Governance

Committees reporting to Council

THE UNIVERSITY of ADELAIDE

People and Culture Committee

Establishment	
When:	As *Personnel Committee* – 2 May 2002; reconstituted 23 February 2004. Revised and renamed *People and Culture Committee* – 30 June 2008.
By what authority:	Council 29 April 2002; Council 23 February 2004; Council 30 June 2008.
For what period:	Indefinitely
Role/Terms of Reference	
Nature:	This Committee is responsible for advising Council on the strategic people priorities for the University. In addition the Committee will keep Council informed of internal and external issues and activities which impact: 1. Employees and people directly associated with the University of Adelaide; 2. Human resources policies; and 3. Employee conditions of service matters.
Terms of Reference:	Receive regular reports on: 1. the strategic people management matters identified in the University of Adelaide strategic plan 2. Enterprise Bargaining and other like industrial relations matters 3. University wide staff surveys 4. Any disciplinary matters which have the potential to receive external public scrutiny. Consider and advise on matters referred by Council or the Vice-Chancellor and President Refer any matters considered appropriate to the University of Adelaide Council.
Reporting line:	To Council
Quorum:	Half the full membership plus one unless stated otherwise.
Procedures prescribed/determined itself:	Determined by itself
Frequency of meetings:	As required
List of any sub-committees:	None
Membership	

Any categories prescribed:	The Committee shall comprise: a. Chair, appointed by Council on the nomination of the Chancellor b. Vice-Chancellor and President ex officio. c. Up to two additional members of Council, appointed by Council, one of whom is to be a staff member. d. Up to two persons external to the University, appointed by Council. A Deputy Chair shall be appointed by Council from among members appointed under membership category c who is not a staff member.
Term of Office:	Appointed members to hold office for two years and are eligible for reappointment.
Attendance	Vice-President (Services and Resources) Director Human Resources Council Secretary – Secretary to the Committee The Chancellor and Vice-Chancellor and President are ex-officio members of all Committees of Council and the Vice-Chancellor and President is an ex-officio member of all Committees of the University.
Agenda:	All agendas must have a statement on the declaration of any conflict of interest.
Minutes:	The Minutes of Council, and all Standing Committees of Council, should be prepared in accordance with the Standing Orders. Reports of Standing Committees to Council should show clearly those matters **recommended** to Council for decision. Reports shall be considered at the ensuing meeting of Council.
Contact person and phone/email	council.secretary@adelaide.edu.au
RMO File Number	2002/2125