

Position Description- Committee Member

Barwon Coast Committee of Management

Role:	Committee Member
Entity:	Barwon Coast Committee of Management
Accountable to:	Minister for Environment, Climate Change and Water
Location:	Barwon Coast, Victoria

1. Barwon Coast Committee of Management

Establishment

The Barwon Coast Committee of Management (Barwon Coast) is a committee of management established under the *Crown Land (Reserves) Act 1978* (the CLRA). Under the CLRA you will be appointed as a member to the Committee of Management. The term 'board' is a generic term for DELWP governing bodies including Committees of Management, authorities and councils. For consistency Committees of Management and their members may be called 'boards' and 'board members' in this position description, reference materials and guidelines.

Role and functions

Barwon Coast is responsible for the management 13km of coastline from Collendina to the west end of Thirteenth Beach, and includes Ocean Grove, Barwon Heads and Thirteenth Beach Foreshore Reserves. Barwon Coast is also the manager of Port of Barwon Heads with responsibilities including navigation aids and moorings.

The Committee sets the broad strategic direction for management for the reserve (including business planning and preparation of budgets) and takes a strategic long term view when making decisions about the future of the coastline. They generate revenue to support coastal management and can seek funds via government grants.

The predominant revenue source is coastal caravan parks, but also licences and leases. All revenue is directed back to coastal and caravan park management. The Committee is supported by the management team overseen by the General Manager. The management team ensures that the strong network of volunteer groups can continue to assist with foreshore management activities along the coast.



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Strategic direction

The Committee has the important role of strategically planning to balance the conservation and sustainable use of the unique coastal values with important issues including climate change, population and growth and the protection of marine ecological integrity. The committee is accountable for the governance of Barwon Coast Committee of Management Inc.

High standards of accountability and transparency are required of the Committee due to their relationship with Government and community expectations about proper use and conduct of public resources. The strategic directions and policies for management of foreshore reserves comply with State and Regional planning and policy frameworks. These include but are not limited to:

- Barwon Coast Coastal Management Plan 2013/14 to 2015/16
- Victorian Coastal Strategy 2014
- Central Regional Coastal Plan 2015-2020

Key Barwon Coast upcoming projects including:

- Review of the Barwon Coast Coastal Management Plan
- Implementation of the Barwon Heads and Riverview Family Caravan Park Master Plans
- Redevelopment of the Surf Beach Complex and surrounds Ocean Grove
- Howard Harmer Oval Precinct Master Plan

2. Composition of Barwon Coast

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.

Barwon Coast members are appointed by the Minister for Environment, Climate Change and Water, The Hon Lisa Neville MP. Cabinet approval is required for the appointment of the Chairperson.

3. The governance framework

Legislative context

Committee members are public officials under the Public Administration Act 2004 (PAA) and are bound by the public sector values of responsiveness, integrity, impartiality, accountability, respect, leadership and human rights, as expressed in the Directors' Code of Conduct.

The Committee must comply with a range of whole-of-government laws that focus on:

- Accountability and transparency such as the *Freedom of Information Act 1982*, the *Ombudsman Act 1973*; and the *Protected Disclosure Act 2012*.
- Human Rights such as the *Charter of Human Rights and Responsibilities Act 2006*; the *Disability Act 2006* and the *Equal Opportunity Act 1995*.
- Privacy or good administration such as the *Privacy and Data Protection Act 2014* and the *Public Records Act 1973*.



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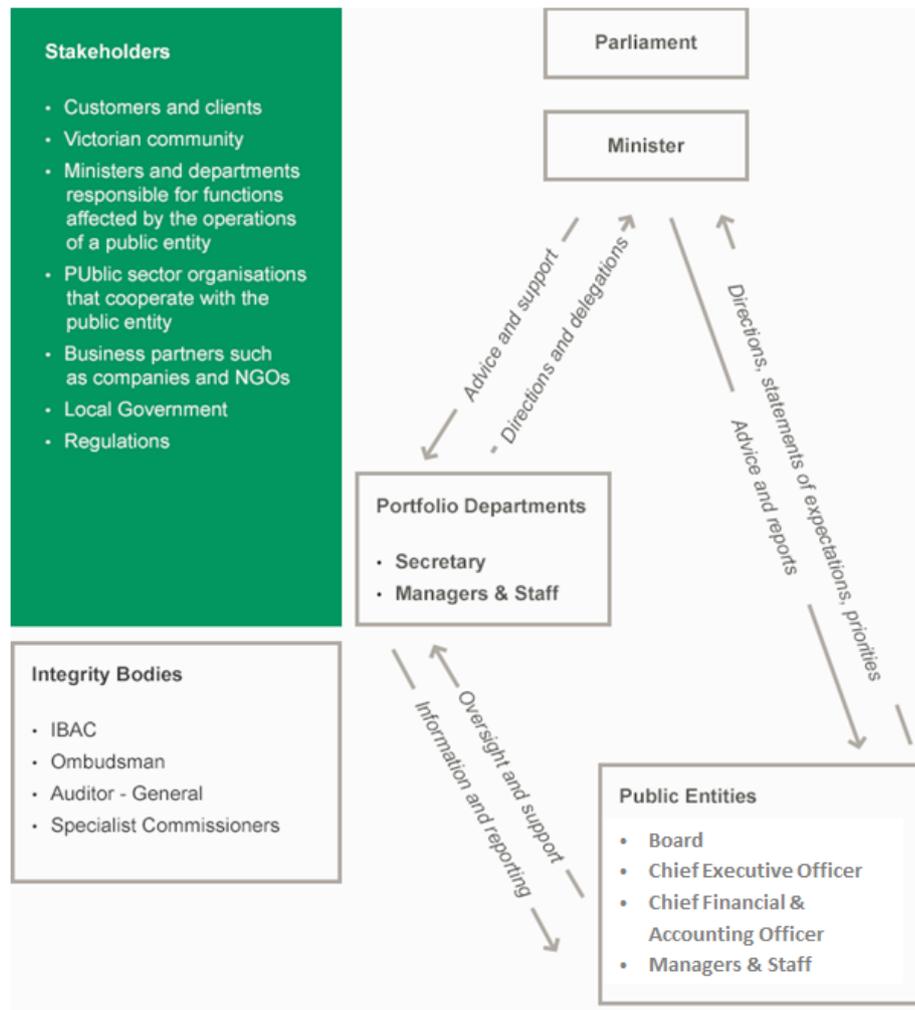
- There is also a range of other Victorian and Commonwealth law and regulation and local council by-laws that may affect the entity and must be complied with, for example, occupational health and safety laws.

Accountability and key relationships

The Victorian Public Sector Commission (VPSC), the Victorian Ombudsman, the Commissioner for Privacy and Data Protection, the Victorian Auditor-General (VAGO), and the Independent Broad-based Anti-corruption Commission (IBAC) promote a high standard of governance in the Victorian public sector and/or act as a public 'watchdog'.

In carrying out its roles and responsibilities, the Committee remains accountable to the Minister for Environment, Climate Change and Water who is accountable to Parliament and the community for the performance of Barwon Coast. Any one of the above bodies can review or direct the Committee to ensure high standards of governance are being met and that community values are embedded in decision making.

In overseeing the performance of the Committee, the Minister is supported by the Department of Environment, Land, Water and Planning (DELWP). The DELWP Secretary provides oversight, advice and support to the Committee and other portfolio entities, and for advising the Minister on matters relating to the committee. The following diagram is an overview of the relationship between key stakeholders.



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4. The role

The role of Barwon Coast

The Minister for Environment, Climate Change and Water appoints committees to manage Crown land reserves under section 14(4) of the CLRA. The committee of management powers and responsibilities are derived from section 15 of the CLRA and enable the committee to:

- manage, improve and maintain the land for the purposes for which it is reserved
- undertake financial transactions and enter into contracts
- negotiate leasing and licensing arrangements for all or part of the reserve (subject to Minister's approval)
- employ people
- exercise all such powers, functions and authorities and carry out all such duties as are conferred or imposed on it by any regulations
- maintain records and administer its affairs as a public body
- report on its finances and other issues as directed by DELWP.

The Government retains its rights as the landowner and may place limitations on how these powers are executed. DELWP issues a Statement of Expectations to direct the Committee and ensure that they are aware of governments priorities. DELWP provides regular reports to the Minister on the function and performance of the committee.

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'). Following a recent audit on compliance against the PAA each of the Committees of Management have the following policies in place:

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

Time commitment

The Committee hold briefings in Barwon Heads on a monthly basis and members are expected to attend at least 75% of the scheduled meetings. Members may also be required to participate in sub-committees or reference groups as appropriate. Applicants should give early and careful consideration to any existing and anticipated demands on their time.

Remuneration and expenses

Committee members of Barwon Coast are remunerated consistent with Government policy.

Term of appointment

In accordance with the CLRA members, including the Chairperson, may be appointed for terms of up to three years.



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5. Key Selection Criteria

The skills, knowledge and experience considered highly desirable include:

- Engineering and/or project management skills
- Legal, financial and other professional skills
- Public sector governance
- Marketing and communication
- Environment/coastal management
- Working on a board/committee
- Community Engagement
- Working in a regional context

Other considerations

The qualities that would be expected include the ability to listen, analyse and think clearly and work well with others, a willingness to attend meetings, ask questions and take responsibility, and tolerance of different views. Community values must be embedded in all Committee decisions and applications should be able to demonstrate a connection and understanding of the local coastal communities.

If nominating for a position on any of the three coastal committees of management currently open for Expression of Interest only one application is required. Please state this in the questionnaire as a part of the On Board application.

6. Information about relevant Government Policies

The Victorian Government's *Appointment and Remuneration Guidelines* (19 October 2015) outline relevant policies in relation to board and committee membership, which include the following:

Representation of women

It is Government policy that no less than 50 per cent of all new appointments to paid Victorian Government boards and Victorian courts be women.

Encouraging diversity

Appointments to Victorian Government entities should, so far as practical, reflect the diversity of the Victorian Community. Women, Indigenous Australians, people with a disability, people from culturally and linguistically diverse backgrounds and lesbian, gay, bisexual, trans, gender diverse and intersex people are encouraged to apply.

Reappointment

Candidates interested in reappointment undergo the same open and competitive selection process as candidates who have not served on Barwon Coast.

Multiple boards/committees

An individual should not hold more than three positions on non-department entity boards at any one time.

Victorian Residents

It is preferred that appointees reside in Victoria, so that they act in the best interest of the State and due to the high costs associated with inter-state travel.



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7. How to apply

Applicants are required to apply online via the Get On Board website at : <http://vacancies.publicboards.vic.gov.au> (under 'Search Current Vacancies').

Applicants are required to register an account on the Get On Board website prior to applying online. Once you have registered an account with Get On Board, please click the 'apply online' button on the vacancy page.

Applicants should download and read this position description as well as the 'Information for Applicants' document before applying. Applicants will have an opportunity to complete the questionnaire to outline their relevant skills, experience and knowledge in relation to the key selection criteria.

Expressions of interest close 5pm Sunday, 20 March 2016.

8. Further information

A number of resources are available which may assist applicants in understanding the requirements of the role of a board member and the public sector environment.

- DELWP's OnBoard website is the central place for governance information about DELWP agencies. It contains information about governance requirements, guides and resources. (<http://www.delwp.vic.gov.au/about-us/boards-and-governance>)
- The Victorian Public Sector Commission's website provides further governance and policy information for candidates and public sector board members. (www.vpsc.vic.gov.au)
- The *Appointment and Remuneration Guidelines* outline the standard processes and principles for appointing and remunerating board members of non-departmental entities in Victoria. (<http://www.dpc.vic.gov.au/index.php/policies/governance/appointment-and-remuneration-guidelines>)
- The Public Board Appointment Victoria website lists the current members of most DELWP major agencies. (www.publicboards.vic.gov.au)

Further details on the role of the Crown land committees can be found in the Committee of Management Responsibility and Good Practice Guidelines 2014 on the DELWP website at www.delwp.vic.gov.au.

Alternatively you can contact Ms Frances Northeast at the DELWP Anglesea office on telephone 03 5220 2020 or visit their website (www.barwoncoast.com.au) to get an understanding of their work.

If you require assistance the application process please contact:

Ms Tammy Smith
Department of Environment, Land, Water and Planning
03 5220 2012

