

# COMMITTEE TERMS OF REFERENCE

<b>Title</b>	<b>Executive Performance &amp; Remuneration Committee Terms of Reference</b>		
<b>Document Sponsor</b>	Chief Executive Officer		
<b>Authorised by</b>	Trust	<b>Date First Adopted:</b>	18/05/2010
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<b>Business Function</b>	Governance		
<b>Keywords</b>			

## 1. Introduction

### 1.1 Purpose

To provide advice and direction to the Trust of the Greater Metropolitan Cemeteries Trust, on such matters as:

- a) the overall performance and remuneration of the Chief Executive Officer through regular performance reviews;
- b) the individual remuneration packages of:
  - the Chief Executive Officer
  - the direct reports to the Chief Executive Officer (CEO), and
  - other executive positions as defined, from time to time, by the applicable government policies, and
- c) Urgent significant organisational issues determined by the Trust Chair and the Chief Executive Officer (CEO).

## 2. Objective and Powers

To ensure executive remuneration packages appropriately reflect competence and performance and comply with the applicable Victorian Government policies, guidelines and directives.

## 3. Committee Responsibilities

- 3.1 Monitor compliance with the Victoria Government Executive Remuneration Policy and Guidelines.
- 3.2 Receive from the Chief Executive recommendations on remuneration adjustments for all other executives, in order to make recommendations to the Trust.
- 3.3 Make recommendations to the Trust of the appropriate key performance indicators for the CEO directly linked to the delivery of the organisation's goals and objectives.
- 3.4 Assess the performance of the CEO against Trust-endorsed key performance indicators at least annually.
- 3.5 Seek additional information if required, for the purpose of monitoring the CEO's performance, such as external advice or through a self-assessment process.
- 3.6 Monitor Succession Planning and Development Plans for High Performance Individuals

3.7 Recommend professional development opportunities for the CEO.

## 4. Membership

4.1 Composition

- a) Minimum of three (3) Trust members (one of whom is the Trust Chair)

4.2 Members

- a) Committee Chair, who is the Trust Chair or in their absence another member appointed by the Trust Chair.
- b) Trust members appointed by the Trust

4.3 Terms and Vacancies

- a) All appointments made by the Trust are for two (2) years and committee members are eligible for reappointment.
- b) The Trust must appoint a person to fill a vacancy in the membership within three months of the vacancy arising.
- c) Where possible, the Committee will seek to reappoint at least one (1) member to ensure continuity of corporate knowledge on this committee.

4.4 In Attendance

- a) CEO to attend as invited by the Executive Remuneration Performance Committee when required.
- b) Other members of management or parties external to the Trust may be invited by the Committee Chair to attend any meeting of the Committee or part thereof, as a resource or in an advisory capacity.
- c) Non members of the Committee may be asked to withdraw for all or any part of any meeting.
- d) Chair responsible to ensure that minutes are taken at every meeting.

## 5. Meetings

5.1 Frequency

- a) Meetings shall be held as required for the purpose of conducting regular reviews of the performance of the CEO with a minimum of three (3) meetings per year.
- b) The Committee Chair may call a meeting of the Committee if so requested by a member of the Committee or by the Chair of the Trust.
- c) Meetings may be called or held using any technology determined by the Committee Chair.

5.2 Quorum

A quorum shall consist of not less than two (2) Trust members, one (1) of whom shall be the Committee Chair, or a nominee of the Committee Chair who must be a Trust Member.

5.3 Decision-making

- a) Decisions shall be reached by consensus.
- b) Any matter not resolved by the Committee must be referred to the Trust.

- c) Any Trust member may attend a meeting of the Committee of which they are not a member, for discussion of particular areas of interest to that Trust member.

### 5.4 Agendas

- a) The Committee Chair is responsible for the development of the Agenda for Committee meetings; items for the agenda shall be circulated prior to the meeting.
- b) The Agenda will be circulated together with relevant meeting papers prior to the meeting date.
- c) Meeting agendas are structured throughout the year to ensure that each significant responsibility of the Committee is addressed.

### 5.5 Minutes

- a) Proceedings, findings and recommendations of all Committee meetings are minuted.
- b) Draft Minutes shall be distributed to all members no later than seven (7) days following the meeting unless otherwise agreed by the Committee.
- c) Minutes are approved by the Committee at its subsequent meeting.

## 6. Confidentiality

Members will be subject to the confidentiality requirements of the GMCT Confidentiality Policy.

## 7. Reporting

- 7.1 The Committee Chair or the Chair of the meeting must report the findings and recommendations of the Committee to the Trust after each Committee meeting.
- 7.2 The Committee's formal report and feedback to the Trust is through its meeting Minutes.
- 7.3 Membership of the Committee is disclosed in the Annual Report.

## 8. Trust Responsibilities

- 8.1 Confirm the overall performance and approve the remuneration of executives, as advised by the Committee from time to time.
- 8.2 Regularly receive Committee meeting minutes and consider the recommendations therein.
- 8.3 Request items for consideration.

## 9. Statutory Context

- 9.1 The Committee's role is to ensure that the Trust adhere to the the Office of Public Sector Executive Remuneration (OPSER) Policy and reporting requirements.
- 9.2 OPSER Guidelines
- 9.3 VPS Executive Officer Handbook

## 10. Committee Terms of Reference History

Date	Details of Change
2014	Reviewed and Updated
March 2016	Updated to new template & consolidated with Trust Charter
May 2019	Updated reference to the change of Policy on Executive Remuneration in Public Entities, previously overseen by GSERP is revoked and the Office of Public Sector Executive Remuneration (OPSER) has assumed responsibility for

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## Appendix 3

	oversight of executive remuneration in public entities
Aug 2019	Reviewed and updated following June EPRC meeting
Sept 2019	Included the monitoring of issues relating to OH&S in addition to culture and HR Performance Metrics. OH&S Report and Dashboard included in EPRC Annual Workplan
Nov 2019	Adjusted the frequency and focus of the EPRC meeting

## 11. Definitions

**Executive Performance:** The level of performance of the CEO and direct reports (CEO determines KPI's for direct reports) as measured against a predetermined set of key performance indicators (KPIs) agreed by the Trust.

**OPSER :** Office of Public Sector Executive Remuneration

**Remuneration Package:** The "Total Remuneration Package" (TRP) and its components as defined by Office of Public Sector Executive Remuneration (OPSER) and other applicable government policies or directives. Please note that s. 18L of the Cemeteries and Crematoria Act require the CEO's terms and conditions of appointment, including remuneration, to be approved by the Secretary to the Department of Health before a person is employed as a CEO.