

Induction and education

(1) Model policy - standard

Template for boards of major DELWP agencies

This model policy is for use by board members of the over 100 major public entities and other statutory boards, committees, councils, panels, 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.

All model policies and guidance notes can be downloaded from the [Induction and education](#) support module on DELWP's governance website, On Board (www.delwp.vic.gov.au/onboard).

.....
[insert name of agency]

Induction and continuing education – board policy

1. Scope

This policy sets out requirements and procedures for the induction and continuing education of board members.

2. Key principles

- **Obligations:** the board acts in accordance with its obligations and with good governance practice (see item 6).
- **Board effectiveness:** induction is essential for all board members, as is maintaining relevant knowledge and skills. Both measures will increase the board's effectiveness.

3. Induction process

It is part of the chair's role to ensure that each board member who is appointed or reappointed receives a suitable:

- briefing from the chair - preferably one-on-one;
- induction program
- induction kit.

New board members should satisfy themselves that the induction they receive is suitable and should not hesitate to request further information or documents.

4. Minimum contents of induction program and kit

The induction program and kit are arranged by the agency under the direction of the chair, in collaboration with the Department of Environment, Land, Water and Planning (DELWP).

The induction program and kit should include:

- the information specified in DELWP's guidance note on [Induction programs and kits – minimum contents](#); ¹ and
- any other relevant information required to ensure that the induction process for the incoming board is 'fit for purpose'- i.e. will meet the needs of that particular incoming board at that particular time.

5. Chair's briefing from DELWP

Upon his/her appointment, the chair will request that arrangements be made for a senior executive of DELWP to provide him or her with a chairperson's induction briefing, including:

- the department's understanding of the minister's expectations and government priorities for the agency;
- key contacts/stakeholders in DELWP for the agency; and
- proposed arrangements for consultation between the agency and DELWP regarding the board induction process and proposed participation (if any) by DELWP.

6. Review of board policies

Upon appointment, the board should ensure that suitable board policies are in place on, at a minimum: Meetings and decisions; Conflict of interest; Gifts, benefits and hospitality; Code of conduct; Dispute resolution; and Performance assessment. ² The board's policies should be consistent with the model policies issued by DELWP. ³

7. Capacity-building (continuing education)

The board will ensure that it has the collective knowledge and skills to perform its role effectively and that individual board members have the knowledge and skills to make an effective contribution to the board.

It is part of the chair's role to ensure that suitable information and education programs are provided to the board by the agency. This does not abrogate the responsibility of each board member to keep up-to-date with:

- applicable laws, government policies, and other obligations;
- the agency's operating environment and related issues;
- public sector governance standards and good practice; and
- other matters relevant to the effective operation of the agency and functioning of the board.

The results of performance assessment will be taken into account in developing information and education programs for board members.

¹ The 'minimum contents' specified in the guidance note are based on binding induction requirements in *Premier's Circular 2015/02 (Good Board Governance)*, which was signed by the Premier of Victoria on 19 October 2015 and 'outlines the minimum standards of good governance that all Victorian Government Boards [i.e. all governing bodies] are expected to meet'. The guidance note is available from the [Induction and education](#) support module on DELWP's governance website, On Board (www.delwp.vic.gov.au/onboard).

² Consistent with the requirements in section 81 of the *Public Administration Act 2004*.

³ Available from DELWP's governance website, On Board (www.delwp.vic.gov.au/onboard) or the DELWP relationship manager.

8. Obligations and good practice

The board acts in accordance with its obligations and with good public sector governance practice, including:

- Premier's Circular 2015/02 (Good Board Governance);⁴
- the establishing Act, being *[insert]*;
- the public sector values in section 7 of the *Public Administration Act 2004* (PAA);
- the 'duties of directors' (board members) in section 79 of the PAA;
- the requirement in section 81(1)(d) of the PAA that procedures be in place for dealing with poor performance (if any) of board members;
- the [Directors' Code of Conduct](#) issued by the Victorian Public Sector Commission (VPSC);
- government policy;
- any directions, guidelines and/or statements of obligation or expectation issued by the Minister; and
- all other laws and obligations that bind the organisation.

9. Regular review of this policy

The board will review this policy on an annual basis or more frequently, if required, to keep up-to-date with changes to laws, government policy, etc. This policy was last reviewed on *[insert]*.

10. Related policies

- Performance assessment.

11. Further information

On Board (www.delwp.vic.gov.au/onboard), in particular, the [Induction and education](#) support module, which has a range of resources, including the guidance note on [Induction programs and kits – minimum contents](#), the 'overview' series of guidance notes, and direct links to Premier's Circular 2015/02 and to the VPSC website.

⁴ Available from the Department of Premier and Cabinet's [website](#).

This document is available from the internet at www.delwp.vic.gov.au/onboard

For more information contact the DELWP Customer Service Centre 136 186

26 August 2016 (version 1.02) – 3.05

© State of Victoria Department of Environment, Land, Water and Planning 2015

ISBN 978-1-74287-744-0 (online - set)

 This work is licensed under a [Creative Commons Attribution 4.0 International licence](http://creativecommons.org/licenses/by/4.0/).
To view a copy of this licence, visit <http://creativecommons.org/licenses/by/4.0/>

Disclaimer: this publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

Accessibility: if you would like to receive this publication in an alternative format, please telephone DELWP Customer Service Centre 136 186, email customer.service@delwp.vic.gov.au, via the National Relay Service on 133 677 www.relayservice.com.au. This document is also available on the internet at www.delwp.vic.gov.au/onboard