

# Balnarring Beach Foreshore & Parks Reserve Committee of Management Inc.

Information Kit

## Overview

The Balnarring Beach Foreshore & Parks Reserve is a publicly owned reserve on the Mornington Peninsula, and forms an important part of Mornington Shire's open space and the wider Victorian coastal environment.

It is the responsibility of the Department of Environment, Land, Water and Planning (DELWP) to manage public land foreshore reserves (other than the national parks and conservation reserves) along the Victorian coast. It does this by delegating the management of each reserve to locally based committees, who are typically a group of residents with a keen interest in and knowledge of the reserve.

These committees are called Committees of Management. They are appointed by the Minister for Energy, Environment and Climate Change for a nominated period of time, typically three years. At the end of that period new nominations for membership are invited for the next three years. Occasionally, the term of appointment may be shorter than 3 years due to reasons such as the filling of a vacancy or to amalgamate expiry dates for adjoining committees. This system of fixed term rather than permanent appointments ensures that the opportunity to be involved in the management of the reserve is regularly open to all and that people with a variety of skills, talent and interest are involved.

The Committee is responsible for the management, care and protection of the foreshore reserve on behalf of both the local community and the wider Victorian community.

## General

The Committee's appointment by the Minister is formally made under the *Crown Land (Reserves) Act 1978*. This Act also outlines the formal powers, duties and responsibilities of the committee which include the:

- management, appropriate development and maintenance of the reserve;
- power to make regulations for the use of the reserve;
- ability to enter into a licence, lease or other tenure agreements;
- employment of staff; and
- authority to collect fees and charges, and to expend monies on the reserve.

In keeping with this it is expected that the committee will:

- manage the land in accordance with the purpose for which it was reserved;
- develop and implement strategic plans for the use and development of the reserve;
- consult with and involve the community in the use, management and development of the reserve;
- keep accurate financial records including required reporting; and

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- comply with any relevant rules, regulations or requirements eg: planning permits from Councils for works or developments.

The Committee of Management is a body corporate incorporated under the *Crown Land (Reserves) Act 1978*. Incorporation simplifies any legal processes the Committee wishes to instigate.

## Responsibilities of Committee Members

The responsibilities of members include:

- ensuring the reserve is managed and utilised appropriately;
- participating in the Committee's decision making process;
- ensuring all relevant interests are appropriately considered;
- representing the views of the Committee and government regarding coastal issues;
- regular attendance at Committee meetings (out-of-hours);
- participating in standard, orderly meeting procedures; and
- responding to public enquires.

Knowledge of relevant legislation, plans and strategies that effect the day to day management and development of the reserve would be highly regarded but is not mandatory. However, after appointment, Committee members' responsibilities will include becoming familiar with key documents and keeping up to date with any changes to these documents during their period of service on the Committee. Some of these documents include:

Some of these documents include:

- *Crown Land (Reserves) Act 1978*
- *Marine and Coastal Act 2018*
- Relevant approved Government strategies such as:
  - Victorian Coastal Strategy
  - Victoria's Biodiversity Strategy
- Local area Master Plans and Management Plans.

All new members will receive an induction from the committee and representatives of the Department of Environment, Land, Water & Planning (DELWP) to enable a clearer understanding of the roles and responsibilities of Committee members, including office bearers.

## Reserve Profile

### Area

The Balnarring Beach Foreshore and Parks Committee manages the foreshore land on Western Port Bay from the end of Cliff Road near Merricks Beach to halfway along the spit towards Somers.

### General Description

The foreshore contains areas of open space, coastal scrub, and substantial areas of native and semi-native vegetation and a wide range of fauna. Merricks Creek runs from west to east along the foreshore reserve behind the sand dunes before it flows into Western Port Bay. Recreation facilities within the reserve include camping and caravan park, picnic tables & shelters, BBQ facilities, toilets and walking tracks. The Western Port Yacht Club and Lifesaving Club are also located within the reserve.

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[delwp.vic.gov.au](http://delwp.vic.gov.au)

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## Management Issues

Management issues that the Committee is involved in include:

Vegetation and wildlife management;

- Recreational activities;
- Camping
- Improvement of existing facilities
- Local planning and development

## Further Information

For further information please contact Sarah Wordsworth, Senior Land and Built Environment Program Officer, Port Phillip Region, DELWP via email: [sarah.wordsworth@delwp.vic.gov.au](mailto:sarah.wordsworth@delwp.vic.gov.au)

## Selection Criteria

Ideally, the Committee of Management will have a complementary mix of interest, skills and experience. The selection of Committee members will be based on both an assessment of each individual's likely contribution and an assessment of the optimal combination of individuals to provide a complimentary mix.

DELWP will be looking for as many of the following as is available to be included within the Committee:

- |  |   |
|--|---|
| <input type="checkbox"/> Human Resource management                             | <input type="checkbox"/> Community liaison, education and/or training         |
| <input type="checkbox"/> Knowledge of local natural environment                | <input type="checkbox"/> Applying for grants and administration               |
| <input type="checkbox"/> Environmental and coastal management                  | <input type="checkbox"/> Sport, recreation, tourism, marketing                |
| <input type="checkbox"/> Legal affairs   | <input type="checkbox"/> Financial management/accounting                      |
| <input type="checkbox"/> Asset management                                      | <input type="checkbox"/> Management of a business/commercial experience       |
| <input type="checkbox"/> Knowledge of community diversity, interests and needs | <input type="checkbox"/> Committee and meeting procedures, and administration |

Applications will be assessed on the extent to which they meet the following selection criteria.

1. A clear understanding of the role of a committee member.
2. Demonstrated interest, experience and/or skills to a high standard.
3. Demonstrated ability to participate cooperatively in a team with a range of different people.
4. Capacity to think and act strategically.
5. An understanding of coastal management and/or public land management, or a demonstrated ability to rapidly reach such an understanding.
6. Integrity of the individual and standing in the community.

## Forms for completion by all applicants

Those interested in applying for appointment must the following forms:

- Declaration of Private Interests and Probity Information (DoPI), and
- Diversity and Privacy Consent form

Section A of the DoPI asks nominees to committees of management to declare any conflicts of interest as well as anything that may be perceived as a conflict of interest. Prospective Committee of Management members should consider whether any conflict of interest exists in relation to their nomination and if so, declare that conflict of interest. Section B deals with the applicant's probity information.

Applicants must sign the form indicating the information provided is true and signed by a witness

The information contained in the attached forms is treated in confidence, and after being considered by the Minister the forms are held in secure storage. Should your appointment not proceed for any reason the Probity and Conflict of Interest forms will be destroyed and no information contained therein will be recorded. A separate sheet provides further information regarding probity, conflict of interest and suitability for office.

The Information *Privacy Act 2000* requires Government agencies to gain consent to collect sensitive data such as criminal records for the purpose of administering appointments to statutory bodies or advisory committees. By providing the information contained in the attached forms it is considered that you have provided consent to collect sensitive data.

Please submit the attached application along with the DoPI and Diversity and Privacy Consent forms to the address indicated on the nomination form **by 5.00pm Friday 19<sup>th</sup> November 2021.**

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# Balnarring Beach Foreshore & Parks Reserve Committee of Management Inc.

Application Form

## BALNARRING BEACH FORESHORE & PARKS RESERVE COMMITTEE OF MANAGEMENT INC.

### APPLICATION FORM FOR COMMITTEE MEMBERSHIP

#### PERSONAL DETAILS

Title (*Mr/Mrs/Ms*) \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_  
Surname: \_\_\_\_\_ Date of Birth\*: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Years of Service: \_\_\_\_\_  
Postal Address (if different): \_\_\_\_\_  
Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
  
Telephone: (Private) \_\_\_\_\_ Telephone (Business) \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Fax Number: \_\_\_\_\_ E-mail \_\_\_\_\_

## SKILLS & EXPERIENCE

What are your areas of interest, experience or specialist skills?

(Note: You can nominate more than one category.)

- Knowledge of community diversity, interests and needs
- Community liaison, education and/or training
- Sport, recreation
- Tourism and marketing
- Knowledge of local natural environment
- Coastal ecology
- Environmental management
- Committee and meeting procedures, and administration
- Management of a small business/commercial experience
- Asset management
- Financial management/accounting
- Human resource management
- Legal affairs
- Other \_\_\_\_\_

**1. What is your reason or interest in becoming a Committee member and/or what particular contribution do you believe you can make to the committee?**

(Please attach extra pages if required as well as a CV or further information that may assist your application).

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**2. Please expand on the skills and experience listed above and how it relates to this committee?**

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**3. What do you think are the most important issues facing Victoria's coast?**

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# Balnarring Beach Foreshore & Parks Reserve Committee of Management Inc.

4. Are you aware of, or what do you consider to be the most important issues regarding management of the reserve by the committee?

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5. Community interests/organisational affiliations

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6. Other information which may support your application (please attach a CV if appropriate)

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*I declare that the above is true and correct and that I have not knowingly provided false or misleading information.*

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



# Balnarring Beach Foreshore & Parks Reserve Committee of Management Inc.

Expressions of interest should be marked:

**'Expressions of Interest, Balnarring Beach Foreshore & Parks Reserve Committee of Management Inc'**

and lodged personally or Email to

**Sarah Wordsworth**  
**Senior Land and Built Environment Program Officer**  
**Port Phillip Region**  
**Email: [property.portphillip@delwp.vic.gov.au](mailto:property.portphillip@delwp.vic.gov.au)**

**by 5.00pm Friday 19<sup>th</sup> November 2021.**

All applicants will be advised in writing of the outcome of their application.





## Committee of Management: Probity and Private Interest Declaration

I (printed full name) \_\_\_\_\_

of \_\_\_\_\_

am an applicant for appointment to the following Committee of Management established under the *Crown Land (Reserves) Act 1978*.

Name of committee: \_\_\_\_\_

### Probity

Have you been, or are you currently, insolvent or disqualified from acting as a director or acting in the management of a company?

Yes  No

Have you been convicted of fraud or any indictable offence (a serious crime that is tried by a judge)?

Yes  No

Are you now or have you in the past been investigated for, or been found to have engaged in misconduct or had your employment or position on a board or committee terminated due to misconduct?

Yes  No

### Conflict of Interest

A conflict of interest exists where there is a conflict between a committee member's public duty and a committee member's private interest, when this private interest could improperly influence their duties as a committee member (for a discussion on conflicts of interest please refer to chapters 3, 4 and 5 of the Committee of Management Guidelines which can be found at: [www.delwp.vic.gov.au/boards-and-governance/committees-of-management](http://www.delwp.vic.gov.au/boards-and-governance/committees-of-management) Note: Having a conflict of interest does not exclude a person from being on the committee.

If you are appointed to the Committee of Management, are there any circumstances that you are aware of that may give rise to an actual, perceived or potential conflict of interest?

Yes  No

If yes, please provide details below. Please continue on a separate sheet if required.

These and other conflicts of interest may arise from time to time. When a committee member has a conflict of interest with an agenda item, this must be declared and the committee member must disqualify themselves from discussions and voting on the issue.

### Declaration

I have declared any private interests that may conflict with my responsibilities as a committee member. I understand the need to avoid conflicts of interests when exercising my responsibilities as a committee member. In the event that a conflict arises between my private interests and my responsibilities as a committee member, I shall not participate in any discussion or decision on the matter.

I declare that to the best of my knowledge, the information I have provided in this declaration is true and correct.

Signed

Date