

People and Culture Committee

Terms of Reference

Responsibilities

People and Culture

1. Monitor and advise the Southern Cross University Council on:
 - a. Leadership capability and development.
 - b. Succession plans for key University senior leadership roles.
 - c. The University's strategies and initiatives relating to:
 - Staff and student health, safety and wellbeing
 - Staff and student engagement
 - Community culture
 - Workforce diversity and inclusion
 - Employee relations

Nominations

2. In accordance with Division 3 of the [Southern Cross University By-law 2005](#) (NSW), identify eligible candidates for appointment as a member of Council and make recommendations to Council on:
 - a. Persons to be recommended for appointment by the Minister
 - b. Persons to be appointed by Council, including graduate members
 - c. The length of appointment for each such person
3. Provide advice to Council on:
 - a. Council member succession planning
 - b. the composition of Council and its committees

Employment and Remuneration

4. In relation to the Vice Chancellor:
 - a. Determine the Vice Chancellor's remuneration.
 - b. In consultation with the Vice Chancellor, determine the priorities or performance indicators against which the Vice Chancellor's performance will be reviewed annually.
 - c. Conduct an annual review of the Vice Chancellor's performance.
 - d. Approve the terms of any employment termination settlements.
5. Approve the annual maximum percentage increments for members of the Executive and other senior staff.
6. Review the remuneration strategy and remuneration outcomes, including any bonus outcomes, for the University's Senior Staff on an annual basis.

Composition

7. The membership of the Committee is:
 - a. Chancellor (Chair)
 - b. Deputy Chancellor
 - c. Vice Chancellor
 - d. At least two external members of Council.
8. The Vice President (People and Culture) will be a standing attendee at all Committee meetings.
9. The Chancellor invites the external Council members to the Committee and the appointment is endorsed by Council.
10. The Vice Chancellor shall not be present when matters relating to his employment and remuneration are considered.
11. Where a member of the Committee is eligible to be appointed as a graduate member of the Council, they shall not be present when matters relating to the recommendation of a candidate to Council for appointment as the graduate member of Council are being considered. If necessary, the Committee may coopt an additional external Council member for the purpose of exercising its functions relating to the graduate member of Council to ensure that its membership meets the requirements of the [Southern Cross University By-law 2005](#) (NSW).

Quorum

12. At least three Committee members, including the Chancellor, must be present to constitute a quorum.

Meetings

13. The Committee shall meet at least four times per year, with authority to convene additional meetings as circumstances require.

Current Membership

Ms Sandra McPhee AM, Chancellor (Chair)

Mr Murray d'Almeida, Deputy Chancellor

Professor Tyrone Carlin, Vice Chancellor

Mr Jonathan Rourke, external Member of Council

Ms Julie Granger, external Member of Council

Mr Scott Noble, external Member of Council

Mr Geoff Stalley, external Member of Council

Ms Kim Franks, Vice President (People and Culture) (in attendance)

Version	Purpose	Approver	Approval Date
1.0	Initial approval by Council	Council	19 November 2021
1.1	Update current membership to include Geoff Stalley	Chancellor	8 November 2022
2	Replace Director, Human Resources with Vice President (People and Culture)	Council	18 April 2024