

## 2020 Remuneration Committee Business Schedule

Terms of Reference	Item No.	Item of Business	Responsibility	Meetings	
				13 March	12 Nov
<b>1. To receive for consideration at least annually a report from the Vice-Chancellor on the conditions of employment and remuneration of University staff and officers, including remuneration, allowance and loadings for officers of professorial rank or having appointments at Head of School level or above and professional staff classified as Higher Education Worker level 10 or above.</b>	1.1	To consider and if appropriate approve the Vice-Chancellor's recommendations for adjustments to remuneration of members of the Executive and the payment of any performance incentives.	Vice-Chancellor	X	
	1.2	To consider the Senior Staff Remuneration Report encompassing: <ul style="list-style-type: none"> <li>• environmental scan</li> <li>• remuneration levels for various classes of senior positions, including payment of EA increases to staff on Senior Staff Performance Contracts</li> <li>• Mercer benchmarking of positions against the median of the Go8/ATN group</li> <li>• 'hot jobs' where there is particular competition in regard to recruitment, retention and remuneration.</li> </ul>	Vice-Chancellor	X	X
	1.3	To consider and if appropriate approve the Vice-Chancellor's recommendations regarding the application of Enterprise Agreement increments to staff employed on Senior Staff Performance contracts.	Vice-Chancellor	X	
	1.4	To consider priority remuneration and human resource strategies for the year.	Vice-Chancellor	X (current year priorities)	X (progress made on strategies)
<b>2. To consider the Vice-Chancellor's confidential succession plans in respect of members of the University Executive.</b>	2.1	To consider the detailed Succession Register for members of the Executive and their direct senior manager reports.	Vice-Chancellor	X	X
	2.2	To receive a report on proposed actions in respect of members of the Executive with contracts nearing expiry, including proposed recommendations to Council.	Vice-Chancellor	X	X
<b>3. To advise the Vice-Chancellor on any matter relating to the remuneration of University staff and officers.</b>	3.1	To consider and advise on reports on priority remuneration related strategies for 2020.	Vice-Chancellor	X	X

Terms of Reference	Item No.	Item of Business	Responsibility	Meetings	
				13 March	12 Nov
<b>4. To consider and if appropriate approve the recommendations by the Chancellor for adjustments to the Vice-Chancellor's conditions of employment and remuneration arising from the Chancellor's annual review of the Vice-Chancellor's performance and remuneration.</b>	4.1	To consider and if appropriate approve the Chancellor's recommendations for adjustments to remuneration for the Vice-Chancellor and the payment of any performance incentive, as follows: <ul style="list-style-type: none"> <li>the Chancellor will circulate recommendations following the Vice-Chancellor's annual performance review for the Committee's consideration and if appropriate endorsement</li> <li>the Chancellor will report in confidential session on the Vice-Chancellor's performance review and remuneration at the first available meeting of Council.</li> </ul>	Chancellor	Not applicable See process set out under 'Item of Business' column	
<b>5. To set the level of remuneration for the Chancellor and Council members on an annual basis within bands set down in the 'Victorian Government's Appointment and Remuneration Guidelines for governing bodies of non-departmental entities.'</b>	5.1	To consider and if appropriate approve recommendations on remuneration for the coming year for: <ul style="list-style-type: none"> <li>the Chancellor</li> <li>members of Council</li> <li>non-members of Council engaged as consultants on Council committees.</li> </ul>	Council Secretary		X
<b>6. To advise Council on any matters referred to it by Council and where specifically requested by Council, to act on Council's behalf in relation to such matters.</b>	6.1	To consider any matters referred by Council and advised or act on them as appropriate.	As determined by the referral from Council.		
<b>Other items</b>					
<b>To review the Committee's fulfilment of its business schedule for the current year.</b>	7.1	Consider, amend if required and forward the report on the Committee's fulfilment of its business schedule to Council.	Council Secretary		X
<b>To set the Committee's business schedule for the next year.</b>	8.1	Consider and if appropriate approve the Committee's business schedule for the next year.	Council Secretary		X

Version: 14 November 2019