

## The Crown Land Kiosk is a specially tailored part of DELWP's internet-based land management information system for committees of management

### The Crown Land Kiosk

DELWP's Crown Land Kiosk has been developed to support committees of management to manage information and tasks related to their Crown land reserve management responsibilities.

### Kiosk features

Committees can use the Crown Land Kiosk to:

- Submit Annual Financial Returns and other information required by DELWP
- See maps of Crown land reserve boundaries
- View details of leases or licences
- Store and retrieve copies of key documents and required committee policies, such as Conflict of Interest policy; Code of Conduct; Gifts, Benefits and Hospitality policy

Also:

- All Committees are required to maintain a register of assets. The Kiosk includes an assets register format committees can use
- There is a section of the Kiosk to submit issues related to reserves for response by DELWP
- The Committee of Management Guidelines and all Model Policies, Fact Sheets and other support materials are available through the Kiosk

### Access to the Kiosk for committee members

All committees are encouraged to make sure they have at least two or three Committee members who are comfortable using the Kiosk, including the Chairperson, Secretary and Treasurer. All committee members are eligible to register and use the Kiosk.

The Kiosk is designed for individual committee members to have their own unique log-in with a password. Access can be from a mobile phone, tablet, laptop or desktop computer.

To gain access to the Kiosk, committee members first need to register their interest by contacting DELWP.

- For further information and to request access to the Kiosk, email: [CLIP@delwp.vic.gov.au](mailto:CLIP@delwp.vic.gov.au) or contact a DELWP committees of management staff member in your region. A video with further details about the Kiosk is available on the [committees of management section of the DELWP website](#).