UNIVERSITY OF WOLLONGONG AUSTRALIA

COUNCIL PEOPLE AND CULTURE COMMITTEE

TERMS OF REFERENCE

COMMITTEE	**Council People and Culture Committee**
PURPOSE	The Council People and Culture Committee is a formally constituted committee of University Council and are responsible for advising Council on the University's workforce strategies relating to human resources, culture and health, and the safety and wellbeing of the University Community. **Strategic Framework** UOW's Strategic Plan 2020 - 2025 identifies People and Culture as two of the organisation's strategic enablers. The Strategic Plan outlines the University's commitment to attracting and retaining the best talent and continuously developing its people. It also confirms the importance of a culture characterised by excellence, collaboration, agility, nimbleness and responsiveness. **Confidentiality and Management of Potential Conflicts of Interest** People and Culture Committee discussions often involve complex and highly sensitive matters. To support the integrity of Committee discussions and manage potential conflicts of interest in human resource matters, Committee meetings will be separated into open and closed sessions, with closed sessions reserved for matters of high confidentiality or legal sensitivity. The People and Culture Committee Chair, in consultation with the Vice-Chancellor and President, and the Secretary to Council (or nominee) will determine the confidentiality levels of agenda items. Members should familiarise themselves with the University's Conflict of Interest Policy and the duties of Council members under the *University of Wollongong Act 1989* when reviewing materials provided to the People and Culture Committee for consideration.
DEFINITIONS	• **Open Agenda Items**: Matters that are not subject to statutory or contractual confidentiality requirements, and which can be discussed with the full Committee membership, including staff and student members. These items may include policy development, workforce strategy, cultural initiatives, diversity and inclusion programs, or wellbeing frameworks. • **Closed Agenda Items**: Matters requiring a higher level of confidentiality due to legal, commercial, or personal sensitivity, which may expose the University to risk if widely circulated. These items are restricted to external and independent members, and relevant executives, as appropriate.
TERMS OF REFERENCE	The role of the Council People and Culture Committee is to monitor and advise Council on: 1. the alignment of the University's workforce strategies with the University's strategic and organisational plans; 2. strategies to manage and enhance the University's workforce, including with regard to: 2.1. attraction, retention, remuneration, performance management, development and succession planning of academic and professional staff; 2.2. equity, diversity and inclusion; 2.3. external and internal developments, drivers and risks; and 2.4. enterprise bargaining and other industrial relations matters. 3. strategies to enhance people, culture and organisational effectiveness, including with regard to: 3.1. institutional values and culture; 3.2. staff engagement including staff communication and consultation; and

	3.3. staff and student health, safety and wellbeing. 4. the University's Gender-based Violence Prevention and Response Plan and Outcomes Framework as required under the National Higher Education Code to Prevent and Respond to Gender Based Violence by: 4.1 endorsing and maintaining oversight of the Gender Based Violence Prevention and Response Plan, including of any amendments to the Gender Based Violence Prevention and Response Plan; and 4.2 receiving reports every six months against the Outcomes Framework for the Gender-based Violence Prevention and Response Plan. The report will include de-identified data on incidents of Gender-based Violence experienced by Students and Staff since the last report, including identification of any trends in the data. 5. staff-related policies, processes and frameworks.
CHAIR	Appointed by Council from Council Members[1]
MEMBERSHIP	The Council People and Culture Committee shall consist of*: a. the Chair of the Committee, who is appointed by Council and must be an external Council member; b. the Vice-Chancellor and President c. the Academic Senate Chair d. at least one (1) and up to three (3) external members of Council appointed by Council e. one (1) elected staff member of Council appointed by Council f. one (1) elected student member of Council appointed by Council; and g. up to two (2) external members (external to the Council and not a current staff member or current student of the University of Wollongong) with appropriate professional expertise and experience, including at least one member with relevant expertise in Gender-based Violence, who will be recommended by the Chair and approved by Council. *The closed session of the People and Culture Committee shall comprise the independent members of Council and external members.
OPEN SESSION	Council Staff and Students
TERM OF OFFICE	All members, including the Chair, are appointed for a term of office of two years. Terms of office are staggered where possible so that expertise and continuity can be maintained.
ATTENDEES	• Vice-President (Operations) • Secretary to Council (or nominee) • Chief People and Culture Officer • Council Staff and Student members • Any others as determined by the Chair when necessary
QUORUM	At any meeting of the Committee three members shall form a quorum
SECRETARIAT	The Integrity, Legal and Governance Division will act as Secretariat to the Committee.
MEETINGS	The Committee meets at least four times per year. Additional meetings may be called at the discretion of the Chair.
REPORTING	A report will be provided to University Council following each meeting.

[1] Not a staff or student Council Member