

About the Traralgon Railway Reservoir Conservation Reserve

- 27 hectares of Crown land which is under the management of Council and located 1.5 kilometers from the centre of Traralgon. The day to day supervision and management of the Reserve has been delegated by Latrobe City Council to the Traralgon Railway Reservoir Conservation Reserve Community Asset Committee.
- Facilities at the reserve include bird hide, walking paths, information shelter and signage, reservoir, wetlands, carpark, open space areas and canyon.
- Rare plant species and bird life along with an abundance of native plants and grasses.

About the Community Representatives Positions

Latrobe City Council is seeking Expressions of Interest to fill two (2) community representative positions.

- All committee members are appointed for a term of three years.
- Have a strong interest in assisting to manage and maintain the Traralgon Railway Reservoir Conservation Reserve.
- 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 reserve Place of Assembly Shed (online during the COVID-19 restrictions). 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 Traralgon Railway Reservoir Conservation Reserve Community Asset Committee

- The Committee's role is to undertake the management, maintenance, development, promotion and supervision of the Traralgon Railway Reservoir Conservation Reserve 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 Committee has delegated decision making authority under the *Terms of Reference* and *Instrument of Sub-Delegation By Chief Executive Officer* operating documents.

Traralgon Railway Reservoir Conservation Reserve Community Asset Committee Membership

The Traralgon Railway Reservoir Conservation Reserve Community Asset Committee shall comprise of twelve members, being:

- Latrobe City Councillors x 3
- Latrobe City Council officer x 1; and
- Community representatives x 8

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 Manager City Presentation. The submissions will be shortlisted and if required, candidates may be invited for an interview.

Timetable

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

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| Opening date for expression of interest: | Wednesday, 30 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 submitted to Council: | Wednesday, 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, telephone: 0418 323 848 or email: dan.nichols@latrobe.vic.gov.au

Submission of Expression of Interest

Expressions of Interest submissions must be marked 'Expression of Interest – Traralgon Railway Reservoir Conservation Reserve Community Asset Committee' and sent electronically to dan.nichols@latrobe.vic.gov.au or by post to Dan Nichols, Coordinator Recreation Liaison and Reserves Maintenance, 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.



Statement – Selection Process

As part of the selection process to be considered for a community representative position on the Traralgon Railway Reservoir Conservation Reserve 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
Ph.: 0418 323 848/1300 367 700
Fax: 5128 5672