



Governance essentials

(1) Governance resources available from DEPI Guidance note - for boards of DEPI agencies

This guidance note has been developed to assist all public entities and other statutory boards, committees, councils, panels, etc. in the Department of Environment and Primary Industries (**DEPI**) portfolio.

Overview

DEPI supports and oversees a wide range of statutory agencies on behalf of the responsible ministers.

This guidance note lists the key resources that DEPI provides to assist agencies to comply with their governance obligations.

DEPI updates and progressively adds to the governance resources it offers. Additional resources may be available since this guidance note was published on **15 July 2014**.

- The resources listed in this guidance notes are available from [On Board](http://www.depi.vic.gov.au/onboard) (www.depi.vic.gov.au/onboard)
- You can be notified when new resources are available by **registering** for DEPI e-alerts.

This guidance note is recommended for inclusion in all induction and continuing education kits for board members.

On Board

On Board (www.depi.vic.gov.au/onboard) is a 'one stop shop' for governance information and resources that are tailored to meet the needs of DEPI agencies. It includes governance guides and support modules (e.g. model policies and guidance notes) on key governance topics.

Governance guides

On Board offers governance guides such as:

- **DEPI guide to good governance – board members**
- DEPI guide to annual reporting – public bodies
- Committee of management responsibilities and good practice guidelines.

These guides will be updated during 2014. The principles and core information they contain are still current and recommended reading.

Support modules

On Board offers support modules on key governance topics. They contain **model policies, templates, guidance notes**, and related resources such as **direct links** to the topic on other websites - e.g. Victorian Public Sector Commission (formerly State Services Authority) and Victorian Ombudsman. Support modules are available on the following topics:

Governance essentials: (1) Governance resources available from DEPI

Guidance note - for boards of DEPI agencies

Annual reporting

1. Annual reporting guide and background information.

Board meetings and decision-making

1. **Model policy** – for boards
2. Guidance note – About the model policy.

Code of conduct

1. **Model policy** – for boards
2. Guidance note – About the model policy.

Committees of management

1. COMs guidelines and background information.

Conflict of interest

1. **Model policy** – for boards
2. Guidance note – About the model policy
3. Guidance note – Membership of associated incorporations.

Dispute resolution

1. **Model policy** – for boards
2. Guidance note – About the model policy.

Gifts, benefits and hospitality

1. **Model policy** – for boards and employees
2. Guidance note – About the model policy.

Induction and continuing education – governance essentials

1. Guidance note – Governance resources available from DEPI (this guidance note)

2. Guidance note – Basic requirements of good governance
3. Guidance note – Induction kits and programs
4. Summary chart – Roles and responsibilities of board etc.
5. DEPI (formerly DSE) guide to good governance (currently being updated but the principals in the guide still apply).

Performance assessment

1. **Model policy** – for boards
2. Guidance note – About the model policy.

Public Administration Act

1. Guidance note – Board policies required under section 81
2. Guidance note – Requirements in Divisions 2 & 3 of Part 5
3. Guidance note – Recent amendments including s 13A.
4. Guidance note – Standing for election to Parliament or a local council.

DEPI e-alerts

DEPI governance e-alerts contain **governance news and information** (e.g. new laws, best practice, new resources and significant updates to On Board). They are targeted to board members, executives, and staff of agencies in the DEPI portfolio. To register for e-alerts please email governance@depi.vic.gov.au

Further assistance

In addition to the governance materials that are available from **On Board**, DEPI offers support to its agencies through DEPI divisions and regional offices. For further assistance, please contact your agency's usual DEPI relationship manager or team or phone DEPI's Customer Service Centre on 136 186.

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For more information contact the DEPI Customer Service Centre
136 186

This document is also available in PDF or WORD format on the internet at
www.depi.vic.gov.au/onboard

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