Governance, People and Culture Committee Charter

Section 1 - Purpose

(1) Governance, People and Culture Committee provides support and advice to Council to ensure Council's governance responsibilities are carried out effectively.

Section 2 - Accountability

(2) Governance, People and Culture Committee is a governance committee accountable to QUT Council.

Section 3 - Responsibilities

(3) Governance, People and Culture Committee undertakes the following responsibilities:

a. Governance:
    i. on referral from Council, Chancellor, or Vice-Chancellor and President, advises on matters related to the business of Council, and where appropriate develops proposals for consideration by Council or Council committees.
    ii. recommends to Council the process (including appropriate timeframes) for the selection and appointment of the Chancellor.
    iii. recommends to Council the process (including appropriate timeframes) for the selection and appointment of the Vice-Chancellor and President.
    iv. determines reimbursement of expenses to Council members if a question arises as to the reasonableness of any expenses incurred, or whether an expense was incurred in the performance of a member's duties.
    v. provides oversight of governance arrangements across the University.
b. Nominations:
    i. nominates prospective members of Council to relevant appointment authorities, following consultation with Council and the senior staff of the University as appropriate.
    ii. develops and monitors an appropriate succession plan for membership of Council and its committees.
c. Remuneration:
    i. determines the remuneration of the Chancellor, Deputy Chancellor, Council members and other external Council committee members.
    ii. reviews, and approves the remuneration and conditions of the Vice-Chancellor and President to ensure that these are competitive and commensurate with the responsibilities of the office, and performance.
    iii. reviews the recommendations from the Vice-Chancellor and President regarding the Annual General Market Review for senior staff (SSG levels) and makes a final decision on any increase(s) to ensure these are competitive and commensurate with senior staff members' responsibilities and performance.
    iv. endorses the performance objectives of the Vice-Chancellor and President.
    v. Decisions of the Governance, People and Culture Committee are final.
d. People and Culture:

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i. Monitors and advises Council on the implementation and effectiveness of the University's people and culture strategy.
ii. Monitors the University's organisational culture and workforce sustainability, including significant workforce capability and succession planning matters.
iii. Provides governance oversight of strategic people and culture matters, including diversity, equity and inclusion, workplace culture, health, safety and wellbeing, and other significant matters affecting the University community.
iv. Monitors significant workforce-related risks and strategic industrial relations matters with University-wide implications;
v. Receives reports from management on significant people and culture matters and makes recommendations to Council where appropriate.

e. Honorary Doctorates:
   i. recommends candidates for the award of Doctor of the Unviersity (DUniv) to QUT Council.

Section 4 - Delegations

(4) Determines the remuneration of the Chancellor, Deputy Chancellor and other Council members.

(5) Approves the remuneration and conditions of the Vice-Chancellor and President.

(6) Approves reimbursement of Council member expenses where the claim is referred to the committee.

Section 5 - Membership

(7) Membership categories:

a. Chancellor ex officio as Chair;
b. Deputy Chancellor ex officio;
c. Two external members of Council appointed by Council;
d. Vice-Chancellor and President ex officio.

(8) Any conflicts with Committee business will be disclosed by members and managed in accordance with the Conflicts of Interest Policy and clauses (69-71), Council Procedure 1 - Committee Operations. Any member who has declared an interest in agenda items regarding appointment or reappointment, remuneration and conditions will not be present for the associated item at Governance, People and Culture Committee.

(9) Terms of office, membership vacancies and membership balance are detailed in section 3 of Council Procedure 1 - Committee Operations. Nominated members of the Committee serve a term of office of up to two years. The length of a nominated member’s term of office is recommended to the nominator by the Chair, on advice from the Secretariat.

Section 6 - Meeting Frequency

(10) Governance, People and Culture Committee meets at least three times a year.

Section 7 - Reporting

(11) Following each meeting, Governance, People and Culture Committee reports to the next meeting of Council.

Section 8 - Procedures

(12) Governance, People and Culture Committee is established in accordance with the Committee Governance Policy (Section 5) and operates in accordance with Council Procedure 1 - Committee Operations.

Section 9 - Secretariat

(13) The Secretary to Council is the secretary of Governance, People and Culture Committee.

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Status and Details

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Responsible Officer	Leanne Harvey Vice-President (Administration) and University Registrar
Author	Leanne Harvey Vice-President (Administration) and University Registrar
Enquiries Contact	Leanne Harvey Vice-President (Administration) and University Registrar --- Administrative Division