

# Guidelines, model policies and templates

Good Governance Fact Sheet No. 17  
for Committees of Management  
of Crown land reserves in Victoria

This series of Fact Sheets are designed to be read in conjunction with the Committee of Management Guidelines and the various model policies and templates provided by DELWP to assist committees.

## Committee of Management Guidelines

DELWP's Committee of Management Guidelines include detailed information for committees. On topics such as insurance, it isn't possible for the Fact Sheet to include all the information required by committees. It is recommended that committee members consult the Guidelines for more detailed information when required. The Guidelines can be accessed through the [Crown Land Kiosk](#) or the [committees of management section of the DELWP website](#). The Guidelines information is organised under the following chapter headings:

1. About these guidelines
2. About committees of management
3. Appointment and end of term
4. Committee meetings
5. Standards of conduct
6. Good work practices
7. Management and business plans
8. Day to day management
9. Developing the reserve
10. Leases and licences
11. Risk
12. Insurance
13. Employees
14. Hiring contractors
15. Volunteers
16. Annual Reporting
17. Finances

## Model policies, templates and other policy documents to assist committees

DELWP provides various model policies to assist committees, including:

- Meetings and Decisions model policy for voluntary committees of management
- Conflict of interest model policy for committees
- Gifts, benefits and hospitality model policy for committees
- Dispute resolution model policy for committees

These model policies are available through the [Crown Land Kiosk](#) or the [committees of management section of the DELWP website](#). Other documents available in the same locations include:

- "Quick Guide" to the Code of Conduct for Directors of Victorian Public Entities
- Management/Business Plan templates for committees of management