Expression of Interest

Birregurra Hall Committee of Management

Community Representative

Expressions of interest are invited for community representatives to form part of the Birregurra Hall Committee of Management. A total of four community representatives will be appointed to this Committee of Management following recent changes to the composition of the Committee.

**Term**

The successful applicants will be formally appointed at the Colac Otway Shire Ordinary Council meeting to be held on 22 November 2017. The Committee’s term is three years.

**Expressions of Interest**

Expressions of interest should be submitted on the attached form and reach Council by 5.00pm on Friday 27 October 2017 either in a sealed envelope marked “Expressions of Interest – Birregurra Hall Committee of Management” or by email with the same subject line to [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au)

Expressions of interest should address the assessment criteria below and will be evaluated by a panel of Council officers.

**Assessment criteria**

Assessment criterion for community representatives:

|  |  |
| --- | --- |
| **Criteria** | **Weight** |
| Demonstrated experience as a member of a hall committee or similar committee or group. | 35 |
| Demonstrated community involvement, vision or passion for the town and the community. This can be for Birregurra or another location. | 15 |
| Demonstrated maintenance or facility management experience. | 15 |
| At least one of the following skills: accounting, occupational health and safety, governance, auditing, risk management, community advocacy, cultural advocacy, legal, media, fundraising, administration, programming or technology. | 20 |
| Demonstrated communication skills and an ability to build partnerships, marketing and or business development experience. | 15 |
| **Score** | **100** |
|  |  |
| **Rating** | **Grade** |
| Excellent/Best | 5 |
| Very Good | 4 |
| Better than average | 3 |
| Acceptable | 2 |
| Marginal | 1 |
| Inadequate | 0 |

**Closing Date for Expressions of Interest**

Expressions of interest must be in writing and on the form below and be received by the Colac Otway Shire office, 2-6 Rae Street, Colac (PO Box 283, Colac VIC 3250) by 5.00pm on Friday 27 October 2017, either in a sealed envelope marked “Expressions of Interest – Birregurra Hall Committee of Management” or by email with the same subject line to [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au)

For further information, please contact Council’s Acting Manager, Governance & Customer Service, Sarah McKew, on 5232 9400 during office hours or by email at [sarah.mckew@colacotway.vic.gov.au](mailto:sarah.mckew@colacotway.vic.gov.au)

All nominees will be promptly advised of the outcome of this process.

**Expression of Interest**

Interest

Name:

Street Address:

Suburb and Postcode:

Postal Address:

Suburb and Postcode:

Tel: Fax: Mobile:

Email:

Reference 1 Name: Mobile: Relationship:

Reference 2 Name: Mobile: Relationship:

I wish to submit my Expression of Interest to become a community representative on the Birregurra Hall Committee of Management.

With regards to the assessment criteria above… [please add as many pages as required]

**Declaration**

In making this submission, I understand that I am proposing to become one of four community representatives on the Birregurra Hall Committee of Management and confirm I have the ability to fulfil my obligations for the three year term.

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Signature Print Name Date