



# Council Induction, Institutional Knowledge, Professional Development and Performance Review

## 1 INTRODUCTION

This document sets out expectations for:

- the induction of new members of Council and its standing committees
- the institutional knowledge building and professional development of members of Council
- the performance review of Council.

The program has been designed primarily for the benefit of the members of Council, recognising their particular responsibilities as members of the governing body, however aspects of the program are of interest or benefit to members of Council standing committees.

## 2 INDUCTION

### 2.1 Welcome and induction

As soon as practicable following their appointment or election, new members of Council will receive a welcome letter from the Chancellor and an induction letter and pack from the Council Secretary.

### 2.2 Induction pack

All new members will be provided with:

- updated information on the Council Handbook; the Council Handbook is on-line at: <http://www.adelaide.edu.au/governance/council/handbook/>
- a copy of the agenda papers and minutes for the previous meeting of Council (new members only)
- a list of all members of Council is available on the web at <http://www.adelaide.edu.au/governance/council/uni-council/biographies/>
- a parking permit relevant important University publications (e.g. Strategic Plan, Operational Plan). Members will be offered a *Deed of Indemnity, Insurance And Access*

Council members will also be asked to complete the following forms to ensure the University's compliance with various legislation:

- TEQSA Fit and Proper Person Requirement Declaration
- Personal Information Declaration (PID) as part of the requirement of the Liquor Licensing Act 1997
- Disclosure form for directorships.

Information packs, adapted as appropriate, will also be provided to external members of Council Standing Committees.

### 2.3 Induction Briefing

An induction briefing will be held for all new members of Council, and Standing Committees. [The briefing for members of Standing Committees will comprise a sub-set of the Council briefing, as appropriate. Academic Board members will be emailed the Academic Board URL as it is more appropriate to provide Academic Board members and proxies induction online.]

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The briefing for Council members will comprise:

- a presentation from the Chancellor about the role and function of Council
- a presentation from the Vice-Chancellor and President about the University: its organisation, location and size; its strategic plan; financial situation; current issues; major projects; and the University's place in the higher education sector
- a briefing from the Chief Financial Officer, on the University financials
- a briefing from the Council Secretary on Council procedures, governance, meeting management and use of the Council Handbook
- a briefing from the General Counsel and Executive Director, Legal and Risk (or nominee) on legal matters and risks associated with the University
- a conducted tour of the University campus at North Terrace can be arranged upon request; from time-to-time there will be opportunities to visit the other campuses.

All Council and Standing Committee members **must** attend an Induction Session before their first Council or Standing Committee meeting in accordance with s.5 of the *Voluntary Code of Best Practice for the Governance of Australian Universities*:

*Each governing body should make available a programme of induction and professional development for members to build the expertise of the governing body and to ensure that all members are aware of the nature of their duties and responsibilities.*

## **2.4 Mentors**

The Chancellor will assign a mentor (from amongst the experienced members of Council) to each new member of Council. The mentor will be available to provide informal advice and guidance.

## **3 INSTITUTIONAL KNOWLEDGE AND PROFESSIONAL DEVELOPMENT**

### **3.1 Institutional knowledge building**

Reports and presentations will be made as follows:

- Council and Standing Committees, where relevant, will receive reports and presentations on the Annual Report, the University Budget and an update on the Facilities and Infrastructure Plan
- Twice a year, the Vice-Chancellor and President and the Senior Executive will provide to Council an update on the Strategic Plan and the Key Performance Indicators
- From time to time, Council will receive reports and/or updates from the Deputy Vice-Chancellors and Vice-Presidents, Pro Vice-Chancellors, Chief Operating Officer, the Executive Deans of each Faculty and other Senior Managers about their responsibilities and activities in the key strategic areas of education, research, international and community engagement
- Council will regularly receive presentations on other significant issues during meetings as part of the ordinary business of Council
- Regular opportunities will be provided for Council and Standing Committee members to attend University events.

### **3.2 Professional Development**

The following arrangements will be made for professional development of Council members and Standing Committee members, as appropriate:

- Council will receive an annual report on the University's compliance with the *Voluntary Code of Best Practice for the Governance of Australian Universities*
- Council members will be offered opportunities to participate in: relevant Directors training programs run by professional organisations, e.g. AICD, to ensure that members can discharge their duties in accordance with best-practice governance in a University setting; and relevant CEDA events

In addition, any member of Council may contact the Chancellor at any time to discuss any particular needs they may have for professional development.

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#### **4 COUNCIL PERFORMANCE**

The performance of Council and its members is to be reviewed every second year. Each review may include

- a review of the attendance of each Council member
- a survey of each member as to his or her perception of the performance of Council, the Chancellor and any aspects of the duties and functions of Council members
- a survey of Council members views on what upgrading of knowledge and skills should be undertaken.

At the first meeting of Council in the year in which a review will take place, the Chancellor will propose to Council the mechanism and the timeframe for the review of Council performance to be conducted during the year.

The Council Secretary shall report to Council on the conformance of Council in line with Council's responsibilities as set out in section 9 of the *University of Adelaide Act 1971*.

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##### Review history:

Approved by Council, 21 February 2005

Nomenclature updated following Senior Executive restructure, 30 November 2006

Updated references to Strategic Plan, 22 January 2009

Update references covered by the Council Handbook, 18 February 2010

Change to frequency of Council reviews; deletion of reference to the National Governance Protocols, 29 May 2013

Fit for purpose review, approved by Chancellor, 20 April 2017.

Fit for purpose review, approved by Chancellor, 27 May 2019.