

# Our Fascinating Foreshore

## Corinella Foreshore Reserve



# The Crown Land System

Crown land is land that remains in government ownership. For most of the 19<sup>th</sup> century, the government sold Crown land to stimulate development and settlement of Victoria. The earliest titles in Corinella date back more than 150 years. In the latter half of the 19<sup>th</sup> century, the government recognised that certain land should be kept in public ownership- and it began to 'reserve' Crown land for public purposes, such as parks, schools and hospitals.

In the case of Corinella, a majority of the foreshore is reserved for the Protection of the Coastline. This will shape the sorts of activities and development that will be allowed on the foreshore.

The Department of Environment, Land, Water & Planning (DELWP) represents the government and therefore the department represents the 'land owner' of the reserve.

# Corinella Foreshore Reserve

Reserved for Protection of the Coastline



# Role and Responsibilities

The Minister for Energy, Environment & Climate Change appoints committees to manage Crown land reserves under the *Crown Land (Reserves) Act 1978* (CLRA). The powers and responsibilities of Committees of Management (CoM) are derived from the Act.

A committee has obligations under the Act which must be met, but is also bound by the laws that govern the wider community on matters such as employment, taxation, contracts, tenancy, building/planning, human rights and providing services.

The appointment process used for committees depends on the nature and location of the reserve and the financial turnover of the committee. Volunteer committees are appointed for a 3 year term and must have a minimum of 3 members. Generally we recommend no more than 12.

The Corinella Foreshore Reserves Committee of Management currently has 11 members, appointed via an Expression of Interest process

# Powers under the CL(R) Act

The powers given under the CLRA enable the CoM to:

manage and develop the reserve

undertake financial transactions

enter into legal agreements and contracts

purchase or sell goods and services

negotiate leases and licenses

employ people; and

manage the reserve in line with the rules and regulations governing activities and access.

# Managing & Developing the Reserve

- CoM must manage reserve in accordance with reservation purpose for the benefit of the community.
- General maintenance does not require DELWP written consent.
- New works do require DELWP written consent and may require additional permits (eg planning permit, CH permit)
- Removal of native vegetation for any work will require written consent from DELWP and may require other permits.
- Risk management is the CoM's highest priority

# Office Bearers

Each CoM is required to have:

- **Chairperson**
    - provides coordination, guidance and leadership to ensure successful functioning of the committee;
    - represents the committee in the public domain;
    - responsible for ensuring the administrative and other tasks from meetings are carried out.
  - **Secretary**
    - takes and records minutes of all meetings;
    - maintains all records and correspondence;
    - receives all incoming correspondence and brings it to the attention of the committee;
    - writes and sends all outgoing correspondence required by the committee;
    - keeps committee members informed of meetings, agendas and provides copies of reports, etc.
  - **Treasurer**
    - maintains bank account in the name of the committee;
    - records and banks all money received;
    - pays accounts authorised by the committee;
    - keeps all invoices, receipts, cheque butts, bank statements, etc., for audit purposes;
    - reports on finances at committee meetings
    - prepares annual financial report
- Work as a team**
- tasking to be shared across all members
  - everyone has a role and contributes in some way
  - share the load and learn together

**These key positions can be reviewed annually at an AGM or, as a minimum, whenever the committee is reappointed.**

# Expectations of a CoM member

**ALL** members of a CoM have a duty to act in accordance with the public sector values, as addressed in the **Code of Conduct** booklet.

The Code of Conduct outlines the **core values** expected of anyone representing the public sector (ie: this includes CoMs and their employees/volunteers).

- act with honesty and integrity;
- act in good faith in the best interests of the public entity;
- act fairly and impartially;
- use information appropriately;
- use your position appropriately;
- act in a financially responsible manner;
- exercise due care, diligence and skill;
- comply with established legislation;
- demonstrate leadership and stewardship.

# Expectations of CoM cont.

Details regarding the responsibilities of Committees of Management can be found within the “***Responsibilities and Good Practice Guidelines***”

A copy of these guidelines can be downloaded from the department’s website ([www.delwp.vic.gov.au](http://www.delwp.vic.gov.au)) by searching for ‘committees of management’

Or by emailing me at [Peter.Merritt@delwp.vic.gov.au](mailto:Peter.Merritt@delwp.vic.gov.au)

# Responsibilities and Good Practice Guidelines

- Different types of committees and appointment processes
- Legal obligations, roles and responsibilities, powers
- Conducting meetings
- Conflicts of Interest
- Decision making
- Record keeping – including Privacy and Freedom of Information considerations
- Regulations, Council by-laws, planning scheme
- Leasing and licensing, Developing the reserve
- Risk and Insurance
- Employment and Finances

# Funding

- DELWP does not provide ongoing funding.
- DELWP can provide letters of support.
- DELWP can assist with finding funding.  
We can email you information of grant programs as we become aware of them.
- Helpful websites
  - [www.dtpli.vic.gov.au/home/grants](http://www.dtpli.vic.gov.au/home/grants)
  - [www.wellington.vic.gov.au](http://www.wellington.vic.gov.au)
  - <http://www.vic.gov.au/grants.html>
  - <http://www.business.gov.au/grantfinder/grantfinder.aspx>

# DELWP Role & Responsibilities

- To provide governance advice on policy & legislation.
- Approve on behalf of the Minister for Environment Climate Change & Water, leases and licences under the Act.
- Support to address public risk issues
- Advice for environmental conservation and protection of public land values
- Support / advice regarding fire protection
- Support / advice with preparing management plans
- Landowner consent to undertake works
- Compliance support
- Information on insurance / claims / freedom of information requests etc.
- Appoint, re-appoint and revoke membership to the committee including formal appointment of the Chairperson.
- Arrange reservation & revocation of land under the CLRA.
- Provide guidance on issues relating to the committee's administration and procedures.

# DELWP Resources & Contact details

For any enquiries in relation to the reserve or the Committee of Management please contact:

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Tamika Darragh, Senior Property Officer, Ph : 5172 2189.

## Questions?