

Committees of management

Help from DELWP

Guidance note (introductory) for small voluntary committees of management

This guidance note is for use by small voluntary (category 3) committees of management of crown land reserves.¹

Overview

As a member of a committee of management you are performing a valuable service to your local community, and to the wider Victorian community.

This guidance note sets out some of the resources which DELWP offers to assist your committee to comply with its obligations and with good governance practice.

DELWP supports and oversees over 1,200 committees of management on behalf of the Minister.

On Board

The central place for guidance materials to assist you and your committee is the [Committees of management](http://www.delwp.vic.gov.au/committees) support module on DELWP's governance website, On Board (www.delwp.vic.gov.au/committees).

All of the resources listed in this guidance note are available from On Board.

¹ A separate guidance note is available for major DELWP agencies, including category 1 and 2 committees – that is, committees which manage annual revenue of more than \$250,000 *or* have a cash balance of more than \$250,000 current for three consecutive years *or* manage crown land of regional or state-wide significance *or* manage coastal land *or* have otherwise been advised by DELWP that they are a category 1 or 2 committee (e.g. because they are managing a large development). See the [Induction and education](http://www.delwp.vic.gov.au/onboard) support model (www.delwp.vic.gov.au/onboard).

Induction kit (guidance notes)

DELWP offers an induction kit for new committee members, which is also a refresher kit to assist experienced committee members to stay up to date with governance requirements.

The kit consists of easy-to-understand guidance notes on the following topics. Please read each of them:

- help from DELWP (i.e. this guidance note)
- meetings and decisions
- conflict of interest
- code of conduct (including gifts)
- dispute resolution.

If you have not already received these guidance notes please contact your local DELWP regional office.

They can also be download from On Board (www.delwp.vic.gov.au/committees).

Induction video

DELWP also offers an [induction video](#) on YouTube. Although it refers to the department's former name (DEPI), it contains information that will be useful to you.

Information for applicants

If you are considering standing for appointment to a committee of management, we recommend that you read the guidance notes in the induction kit (above) to gain an understanding of the requirements of the role.

You can download the guidance notes from On Board (www.delwp.vic.gov.au/committees) or contact your local DELWP regional office.

CoMs guidelines

DELWP's [Committees of management responsibilities and good practice guidelines](#) is a plain English guide to the committee's role and tasks, such as managing the reserve, leasing and licensing, risk management, insurance, etc. To ensure your guide is up to date, please download the most recent version from On Board.

Policy pack (model policies)

DELWP offers a policy pack to assist committees to have policies in place that are essential for good governance.

The pack contains easy-to-read model policies. Your committee can simply insert its name into the model policies and adopt them in the minutes of a meeting.

The policy pack consists of this guidance note plus model policies on:

- meetings and decisions
- conflict of interest
- code of conduct (including gifts)
- dispute resolution.

If your committee already has policies in place on these topics please ensure they are consistent with the model policies.

You can download the model policies from On Board (www.delwp.vic.gov.au/committees) or contact your local DELWP regional office.

Other useful information

The Committees of Management support module on On Board (www.delwp.vic.gov.au/committees) also contains other useful information and links such as:

- annual return templates
- insurance and indemnities for committee members
- categorisation framework.

Newsletters

From time to time DELWP publishes [newsletters](#) with tips and information that will assist your committee.

Further assistance

In addition to the guidance available from On Board, support is available from:

- your local DELWP regional office
- DELWP's Customer Service Centre (phone 136 186).

Useful tip

As well as reading the guidance notes (previous page), please read your committee's policies. If you have not yet received a copy of your committee's policies from the chair, please ask for a set. Each member needs their own.

If your committee does not have the required policies, it is easy to adopt DELWP's model policies (see opposite).

This document is available from the internet at www.delwp.vic.gov.au/committees

For more information contact the DELWP Customer Service Centre 136 186

25 February 2017 (version 1.01) – 68.02

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ISBN 978-1-74287-744-0 (online - set)

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