

People, Culture and University Community Safety Committee

Terms of Reference

1. Establishment

- 1.1 The People, Culture and University Safety Committee (**Committee**) is an advisory committee established by the Adelaide University (**University**) Council.
- 1.2 The Committee's Terms of Reference are approved by the Council (Council):
 - 1.2.1 in accordance with section 15(2)(c)(i) of the *Adelaide University Act 2023 (AU Act)*; and
 - 1.2.2 having regard to section 31 of the AU Act, which provides guidance on the matters that ought to be included in Terms of Reference of committees established by Council.
- 1.3 In accordance with section 31(2) of the AU Act, these Terms of Reference may be varied, substituted or revoked by the Council from time to time.

2. Purpose

The Committee supports the Council in fulfilling its strategic governance responsibilities for its workforce, culture and the safety across the University. This includes oversight of workforce strategy, organisational culture, and safety across the university community – including both staff and students – ensuring these domains are aligned with the University's values, long-term goals, and legislative obligations.

In parallel, the Committee advises Council in its stewardship of organisational culture, focusing on governance arrangements, workplace behaviours, and institutional practices that foster a safe, inclusive, and values-driven environment for all members of the University. It also monitors cultural risks and systemic issues, ensuring responses reflect sector standards and public accountability.

3. Authority

- 3.1 The Committee has delegated authority from the Council to perform its responsibilities and make recommendations to Council as set out in these Terms of Reference.
- 3.2 Unless otherwise delegated by Council, the Committee is not a decision-making body but provides guidance, advice and recommendations on people, culture and safety matters.

4. Membership

The Committee membership will be constituted as follows:

- ***Appointed Members***

The Committee will include a minimum of three appointed Council members, one of whom must be either the Chancellor or a Deputy Chancellor.

- ***Chair***

One of the Appointed Members will be designated by Council as the Chair of the Committee.

- ***Staff Members on Council***

The Committee will include at least one member of Council, and may include up to two staff members on Council.

- ***Executive Leadership***

The Committee will include the Vice Chancellor.

Additional Participants

Additionally, the following staff will have a standing invitation to attend Committee meetings:

- Deputy Vice Chancellor People and Culture;
- Deputy Vice Chancellor Student Experience and Success; and
- Executive Director of the Integrity Unit.

Other individuals may be invited to participate at the discretion of the Chair.

5. Functions

Strategic People and Workforce Planning

- 5.1 Provide oversight of the University's people strategy, including workforce planning, talent attraction and retention, and leadership development.
- 5.2 Monitor the University's employee value proposition and strategic indicators of organisational health – such as engagement, inclusion, and workforce capability – and ensure alignment with institutional goals.

- 5.3 Oversee the design, implementation, and response to employee engagement and culture diagnostics, ensuring insights inform development of leaders and performance systems.

Organisational Culture Stewardship

- 5.6 Oversee initiatives that shape and sustain a constructive organisational culture, including diversity, equity, inclusion, well-being, and responses to cultural risk and misconduct.
- 5.5 Promote a positive and values-aligned culture through oversight of leadership behaviours, governance arrangements, and institutional practices.
- 5.6 Ensure the University's approach to people, culture and safety reflects contemporary best practice and complies with evolving legislative and regulatory requirements (e.g. psychosocial safety, positive duty under the Sex Discrimination Act).

Compliance, Policy and Safety Oversight

- 5.8 Monitor and support compliance with relevant legislation, regulations, and policies related to people, culture and safety.
- 5.9 Receive and review Work, Health and Safety reports, and monitor key performance indicators and major initiatives relating to people, culture, and workplace safety.
- 5.10 Provide advice on matters affecting the safety and wellbeing of the university community, including physical, psychological, and cultural safety.

Advisory and Governance Support

- 5.11 Advise on matters referred by Council or arising from legislative or policy developments, and assess their impact on people, culture and safety.
- 5.12 Provide necessary assurance to Council that people, culture and safety risks are being appropriately identified, monitored, and mitigated.

Integrity, Ethical Conduct and Accountability

- 5.13 Oversee the University's ethical conduct frameworks, including codes of conduct, conflict of interest policies, and integrity training programs.
- 5.14 Monitor the effectiveness of mechanisms for reporting and responding to misconduct, including whistleblower protections and grievance procedures.
- 5.15 Ensure alignment between the University's cultural settings and its integrity obligations under relevant legislation (e.g. Public Interest Disclosure Act, anti-corruption frameworks).

- 5.16 Review reports on systemic issues or trends related to staff conduct, integrity breaches, or cultural risks, and advise Council on appropriate responses.
- 5.17 Promote a culture of integrity and ethical leadership across the University.

6. Meetings and Procedures

- 6.1 The Committee shall meet at least three times a year and as otherwise necessary to fulfill its responsibilities.
- 6.2 A quorum for meetings shall be half of the membership plus one (ignoring any fraction). No business may be transacted at a Committee meeting unless a quorum is present.
- 6.3 If the Chair is absent, the Chair will nominate another member of the Committee to preside over the meeting. If the Chair is unavailable to nominate another member to preside over the meeting, the Chancellor will make such nomination.
- 6.4 The Committee will prepare an annual work plan.
- 6.5 The Committee agenda shall include declaration of any conflict of interest and an in-camera session.
- 6.6 Members of Council may attend meetings as observers upon agreement from the Chair.
- 6.7 The Terms of Reference will be reviewed at least every two years.

7. Reporting

- 7.1 The minutes of each meeting shall be recorded by the Council Secretary and provided to next regular meeting of Council.
- 7.2 The Committee will provide an annual written report to Council on its activities.
- 7.3 The Committee will ensure that significant issues or risks identified while it is conducting its business are communicated to the Council as soon as practicable

8. Document governance

Policy this procedure supports	Policy Framework Policy
Approving authority	Council
Policy owner	Chancellor
Responsible officer	Council Secretary
Effective from	5 August 2025
Review date	As required and no later than August 2027
Enquiries	Council Secretary
Replaced documents	N/A