

Gullen Range Wind Farm



Community Enhancement Program

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NGRWF_P_003 Rev 1
A revision of GR-PM-PRC-0001, Rev 9
21st June 2016

Revision Details

Document Information

	Information
Document No.	NGRWF_P_003
Document Owner	Derek Powell
Version:	1
Issue Date	
Last Saved Date	23/3/16
File Name	Gullen Range – Community Enhancement Program

Document History

Rev.	Issue Date	Changes
A		Issued for Review
B	20/6/2012	Addressed comment from Council and energy provider
C	5/7/2012	Reviewed based on Council input. To be reissued to Council prior to a finalised version being prepared for Community Consultation
D	30/07/12	Updated following council feedback
6	05/09/12	Updated following consultation with DP&I
7	11/09/13	Request for changes (ULSC with GRWF)
8	16/10/2013	Signature page added
9	24/7/2015	Clean energy program adapted to include wider energy efficiency gain options
10	23/3/2016	Document updated to NGRWF document, reference NGRWF_P_003 (previous version GR-PM-PRC-0001, Rev 9). CLEP changes including ability to fund partial schemes, flexibility for GRWF in advancing funding, changes to the Energy Committee, changes to the roll over mechanism into the CF

Document Approvals

The signatures of the people below indicate an understanding in the purpose and content of this document by those signing it. By signing this document you agree to this as the formal Communication Management Plan for the Project.

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1 DEFINITIONS

Applicant Approved Value – The value of a Stage 2A CLEP scheme that has been approved by the Energy Committee.

Base Quarter – September 2010 quarter

CEP – Community Enhancement Program as required by condition 5.6 of the Project Approval and as described in this document

CEP Base Year Value – The yearly commitment of NGRWF to the CEP, as defined by condition 5.6 of the Project Approval and equal to \$121,618.

CEP Total Value – The CEP Base Year Value increased for CPI in accordance with Project Approval condition 5.6.

CF – Community Fund, as described in this document

CLEP – Clean Energy Program, as described in this document

CLEP Eligible Residents - owners and tenants of residential and commercial buildings located within 5 kilometres of any wind turbine on the Wind Farm, with the exception of any Wind Farm Landowners, tenants of Wind Farm Landowners and the owners or tenants of any residence or building which was granted DA approval after December 23rd 2014.

CLEP Guidelines – The guidelines published by the Energy Committee which ensure the CLEP meets the targets specified in this document.

Eligible Target Community – as defined on page 8 of this document.

Energy Committee – The Energy Committee which is responsible for overseeing the CLEP, reporting on the CLEP, modifying the CLEP Guidelines, and assessing which stage 2 applicants are successful.

Energy Efficiency Expert – The third party expert engaged by NGRWF to perform Stage 1 energy audits and review Stage 2 applications to ensure they are consistent with recommendations provided in the Stage 1 energy audit report.

Energy Efficiency Package – A stage 1 package under the CLEP, as defined in section 5 of this document

Funding Agreement – The agreement which a CLEP applicant and NGRWF will enter after an applicant has been successful in their application for Stage 2A or Stage 2B funding but before the applicant enters a contract with their supplier, any works commence and before any CLEP funding is provided.

GMC – Goulburn Mulwaree Council

Home Energy Efficiency Improvement Package – A stage 2B package under the CLEP, as defined in section 5 of this document.

NGRWF – New Gullen Range Wind Farm Pty Ltd, being the owner of the Wind Farm.

Operation Date – The first date of operation of the Wind Farm, being 23rd December 2014.

Partial Funding – An arrangement under the CLEP where NGRWF provides funding up to the Target Allocation Value for a Stage 2A or Stage 2B scheme which exceeds the Target Allocation, as described in section 5.7.3.

Solar Reimbursement Package- A stage 2A package under the CEP, as defined in section 5 of this document

Target Allocation Value – The average price of a Stage 2A or Stage 2B CLEP scheme that ensures funding is available for all CLEP Eligible Residents. This is the target for the average value of approved Stage 2A or Stage 2B schemes which the Energy Committee will aim to achieve on a yearly basis.

ULSC – Upper Lachlan Shire Council

Wind Farm – Gullen Range Wind Farm.

Wind Farm Landowner - Landowners who already benefit from the Wind Farm through lease and easement payments from NGRWF.

2 INTRODUCTION

The Gullen Range Wind Farm (the Project) is a State Significant development consisting of 73 wind turbines at Gullen Range in the Southern Tablelands region of NSW. The Project was assessed in accordance with the NSW Environmental Planning and Assessment Act 1979 (EP&A Act) and State Environmental Planning Policy (Major Projects) 2005. The Project was approved by the NSW Land and Environment Court on 4 August 2010. The Project was delivered to the initial stages of construction by Gullen Range Wind Farm Pty Ltd. (GRWF) a subsidiary of Goldwind Australia.

In mid-2014 Gullen Range Wind Farm was sold to New Gullen Range Wind Farm Pty Ltd (NGRWF), a company jointly owned through subsidiaries by Goldwind (Capital) Australia and JNCEC Pty Ltd.

The Project Approval for the development was subject to a modification application. The modification application was approved by the Planning Assessment Commission in September 2015. The modified Project Approval is referred to as the MOD1 Project Approval.

The Wind Farm formally entered its operational phase on December 23rd 2014 (the Operation Date).

3 PURPOSE OF THIS DOCUMENT

This document describes and establishes the mechanism for administering the Community Enhancement Program (CEP) for the Project as required by the Ministers Conditions of Approval (MCoA) for 07_0118, Condition 5.6.

The CEP is an initiative being delivered jointly by the Upper Lachlan Shire Council (ULSC), Goulburn Mulwaree Council (GMC), NGRWF and third party clean energy providers to enhance the community's quality of life and wellbeing.

3.1 Planning Approval Requirements – MCoA 5.6

Condition 5.6 of the MCoA for the Project is as follows:

*Prior to the commencement of construction of the project, the Proponent shall prepare and submit for the approval of the Director-General, a **Community Enhancement Program**, (as generally described in the Environmental Assessment referred to in condition 1.1a) of this approval, in so far as it is consistent with the terms contained in this condition) with the aim of funding community enhancement measures to the benefit of the local community that consists of the following components:*

- a) a Clean Energy Program to support the installation of residential clean energy improvements, (as generally described in the Environmental Assessment referred to in condition 1.1a) of this approval, in so far as it is consistent with the terms contained in this condition); and*
- b) a Community Fund, to provide funds to undertake initiatives which provide a direct benefit to the local community.*

The Community Enhancement Program shall be developed in consultation with the Upper Lachlan Shire Council, the Goulburn Mulwaree Council and the local community and provide details of:

- a) *the process by which the program's funds would be administered, including mechanisms for accounting and reporting;*
- b) *how measures and initiatives to be funded by the program would be identified, assessed, prioritised and implemented over the life of the project; and*
- c) *any other terms agreed to by the parties.*

The Proponent shall each year contribute the sum of \$1666 per constructed turbine to the Community Enhancement Program, commencing upon commissioning of the project until the end of its life. The contribution shall be adjusted to take account of any increase in the Consumer Price Index (All Groups Index for Sydney) over time, commencing at the September 2010 quarter.

The Community Enhancement Program shall not require any financial contribution from any recipient of the scheme nor shall the program be conditional on the extent of government subsidies or rebates available for measures to be funded by the program.

4 THE COMMUNITY ENHANCEMENT PROGRAM (CEP)

4.1 General guidelines

What is the Community Enhancement Program (CEP)?

The CEP is intended to provide funds from NGRWF to enhance and enrich community initiatives throughout the local community. The CEP is an initiative being delivered jointly by the ULSC, GMC, NGRWF and third party clean energy providers.

Within the CEP there are two funding categories:

- **Clean Energy Program (CLEP)** to provide financial contributions towards implementing clean energy improvements to properties within the target community.
- **Community Fund (CF)** to provide financial contributions to community projects and initiatives such as equipment purchases, facility construction, renovation projects, new programs or special funding that will enhance the community's quality of life and wellbeing.

It is proposed that the CEP is governed by the terms outlined in this document.

What are the objectives of the CEP?

Overall objectives of the CEP are to:

- Benefit the members, associations and businesses located within the target community.
- Support (and not harm) any individual, activity or infrastructure belonging to the target community commencing upon commissioning of the Project until the end of its life.
- Be honest and accountable to the target community's entitlements.
- Be lawful and subject to an independent audit.

How much funding will be provided for the CEP and when will it become available?

The total CEP funding commitment, as stated in Condition 5.6, is:

- \$1666 per completed wind turbine per year. 73 turbines have been installed, resulting in a CEP Base Year Value of \$121,618.
- Funding is adjusted to take account of any increase in the Consumer Price Index (All Groups Index for Sydney) over time, commencing at the September 2010 quarter (the Base Quarter).

The Wind Farm began operation on 23rd December 2014 and CEP funding has been available from that point in time.

The anniversary of the CEP scheme is 23rd December every year until the Wind Farm is decommissioned. The CF will cease operation at this time. The CLEP will cease operation at this time or potentially earlier (as described in section 5.5).

How do I apply for funding?

Application processes are tailored to each funding stream to ensure that all relevant information is collected.

- Clean Energy Program (CLEP) – methods of applying are described later in this document
- Community Fund (CF) application forms will be processed and administered by the Community Fund Committee (the Committee) and a guide will be prepared to assist applicants. Incomplete application forms will be returned.

Additional requirements for eligibility are outlined in more detail in Section 4 and 5.

Who can apply for CEP funding?

The **Eligible Target Community** for the CEP includes:

- Clean Energy Program (CLEP) - CLEP Eligible Residents
- Community Fund (CF) - projects/ programs or facilities that are located within, or provide a direct benefit to, the community within 10 kilometres of the Project.

The **Eligible Target Community** excludes:

- Landowners who have granted a lease or easement to NGRWF (a Wind Farm Landowner).

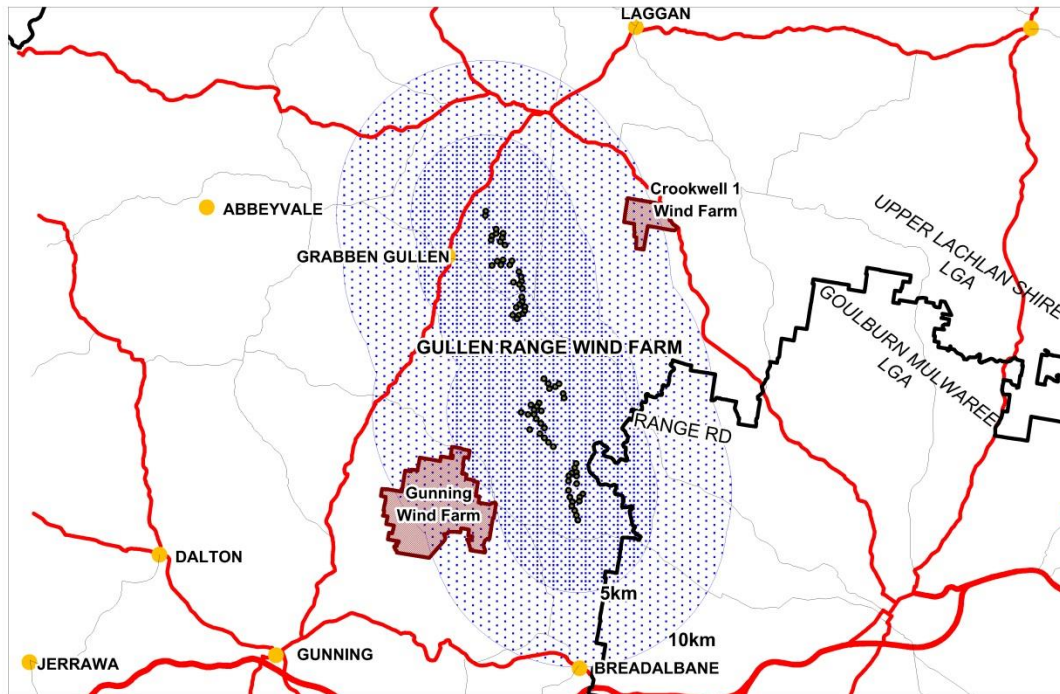
The purpose of the CEP is 'to broaden the benefits of the wind farm within the local community'. Therefore, landowners who already benefit through lease and easement payments from NGRWF (Wind Farm Landowners) are excluded from the target community for the CEP. However, this does not mean that organisations of which Wind Farm Landowners are members cannot be awarded funding under the CF. It will be at the discretion of the Community Fund Committee to ensure that funds awarded under the CF are predominantly for the benefit of the community and not for a Wind Farm Landowner who may be a member of an organisation who has applied for CF funding.

How was the target community decided?

The Project's Environmental Assessment (EA) indicated that residents within 10 kilometres of the Wind Farm would be provided the opportunity to benefit from the CEP. This is measured in terms of distance

from the outermost turbines and is consistent with the ULSC's "aim to allocate contribution to projects in areas located within 10 kilometres of a turbine."¹

Figure 1: Target community area



How often will applications be processed during the year?

Clean Energy Program:

- As described in section 5.7.4 of this document

Community Fund:

- Applications will be administered on an annual basis. The application process will adhere to following yearly timelines:
 - November – January – requests for applications
 - January – February – the Committee to review applications
 - April – Committee approval of applications and notification of applicants
 - June – funds released

¹ Upper Lachlan Development Control Plan 2010 (page 20)

Table 2 below outlines the key features of the two CEP funding categories.

Table 2: CEP Structure

Section	Clean Energy Program (CLEP)	Community Fund (CF)
Distribution of funds	50% of the CEP Total Value	50% of the CEP Total Value
Objectives	To encourage clean energy improvements into the properties of the target community.	To address issues directed at improving the quality of life for the people of the target community. For the provision of community facilities, services and community interest groups.
Criteria	As outlined in Section 4.	As outlined in Section 5.
Process	<ul style="list-style-type: none"> Energy Efficiency Package (Stage 1) Solar Reimbursement Package (Stage 2A) Home Energy Efficiency Improvement Package (Stage 2B) 	Applications will be invited yearly. Each eligible application will be assessed and brought to the Committee for review.
Eligible parties	CLEP Eligible Residents, as defined in section 5.2 of this document.	Target community members within 10 kilometres of the Wind Farm. Applications outside the target community will be considered based on their merits and if it meets the key objectives.
Governance	Energy Committee and independent review and audit.	Committee consensus decision. Refer to the ULSC Code of Meeting Practice in the instance where no consensus is reached.
Administration	NGRWF	Secretarial support will be provided by ULSC.
Timing	Following the Operation Date. Applications will be assessed in line with the administration and review periods outlined in Section 5.7.4.	Following the Operation Date. Applications will be assessed in line with the administration and review periods outlined in Section 3.2.
Costs	<p>The fees associated with the Energy Efficiency Expert will be sourced from the Clean Energy Programme funds.</p> <p>The costs of administering the Clean Energy Program shall be sourced from the Clean Energy Program on an as needed basis and</p>	The costs of administering the Community Fund shall be paid to the Council out of the Community Fund on an as needed basis and be no more than \$5,000 per annum, indexed to CPI over the life of the project.

Section	Clean Energy Program (CLEP)	Community Fund (CF)
	be no more than \$3,000 per annum, indexed to CPI over the life of the project.	
What if all funds allocated are not spent in a given year?	Funds can be transferred from the CLEP to the CF in accordance with the Rollover Condition described below in this document	If all funds available in the CF are not allocated by the Committee in a given year, then those funds will be made available for the CF in the following year.

5 CLEAN ENERGY PROGRAM (CLEP) DETAILS

5.1 What is the CLEP?

The CLEP aims to provide financial contributions towards implementing clean energy improvements to properties within the target community.

The CLEP is split into a number of stages, as defined below:

- Stage 1 – Energy Efficiency Package
 - Aims to provide CLEP Eligible Residents with an energy efficiency audit and a monetary contribution toward energy efficiency upgrades such as energy efficient light bulbs or more efficient shower roses.
- Stage 2A – Solar Reimbursement Package
 - Aims to assist CLEP Eligible Residents with the installation of a solar hot water system, a solar PV installation, or a battery storage system for the purposes of providing household power.
- Stage 2B – Home Energy Efficiency Improvement Package
 - Aims to assist CLEP Eligible Residents with improving the energy efficiency of their home, through installation of improved insulation, double glazing or other modifications as discussed further in 5.7.1.

The CLEP is defined by this document, and also by the CLEP Guidelines, which are described further below. The CLEP Guidelines will be updated annually, as necessary, by the Energy Committee.

5.2 Who can apply for the CLEP?

CLEP Eligible Residents are defined as owners and tenants of residential and commercial buildings located within five kilometres of any wind turbine on the Wind Farm, with the exception of Wind Farm Landowners, tenants of Wind Farm Landowners and the owners or tenants of any residence or building which was granted DA approval after December 23rd 2014 to be eligible. For the avoidance of doubt, CLEP Eligible Residents do not include owners and tenants of residential and commercial premises located within 5 kilometres of a wind turbine where the actual building owned or occupied by that person is more than 5 kilometres from a wind turbine.

All CLEP Eligible Residents can apply for the CLEP.

A CLEP Eligible Resident must take part in stage 1 of the CLEP before applying for stage 2A or 2B.

For a CLEP Eligible Resident to be approved under Stage 2 of the CLEP, the commercial or residential building which is the subject of their application, must be constructed (or in the final stages of construction) and in regular use. Where multiple buildings are present on the one property, they may be the subject of separate Stage 2 applications to the CLEP, only if they are not being used by the same party. For instance, if one house on a property is lived in by the owner and another house on the same property is rented by another party, then two applications may be submitted. However, two applications may not be submitted where a house is lived in by the owner and another building located on the property is used by the same person for another use, such as a commercial premises. It is at NGRWF's sole discretion to decide whether these criteria are satisfied.

5.3 Who will administer the CLEP and how will it be reported on?

The CLEP will be administered by NGRWF.

The Energy Committee will report on the CLEP annually, with a report issued by 23rd February every year. The report will be made available on the NGRWF website.

The report will be made available to an independent auditor, who will audit the CLEP annually.

5.4 Who is the Energy Committee?

The Energy Committee is responsible for overseeing the CLEP, reporting on the CLEP, modifying the CLEP Guidelines, and assessing which stage 2 applicants are successful.

The Energy Committee will be made up of a representative of NGRWF and an independent member. The independent member will be proposed by NGRWF and approved by the NSW Department of Planning and Environment.

5.5 How much money is available for the CLEP and what happens to any unallocated funds?

50% of the funds specified in Condition 5.6 of the Project Approval will be available to the CLEP every year. The remaining 50% will be allocated to the CF.

Funding will be allocated, in the first instance, to Stage 1 applications, up to a maximum of 50 applicants per year, payment of the Energy Efficiency Expert and payment of the independent member of the Energy Committee. The remaining funds will be available for allocation to Stage 2 applications.

NGRWF may advance funding from future years of the CLEP to the current year, in order to avoid an excessive waiting list for CLEP applicants. This decision is solely at the discretion of NGRWF. The advancement of funds will mean that applicants receive funds ahead of when they are actually payable under Condition 5.6 of the Project Approval.

If NGRWF decides to advance funds, it will ensure that the requirement under Condition 5.6 of the Project Approval (i.e. for NGRWF to contribute the equivalent of \$1666 per turbine per year to the CEP, subject to CPI indexing) is satisfied through the following Rollover Condition.

For every year of operation after year 2 (ending December 23rd 2016), where the full 50% of funds allocated to the CLEP for a 12 month period are not spent during that period, NGRWF will apply the following Rollover Condition to ensure that the full contribution to the CEP required under the Project Approval is provided.

CLEP to CF Rollover Condition

1. This rollover condition defines when, during the life of the CEP, funds will be transferred from the CLEP to the CF.

2. NGRWF's 'total contribution' to the CEP since the Operation Date (as at February each year) must not be less than the contribution required under Condition 5.6 of the Project Approval (taking into account CPI indexing). If NGRWF's contribution to the CLEP for a 12 month period (ending on December 23rd) is less than the total funds allocated to the CLEP for that period (i.e. less than 50% of the total CEP funds) and the shortfall in expenditure for that 12 month period is not a result of the funds having been advanced to a previous year, then NGRWF must rectify the shortfall of funds by allocating additional funds from the CLEP to the CF, equal to the value of the shortfall (taking into account CPI indexing).
3. Whether or not NGRWF must allocate additional funds to the CF under this rollover condition will be calculated in February of every year. Compliance with the rollover condition will first be calculated in February 2018.
4. For the purpose of determining NGRWF's total contribution to the CLEP for a 12 month period, the funds allocated for the following will be included up until December 23rd of the year preceding:
 - a. All stage 1 audits completed or committed to be completed.
 - b. All vouchers provided through stage 1 of the scheme, regardless of whether the funds have been spent or not by the resident.
 - c. All Stage 2A or 2B applications which have been approved by the Energy Committee, regardless of whether the funds have been paid to the applicant's supplier or not.

The advancement of funding has the following implications for the CLEP scheme:

1. Whilst NGRWF's contribution to the CLEP scheme may fall below 50% of the contribution defined in Condition 5.6 of the Project Approval in individual years, the Rollover Condition will ensure that the full contribution to the CEP required under the Project Approval is made available by NGRWF, noting that unallocated funds in the CF may roll from one year to the next.
2. The CLEP scheme may finish prior to the full life span of the Wind Farm, if the total scheme value has been committed to successful applicants ahead of when it would otherwise be payable under the Project Approval.

5.6 How will Stage 1 of the scheme work?

CLEP Eligible Residents can apply for a stage 1 energy audit using an application form from the Gullen Range Wind Farm website. The application form will require certain information to be attached, such as the resident's last 12 months of energy bills, which will be used by NGRWF's Energy Efficiency Expert.

NGRWF will arrange for its Energy Efficiency Expert to perform an Energy Efficiency Audit on the resident's home or business. The resident will be given a report, advising of how their home or business can be made more energy efficient. This will assist the resident in having the knowledge required to apply for Stage 2 of the CLEP. After the audit is completed, the resident will receive a voucher to spend at a local hardware store on energy efficiency measures such as energy efficient light bulbs and efficient shower roses.

NGRWF will perform a maximum of 50 energy audits per year of the scheme. If more than 50 applications are received, then applications will be waitlisted until the following year, on a first to apply, first served basis.

If incomplete application forms are received, NGRWF will contact the applicant to discuss the additional information required to proceed with their application.

5.7 How will Stage 2 of the scheme work?

5.7.1 General Stage 2 Information

CLEP Eligible Residents who have already completed a stage 1 energy audit may apply for Stage 2A or 2B of the CLEP. Applications will be made by filling out an application form that will be made available on the GRWF website.

Under Stage 2A of the CLEP, residents may apply to install a solar hot water service or a solar PV system. The CLEP Guidelines will describe the method for application, including the number of quotations required. Funding will not be awarded for the maintenance of existing solar hot water or solar PV installations.

Under Stage 2B of the CLEP, residents may apply for funding for works that will materially improve energy efficiency for the house or business, such as insulation, double glazing, or other similar improvements. The primary purpose of the proposed improvement must be to materially improve energy efficiency, and applicants must be able to describe how this is achieved in their application.

5.7.2 What should the value of my Stage 2 application be?

The Target Allocation Value for each Stage 2 application will initially be \$6500 (CPI linked to Sydney All Groups Q3 2015). That is, each year the Energy Committee will aim to ensure that the average value of approved applications will be equal to this Target Allocation Value.

The Energy Committee can, at its discretion, approve applications of more than the Target Allocation Value, particularly if it believes aspects of the proposed installation are more difficult on a particular residence.

The Target Allocation Value will be updated on December 23rd each year until the CLEP ceases.

This value has been set with consideration of the total number of CLEP Eligible Residents and the total value of funding available under the CLEP.

The Target Allocation Value can be adjusted by the Energy Committee with the approval of GMC, ULSC and the NSW Department of Planning and Environment. It is envisaged the Target Allocation Value will only be adjusted for the following reasons:

1. The CLEP Guidelines are adjusted to allow residents to apply on more than one occasion (such as a second or third time). See “Can I apply to the scheme multiple times?” below for further information.
2. The CLEP is not functioning in a way that meets its overall objectives

5.7.3 Can I use Stage 2 funding to partially fund my energy efficiency improvement?

Stage 2A funding may be used to partially fund a Solar Hot Water system or a PV system.

Stage 2B funding can be used to partially fund works to materially improve energy efficiency for the applicant's house or business.

CLEP Eligible Residents will have the option of making their own financial contribution in addition to the funding received from NGRWF if they wish to install a stage 2A or 2B package that is more expensive than the Target Allocation Value, and the Energy Committee does not approve funding of more than the Target Allocation Value for that package. Such a contribution is not necessary for applicants to obtain value from the scheme up to the Target Allocation Value.

The maximum funding for a package under a Partial Funding arrangement will be equal to the Target Allocation Value. Where applicants are applying for a stage 2A or 2B package that exceeds the Target Allocation Value, they must clearly state on their application form if they are willing to accept Partial Funding.

The Funding Agreement (see below) will clearly describe the arrangements for Partial Funding.

5.7.4 What are the timescales for approval for a Stage 2 scheme?

Applications will be administered on a quarterly basis according to the following timelines. Applications received between:

- December 23 – March 22 – will be reviewed between April 01 and June 30
- March 23 – June 22 – will be reviewed between July 01 and September 30
- June 23 – September 22 – will be reviewed between October 01 and December 31
- September 23 – December 22 – will be reviewed between January 01 and March 31

The latest time that applicants will be informed of decisions is in the month following the applicable review period.

5.7.5 What happens if my Stage 2 application is approved?

NGRWF will advise applicants in writing if their application has been approved by the Energy Committee.

Following approval, successful applicants will be sent a Funding Agreement by NGRWF. The Funding Agreement will clearly set out the responsibilities of NGRWF and the successful applicant regarding the works to be performed. The Funding Agreement is a contract between the successful applicant and NGRWF. This will include a requirement for the successful applicant to be responsible for selecting a competent contractor, the documentation to be provided by them (which they may need to obtain from their chosen contractor), timescales for the installation works and timescales for and methods of payment. The Funding Agreement will also describe the methodology for Partial Funding, where relevant to the application that has been approved.

For the avoidance of doubt, NGRWF, the Energy Committee and the Energy Efficiency Expert will not be responsible for the poor performance, malfunction, maintenance or associated property damage of any scheme approved under the CLEP, and do not warrant the performance of any such scheme. This will be clearly stated in the Funding Agreement.

Note, notwithstanding that an applicant's CLEP application has been approved, NGRWF will not provide any funding unless a Funding Agreement is entered into before the applicant enters a contract with their supplier and before any works have commenced.

5.7.6 If my application is successful, how will I receive my CLEP funding?

NGRWF will pay the applicant's supplier directly on their behalf (NGRWF will have no contract with the supplier). In order for this to occur, an applicant must have met all of the terms of the Funding Agreement, including providing all of the requested information to NGRWF. NGRWF will pay the supplier within 30 days of receiving a complete set of the information requested in the Funding Agreement.

5.7.7 How will applications be assessed as to which are successful?

NGRWF's Energy Efficiency Expert will assess Stage 2 applications to ensure they are consistent with the recommendations provided in the Stage 1 energy audit. If the Energy Efficiency Expert believes this condition has been met, then the application will be referred to the Energy Committee. The Energy Efficiency Expert is not a member of the Energy Committee.

The Energy Committee will assess applications and make the following decisions:

1. Which applications are to be approved
2. Which applications are to be waitlisted
3. Which applications are not valid

In all cases the Energy Committee will notify the resident of its decision. Feedback will be provided if an application is deemed not valid.

The Energy Committee will use the following criteria in deciding which applications should be funded:

1. Achieving an average approved application value in each year (from December 23rd to Dec 22nd) of the CLEP's operation equal to the Target Allocation Value.
2. Distance to the nearest wind turbine from the location of the house or business where the installation will occur (for the avoidance of doubt, this will be measured from the location of the building and not from the edge of the block of land where the house or business is located). Applications for buildings closer to the location of a wind turbine on the Wind Farm will receive priority.
3. Length of time that an application has been on the waiting list.
4. Applicants who have applied and been successful on fewer occasions than other applicants will receive priority (Only applicable if CLEP Guidelines allow multiple applications).
5. Where applicants have applied and been successful on previous occasions, applicants who have received less value from the scheme than other applicants will receive priority (Only applicable if CLEP Guidelines allow multiple applications).

5.8 Can I apply to the scheme multiple times?

The CLEP Guidelines will define whether CLEP Eligible Residents can apply for the scheme multiple times.

However, for the initial three years of the scheme, the following conditions will apply:

1. Residents may only apply for stage 1 once
2. Residents may only apply for stage 2 once. That is either stage 2A or stage 2B on one occasion.

The reason for this is to ensure funds can be distributed across all CLEP Eligible Residents. After three years of operation of the CLEP, the popularity of the programme will be evident, and the CLEP Guidelines may be updated to allow multiple applications. In this case, those applicants who have applied to the CLEP and been successful on fewer occasions than other applicants will be prioritised for approval.

The Target Allocation Value will also be updated at this stage, to reflect:

1. the total value of funds remaining in the CLEP until the CLEP ceases,
2. the predicted number of applications.

5.9 What are the CLEP Guidelines?

This Community Enhancement Program document broadly describes how the CLEP scheme works. The CLEP Guidelines provide further details regarding the operation of the scheme, as well as providing useful information to potential applicants.

The CLEP Guidelines will be reviewed and updated, as necessary, on an annual basis (Dec 23rd every year) by the Energy Committee, in order to ensure the CLEP is meeting its objectives.

The CLEP Guidelines include information such as:

1. Whether a resident can apply on more than one occasion to the CLEP
2. The Target Allocation Value
3. Methods of application and information required in order to apply
4. Tips to improve the chances that your application is accepted

The CLEP Guidelines will be available on the Gullen Range Wind Farm website.

5.10 What if I require further information or I would like to complain?

Please contact New Gullen Range Wind Farm in both of these instances. Your feedback is valuable to us.

info@gullenrangewindfarm.com or 1800 509711

6 COMMUNITY FUND DETAILS

6.1 Funding process and criteria

Who will govern the Community Fund?

A Community Fund Committee (the Committee) will be formed to govern the Community Fund. As the Project is located within the ULSC Local Government Area (LGA), the ULSC Council will be responsible governance of the Committee.

The Committee will be constituted under Section 355 of the *Local Government Act 1993*. Section 355 enables councils to obtain the assistance of committees, including those constituted by external individuals (such as citizens from within or outside the local council area).

Committee members will be appointed for four years and the effectiveness of the group will be reviewed annually by a sub-committee comprising: a representative of GRWF; ULSC and GMC. A quorum for decision making will be a majority of appointed members.

The Committee would be required to comply with applicable Council policies and statutory requirements. These may include, but are not limited to:

- Code of Conduct.
- Code of Meeting Practice - Section 355 Committees.
- Section 355 Committee policy.
- Work Health & Safety Act.
- Risk Management.
- Privacy and Personal Information Protection Act.
- Government Information (Public Access) Act.
- Local Government Act and Regulations.

What is the role of Community Fund Committee?

The Committee's role will be to:

- Publically call for applications for funding of projects or activities to benefit the local community.
- Evaluate funding applications and make recommendations to Council.

Committee tasks will include:

- Identifying priority projects/programs and activities for funding.
- Establishing the selection criteria for the evaluation of applications.
- Developing an application form and guide to assist applicants.
- Publically advertising: nominations for community Committee members, appointed Committee members; call for funding applications and selection criteria.
- Evaluating applications against selection criteria.
- Making recommendations to Council's Operational Plan and budget process.
- Reviewing funding priorities for upcoming financial years.

Who are the Committee members?

The Committee will include:

- An authorised representative from the GRWF
- Mayor of Upper Lachlan Shire Council or council delegate
- General Manager of the Upper Lachlan Shire Council or Council delegate
- a representative from the Goulburn Mulwaree Council
- two community representatives

The Chair of the Committee would be appointed by the agreement of the Committee, and an Executive Officer, appointed by ULSC, will be responsible for the provision and distribution of meeting notes and relevant documentation to Committee members. The Executive Officers specific role, i.e. whether they would form part of the committee or have a purely administrative role would be determined by ULSC.

Replacement members are required in the case of a Councilor stepping down from the Committee and must be replaced by another elected member from that Council. If a casual vacancy arises the Committee, would determine a suitable replacement. Observer status may be granted to ULSC elected members and other community members on request.

Who can become a community representative?

Persons who live within the ULSC or GMC LGAs who are able to demonstrate skills and experience relating to the terms of reference, under the Council 355 Committee Policy, are eligible to apply. Preference will be given to nominees that live within the target community.

Landowners who have granted a lease or easement to any wind farm owner are not eligible to become a community representative.

Membership on the Committee is purely voluntary. Expenses incurred can be submitted to GRWF, however, reimbursement is not guaranteed and is at GRWF's discretion.

How do I apply to become a community representative?

Community members will be invited to nominate for the Committee through an advertisement in a local paper and through direct communications from ULSC. Selection of community representatives will be

conducted by the sub-committee, however, final membership of the Committee be confirmed by the ULSC.

6.2 Funding application

How do I apply for Community Fund funding?

Application forms will be made available on the ULSC website and can be requested at any time. Application forms will include a guide to assist applicants to ensure that the application is completed correctly and all supporting documentation is included. Applications should be sent to ULSC via email or post. Incomplete application forms will be returned.

Applications will be subject to the administration and review periods as outlined in Section 3.2.

What criteria will be used to evaluate applications?

Due to the limited funds available not all requests that meet the established criteria will be approved. The selection criteria will be confirmed and communicated to the community following the Committee's establishment. As a guide, general selection criteria may include:

Project benefits

- direct and indirect community benefit
- quality of life/ community wellness enhancement
- program/ project operational efficiencies
- demographics served

Target community need

- public safety/ improved access
- provide a direct service to the community
- Council/ community support

Availability of funding

- prior funding to applicant
- demonstration of need for financial assistance

Project/ program viability

- background of applicant (i.e. organisation size/ representation, prior experience)
- the extent to which project or program duplicates other available facilities or programs in the area

In addition to the above, applications must satisfy the following criteria:

- Aim to improve the quality of life for the people in the Target Community.
- Aim to provide facilities and services for the target community.
- Not profit individuals or private entities.
- Provide full financial and legal disclosure on the activity and be subject to independent audit.

Programs or projects with benefits beyond the target community will be considered based on their capacity to benefit those people within the target community. Funding will not be allocated to projects/programs or activities that may harm wind farm operations.

All eligible applications, from individuals, businesses and or organisations meeting the selection criteria will be reviewed and considered by the Committee. The Committee will meet to discuss and determine, through consensus, the successful application(s). Given that the final funding decisions are to be endorsed by the ULSC, if there is a discrepancy between the ULSC's desire for the direction of funding and that of the Committee this will be referred back to the Committee for further discussion and resolution.

Is the information in my application protected?

The *Privacy and Personal Information Protection Act* 1998 applies to information that is provided to the Committee. Personal information provided in the application form will be used for the purpose of administering the Community Fund.

This information may be disclosed in response to an access request under the *Government Information (Public Access) Act* 2009, subject to applicable exceptions under the Act.

Once an application has been approved and funding issued, the recipient, project, amount funded and fiscal year will be a matter of public record.

How will I know if my application is successful?

All applications lodged will receive a response from the Committee, via email or post, advising of the success of their application. In addition, successful applications will be publicized through the GRWF website, "The Voice" newsletter and any other media deemed applicable by the ULSC. All applications are treated as public documents. Should applicants not want details or components of their application made public, this should be stated clearly within the application.

When an application has been approved the Committee will make the necessary payment arrangements.

What if the project applied for changes once the funding has been approved?

If the scope of the project applied for changes applicants must request, in writing to the Committee, approval for changes. The scope of the program or project funding may only be adjusted with written approval from the Committee.

What happens if the actual costs are less than the approved funding?

If actual costs are less than the approved funding the applicant may:

- Submit a written request to change the scope of the project, and if approved, apply the unexpended funds for this purpose.
- Send a cheque, made payable to the Community Fund, for the remaining unexpended funds once the final amount has been confirmed by the Committee. Repayments must be submitted to the Community Fund.

How will the money be managed?

Funds will be held and distributed by the ULSC who will carry any risks and liabilities associated with the distribution of this funding. The awarded funds will be distributed as agreed with the successful applicant(s) and managed through ULSC.

The fund will be managed through an External Restricted Reserve Fund account in accordance with the usual Operational Plan processes for preparing a budget and priority projects (this includes community consultation). ULSC will provide services to manage the administration of the Community Fund.

The ULSC will report to the NGRWF Directors and produce yearly reports on the distribution of funds and /or quarterly reports related to the External Restricted Reserve Fund. In addition, ULSC will produce reports for distribution to the community outlining initiatives funded and delivered.

Independent Auditor

During each year in which there are funds in the Community Fund, the ULSC must appoint an Auditor to reconcile:

- The Monetary Contributions paid by the GRWF;
- Any payments made by the ULSC; and
- Identify any corrective payments required.

NGRWF and the ULSC must make any corrective payments identified by the Auditor as being necessary to reconcile the Community Fund. The cost of the Auditor will be paid out of the Community Fund. The Auditor must provide to the GRWF a report on its work undertaken in accordance with this clause within three months of completing that work.

Funds not allocated under the CLEP will be transferred into the Community Fund for the following year, as per the mechanism defined elsewhere in this document.

6.3 Project / program reporting

What reporting is required for approved applications?

Reporting on completed projects is required to ensure that the target community and the Committee can be confident that allocated funds have been used effectively.

Standard templates will be provided to all successful applicants. Applicants must submit final reports using these templates. Funding recipients must permit a representative of the Community Fund to examine records relating to the expenditure of funds to determine if the grant has been properly spent.

When will the report on completed programs/ projects be due?

Timing will be agreed at the application approval stage. Agreed project delivery timings will be decided upon on an individual project basis and will follow guidelines stipulated by the Committee

Can the final reporting date be extended?

Yes. If a project/ program is not completed within the required timeframe the applicant may request, in writing, an extension. All extension requests must be submitted to the Community Fund.

7 COMMUNITY FEEDBACK

The CEP has been established to secure additional benefit to the community from the Wind Farm. Community input to the objectives and proposed administrative arrangements for the CEP will assist to make the program accessible, relevant, trusted and supported by the community.

NGRWF appreciates feedback on the CEP. Residents wishing to provide feedback should do so by phoning the wind farm information line (1800 509 711) or emailing info@gullenrangewindfarm.com.

Signed for and behalf of
The Upper Lachlan Shire Council

sign here ► _____
Authorised Officer

print name _____

in the presence of

sign here ► _____
Witness

print name _____

dated _____

Signed for and behalf of
New Gullen Range Wind Farm Pty Ltd

sign here ► _____
Authorised Representative

print name _____

in the presence of

sign here ► _____
Witness

print name _____

dated _____