



PEOPLE AND CULTURE COMMITTEE CONSTITUTION

1. Establishment

- 1.1 The People and Culture Committee (PCC) was established by the Planning and Management Committee at its meeting on 21 September 2017 (PMC 68/17).

2. Functions and powers of the Committee

- 2.1 The PCC will advise and assist the Planning and Management Committee on all matters relating to the enabling and implementation of strategic objectives pertaining to people and culture contained in the University's Strategic Plan.
- 2.2 The PCC will also advise and assist the Planning and Management Committee on the general progress of matters relating to people and culture across the University, for example, performance against key indicators in areas including but not limited to:
- (a) Staff Engagement
 - (b) Diversity and Equity
 - (c) Workforce Capacity and Capability
 - (d) Wellbeing
 - (e) Integrity and Standards
 - (f) Values Alignment

3. Membership

- 3.1 The membership of the PCC shall comprise:
- (a) Provost, who shall be Chair
 - (b) Associate Provost
 - (c) Chief Strategy Officer
 - (d) Director, People and Culture
 - (e) Director, Corporate Values and Equity
 - (f) Elder in Residence
 - (g) Chair, Academic Board
 - (h) Up to four additional members of staff, co-opted by the PCC
 - (i) Guild President or nominee.
- 3.2 In co-opting members of staff to the Committee under clause 3.1(g), the PCC will ensure its membership reflects a balance of professional and academic staff, as well as gender (in this context, there should be at least 40% of either gender among the membership of the Committee).

4. Terms of Office

- 4.1 The term of office of a member co-opted under clause 3.1(g) shall be for up to two years, concluding on 31 March of the relevant anniversary year.

5. Rights of Audience and Debate

- 5.1 The Committee may invite any person or persons whether from within the University or external to the University, to attend an entire meeting or meetings, or to attend for one or more specified items, with rights of audience and debate.

6. Quorum

- 6.1 A quorum for a Committee meeting is to be not less than one-half of the total number of members of the Committee.

7. Voting at a meeting

- 7.1 At a meeting:
- (a) a decision does not have effect unless it is made by a simple majority;
 - (b) each member who is present at a meeting is entitled to one vote;
 - (c) the Chair is to have a deliberative vote only; and
 - (d) if the votes of members present at a meeting are equally divided, the matter is lost.

8. Meeting Frequency

- 8.1 The Committee shall meet at least quarterly each year.

9. Establishment of Committees

- 9.1 The PCC may establish standing committees to assist it in the performance of its functions. The composition of a standing committee may include persons other than members of the PCC, and may include persons who are external to the University.
- 9.2 The PCC is to review the constitution of each standing committee annually to consider whether the committee should continue and, if so, whether any changes are required to the terms of reference, membership or methods of operation of the committee.

10. Establishment of Working Parties

- 10.1 The PCC may set up working parties to undertake particular tasks in relation to a nominated activity. The composition of a working party may include persons other than members of the PCC, and may include persons who are external to the University.

11. Relationship with other Committees

- 11.1 Matters considered by the PCC are to be informed by the deliberations of the Senior Executive Team (SET), Academic Board, a standing committee of PCC and/or a working party of PCC as necessary.
- 11.2 The PCC may refer matters to the Vice-Chancellor that are to be submitted to Council or a committee of Council for consideration.

12. Reporting

- 12.1 The Committee will report to the Planning and Management Committee by way of its minutes.

13. Servicing of the Committee

- 13.1 The Secretary of the Committee will be appointed by the Director, Secretariat and Council Secretary.

* * *

REVISION HISTORY

Approved/ Amended/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference
Approved	21 September 2017	Planning and Management Committee	PMC 68/17	Attachment A to Item 16
Revision to functions and membership	22 February 2018	Planning and Management Committee	PMC 20/18	Attachment A to Item 19.4.1
Revision to membership	18 September 2018	Planning and Management Committee	PMC 96/18	Attachment A to Item 12.2