

POLICY NUMBER	-	1.3
POLICY SUBJECT	-	Members Travel

1. POLICY PURPOSE

This Policy outlines the appropriate method for Members Travel.

2. POLICY SCOPE

This Policy applies to all Elected Members of the Shire of Merredin (the Shire).

3. LEGISLATIVE REQUIREMENTS

Local Government (Administration) Regulations 1996.

4. POLICY STATEMENT

When Elected Members are required to travel to any part of the State on Council business Shire vehicles, if available, shall be utilised and no kilometreage will be paid to Councillors who travel in other vehicles, unless:

1. a Shire vehicle is unavailable; or
2. there is insufficient room in the Shire vehicle for all Elected Members; or
3. Council has agreed by resolution to pay kilometreage and expenses in relation to the trip and on presentation of a formal claim. Such claims shall be calculated based on the current rates applicable in the *Local Government Industry Award 2024* for travel, meals, accommodation and expenses; or
4. the payment of expenses has been approved by the CEO due to extenuating circumstances.

If any Elected Member wishes to utilise their own vehicle in preference to a Shire vehicle to travel to any part of the State on Council business then Council will pay kilometreage only for the vehicle for travel to and from the course or meeting. Such claims shall be calculated based on the current rates applicable in the *Local Government Industry Award 2024* for travel.

A claim form for the purposes of this Policy will be made available by the CEO on request, with Elected Members making a declaration to the effect that the travel expense was incurred.

Refer to *Local Government (Administration) Regulations 1996* Section 31 & 32

5. KEY POLICY DEFINITIONS

N/A

6. ROLES AND RESPONSIBILITIES

The CEO is responsible for implementing this Policy. Elected Members are required to adhere to all aspects of this Policy.

7. MONITOR AND REVIEW

This Policy will be reviewed every 2 years.

Document Control Box					
Document Responsibilities:					
Owner:	CEO	Decision Maker:	Council		
Reviewer:	Governance Officer				
Compliance Requirements					
Legislation	<i>Local Government (Administration) Regulations 1996</i>				
Document Management					
Risk Rating	Medium	Review Frequency	Biennial	Next Due	April 2025
Version #	Action	Date	Records Reference		
1.	Adopted	21 September 2004	CMRef 27632		
2.	Reviewed	17 August 2010	CMRef 30401		
3.	Reviewed	19 February 2013	CMRef 31058		
4.	Reviewed	17 February 2015	CMRef 81522		
5.	Reviewed	20 December 2016	CMRef 81892		
6.	Reviewed	30 April 2024	CMRef 83377		



POLICY NUMBER - **2.4**

POLICY SUBJECT - **Retirement/Resignation of Employees - Council Gift**

1. POLICY PURPOSE

In accordance with Section 5.50(1) of the Local Government Act 1995 the Shire of Merredin hereby adopts the following policy in relation to the recognition of service when an employee's ~~employment with the local government is finishing~~ leaves its employ.

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2. POLICY SCOPE

This policy applies to all employees of the Shire of Merredin.

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3. LEGISLATIVE REQUIREMENTS

Local Government Act 1995

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Local Government (Administration) Regulations 1996

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4. POLICY STATEMENT

An employee will be considered to receive recognition by way of gratuity payment if that person has given loyal and dedicated service to the Shire of Merredin, calculated as follows:

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- 1. 10-20 years - \$25 for each year of service/or a gift of the same calculated value.
- 2. 21-25 years - \$35 for each year of service/or a gift of the same calculated value.
- 3. 26 + years - \$45 for each year of service/or a gift of the same calculated value.

To show appreciation to employees who have made long term or otherwise contributions to Council and to promote good Council/Staff relations.

At the discretion of the CEO, a gift according to part (2) may be provided to employees leaving Council prior to 10 years of service. The value of the gift will be approximately \$15.00 for every year of service. The presentation of a gift for Senior Executive Officers is to be considered independently of this Policy by Council, taking into account the limitations on such payments imposed by regulation. (Refer Local Government (Administration) Regulations 1996 – Regulation 19A).

This Policy is to be given ~~Local~~ ~~Public~~ ~~Notice~~.

5. KEY POLICY DEFINITIONS

N/A

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6. ROLES AND RESPONSIBILITIES

The CEO is responsible for implementing this Policy.

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7. MONITOR AND REVIEW

This Policy will be reviewed ~~by the Governance Officer~~ every ~~2X~~ years.

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Legislation		Local Government Act 1995 Local Government (Administration) Regulations 1996			
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Risk Rating	Medium	Review Frequency	Biennial	Next Due	April 2025
Version #	Action	Date	Records Reference		
1.	Adopted	5 September 2000	CMRef 27632		
2.	Reviewed	15 January 2008	CMRef 29330		
3.	Reviewed	19 February 2013	CMRef 31058		
4.	Reviewed (Unamended)	21 August 2018	CMRef 82231		
5.	Adopted Reviewed	XX January 2023	CMRef XXXX		

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POLICY NUMBER - 2.22
POLICY SUBJECT - Social Media

1. POLICY PURPOSE

To ensure all the organisation's employees are aware of appropriate professional and personal social media conduct to ensure the greatest benefit to the Shire of Merredin.

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2. POLICY SCOPE

This Policy applies to all employees, contractors (whether paid or unpaid), and Elected Members of the Shire of Merredin who access social media for professional or social purposes, whether via personal devices or those supplied by the Shire of Merredin.

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3. LEGISLATIVE REQUIREMENTS

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4. POLICY STATEMENT

Policy Statement

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The Shire of Merredin understands the requirement to provide a framework for using social networking sites, including clarity on appropriate conduct, and emphasizes the need for its employees to use good judgement about what appears and its context within these social media venues/spaces.

~~The objective of this policy is to ensure all the organisation's employees are aware of appropriate professional and personal social media conduct to ensure the greatest benefit to the Shire of Merredin.~~

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~~This policy applies to all employees and contractors (whether paid or unpaid) at the Shire of Merredin who access social media for professional or social purposes whether via personal devices or those supplied by the Shire of Merredin.~~

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~~Social Media means forms of electronic communication (e.g. web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (e.g. videos). Some examples include (but are not restricted to) Facebook, Pinterest, LinkedIn, Twitter, YouTube and Foursquare.~~

4.1 Social Media Use for Shire of Merredin Purposes

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The Media and Communications Officer is the only staff member authorised to use the Shire of Merredin social media accounts. The CEO may direct the Executive Officer to use social media in the absence of the Media and Communication Officer when needed.

Social media accounts pertaining to external facilities including the Central Wheatbelt Visitor Centre, Cummins Theatre, Merredin Regional Library and the Merredin Regional Community & Leisure Centre, may be used by the Media and Communications Officer as well as the following positions;

- CWVC – Tourism Officer, CWVC Manager
- Library – Library Manager
- Cummins Theatre – Community Development Officer

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- MRCLC – Manager Recreation and Aquatics and Administration/Program Officer

~~Staff must be approved by their relevant manager prior to sign off by the CEO. The Shire of Merredin may direct specified employees to use social media for Shire of Merredin purposes, such as but not limited to the Media and Communications Officer.~~

Only employees with appropriate training from the Media and Communications Officer and knowledge who are expressly authorised by the CEO may use social media for Shire of Merredin purposes. If authorised, the staff member must abide by the guidelines of the Social Media Scheduling Procedure, including final approval from the Media and Communications Officer prior to posting.

Review of new official accounts will be undertaken by the Chief Executive Officer in conjunction with the Media and Communications Officer.

~~If a~~ If a person is provided with express permission by the CEO to use social media s/he must provide information that is truthful, accurate and in the interests of the Local Government. S/he must not disclose anything that is financial or technical information, commercially sensitive information, personal information about employees, or any information about customers, suppliers or members of the general public.

Employees who are required to use social media in the course of their work must:

1. use spell check and proof-read each post;
- ~~2. 2.~~ understand the context before entering any conversation;
- ~~3. 3.~~ know the facts and verify the sources;
- ~~4. 4.~~ be respectful of all individuals and communities with which the person interacts with online;
- ~~5. 5.~~ be polite and respectful of other opinions;
- ~~6. 6.~~ seek to conform to the cultural and behavioural norms of the social media platform being used;
- ~~7. 7.~~ if a mistake is made, the person must correct it quickly by disclosing it was a mistake (including the particulars of the correction) and inform his/her supervisor; and
- ~~8. 8.~~ understand and comply with any directions given by the CEO on topics that are not to be discussed for confidential, operational or legal reasons.
9. Seek final approval from the Shire's Media and Communications Officer prior to posting.

A person required to use social media who has been trained and given express permission by the CEO should always be aware that the Shire of Merredin may be liable for any posts made. Accordingly, s/he should always seek guidance from his/her supervisor or the CEO if s/he is ever unsure about stating or responding to something on a social media site.

4.2 Records Personal/Private Use of the Shire of Merredin's Corporate Sites

An employee cannot comment on behalf of the Shire of Merredin unless expressly authorised by the CEO. If the person wishes to broadcast something (either as an initial broadcast or a response) then a request to the CEO (or his/her authorised delegate) must be made.

An employee of the Shire of Merredin is able to share links that the Shire of Merredin has posted on the social media sites, or submitting a "like" action, or comment on an event, initiative and/or program, provided that it is in the best interests of the Shire of Merredin.

4.3 Personal/Private Use of Non-Shire of Merredin Sites

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Employees who use social media for personal/private purposes must not infer or state they are speaking on behalf of the Shire of Merredin and are reminded that any inappropriate postings or actions carried out on social media may result in disciplinary action.

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4.4 Consequences of Breaching this Policy

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This Policy constitutes a lawful instruction to all of the organisation's people, and breaches may lead to disciplinary action or termination by the Shire of Merredin or referral to appropriate external authorities where applicable. People who breach this Policy may also be personally liable for their actions.

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5. KEY POLICY DEFINITIONS

Social Media: means forms of electronic communication (e.g. web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (e.g. videos). Some examples include (but are not restricted to) Facebook, Pinterest, LinkedIn, Twitter/X, Instagram, and YouTube, and Foursquare.

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6. ROLES AND RESPONSIBILITIES

The CEO is responsible for implementing this Policy and all employees of the organisation are required to adhere to aspects within this Policy.

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7. MONITOR AND REVIEW

This Policy will be reviewed by the Governance Officer every 2 years.

Document Control Box				
Document Responsibilities:				
Owner:	CEO	Decision Maker:	Council	
Reviewer:	N/A			
Compliance Requirements				
Legislation				
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Version #	Action	Date	Records Reference	
1.	Adopted	18 November 2014	CMRef 81470	
2.	Reviewed	XX January 2023	CMRef XXXX	



POLICY NUMBER - 2.31

POLICY SUBJECT - **Mandatory Standards for CEO Recruitment, Performance and Termination**

1. POLICY PURPOSE

This Policy sets out the Shire of Merredin Standards for CEO Recruitment, Performance and Termination.

2. POLICY SCOPE

This Policy applies to the CEO and Elected Members of the Shire of Merredin.

3. LEGISLATIVE REQUIREMENTS

Local Government Act 1995

Local Government (Administration) Regulations 1996

4. POLICY STATEMENT

~~Division 1 — Preliminary provisions~~

~~1. CITATION~~

~~These are the Shire of Merredin Standards for CEO Recruitment, Performance and Termination.~~

~~2. TERMS USED~~

~~(1) In these standards —~~

~~Act means the Local Government Act 1995;~~

~~additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);~~

~~applicant means a person who submits an application to the local government for the position of CEO;~~

~~contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;~~

~~contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;~~

~~job description form means the job description form for the position of CEO approved by the local government under clause 5(2);~~

~~local government means the Shire of Merredin;~~

~~selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form; selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.~~

~~(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.~~

~~4.1 Division 1.2 — Standards for recruitment of CEOs~~

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3.4.1.1 OVERVIEW OF DIVISION

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4.1.2 4. APPLICATION OF DIVISION

1. (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
2. (2) This Division does not apply —
 - (a) (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
 - (b) (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

4.1.3 5. DETERMINATION OF SELECTION CRITERIA AND APPROVAL OF JOB DESCRIPTION FORM

1. (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
2. (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
 - (a) (a) the duties and responsibilities of the position; and
 - (b) (b) the selection criteria for the position determined in accordance with subclause (1).

4.1.4 6. ADVERTISING REQUIREMENTS

1. (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A.
2. (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant.

4.1.5 7. JOB DESCRIPTION FORM TO BE MADE AVAILABLE BY LOCAL GOVERNMENT

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) (a) inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or
- (b) (b) if the person advises the local government that the person is unable to access that website address
 - i. i. email a copy of the job description form to an email address provided by the person; or
 - ii. ii. mail a copy of the job description form to a postal address provided by the person.

4.1.6 8. ESTABLISHMENT OF SELECTION PANEL FOR EMPLOYMENT OF CEO

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1. ~~(1)~~ In this clause —

independent person means a person other than any of the following —

~~(a)~~ a council member;

~~(b)~~ an employee of the local government;

~~(c)~~ a human resources consultant engaged by the local government.

1. ~~(2)~~ The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

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3. ~~(3)~~ The selection panel must comprise —

~~(a)~~ council members (the number of which must be determined by the local government); and

~~(b)~~ at least 1 independent person.

4.1.7 ~~9.~~ RECOMMENDATION BY SELECTION PANEL

1. ~~(1)~~ Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

2. ~~(2)~~ Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

~~(a)~~ a summary of the selection panel's assessment of each applicant; and

~~(b)~~ unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

3. ~~(3)~~ If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

~~(a)~~ that a new recruitment and selection process for the position be carried out in accordance with these standards; and

~~(b)~~ the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

4. ~~(4)~~ The selection panel must act under subclauses (1), (2) and (3) —

~~(a)~~ in an impartial and transparent manner; and

~~(b)~~ in accordance with the principles set out in section 5.40 of the Act.

5. ~~(5)~~ The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

~~(a)~~ assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

~~(b)~~ verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

~~(c)~~ whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

6. ~~(6)~~ The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

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4.1.8 10. APPLICATION OF CL. 5 WHERE NEW PROCESS CARRIED OUT

1. ~~(1)~~ — This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

2. ~~(2)~~ — Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

~~(a) (a)~~ clause 5 does not apply to the new recruitment and selection process; and

~~(b) (b)~~ the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

4.1.9 11. OFFER OF EMPLOYMENT IN POSITION OF CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

~~(a) (a)~~ the making of the offer of employment to the applicant; and

~~(b) (b)~~ the proposed terms of the contract of employment to be entered into by the local government and the applicant.

4.1.10 12. VARIATIONS TO PROPOSED TERMS OF CONTRACT OF EMPLOYMENT

1. ~~(1)~~ — This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

2. ~~(2)~~ — Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

4.1.11 13. RECRUITMENT TO BE UNDERTAKEN ON EXPIRY OF CERTAIN CEO CONTRACTS

1. ~~(1)~~ — In this clause —

commencement day means the day on which the Local Government (Administration) Amendment Regulations 2021 regulation 6 comes into operation.

2. ~~(2)~~ — This clause applies if —

~~(a) (a)~~ upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —

~~i. i.~~ the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

~~ii. ii.~~ a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

~~(b) (b)~~ the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

3. ~~(3)~~ — Before the expiry of the incumbent CEO's contract of employment, the local

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government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

~~4. (4)~~ This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

~~4.1.12 14.~~ **CONFIDENTIALITY OF INFORMATION**

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

~~4.2~~ **Division 23 — Standards for review of performance of CEOs**

~~4.2.1 15.~~ **OVERVIEW OF DIVISION**

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

~~4.2.2 16.~~ **PERFORMANCE REVIEW PROCESS TO BE AGREED BETWEEN LOCAL GOVERNMENT AND CEO**

~~1. (1)~~ The local government and the CEO must agree on —

~~a. (a)~~ the process by which the CEO's performance will be reviewed; and

~~(a)~~

~~(b) (b)~~ any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

~~2. (2)~~ Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

~~3. (3)~~ The matters referred to in subclause (1) must be set out in a written document.

~~4.2.3 17.~~ **CARRYING OUT A PERFORMANCE REVIEW**

~~1. (1)~~ A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

~~2. (2)~~ The local government must —

~~(a) (a)~~ collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

~~(b) (b)~~ review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

~~4.2.4 18.~~ **ENDORSEMENT OF PERFORMANCE REVIEW BY LOCAL GOVERNMENT**

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

~~4.2.5 19.~~ **CEO TO BE NOTIFIED OF RESULTS OF PERFORMANCE REVIEW**

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

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(a) ~~(a)~~ — the results of the review; and

(b) ~~(b)~~ — if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

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4.3 Division 34 — Standards for termination of employment of CEOs

4.3.1 20. — OVERVIEW OF DIVISION

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

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4.3.2 21. — GENERAL PRINCIPLES APPLYING TO ANY TERMINATION

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1. ~~(1)~~ — The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

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2. ~~(2)~~ — The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

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(a) ~~(a)~~ — informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

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(b) ~~(b)~~ — notifying the CEO of any allegations against the CEO; and

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(c) ~~(c)~~ — giving the CEO a reasonable opportunity to respond to the allegations; and

(d) ~~(d)~~ — genuinely considering any response given by the CEO in response to the allegations.

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4.3.3 22. — ADDITIONAL PRINCIPLES APPLYING TO TERMINATION FOR PERFORMANCE RELATED REASONS

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1. ~~(1)~~ — This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

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2. ~~(2)~~ — The local government must not terminate the CEO's employment unless the local government has —

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a. ~~(a)~~ — in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and

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(a)

b. ~~(b)~~ — informed the CEO of the performance issues; and

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(b)

c. ~~(c)~~ — given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

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(c)

(d) ~~(d)~~ — determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

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3. ~~(3)~~ — The local government must not terminate the CEO's employment unless the local government has, within the preceding 12 month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

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4.3.4 23. — DECISION TO TERMINATE

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Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

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4.3.5 ~~24~~ NOTICE OF TERMINATION OF EMPLOYMENT

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1. ~~(1)~~ If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

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2. ~~(2)~~ The notice must set out the local government's reasons for terminating the employment of the CEO.

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5. KEY POLICY DEFINITIONS

(1) In these standards —

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1. **Act** means the Local Government Act 1995;

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2. **additional performance criteria** means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

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3. **applicant** means a person who submits an application to the local government for the position of CEO;

4. **contract of employment** means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

5. **contractual performance criteria** means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

6. **job description form** means the job description form for the position of CEO approved by the local government under clause 5(2);

7. **local government** means the Shire of Merredin;

8. **selection criteria** means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form; **selection panel** means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

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6. ROLES AND RESPONSIBILITIES

The CEO and Elected Members are responsible for implementing this Policy.

7. MONITOR AND REVIEW

This Policy will be reviewed by the Governance Officer every 2X years.

Document Control Box				
Document Responsibilities:				
Owner:	CEOXX	Decision Maker:	Council	
Reviewer:	Governance Officer			
Compliance Requirements				
Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996			
Document Management				
Risk Rating	Medium	Review Frequency	Biennial	Next Due
Version #	Action	Date	Records Reference	

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1.	Adopted	13 April 2021	CMRef 82710
2.	Reviewed		CMRef XXXXX

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