

MEETING MINUTES

MEETING TITLE:	Golden Plains Wind Farm Community Reference Group	DATE:	6.00pm, Thursday 16 May, 2019
LOCATION:	Hesse Community Health, 57 Ferrars St, Rokewood		
PRESENT:	Pam Bailey, Margaret Bufton, Nicole Griffith, Robert Hill, Halleshia Rumler, Wayne Terry, Bryan Vincent, Sophie Whitlock, Kelly McCarthy (WestWind), Geoff Adams (WestWind), Paula Lawrence (Facilitator).		
APOLOGIES:	Nil		

1. WELCOME AND INTRODUCTIONS

2. CONFIRMATION AND SIGNING OF TERMS OF REFERENCE

- 2.1. Paula clarified some questions about the specifics of the ToR from the group.
- 2.2. All members signed the terms of reference.

3. RULES OF OPERATION

The group discussed how the group will operate and developed the following rules.

3.1. MEETING PROCEDURES, INCLUDING FREQUENCY OF MEETINGS

- 3.1.1. **Agendas** - Tabling of agenda items. Send any items to WestWind Community Engagement Officer (Geoff) via phone, email or text message. Geoff to send out a reminder about 1.5 weeks prior to the meeting.
- 3.1.2. **Standing agenda items** - Project update, Funding requests, General feedback from the community.
- 3.1.3. **Sharing of agendas and materials** - Agenda to be finalised one week prior to meeting and be sent to the group with any relevant meeting papers to provide members time to prepare.
- 3.1.4. **Frequency of meetings** - Initially as required, average of 4 per year. This will be in line with the process for funding applications.

3.2. MANAGING CONFLICT OF INTEREST

- 3.2.1. The group acknowledged many members are involved with various other organisations and community groups around Rokewood. The CRG wish to keep the decision making transparent.
- 3.2.2. CRG members who are involved at a decision making level with an organisation or group applying for Community Benefit Funding support, will abstain from voting on decisions related that organisation or group
- 3.2.3. WestWind will collate a list of community groups around the Rokewood area. The list will identify which groups the CRG members are involved with.

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3.3. VOTING PROCEDURES

- 3.3.1. Voting will be by either a show of hands or noting on butchers paper.
- 3.3.2. Tied votes – In the event of a tied vote, the chair will have casting vote.
- 3.3.3. The chair will remain impartial and decide on the merit of the application.

ACTIONS	RESONSIBILITY	DATE
Collate a list of community groups covered by the CRG area. Identify the individual CRG members involved in each community group.	Geoff	11 June

4. OVERVIEW OF CURRENT STATUS OF PROJECT

Kelly provided an update on the project and answered some questions from the group.

ACTIONS	RESONSIBILITY	DATE

5. DEVELOPMENT OF THE GUIDELINES FOR THE GOLDEN PLAINS WIND FARM COMMUNITY BENEFIT FUND

- 5.1. Paula guided the group through an activity to list some of the desired guidelines for the Community Benefit Fund (CBF).
- 5.2. The guidelines will assist the CRG in the management of the fund.
- 5.3. Paula and Kelly clarified some questions regarding the fund:
 - 5.3.1. *Can people apply for funds from other grants to increase the total amount?* Yes, absolutely. It would be great to be able to expand the funds through joint arrangements.
 - 5.3.2. *Is there the possibility of getting external grant writing advice and help, as well as suggestions of other funding opportunities that may be available?* from eg. Council, Bendigo Bank. Yes, WestWind follow up with Council and other organisations.
 - 5.3.3. *Could WW provide grant writing assistance on a regular basis?* WestWind to discuss and respond to CRG.
 - 5.3.4. *Will there be a CBF email address?* Yes, WestWind to investigate and respond to CRG.
- 5.4. A suggestion was made to review application dates for related funding opportunities and try to align the CBF application dates.

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- 5.5. Draft guidelines will be developed by WestWind and distributed to CRG for feedback and subsequent agreement.

ACTIONS	RESONSIBILITY	DATE
Check on availability of grant writing program through GP Council.	Geoff	11 June
Develop draft Community Benefit Fund Guidelines for review by CRG.	Geoff/Kelly /Paula	11 June
List of other grant opportunities, including possibility of a visit from organisations like Bendigo Bank.	Geoff	11 June
Investigate possibility of WestWind providing grant writing assistance.	Geoff	19 June
Arrange CBF address	Geoff	19 June

6. TASK UPDATES

TASK	ASSIGNED TO	Estimated Start Date	Estimated Finish Date
Collate a list of community groups covered by the CRG area. Identify the individual CRG members involved in each community group.	Geoff	29 May	11 June
Check on availability of grant writing program through GP Council.	Geoff	29 May	11 June
Develop draft Community Benefit Fund Guidelines for review by CRG.	Geoff/Kelly	29 May	11 June
List of other grant opportunities, including possibility of a visit from organisations like Bendigo Bank.	Geoff	29 May	11 June
Investigate possibility of WestWind providing grant writing assistance.	Geoff	24 May	19 June
Arrange CBF email address.	Geoff/Kelly	29 May	19 June

MEETING CLOSE: 7.30pm
NEXT MEETING: 6.00pm, Thursday 20 June, 2019.