

People and Culture Committee Charter

Introduction

The Charter outlines the roles, responsibilities and composition of the People and Culture Committee of the Council (Board) of the University of Technology Sydney and the manner in which it discharges its responsibilities for UTS.

Purpose

The People and Culture Committee provides recommendations to Council on the University's workforce strategies and matters relating to human resources, organisational culture and values, and the health, safety and wellbeing of students, staff and the broader University community.

Responsibilities

The People and Culture Committee will:

Workforce Strategy and Planning

- a. Provide oversight of relevant governance functions as specified in the Higher Education Standards, particularly Section 3.2 (Staffing).
- b. Monitor, provide advice and make recommendations, where appropriate to Council on the University's People Strategy and relevant key performance indicators to measure performance.
- c. Monitor the profile of UTS academic and professional staff (including matters relating to mode of employment, and equity, diversity and inclusion).
- d. provide strategic guidance on and oversight of the development of the University's equity, diversity and inclusion strategy.

Organisational Culture

- e. oversee strategies with regard to institutional values and culture, staff engagement, staff communication, and measurement and monitoring of organisational culture.
- f. monitor outcomes from staff surveys and key performance indicators (both lag and leading) relating to people and culture matters.
- g. receive an annual report on staff complaints, the management of those complaints and identify opportunities for systemic improvements.

Health, Safety and Wellbeing

- h. oversee compliance with relevant work, health, and safety legislation.

- i. provide strategic guidance on and monitor the University's workplace health, safety and wellbeing framework, including review of the annual staff engagement survey. (Note: Although this Committee has primary responsibility for health, safety and wellbeing matters, the Audit and Risk Committee retains oversight of health, safety and wellbeing audits, audit issue management and overarching strategic risk profile).
- j. monitor the University's response to the prevention of gender-based violence, including compliance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence.
- k. oversee the University's approach to creating safe, inclusive and respectful environments conducive to the success of all peoples.

Industrial Relations and Compliance

- l. monitor strategies relating to enterprise bargaining and other industrial relations matters.
- m. oversee compliance with workplace laws and the management of relevant compensation and rewards frameworks.
- n. monitor the University's ability to meet the terms of enterprise bargaining agreements.

Policy and Risk

- o. Monitor, provide advice and oversee the review (and establishment) of employment and workplace policies including the Code of Conduct and those policies that support the University's commitment to equity, diversity and inclusion.
- p. assist Council in discharging its responsibility to exercise due care and skill in relation to the designated risks contained within the UTS Council Committees Risk Oversight Responsibilities Framework.

Performance

The Committee will review its performance annually against the Charter.

Composition

The composition of the Committee is as follows:

Position	Description	Name
Chair	Deputy Chancellor	Dr Lisa O'Brien AM
Members	Chancellor	Mr Michael Rose AM
	Vice-Chancellor	Professor Andrew Parfitt
	Chair, Academic Board	Professor Lynn Sinclair
	One Council member appointed by the Minister	The Hon. Linda Burney
	One Council external member appointed by Council	Kim McKay AO
	One Council member elected by staff	Fiona Scott
	Up to two external committee members with expertise in people and culture	Jane Lewis

Position	Description	Name
Attendees	- University Secretary - Chief Operating Officer - Executive Director, People and Culture - Pro Vice-Chancellor (Indigenous Leadership & Engagement) - Pro Vice-Chancellor (Social Justice and Inclusion) - Director, Safe and Respectful Communities - Any others as determined by the Chair when necessary	

Quorum

The quorum at any meeting of the Committee shall, unless another number is fixed for the Committee, be one-half of the members of the Committee for the time being but, if one-half is not a whole number, shall be the next higher whole number.