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| Introduction to the Good Governance Fact Sheets  |
| Good Governance Fact Sheetsfor Committees of Managementof Crown land reserves in Victoria  |

This series of Good Governance Fact Sheets are part of an “Induction Kit” for new committee of management members, as well as providing useful summaries of information for long-standing members.

* 1. **Key “Induction Kit” information for committee members**

The word “Induction” is sometimes used to describe the process for welcoming a person, in this case a new committee member, and providing the basic information they need to begin confidently undertaking their role. Key “Induction Kit” information for committee of management members includes:

* This series of Good Governance Fact Sheets, see topics below
* The Committee of Management Guidelines
	1. **Good Governance Fact Sheet topics**

1. Aboriginal cultural heritage and Traditional Owner rights

2. About DELWP and its support and oversight role for committees

3. Accountability and good governance as a public entity

4. Annual Financial Return

5. Celebrating volunteers and committee achievements

6. Code of conduct

7. Committee categories and types of reserves

8. Committee role and committee meetings

9. Conflict of Interest policy

10 Contaminated Land

11. Crown Land Kiosk

12. Crown land in Victoria (Overview)

13. Developing the reserve

14. Dispute resolution policy

15 Financial management

16. Gifts, benefits and hospitality policy

17. Guidelines, model policies and templates

18 Hiring contractors

19. Insurance

20. Leases and licences

21. Local government

22. Management/Business Plan

23. Occupational health and safety (OHS)

24. Risk management

25. Other topics in the Committee of Management Guidelines

* 1. **Accessing the Fact Sheets, Guidelines and other information for committees**

All Fact Sheets and the Committee of Management Guidelines can be accessed through the Crown Land Kiosk (*See Crown Land Kiosk Fact Sheet*) and the [committees of management section of the DELWP website](https://www.delwp.vic.gov.au/boards-and-governance/committees-of-management).