



# RCV Secretariat Expression of Interest Provision for Services Specifications

## 1. Expression of Interest

Rural Councils Victoria (RCV) is seeking Expressions of Interest to provide secretariat services to RCV for a one-year period from 1 July 2024 (with an additional 2-year option on agreement from both parties).

## 2. Introduction

Rural Councils Victoria (RCV) is an organisation representing Victoria's rural councils. RCV believe that liveable, sustainable and prosperous rural communities are fundamental to the ongoing success of Victoria. Representing the 1 in 9 Victorians who live in rural communities, RCV has 34 member councils right across the state. Victoria's rural councils are responsible for 75 per cent of Victoria's land area, and have a combined population of approximately 745,000 people (Census 2016). Our rural areas and communities are critical to the liveability of Victoria. They are also key to a thriving state economy.

The purposes of RCV are to:

- Promote a collective voice for rural councils and provide an avenue for engagement with State and Federal Governments;
- Heighten awareness and understanding of issues that impact on rural communities;
- Build the capacity of rural councils to face current and future challenges and provide effective and sustainable services;
- Develop and advocate for policies, strategies and initiatives to improve outcomes for rural Councils and their communities; and
- Provide leadership on local governance.

## 3. Background

RCV was established in 2005 to coordinate the network of 38 rural councils across Victoria in their efforts to better understand, articulate and address the issues affecting them. Today RCV has become the peak body representing and advocating for Victoria's rural councils and communities. We continue to work closely with MAV, RDV, Local Government Victoria (LGV) and other state and federal agencies as we deliver our program of work.

## **4. Secretariat Roles and Responsibilities**

The four key responsibility areas associated with fulfilling the role of RCV Secretariat include:

### **4.1 Good Governance**

**Provide timely advice to the RCV Executive to ensure all governance requirements related to the conduct of an Incorporated Association are met.**

These activities and outputs may include but are not limited to:

- Meeting all governance and financial reporting requirements associated with the conduct of the Annual General Meeting;
- Meeting all requirements associated with compliance with the RCV (Rural Councils Victoria) Rules of Association;
- Coordinating meeting content, producing meeting agendas and minutes, implementing and monitoring meetings resolutions and actions and meeting all governance requirements associated with the conduct of regular Executive Meetings;
- Ensuring effective financial management (including taxation requirements, managing the credit card, paying invoices etc).

### **4.2 Coordinating Advocacy Campaigns**

Activities may include but are not limited to:

- Ongoing review of the policy landscape to identify issues of importance to RCV and its members.
- Identify opportunities for influence including through liaison with key stakeholders such as state and federal members of Parliament, public service contacts, councillors and officers.
- Prepare advocacy materials including briefing papers, letters, reports and submissions as required.
- Arrange delegations to Federal and State Ministers in support of the advocacy strategy.

### **4.3 Effective Marketing and Promotions**

**Implement a program of marketing and promoting the projects and work of Rural Councils Victoria.**

These activities and outputs may include but are not limited to:

- Establishing and implementing a program for promoting and evaluating all relevant projects;
- Developing and implementing a communications program with RCV members;
- Maintaining the RCV website, ensuring up to date news and strategic content;
- Providing media releases and responses as necessary including through social media platforms;
- Drafting speeches and any media releases as required;
- Receiving and providing responses to all communication directed to RCV; as required;
- Maintaining a database of members, key contacts and stakeholders.

#### 4.4 Annual Conference Coordination

Each year RCV holds an annual conference within the locality of a RCV member Council. The activities may include, but are not limited to:

- Sourcing and coordinating sponsorship.
- Promotion and registration administration.
- Developing and implementing the conference program, including guest speakers, presenters and catering.
- Venue booking and coordination, including ensuring technology is fit for purpose on the day.

#### 5. Treasurer / Bookkeeper

RCV has an appointed Treasurer as part of the RCV Committee roles and responsibilities. In addition, we have engaged a bookkeeper to process payments and monthly financial reports, along with the annual financial statements. The RCV Secretariat is required to work with the Bookkeeper to ensure the timely processing of invoices and financial statements.

#### 6. Budget

The budget for the Role and Responsibilities as per this specification is \$120,000 per annum.

#### 7. Timelines

The following schedule presents the process and timeline that will be followed:

Monday 22 April	EOI is released to market
Friday 3 May	EOI closes at 2pm
Friday 10 May	Recommendation regarding EOI circulated to committee members
Friday 17 May	Committee makes a decision regarding the EOI

#### 8. Formal Agreement

A formal contract will be signed with the successful contractor providing Secretariat Services and RCV.

A copy of the proposed contract is available with this Expression of Interest for Invitees to view.

#### 9. Expression of Interest Application

Expression of Interest must meet the following criteria:

- EOIs must be lodged by **2:00pm on Friday 03 May 2024** to the following email address:  
[tsmith@yarriambiack.vic.gov.au](mailto:tsmith@yarriambiack.vic.gov.au)
- EOIs must be marked **CONFIDENTIAL RCV EOI** and submitted to the attention of:  
**Tammy Smith Chief Executive Officer, Yarriambiack Shire Council / Treasurer RCV**
- EOIs must include a formal response to the following six elements:
  1. An overview (up to 300 words) demonstrating your experience in performing Secretariat type roles and responsibilities that include complex regional or statewide projects involving multiple stakeholders across a variety of jurisdictions.
  2. An explanation (up to 600 words) of how you propose to manage the day-to-day administration of the RCV secretariat with due consideration to the key responsibilities as described in this EOI.

3. Identify any additional non-financial resources or information that your organisation would require to effectively deliver the RCV Secretariat Service.
4. Identify the annual fee for your organisation would require to deliver the RCV Secretariat service including a cost analysis for staffing and other costs associated with meeting the roles and responsibilities as described in this EOI.
5. In addition, the EOI applicant must complete the **Mandatory EOI Form**, which includes the details of the applicant, along with the mandatory and other criteria responses.

## 10. Evaluation Matrix

Scoring of weighted evaluation criteria
Scoring of the evaluation criteria will be in accordance with the Evaluation Rating Scale set out in the tables below.

Mandatory Criteria	Compliant / Non-Compliant
Insurance <ul style="list-style-type: none"> <li>- Workcover (if applicable)</li> <li>- Public Liability \$20million</li> <li>- Professional Indemnity \$1 million</li> </ul>	

Result	Description	Score
Excellent	The submission satisfies the section criterion in all respects. The supporting information is comprehensive and complete. All invitation requirements are met.	8-10
Very Good	The submission satisfies the selection criterion in most respects. Majority of the requirements are met. Any non-compliance to the requirements is not critical to the success of the service delivery.	6-8
Good	The submission satisfies the selection criterion to an acceptable degree. There are some minor deficiencies and shortcomings in the detail of the submission.	4-6
Average	The submission barely satisfies the selection criterion. There are major deficiencies in the detail of the supporting information.	2-4
Poor	The supporting information is insufficient to allow any judgement on compliance, or the supporting information provided demonstrates non-compliance.	0-2

Evaluation Criteria	Weight
<b>Capacity</b> <ul style="list-style-type: none"> <li>Qualifications, experience, and expertise of key personnel (including sub-contractors) (20%)</li> <li>Current project/contract commitments (5%)</li> </ul>	<b>25%</b>
<b>Capability</b> <ul style="list-style-type: none"> <li>Trading History &amp; Experience; number of years of experience in delivering the type of service (15%)</li> <li>Previous experience in completing similar projects to the required standard (contract history &amp; referees) (10%)</li> </ul>	<b>25%</b>
<b>Price</b> <ul style="list-style-type: none"> <li>Offer Price, based on commitment to deliver scope of works.</li> </ul>	<b>50%</b>
<b>TOTAL</b>	<b>100%</b>

## 11. Enquiries

Enquiries can be directed to Councillor Mary-Ann Brown, Chairperson Rural Council's Victoria, via email: Mary-Ann Brown [mabrown@sthgrampians.vic.gov.au](mailto:mabrown@sthgrampians.vic.gov.au) or phone: 0429 638 245

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