

Board directors induction checklist for organisations



**Victorian
Public Sector
Commission**

Organisations can use this checklist to make sure their new board directors have what they need in their induction.

A board director's induction should help them understand:

- their role, duties and obligations as a board director
- the laws and policies that apply to them
- their organisation's functions, powers and context

They should get:

- a briefing from the chair, such as a one-on-one meeting
- an induction program, such as a presentation
- an information kit, such as a slide deck or PDF

New chairs

If your board has an incoming chair, they should get:

- a briefing about the board
- support from their department with the board's induction process for new board directors

Changes that affect the board after their induction

When laws, policies or practices change during the board's term, the CEO should update the board.

If your board directors have accessibility needs

Ask your board directors if they need any reasonable adjustments for their induction.

This may include things like:

- accessible formats of documents
- more time to review documents
- transcriptions of videos

For people with disability, it's against the law to:

- directly and indirectly discriminate against them
- not provide reasonable adjustments for them

You can only refuse to put reasonable adjustments in place if you give evidence of [unjustifiable hardship](#) to your organisation.

It's also your duty to uphold the [7 public sector values](#) and the code of conduct, which includes promoting human rights.

Find out more about [disability and the workplace](#).

Document checklist

Victorian Public Sector Commission documents

- [Welcome to the Board: Director's Guide to Public Entity Governance](#)
- Integrity guidance for board new members
- [Public Entity Executive Employment Handbook](#)

Public sector governance documents



Code of conduct

Code of Conduct for Directors of Victorian Public Entities

Public Administration

Sections of the [Public Administration Act 2004](#) relevant to the board, such as:

- public sector values (section 7)
- public sector employment principles (section 8)
- relationship to the department (section 13A)
- where applicable, Divisions 2 and 3 of Part 5 of the Act (sections 77 to 90)

Financial management

An overview of your organisation's financial management and reporting obligations.

This outline should explain if your organisation is subject to:

- [Financial Management Act 1994](#)
- [Standing Directions 2018](#)
- [Instructions 2018](#)

Whole of government

An overview or excerpts of relevant government legislation. For example:

- [Charter of Human Rights and Responsibilities Act 2006](#)

Your organisation's documents

Establishing documents and related obligations

Give new board directors:

- the organisation's establishing legislation or constituting terms of reference



- Order-in-Council instruments
- relevant Ministerial directions, guidelines, statements of obligations or expectations
- government policies setting a strategic direction relevant to your organisation

Strategic direction

Give new board directors:

- your board's strategic and business plans
- current annual report

Roles and responsibilities

Give new board directors:

- board policies (each board director should have their own)
- board Charter or equivalent
- terms of reference for committees of the Board
- organisation chart
- roles and relationships between the organisation, their department and their Minister
- roles and responsibilities of senior executives

Performance assessment of the board

Give new board directors:

- board assessment processes
- board skills matrix

Risk mitigation

Give new board directors:

- risk management framework
- delegations of authority
- financial authorisations
- controls against fraud, corruption and other losses
- summary of any outsourced or shared arrangements
- copy of most recent financial audit

Operating environment

Give new board directors an overview of your organisation's current:

- operating environment
- financial, operational and strategic position
- issues, challenges and opportunities facing the board

Oversight organisations

Give new board directors an overview of the Victorian government's public sector integrity agencies, such as:

- [Independent Broad-based Anti-corruption Commission \(IBAC\)](#)
- [Victorian Auditor-General's Office](#)
- [Victorian Ombudsman](#)