

Remuneration - Annual Remuneration Review Procedure

Section 1 - Purpose / Objectives

- (1) The purpose of this procedure is to:
- a. Detail the general conditions, eligibility and process for the annual remuneration review of remuneration for eligible staff; and
 - b. provide a framework to ensure consistency and transparency of process and detail the process for providing outcomes.

Section 2 - Scope / Application

- (2) This procedure applies to all staff employed under a Senior Staff Contract (SSC) or Executive employment contract.

Section 3 - Definitions

- (3) SSC — Senior Staff Contract

Section 4 - Policy Statement

- (4) See [Remuneration Policy](#)

Section 5 - Procedures

(5) Employment conditions contained in SSC and Executive contracts include the requirement for an annual remuneration review. This review is conducted in July/August annually by the Vice-Chancellors' Remuneration Review Committee, with members including the Senior Executive and P&C representation.

(6) The effective date of any increase to the individual's Total Employment Cost (TEC) is 01 July annually - a pro-rata application of the increase is applied for staff that commenced after 01 July of the preceding year.

(7) The Committee will consider the following in assessing any variation to an individual's remuneration:

- a. Market data and sector movements over the preceding 12 months
- b. The individual's current remuneration position within the Range
- c. The University's financial position

(8) All eligible staff will be advised of the outcome of the review noting that a review will not necessarily lead to an increase in remuneration.

Part A - Roles and Responsibilities

Role	Responsibilities
P&C Business Services	Collate and consolidate information for the Vice-Chancellors' Remuneration Review Committee, including updated market and sector data sourced from Mercer, remuneration range increases and comparatio data. Prepare notification and process any remuneration increases
Vice-Chancellor	Chair the Annual Remuneration Review Committee and authorise individual increase outcomes

Section 6 - Guidelines

(9) Nil

Status and Details

Status	Historic
Effective Date	4th April 2016
Review Date	30th June 2019
Approval Authority	Vice-Chancellor
Approval Date	23rd March 2016
Expiry Date	29th July 2019
Accountable Officer	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
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