



BOARD OF TRUSTEES PEOPLE AND CULTURE COMMITTEE CHARTER

1 Introduction

- 1.1 The People and Culture Committee is a committee of the Board of Trustees of Western Sydney University.
- 1.2 The Committee advises and makes recommendations to the Board (or, as appropriate, the Vice-Chancellor and President) on matters concerning the University and health, safety, people, culture and conduct.

2 Appointment and Composition

- 2.1 Members of the Committee are appointed by the Board of Trustees.
- 2.2 The Committee is to have the following composition:
 - (a) one member of the Board of Trustees who is to be an external member of the Board;
 - (b) if the Board so resolves, one or more additional members of the Board (who do not have to be external Board members);
 - (c) the Vice-Chancellor and President; and
 - (d) up to seven other external members.
- 2.3 In accordance with clause 7 of Schedule 1 of the *Western Sydney University Act 1997*:
 - (a) at any meeting of a committee constituted by the Board of Trustees, a Deputy Chancellor is to preside;
 - (b) in the absence of any Deputy Chancellor, a member elected by and from the members of that Committee present is to preside;
 - (c) the Chancellor is entitled (but is not required) to preside at any meeting of that committee.
- 2.4 All external Committee members are to have appropriate business or public sector qualifications or experience, including people and organisational culture related skills and develop a good understanding of the higher education sector.
- 2.5 The University's *Gender Equality Policy, Procedures and Guidelines* apply with respect to achieving gender balance on the Committee.
- 2.6 Subject to clause 2.9, the term of office of all appointed members (not being members of the Board of Trustees) is two years. Members are eligible for reappointment.
- 2.7 Members of the Board of Trustees appointed to the Committee remain members for the length of their term of office as Board of Trustees members subject to clause 2.8.
- 2.8 A person ceases to be a member of the Committee if that person:
 - (a) resigns from that Committee;



- (b) if appointed from the Board of Trustees, ceases to be a member of the Board;
 - (c) if appointed under clause 2.2(d), subsequently becomes an employee of the University; or
 - (d) is removed for any reason by resolution of the Board.
- 2.9 If a casual vacancy occurs, the Board is to appoint another person to fill that casual vacancy, which may be for the balance of the previous member's term or for a new term of two years.

3 Role of the Committee

- 3.1 The role of the People and Culture Committee is to:

Organisational Culture and Climate

- (a) provide strategic guidance on and oversight of the development of an organisational climate that reflects the University's values, including high standards of probity and ethical behaviour, commitment to freedom of speech and intellectual inquiry and respect for people of all races, ethnicities and faiths;
- (b) assess the University's performance against relevant sector benchmarks in relation to organisational culture, climate and effectiveness;
- (c) provide strategic guidance on how staff can represent the University's distinctive mission to the wider community, particularly in Western Sydney
- (d) provide strategic guidance on the promotion and positioning of the University's distinctive organisational culture and mission to the community, including with students, staff and other stakeholders;

Workforce Profile and Staff Development

- (e) review the development and implementation of people strategies to attract, develop and retain the people required by the University to achieve its strategic objectives;
- (f) provide strategic guidance on and oversight of the development of the University's equity and diversity strategy and progress against it;

Student Engagement

- (g) review development and implementation of strategies on student engagement;

Health, Safety and Wellbeing

- (h) provide strategic guidance on and oversight of the University's health, safety and wellbeing framework in the workplace for staff, and more broadly for students and visitors to the University;
- (i) oversee compliance with relevant work, health and safety legislation;

Staff Complaints and Misconduct

- (j) monitor significant trends regarding staff conduct and complaints;
- (k) advise on systemic interventions to address staff complaints and misconduct where necessary;
- (l) collaborate with University committees that monitor staff policies and programs, including Audit and Risk Committee;



Reporting to the Board of Trustees

- (m) report regularly to the Board of Trustees on the overall health, safety and wellbeing of the University's people (including staff, students and visitors) and culture, including performance against agreed indicators;
 - (n) advise the Board of Trustees (and, as appropriate, the Vice-Chancellor and President) on strategic governance issues relating to people and culture issues at the University; and
 - (o) review and provide recommendations to the Board of Trustees on statements, strategies and policies of the University that relate to people and culture and require Board of Trustees approval, including the University's gender equity and Indigenous strategies.
- 3.2 The Committee also considers any matters referred to it by the Board or the Vice-Chancellor.
- 3.3 Except as set out in this Charter or as delegated by the Board, the Committee does not exercise any executive power, delegated authority or supervisory function in relation to operational matters.

4 Meetings and Procedures

- 4.1 The Committee will meet at least four times a year. Additional meetings may be held as required. The Chair is required to convene a meeting if requested to do so by another Committee member or by the Board of Trustees.
- 4.2 The quorum will be as specified generally by the Board of Trustees for its committees in the Board's *Standing Orders*.
- 4.3 Meetings of the Committee shall be conducted in accordance with the procedures set out in the Board's *Standing Orders*. Meetings of the Committee shall be attended by:
 - (a) the Vice-President (People and Advancement) or that person's representative; and
 - (b) any other staff member the Committee or the Vice-Chancellor considers appropriate to enable direct discussion of issues related to the Committee's role.
- 4.4 The Committee will work collaboratively with the other Board Committees and, as appropriate, may hold joint extraordinary meetings with one or more other Board Committees to consider and decide on issues which jointly and intrinsically relate to the jurisdiction of those Committees.

5 Conflicts of Interest

- 5.1 Committee members should register their interests and must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. Details of any perceived conflicts of interest should be appropriately minuted.
- 5.2 Where members or observers at Committee meetings are deemed to have a real or perceived conflict of interest in relation to a matter before the Committee, it may be appropriate to excuse them from Committee deliberations of that matter.

6 Performance Reviews

- 6.1 The Chair of the Committee, in consultation with the Vice-Chancellor will initiate a review of



the performance of the Committee at least once every two years. The review will be conducted on a self-assessment basis, as well as in consultation with the internal and external auditors, management and any other relevant stakeholders, as determined by the Chair.

7 Review of Charter

- 7.1 The Committee will review this Charter at two yearly intervals to ensure it remains relevant and effective and will advise the Board of Trustees on any recommended changes.