

# Gullen Range Wind Farm



## Community Enhancement Program

**Oct 2012**

Prepared by:



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| 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 |
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### 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.*

| Role      | Name         | Signature | Date |
|-----------|--------------|-----------|------|
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## 1 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 is being delivered by Gullen Range Wind Farm Pty Ltd. (GRWF) a subsidiary of Goldwind Australia.

## 2 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), GRWF and third party clean energy providers to enhance the community's quality of life and wellbeing.

### 2.1 Planning Approval Requirements – MCoA 5.6

Condition 5.6 of the MCoA 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 1.1b) 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 1.1b) 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.*

## 2.2 Project Schedule

**Table 1: Project Schedule**

|  | 2011 |    | 2012 |    |    |    | 2013 |    |    |    |
|--|------|----|------|----|----|----|------|----|----|----|
|  | Q3   | Q4 | Q1   | Q2 | Q3 | Q4 | Q1   | Q2 | Q3 | Q4 |
| Finalise Layout                        | ✓    |    |      |    |    |    |      |    |    |    |
| Contractor Tendering                   |      |    |      | ✓  |    |    |      |    |    |    |
| Grid Connection Secured                |      |    |      | ✓  |    |    |      |    |    |    |
| Contract Negotiations and Finalisation |      |    |      |    |    |    |      |    |    |    |
| Financial Close                        |      |    |      | ●  |    |    |      |    |    |    |
| Early Works                            |      |    |      |    |    |    |      |    |    |    |
| Construction                           |      |    |      |    |    |    |      |    |    |    |
| Connection Asset Delivery              |      |    |      |    |    |    |      |    |    | ●  |
| Commissioning and Project Review       |      |    |      |    |    |    |      |    |    | ●  |
| Commence Operation and Service         |      |    |      |    |    |    |      |    |    | ●  |
| CEP Preparation                        |      |    |      |    |    |    |      |    |    |    |
| Public Feedback on CEP                 |      |    |      |    |    |    |      |    |    |    |
| Approval of CEP from NSW DoP           |      |    |      |    |    |    |      |    |    |    |
| CEP Planning and Implementation        |      |    |      |    |    |    |      |    |    |    |
| Commence CEP Operation                 |      |    |      |    |    |    |      |    |    | ●  |

CEP = Community Enhancement Program

## 3 THE COMMUNITY ENHANCEMENT PROGRAM

### 3.1 General guidelines

#### What is the Community Enhancement Program?

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

Within the CEP there are two funding categories:

- **Clean Energy Program** to provide financial contributions towards implementing clean energy improvements to properties within the target community.
- **Community Fund** 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. It is expected that 73 turbines will be installed.

Funding would be adjusted to take account any increase in the Consumer Price Index (All Groups Index for Sydney) over time, commencing at the September 2010 quarter.

It is expected that the distribution of funds will begin in the 2013/2014 ("2014") financial year assuming Project commissioning.

## **3.2 CEP processing**

### **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 application forms will include a checklist to ensure that the application is completed and all supporting documentation is included. Incomplete application forms will be returned.
- Community Fund 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, property owners and residents within 5 kilometres of the Project.

- Community Fund, projects/ programs or facilities that are located within, or provide a direct benefit to, the community within 10 kilometres of the Project.

Eligible property owner and resident applications would be given preference, however, non-permanent residents who work within the area and property owners who do not reside within the area are considered members of the community and are encouraged to apply.

The **target community excludes:**

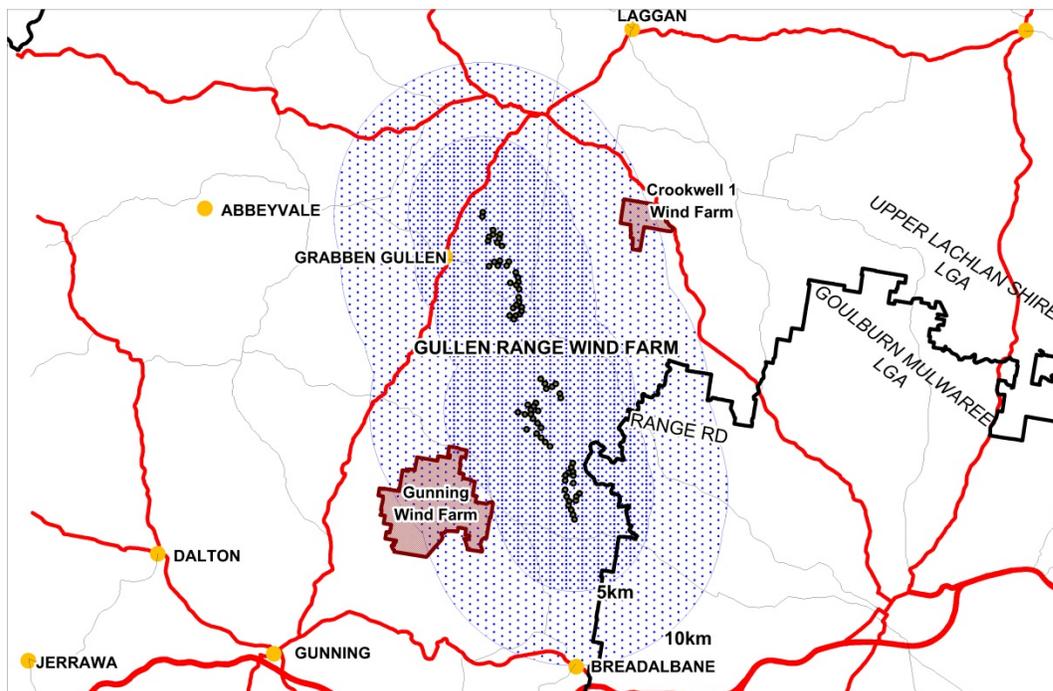
- Landowners who have granted a lease or easement to the wind farm owner.

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 the wind farm owner are excluded from the target community for the CEP.

**How was the target community decided?**

The Project’s Environmental Assessment (EA) indicated that residents within 10 kilometres of the Project 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.”<sup>1</sup>

**Figure 2: Target community area**



<sup>1</sup> Upper Lachlan Development Control Plan 2010 (page 20)

**How often will applications be processed during the year?**

Clean Energy Program:

- Applications will be administered on a quarterly basis according to the following timelines. Applications received between:
  - January 01 – March 31 – will be reviewed between April 01 and June 30
  - April 01 – June 30 – will be reviewed between July 01 and September 30
  - July 01 – September 30 – will be reviewed October 01 – December 31
  - October 01 – December 31 – will be reviewed January 01 – March 31

Applicants will be informed of decisions after the end of the applicable review period. This will include feedback as to whether the application has been successful or not and relevant rationale.

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

Application processing and funding allocation will consider of the funding cycle for other programs and the potential need for more than one funding opportunity each year.

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

**Table 3: CEP Structure**

| Section               | Clean Energy Program  | Community Fund  |
|-----------------------|---|---|
| Distribution of funds | Approximately 50%.  | Approximately 50%.  |
| 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.<br><br>For the provision of community facilities, services and community interest groups. |
| Criteria              | As outlined in Section 4.   | As outlined in Section 5.   |

| Section          | Clean Energy Program   | Community Fund   |
|------------------|--|--|
| Process          | A. Energy Efficiency Package<br>B. Solar Reimbursement Package<br>C. Green Power Package   | Applications will be invited yearly. Each eligible application will be assessed and brought to the Committee for review.   |
| Eligible parties | Electricity consumers in the target community of 5 kilometres.   | Target community members within 10 kilometres.<br>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   | Secretary nominated by the Energy Committee.   | Secretarial support will be provided by ULSC.  |
| Timing           | Following Project commissioning. Applications will be assessed in line with the administration and review periods outlined in Section 3.2. | Following Project commissioning. Applications will be assessed in line with the administration and review periods outlined in Section 3.2.   |
| Costs            | None (Unknown).  | 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. |

## 4 CLEAN ENERGY PROGRAM DETAILS

### 4.1 Funding process and criteria

#### What is the Clean Energy Program?

The Clean Energy Program is made up of three funding categories:

- **Energy Efficiency Package** to provide a monetary contribution towards an energy audit and energy efficiency upgrades such as energy efficient light bulbs, 3 star (AAA) shower roses and flow restrictors.

- **Solar Reimbursement Package** to provide a monetary contribution towards a new solar hot water system or solar PV installations.
- **Green Power Package** to provide monetary contribution towards energy bills, which specify the purchase of green energy. Eligible energy providers must offer 50% (or more) green energy power.

All applications will be subject to independent audit.

#### **Who will administer the Clean Energy Program?**

Third party provider will administer the Clean Energy Program on behalf of GRWF. The preferred provider has yet to be selected. Eligible third party providers will be required demonstrate:

- experience in the delivery of similar programs
- ability to resources the key components of the program

An Energy Committee comprising a representative from GRWF and representatives from the third party providers will govern the administration, review and allocation of funding.

#### **Who can apply for Clean Energy Program funding?**

##### **Energy efficiency package:**

- Landowners and residents within 5 kilometres of the Project.
- Only one application per registered address will be considered for funding.

It is expected that most Energy Efficiency Packages, available to the target community, will be completed within the first 10 years.

Following successful completion of the Energy Efficiency Package applicants will be eligible to apply for either the Solar Reimbursement Package **or** the Green Power Package. So long as the audit is verifiable, applicants who have had an energy efficiency audit completed by a qualified outside party, will also be eligible to apply directly for the Solar Reimbursement Package or the Green Power Package.

Unsuccessful applicants are not precluded from re-applying in the future or from applying for an alternative package.

In general, the number of packages provided would vary from year to year, as the prices of the systems installed will determine the number of successful applications.

##### **Solar Reimbursement Package:**

- Landowners within 5 kilometres of the Project who have completed the Energy Efficiency Package are eligible to apply.
- Funding will be awarded for new solar hot water or solar PV installations only.
- An installation certificate for a solar hot water system, solar PV system or a comparative solar hot water or solar PV system (as agreed by the Energy Committee) must be supplied with the application. Installation certificates will only be accepted from a certified party.
- The type of system to be installed would be agreed to by both parties prior to installation.
- Installation certificates dated prior to the commencement of the CEP will not be accepted.
- Applicants must not have not successfully applied for the Green Power Package.

**Green Power Package:**

- Landowners within 5 kilometres of the Project who have completed the Energy Efficiency Package are eligible to apply.
- Applicants must demonstrate that they have signed up to and receive 50 % green energy from a third party that offers 50 % or more green energy power.
- Funding is however fixed and applicants which are signed up for and receive green energy from a third part that offers 100 % green energy power are not eligible to receive any additional benefits.
- Funds will be allocated as a percentage of the number of successful applications awarded per financial year. Funds will be distributed to successful applicants for a maximum period of ten years. (CPI indexed from the commencement of the Program, in addition to any other rebate for example, the solar rebate scheme, insulation scheme and other government initiatives).
- Periodic checks that the applicant continues to meet the criteria may be undertaken at any time.
- Applicants must not have not successfully applied for the Solar Reimbursement Package.

## 4.2 Funding application

**How do I apply for the Clean Energy Program funding?**

Application forms for Clean Energy Program funding categories will be made available of the GRWF website and can be requested at any time. Application forms will include a checklist to ensure that the application is completed and all supporting documentation is included. Applications should be sent to GRWF via email or post. Incomplete application forms will be returned.

Applications can be made at any time throughout the year, however, they will be subject to the administration and review periods as outlined in Section 3.2.

**Will I receive funding immediately if my application meets the eligibly criteria?**

No. Due to the limited funds available funding will be dependent on the number of applications received per year. Applications that meet the eligibility requirements, which cannot be funded within the year of application, will be placed on a waiting list. The waiting list would be required as annual funding would be fixed, hence any surplus of applications would be carried over into the next year. Applicants would be kept informed of the progress of their application.

**Will GRWF report on the Clean Energy Program?**

GRWF will provide, in consultation with third party providers, a description of Clean Energy Program initiatives planned, undertaken and completed in each fiscal year. This information will be available on the GRWF website.

## 5 COMMUNITY FUND DETAILS

### 5.1 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.

## **5.2 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 GRWF Directors and produce yearly reports on the distribution of funds and /or quarterly reports related to the External Restricted Reserve Fund. In addition, GRWF 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.

GRWF 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.

GRWF would undertake an annual review of the Community Fund and Clean Energy Fund. This would consider, among other things, drawdown of funds within each Fund in the year to date, and anticipated drawdown in the next year. Monies not expended through the Clean Energy Project in any given year shall be transferred to the Community Fund for the following year.

### 5.3 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.

## 6 COMMUNITY FEEDBACK

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

This document is issued as a draft and comment from individuals and community groups are welcome.

From Monday 6 August to 17 September 2012 feedback from the community will be invited. At the conclusion of this period, this document, with changes based on feedback from all stakeholders, will be submitted for the approval of the Director General of the Department of Planning and Infrastructure.

All community feedback will be recorded and an overview of how feedback has been considered will be included within the final document that is submitted to the Director General of the Department of Planning and Infrastructure.

Public submissions will be made available to the Director General if requested.

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* \_\_\_\_\_

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Signed for and behalf of  
**Goldwind Australia Pty Ltd**

*sign here* ► \_\_\_\_\_  
Authorised Representative

*print name* \_\_\_\_\_

in the presence of

*sign here* ► \_\_\_\_\_  
Witness

*print name* \_\_\_\_\_

*dated* \_\_\_\_\_

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