

# Boco Rock Community Enhancement Fund

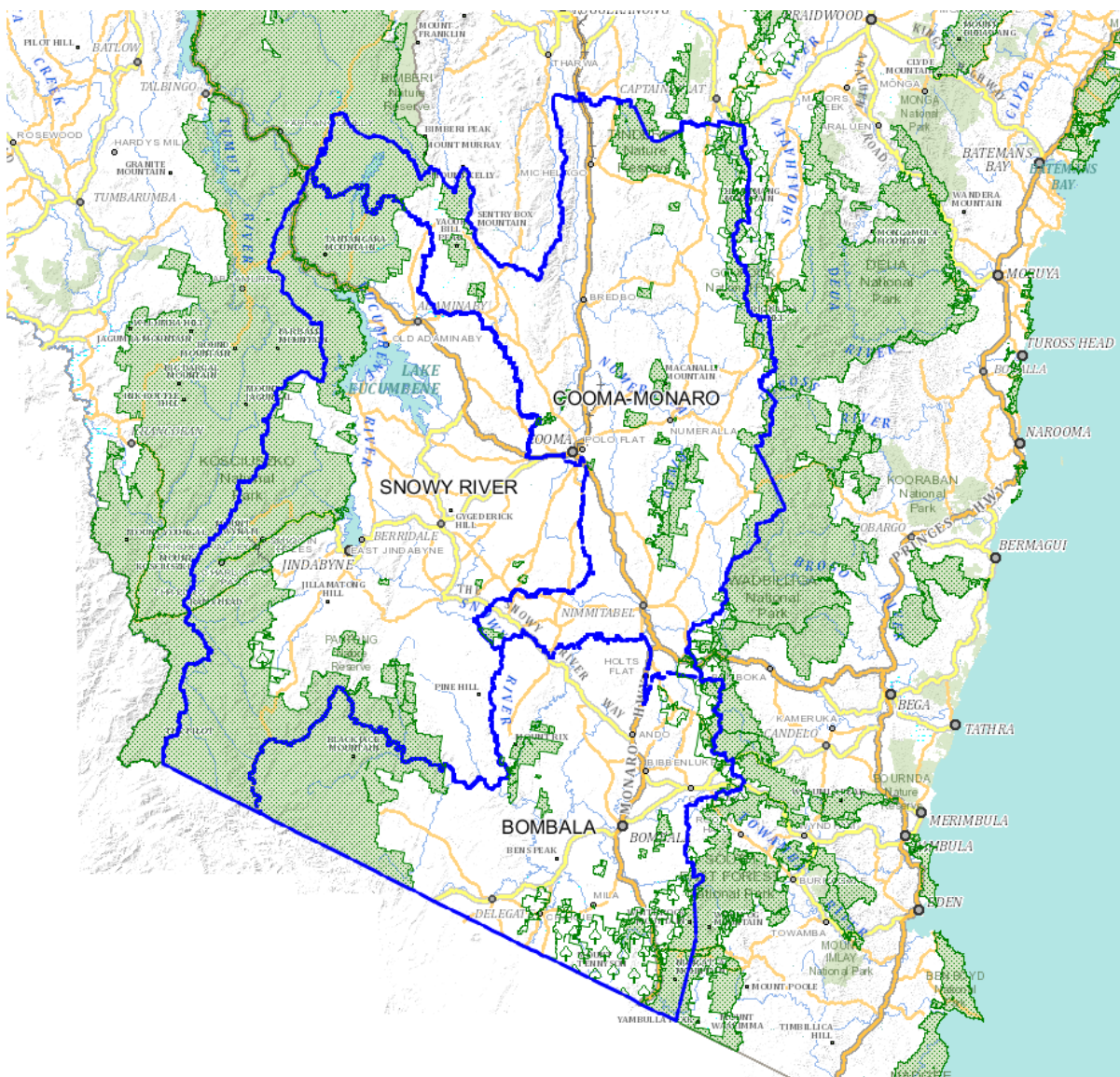
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# 1 Objective of the Committee

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 the Development Approval (DA):

*Prior to commencement of construction of the project, the Proponent shall establish a Community Enhancement Fund Program to be jointly administered by (the former) Bombala and Cooma-Monaro Shire Councils to fund community enhancement measures and offset any potential residual amenity impacts associated with the wind farm project within these Local Government Area's. 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 Wind Farm Developer;
- 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 Boco Rock trust to any other organisation, outside the application process.

## 3 Role of the Committee

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

- Assess applications from the Cooma-Monaro and Bombala LGA's;
- Ensure applications deliver community benefits;
- Support the work of existing and future community projects through the application process;
- Select 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.

## 4 Structure and Composition of the Committee

The Committee shall consist of nine (9) members; equal representation is to be given to community representatives from the Bombala and Cooma-Monaro LGA's. 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 by CWP Renewables Pty Ltd)
- 1 Councillor representing the Cooma-Monaro LGA
- 1 Councillor representing the Bombala LGA
- 2 Community Representatives from the Cooma-Monaro LGA
- 2 Community Representatives from the former Bombala LGA

## 5 Appointment of the Committee

### Councillor Representative

- The two councillor representatives shall be appointed for the term of office;
- The councillor representatives are to be from the Bombala and Cooma-Monaro LGA's;
- Should no one be elected to Council from the Bombala and/or Cooma-Monaro LGA's, the Council is to appoint a delegate from within its elected members that will, without bias, represent these LGA's;
- Councillor representatives shall be confirmed by Council resolution.

### Community Representatives:

- The term of the community representative shall be two (2) years;
- Nominations for the new community representatives will be advertised locally, this will occur every 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 must not stand for selection on the Committee for a period of years; and
- If at the time of reselection, and there are no nominees, former Committee members may be asked to apply.

## 6 Sub Committee

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

- The Sub Committee will meet twice every 2 years, or as required;
- Nomination of community members by the Sub Committee is to be reported to Council for approval by resolution;
- 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.



## 6.1 Composition of the Sub Committee

The Sub 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 by CWP Renewables Pty Ltd)
- 1 Councillor representing the former Cooma-Monaro LGA
- 1 Councillor representing the former Bombala LGA

## 7 Meetings

The submission cycle will be managed from June to October annually, with meetings scheduled to enable discussion and assessment of applications.

Meetings are restricted to committee members.

- Following the confirmation of the community representatives, a meeting will be held by the Committee to discuss the charter, the funding schedule and criteria for submissions.
- The Committee will hold a minimum of 2 meetings annually;
- Additional meetings may be called and seven (7) days' notice must be given;
- Scheduled meetings will include:
  - Discussion of advertising and timing of submissions
  - Providing the Committee with applicant submissions
  - Updates on the progress of projects and acquittals
  - Assess submissions and appoint funding to successful applications
- Business papers will be distributed to members 7 days prior to the scheduled meeting;
- Any additional agenda items are to be submitted to the Committee Secretary, a minimum of 14 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 an appropriate course of action.
- Decisions of the Committee are by consensus;
- The meeting location will be at Nimmitabel Community Centre, Clarke Street Nimmitabel NSW 2631.
- The committee may also, by agreement, choose to conduct meetings remotely when required, with a minimum of 7 days' notice.
- Members may attend meetings via audio-visual means. Notice must be given 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 adopted by the Committee at its next meeting, or within 3 weeks via group email confirmation if the next meeting is more than 12 weeks away.

## 8 Disclosure of Interest

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

Interests are defined in Council's Code of Conduct.

## 9 Quorum

The quorum will consist of 5 including at least one (1) community representative from each of the 2 LGA's.

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.

## 10 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 absent, 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.

## 11 Principal Office Bearers

### 11.1 Chairperson

The Chair shall be the Mayor.

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

### 11.2 Secretariat

Council shall provide secretarial support for all meetings. The secretariat shall:

- 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.

## 12 Review

The charter will be reviewed once during each term of council, or at the request of the Committee or Council.