

## THE UNIVERSITY OF ADELAIDE COUNCIL INDUCTION, PROFESSIONAL DEVELOPMENT AND PERFORMANCE REVIEW STATEMENT

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Any person who requires assistance in understanding any aspect of this document should contact the Council Secretary on 8303 4015.

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### 1 INTRODUCTION

This document sets out expectations for:

- the induction of new members of Council and its standing committees
- the 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 letter from Chancellor

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 from the Council Secretary.

#### 2.2 Information pack

All members will be provided each year with:

- updated pages for the Council Handbook (new members will receive a Council Handbook – see Appendix A for Handbook contents).
- a copy of the agenda papers and minutes for the previous meeting of Council (new members only)
- a list of all members of Council with profiles which will also be available on the web at <http://www.adelaide.edu.au/governance/council/members/>
- Council members' contact details for Council members only
- a parking permit (external Council members only)

Information packs, adapted as appropriate, will also be provided to non-Council members of Finance Committee, Audit, Compliance and Risk Committee and Academic Board.

## **2.3 Induction Briefing**

An induction briefing will be held each year for all new members of Council, and Finance Committee and Audit, Compliance and Risk Committee. Academic Board members will be emailed the Academic Board URL as it is more appropriate to provide Academic Board members and proxies induction online.

The briefing for Council members will comprise:

- a presentation from the Chancellor about the role and function of Council;
- a presentation from the Chairs (or their nominees) of Finance Committee, Audit, Compliance and Risk Committee and Academic Board about the roles and functions of those committees;
- a presentation from the Vice-Chancellor and President about the University: its organisation, location and size; its strategic plan; its financial situation; current issues; major projects; and the University's place in the higher education sector;
- a briefing from the Vice-President (Services and Resources), or nominee, on the University's approach to risk management and University financials;
- a briefing from the Council Secretary on Council procedures, meeting management and use of the Council Handbook; and
- where relevant, a conducted tour of the University campus at North Terrace and opportunities to visit the other campuses.

The briefing for members of Council committees will comprise a sub-set of the above items.

## **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.

# **3 PROFESSIONAL DEVELOPMENT**

## **3.1 Presentations**

Council will receive presentations from University staff as follows:

- A report and a very brief update at each Council meeting from the Deputy Vice-Chancellors and Vice-Presidents, Pro Vice-Chancellor (International), Dean of Graduate Studies, Vice-President (Services and Resources) and the Executive Deans of each Faculty about their responsibilities and activities in the key strategic areas of education, research, international and community engagement;
- from time to time, and as required, Council will receive presentations relating to key areas of activity in the University;
- regular updates from the Council Secretary on developments in University Governance.
- 20-30 minute presentations at each Council meeting on significant issues.

### 3.2 Professional Development

The following arrangements will be made for professional development of Council members and members of Council standing committees as appropriate:

- at least once per year, the Council Secretary will arrange a briefing for Council members on their rights and responsibilities as members of the governing body;
- annually the Vice-Chancellor and President will provide to Council an update on the Strategic Plan and the Key Performance Indicators;
- Council and Finance Committee will receive reports and presentations on the Annual Report, the University Budget and an update on the Facilities and Infrastructure Plan.

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

## 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*.

The matters covered by the Handbook are:

1. Biographies of Council Members
2. Constitution of Council
3. Council Meeting Dates
4. Duties and Liability of Council Members
5. Insurance Guide – Directors' and Officers' Liability Company Reimbursement
6. Policy on Conflict of Interest
7. Protocol for Council Members
8. Standing Orders
9. The University of Adelaide Council Induction, Professional Development and Performance Review Statement
10. By-Laws
11. Legal Compliance Framework
12. National Governance Protocols
13. University Policy Framework
14. Rules of the University
15. Selected Policies
16. Statutes of the University
17. University of Adelaide Act
18. Academic Board
19. Audit, Compliance and Risk Committee
20. Convenors' Committee
21. Finance Committee
22. People and Culture Committee
23. Senior Executive Review Committee
24. Special Degrees Committee
25. Annual Report
26. Organisational Charts
27. Powers and Authorities of Council and the Vice-Chancellor: Delegations
28. Strategic Plan
29. University Budget
30. University of Adelaide Risks