

UNIVERSITY OF MELBOURNE
MELBOURNE SCHOOL OF POPULATION AND GLOBAL HEALTH
Culture Committee
Terms of Reference

1. Purpose

The Culture Committee is a standing committee of the Melbourne School of Population and Global Health (MSPGH Culture Committee), established to encourage and enable a culture of inclusion that embraces diversity, promotes equity and values the experiences, perspectives and knowledge of all who work and study here.

2. Responsibilities

The MSPGH Culture Committee will:

- create and implement strategies and actions designed to meet the School's strategic aims of an inclusive culture where all individuals feel supported, valued and respected
- embed Faculty values of *Collaboration & Teamwork, Compassion, Respect, Integrity, and Accountability* in the design and implementation of School activities, ensuring their visibility across governance, administrative, research and teaching practices
- amplify and localise Faculty and Chancellery Initiatives and align actions with the University's *Diversity and Inclusion Strategy 2030*
- establish and maintain effective communication channels between the MSPGH Culture Committee and other School committees and working groups (Research, Higher Degree Research, Teaching and Learning, ECA working group) to provide guidance and support for promoting diversity and inclusion and ensure equality of opportunity in the policies they develop and/or oversee
- centre a culture of mentoring in the School by supporting the growth and sustainability of the Mentoring@MSPGH program
- monitor the School's progress towards building a culture that is multidisciplinary, diverse, equitable and inclusive, and recommend actions to enhance its efforts
- use data and evidence on diversity, equity, inclusion and staff and student wellbeing to inform actions and recommendations

3. Membership

- MSPGH Culture Committee Chair
- Head of School (ex-officio; attendance optional and minutes)
- At least one representative from each Centre/Institute of the School comprising a mix of academic and professional staff, PhD and graduate research students
- Members should represent a range of perspectives, experiences and backgrounds, and be committed to making positive change within the School
- All members are considered voting members of the Committee

- The Committee may co-opt members as required, and may invite additional persons to attend meetings with relevant professional or lived experience expertise

4. Frequency of Meetings

The MSPGH Culture Committee will meet on a six-weekly basis. Meetings may be held virtually, in person or in hybrid mode. The Committee Chair will be responsible for setting the agenda and facilitating open and respectful discussion, where all members have an opportunity to share perspectives and ideas.

5. Communication

All communication in relation to the MSPGH Culture Committee will be directed to the Chair. The Committee will keep minutes of all meetings, and report these to the Senior Executive Committee (SEC) on a regular basis.

6. Confidentiality

Committee members will be expected to maintain confidentiality regarding sensitive information discussed during meetings, and to adhere to University confidentiality policies and procedures.

7. Quorum and Voting

The quorum for the MSPGH Culture Committee shall consist of five voting members. If a quorum is not present within 15 minutes of the declared start time the meeting shall be cancelled or adjourned to a date and time determined by the Chair.

The Committee seeks to make decisions by discussion and consensus. Consensus decision making requires active participation, open communication and a willingness to consider the views and opinions of others. Members are encouraged to share their views, listen actively and be respectful of other's perspectives and experiences.

In the event that consensus cannot be reached, the committee may proceed to vote; the chair holds a casting vote.

8. Review

The terms of reference and membership of the MSPGH Culture Committee will be reviewed annually, or at the request of the Head of School.