

Point Danger Committee of Management Incorporated

Information for applicants

What is a committee of management?

A committee of management is established under the *Crown Land (Reserves) Act 1978*. Under the Act you will be appointed as a member to the committee to manage, improve and control a Crown land reserve/s that meets the purpose for which the land has been reserved.

Managing Crown land reserves

A Crown land reserve is public land that has been set aside for the enjoyment and benefit of the people of Victoria. Crown land reserves support a whole range of amenities and uses such as halls, libraries, bushland, foreshores, sports ovals, tennis courts, playgrounds, swimming pools and rail trails.

Crown land reserves have historically been managed by committees of management. There are many benefits that arise for people on a local committee of management. They have the chance to make a significant contribution to the local community and an opportunity to develop new networks.

Committee of management responsibilities

Committees of management have responsibility and authority to manage, maintain and improve their reserve/s. Members are chosen under a skills-based selection process to ensure they have the skills suitable for managing the complexities of the reserve/s.

The committee of management is bound by the laws that govern the wider community on matters such as employment, taxation, contracts, tenancy, licensing and providing services. An appointed committee of management's powers and responsibilities enable the committee to:

- manage, improve and maintain the reserve/s for the purpose in which it was reserved
- employ officers, servants and contract workers

- enter tenure arrangements, such as leasing and licensing, for part or all of the reserve (subject to the Minister's approval)
- comply with any rule, regulation or requirement imposed on it by other legislation (eg planning permits from local government for works)
- undertake financial transactions and enter into contracts
- report on its finances and other issues as directed by DEECA
- maintain records and administer its affairs as a public body
- ensure compliance with relevant legislation/regulations.

The committee is responsible for the day-to-day management of the reserve as well as the strategic long-term goals when making decisions about the future of the reserve. The Government retains its rights as the landowner and may place limitations on how these powers are executed. The 'Committee of Management Guidelines' is available to assist committees in the management of Crown land reserves and support their duties and responsibilities. The guidelines can be downloaded at DEECA's [Committee of management webpage](#)

Code of Conduct

Committees of management are public entities and members are subject to the provisions of the Victorian Public Entity Directors' Code of Conduct (see the Victorian Public Sector Commission website at www.vpsc.vic.gov.au). The Code sets out duties and accountabilities and is a good tool to support and review member conduct issues.

Declaration of Private Interest

Committees provide a valuable service by advising government, managing public assets and delivering public services. However legal, financial and reputational risks may flow from conflicting committee member interests. A Declaration of Private Interest is designed to responsibly manage conflicts of interest before they become a problem.

Declarations of Private Interest are completed on initial appointment or reappointment of members as well as annually during the term of appointment. All candidates for appointment to a public entity board must comply with this requirement.

The Department of Premier and Cabinet's (DPC) Appointment and Remuneration Guidelines (Guidelines) require that applicants undergo the probity checks prior to their appointment including a National Police Record Check. DEECA uses Mercury Search and Selection Pty Ltd (trading as fit2work) for probity checks. If we require you to undergo probity checks we will arrange for you to receive an email from fit2work with instructions to complete the application.

Due to the limitations of the information contained in the databases, your check may produce a potential match with someone listed in those databases. If this is the case, you will be contacted for clarification. DEECA may request that you complete a statutory declaration confirming that you are not the person listed in those databases. In some instances, you may be required to undertake additional probity checks.

Selection Criteria

Applicants must have genuine interest and commitment to managing the reserve/s for the enjoyment and benefit of communities and user groups. It is desirable that the committee as collective possess a broad range of professional skills. A range of skills, knowledge and experience is required for committees of management including:

- facilities/project management
- business/financial management
- community/stakeholder engagement
- indigenous values and cultural heritage
- environmental/biodiversity conservation
- secretarial/administration/grant management
- marketing/tourism/media

Additional qualities highly sought after include:

- acting with honesty and integrity
- willingness to attend meetings
- willingness to ask questions and take responsibility
- ability to work well with others
- connection to and understanding of the local community
- tolerance of different views and opinions
- polite and respectful behaviour
- willingness to learn and ability to listen.

Accountability and key relationships

In carrying out its role and responsibilities, the committee remains accountable to the Minister who is accountable to Parliament and the community for their performance. It is expected that the committee ensure high standards of governance are being met and that community values are embedded in decision making.

In line with the stewardship functions, the committee generally operates without Ministerial direction for low level, day-to-day functioning.

Local residents, wider community and visitors to the area are key stakeholders whereby their needs and values should be a consideration in all committee business. Allowing local community involvement in decisions and operations will result in better outcomes for the management of Crown land. Public participation will also help shape effective strategies, programs and projects for the committee. It is expected that persons appointed to the committee will form good relationships with key stakeholders.

Application checklist

Please ensure that you provide your Curriculum Vitae. Please ensure your curriculum vitae is typed, current, dated and includes the following information:

- employment history including position and responsibilities;
- academic and vocational qualifications;
- current memberships of Victorian Government public entities, statutory bodies, or advisory committees; and
- current memberships of non-government bodies (i.e. boards, committees, councils or community groups).

Point Danger Committee of Management Incorporated Overview

The Point Danger Committee of Management Incorporated is a voluntary committee responsible for managing the Point Danger Coastal Reserve, which is approximately 182 hectares of coastal Crown land near Portland.

The reserve consists of rich Aboriginal cultural heritage, iconic natural features, dramatic coastlines and rare and endangered indigenous flora and fauna. These attributes support a wide range of environmental and recreational activities enjoyed by the community including surfing, swimming, fishing, diving, exercise, bird, dolphin and whale watching, along with ecological study and tourism.

The reserve is home to one of only three remaining populations of the critically endangered Mellblom's Spider-orchid, along with other threatened species such as the Southern Brown Bandicoot, Heath Mouse, Swamp Antechinus, and Hooded Plover.

Popular areas within the reserve include Blacknose, Crumpets, Point Danger car park and gannet rookery, and the quarry gates car park lookout. These spots support both active and passive recreation, contributing to the reserve's significance as a natural and cultural asset.

There are several key management priorities and committee responsibilities for the Point Danger Coastal Reserve:

- The Committee's work should be guided by a strong understanding of the reserve's environmental, cultural, and recreational values, community aspirations, potential future needs, and the actions required to protect and enhance these values.
- High-priority issues include the loss of native flora, fauna, and heathland; protection of Aboriginal cultural heritage; managing public access; addressing unauthorised use and its impacts; controlling impacts of feral animals and pets; designing low-impact infrastructure; and improving community awareness, education, and appreciation of the reserve's natural and cultural values.
- The Committee is expected to provide both day-to-day and strategic oversight of the reserve. Responsibilities include ensuring compliance with legislation, addressing current and future uses (e.g. conservation, recreation, infrastructure), and planning for potential developments (e.g. car park upgrades, drainage works).
- The priorities will be guided by the development of a Coastal and Marine Management Plan to provide direction for local management of the area.

Committee of Management area



Point Danger Gannet Colony



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