

About the Callignee and Traralgon South Sporting Facilities

- Wesley Pump Memorial Oval, Callignee – cricket oval.
- Traralgon South Recreation Reserve – cricket oval, cricket practice nets, tennis courts, pavilion containing badminton courts, social area and kitchen; and separate change rooms.

About the Positions

Latrobe City Council is seeking Expressions of Interest to fill two community representative positions.

- All members are appointed for a term of three years.
- Have a strong interest in managing sporting and community facilities.
- 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 will meet no less than four times per year however it is likely that meetings will occur on a bi-monthly basis. 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 Callignee and Traralgon South Sporting Facilities Community Asset Committee

- The Committee's role is to undertake the management and maintenance of the sporting and community facilities 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 is to manage all independent contractors undertaking works at the facilities and ensure that appropriate Occupational Health and Safety requirements are met including the provision of appropriate insurance coverage.
- 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.

Callignee and Traralgon South Sporting Facilities Community Asset Committee Membership

The Callignee and Traralgon South Sporting Facilities Community Asset Committee shall comprise of nine members, being:

- Latrobe City Councillor x 1
- Latrobe City Council officer x 1
- Traralgon South Tennis Club x 1
- CATS Cricket Club x 1
- Traralgon South Netball Club x 1
- Traralgon South Badminton Club x 1; and
- Community representatives x 3

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 will 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, 30 th August 2023
Closing date for expression of interest:	Wednesday, 13 th September 2023
Review of respondent's expression of interest:	Friday, 15 th September 2023
Possible Interviews:	Monday, 25 th September 2023
Recommendation for appointment presented to Council:	Wednesday, 1 st November 2023

Expression of Interest Questions

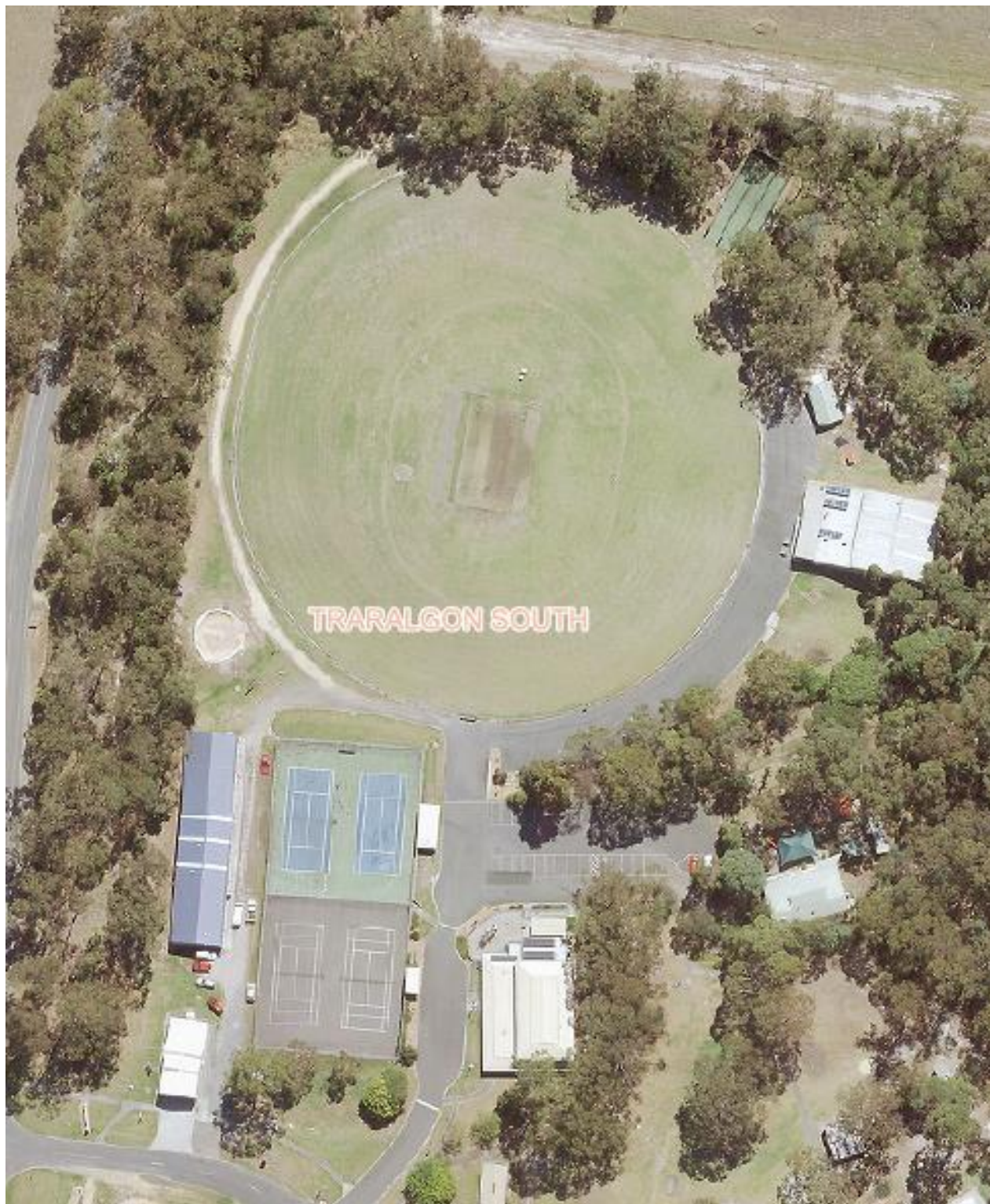
Any questions regarding the Expression of Interest or information required should be directed to: Dan Nichols, Coordinator Recreation Liaison and Reserves Maintenance, telephone: 1300 367 700 or email: dan.nichols@latrobe.vic.gov.au

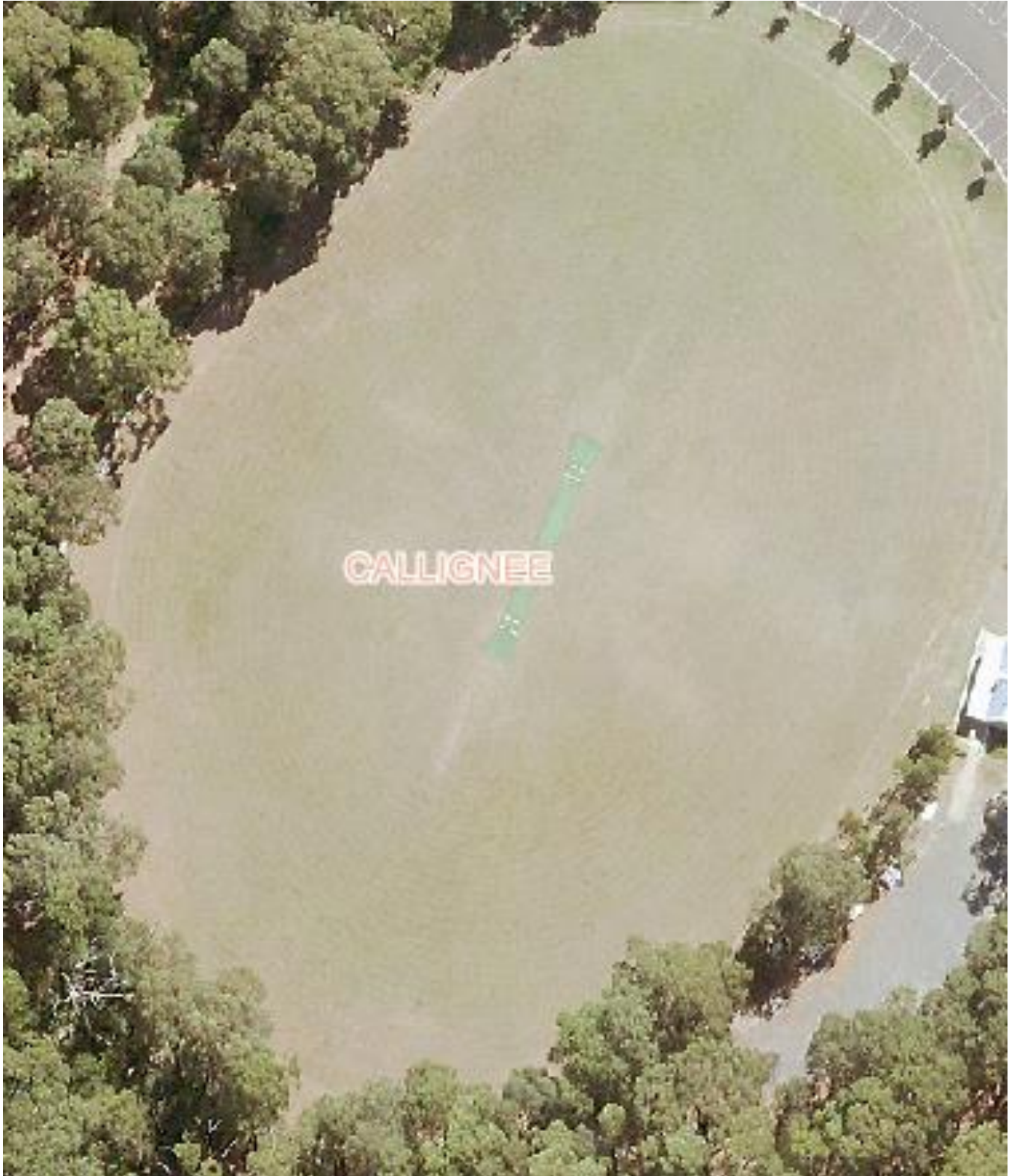
Submission of Expression of Interest

Expressions of Interest submissions must be marked 'Expression of Interest – Callignee and Traralgon South Sporting Facilities Community Asset Committee' and sent electronically to dan.nichols@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, 13th 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.





Statement – Selection Process

As part of the selection process to be considered for a community representative position on the Callignee and Traralgon South Sporting Facilities 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 Sporting Reserves Maintenance
Latrobe City
PO Box 264
MORWELL VIC 3840

Email: dan.nichols@latrobe.vic.gov.au
Ph.: 1300 367 700/0418 323 848
Fax: 5128 5672