

## **White Rock Wind Farm Community Fund - Expression of Interest for Administration**

### **1 Purpose of this Expression of interest**

The purpose of this Expression of Interest is to shortlist local organisations that can demonstrate the necessary capability and experience to administer the White Rock Wind Farm Community Fund.

### **2 Background to the Community Fund**

The White Rock Wind Farm (WRWF) Community Fund (the Fund) has been established by White Rock Wind Farm Pty Ltd.

The aim of the WRWF Community Fund is to financially support initiatives and projects that enrich and enhance the local community of WRWF.

The annual allocation of funding is a voluntary contribution from WRWF and is based on \$2,500 per commissioned wind turbine, per annum. Stage 1 of WRWF consists of 70 turbines, so the Stage 1 fund is anticipated to total \$175,000 per annum. An annual indexed increase of 2.5% is fixed for the lifespan of the Fund.

The Fund will commence once WRWF becomes operational (anticipated for late 2017) and will cease upon decommissioning of wind farm.

Guidelines for the operation of the Fund have been drafted and agreed by the WRWF Community Consultative Committee (see attached).

### **3 Scope of work**

The broad scope of work for administering the fund includes the following roles:

- Work in collaboration with WRWF to create and refine the necessary materials (forms etc.) for the Community Fund.
- Administer the Fund in accordance with the principles outlined in the guidelines developed by the WRWF (see attached).
- Secretariat for the WRWF Community Fund committee.
- Provide ongoing progress reports to WRWF.
- Undertake intermittent internal reviews and make necessary changes to ensure fund is functioning efficiently and effectively.
- Undergo an annual audit of the Fund by an independent assessor and implement any recommendations.

### **4 Submissions of EOI**

Organisations must prepare a statement setting out details of its capability and experience in providing services of a similar nature. In particular, submissions should include:

- Brief description of organisation.
- Standing in the community, including how long in operation.

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- Demonstrate experience and knowledge of dealing with grants, either through applications, award or assessment.
- Areas where the organisation can add value to the set up and operation of the Fund.
- Outline of expected remuneration for the role.

The closing date for EOIs is 12<sup>th</sup> May 2017.

Please send the EOI with all attachments to White Rock Wind Farm Pty Ltd:

- Electronically: [info@whiterockwindfarm.com](mailto:info@whiterockwindfarm.com)
- By post: Level 23, 201 Elizabeth Street, Sydney 2000.