted	SCM014/0816	08/08/2016	Adopt Terms of Reference
Reviewed	OCM156/11/17	27/11/2017	Adopted Terms of Reference
Reviewed	OCM102/09/18	25/09/2018	Reviewed and Amended Terms of Reference - inserted 5.1(a) - amended 5.3
Adopted	OCM295/12/19	16/12/2019	Adopted terms of reference



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