

TERMS OF REFERENCE

COMMITTEE	PEOPLE, CULTURE AND SAFETY COMMITTEE
PURPOSE	<p>The role of the People, Culture and Safety Committee is to:</p> <ul style="list-style-type: none"> a) monitor and advise Senate on: <ul style="list-style-type: none"> i. the development of culture and leadership to enable a high-performing environment aligned with the University's values and strategic objectives ii. implementation of policies, processes, and systems for workforce strategy, health, safety and wellbeing, relevant legislative requirements, and delivery of core HR services iii. risk management in areas covered by the Committee's Terms of Reference, including legislative compliance iv. reviews in the areas covered by the Committee's Terms of Reference or Delegations, including the need for any external advice. v. mechanisms for communicating with and listening to key stakeholders, including staff, students, unions, government, and Aboriginal and Torres Strait Islander people b) advise Senate on the remuneration and terms of employment of the Vice-Chancellor c) determine the remuneration and terms of employment of executive positions defined in the <i>Executive and Senior Professional Staff Remuneration Policy</i> and any non-executive direct reports to the Vice-Chancellor.
TERMS OF REFERENCE	<p>1. Delegations of Authority</p> <ul style="list-style-type: none"> a) Senate has authorised the Committee to exercise the functions and activities delegated to it under the <i>University of Sydney Delegations of Authority Rule (2024)</i> (see Appendix 1). <p>2. Culture and University Workforce</p> <ul style="list-style-type: none"> a) oversee strategies to enhance people, culture, leadership and organisational effectiveness, taking into account: <ul style="list-style-type: none"> i. university values ii. staff engagement (including staff communication and consultation) and iii. health, safety and wellbeing b) oversee the alignment of the University's workforce strategies with strategic and organisational plans c) oversee the University's workforce strategies including for: <ul style="list-style-type: none"> i. attraction, retention, remuneration, performance management, development and succession planning for executive, academic and professional staff ii. equity, diversity and inclusion iii. Aboriginal and Torres Strait Islander employment iv. enterprise bargaining and other industrial relations matters d) oversee projects related to the University's culture and operations, as referred by Senate. <p>3. Remuneration</p> <ul style="list-style-type: none"> a) advise Senate on the remuneration and terms of employment of the Vice-Chancellor b) approve and monitor the implementation of remuneration policies, incentive plans and the application to executive, academic and professional staff c) complete an annual review of executive remuneration in accordance with the <i>Executive and Senior Professional Staff Remuneration Policy</i>

	<p>d) advise Senate on transparent public communications about remuneration and performance, including alignment with public expectations and sector benchmarks</p> <p>4. Health, Safety and Wellbeing</p> <p>a) review and consider health, safety and wellbeing of the University to enable it to:</p> <ol style="list-style-type: none"> i. monitor compliance with Workplace Health and Safety (WHS) legislation and other relevant legislation and obligations, including the <i>National Higher Education Code to Prevent and Respond to Gender-based Violence</i>; ii. monitor the identification, assessment and management of health, safety and wellbeing related risks, including physical, psychosocial and environmental risks arising from the activities and operations of the University and its controlled entities and subsidiaries iii. verify and monitor the effectiveness of health, safety and wellbeing policies, systems, processes and resources and continuous improvement activities; iv. maintain current knowledge of health, safety and wellbeing matters and understand the University's operations and associated risks. <p>5. Employment Compliance</p> <p>a) monitor the University's ongoing compliance with the workforce aspects of the Higher Education Standards Framework, industrial agreements and legislation relevant to the workplace and employment</p> <p>b) receive regular reporting on workforce compliance matters, including risks, remediation and mitigation actions.</p> <p>c) consider all people and workforce compliance matters</p> <p>6. Other</p> <p>a) confirm the annual performance outcomes for executives, including the Vice-Chancellor</p> <p>b) review development and succession plans for executive staff</p> <p>c) oversee staff-related policies, processes, systems and frameworks</p> <p>d) ensure that, collectively, members hold the necessary safety and wellbeing knowledge, skills and experience required to oversee student and staff safety and welfare.</p>
CHAIR	Appointed by Senate from the Fellows of Senate.
MEMBERSHIP	<p>The People and Culture Committee is comprised of the following members:</p> <ul style="list-style-type: none"> • Chancellor and/or Deputy Chancellor (<i>ex-officio</i>) • Vice-Chancellor* (<i>ex-officio</i>) • Up to five Fellows of Senate appointed by the Nominations Committee • Up to three external members with appropriate professional expertise and experience, appointed by the Nominations Committee on the recommendation of the Chair of the Committee.
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	The Deputy Vice-Chancellor (Community and Leadership), Chief Human Resources Officer, Chief Health, Safety and Wellbeing Officer and any others as determined by the Chair when necessary.
QUORUM	At any meeting of the Committee five members shall form a quorum, provided that at least four are Fellows of Senate.
SECRETARIAT	Chief Governance Officer
MEETINGS	The Committee meets at least four times per year with additional meetings held at the Chair's discretion.
REPORTING	The Committee reports to Senate following each meeting.

** The Vice-Chancellor must not be present when matters relating to their employment and remuneration are considered.*

APPENDIX 1

Delegations of Authority provided to the Senate People Culture and Safety Committee

Senate has authorised the Committee to:

- (a) approve the recruitment, appointment, terms of employment, and remuneration for established Dean positions
- (b) approve or vary remuneration for executive academic staff in the case of, annual salary review, terms of employment and potential annual performance bonus, and bonus payments
- (c) approve the establishment, classification, or re-classification of professional positions that directly report to the Vice-Chancellor, and for the position of Chief Human Resources Officer
- (d) approve the recruitment, appointment, terms of employment, and remuneration for professional staff who directly report to the Vice-Chancellor, and for the position of Chief Human Resources Officer
- (e) approve variation to remuneration for all executives and senior professional staff who directly report to the Vice-Chancellor, in the case of annual salary review, annual bonus potential review, and bonus payments
- (f) confer and revoke academic titles for non-professorial staff who occupy the position of:
 - (i) Pro-Vice-Chancellor
 - (ii) any other Principal Officer
 - (iii) any Dean
- (g) terminate the employment of professional staff that directly report to the Vice-Chancellor during or at the end of probation
- (h) terminate the employment of the Senior Deputy Vice-Chancellor and Provost, a Deputy Vice-Chancellor, or other direct reports to the Vice-Chancellor