Name:

Date joining the Board:

* Director induction to the Board is built on a series of conversations held with Kyeema Support Services Leadership (Board & Executive) and other staff as required. Where possible In person conversations are preferred
* The process is overseen by the Board Chair/Governance Committee with support from the Board Secretary
* Administration person to arrange induction dates/times
* Managers are to make themselves available to support the induction of new Directors

Board Chair & CEO induction can be combined if preferred.

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| --- | --- | --- | --- | --- | --- | --- |
| **Board Chair** | **Date** |  | 45 - 60 Mins | Before 1st Board Mtg | Status | **Not Started** |
| **Focus** | Resources /Comments |
| [ ]  | Outline induction process |  |
| [ ]  | Overview of Board & Committees – interest in joining | Committee TOR | Board Charter  |
| [ ]  | Board values and ways of working incl local rules | Verbal |
| [ ]  | Meeting Processes | Verbal |
| [ ]  | Board Priorities for the next 12 Months  | Board Calendar |
| [ ]  | Strategic Plan/Priorities how used by Board | Strategic Plan summary/copy |
| [ ]  | Key Risks & Opportunities  | Strategic Risk Register |
| [ ]  | Mentoring | Board Buddy | Board Buddy (TBC) |
| [ ]  | Conflict of Interest |  |
|  |  | Directors/Officers Insurance |
| **CEO**  | **Date** |  | 45 - 60 Mins | Before 1st Board Mtg | Status | **Not Started** |
| **Focus** | Resources /Comments |
| [ ]  | Strategic Plan/Priorities  |  |
| [ ]  | Key Challenges/Opportunities |  |
| [ ]  | Risk Oversight & Approach | Organisational Risk Register |
| [ ]  | Organisational overview |  |
| [ ]  | Sector & Context |  |
| [ ]  | Overview of Funding |  |
|  |  |  |
| **Board Secretary** | **Date** |  | 30 Mins | Before 1st Board Mtg | Status | **Not Started** |
| [ ]  | Completion of all relevant documents |  |
| [ ]  | Board and Subcommittee Meeting Calendar Invites |  |
| [ ]  | Chair, Subcommittee Chairs, CEO and Manager Meetings Scheduled |  |
| [ ]  | Accessing Logins (Board Portal) |  |
| [ ]  | Update ACNC Portal |  |
|  |  |  |
| **Chair FAR** | **Date** |  | 30 Mins | Within 2 Months  | Status | **Not Started** |
| **Focus** | Resources /Comments |
| [ ]  | Key Financial Issues, Risks, Opportunities |  |
| [ ]  | Budget & Performance  | Budget, Annual Report |
| [ ]  | FAR Meeting | Approach & Membership |  |
|  |  |  |

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| **Chair | Governance**  | **Date** |  | 30 Mins | Within 2 Months  | Status | **Not Started** |
| **Focus** | Resources /Comments |
| [ ]  | Key Service & Governance Issues, Risks, Opportunities |  |
| [ ]  | Service Governance | Approach |  |
| [ ]  | Focus of Work for Committee | Next 12 Months |  |
|  |  |  |
| **Chair | Neighbourhood House**  | **Date** |  | 30 Mins | Within 2 Months  | Status | **Not Started** |
| **Focus** | Resources /Comments |
| [ ]  | Key Service & Governance Issues, Risks, Opportunities |  |
| [ ]  | Service Governance | Approach |  |
| [ ]  | Focus of Work for Committee | Next 12 Months |  |
|  |  |  |
| **Corporate Services Manager** | **Date** |  | 20 Mins | Within 2 Months  | Status | **Not Started** |
| **Focus** | Resources /Comments |
| [ ]  | Financial Strategy & Performance |  |
| [ ]  | Key Financial Issues, Risks, Opportunities |  |
| [ ]  | Budget  |  |
| [ ]  | Financial Reporting |  |
|  |  |  |
| **Support Services Manager** | **Date** |  | 20 Mins | Within 2 Months  | Status | **Not Started** |
| **Focus** | Resources /Comments |
| [ ]  | Overview of Area of Responsibility  |  |
| [ ]  | Key Risk, Challenges, Opportunities |  |
| [ ]  | Focus of Effort | Next 6 months |  |
|  |  |  |
| **Support Coordination Manager** | **Date** |  | 20 Mins | Within 2 Months  | Status | **Not Started** |
| **Focus** | Resources /Comments |
| [ ]  | Overview of Area of Responsibility  |  |
| [ ]  | Key Risk, Challenges, Opportunities |  |
| [ ]  | Focus of Effort | Next 6 months |  |
|  |  |  |
| **Windward Manager** | **Date** |  | 20 Mins | Within 2 Months  | Status | **Not Started** |
| **Focus** | Resources /Comments |
| [ ]  | Overview of Area of Responsibility  |  |
| [ ]  | Key Risk, Challenges, Opportunities |  |
| [ ]  | Focus of Effort | Next 6 months |  |
|  |  |  |
| **Seawinds Manager** | **Date** |  | 20 Mins | Within 2 Months  | Status | **Not Started** |
| **Focus** | Resources /Comments |
| [ ]  | Overview of Area of Responsibility  |  |
| [ ]  | Key Risk, Challenges, Opportunities |  |
| [ ]  | Focus of Effort | Next 6 months |  |
|  |  |  |

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| --- | --- |
| **Checklist of Required Documents** | Prior to Commencement |
| **Documentation:** | Date Received |
| [ ]  | NDIS Worker Screening Check  |  |
| [ ]  | NDIS Worker Orientation Module Training Certificate of Completion |  |
| [ ]  | Working with Children Check |  |
| [ ]  | 100 Points of Identification Supplied |  |
| [ ]  | Capabilities of a Board Director (GF-13) |  |
| [ ]  | Director Letter of Appointment (GF-17) |  |
| [ ]  | Consent to Become a Director (GF-16) |  |
| [ ]  | Declaration of Interests for Board Directors (GF-24) |  |
| [ ]  | Deed of Indemnity |  |
| **Sent – not required to return:** | Date Sent |
|  | Board Pack (combined file – K Drive)  |  |
|  | Rules of Kyeema (KEF-50) |  |

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| --- | --- | --- | --- | --- |
| **Tour of Kyeema Sites** | 20 Mins per site | Within 6 Months  | Status | **Not Started** |
| **Sites:** | Date | Time |
| [ ]  | Kyeema Support Services, 50 Lalor Street |  |  |
| [ ]  | Respite House, 107 Hurd Street  |  |  |
| [ ]  | 106 Palmer Street Residence  |  |  |
| [ ]  | 108 Palmer Street Residence |  |  |
| [ ]  | Support Coordination Offices, Shop 12 Pioneer Plaza |  |  |
| [ ]  | Neighbourhood House, 40 Waratah Crescent |  |  |
| [ ]  | Seawinds Nursery, 191 Wellington Road |  |  |
| [ ]  | Windward Industries (Portland Aluminium Smelter) * *please note that Windward Industries is located on the Alcoa Aluminium site and requires an induction prior to entry which can take up to approximately half an hour to complete.*
* *Form WIF-16 Visitor Pass Form (PA) will also need to be completed prior to visit*
 |  |  |