Hepburn Energy
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ABN 87 572 206 200
Reg No. G0003442Y

Nomination for director

Two positions on the board of Hepburn Community Wind Park Co-operative Ltd (Hepburn Energy) will become vacant at the Annual General Meeting on Wednesday, 18 November 2026. The role of director for Hepburn Energy is a voluntary position.

Eligibility

All members over the age of 18 years are eligible for nomination.

Duties

The board meets every second month virtually and committee meetings can be held virtually or face-to-face in Daylesford. Directors generally sit on at least one subcommittee.

Lodgement

Nominations must be sent to info@hepburnenergy.coop by **Friday, 16 October 2026.**

Election

Positions will be filled by 'first past the post' voting cast and counted at the AGM.

Roles and responsibilities of directors

The board requires a range of skills to guide the progress of our project, including operations, risk & audit, community engagement, communications, financial management and governance.

The co-operative has access to a small executive staff. As such, directors are expected to deal with a wide range of business issues.

Since a co-operative is a legal 'person' it imposes obligations and duties on its directors and officers. These are regulated by the Co-operatives National Law and the Commonwealth Corporation Law.

These duties include:

1. Acting honestly

Theft or misuse of co-operative funds and property is a serious offence, as is taking decisions knowing they could be harmful to the interests of the co-operative.

2. Acting with care and diligence

This includes making sure that you are adequately informed (get professional advice if necessary), are active at board meetings in response to directors' proposals and their effects on the co-operative and aware of management direction.

3. Not disclosing or misusing inside or confidential information

Officers and employees (or former officers and employees) must not use their position to harm the co-operative, or to gain advantage for themselves or someone else; a director must also disclose any conflict between personal interest and duty as a director. If such a conflict of interest occurs, unless the board agrees otherwise, the director must not be present when the matter is discussed and decided by the board.

4. Keeping proper books and records

Adequate records of accounts must be kept so the business can be properly audited. You must include in your accounts provision for bad and doubtful debts and the valuation of non-current assets, and for a directors' report containing 'true and fair' and solvency statements attached to all financial statements prepared for members. It is an offence to falsify accounts, accounting records, prescribed documents, or registers. Directors are responsible for a number of registers:

- register of members, directors and shares
- register of loans, securities given by, debentures issued by, and deposits received by a co-operative
- register of names of persons who have given loans or deposits to or hold securities or debentures
- register of loans made by or guaranteed by a co-operative and of any securities taken by a co-operative
- register of memberships cancelled
- register of fixed assets
- register of subordinated debt.

Nomination

Name: _____ Age: _____ (required by the Rules)

Email: _____ Phone: _____

Please attach:

- summary of your relevant skills and experience. (maximum of 300 words)
- list of any previous co-operative director role/s, including length of time in position/s.

I, _____ hereby agree to be nominated as a director of Hepburn Energy.

Signature: _____ Date _____

Signature of a supporting member (please contact us if you don't know another member)

Name: _____

Signature: _____ Date _____