

Coastal Committees of Management

Expression of interest for membership

Barwon South West Region

Frequently asked questions

Are Committees of Management incorporated?

The committee of management is a body corporate incorporated under the *Crown Land (Reserves) Act 1978* (CLRA). Incorporation simplifies legal processes instigated by the committee and provides powers to borrow and invest money subject to approval by the Treasurer of Victoria.

Are committee members covered by insurance?

Yes. Committees appointed under the CLRA are insured under the Department of Environment, Land, Water and Planning's (DELWP) Public and Products Liability, Professional Indemnity and Group Personal Accident policies. The Professional Indemnity cover protects committee members from claims of breach of 'professional duty' alleged to have been made in the conduct of the committee's activities.

What are the obligations under Divisions 2 and 3 of Part 5 of the *Public Administration Act 2004*(PAA)?

The governance requirements in Divisions 2 and 3 of Part 5 of the PAA apply to either the public entity itself; the board collectively; the chair; or individual board members (referred to in the PAA as 'directors'). A recent audit on compliance against the PAA highlights that each of the Committees of Management have the following Committee/Board policies in place:

- Code of conduct
- Conflict of interest
- Dispute resolution
- Gifts, benefits, and hospitality
- Meetings and decision-making

To assist boards, DELWP has developed model policies and guidance notes on the topics listed above. The model policies can be downloaded from the DELWP governance website On Board (www.depi.vic.gov.au/onboard). A focus on the next term will be for the Committees to develop performance assessment and improvement policies for the performance of committee members and the committee as a whole.

Why is the Committee referred to as a Board?

The CLRA refer to you as a Committee of Management and as a Committee Member. These terms are interchangeable with Board or Board Member that are now the more accepted terms that refer to public entities in Victoria.

How long does the committee membership appointment process take?

Applicants will be notified in writing of the receipt of their expression of interest. All applicants will be advised of the outcomes of the process after the Minister's appointment have been made by 30 June 2015.

How many members are on the committee?

Membership on the committee is voluntary. Under Section 14 (4) of the CLRA a minimum of three members are required on the committee, and coastal committee numbers range from four to twelve members depending upon scale and complexity of the coastline.

How long is the term of membership on the committee?

The term of appointment is a maximum of three years.

What sort of checks are required with my application for membership?

The Department of Premier and Cabinet guidelines require the following checks prior to being appointed to a government body:

- National Police Record Check;
- Diversity and conflict of interest
- Australian Securities and Investment Commission (ASIC)
- Insolvency Trustee Services Australia (ITSA) checks.
- *Declaration of Private Interests

***Declaration of Private Interests - only information that is relevant to the committee or the land that they manage needs to be declared**