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| Department of Energy, Environment and Climate Action |
| Application Form: Dromana Foreshore Reserve Committee of Management Incorporated |

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| Overview  In Victoria, 96 percent of the coast is public land overseen by the Department of Energy, Environment and Climate Action (DEECA). 70 percent is managed by Parks Victoria, and approximately 20 percent is managed by Councils, port managers, or volunteer-run committees of management.  These committees are responsible for the management, care, and protection of the foreshore reserve on behalf of both the local community and the wider Victorian community. Volunteer committee members are appointed by DEECA for a nominated period, typically three years. This system of fixed term rather than permanent appointments ensures that community members with skills, talent, and interest are regularly given the opportunity to become involved in foreshore management.  **Nominations are now open for volunteer positions on the Dromana Foreshore Reserve Committee of Management. Interested parties may apply by filling in this Application Form and submitting it to DEECA, along with any supporting documentation, to the address given on the bottom of this form no later than 5PM, on Wednesday 12 July 2023.**  Dromana Foreshore Reserve  Dromana Foreshore Reserve (DFR) is located on Bunurong Country, approximately 80km south of Melbourne on the Mornington Peninsula. The foreshore reserve is comprised of 3.8 km of coastal foreshore along Port Phillip Bay and includes a caravan park, boat ramp, 240 boatsheds, bike and walking tracks and bushland. The reserve is managed by a volunteer committee, which is supported by day-to-day management undertaken by employed staff on site.  The caravan park operates from 1 December to 30 April each year and provides 47 sites. Public use of the site includes camping, boat launching, and day visits.  Personal details | | |
| **Title:** | (Ms/Mrs/Mr) | **Date of Birth:** |
| **Full name:** |  | |
| **Street address:** |  | |
| **Suburb:** |  | **Postcode:** |
| **Postal address**  **(if different):** |  | |
| **Email:** |  | |
| **Phone:** |  | **Mobile:** |

Skills & Experience

**What are your areas of interest, experience or specialist skills?**

(Note: You can nominate more than one category.)

* + Environmental Management
  + Bunurong Cultural Heritage
  + Committee and meeting procedures, and administration
  + Management of a business/commercial experience
  + Asset management
  + Financial management/accounting
  + Human resource management
  + Legal affairs
  + Knowledge of community diversity, interests and needs
  + Community liaison, education and/or training
  + Sport, recreation
  + Tourism and marketing
  + Knowledge of local natural environment
  + Coastal ecology
  + Other

1. **What is your reason or interest in becoming a committee member?** (Please attach extra pages if required as well as a CV or further information that may assist your application).
2. **What particular skills or experience do you believe you can contribute to the committee?**
3. **Are you aware of the Victorian Marine and Coastal Policy? What do you think are the most important issues facing Victoria’s coast?**
4. **Are you aware of, or what do you consider to be, the most important issues regarding management of the reserve by the committee?**
5. **Community interests/organisational affiliations**
6. **Other information which may support your application (please attach a CV if appropriate)**

*I declare that the above is true and correct and that I have not knowingly provided false or misleading information.*

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| Signed | Date |

## Committee of Management: Probity and Private Interest Declaration

I (printed full name)

Of (address)

am an applicant for appointment to the following Committee of Management established under the

*Crown Land (Reserves) Act 1978.*

Name of committee: DROMANA FORESHORE COMMITTEE OF MANAGEMENT INCORPORATED

**Probity**

Have you been, or are you currently, insolvent or disqualified from acting as a director or acting in the management of a company?

Yes No

Have you been convicted of fraud or any indictable offence (a serious crime that is tried by a judge)?

Yes No

Are you now or have you in the past been investigated for, or been found to have engaged in misconduct, or had your employment or position on a board or committee terminated due to misconduct?

Yes No

**Conflict of Interest**

A conflict of interest exists where there is a conflict between a committee member’s public duty and a committee member’s private interest, when this private interest could improperly influence their duties as a committee member (for a discussion on conflicts of interest please refer to chapters 3, 4 and 5 of the Committee of Management Guidelines which can be found at: [www.deeca.vic.gov.au/boards-and-governance/committees-of-management](https://www.deeca.vic.gov.au/boards-and-governance/committees-of-management) Note: Having a conflict of interest does not exclude a person from being on the committee.

If you are appointed to the Committee of Management, are there any circumstances that you are aware of that may give rise to an actual, perceived, or potential conflict of interest?

Yes No

If yes, please provide details below. Please continue on a separate sheet if required.

These and other conflicts of interest may arise from time to time. When a committee member has a conflict of interest with an agenda item, this must be declared and the committee member must disqualify themselves from discussions and voting on the issue.

**Declaration**

I have declared any private interests that may conflict with my responsibilities as a committee member. I understand the need to avoid conflicts of interests when exercising my responsibilities as a committee member. If a conflict arises between my private interests and my responsibilities as a committee member, I shall not participate in any discussion or decision on the matter.

I declare that to the best of my knowledge, the information I have provided in this declaration is true and correct.

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| --- | --- |
| Signed | Date |



**Privacy Statement:** *Any personal information about you or a third party in your correspondence will be protected under the provisions of*

*the Privacy and Data Protection Act 2014. It will only be used or disclosed to appropriate Ministerial, Statutory Authority, or departmental staff in regard to the purpose for which it was provided, unless required or authorised by law. Enquiries about access to information about you held by the Department should be directed to the Privacy Coordinator, Department of Environment, Land, Water and Planning, PO Box*

*500, East Melbourne, Victoria 8002*

OFFICIAL

Expressions of interest should be marked:

#### Expression of Interest – Dromana Foreshore Reserve committee

and emailed to Jim Naish at:

[property.portphillip@delwp.vic.gov.au](mailto:property.portphillip@delwp.vic.gov.au)

#### by 5.00pm Wednesday 12 July 2023

All applicants will be advised in writing of the outcome of their application.