

CEO Employment Matters Committee

Independent Chairperson “Expression of Interest” information sheet

Background information about the Committee

Council has established an Advisory Committee known as the CEO Employment Matters Committee (the Committee) under the provisions of Section 45(2) of the Local Government Act 2020.

The role of the Committee is to advise Council on contractual matters relating to the CEO or the person to act as the CEO, including, but not limited to, the following:

- The appointment of the CEO or person to act as the CEO
- Remuneration and conditions of appointment of the CEO or person to act as the CEO
- Extension (i.e. reappointment) of the CEO or person to act as the CEO
- Development of the Annual CEO Performance Plan
- Performance reviews of the CEO, including recommendations to Council as a result of performance reviews
- The performance of any other prescribed functions or responsibilities stipulated under the *Local Government Act 2020* or Regulations in relation to the CEO employment.

The Committee consists of the Independent Chairperson, Mayor, Deputy Mayor and the previous past Mayor, and will meet at least twice a year with authority to convene additional meetings, as circumstances require.

The Chairperson will be appointed for a two-year term with an option for a further two, one year term extensions.

CEO Employment and Remuneration Policy

The Policy sets out the role, terms of reference and the duties and responsibilities of the Committee.

Details of the role of the Independent Chairperson

The role of the Independent Chairperson will include:

- Attending and chairing the meetings of the CEO Employment Matters Committee (at least twice a year, with authority to convene additional meetings, as circumstances require)
- Working as an effective member of the Committee in providing advice to the Council
- Assist in the development of performance criteria and annual review of the CEO
- Assisting in the recruitment and remuneration of a new CEO (when required)

The appointee will have detailed knowledge and experience in executive recruitment and oversight of employment contracts as well as experience in developing and facilitating executive performance

reviews. An inquiring mind and the ability to analyse information will assist in carrying out the role of this position.

Details about the terms of appointment

- The appointment will be for a period of two years commencing 12 October 2026
- The Committee will meet at least twice per year
- All meetings are held at the Cardinia Civic Centre, 20 Siding Ave, Officer 3809 and are scheduled by agreement
- The appointee will be paid a sitting fee \$2000 per meeting
- Fees for additional supporting work (when required) is paid at an agreed rate

Application information

Please submit a resume / CV with a brief cover letter highlighting:

- Your senior-level experience in providing support and advice in CEO or senior executive performance, remuneration, contract or employment arrangements.
- Your experience with governance, legislative and confidentiality requirements relevant to executive employment matters, particularly within Victorian local government or a comparable public sector environment.

Expressions of interest must be submitted by 5pm, 12 October 2026 and addressed to:

Wayne Mack, Director Corporate Services
Cardinia Shire Council
Email: w.mack@cardinia.vic.gov.au

Further information

Council's latest Annual Report and Council Plan are available on our website at www.cardinia.vic.gov.au and provides a range of financial and non-financial information about Council.

Any enquiries about this position or any of the information contained in this information sheet can be referred to:

Wayne Mack, Director Corporate Services
Cardinia Shire Council
Telephone: 0400 573 643
Email: w.mack@cardinia.vic.gov.au