

PEOPLE AND CULTURE COMMITTEE TERMS OF REFERENCE

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The terms of reference of the People and Culture Committee are:

People strategy

1. To consider, provide advice and make recommendations where appropriate, to Council on progress of the execution of the University's People Strategy, and on any issues arising.
2. To consider and provide advice to management and Council on the University's enterprise agreement, negotiations, and on other industrial relations matters.
3. To review the University's approach to the systems for performance management and reward.

Vice-Chancellor's remuneration

4. To consider and if appropriate approve and report to Council on adjustments to the Vice-Chancellor's conditions of employment and remuneration following consideration of:
 - a. the outcomes of the Chancellor's annual review of the Vice-Chancellor's performance and remuneration
 - b. any performance incentive payment aligned to the achievement of key performance indicators
 - c. sector benchmarking data including the annual benchmarking review auspiced by the University Chancellors Council.

Remuneration of members of the Senior Executive Team

5. To consider and if appropriate approve the Vice-Chancellor's recommendation for adjustments to the conditions of employment and remuneration of members of the Senior Executive Team following consideration of:
 - a. the outcomes of the annual review of performance and remuneration
 - b. any performance incentive payments aligned to the achievement of key performance indicators
 - c. sector benchmarking data including the annual benchmarking review auspiced by the University Chancellors Council.

Senior Staff remuneration

6. To consider and provide advice to Council 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.

Executive and senior staff succession planning

7. To consider and provide advice to Council on succession plans in respect of members of the Senior Executive Team and members of senior management.

Australian Universities Vice-Chancellor and Senior Staff Remuneration Code

8. To consider and advise Council on an annual report of the University's compliance with the Australian Universities Vice-Chancellor and Senior Staff Remuneration Code.

Oversight of policy

9. To provide advice to Council on people, culture and remuneration policies requiring review or approval by Council.

Council remuneration

10. 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'.

Matters referred

11. 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.

COMPOSITION

- a. The Chancellor (Chair)
- b. The Deputy Chancellors
- c. One member from among the Chairs of Council Committees
- d. Council may appoint a further member of Council to the Committee for a specified term of office.

Attendance

The Vice-Chancellor may be in attendance for items other than any item addressing the Vice-Chancellor's remuneration or performance. The Chief People and Culture Officer may also attend meetings of the Committee with rights of audience and debate.

RULES OF OPERATION

The Committee will conduct its business in accordance with the *Operating Provisions for Committees of Council*.

Approved by Deakin University Council on 21 March 2024