

REMUNERATION COMMITTEE'S FULFILMENT OF ITS 2019 BUSINESS SCHEDULE

The Remuneration Committee fulfilled all of its responsibilities in 2019.

In particular in 2019 the Committee:

- approved the Vice-Chancellors' remuneration and performance incentive payments for 2019
- consideration of the Vice-Chancellor's recommendations for Executive remuneration and performance incentive payments and endorsement of these, subject to certain adjustments
- review of priority remuneration and human resource strategies in 2019
- setting remuneration in 2020 for the members of Council and Council Committees.

The below table sets out the report on the Committee's fulfilment of its business schedule for the year.

12 December 2019

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 reports on senior staff conditions of employment and remuneration at Meetings 1 and 3, 2019.</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>At Meetings 1 and 3 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>At Meeting 3 the Committee considered the University’s approach to paying staff on Senior Staff Performance Contracts salary increases in alignment with EA increases. The Committee determined the approach to be applied from 2020.</p>	<p>Yes</p>
	<p>1.3 The Committee considered reports by the Vice-Chancellor on priority human resource and remuneration strategies.</p>	<p>The Committee provided advice on priority remuneration and human resource strategies for 2019 and reported on these to Council.</p>	<p>Yes</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 3.</p>	<p>The Committee considered and provided advice on the Succession Plan Table.</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>At Meeting 1 the Committee noted that there were no members of the Executive with contracts expiring in 2019 but that recruitments were underway to fill three positions.</p> <p>Members of the Committee sat on relevant selection panels.</p>	
<p>3. To advise the Vice-Chancellor on any matter relating to the remuneration of University staff and officers.</p>	<p>3.1 The Committee considered a proposal by the Vice-Chancellor to apply the most recent Enterprise Agreement (EA) increase to staff on Senior Staff Performance Contracts (SSPCs) at Meeting 1.</p>	<p>The Committee approved that staff employed under a Senior Staff Performance Contract would also receive the two per cent increase effective 1 March 2019 provided under the Enterprise Agreement.</p> <p>The Committee provided advice on priority remuneration and human resource strategies for 2019 as noted at 1.3 above.</p>	<p>Yes</p>
	<p>3.2 The Committee considered priority remuneration and human resource strategies for 2019 at Meetings 1 and 3.</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</p>	<p>4.1 The Committee met by circulation on 3 December 2018 and 19 June 2019 to consider the Chancellor’s recommendations for adjustments to Prof Jane den Hollanders remuneration and performance incentive</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 meetings on 21 March and 25 July 2019 on the outcomes of the Vice-Chancellor’s performance and</p>	<p>Yes</p>

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Chancellor's annual review of the Vice-Chancellor's performance and remuneration.	payments arising from her performance review.	remuneration review.	
	4.2 The Committee met by circulation on 16 December 2019 (Meeting 4, 2019) to consider the Chancellor's recommendations regarding Professor Iain Martin's performance and remuneration review.	The Chancellor will report to Council at its meeting on 19 March 2020.	
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 3, 2019 the Committee considered recommendations on remuneration for 2020 for members of Council and Council Committees.	The Committee set levels of remuneration for 2020 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 2019.		n/a

Other matters

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8. Committee's terms of reference.	There were no changes to the Committee's terms of reference in 2019.	The 2019 Council performance review found that Council's committee system was working well. No specific actions regarding the Remuneration Committee arose from the review.	Yes
9. Committee's fulfilment of its business schedule.	8.1 The Committee considered this report on its fulfilment of its business schedule at Meeting 3, 2019.	The report on the Committee's fulfilment of its business schedule was forwarded to Council.	Yes
10 Committee's business schedule.	9.1 The Committee considered its 2020 business schedule for the next year at Meeting 3, 2019.	The Committee's 2020 business schedule was forwarded to Council.	Yes