Guidance note for board members

**Induction and education**

**(3) Governance resources available from DELWP**

This is a list of governance resources (model policies, guidance notes, templates, etc.) for boards that are available from DELWP.

# Introduction

## Who is this guidance note for?

This guidance note is for board members of the over 100 major public entities and other statutory boards, committees, etc. in the Department of Environment, Land, Water and Planning (DELWP) portfolio, including large (category 1 and 2) committees of management of Crown land reserves.[[1]](#footnote-1)

## About this guidance note

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

This guidance note lists the key resources that DELWP has developed to assist boards to comply with their obligations and good governance practice.

This edition was issued on **18 April 2018**.
You can check to see if a [later](http://www.depi.vic.gov.au/about-us/boards-and-governance/on-board-governance-guides-and-resources/induction-and-continuing-education) edition is available.

 **Induction kits**

 This guidance note is recommended for inclusion in induction kits for board members.

# On Board

DELWP’s governance website, On Board ([www.delwp.vic.gov.au/onboard](http://www.depi.vic.gov.au/onboard)) is a one-stop-shop for governance information and resources.

On Board contains **support modules** with model policies, guidance notes, templates, governance guides, etc.

Support modules are available on each of the topics listed in this guidance note.

Unless otherwise stated, the resources included in a support module are for use by board members of all DELWP major agencies.

*The resources listed in this guidance note are available from On Board.*

The following support modules include DELWP model policies, guidance notes and/or guides that can be downloaded. After them is a list of other support modules (e.g. risk management) that have introductory information and links.

# Annual reporting

* *DELWP guide to annual reporting – public bodies*

# Board meetings and decisions

* Model policy – standard for major DELWP agencies
* Model policy – waste and resource recovery groups
* Guidance note – an overview
(include in induction and education kits)
* Guidance note - about the model policy
* Template – agenda for board meeting
(located in the model policy)
* Template – minutes of board meeting
(located in the model policy)

# Conflict of interest

* Model policy – standard for major DELWP agencies
* Model policy – waste and resource recovery groups
* Template – annual Declaration of Private Interests
* Guidance note – an Overview
(include in induction kits)
* Guidance note – about the model policy
* Guidance note – membership of incorporated associations (employees).

# Dispute resolution

* Model policy – standard for major DELWP agencies
* Guidance note – an Overview
* Guidance note – about the model policy.

# Financial management

* Model financial policies – for agencies which are subject the *Financial Management Act.*

# Gifts, benefits and hospitality

## Responding to gift offers

* Model policy - standard for major DELWP agencies (boards and employees)
* Guidance note – an Overview
(include in induction kits)
* Template - privacy collection statement

## Providing gifts

* A model policy and overview guidance note will be available in 2018.

# Induction and education

* Model policy – standard for major DELWP agencies
* Guidance note – minimum contents - induction programs and kits

## For inclusion in all induction kits

* Guidance note – governance resources
available from DELWP (this guidance note)
* ‘Overview’ guidance notes:
* Conflict of interest
* Gifts, benefits and hospitality – responding to gift offers (includes a ‘summary flowchart’)
* Meetings and decisions
* Guidance note - summary chart of roles and responsibilities (minister, DELWP, board, CEO)

## Other

* Guidance note – basic requirements of good governance
* *DELWP guide to good governance – board members*(DSE version, being updated. Principles still apply.).

# Integrity complaints

* Guidance note – Independent Broad-based Anti-corruption omission (IBAC)

# Integrity framework (code of conduct)

* Model policy – standard for major DELWP agencies
* Guidance note – an Overview
(include in induction kits).

# Performance assessment

* Model policy – standard for major DELWP agencies
* Guidance note – about the model policy.

# Privacy

* Guidance note - privacy collection statement builder
* Guidance note - guide to privacy information
* Guidance note - guide to privacy terms
* Guidance note - guide to de-identifying information
* Template – Privacy collection statement – gift offers.

# Public Administration Act

* Guidance note – board policies required under s 81
* Guidance note – requirements in Divisions 2 and 3 of Part 5 (s 77 to s 90)
* Guidance note – recent amendments including s 13A.

# Subcommittees

* Guidance note – an Overview
* Guidance note – catchment management authorities.

# Terms and conditions of appointment

* Guidance note – standing for election to Parliament or a local council.
* Guidance note – remuneration and expenses: Victorian Coastal Council and regional coastal boards.

# Other support modules

On Board also provides the following information:

* **About DELWP agencies** – an overview of the DELWP portfolio
* **Board vacancies** – links to assist potential candidates to find vacancies on DELWP boards and related information
* **Governance basics** – an introduction to the basic requirements of good public sector governance
* **Risk management** – introductory information about key risk management obligations and related links (e.g. VMIA resources)
* **Whole of government** – examples of key whole of government obligations and related information (e.g. about Child Safe Standards).

### Small (category 3) committees of management

Note that On Board also provides substantial resources for small (category 3) committees of management (e.g. Policy pack - model policies; Induction kit - guidance notes; *CoMs responsibilities and good practice guide*). See www.delwp.vic.gov.au/committees.

# DELWP governance e-alerts

DELWP governance e-alerts contain governance news
(e.g. new laws, best practice, new resources, significant updates to On Board). They are targeted to board members, executives, and staff of agencies in the DELWP portfolio.

To register for e-alerts [click here to subscribe](http://eepurl.com/bfeumr) or visit On Board ([www.delwp.vic.gov.au/onboard](http://www.delwp.vic.gov.au/onboard)).

# Further information

## On Board

This guidance note is available from the [Induction and education](http://www.depi.vic.gov.au/about-us/boards-and-governance/on-board-governance-guides-and-resources/induction-and-continuing-education) support module in the [Governance guides and resources](http://www.delwp.vic.gov.au/about-us/boards-and-governance/on-board-governance-guides-and-resources) section of DELWP’s governance website, **On Board** ([www.delwp.vic.gov.au/onboard](http://www.delwp.vic.gov.au/onboard)). .

For small voluntary (category 3) committees of management go to [www.delwp.vic.gov.au/committees](http://www.delwp.vic.gov.au/committtees).

## DELWP relationship manager and team

DELWP also offers support to its agencies through its divisions and regional offices. Your agency can contact its usual DELWP relationship manager or team or phone the Customer Service Centre on 136 186.

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1. For small (category 3) committees, see [www.delwp.vic.gov.au/committees](http://www.delwp.vic.gov.au/committees) [↑](#footnote-ref-1)