

Invitation for Expressions of Interest – Hinchinbrook Community Bank Steering Committee

September 2021

1. Introduction

1.1 The Opportunity

Community driven demand and support is absolutely fundamental to the success of the Community Bank model.

As a result, any decision on the formation of new a Community Bank can only be made following an extensive period of community consultation which carefully considers community needs, customer banking habits and other local stakeholder requirements.

This document outlines that process by which it is seeking Expressions of Interest to form a Steering Committee that will engage with Bendigo Bank to discuss the steps involved in establishing a Community Bank in the local area and to assess the level of community support required for commercial viability.

In addition to community spirit, a new Community Bank venture must be commercially viable if it is to succeed.

This **Invitation for Expressions of Interest** invites suitably qualified Respondents to submit Expressions of Interest (EOI) for form a Steering Committee to investigate the community demand and support for a Community Bank in the Hinchinbrook Shire.

1.2 Purpose of this Invitation for EOI

The purpose of this Invitation for EOI is to:

- provide information to potential Respondents about the Project;
- invite potential Respondents to submit EOIs and inform them as to the information to be included in any EOIs; and
- create a database of Respondents and their skills and experience that are likely to be beneficial to the Project.

1.3 EOI Process and Project Timeframes

The EOI Process seeks to engage members of the public to form a Steering Committee who will be responsible for meeting the Project Objectives.

Table 1: EOI Phase Timetable

Key Activity	Target Date / Period
EOI Phase	
Release of Invitation for EOI	Midday AEST 18/01/2022
EOI Closing Time and Date	Close of Business AEST 04/03/2022
Briefing Session for Respondents	To be determined – March or April 2022

The publisher of this document reserves the right to amend the timetables outlined in Table 1 (EOI Phase Timetable).

1.4 Briefing Session

Chamber will conduct an EOI Briefing session for Respondents if sufficient demand is demonstrated during the EOI process. The purpose of the briefing will be to provide Respondents with details in respect to the information that Chamber has obtained to date, regarding both the Community Banking process and the Respondents. The information provided will allow Respondents to decide whether they want to officially join / participate on the committee or not. ((Only Respondents will be invited - chamber will not host a public meeting nor will Chamber act as an authority figure, instigator, leader or supervisor.))

Respondents will be notified of the time, date and venue of the briefing session after submitting an EOI.

2. Project Rationale

2.1 Project Background and Context

The closure of several banks in Ingham in recent years has cultivated interest in the Community Banking model. To potentially progress this idea, a Steering Committee is required to determine whether sufficient local demand and support exists to bring a Community Bank to the Hinchinbrook Shire.

2.2 Project Objectives

The following are Objectives for the Project:

- To determine whether there is enough community demand and support for the Community Banking model to form a Steering Committee that will spearhead the initiative moving forward.
- To gather EOI's from Respondents who are suitably qualified and motivated to form a Steering Committee
- To facilitate the formation of a Steering Committee and provide the high-level background information, and contact details for relevant stakeholders, required to progress community consultation and investigation into the Community Banking Model

3. Project Scope

3.1 Overview

This Invitation for Expressions of Interest is seeking innovative, proactive and passionate individuals to form the Community Banking Steering Committee.

The Community Banking Steering Committee will be responsible for:

- Creating its own structure, appointing members to specific roles and, if applicable, evaluating the EOI's submitted for the committee.
- Meeting on a regular basis to determine, plan and execute activities in accordance with its strategic direction;
- Engaging with relevant stakeholders to collect, compile and distribute information regarding the Community Banking model;
- Community Consultation to determine whether sufficient demand and support exists to bring a Community Bank to the Hinchinbrook Shire; and
- If sufficient demand and support is found to exist, take the necessary steps to progress the initiative and bring a Community Bank to the Hinchinbrook Shire.

3.2 Other Project Information

- Members of the Steering Committee must live within, or have a business or other presence that operates within, the Hinchinbrook Shire.
- The Steering Committee will be responsible for its own management, administration, communications and reporting, including determining its strategic direction, activity and milestones.
- The Steering Committee will be responsible for arranging a venue for meetings (if applicable).
- Members of the Steering Committee will not be compensated for their time or any other items including, but not limited to, venue hire, vehicle expenses, telephone expenses, computer expenses or consumables.
- Chamber does not assume any responsibility for the management or success of the Steering Committee. Chamber's role is limited to facilitating the formation of the Steering Committee through releasing this Invitation for Expressions of Interest and hosting a Briefing Session for the Respondents. Following initial briefings and introductions, Chamber reserves the right to not provide any further support to the Steering Committee.
- Members of the Steering Committee will not be covered under Chamber's Workers Compensation or Public Liability Insurance.
- Members of the Steering Committee will not necessarily be required to invest in the Community Bank (if applicable).
- Members of the Steering Committee will not necessarily be required to fulfill roles on the Board of Directors (if applicable).

3.3 Other Relevant Policies and Requirements

The Steering Committee should ideally be comprised of a wide cross section of individuals that represent all residents in the Hinchinbrook Shire.

Expressions of Interest are sought from individuals with business, social or community interests that represent the diversity of the Hinchinbrook Shire.

EOI's from people living with disabilities and First Nations people are encouraged to respond.

4. Content to Include in Expressions of Interest

4.1 Information Required

Respondents are requested to ensure that their EOI addresses the Information Required in Table 2 and provide all personal information and contact details including name, mailing address, phone number and email address.

Table 2: Information Required

Criterion 1: Demonstrated experience and capability to deliver the Project	
Sub-Criterion 1A	<p>Project Delivery Capability and Experience</p> <p>Experience and demonstrated ability of Respondent to fulfil positions on steering committees, management committees or boards</p>
Sub-Criterion 1B	<p>Project Services Capability and Experience</p> <p>Experience and demonstrated ability of Respondent to manage projects, coordinate activities, complete community consultation, source investments / donations / support and engage with relevant stakeholders.</p>
Sub-Criterion 1C	<p>Project Financing Capability and Experience</p> <p>Experience and demonstrated ability of Respondent Members to effectively raise finance for projects of a similar risk profile.</p>
Criterion 2: Proposed approach	
Sub-Criterion 2A	<p>Project Delivery Strategy</p> <p>The proposed approach to engage with relevant stakeholders, learn more about the Community Banking model and complete community consultation to determine level of community demand and support for Community Banking, including potential investors.</p>
Criterion 3: Demonstrated Skills, Experience or Understanding of Key Project Requirements	
Sub-Criterion 3A	<p>Possess or obtain comprehensive knowledge of the Community Banking Model</p> <p>Existing understanding of, or outlined intent to obtain knowledge regarding, the Community Banking Model.</p>
Sub-Criterion 3B	<p>Stakeholder Engagement</p> <p>Understanding of and approach to addressing stakeholder engagement, both to learn more about the Community Banking Model and to relay information to local stakeholders.</p>
Sub-Criterion 3C	<p>Community Consultation</p> <p>Understanding of and approach to addressing Community Consultation to determine community demand and support for a Community Bank in the Hinchinbrook Shire.</p>
Sub-Criterion 3D	<p>Other Relevant Skills</p> <p>Value of any other demonstrated skills, experience or attributes that will benefit the Steering Committee, including but not limited to:</p> <ul style="list-style-type: none"> • management experience, • communication skills, • established relationships within the community, • ability to work independently or in a team environment, • community spirit,

- passion,
- dedication,
- determination.

4.2 Additional Information

Respondents are requested to submit their Expression of Interest in writing in any format that addresses the Information Required in Table 2 (above). This may include a letter, table or spreadsheet that may be accompanied by letters of support, references, awards, links to examples or media coverage.

4.3 Privacy

Respondents acknowledge and accept that their Expressions of Interest will be received by Chamber's Operations Manager who may share any information provided with Chamber's Management Committee for the purposes of organising the Briefing Session and facilitating (in the limited manner described previously in this document) the formation of a potential Steering Committee.

All Respondents who choose, following the Briefing Session, to commit to participating in the Steering Committee, agree to having their EOI's provided to other Respondents to be considered, assessed and / or evaluated in any manner that the potential Steering Committee deems appropriate.

4.4 Evaluation Process

Chamber will not Assess or otherwise Evaluate submissions in any way. Respondents will be responsible for establishing the structure, size and nature of the Steering Committee and will have access to the EOI's submitted for informational purposes and to perform its own Evaluation Process if desired.

4.5 EOI Coordinator - Questions

Chamber has appointed **Amanda Cominardi** as the EOI Coordinator to answer questions in relation to this Invitation for Expressions of Interest and to coordinate handover to the Steering Committee.

Respondents may contact the EOI Coordinator by phone (see Table 4 below) with questions relating to the EOI process or the project.

Table 4: Contact details for EOI Coordinator

Item	Information
Name	Amanda Cominardi
Organisation	Hinchinbrook Chamber of Commerce, Industry & Tourism
Position	Operations Manager
Telephone	(07) 4776 0090
Email	admin@hinchinbrookchamber.com.au

4.6 EOI Closing Time and Date

The EOI Closing Time and Date for submission of EOI's is **5pm AEST on Friday, March 4 2022**

EOIs are to be submitted by email to admin@hinchinbrookchamber.com.au or by post to Hinchinbrook Chamber of Commerce, Industry & Tourism, PO Box 55, INGHAM QLD 4850