

<b>POLICY LOCATION</b>	Executive Office	<b>POLICY TITLE</b>	Chief Executive Officer Employment and Remuneration
<b>POLICY NUMBER</b>	CA35	<b>DATE ADOPTED</b>	13 October 2021
<b>REVISION NUMBER</b>	1	<b>REVISION DATE</b>	October 2025

## Purpose

The Chief Executive Officer (CEO) Employment and Remuneration policy sets out Council’s approach to managing the recruitment, remuneration and performance of the CEO.

## Scope

This policy applies to activities of the Council, the CEO and candidates for the role of the CEO.

## Definitions

In this policy –

“**Total Remuneration Package**” includes salary, superannuation, the cost of a motor vehicle to an employer and the cost of other employment benefits and associated fringe benefits tax, but excludes general business expenses such as laptop computers, mobile phones or study leave.

## Policy Statement

The Council is committed to ensuring decisions and actions taken in relation to CEO recruitment, performance and remuneration are robust, transparent and reflect its responsibilities under the *Local Government Act 2020*.

## Guidelines

### Recruitment

The CEO, after conferring with the Mayor and Councillors, will appoint an independent and suitably qualified consultant (Consultant) to manage the CEO recruitment and appointment process. The appointment of a Consultant will be undertaken in accordance with the Council’s Procurement Policy.

The Consultant will support the Council during the recruitment and appointment process by:

- Developing a recruitment strategy to attract suitable candidates
- Assisting the Council to shortlist and interview candidates
- Conducting reference and probity checks on the preferred candidate
- Working with the Director Corporate Services to prepare a report to Council recommending the appointment of the Chief Executive Officer
- Preparing the communications for the Council to announce the appointment of the CEO,

- Assisting the Council to develop an initial 12-month performance plan, and
- Working with the Councillors, Senior Leadership Team and Manager Human Resources to induct the CEO.

The Consultant will work with the Manager Human Resources to prepare and issue the Chief Executive Officer contract of employment. The contract will at a minimum outline:

- Responsibilities of the position
- Conflict of interest management requirements
- Total remuneration package
- Legislative obligations, including those continuing after appointment
- Process for managing unsatisfactory performance or early termination
- Dispute resolution processes

### **Performance Plan and Review**

The performance review will be completed annually to coincide with the anniversary of the CEO's commencement date.

An independent and suitably consultant (Consultant) will be appointed by the CEO, after conferring with the Mayor and Councillors, to assist with the CEO's performance planning and review process. The appointment of a Consultant will be undertaken in accordance with the Council's Procurement Policy. The Consultant shall not be the same Consultant used to manage the CEO's recruitment and appointment process.

The performance plan will be developed by the Council with input from the CEO and assistance from the Consultant. The performance plan will document agreed performance criteria for next 12-month period and will include a professional development plan.

The Consultant will assist the Council in assessing the CEO performance against the current annual objectives contained within the CEO performance plan. The CEO will also provide feedback on the performance of the Council as part of a 360-degree feedback process, which will be facilitated by the Consultant.

An informal, internal performance review will be conducted within 6 months of the formal performance review each year thereafter. The informal review will provide the CEO with feedback and the opportunity to adjust any of the objectives set in the formal performance review if required.

### **Remuneration**

Following the performance review of the CEO the Council will work with the Consultant to review the remuneration of the CEO. In determining the CEO's total remuneration package, the Council will have regard to:

- The inherent requirements of the position
- The achievement of agreed performance criteria for the preceding 12 months
- Council's fiscal and economic conditions
- Acquisition and satisfactory utilisation of new or enhanced skills by the CEO if beneficial to or required by the Council
- Market rates for comparable positions

Any decision to increase the remuneration of the CEO must be in accordance with the Policy Principles outlined above.

### **Independent Professional Advice**

Council may obtain independent professional advice in relation to any matters dealt with in the CEO Employment and Remuneration policy, including but not limited to, CEO performance review and CEO recruitment.

### **References**

*Local Government Act 2020*

*Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*

Buloke Shire Council Procurement Policy