

Reserves: Statutory Land Manager Board Membership application

This form is to be used when applying to become a board member of a Statutory Land Manager under the *Crown Land Management Act 2016*.

Important information

In order for your application to be properly assessed, all sections of this form (where applicable) must be completed, in detail. Applicants must be 18 years of age. If you are a current or past board member, you are required to complete all sections of this form in detail. Reliance on previous experience and time served as a board member is not sufficient evidence of your skills & experience.

About Board Membership

The Department of Industry – Lands & Water is seeking community minded individuals to participate in the management of Crown land. Crown reserves are diverse and make a positive contribution to the social, economic, environmental and cultural landscape of the state. They are our showgrounds, racecourses, surf lifesaving clubs, parks, sporting venues, foreshores, caravan parks, recreational trails, nature reserves and community halls. Across NSW, more than 7,500 Crown reserves are being managed by a network of community minded organisations such as local councils, incorporated associations, not for profit corporations and over 600 individual volunteer boards.

A Crown land manager is the name given to an entity that is appointed to be responsible for the care, control and management of Crown reserves on behalf of the people of NSW. A statutory land manager is an entity established to enable individuals to participate in the management of Crown reserve.

We are seeking to attract people to our volunteer boards from a wide-range of backgrounds with a diversity of skills, expertise and interests who are passionate about public land management and the benefits it provides to the local community. A willingness to work with others as part of a team is a must. Board members commit to regularly scheduled face to face meetings, as agreed by the appointed board. The Department of Industry – Lands & Water provides regular communication with all its Crown land managers to assist them in their efforts.

Contact us

For more information, please contact us at:

NSW Department of Industry—Lands & Water
PO Box 2155
DANGAR NSW 2309

Phone: 1300 886 235

Fax: 02 4925 3517

Email: reserves@crowmland.nsw.gov.au

Web: industry.nsw.gov.au/lands

Privacy statement

The personal information you provide on this form is subject to the Privacy & Personal Information Protection Act 1989. It is being collected by NSW Department of Industry and will be used for purposes related to this application. NSW Department of Industry will not disclose your personal information to anybody else unless authorised by law. The provision of this information is voluntary or required to be supplied. If you choose not to provide the requested information we may not be able to process this application. You have the right to request access to, and correct details of, your personal information held by the department. Further information regarding privacy can be obtained from the NSW Department of Industry website at www.industry.nsw.gov.au/legal/privacy

Applicant details

This information may be used to positively identify you during your dealings with the Department of Industry – Lands. All fields must be completed unless otherwise stated.

Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:				
First Name			Middle Name		
Surname			Date of Birth		
Home		Work		Mobile	
PLEASE NOTE – the email address you provide will be used by the department for the purpose of communications. This includes, but is not limited to, important information, newsletters, upcoming events, awards, funding round information and other relevant correspondence.					
Email					
Residential Address					
Postal Address					

Applicant Information

Questions marked with an * are optional. This information will be only used for the purpose of reporting on diversity in boards. All data reported will be collected and stored in accordance with the Privacy & Personal Information Protection Act 1989.

1. Do you identify as an Aboriginal or Torres Strait Islander?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Were either of your parents born overseas?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Do you speak a language other than English at home?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No

4. Do you have a culturally and linguistically diverse background?*	<input type="checkbox"/> Yes. If yes please provide details below <input type="checkbox"/> No
5. Do you identify as a person with a disability?*	<input type="checkbox"/> Yes. If yes please provide details below <input type="checkbox"/> No

Expressing interest in vacancy

I would like to apply for appointment as a Board member to manage the affairs of the following Crown land:

Name of Reserve/Dedication	
Name of Crown Land Manager (if known)	
Reserve Number (if known)	
Proposed position	Board Member / Ex Officio /

Applicant's Skills, Experience and Memberships

Successful boards have a membership with a variety of skills and experience. The information below will be used to help assess your application to be a board member:

1. Are you a public servant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. What is your current occupation?			
3. If no current occupation, please provide details on your most recent occupation?			
4. Please detail the skills and experience you have to offer. For example; financial skills, business experience, technical or trade skills, marketing, information technology etc:			
5. Please list any professional membership/s, tertiary or trade qualifications:			
Qualification	Date Completed		
6. Please provide membership details of any special interest groups, including membership of any current user group of the Reserve.			
Group	Position	Period of Service	Number of times appointed

7. Please list any other interest or hobbies which you think may be relevant:

8. Are you willing and able to attend board meetings and working bees on the reserve, as required?

- Yes
- No. If no, please provide details as to why

9. Are you a member of any other Government or non-Government boards or committees?

- Yes. If yes please provide details below
- No

Board / Committee	Position	Period of Service	Number of times appointed

10. Are you named in the Lobbyist register?

http://www.dpc.nsw.gov.au/programs_and_services/lobbyist_register

- Yes. Please provide details below
- No

<p>11. I enclose a copy of my current Resume in support of my application</p>	<p><input type="checkbox"/> Yes. Please attach and complete 'supporting documentation checklist'</p> <p><input type="checkbox"/> No</p>
<p>12. I enclose a copy of my driver's licence or other photograph identification for proof of identification purposes in support of my <u>application</u></p>	<p><input type="checkbox"/> Yes. Please attach and complete 'supporting documentation checklist'</p> <p><input type="checkbox"/> No</p>
<p>13. Do you currently have a WWCC authorisation reference number?</p> <p>If the Crown reserve is regularly used by children under the age of 18 it may be beneficial to your application to provide a WWCC reference number.</p> <p>As a volunteer it is free to apply for a WWCC certificate and reference number. Whilst not a mandatory requirement, we encourage board members to think about the safety of children using the Crown reserve.</p>	<p><input type="checkbox"/> Yes. Please attach and complete 'supporting documentation checklist'</p> <p><input type="checkbox"/> No</p> <p>Please refer to the following website to apply for a working with children check, it is free for volunteers.</p> <p>https://www.service.nsw.gov.au/transaction/apply-working-children-check</p>

Referees

It is a mandatory requirement to provide the names and contact details of two (2) referees in support of your application:

First Name		Surname	
Address			
Contact Number			
Email			

First Name		Surname	
Address			
Contact Number			
Email			

Declaration

1. Have you ever been declared bankrupt or sought protection from any bankruptcy laws?	<input type="checkbox"/> Yes. If yes, please confirm details <input type="checkbox"/> No
2. Have you ever been convicted anywhere in Australia or overseas of an offence that, if committed in NSW, would be punishable in NSW by at least 12 months imprisonment?	<input type="checkbox"/> Yes. If yes, please confirm details <input type="checkbox"/> No
3. If selected for appointment, do you have any conflict of interest (pecuniary or otherwise) to declare? Refer to CLMA16, Schedule 5; Part 4; Division 4 'Conduct of Board members'	<input type="checkbox"/> Yes. If yes, please confirm details <input type="checkbox"/> No
4. If you are appointed to the nominated board, are there any circumstances that you are aware of that may give rise to an actual, perceived or potential conflict of interest?	<input type="checkbox"/> Yes. If yes please provide details below <input type="checkbox"/> No

5. I understand that if selected for appointment, I will be bound to act in accordance with the Crown land manager's Appointment Instrument (a copy will be sent to you on appointment), and, the Crown Land Code of Conduct (available for viewing on the website)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. I am aware that if selected, and the Crown reserve is regularly accessed and/or used by children 18 years and younger, I may be required to provide a current Working With Children's Check and/or National Police Check		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>I declare,</p> <ul style="list-style-type: none"> The answers and information given in this application are true and correct and I have not withheld any information likely to affect the assessment of my application. If selected for appointment, I agree to undertake the mandatory Crown land manager Induction Program before my appointment will be finalised. I have provided the name and contact details of two (2) referees and authorise the Department to make contact for the purpose of appointment to a board That consent to the collection, storage, use and disclosure of my personal and sensitive information will be in accordance with the Privacy Act 1988, for both the primary purpose of assessing my application for board membership, and if appointed, for the secondary purpose of disseminating to me information, notices and details regarding the board; and I authorise the Department of Industry - Lands to reference relevant sources to confirm the information supplied in this application and any accompanying attachments to determine my eligibility and suitability for appointment to a board. <p>I understand that: my personal information may be disclosed to other NSW Government departments and agencies, including the Department of Premier and Cabinet, and/or Ministers for the purposes of the appointment process.</p>			
<i>Please print your full name</i>			
Signature		Date	

Supporting documentation checklist

- Copy of my resume to support my application
- Copy of my driver's licence or photograph identification
- Copy of my "Working with Children check (WWCC) reference number (if appropriate)

Thank you - your application is appreciated.

Lodgement

Email the completed form to: reserves@crowland.nsw.gov.au

or

Mail to:

NSW Department of Industry-Lands & Water
PO Box 2155
DANGAR NSW 2309

Office use only – Refer to the Receipting and Referrals Codes Document				
<input type="checkbox"/> BCD	Code		Account Number	
Board Category		Entered by (staff members name)		
Staff initial		Date		

© State of New South Wales through Department of Industry 2018. The information contained in this publication is based on knowledge and understanding at the time of writing (May 2018). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Industry or the user's independent adviser.