

# Boco Rock Community Enhancement Fund

Charter | 2024



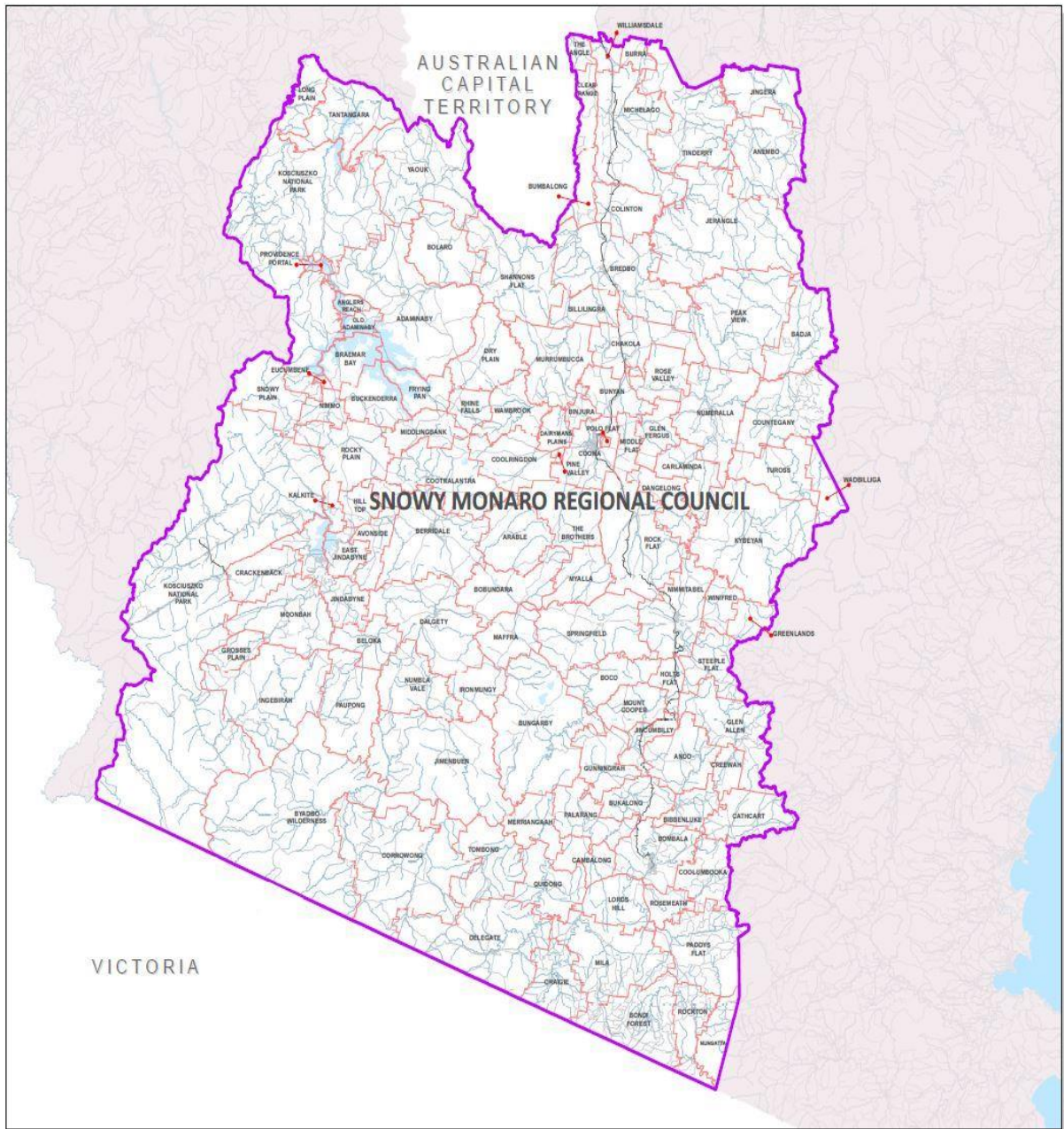
## Record of versions

Version	Date Published	Reason for Amendments	Resolution	Author or Document Owner
3	27/03/2024	Amendments to, eligible area, membership, to reflect Stage 2 approval. Inclusion of 'enhancement fund applications' and 'assessment criteria'.	57/24	Governance
2	26/08/2022	Periodic Revision	287/22	Governance Support Officer
1	04/07/2018	New committee established	-	Governance

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Map of Snowy Monaro Regional Local Government Area



## 1 Objective of the Committee

The Boco Rock Community Enhancement Committee (the Committee) is responsible for assessing applications and approving funds submitted through a funding application process.

## 2 Power of the Committee

The Committee has been established pursuant to the project approval of the Boco Rock Wind Farm Pty Ltd, approved by the NSW Government Department of Planning.

Extract from Approved conditions of consent, application no. 09\_0103 approved 23/12/2022:

### S2.51 Community Contributions

*Prior to the commencement of construction of the project, the Proponent shall establish a Community Enhancement Program Fund to be administered by Council to fund community enhancement measures in the Snowy Monaro Regional local government area to offset any potential residual amenity impacts associated with the project within the local government area. Community enhancement measures may include (but are not necessarily limited to):*

- *Improvements to community infrastructure and services;*
- *Sustainability initiatives; and*
- *Opportunities for local economic and tourist development.*

The Committee exercises its function, as imposed on Council, through the condition of the development approval.

- The Committee has the authority to determine the distribution of funds provided by the Boco Rock Wind Farm;
- The Committee shall exercise its power by considering any matter relating to its purpose in a formal meeting and by making formal recommendations.
- The power of the Committee is limited to the exercise of its function. It does not have power to make decisions that will bind the Council or to commit the expenditure of the Community Enhancement Funds to any other organisation, outside the application process.

## 3 Role of the Committee

The role of the Committee is to determine the distribution of funds provided by the Boco Rock Wind Farm Pty Ltd.

- Assess all eligible applications;
- Ensure successful applications deliver community benefits;
- Support the work of existing and future community projects through the application process;
- Determine successful grant applications;
- Make decisions within the given schedule;
- Champion the partnership within and outside the Committee;
- Represent the Committee by attending project openings and participating in photo opportunities as part of the acquittal process on request.

All administrative functions are the responsibility of Council, including the distribution of funds to successful applicants, coordinating committee meetings, advertising for membership and maintaining committee records.

Periodic review of the application process, including all forms and supporting documentation will be conducted between Council and Boco Rock Wind Farm. The Committee will be invited to provide comment during the review process.

## 4 Enhancement Fund Applications

Applications for the Boco Rock Community Enhancement fund will be received from individuals, businesses and not for profit organisations, for projects or events that fall within the Snowy Monaro LGA.

Applications are to be submitted on the forms provided and must include a current financial statement of the applicant, showing the closing balance, and address the following criteria:

- *Improvements to community infrastructure and services;*
- *Sustainability initiatives;*
- *Opportunities for local economic and tourist development.*
- *Demonstrated financial management*
- *Demonstrated capacity to carry out project (have provided project timelines, details who will carry out the works etc.)*

Applications submitted after the advertised closing date, and time, will not be accepted for consideration.

### 4.1 Assessment Criteria

Each application must be assessed by the committee and scored against the criteria

The total amount of funding available per year is determined by the Project Approval. Unallocated funds are rolled over into the following year.

## 5 Structure and Composition of the Committee

The Committee shall consist of 11 members; equal representation is to be given to community representatives, to ensure the LGA is represented. Each member will have a single vote. As such, the Committee shall be made up of:

- Mayor (Chairperson)
- Chief Executive Officer (alternate to be SMRC staff member acting in this position or a delegate)
- 1 Boco Rock Wind Farm Representative (an alternate must be nominated Boco Rock Wind Farm)
- 2 Councillor representatives
- 6 members from the community to represent the geographic distribution of the population.

## 6 Appointment of the Committee

Councillor Representative

- The two councillor representatives shall be elected by Council resolution
- The term of membership will be the term of Council.

Community Representatives:

- The term of community representatives shall be 2 years
- Community representatives will be determined by the Sub Committee and confirmed by resolution of the Council.

- Following completion of their term, community representatives may apply for an additional 2 year term.
- Nominations for community representatives will be advertised locally.

If a community representative is unable to fulfil commitments, the Sub Committee will re-assess initial applicants. If no alternate is available, the term will be completed with one less community representative.

## 7 Sub Committee

The Boco Rock Community Enhancement Fund Sub Committee (the Sub Committee) is established to select community representatives.

The Sub Committee will meet every 2 years, or as required to assess all eligible applications and determine successful community representatives. In addition it will determine an eligibility list in the event a community representative position becomes vacant.

The appointment of community members, determined by the Sub Committee, is to be reported to Council for appointment by resolution.

### 7.1 Composition of the Sub Committee

The Sub Committee shall be made up of:

- Mayor (Chairperson)
- Chief Executive Officer
- 1 Boco Rock Wind Farm Representative
- 2 Councillor Representatives, as elected to the Committee.

## 8 Meetings

The submission cycle will be managed from June to October annually, with meetings scheduled to enable discussion and assessment of applications. Meetings will be held at the Cooma Council Chambers, 81 Commissioner Street.

Meetings (including sub-committee meetings) are restricted to committee members.

- Following the confirmation of the community representatives, a meeting will be held by the Committee to receive the funding schedule.
- The Committee will hold a minimum of 3 meetings annually
- The 3 scheduled meetings will be to:
  - 1) Confirm the schedule and receive acquittal updates
  - 2) Receive funding applications
  - 3) Determine funding (this meeting is to be conducted in person)
- Additional meetings may be called and seven (7) days' notice must be given
- Business papers will be distributed to members 7 days prior to the scheduled meeting;
- Any additional agenda items are to be submitted to Council, a minimum of 10 working days before the meeting. Members submitting items must ensure that the content is given in such detail to assist all members in understanding the issue being raised.
- If a Committee member wishes to raise an "urgent item" that is not on the agenda, it is at the Chairperson's discretion to determine if this item is to be discussed at the meeting.
- Decisions of the Committee are by consensus
- Members may attend meetings via audio-visual means. Notice must be give a minimum of three (3) working days prior to the meeting date.

- Failure to attend three consecutive meetings without submitting a satisfactory explanation or request for leave of absence will forfeit membership on the Committee.
- Minutes are to be confirmed by the Committee at its next meeting.

## 9 Principal Office Bearers

### 9.1 Chairperson

The Chair shall be the Mayor.

If the Mayor is absent from a meeting and no Deputy Chairperson has been previously appointed, the Committee shall elect a member to chair the meeting.

### 9.2 Secretariat

Council shall provide secretarial support for all meetings. Council will:

- Prepare all records, including the business paper, minutes and any reports or recommendations.
- Provide members of the Committee with adequate notice of meetings confirming the date, time and venue.
- Ensure the minutes of the meeting are promptly distributed to all members for review, no more than 7 business days after each meeting.
- Ensure the adopted minutes are signed by the Chairperson and presented to the next Council meeting.

## 10 Disclosure of Interest

Members are responsible for declaring and managing any interest in items for consideration before the Committee. This disclosure will be noted in the minutes and a disclosure form must be completed.

Interests are defined in Council's Code of Conduct.

## 11 Quorum

The quorum will consist of 5 including at least one (1) community representative from each of the 3 areas.

If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned to a time fixed by the Chairperson. Otherwise, those present can hold an informal meeting to discuss matters. Any decisions taken by the Committee are not recognised until they have been endorsed by a meeting where a quorum is present.

## 12 Vacancies

Vacancies on the Committee will be filled by the relevant selection process for that particular representative. The term of any substituted member appointed shall be the same term as that of the member whose position has been vacated or forfeited.

If a community representative vacancy is filled, it does not preclude that member from applying for membership at the end of that term.

## 13 Review

The charter will be reviewed once during each term of council, or as required.