

2024 PEOPLE AND CULTURE COMMITTEE BUSINESS SCHEDULE

Terms of Reference	Item No.	Item of Business	Responsibility	Meetings		
				8 March	14 June	13 Dec
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.	1.1	To consider plans, progress and reviews of the Deakin People Strategy and related workforce initiatives at least annually and at other points as relevant, and provide reports, advice and relevant recommendations to Council. <i>(Note the People Strategy is a management approved Enabling Plan pursuant to the Deakin Strategic Plan approved by Council).</i>	Vice-Chancellor	X	X	X
2. To consider and provide advice to management and Council on the University's enterprise agreement, negotiations, and on other industrial relations matters.	2.1	To consider reports relevant to the University's enterprise agreement and any other industrial relations and provide advice to management and to Council on matters including but not limited to: <ul style="list-style-type: none"> • approach to enterprise agreement bargaining • issues and disputes arising under the enterprise agreement • university-wide remuneration matters. 	Vice-Chancellor	X	X	X
3. To review the University's approach to the systems for performance management and reward.	3.1	To consider and provide advice to Council on the University's systems and approach to performance management and reward pursuant to the Deakin People Strategy.	Vice-Chancellor	X	X	X
Vice-Chancellor's remuneration						
4. To provide advice on recommendations from the Chancellor to Council on adjustments to the Vice-Chancellor's conditions of employment and remuneration following consideration of: <ol style="list-style-type: none"> the outcomes of the Chancellor's annual review of the Vice-Chancellor's performance and remuneration any performance incentive payment aligned to the achievement of key performance indicators sector benchmarking data including the annual benchmarking review auspiced by the University Chancellors Council. 	4.1	To consider the Chancellor's recommendations arising from the Vice-Chancellor's annual performance and remuneration review and if appropriate recommend any adjustments to conditions of employment and remuneration and any incentive payments to Council for approval.	Chancellor			X
Remuneration of members of the University Senior Executive Team						
5. To consider and if appropriate approve the Vice-Chancellor's recommendations for adjustments to the conditions of employment and remuneration of members of the Senior Executive Team following consideration of: <ol style="list-style-type: none"> the outcomes of the annual review of performance and remuneration any performance incentive payment aligned to the achievement of key performance indicators sector benchmarking data including the annual benchmarking review auspiced by the University Chancellors. 	5.1	To consider and if appropriate approve the Vice-Chancellor's recommendations for (i) adjustments to remuneration of members of the Executive, (ii) the application of enterprise agreement increments, and (iii) and the payment of any performance incentives.	Vice-Chancellor	X and other meetings as appropriate		
	5.2	To consider annual sector benchmarking of senior staff remuneration and Deakin's positioning.	Vice-Chancellor	X		X
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 professorial rank or having appointments at Head of School level or above and professional staff classified as Higher Education Worker level 10 or above.	6.1	To consider reports on market trends and insights, Executive salary review, Senior leadership update and updates on workforce initiatives.	Vice-Chancellor	X	X	X
	6.2	To consider and if appropriate approve the application of enterprise agreement increments to staff on Senior Staff Performance Agreements and to provide relevant reporting to Council.	Vice-Chancellor	X and other meetings as appropriate		

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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.	7.1	To consider a report on succession planning in respect of members of the University Executive and members of senior management.	Vice-Chancellor			X
	7.2	To consider the Vice-Chancellor's plans for extension of Executive appointments ahead of their expiry and to provide relevant advice to Council.	Vice-Chancellor	X and other meetings as appropriate		
Australian Universities Vice-Chancellor and Senior Staff Remuneration Code						
8. To consider and advise Council on an annual report on the University's compliance with the Australian Universities Vice-Chancellor and Senior Staff Remuneration Code.	8.1	To consider a report and relevant attestation statement for inclusion in the University Annual Report.	Chief People and Culture Officer Council Secretary	X		
Oversight of policy						
9. To provide advice to Council on people, culture and remuneration policies requiring review or approval by Council.	9.1	To provide advice to Council on University policies and procedures relating to people, culture and remuneration as required to be reviewed, approved or noted by Council from time to time. This may include advice on the Code of Conduct and policies and procedures supporting the enterprise agreement.	Vice-Chancellor	First available meeting.		
Council remuneration						
10. To set the level or 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.	10.1	To consider a report on adjustments to remuneration bands advised by Government, and consider and if appropriate approve recommendations arising on remuneration for the coming year for: <ul style="list-style-type: none"> the Chancellor members of Council non-members of Council engaged as consultants on Council committees. 	Council Secretary			X
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.	11.1	As determined by the referral from Council.				

Other matters

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				8 March	14 June	13 Dec
2025 People and Culture business schedule	12.1	Confirm the annual business schedule for the next year.	Secretary			X
2025 People and Culture meeting schedule	13.1	Confirm the meeting schedule for the following year.	Secretary		X	
Review People and Culture Committee terms of reference	14.1	Consider amendments to Committee's terms of reference as required, and recommend to Council via the Chancellor's Advisory Committee for approval.	Secretary / All	As required		