



Australian Government



Commonwealth
Superannuation
Corporation

Remuneration and Human Resources (Rem & HR) Committee **Terms of Reference**

Purpose

The role of the Remuneration and Human Resources Committee (Committee) is to assist the Board to function in accordance with its aspiration to be a best practice Board. It will do this by advising and making recommendations to the Board on issues relevant to CSC's Remuneration Policy and CSC's People policy framework.

Responsibilities

The functions of the Committee include the following:

- conducting regular reviews of, and making recommendations to the Board on CSC's Remuneration Policy and Remuneration Framework;
- primary responsibility for succession planning for the CEO and Executive;
- making recommendations, in consultation with the Risk Committee, to the Board regarding CEO and staff remuneration, including variable remuneration and whether organisational performance supporting variable remuneration outcomes have been achieved;
- satisfying itself that CSC's People policies and practices, including compliance with workplace obligations, and the development of CSC's desired workplace culture, support the attainment of CSC's strategic goals;
- overseeing CSC's compliance with the requirements set out in the *Workplace Gender Equality Act 2012*, including reviewing and ensuring the provision of the 'Executive Summary' and 'Industry Benchmark Report' to the Board and reviewing and approving CSC's 'Employer Statement' for publication;
- overseeing and providing recommendations to the Board as required on CSC's culture and other relevant HR matters; and
- undertaking various functions as allocated to it by any relevant Board policies.

The Committee will also consider other matters referred to it by the Board from time to time.

Administration

Membership and attendance at meetings

- the Chair of the Committee is appointed by the Board;
- in the absence of the Chair, the meeting may elect one of its members to chair the meeting;
- the Committee will have at least three members;
- members of the Committee are appointed by the Board, and must be members of the Board;
- where there are 3 or 4 members of the Committee, a quorum of the Committee is any two members of the Committee and where there are 5 or 6 members, it is any 3 members;
- the Committee may invite other people to attend Committee meetings, either internal or external, as it considers necessary; and
- renewal of the Committee will occur as set out in the Board Renewal Policy.

Meetings of the Committee and administration

- the Committee will meet at least quarterly unless there is agreement among Committee members that a meeting is not necessary;
- meetings may be held in person, by telephone or by video conference, or by any combination of these media;
- a member of the General Counsel team undertakes all secretariat functions for the Committee, including taking minutes of the proceedings of all Committee meetings; and
- the Committee may meet in camera, without the presence of CSC management, including the minute-taker. Where this occurs, the Chair will provide a summary of the topics discussed to the minute-taker for capturing in the minutes.
- The Remuneration and HR Committee will meet with the Chair of the Risk Committee and the Chief Risk Officer to enable risk outcomes to be appropriately reflected in remuneration outcomes for persons in specified roles (executive staff, material risk-takers and risk and financial control personnel), and to determine whether potential variable remuneration outcomes have been achieved.
- Once prepared, minutes of each Committee meeting will be provided to the Chair of the Committee for review and clearance.
- Cleared minutes will then be uploaded to the Board Portal and provided to the next meeting of the Committee for approval.

Authority

The Committee is authorised by the Board, within the scope of its responsibilities to:

- do anything necessary for the performance of its functions, including approving policies and taking other actions and/or decisions as delegated to it from the Board;
- seek any information it requires from any internal or external party;
- obtain outside professional advice as required; and
- request and/or permit the attendance of any internal or external party as required.

Board reporting

The Committee will provide its minutes to the Board and the Chair of the Committee will update the Board on Committee activity at each Board meeting following a Committee meeting. On an annual basis, and generally as part of the annual Board performance assessment process, the Committee will review the adequacy of its reporting to the Board and consider whether the Committee has discharged its responsibilities under these Terms of Reference.

Review of terms of reference

The Committee will review its Terms of Reference at least annually and provide the recommendations on any proposed changes to the Board for approval.