

La Trobe University
Council
REMUNERATION AND NOMINATIONS COMMITTEE
approved Council Meeting No:537, June 2025

Membership

Composition	Member	Appointment status
A Chancellor	Hon John Brumby AO	Ex-Officio
B At least one Deputy Chancellor (ex officio)	Margaret Burdeu Meredith Sussex AM Jacqui Savage	Ex-Officio
C Chair People and Culture Committee	Professor Edwina Cornish AO	Ex-Officio
D Chair Finance and Resources Committee	William Whitford PSM	Ex-Officio

Role / Terms of Reference

Vice-Chancellor appointment, remuneration and performance monitoring

1. Design and undertake the process for the search and appointment of any new Vice-Chancellor, and provide a recommendation to Council.
2. Make recommendations to Council on the level of remuneration, conditions of employment and performance bonus payments for the Vice-Chancellor.
3. Oversee the setting of the Vice-Chancellors Key Performance Indicator's and performance against them annually.

Senior Executive appointments and remuneration

4. Approve the structure of the Vice-Chancellor's direct report senior executive team, based on recommendations from the Vice-Chancellor.
5. Approve all contracts and contract extensions and remuneration adjustments, including annual increases, for the Vice-Chancellor's senior executive member direct reports, based on recommendations from the Vice-Chancellor.
6. Ensure rigorous and transparent processes are in place for developing remuneration policies and settings for senior university staff.

Council appointments, structure and monitoring

7. Design the process for the search and appointment of any new Chancellor.
8. Recommend candidates for Council vacancies, to reflect the desired skills and expertise required for the effective operation of the Council, as well as fulfilling the specific requirements of the Act, in respect to regional, financial and commercial expertise.

9. Develop and maintain a desired skills matrix for the Council and ensure that succession planning processes are in place for the positions of Chancellor, Deputy Chancellors and Chairs of all sub committees.
10. Review appointment terms of Council members and plan for succession of membership of Council.
11. Make recommendations to Council in relation to the co-opting of external independent persons to Council committees who may provide required expertise.
12. Design the process for the regular external review of Council, its committees and the Academic Board and oversee the conduct of such reviews. Monitor the outcomes and implementation plans from external reviews.
13. Monitor the performance of Council and its committee structure and recommend any changes required, via internal reviews/surveys and monitoring of recommendations.
14. Identify professional development opportunities for Council members and monitor their effectiveness.
15. Ensure an effective induction program is in place for new Council members.

Committee Administration

1. The Committee will meet as required throughout the year with a minimum of four (4) meetings to be held. Meetings may be held via teleconference.
2. There shall be an agenda and minutes for all meetings and the Secretary (who shall not be a Committee member) shall record the proceedings of the meeting and distribute Chair approved minutes within 7 days of the meeting.
3. The Committee shall review its own performance on an annual basis and refer findings and actions arising from the review process to Council.
4. The Terms of Reference for the committee shall be reviewed by the Committee on an annual basis. Amendments shall be recommended to Council for approval.
5. The Committee will report on its responsibilities and activities through its Chair to the Council.

Reporting

To **Council** after each meeting.

Quorum

The Chair and at least two other members.

Frequency of meetings

As required (at least four times a year)

List of any sub-committees

None.

Secretariat

Council Secretary