

# Terms of Reference

Committees reporting to Council



THE UNIVERSITY  
of ADELAIDE

## People and Culture Committee

### Establishment

|                          |   |
|--------------------------|---|
| <i>When</i>              | 2 May 2002.   |
| <i>By what authority</i> | Council 29 April 2002; 23 February 2004; 30 June 2008; 30 May 2016; 23 August 2021, 29 August 2022; 12 February 2024; 29 April 2024; 2 December 2024. |
| <i>For what period</i>   | Indefinitely.   |

### Role/Terms of Reference

|  |   |
|--|---|
| <i>Role</i>                                    | <p>To assist and advise Council in the effective discharge of its responsibilities regarding the people and culture of the University.</p> <p>The deliberations of the Committee are to take account of the University's strategic plan and its Values and Behaviour Framework.</p>   |
| <i>Terms of Reference</i>                      | <p>The Committee will:</p> <ul style="list-style-type: none"><li>a) monitor the University's cultural climate and settings and provide advice to Council on ways to fulfil its governance responsibility to oversee the University's culture;</li><li>b) oversee the University's people and culture strategy and the extent to which the University's human resources are aligned with, and able to support, achievement of the University's strategic plan;</li><li>c) consider critical elements of the University's human resources framework including recruitment, retention, performance management, reward &amp; recognition, learning &amp; development, diversity &amp; inclusion, health &amp; wellbeing and change management;</li><li>d) monitor the University's industrial obligations under relevant legislation and instruments such as the University's enterprise agreement;</li><li>e) consider enterprise risks and other strategic risks relating to people and culture;</li><li>f) review aggregated reports on de-identified written allegations of sexual assault and sexual harassment raised with the University, including the status and outcomes of such matters;</li><li>g) review aggregated reports on de-identified written allegations of misconduct or serious misconduct raised with the University, including the status and outcomes of such matters;</li><li>h) if requested by management, review and provide feedback on policies relating to people and culture matters.</li></ul> |
| <i>Reporting line</i>                          | To Council.   |
| <i>Quorum</i>                                  | Half the full membership (ignoring any fraction resulting from the division) plus one provided this includes at least two members of Council with one being the Chair or Deputy Chair. The Vice Chancellor and President's nominee (if any) will be deemed to be a member of Council in determining a quorum.   |
| <i>Procedures prescribed/determined itself</i> | Determined by the Committee.  |
| <i>Frequency of meetings</i>                   | At least four times per year, unless otherwise determined by the Chair, or as directed by Council.  |
| <i>In Camera</i>                               | As required and at the discretion of the Chair.   |

List of any sub-committees

None.

## Membership

### Members

- a) The Chair, a Member of Council appointed by Council on the nomination of the Chancellor;
- b) Vice-Chancellor and President (or nominee) *ex officio*;
- c) No less than one and no more than two additional members of Council appointed by Council; and
- d) Up to three additional members (not being members of Council or staff members of the University) appointed by Council.

A Deputy Chair may be appointed by Council on the nomination of the Chancellor from among the members appointed under (c).

### Gender balance and Diversity

To be considered before members are appointed or re-appointed.

### Term of Office

Appointed members hold office for two years and are eligible for reappointment. No appointed member is to serve for longer than 12 years without the express approval of Council.

### Attendance

Chief Operating Officer;

Chief People Officer;

Executive Director, Integrity Unit (in camera session); and

Director, Governance Services (Secretary to the Committee).

Any other person may attend a meeting of the Committee at the invitation of the Chair.

**Note:** Following the transfer of staff from the University to Adelaide University, references to the above positions will include Adelaide University employees that perform the relevant functions of those positions for the University.

### Agenda

The agenda must allow for a declaration of any conflict of interest.

### Minutes

The minutes of the Committee 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](mailto:council.secretary@adelaide.edu.au)

### RMO File Number

2002/2125