



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 provides advice and makes recommendations to the Board (or, as appropriate, the Vice-Chancellor and President) on matters concerning the University, its people and the culture to ensure compliance and to align with the University's strategic plan and people strategy. This includes consideration of workplace health, safety, wellbeing, workforce development, engagement and organisational culture.

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) two members of the Board of Trustees who are external members 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* at a meeting of a committee constituted by the Board, the following Committee member is to preside:
 - (a) a member of the Board appointed by the Board is to preside; or
 - (b) if no member is appointed or in the absence of the appointed member, a Board member elected by and from the Committee members present is to preside; and
 - (c) the Chancellor, if present, is entitled (but is not required) to preside.
- 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 the development of, and oversight of performance against, the University's overall people, culture and leadership development strategy, in alignment with the University's strategic plan and relevant benchmarks;
- (b) monitor developments and provide strategic guidance and advice as to best practice in relation to people and culture matters;
- (c) 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;
- (d) review and recommend to the Board of Trustees (or as appropriate, the Vice-Chancellor) people and organisational culture related policies of the University;

Workforce Profile and Staff Development

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

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) recommend to the Audit and Risk Committee any workplace health, safety and wellbeing issues identified to ensure risks are appropriately managed in accordance with the University's risk appetite, and coordinate with the Audit and Risk Committee so as the



Committee has visibility of the progress of the adoption of relevant health, safety and wellbeing recommendations arising from audits;

Staff Complaints and Misconduct

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

Reporting to the Board of Trustees

- (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 (including workplace health, safety and wellbeing matters); 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.