

Induction and 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:

- a) **briefing from the chair** - preferably one-on-one;
- b) **induction program** - arranged by the agency under the direction of the chair, which is developed in consultation with the Department of Environment, Land, Water and Planning (DELWP) and includes, at a minimum, the topics specified in DELWP's guidance note on [Induction programs and kits – minimum contents](#); and
- c) **induction kit** – arranged by the agency under the direction of the chair, which includes, at a minimum, the contents specified in the above guidance note (i.e. a copy of the establishing Act, all board policies, etc.).¹

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

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.

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).

4. Review of board policies

Upon appointment, the board will 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 will be consistent with the model policies issued by DELWP.³

5. 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.

6. 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 *Public Administration Act 2004* (PAA);
- 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.

7. 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.

8. Related policies

- Performance assessment.

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.

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