



**JAMES COOK
UNIVERSITY**
AUSTRALIA

HUMAN RESOURCES COMMITTEE CHARTER

**Approved by Council 18 June 2020
Last Reviewed by Committee 11 June 2020**

HUMAN RESOURCES COMMITTEE – CHARTER

1. Establishment

- 1.1 There is a Human Resources Committee (*'the Committee'*) reporting to the Council. The Committee is established under Division 2, Section 11 of the JCU Act 1997. The Committee was first established as a Committee of Council on 3 July 2003 as the Remuneration and Human Resources Committee. The Committee was renamed the Human Resources Committee on 10 April 2014.
- 1.2 The purpose of this Charter is to outline the role, responsibilities, composition and operating guidelines of the Committee in accordance with the James Cook University Act 1997, other relevant legislation and other appropriate University Policies and Procedures and has been approved by the Council of James Cook University.
- 1.3 The Charter will be reviewed annually by the Committee to ensure it remains consistent with the Committee's authority, objectives and responsibilities. The Committee or Chair may propose to Council, following that review and from time to time, amendments to this Charter for approval.

2. Authority, Independence and Relationships

- 2.1 The Committee has no authority, unless delegated to it by the Council of the University.

The Committee is a Committee of the University and is directly responsible to the Council of the University. In discharging its responsibilities the Committee has the authority to:

- Conduct or authorise investigations into matters within its scope of responsibility.
- Access information, records and personnel of the University for such purpose.
- Request the attendance of any employee, including executive staff, and contractors to the University, at Committee meetings.
- Conduct meetings with any relevant academic divisions/divisions/directorates, as necessary.
- Seek advice from external parties and independent experts, as necessary, which the Committee reasonably considers necessary to execute its duties and responsibilities; obtaining the necessary funding approvals through Council should this be necessary.

- 2.2 The Committee will liaise with other Committees of Council as required, to ensure:

- its statutory and operational responsibilities are met;
- there is no material overlap between the functions and duties of the groups; and
- frank and meaningful interchange of information.

3. Purpose, Functions, Duties and Responsibilities

- 3.1 The purpose of the Committee is to:

- (a) advise and assist the Council in relation to the Council's responsibilities regarding the employment of the employees of the University;
- (b) complying with all applicable laws relating to (a);
- (c) be responsible for the governance of ethics within JCU; and
- (d) oversee the University's culture and engagement as it relates to staff.

- 3.2 The Committee will:

- (a) perform the duties and responsibilities specified in Schedule A;
- (b) make decisions on behalf of the Council in line with the delegations specified in the [JCU Delegations Schedule](#);
- (c) act on behalf of the Council on such other matters as are required of it from time to time by the Council;
- (d) advise the Council on such other matters that are within its duties and responsibilities (Schedule A), as referred by the Council or as it deems appropriate.

4. Membership

- 4.1 The Committee shall comprise the following members:

- (a) *ex officio*
 - (i) Chancellor (Chair)
 - (ii) Vice Chancellor
 - (iii) Deputy Vice Chancellor, Services and Resources

- (b) Appointed – by the Council

Two members appointed by and from the Council, whose appointment shall be based on their appropriate skills and/or experience in relation to the business conducted by the Committee. They should not be staff or students of the University.

- (c) Additional – by the Council

Council shall have the power to co-opt two members external to the University who have the appropriate skills and/or experience in relation to the business conducted by the Committee.

Of the membership one member should desirably have appropriate experience in dealing with remuneration matters in a medium to large organisation.

- 4.2 The Chair will be appointed by the Council from its members and the Committee will have a Deputy Chair elected by the Committee. At its first meeting after its appointment, and thereafter whenever a vacancy occurs in the office, the Committee will elect a Deputy Chair. The Chair and Deputy Chair will be neither a member of staff nor a student of the University nor a Co-opted Additional member.
- 4.3 The Co-opted Additional members will have appropriate qualifications/experience and will be from outside the University.
- 4.4 Appointments including appointments of Co-opted Additional members will be for a period of up to four years and will be recorded in a membership list. For Co-opted Additional members their appointment will be until their term of office expires or until they resign from the Committee, and for Council members until their successors are appointed or they cease to be members of the Council.
- 4.5 Before appointing a member, the Committee will:
 - (a) undertake consultation as appropriate; and
 - (b) give consideration to the principle that members not be entirely of the same gender or from the same campus.
- 4.6 Any person assuming a role in Committee business on behalf of another person as a consequence of an acting or nominee arrangement (e.g. acting as the *ex officio* member, Deputy Chair assuming the chair) will as far as practicable consult and report through that other person.
- 4.7 Attendance by others at Meetings - the Committee or its Chair may invite other University staff members and persons external to the University, as required for the purposes of the Committee, to attend meetings as advisers.

The following internal advisors are to be invited to attend meetings and shall have rights of audience and debate:

- (i) the Director, Human Resources.

5. Secretariat

- 5.1 The University Secretary [or nominee] will be the Secretary to the Committee. There may be an Assistant or Minutes Secretary to assist the Secretary and to take minutes.
- 5.2 The Secretary, in consultation with the Chair, will prepare and send notices of meetings, agendas, will accurately transcribe all decisions of the Committee and table all correspondence, reports and other information relevant to the Committee's activities and operations. The University Secretariat will provide the resources necessary for the performance of the Committee.

6. Convening a Meeting

- 6.1 The Committee will meet as often as necessary in order to perform its functions. The number of meetings may vary in accordance with the volume of business that falls within the remit of the Committee. However, it is recommended that the Committee hold a minimum of four meetings per year and the schedule of meetings will be agreed in advance.
- 6.2 Meetings will be convened by either the Chair or the Secretary and the Secretary will send a notice of a meeting in reasonable time to all members of the Committee. For the purposes of accountability and meeting efficiency, all meetings will be run according to a pre-determined agenda with items presented under an item coversheet that clearly identifies the recommended action.
- 6.3 The Committee should determine its own agenda, ensuring appropriate consultation to include emerging issues and emphasis on the most significant risks and threats. Proposals for agenda items from Committee members are to be submitted to the Secretary for consideration by the Chair for inclusion on the agenda. The Chair, in consultation with the Secretary, will determine the agenda. The agenda and relevant papers will be distributed to members at least five working days before the meetings.
- 6.4 The Committee may appoint sub-committees and working parties to report to the Committee on specific matters which are the responsibility of the Committee. The majority of members of any sub-committee or working party must comprise members of the Committee.

7. Conduct of Meeting

- 7.1 Except as hereinafter provided the Chair will preside at all meetings of the Committee. If the Chair is absent from a meeting, the Deputy Chair will preside. If the Deputy Chair is absent also, the members present will elect one of their number to preside.
- 7.2 A quorum exists at a meeting of the Committee if a simple majority of its members are present.
- 7.3 Questions arising at a meeting of the Committee will be determined by consensus, however when required a question will be determined by a majority of votes of the members of the Committee present and voting. The Chair at a meeting of the Committee will have a vote, and in the case of an equality of votes, a second or casting vote.

8. Rules for the Conduct of Business and Ethical Practices

- 8.1 Subject to the general control of the Council, the Committee may make its own rules for the conduct of its business that are in keeping with its Charter.
- 8.2 Members are required to declare any interests, in accordance with the University's [Conflicts of Interest Policy – University Council and its Committees](#) and the [Code of Conduct – University Council](#) that could constitute a real, potential or apparent conflict of interest with respect to participation on the Committee. The declaration must be made on appointment to the Committee and in relation to specific agenda items at the outset of each Committee meeting, and be updated as necessary.
- 8.3 Confidentiality issues shall be dealt with in accordance with the University's [Confidentiality Provisions - JCU Council, Council Committees, Controlled Entity Directors and Nominee Directors of Non-Controlled Entities](#). The Committee will receive the provisions each year at its first meeting.

9. Reporting Obligations

- 9.1 As soon as practicable after each meeting, the Committee will submit minutes of the meeting confirmed by the Chair to the Council. The minutes will include:
 - (a) advice, with recommendations as relevant, in respect to those matters set out in Schedule A;
 - (b) confirmation of action taken in respect of any matter for which delegated authority has been exercised; and
 - (c) advice on other matters referred to it by Council or any other Committee of Council or that the Committee wishes to draw to the attention of the Council.
- 9.2 The Committee will conduct its business in accordance with an Annual Schedule of Business for the Committee. The Schedule of Business and the Committee's membership list do not form part of the Charter.

10. Executive Actions/Circulating Resolutions

- 10.1 Where circumstances do not allow a matter relevant to the duties and responsibilities of the Committee to be put to a meeting of the Committee, and a resolution of the Committee is required, the Chair will cause the matter to be considered by members by circulating resolution. The principles and procedures adopted by University Council for managing business by circulating resolution apply.
- 10.2 Where it is not practicable for the matter in 10.1 above to be put to members by circulating resolution, the Chair or Secretary may act executively on the matter where delegated authority has been agreed (refer [JCU Delegations Schedule](#)).
- 10.3 Where it is necessary for the Chair to have a matter determined as in 10.1 or 10.2 above, the approval will be reported by the Secretary to the next meeting of the Committee and where appropriate to the Council.

Schedule A

Duties and Responsibilities of the Committee

1. The Committee is responsible for the following matters:
 - a) advise and assist the Council in relation to the Council's responsibilities regarding the employment of the employees of the University;
 - b) complying with all applicable laws relating to (a);
 - c) be responsible for the governance of ethics within JCU; and
 - d) oversee the University's culture and engagement as it relates to staff.
2. The Committee will provide advice to the Council on the matters above, any matter within its remit or referred to it by the Council or any other Committee of Council.
3. The Committee may make recommendations to the Council on the matters above, any matters within its remit or referred to it by the Council or any other Committee of Council on matters relating to the advice.
4. In order to provide advice and recommendations, the Committee will:
 - a) in respect of Enterprise Bargaining:
 - setting the parameters for enterprise bargaining negotiations, including financial clearance through consultation with the Finance Committee, to reach agreement that financial provision can be accommodated and reporting to Council the parameters set*; and
 - reporting on the operational and management aspects, and progress for Enterprise Agreement negotiations and keeping the Council advised;
 - b) in respect of the University's Senior Staff:
 - set and approve salary band levels for senior staff (as defined) covered by the banded structure and setting their terms of employment on the recommendation of the Vice Chancellor*;
 - ensuring arrangements are in place for the performance appraisal of senior staff (as defined);
 - accepting changes to the salary bands resulting from the benchmarking of senior staff remuneration on the recommendation of the Vice Chancellor*;
 - ensuring succession planning arrangements are in place for senior staff (as defined) ensuring the University has appropriate employment policies to meet its statutory obligations;
 - finalising annual salary indexation for senior staff (as defined)*; and
 - finalising the Provost's performance bonus;

(Senior staff in this regard are defined as staff covered by the banded salary structure and includes Provost, Deputy Vice Chancellors, Pro Vice Chancellors, Chairperson of the Academic Board, Deans and Directors)
 - c) in respect of the University's Employees:
 - reviewing and annually monitoring the implementation of equity and related strategies; and
 - ensuring the University has appropriate training and development opportunities for staff;
 - d) in respect of the University's human resources policies and practices:
 - the Committee will report as required to Council on policy and practices of the University with respect to employment, equity, remuneration, recruitment, staff training and development;
 - the Committee will approve Human Resources Policies as per the Policy and Delegations Framework and ensure those policies meet the needs of the University and are kept up-to-date*; and
 - benchmarking – overseeing the appropriate benchmarking of the University's human resource practices, particularly those relating to remuneration;
 - e) in respect of the University's Ethics:
 - oversee the governance of ethics (as it relates to the employees of JCU) e.g. setting the ethical tone, the Staff Code of Conduct, the Council Code of Conduct and the Statement on Integrity;
 - f) in respect of Culture and Engagement:

- the Committee will ensure that arrangements are in place to review and monitor the culture and engagement of the University's staff and provide reports to Council
- g) Financial clearance – if relevant, the Committee is to consult with Finance Committee to reach agreement that financial provision can be accommodated for any of the above before passing its recommendations to Council.
5. Nothing in the stated duties and responsibilities is intended to limit the matters on which the Committee may provide advice. However, the Committee should not go outside of the general scope of its charter without the approval of the Council.
6. *Council delegates to the Committee specific decision-making powers in respect of this duty or responsibility. Please refer to the [JCU Delegations Schedule](#) as amended from time to time.