

Nomination and Remuneration Committee Charter



WESTERN AUSTRALIAN INSTITUTE *of* SPORT

1. PURPOSE

The Nomination and Remuneration Committee has the following specific functions:

- 1.1 To assist the chairperson and the board in ensuring that the board is comprised of individuals who collectively are best able to discharge the responsibilities of the board.
- 1.2 To review the remuneration policy and remuneration scales and recommend any changes to the WAIS Board.
- 1.3 Review the performance, contractual terms and conditions and remuneration of the Chief Executive Officer and recommend any changes to the WAIS Board.

2. COMPOSITION

- 2.1 Members will be appointed as required and for no fixed term.
- 2.2 The Committee will consist of at least three non-executive members, with diversity a key consideration.
- 2.3 The Board Chairperson will be a member.
- 2.4 Other members will be appointed by the Board.
- 2.5 The Committee will be chaired by a non-executive member.
- 2.6 At any Committee meeting two (2) Members of the Committee shall form a quorum.
- 2.7 The Chief Executive Officer and/or management may be requested to attend meetings or part of a meeting of the Committee

3. DUTIES AND RESPONSIBILITIES

3.1 General:

- 3.1.1 The Committee will provide the Board with the Minutes of each Committee meeting.
- 3.1.2 The Committee Chair will report to the Board after each Committee meeting on any matters that need to be drawn to the attention of the Board. Where necessary it will provide the Board with its recommendations.

3.2 Nominations:

- 3.2.1 Ensure an up to date Board skills matrix is reviewed and the skill composition of the Board assessed on a regular basis.
- 3.2.2 Invite and assess nominations for Board vacancies which will include consideration of those who have registered an interest in serving on Government Boards.
- 3.2.3 Provide the Board with recommendations for new Board members and/or the re-appointment of current directors, for consideration by the Minister for Sport and Recreation.

3.3 Remuneration:

- 3.3.1 Review the WAIS Remuneration Policy and pay scales.
- 3.3.2 Review and recommend to the Board actions relevant to remuneration policy and scale, and employment contract material terms and conditions.
- 3.3.3 For the avoidance of any doubt, the Chief Executive Officer is responsible for the setting of the contractual terms and conditions and remuneration of all staff outside of themselves.

3.4 Review of the Chief Executive Officer:

- 3.4.1 Annually review the performance of the Chief Executive Officer.
- 3.4.2 Review and recommend to the Board the Chief Executive Officer contractual terms and conditions.
- 3.4.3 Review and recommend the remuneration of the Chief Executive Officer.

4. MEETING SCHEDULE

The Committee will meet at least twice per year and then as required to fulfil its obligations.

5. REVIEW AND REVISION

This policy, and all related appendices, will be reviewed according to the policy revision schedule and as deemed appropriate.

Policy review will be undertaken by the Board.

Revision History

Date	Version	Reviewed by	Changes made
22 January 2024	1.0	Board	New Committee Charter to incorporate both Remuneration and Nominations into the one Committee.

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