

REMUNERATION COMMITTEE'S FULFILMENT OF ITS 2018 BUSINESS SCHEDULE

The Remuneration Committee fulfilled all of its responsibilities in 2018, including:

- approval of the Vice-Chancellor's remuneration and performance incentive payment for 2018
- consideration of the Vice-Chancellor's recommendations for Executive remuneration and performance incentive payments and endorsement of these, subject to certain adjustments
- consideration of the reappointment of several members of the Executive leading to relevant recommendations to Council
- review of priority remuneration and human resource strategies in 2018
- setting remuneration in 2019 for the members of Council and Council Committees.

6 December 2018

Terms of Reference	Item of Business	Outcomes	Achieved
<p>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.</p>	<p>1.1 – 1.2 The Committee considered the Senior Staff Remuneration Report at Meeting 1 (start of year report) and Meeting 2 (end of year report).</p>	<p>The Committee considered the Vice-Chancellor’s recommendations for Executives’ remuneration and the payment of any performance incentives and, subject to certain adjustments, endorsed those recommendations.</p> <p>The Committee considered the remuneration levels of senior staff benchmarked against the median for the Go8/ATN group of universities and noted that the University is generally appropriately positioned in the market for Total Employment Reward (TER).</p>	<p>Yes</p>
	<p>1.3 The Committee considered priority remuneration and human resource strategies for 2018 at Meeting 1 (start of year report) and Meeting 2 (end of year report).</p>	<p>The Committee provided advice on priority remuneration and human resource strategies for 2018 and reported on these to Council.</p>	
<p>2. To consider the Vice-Chancellor’s confidential succession plans in respect of members of the University Executive.</p>	<p>2.1 The Committee considered the Succession Plan Table for members of the Executive at Meetings 1 and 2.</p>	<p>The Committee considered and provided advice on the Succession Plan Table.</p> <p>The Committee agreed on an expanded format for the Succession Plan Table for circulation following meeting 2 and for future meetings.</p>	<p>Yes</p>
	<p>2.2 The Committee considered the Vice-Chancellor’s plans in respect of members of the Executive with expiring contracts.</p>	<p>The Committee considered prospective reappointments of members of the Executive and the most appropriate term attaching to any reappointments.</p> <p>On the recommendation of the Vice-Chancellor endorsed by the Committee, Council approved the reappointment of two Executive members.</p>	
<p>3. To advise the Vice-Chancellor on any matter relating to the remuneration of University staff and officers.</p>	<p>3.1 At Meeting 1, 2018 the Committee considered a proposal to apply the most recent Enterprise Agreement (EA) increase to staff on Senior Staff Performance Contracts.</p>	<p>The Committee approved that staff employed under a Senior Staff Performance Contract would receive the two per cent increase effective 3 March 2018 provided under the Enterprise Agreement.</p>	<p>Yes</p>
<p>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.</p>	<p>4.1 The Committee met by circulation (29 November 2017) to consider the Chancellor’s recommendations for adjustments to the Vice-Chancellor’s remuneration and performance incentive payments, following the Vice-Chancellor’s annual performance review for 2017.</p>	<p>The Vice-Chancellor’s performance and remuneration review was conducted in accordance with the process approved by Council.</p> <p>The Chancellor reported to Council at its meeting on 7 December 2017 on the outcomes of the Vice-Chancellor’s performance and remuneration review.</p>	<p>Yes</p>

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	4.2 The Committee met by circulation in November 2018 (Meeting 3, 2018) to consider the Chancellor's recommendations following the Vice-Chancellor's annual performance and remuneration review for 2018.	The Chancellor will report to Council at its meeting on 21 March 2019.	
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.'	5.1 At Meeting 2, 2018 the Committee considered recommendations on remuneration for 2019 for members of Council and Council Committees.	The Committee set levels of remuneration for 2019 for members of Council and Council Committees.	Yes
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.	6.1 There were no matters of this nature in 2018.		n/a

Other items

Terms of Reference	Items of Business	Outcomes	Achieved
7. To review the Committee's terms of reference and effectiveness.	7.1 All actions relevant to the Committee from the 2017 review have been implemented.	In 2019 there will be the scheduled review of Council by an external consultant. This will also cover the effectiveness of Council's committee system.	Yes
8. To review the Committee's fulfilment of its business schedule.	8.1 The Committee considered this report on its fulfilment of its business schedule at Meeting 2, 2018.	The report on the Committee's fulfilment of its business schedule was forwarded to Council.	Yes
9. To set the Committee's business schedule for the next year.	9.1 The Committee considered its business schedule for the next year at Meeting 2, 2018.	The Committee's 2018 business schedule was forwarded to Council.	Yes