

COUNCIL MEMBERS

INDUCTION

PROGRAM



All Council members will take part in an induction program at the commencement of their term of office. The induction process comprises a continuous “journey of learning” for new Council members.

INFORMATION PACK

An information pack is prepared to support new Council members ahead of their first meeting, including:

- a. overview presentation of the University;
- b. map of the University;
- c. a list of all members of Council and Council members’ contact details;
- d. the University’s strategic plan;
- e. access to the agenda papers and minutes for the previous meeting of Council;
- f. Council meeting dates;
- g. Council Charter and Council member handbook;
- h. Councillor Protection Deed;
- i. Council Member Remuneration and Schedule of Benefits; and
- j. a parking permit (external Council members only).

INDUCTION BRIEFINGS

The University Secretary will facilitate the following briefings:

- a. discussion with the Chancellor about:
 - i. the role and function of Council;
 - ii. roles and responsibilities of individual members on Council and Council member code of conduct; and
 - iii. consideration for allocation of a mentor to assist new members of Council in their ongoing Council activities;
- b. presentation from the Vice-Chancellor about the University – organisation, location and size, strategic plan, financial performance, current issues, major projects, and the University’s place in the higher education sector;
- c. introduction to the University’s financial status, understanding the University financial accounts; and governance, legal and compliance briefings;
- d. briefing from the University Secretary outlining:
 - i. the primary responsibilities of a Council member and the duties as prescribed in the legislation;
 - ii. familiarisation with, and explanation of, the Council Charter and Handbook;
 - iii. Council membership, structure, and meeting procedures;

- iv. access to resource materials including Council rules, policies, principal dates, matters on which authority is retained by Council and relevant reports and publications;
- v. advice on how to access further information;
- vi. the role of the University Secretary.

BUILDING LINKS WITH THE UNIVERSITY EXECUTIVE

The University Secretary will coordinate meet and greet sessions with University Executives to support an understanding of their roles and strategic focus.

MENTORS

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

COMMITTEE INDUCTION

Discussions will be coordinated with the Chairs (or their nominees) of the Committees of Council and President of Academic Senate about the roles and functions of those committees.