

## Human Resources and Remuneration Committee

### 1. Preamble

Human Resources (HR) and Remuneration Committee of Council exercises governance responsibilities in the oversight of the remuneration of the senior executives of the University of Melbourne (as defined in University regulation) and the HR Strategy of the University.

### 2. Membership

Chair (external member of Council) appointed by Council	Chancellor Allan Myers AC QC
Four members appointed by the Council <i>from among its external members.</i>	Mr Ross McPherson Mr Tony Peake Ms Wendy Stops Vacant

<b><i>In attendance:</i></b>	
The Vice-Chancellor	Professor Glyn Davis AC
Vice-Principal Administration and Finance and Chief Financial Officer	Mr Allan Tait
Executive Director Human Resources	Dr Sally Eastoe
Other officers of the University may be invited to any meeting as the Committee determines.	

The Quorum for the Committee is three members.

### 3. Terms of Reference

The functions of the Human Resources and Remuneration Committee of Council are to:

- 3.1. Provide advice and make recommendations to Council on the University's People Strategy, including but not limited to:
  - (a) Alignment with and capacity to support the delivery of the strategic goals set out in Growing Esteem;
  - (b) Progress on execution of the strategy, particularly with respect to the five critical imperatives identified in the People Strategy:
    - Developing leadership excellence and capability;
    - Attracting and retaining the best staff;
    - Supporting professional growth and outstanding careers;
    - Defining and lifting performance; and
    - Valuing diversity;
  - (c) Strategic risk related to people matters.
- 3.2 To review annually the performance and KPIs of the Vice-Chancellor and to determine the total remuneration package for the Vice-Chancellor.
- 3.3 Determine and monitor the remuneration framework and salary scales for those senior executives reporting directly to the Vice-Chancellor, including Deans of Faculties and Graduate Schools, and receive periodic reports on the executive remuneration framework for the University.

- 3.4 Receive reports from the Vice-Chancellor and Provost on the annual review of the performance and suggested remuneration of those senior executives reporting directly to the Vice-Chancellor, including Deans of Faculties and Graduate Schools. This includes the setting of key performance indicators (KPIs) for the senior executives.

#### **4. Frequency of meetings**

At least twice a year, or as required.

#### **5. Reporting to Council**

The Chair will provide a written or verbal report to Council on the outcomes of matters considered by the Committee. The report will be considered at the first meeting of Council held after the Committee meeting.