

About Mathison Park

- 39 hectares of Council land located approximately 600 metres from the centre of Churchill. The day to day management and maintenance of the Reserve has been delegated by Latrobe City Council to the Mathison Park Community Asset Committee.
- Facilities at the reserve include barbeque and picnic shelters, walking paths, signage, Lake Hyland, playground, carparks, open space areas, boardwalks and Hares House.
- Abundance of native plants, grasses, animal and bird life.

About the Positions

Latrobe City Council is seeking Expressions of Interest to fill one (1) community representative positions.

- All members are appointed for a term of three years.
- Have a strong interest to assist in managing Mathison Park.
- Interested persons are to be over the age of eighteen years, be a resident of Latrobe City or own property and/or work in the municipality.
- The Community Asset Committee meets monthly at the Churchill Hub. The duration of each meeting will generally not exceed two hours. Special meetings may be held on an 'as required' basis.
- Appointments to the Community Asset Committee are made by Latrobe City Council.
- All positions are on a voluntary basis and Latrobe City Council does not offer any remuneration for participation.
- All positions can refer to Latrobe City's Coordinator Recreation Liaison and Sporting Reserves Maintenance for assistance and advice throughout their term of appointment.

About the Mathison Park Community Asset Committee

- The Committee's role is to undertake the management and maintenance of Mathison Park under a *Terms of Reference* and *Instrument of Sub-Delegation by Chief Executive Officer* operating documents. Latrobe City Council allocates an Annual Maintenance Grant to assist with those responsibilities.

- The Community Asset Committee and its members and volunteers are covered by Latrobe City's Public Liability insurance and Personal Accident cover whilst undertaking duties in the discharge of its responsibilities as per the *Terms of Reference* and *Instrument of Sub-Delegation by Chief Executive Officer* operating documents.
- The Community Asset Committee has delegated decision making authority under the *Terms of Reference* and *Instrument of Sub-Delegation by Chief Executive Officer* operating documents.

Mathison Park Community Asset Committee Membership

The Mathison Park Community Asset Committee shall comprise up to nine members, being:

- Latrobe City Councillors x up to 2
- Latrobe City Council officers x 1
- Community representatives x 6

Expression of Interest Evaluation

Following the lodging of your Expression of Interest, the submissions will be reviewed by the General Manager Assets and Presentation and/or the Manager City Presentation. The submissions will be shortlisted and if required, suitable candidates may be invited for an interview.

Timetable

The following dates are a guide only for the recruitment and appointment process to the Committee.

Opening date for Expression of Interest:	Thursday, 1 October 2020
Closing date for Expression of Interest:	Wednesday, 28 October 2020
Review of respondent's Expression of Interest:	Thursday, 29 October 2020
Possible Interviews:	Monday, 2 November 2020
Recommendation for appointment to Council:	Monday, 7 December 2020

Expression of Interest Questions

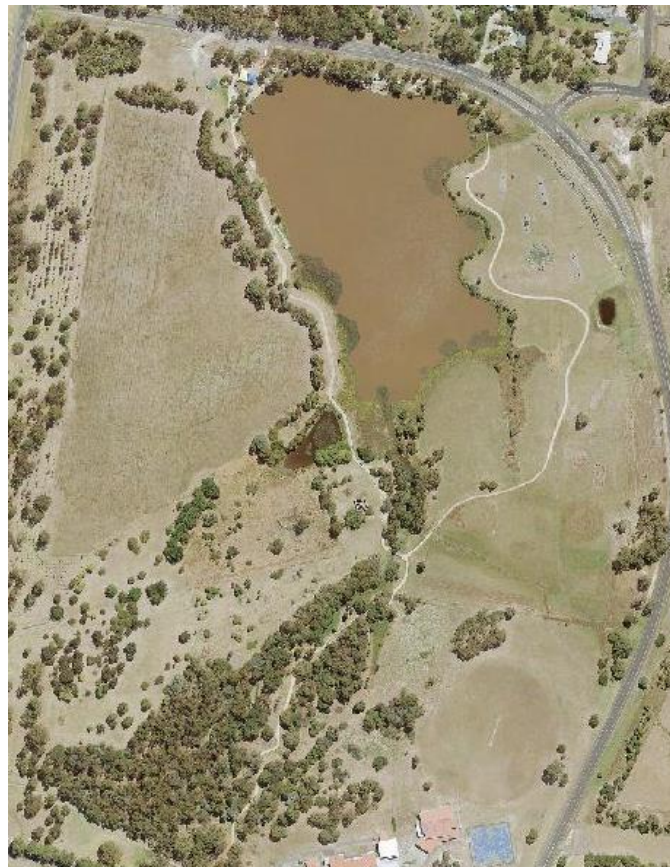
Any questions regarding the Expression of Interest or information required should be directed to: Simon Clark, Coordinator Recreation Liaison and Sporting Reserves Maintenance, telephone: 5128 5422 or email: Simon.Clark@latrobe.vic.gov.au

Submission of Expression of Interest

Expressions of Interest submissions must be marked 'Expression of Interest – Mathison Park Community Assets Committee' and sent electronically to Simon.Clark@latrobe.vic.gov.au or by post to Simon Clark, Coordinator Recreation Liaison and Sporting Reserves Maintenance, Latrobe City, PO Box 264 Morwell 3840 by no later than close of business on **Wednesday, 28 October 2020**.

Submissions received after this time will not be considered. It is the responsibility of applicants to ensure that submissions are received before the time and date set out above.

All information provided by the respondents in the course of, and following, the submission of their Expression of Interest will be treated as confidential.



Statement – Selection Process

As part of the selection process to be considered for a community representative position on the Mathison Park Community Asset Committee, I understand that I could be asked to attend an interview.

Name: _____

Signed: _____ Date _____

Please forward completed Expression of Interest submission to:

Simon Clark
Coordinator Recreation Liaison and sporting Reserves Maintenance
Latrobe City
PO Box 264
MORWELL VIC 3840

Email: Simon.Clark@latrobe.vic.gov.au
Ph.: 5128 5422 / 0408 731 440
Fax: 5128 5672