

La Trobe University  
Council  
**HUMAN RESOURCES PLANNING COMMITTEE**

### **Establishment**

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This committee was established as a sub-committee of Council in 2011 (Council minute 413.12).

### **Membership**

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<b>Composition</b>	<b>Member</b>	<b>Appointment status</b>
<b>A</b> External member of Council – Chair	Edwina Cornish	Appointed
<b>B</b> Chancellor	John Brumby AO	Ex-Officio
<b>C</b> Vice-Chancellor and President (ex officio)	Theo Farrell	Ex-Officio
<b>D</b> Up to 3 members of Council	Jacqui Savage	Appointed
	Lani Dumas	Appointed
	Andrea Carson	Appointed

### **In attendance**

<b>Composition</b>	<b>Member</b>	<b>Appointment status</b>
Deputy Vice-Chancellor & Vice President (Research & IE)	Susan Dodds	In attendance
Chief Operations Officer	Mark Smith	In attendance
Provost	Robert Pike	In attendance
Deputy Provost	Parshia Lee-Stecum	In attendance
Executive Director, Human Resources	Regan Sterry	In attendance

### **Role / Terms of Reference**

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#### **Terms of reference**

#### **University Management**

1. Support the development and implementation of the people strategies needed to enable the University Strategic Plan. Including:
  - Workforce Planning: teaching and research requirements, recruitment practices, casual Academic staff usage and workplace diversity and inclusion
  - Culture and Leadership: workplace behavioural expectations, leadership development and reform of performance processes
2. Monitor staff productivity and review annual performance outcomes.
3. Discuss and approve a remuneration framework for all University staff, other than those reporting to the Vice-Chancellor. Provide ongoing oversight of management accountability for the implementation of the framework.
4. Provide ongoing oversight of management accountability for succession planning for key senior positions within the University and ensure that the University has appropriate plans in place for talent development and retention to deliver on the workforce profile required to achieve the Strategic Plan objectives.

5. Stay abreast of HR developments overseen by other Council Committees and where appropriate provide advice. For example, Collective Agreement negotiations (primarily overseen by the Recovery and Reset Committee), compliance with relevant employment legislation (primarily overseen by the Corporate Governance and Risk Committee) and digitisation of HR operations (primarily overseen by the Digital Committee)
6. Stay abreast and include verbal updates of legislative developments that could impact La Trobe's employment arrangements.
7. Review and monitor staff satisfaction and culture across the University.
8. Review and monitor employment conditions and salary scales and strategies from other institutions.
9. Review staffing profiles with respect to gender, and equity issues.

#### ***Council Members***

10. Identify professional development opportunities for Council members and monitor their effectiveness.
11. Ensure an effective induction program is in place for new Council members.

#### **Committee Administration**

1. The Committee shall meet at least three times a year and at other times deemed to be necessary. Meetings may be held via teleconference.
2. There shall be an agenda and minutes for all meetings and the Secretary (who shall not be a Committee member) shall record the proceedings of the meeting and distribute Chair approved minutes within 10 days of the meeting.
3. The Committee shall review its own performance on an annual basis and refer findings and actions arising from the review process to Council.
4. The Terms of Reference for the committee shall be reviewed by the Committee on an annual basis. Amendments shall be recommended to Council for approval.
5. The Committee will report on its responsibilities and activities through its Chair to the Council.

#### **Reporting**

To **Council** after each meeting.

#### **Quorum**

The Chair and at least three other members.

#### **Frequency of meetings**

Three times annually or more as required.

#### **List of any sub-committees**

None.

#### **Secretariat**

Human Resources

#### **Contact person and phone / email**

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