

### **About the Morwell Centenary Rose Garden**

- Garden established in 1992.
- Awarded a World Federation of Rose Societies, Garden of Excellence award in 2009.
- Over 3000 roses from Australia and around the world.
- Dedicated Australian and New Zealand Breeders section.
- Rose Garden Wing, Tourism shelter and storage sheds.

### **About the Positions**

Latrobe City Council is seeking Expressions of Interest to fill one community representative position.

- All members are appointed for a term of three years.
- Have a strong interest in assisting to manage the Morwell Centenary Rose Garden.
- 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 in the Rose Garden Wing. The duration of each meeting will generally not exceed two and a half 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 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 Morwell Centenary Rose Garden Community Asset Committee**

- The Committee's role is to undertake the management and maintenance of the Morwell Centenary Rose Garden in conjunction with Latrobe City Council under a

*Terms of Reference and Instrument of Sub-Delegation by Chief Executive Officer* operating documents. Latrobe City Council allocates an annual maintenance grant and staff resources 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 Instrument of Delegation operating document.
- The Committee has delegated decision making authority under the *Terms of Reference and Instrument of Sub-Delegation by Chief Executive Officer* operating documents operating documents.

### **Morwell Centenary Rose Garden Community Asset Committee Membership**

The Morwell Centenary Rose Garden Community Asset Committee comprises of thirteen (13) members, being:

- Latrobe City Councillor x 1
- Latrobe City Council officers x 2
- Friends Of Morwell Centenary Rose Garden x 6; and
- Community representatives x 4

### **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:	Wednesday, 16 August 2023
Closing date for expression of interest:	Wednesday, 13 September 2023
Review of respondent's expression of interest:	Friday, 15 September 2023
Possible Interviews:	Monday, 25 September 2023
Recommendation for appointment to Council:	1 November 2023

### **Expression of Interest Questions**

Any questions regarding the Expression of Interest or information required should be directed to: Dan Nichols, Coordinator Recreation Liaison and Reserves Maintenance on 1300 367 700, or dan.nichols@latrobe.vic.gov.au

### **Submission of Expression of Interest**

Expressions of Interest submissions must be marked 'Expression of Interest – Morwell Centenary Rose Garden Community Asset Committee' and sent electronically to denise.whittaker@latrobe.vic.gov.au or by post to Denise Whittaker, Recreation Liaison and Sporting Reserves Maintenance Officer, Latrobe City, PO Box 264 Morwell 3840 by no later than close of business on **Wednesday, 13 September 2023**.

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.



Please register my Expression of Interest in becoming a community representative on the Morwell Centenary Rose Garden Community Asset Committee.

**Name:** .....

**Address:** .....

..... **Postcode:** .....

**Email:** .....

**Telephone Contact: Daytime** .....

**After Hours** .....

**Mobile:** .....

**Question 1:  
Why would you like to become a community representative of the Morwell Centenary Rose Garden Community Asset Committee?**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---



**Statement – Selection Process**

As part of the selection process to be considered for a community representative position on the Morwell Centenary Rose Garden 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:

Dan Nichols  
Coordinator Recreation Liaison and Reserves Maintenance  
Latrobe City  
PO Box 264  
MORWELL VIC 3840

Email: [dan.nichols@latrobe.vic.gov.au](mailto:dan.nichols@latrobe.vic.gov.au)  
Ph.: 1300 367 700  
Fax: 5128 5672