

Staff Development Committee

La Trobe University
Council
STAFF DEVELOPMENT COMMITTEE

Composition

The Committee shall be constituted as follows:

- A Executive Director, People and Culture
- B Two faculty registrars
- C Director, Workplace Productivity Unit
- D Director, Business Systems
- E ITS Relationships Manager/Steps Co-ordinator
- F BSDU Manager User Integration
- G Manager, Equity and Access Unit
- H Manager, Occupational Health and Safety Unit.
- I Senior Librarian, Personnel
- J Director, Indigenous Education
- K Director, Risk Management Unit
- L Director, Academic Development Unit

The Committee may co-opt other staff as required to ensure an appropriate balance of interests is achieved and expertise represented, for example, academic representation from the School of Business or the Graduate School of Management and the Chief Information Officer.

Membership

- A Ms Muyesser Durur – Executive Director, People and Culture (Chair)
- B Mr Peter Barton - Faculty Registrar, Education
- B Ms Lesley Pullen - Faculty Registrar, Law and Management
- C to be advised
- D Mr Paul Whittingham - Director, Business Systems
- E Ms Susan Howley - ITS Relationships Manager/Steps Co-ordinator
- F Ms Carol Burnett - BSDU Manager User Integration
- G Ms Stephanie Chard - Manager, Equity and Access Unit
- H Mr Gary Nolan - Manager, Occupational Health and Safety Unit
- I Mr Ian Smith - Senior Librarian, Personnel
- J Mr Gary Thomas - Director, Indigenous Education
- K Dr Carl Gibson - Director, Risk Management Unit
- L Dr Erika Martens Director, Academic Development Unit

Chair

The Committee is chaired by the Executive Director, People and Culture

Invitees

The Committee may invite any person to attend a meeting. The invited person shall have no decision making rights.

Terms of Reference

The SDC will act as a consultative body, generating ideas and providing direction to the University's staff development programs. It will contribute to the creation and promotion of a

staff development charter that will support the University's mission statement. This may include but not be limited to:

- the analysis of the professional development needs of general staff;
- the facilitation of the development and delivery of training in the administrative and managerial requirements/obligations of academic staff;
- the establishment of internal training programs as required;
- the collation of information regarding the quality and effectiveness of programs and
- the ongoing review of the Orientation for New Staff program.

Quorum

The quorum shall be 50% of the membership.

Frequency of Meetings

The Committee meets on a bi-monthly basis.

Reporting

The Committee shall report to the Council Executive Committee.

Secretariat Support

The Committee is serviced by the training advisor in Human Resources, whose duties include the preparation and circulation of the agenda, minutes and papers for each meeting, and actioning decisions made by the Committee.