



Yarra Ranges Council CEO Employment & Remuneration Policy 2025

DRAFT

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Policy Owner:	Manager People & Culture
Applicable to:	Council, Chief Executive Officer, Director Corporate Services, Manager People & Culture

Acknowledgement of Country

Yarra Ranges Council acknowledges the Wurundjeri and other Kulin Nation peoples as the Traditional Owners and Custodians of these lands and waterways. We pay our respects to all Elders, past, present, and emerging, who have been, and always will be, integral to the story of our region. We proudly share custodianship to care for Country together.

Yarra Ranges Community Vision 2036

The Yarra Ranges Community Vision 2036 has been developed to describe the communities and Council's aspirations for the future of the municipality. It's based on input from over 1,000 community members and reflects the local communities' aspirations for the municipality.

Whether you live here or visit, you will see how much we care for Country, how inclusive and connected our communities are, and how balanced growth makes this the best place in the world.

What We Want to Achieve

Council has five goals to describe what we are working towards and how we want Yarra Ranges to be in the future. These goals have been developed in response to our communities' priorities and the big issues facing Yarra Ranges. All policies and activities completed by the organisation contribute to one or more of these goals.



Connected and Healthy Communities

Communities are safe, resilient, healthy, inclusive and socially well connected. Quality services are accessible to everyone.



Quality Infrastructure and Liveable Places

Quality facilities and infrastructure meets current and future needs. Places are well planned and are hubs of activity that foster wellbeing, creativity and innovation.



Protected & Enhanced Natural Environment

A healthier environment for future generations.



Vibrant Economy, Agriculture and Tourism

Our tourism, agriculture, health, manufacturing and other industries are leading and dynamic. Strong investment and attraction underpin sustainable economic growth and job creation.



High Performing Organisation

An innovative, responsive organisation that listens and delivers quality, value for money services to our community.

1. Purpose

This CEO Employment & Remuneration Policy (Policy) establishes Yarra Ranges Council's (Council) approach to managing the employment relationship with its Chief Executive Officer (CEO) in accordance with [Section 45](#) of the *Local Government Act 2020* ("LG Act 2020").

2. Scope

The policy sets out guidance for managing the CEO employment relationship. It therefore impacts:

- a) The Council acting through its Councillors as they discharge their responsibilities under the LG Act 2020 regarding the CEO;
- b) The CEO;
- c) The Director Corporate Services and Manager People & Culture who support and administer the CEO employment relationship and give effect to Council's decisions under this policy.

3. Policy Statement

3.1 Contract of Employment

The CEO employment relationship must be governed by a written contract of employment offered by the Council and accepted by the incumbent CEO ("the contract").

3.2 Mandatory Contract Terms

The contract must contain the following terms and conditions:

- a) A contract of employment is to be offered for a period of up to five years;
- b) A CEO is eligible to be reappointed under a new contract of employment;
- c) If there is a vacancy in the office of the CEO or the CEO is unable to perform the duties of the office of the CEO, the Council must appoint a person to be the Acting CEO;
- d) The total remuneration package (TRP) includes salary, superannuation, 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;
- e) The quantum and arrangements for taking leave;
- f) An annual review and performance monitoring mechanism;
- g) A dispute resolution mechanism; and
- h) Termination of contract provisions.

3.3 Setting Remuneration

The following principles guide how the Council sets the CEO's remuneration in the contract:

Principle 1: CEO remuneration should be fair and reasonable recompense for performing the inherent requirements of the role.

Principle 2: Decisions about the CEO's remuneration should have regard to:

- Council's fiscal and economic conditions;
- The performance and experience of the incumbent CEO;

- Any relevant statement of policy issued by the Government of Victoria which is in force with respect to its wages policy (or equivalent); and
- Any Determination that is currently in effect under [section 21](#) of the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019* (Vic) in relation to remuneration bands for executives employed in public service bodies.

Principle 3: Chief Executive remuneration should be competitive. Remuneration should be set at a competitive level for the relevant market and sector in order to attract and retain talent.

Principle 4: Chief Executive remuneration should reflect the non-financial benefits of local government employment.

Principle 5: Chief Executive remuneration arrangements and decisions should be robust, transparent and based on rigorous analysis of all relevant factors including these principles.

3.4 Annual Review

The contract must contain an annual review mechanism. The annual review process will include:

- a) An assessment of the CEO's performance:
 - i. Which seeks the input of all Councillors; and
 - ii. Is facilitated by an independent advisor appointed by Council, to manage and avoid conflicts of interest; and
 - iii. Considers key performance indicators set for the year; and
- b) A determination whether or not it is appropriate to change the CEO's remuneration.

The principles set out in section 3.2 apply to the review of the CEO's remuneration.

3.5 Independent Advice

Council may obtain independent professional advice in relation to any matters dealt with in the CEO employment relationship, including but not limited to the CEO performance review.

3.6 Exercising Council's Decision-Making Responsibility

The requirement for Council to appoint a CEO, and to make decisions in accordance with this policy, will be exercised by Council resolution or delegated committee under [section 59](#) or [63](#) of the LG Act 2020 respectively, as Council sees fit.

3.7 Casual or Temporary Vacancies

Where a casual or temporary vacancy arises in the position of CEO, owing to:

- a) The absence of the incumbent CEO while on approved leave; or
- b) The cessation of an incumbent CEO's employment relationship (enlivening section 3.8 of this policy) or any other extraordinary circumstance;

That temporary vacancy must be filled by the Appointment of an Acting CEO.

WHO IS RESPONSIBLE FOR MAKING AN ACTING CEO APPOINTMENT?

Where the vacancy is caused by:	Then the vacancy is filled by:
The absence of the incumbent CEO while on approved leave...	...the CEO
The cessation of an incumbent CEO's employment relationship, or any other extraordinary circumstance...	...the Council

HOW IS THE ACTING CEO APPOINTMENT GOVERNED?

Where the vacancy is filled by:	Then the acting CEO arrangement is governed by:
An existing employee of the Council...	...the employee's existing contract of employment, and Council policies, including this one.
Someone who was not already employed by the Council...	...a contract issued in accordance with this policy.

3.8 CEO Recruitment

The Council will appoint a specialist recruitment consultant to manage the end to end process of CEO recruitment. This will include:

- Taking a detailed brief from the Council on the role and the ideal candidate;
- Developing an advertising strategy to attract suitable candidates;
- Assisting the Council to determine a shortlist of candidates;
- Conducting the necessary selection process steps, including interviews, testing, reference checks, probity checks, as required, to determine best fit;
- Requiring Council's Manager People & Culture to issue the contract for the new CEO; and
- Requiring Council's Manager People & Culture to induct the new CEO.

4. Related Documents

- [Local Government Act 2020 \(Vic\)](#)
- [Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 \(Vic\)](#)

5. Monitoring and Evaluation

The monitoring and evaluation of this Policy will be overseen by all those identified in section 2 of this Policy.

6. Policy Review

This Policy will be reviewed every four years.

7. Revision History

Version	Date	Summary of revisions
2.0	September 2025	New template adopted. Minor re-wording and re-ordering for clarity. No material changes to Policy.
1.0	23 November 2021	Endorsed by Council