

**HUMAN RESOURCES COMMITTEE
ANNUAL SCHEDULE OF BUSINESS 2016**

Annual Program	Responsibility	Meeting 01	Meeting 02	Meeting 03	Meeting 04	Other
<u>Regular</u>						
<i>Director of Human Resources Report</i> <ul style="list-style-type: none"> • Report from Joint Consultative Committee (JCC) • Key Senior Staff Appointments • Report on training and development 	Dir HR	✓	✓	✓	✓	
Staff Study Assistance Policy – Annual Report	Dir HR	✓				
<i>Ceremonial & Honorary Degrees Sub-Committee Report</i>	Secretariat	✓		✓	✓	
<i>Student Focus Sub-Committee Report</i>	Secretariat		✓		✓	
<u>Ad Hoc</u>						
Ad Hoc Human Resources policies	Dir HR					
<u>Annual</u>						
Performance targets for following year – Vice Chancellor	Chair/Dir HR				✓	
Performance Review and bonus recommendations – Vice Chancellor/Senior Deputy Vice Chancellor	Chair/Dir HR	✓				
Performance Review and bonus outcomes – University Executive	Chair/Dir HR	✓				
Annual salary Increase – Vice Chancellor	VC/Dir HR	✓				
Annual Salary Increase - senior staff in banded salary structure	VC/Dir HR	✓				
Report on promotions (academic and general)	Dir HR	✓				
Annual report on equity and diversity (including Aboriginal and Torres Strait Islander) issues.	Dir HR	✓				
KPI's/KPM's People and Culture	Dir QPA	✓			✓	
HR Membership List	Secretariat	✓				
Review of HR Charter	Secretariat				✓	
<u>Biennial</u>						
Review of benchmark of senior staff in the banded salary structure	Dir HR				✓	
<u>Triennial</u>						
<i>Enterprise Bargaining (2016)</i> <ul style="list-style-type: none"> • Setting of Parameters for forthcoming Enterprise Bargaining round (2016) • Enterprise Bargaining Report on Negotiations (2016) • Progress Report on implementation of Enterprise Bargaining Agreement (Post agreement) 	Dir HR	✓	✓	✓	✓	
Review of Alesco (next report 2016)	Dir HR		✓			