

# Committee role and committee meetings

Good Governance Fact Sheet No. 8  
for Committees of Management  
of Crown land reserves in Victoria

All committees are expected to have a Meetings and Decisions Policy that sets out how committee meetings are conducted. This includes the requirement for minutes of meetings to formally record all decisions.

## Committee role

The role of committees of management is defined in legislation (the *Crown Land (Reserves) Act 1978*):

- To “manage, improve, maintain and control” the reserve for the purposes for which it is reserved.

The Committee of Management Guidelines also note the legal and public accountability of committees of management. A committee is legally accountable to the responsible Minister for all its decisions and actions, and “in a broader sense, it is also accountable to reserve users and the general community for ensuring that the reserve is managed in the public interest.”

## Committees are land managers

Committees of management are land managers, not landowners. The responsible Minister is the landowner of Crown land on behalf of the Government. Various processes, including works and development, require committees to gain “landowner’s consent” from the Minister.

## Individual duties and responsibilities of committee members

Chapter 2 of the Committee of Management Guidelines includes a listing of individual duties and responsibilities of Committee members, including:

- Participate in discussion and decision making in a constructive and courteous manner
- Attend at least 75 per cent of committee meetings
- Participate in committee activities and business
- Bring any relevant issues to the committee’s attention
- Act with integrity, consistent with the Code of Conduct for Directors of Victorian Public Entities (see also the separate Fact Sheet on the Code of Conduct) and other required standards of conduct

## Meeting and Decisions policy (including the importance of minutes to formally record decisions)

It is expected that all committees of management have a written Meetings and Decisions policy that sets out how committee meetings and decision-making are conducted, including the importance of meeting minutes to formally record decisions.

A model “Meetings and Decisions” policy is provided by DELWP to assist committees. The model policy can be adopted in full or modified to suit different committee preferences. It is available through the [Crown Land Kiosk](#) or the [committees of management section of the DELWP website](#).