

## PTC Governance Responsibilities

Portfolio	People Services			Organisational Capability		Advisory Services			Office of the ED:PTC		
Function	Payroll Services	Recruitment Central	People Central	People & Org Development	Strategic Partnering	Employee Relations	Workplace Transformation	Safety & Wellbeing	People Data & Systems	Remuneration & Reward	Business Services
<b>Strategies</b>	– Payroll Framework	– AEAP	– PTC Service Excellence	– SAGE Action Plan – International Strategy – EDI Framework – <a href="#">SASH Action Plan</a>	– Coaching for Performance Framework	– Enterprise Bargaining	– Campus Consolidation Planning – WFH Framework – Policy Framework – Casual Staff Review (Engagement & Employment)	– S&W Internal Audit Program – S&W Policy and Procedure Review Program – Mental Health Framework			– PTC Annual Priorities
<b>Reporting</b>	– Monthly Under / Over Payments – Annual Financial Statements – Annual Review Under / Over / Near Miss Payments – Annual Payroll Tax Review	– ISSP – Aboriginal - Research Strategy Updates – Stretch RAP Updates	– Activity Dashboard	– WGEA Report – <a href="#">Annual SASH Report</a>		– Half Yearly Employee Relations Report		– Quarterly S&WB Reports – Annual Legislative Compliance Report – PTC Hazard Register – Local Action Plan	– Data extracts for: • WGEA • Dept. Staff Data • Excess Leave • Mercer • AHEIA • IES • Conflict of Interest Data	– Annual Market Allowance Report – Annual Non-Standard Remuneration Report	– SCMIT Annual Report – AEAP Reporting
<b>Legislative Compliance Reporting Tier 1</b>	– Income Tax Assessment Act 1977 (ITAA 1997)							– Return to Work Act 2014 (SA) – Work Health and Safety Act 2012 (SA)			– Children and Young People (Safety) Act 2017 – Child Safety (Prohibited Persons) Act 2016 (SA)
<b>Legislative Compliance Reporting Tier 2</b>	– Long Service Leave Act 1987 (SA) – Paid Parental Leave Act 2010 (Cth) – Payroll Tax Act 2009 (SA) – Superannuation Guarantee (Administration) Act 1992 (Cth) – Fringe Benefits Tax Assessment 1986 – STP Phase 2 Treasury Laws Amendment (2018 Measures No 4) Act 2019 – Enterprise Agreement 2019?	– Labour Hire Licensing Act 2017 (SA) – Migration Act 1958 – Migration (Skilling Australians Fund) Charges Act 2018 – Migration (Skilling Australians Fund) Act 2018		– Disability Discrimination Act 1992 (Cth) – Equal Opportunity Act 1984 (Sa) – Racial Vilification Act 1996 (SA) – Racial Discrimination Act 1975 (Cth) – And Racial Hatred Act 1995 (Cth) – Workplace Gender Equality Act 2012 (Cth)		– Australian Human Rights Commission Act 1986 (Cth) – Fair Work Act 2009 (Cth) – Fair Work (Registered Organisations) Act 2009 (Cth) – Public Interest Disclosure Act 2018 (SA)		– Controlled Substances Act 1984 (SA)			
<b>University Committees/Steering &amp; Working Groups</b>		– Yaitya Warra Itya		– Employee Advisory Networks – Researcher Development	– Management Information Working Group	– EB Strategy Group – UniSA Union Consultative Committee	– Policy Reference Group	– Enterprise Safety System Steering Committee – University S&W Committee	– CRM Working Group		

Portfolio	People Services			Organisational Capability		Advisory Services			Office of the ED:PTC		
Function	Payroll Services	Recruitment Central	People Central	People & Org Development	Strategic Partnering	Employee Relations	Workplace Transformation	Safety & Wellbeing	People Data & Systems	Remuneration & Reward	Business Services
				Steering Committee – SAGE Steering Group – SASH Steering Group				– Mental Health Working Group – Institutional Biosafety Committee – Radiation Safety Committee – University Chemical Advisory Safety Committee			
<b>Governance/ Audits</b>	– Auditor General Audit – AFRC Internal Audit							– RTW SA Self-Insurance Evaluation	– Auditor General		– Internal Audits
<b>Council Committees</b>	– AFRC					– AFRC – Council	– G&N	– AFRC – Council		– SRC	
<b>Policy &amp; Procedures</b>	Refer to <a href="https://mymailunisaedu.sharepoint.com/sites/DocumentCentre/Polices/Forms/AllItems.aspx">https://mymailunisaedu.sharepoint.com/sites/DocumentCentre/Polices/Forms/AllItems.aspx</a>										

**Version update**

1.0 10/11/2022

1.1 09/01/2024