

# Advancing Renewables Programme ARP Full Application\*

Date Submitted 10-Jun-2016 Project No 2016/ARP033 Application Reference AM023

## Administrative Summary

### Project Title

Accelerating community and business support for a low carbon future.

### Planned Start and End Date

Start Date 20-Jun-2016

End Date 01-Dec-2017

### Organisation Details

Organisation Name MONASH UNIVERSITY

Trading Name Monash University

Organisation Type Other

#### Physical Address

Street Level 16, 41 Exhibition Street

Suburb Melbourne

State VIC

Postcode 3000

#### Mailing Address

Street Level 16, 41 Exhibition Street

Suburb Melbourne

State VIC

Postcode 3000

### Business Details

ABN 12 377 614 012 Valid

ACN ACN Not Supplied

### Pre-eligibility Questions

**Question** You must meet one of the following criteria to skip the Expression of Interest stage of application to the Advancing Renewables Program. Please refer to the Advancing Renewable Programme Guidelines (ARP Guidelines) on the ARENA website for further details and definitions. Do you confirm that you satisfy one of the following circumstances and can provide evidence where required:

- the Activity is the production of a study or report, including but not limited to feasibility studies, data collection and dissemination, collaboration activities and analysis of innovative business models;
- the amount of ARENA grant funding sought is less than \$500,000 (GST exclusive); or
- ARENA has waived the requirement.

**Answer** Yes, I satisfy one of the three circumstances above

**Attachment** No

## Eligibility Questions

- Question** A. Do you hold an Australian Business Number (ABN) at the time of applying?  
**Answer** Yes  
**Attachment** No
- Question** B. Unless applying for funding for Desktop Studies and Analysis; the Applicant agrees that it is:  
Currently or at the time of entering into a funding agreement , an Australian entity incorporated under the Corporations Act 2001 (Cth); or  
A Commonwealth entity prescribed as a government business enterprise by section 5(1) of the Public Governance, Performance and Accountability Rule 2014; or  
An Australian State or Territory owned corporation or a subsidiary of an Australian State or Territory owned corporation; or  
An Australian local government or council  
**Answer** Yes  
**Attachment** No
- Question** C. Does your Activity involve a Renewable Energy Technology and/or has the potential to contribute to the Programme Outcomes (defined as per the ARP Guidelines)?  
**Answer** Yes  
**Attachment** No
- Question** D. Can you confirm that your Activity does not include research, education and training of students (Technology Readiness Level (TRL) 1-3, as per the ARP Guidelines)? For the purposes of clarification, Activities can include research components to the extent these are part of a larger activity focused on the Development, Demonstration, commercialisation or Deployment of a Renewable Energy Technology.  
**Answer** Yes  
**Attachment** No
- Question** E. Will the Project take place primarily in Australia?  
**Answer** Yes  
**Attachment** No
- Question** F. Do you agree that you will enter into an agreement with ARENA to publicly share knowledge and information about, and resulting from, the Project described in its proposal?  
**Answer** Yes  
**Attachment** No
- Question** G. Do you have ownership of, access to, or the beneficial use of, any intellectual property necessary to carry out the Project?  
**Answer** Yes  
**Attachment** No
- Question** H. Are you named as an organisation that has not complied with the Workplace Gender Equality Act 2012 (Cth)?  
**Answer** No, I am not named  
**Attachment** No
- Question** I. Have you complied with any other requirements specified in the ARP Guidelines?  
**Answer** Yes  
**Attachment** No

## Contacts

### Principal Contact

Name s22  
Organisation ClimateWorks Australia  
Position Engagement Manager Phone s22  
Email s22 @climateworksaustralia.org

#### Physical Address

Street Level 16, 41 Exhibition Street  
Suburb Melbourne  
State VIC  
Postcode 3000

#### Mailing Address

Street Level 16, 41 Exhibition Street  
Suburb Melbourne  
State VIC  
Postcode 3000

### Other Contact

Name s22  
Organisation ClimateWorks Australia  
Position Head of Implementation s22  
Email s22 @climateworksaustralia.org

#### Physical Address

Street Level 16, 41 Exhibition Street  
Suburb Melbourne  
State VIC  
Postcode 3000

#### Mailing Address

Street Level 16, 41 Exhibition Street  
Suburb Melbourne  
State VIC  
Postcode 3000

## Partner or Consortium

Organisation Name ELECTRICITY TRANSMISSION MINISTERIAL HOLDING CORPORATION  
Trading Name TransGrid  
Organisation Type Corporate Role Funding and knowledge sharing

#### Physical Address

Street 180 Thomas Street  
Suburb Sydney  
State NSW  
Postcode 2000

#### Mailing Address

Street 180 Thomas Street  
Suburb Sydney  
State NSW  
Postcode 2000

### Business Details

ABN 19 622 755 774  
ACN ACN Not Supplied

## Project Description

### Technology

- 1 - Bioenergy (Primary)
- 2 - Enabling
- 3 - Fringe of Grid
- 4 - Geothermal
- 5 - Hybrid
- 6 - Hydro
- 7 - Industrial Processes
- 8 - Integrating Renewables and Grids
- 9 - Off Grid
- 10 - Other
- 11 - Remote
- 12 - Solar PV
- 13 - Solar Thermal
- 14 - Storage
- 15 - Wave / Ocean / Tidal
- 16 - Wind

### Renewable Energy Priority

Not Applicable

### Technology Innovation Chain Phases

- 1 - Report / knowledge study

### Project Rationale

This measure builds on the success and momentum of the work already undertaken with ARENA on 'Pathways to Deep Decarbonisation in 2050'.

ClimateWorks will partner with a range of organisations to translate the key findings of the original report into compelling content and activities to drive the national discussion about the role of low carbon technologies in our zero net emissions future. Through facilitating capacity building exercises and collaboratively developing and disseminating materials, partners will invite audience participation in being part of a zero net emissions future for Australia.

The work will have two distinct approaches; one for business audiences and one for community audiences.

Both approaches will identify 'key influencers' from a range of sectors. The community component will focus on education, health, tourism, unions, faith and the social sector. The business component will work with key industry groups and businesses to deliver relevant briefings, workshops and communications material to build support.

We also propose a deeper focus on electric vehicles within Australia. This scope of work will be focused on building evidence and understanding for what is needed to drive the uptake of EV's to decarbonise the transport sector and support integration of renewable energy into the grid.

### Technology Readiness Level

Technology Readiness Level Not Applicable

### Commercial Readiness Index

Commercial Readiness Index Not Applicable

## Site Locations

### ACT:

Canberra, Western

### NSW:

Border Rivers-Gwydir, Central West, Hawkesbury Napean, Hunter-Central Rivers, Lachlan, Lower Murray Darling, Murray, Murrumbidgee, Namoi, Northern Rivers, Southern Rivers, Sydney Metro

### NT:

Northern Territory

### QLD:

Border Rivers Mananoa-Balonne, Burdekin, Burnett Mary, Cape York, Condamine, Desert Channels, Fitzroy, Mackay Whitsunday, Northern Gulf, South East, South West, Southern Gulf, Wet Tropics

### SA:

Adelaide and Mount Lofty Ranges, Alinytjara Willurara, Arid Lands, Eyre Peninsula, Kangaroo Island, Murray Darling Basin, Northern and Yorke, South East

### TAS:

North, North West, South

### VIC:

Corangamite, East Gippsland, Glenelg Hopkins, Goulburn Broken, Mallee, North Central, North East, Port Phillip And Westernport, West Gippsland, Wimmera

### WA:

Avon, Northern Agricultural, Rangelands, South Coast, South West, Swan

Site Locations: This engagement and knowledge sharing program has a national focus.

## Merit Criterion A

This Measure is focused on deepening the appreciation of the role renewable energy can play in achieving a zero net emissions future with business and community audiences.

This work will combine an evidence based approach to emissions reduction with best practice social research principles to help connect audiences to their role and ability to influence a shift to renewables. It takes a national approach to that transition, targeted across influential audience segments in the 'persuadable middle'. The Measure will move those audiences from increased literacy to enhanced engagement in supporting a range of renewables.

### 1. Reducing the cost of renewable energy:

- Building capacity and understanding in new audiences to understand the benefits and the individual/organisations role in speeding up the uptake of renewables and transitioning away from inefficiencies.
- Building a case for increasing market share of specific technologies like electric vehicles in business and government markets.

### 2. Increasing the value delivered by renewable energy:

- Through case studies developed through the Measure and through strategic and diverse partnerships, ClimateWorks will develop and disseminate material that clearly states the case and benefits of renewables and invites participation of new audiences in a zero net emissions future.
- ClimateWorks will work with partners and trusted voices to communicate resonant motivations for moving from emissions intensive to low emissions industries, anchored in identifying commonly held core values.
- ClimateWorks will develop a central set of communications resources and tools that will be utilised by partners to be more effective in their peer-to-peer engagements.

### 3. Improving the technology readiness and commercial readiness:

- Translation of Deep Decarbonisation Pathways report and calculator into interactive social media content that invites new audiences to better understand the implications of choosing various

technology options on a low emissions pathway.

#### 4. Reducing or removing barriers to renewable energy uptake:

- Through targeted partnerships with trusted voices, ClimateWorks will grow public understanding of the roadblocks to greater uptake of low emissions technologies, particularly EVs.
- Through industry forums, meetings and analysis, we will develop a better understanding of the positions of various industry groups and key businesses and understand the financial, regulatory and social barriers to a greater uptake of renewables.
- Through our public engagement, we will build consumer understanding of market choices and roadblocks to build consumer confidence and engagement.

#### 5. Increasing skills, capacity and knowledge relevant to Renewable Energy Technologies

- Through facilitating capacity building exercises and collaboratively developing and disseminating materials, partners will invite their audiences participation in being part of a zero net emissions future for Australia.
- A community of practice will be established across key community groups to better understand the implications and opportunities for low emissions technologies and material co-developed to engage their audiences.
- Interest in exploring these partnerships has already indicated by Business Council of Australia, AGL, Energy Australia, Australian Catholic University and B-Corporation.
- A collaborative partnership has already been establish with TransGrid, AGL, Alphabet Fleet, NRMA, Australian EV Council and APACMA for EVs

### Merit Criterion B

- ClimateWorks has 20 staff members that have vast experience and expertise in research and abatement modelling, stakeholder engagement across business and government and public engagement.
- ClimateWorks has been a key influencer in ground breaking research that has lead to being a trusted and adviser broker across business and government in increasing the uptake of renewables.
- With ClimateWorks leading the Deep Decarbonisation Pathways Project, it has the internal expertise and experience to delve into relevant aspects of the report and translate the implications for a range of sectors and audiences.
- Being hosted within Monash University allows ClimateWorks access to substantial complimentary research and experience as a means to ensure a best practice and academically rigorous approach is taken across the entire measure.
- In partnership with ARENA, The Deep Decarbonisation Pathways Project was the most comparable project demonstrating ClimateWorks track record. The project was delivered on time and budget, with the outputs being of a high caliber and demonstrating excellent value and impact. Any variations were discussed and agreed well ahead of milestones needing to be met.
- ClimateWorks being a non-partisan organisation has the ability to build trusted relationships across the business and government spectrum and has become a trusted go-to solutions broker in the renewables landscape.
- A combination of ground-breaking research and effective stakeholder engagement has allowed ClimateWorks to help influence major business and government decisions around a transitions to renewables.
- Partners for the community based mainstreaming work have been identified by their ability to engage new audiences, their ability to influence the public discourse and their legitimacy in talking about the benefits of greater uptakes of renewables.
- For this measure, ClimateWorks has allocated 2.5 FTE in capacity to deliver the program, with specialists skills brought in from the rest of the organisation at relevant points, including the CEO and Leadership Team.
- Specialist work will be contracted to a digital media specialist and creative agency to develop a range of engagement materials.
- For the Community Mainstreaming component a number of groups have indicated interest in participation including Doctors for the Environment, 1 Million Women, Cool Australia, ACTU, Catholic Earthcare and the Australian Education for Sustainability Alliance to name a few.
- For the broader Business Mainstreaming component, expressions of interest have been received from Energy Australia, AGL, Australian Catholic University and the Business Council of Australia.

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### Merit Criterion C

- Initial stakeholder analysis has been conducted to approach and establish a network of influential businesses, sectoral and industry groups that can play a leadership role in the transition to a zero net emissions future, which includes a heavily weighted focus on the role of low emissions technology.
- ClimateWorks has also undertaken initial social research to look at motivators and drivers that will help engage a broader audience on a zero net emissions future and the role of renewables within it. This has already been provided to ARENA.
- Engagement with key industry, government and community stakeholders has also informed the scope and objectives of this project. ClimateWorks experience through the knowledge sharing activity undertaken as part of the Deep Decarbonisation Pathways Project has also informed the design of this project.
- This Measure will include a well developed communications plan, narrative and creative concepts that will guide the development of further materials and tools with partners.
- Engagement in concepts and material will be tested and measured through a range of online and social media monitoring tools to ensure the communications are effective and impactful.
- ClimateWorks will use a narrative benchmarking tool to ensure that the stories developed are having traction in the public discourse.
- ClimateWorks will produce communications tools and materials for a business and community audience, designed for easy assimilation into the existing activities of partners. We will seek input from key stakeholders to help shape the most effective suite of materials, which will include fact sheets, presentations, briefings and public/consumer focused materials.
- ClimateWorks will keep active record of sentiment in meetings, events and workshops to help identify barriers to increasing the uptake of renewables and to adjust our approach accordingly.
- ClimateWorks has already negotiated a Funding Arrangement with ARENA for the Deep Decarbonisation Pathways Project, so there is minimal risk of negotiating a new Funding Arrangement for this project.
- ClimateWorks also complies with other requirements listed under Part 5 of the ARP Guidelines.

### Merit Criterion D

ClimateWorks is seeking \$390,000 in funding from ARENA for the delivery of this Measure.

This represents approximately 30% of the total cost of the project in its entirety, which has a total budget of \$1,290,000. Of this budget, as with the DDPP previously funded by ARENA, a portion of this project cost is focused on technologies other than renewables which are required to create a zero emissions future. We estimate the eligible portion of this project, which relates to renewable technologies and those which relate to ARENA's priorities, totals \$930,000, or 72% of the project budget.

Funding from ARENA is being sought for the elements of this Measure which relate to the renewable energy sector and enablers of renewable technologies, with funding from other sources and in-kind contributions covering the remaining project costs which include the initial social research and other mitigation opportunities.

In the context of that holistic approach, growing understanding of energy efficiency, electrification and fuel switching as enablers of renewable technology uptake in broader audience is seen as an important component of the associated narrative. Hence the resources required to complete this work can be considered as matching of funds.

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in-kind support will be negotiated and accounted for as project partners confirm their contributions of staff time and communication material development.

ClimateWorks can ensure business continuity throughout this project, both through financial continuity of the business and staff continuity. ClimateWorks has a solid financial base due to our ongoing



philanthropic support. We currently have forward financial capacity to cover our operations until the end of 2016, and a Board endorsed strategy which would see us maintain a full calendar year of operational costs. Further detail on this can be provided upon request. Over our history, we have received funding support of over \$4.7 million from Federal, State and local government sources, delivering projects of a similar nature.

## Merit Criterion E

ClimateWorks Australia differentiates itself from other NGOs and research institutions via its extensive engagement with business, government and community stakeholders. Sharing knowledge and information developed via the measure, as widely as possible, is fundamental to this goal. We also use this engagement to gather data to inform our modelling, and 'sense check' our findings prior to release.

The Community Mainstreaming work proposed will target a 'persuadable middle' audience. With early analysis of a culmination of social research that includes the CSIRO audience attitudes reports, University of New England's national audience segmentation analysis and helix personas, ClimateWorks has identified audiences not highly engaged in a greater uptake of low emissions technologies, but potentially receptive to it with an increased understanding of the implications and benefits.

ClimateWorks will facilitate a community of practice that will take theory into practice across a range of groups spanning several sectors including health, aid and development, education, tourism, recreation and faith. This process will allow groups to analyse and share what has been most effective and allow for the greater development of more engaging content and materials. These will be made available to all partner groups and ClimateWorks at regular stages will share aggregated results at relevant forums.

The Business Mainstreaming work will build on existing relationships and identify new ones to help understand and develop pathways for businesses to increase their understanding and uptake of low emission technologies. It will look at key influencers across relevant sectors including energy, finance, construction and mining and also look to industry groups like the Business Council of Australia to help coordinate efforts and be a conduit to some of these businesses.

This will occur through working groups established with relevant industry, academic and government representatives, and direct 1:1 engagement with key industry and broader stakeholders. A further report will be prepared summarising the findings of these working groups to be used for targeted engagement. A Knowledge Sharing Plan detailing this effort will be developed.

The electric vehicle component will target policy makers and fleet owners in the first instance, and work with organisations like TransGrid, NRMA, AGL, Alphabet Fleet, APACMA and the Australian EV Council to identify how to best build the case for a transition to low emissions vehicles. The case will be translated into a number of communications tools and materials and we will host a number of industry forums and discussions to build capacity in the analysis and opportunities.

A more detailed plan is outlined in the attached knowledge sharing plan.

ClimateWorks' administration (including electronic and data storage), is managed by Monash University, ensuring the security and accessibility of all files and data in case of an emergency at our Exhibition Street office.

ClimateWorks does not anticipate that any of the final information deliverables will be commercial in confidence, as they are being developed for public dissemination.

## Financial Details

### Funding Proposal

Total Project Cost	\$1,235,000.00
Funds Requested	\$390,000.00
Percentage of Total Project Cost Requested	31.58%

Breakdown	Sub Totals
Project Expenses	\$760,000.00
Contributions	\$930,000.00
Cash	\$760,000.00
ARENA	\$390,000.00
Applicant	\$0.00
Participants	\$50,000.00
Other	\$320,000.00
In-Kind	\$170,000.00
Applicant	\$0.00
Participants	\$150,000.00
Other	\$20,000.00
Overseas Participant Contributions	\$0.00
Cash	\$0.00
In-Kind	\$0.00

## Declarations and Attachments

### Attachments

#### Project Plan

File Name ARENA-Proposal-2016-06-07.pdf  
Status Complete  
Size 408685.00

#### ARENA Funding Agreement Compliance Table

File Name ARENA Funding Agreement Compliance Table AM023.pdf  
Status Complete  
Size 202070.00

#### Accelerating community and business support for a low carbon future: Risk Management Plan

File Name ARENA Funding Agreement Risk Management Plan AM023.pdf  
Status Under Development  
Size 81124.00

#### Content Evaluation Cycle

File Name Content Evaluation Cycle.pdf  
Status Complete  
Size 107118.00

#### Accelerating community and business support for a low carbon future: KSP

File Name ClimateWorks-KSP\_ARP-2016-06-07.pdf  
Status Complete  
Size 433653.00

#### Accelerating community and business support for a low carbon future: Intellectual Property

File Name IP-Management-Plan.pdf  
Status Not Applicable  
Size 210912.00

### Declarations

- The applicant has ownership of, access to or the beneficial use of the intellectual property necessary to carry out the Project.
- The applicant is not named as an organisation that has not complied with the Equal Opportunity for Women in the Workplace Act 1999(Cth).
- I/We agree to receiving suggestions from ARENA on possible opportunities or other contacts that may be relevant to this Project proposal.
- I/We agree to the declaration statement above.
- I/We agree to the Project Title and Principle Contact's details being published on the ARENA website for purposes of information sharing and possible collaboration.

### Responses

Details of any proceedings

None

Details of actual, potential or perceived conflicts of interest

None



## Budget

Eligible Expenditure	2015/2016	2016/2017	2017/2018	Total
<b>Cash Expenditure</b>				
Salary	\$161,667.00	\$323,333.00	\$0.00	\$485,000.00
Contractors	\$25,000.00	\$75,000.00	\$0.00	\$100,000.00
Operating	\$0.00	\$15,000.00	\$0.00	\$15,000.00
Capital	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$15,000.00	\$15,000.00	\$0.00	\$30,000.00
Other	\$52,500.00	\$77,500.00	\$0.00	\$130,000.00
<b>Total Expenditure</b>	<b>\$254,167.00</b>	<b>\$505,833.00</b>	<b>\$0.00</b>	<b>\$760,000.00</b>
<b>Overseas Expenditure</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Ineligible Expenditure</b>	<b>\$101,667.00</b>	<b>\$203,333.00</b>	<b>\$0.00</b>	<b>\$305,000.00</b>

Funding Sources	2015/2016	2016/2017	2017/2018	Total
<b>Participant In-kind Contributions</b>				
ELECTRICITY TRANSMISSION MINISTERIAL HOLDING CORPORATION In-kind	\$50,000.00	\$100,000.00	\$0.00	\$150,000.00
<b>Other In-kind Contributions</b>				
EV Council In-kind	\$0.00	\$20,000.00	\$0.00	\$20,000.00
<b>Total In-kind Contributions</b>	<b>\$50,000.00</b>	<b>\$120,000.00</b>	<b>\$0.00</b>	<b>\$170,000.00</b>
<b>Participant Cash Contributions</b>				
ELECTRICITY TRANSMISSION MINISTERIAL HOLDING CORPORATION Cash	\$0.00	\$50,000.00	\$0.00	\$50,000.00
<b>Other Cash Contributions</b>				
EV Industry Cash	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Philanthropic (pending) Cash	\$0.00	\$100,000.00	\$0.00	\$100,000.00
Philanthropic (secure) Cash	\$170,000.00	\$0.00	\$0.00	\$170,000.00
<b>Total Cash Contributions</b>	<b>\$220,000.00</b>	<b>\$150,000.00</b>	<b>\$0.00</b>	<b>\$370,000.00</b>
<b>ARENA Funding Sought</b>				
Funds Sought	\$130,000.00	\$260,000.00	\$0.00	\$390,000.00
<b>Total Funding Sources</b>	<b>\$400,000.00</b>	<b>\$530,000.00</b>	<b>\$0.00</b>	<b>\$930,000.00</b>
<b>Overseas Funds Requested</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# ARENA: Accelerating community and business support for a low carbon future.

## BACKGROUND

Funded by ARENA in 2014, ClimateWorks in partnership with ANU, CSIRO and the Centre of Policy Studies at Victoria University undertook new modelling into the role of renewable energy technologies and biofuels in decarbonising Australia's economy, consistent with the global carbon budget necessary to limit global warming to two degrees Celsius.

The work illustrated that a zero net emissions future was possible, beneficial and had a net positive impact on the economy.

The work also delivered on a number of engagement and knowledge sharing activities to increase exposure and engagement with a number of key stakeholders including the renewables and related industries, the finance sector, government, academics and NGOs.

## NEW SCOPE OF WORK

The work already undertaken has been met with great initial interest and there is now an opportunity to build on that success by reaching and engaging a broader audience on various aspects of the report.

To do so, ClimateWorks will partner with progressive and like-minded organisations to be the early adopters at the forefront of building that awareness and to drive the national discussion about our zero net emissions future.

The project will translate the key findings of the 'Pathways to Deep Decarbonisation in 2050' report into tangible, compelling and interactive content for a range of targeted audiences, leveraging progressive and evidence based communications techniques.

Based on social research already conducted by ClimateWorks, people are looking for a positive vision on the transition to a zero net emissions future and reassurance that it is achievable, affordable and broadly beneficial.

The work will have two distinct approaches, one for a business/industry audience and one for a broader public audience.

Both approaches will build communications capacity in 'key influencers' – or thought leaders – from a range of sectors, in terms familiar to them. This will include businesses, industry groups professional associations, community groups, unions, sports associations, parent and teacher associations, religious groups and environmental organisations.

Through the development of materials, ongoing measurement and adaptation of messages and collaborative development and dissemination of information and case studies, partners will develop a sense of confidence and agency to be part of a zero net emissions Australia.

The project will utilise a number of benchmarking tools to monitor the traction of various narratives and messages, and build on those that are generating the greatest levels of engagement with our target audiences.

### **Socialising a low emissions future**

There are many public misconceptions still surrounding a low emissions future, including the cost impact of transitioning to renewable energy and fuel switching. The debate in recent years has given rise to considerable misinformation and been entangled in political debate. When engaging broader audiences, ClimateWorks is looking to reset and reframe the public discourse, through peer to peer engagement on positive and constructive messaging about the achievability and benefits of a low emissions future.

Leaders in a range of sectors have been identified to partner on this body of work, with education, health, tourism, unions, faith and the social sector already showing keen interest.

This include groups like Doctors for the Environment, Catholic Earthcare, City of Melbourne, A Climate for Change, WWF and Ecotourism Australia.

The project will facilitate a community of practice across project partners that will develop, share and evaluate a range of communications targeted to their specific audiences, whilst building capacity in modern engagement research and techniques within these organisations. By working through partner organisations, this also enables each organisation to customise common content to best engage their audiences. As an example, this would allow a greater focus on the health benefits of decarbonisation for those working in the health sector, a greater focus on new jobs and industries for those partners representing the union movement, and so on.

### **Targeted business and industry engagement**

Similar to its more public counterpart, it will work with key leaders in a range of sectors to translate our deep decarbonisation work into relevant briefings, workshops, messages and communications material to build support across business and industry. This will work to raise awareness of the many benefits of reducing emissions with their staff, their customers/clients and the broader public where relevant. In consultation with influential stakeholders in and across these industries, we will work to identify hurdles and look for constructive solutions to help companies transition to low emissions technologies and practices.

It will target in the first instance a number of sectors that can be used to be emblematic of the broader change required. Companies and industry groups identified include The Business Council of Australia, TransGrid, AGL, Accenture, B-Corp and BMW, amongst others.

In addition to the engagement work described above, we also propose a deeper focus on electric vehicles within Australia. Evidence suggests that it is a technology with strong potential to garner public interest and the EV sector is ready to move. This scope of work will be focused on building an evidence base on EVs within Australia, and understanding what is required to drive the required rate of uptake to achieve decarbonisation of the transport sector. We will do this by engaging with the energy industry and the EV industry, and feed into the Energy Networks Association and CSIRO's Network Transformation Roadmap.

This will be achieved by working across the EV industry to coordinate:

- Building an evidence base for the strategic deployment of EV's;
- Developing relevant communications collateral to build and convey the case; and
- Undertaking engagement with key decision makers to encourage greater uptake of EVs, such



as policy makers and fleet managers, as well as building broader consumer awareness through the Australian EV Council and other public facing partners.

This will aim to inform future demonstration and pilot projects which can be undertaken, and generate greater coordination across the EV sector.



## **WORKING WITH ARENA AND OTHER PARTNERS TO IDENTIFY, DEVELOP AND BUILD ARENA STORIES INTO AUSTRALIA'S LOW CARBON STORY**

Social research tells us that personal stories that connect with people's values are an effective means of communication and an antidote to emotions that inhibit action like apathy and fear. ClimateWorks will, in consultation with ARENA, identify inspiring stories in the renewables sector and produce a range of communications materials (including graphics and video) that can be shared by partner organisations in a format that best engages and resonates with their audiences.

ClimateWorks will develop robust measurement and evaluation systems that will allow the project to constantly assess whether the stories are connecting with the right audiences, and use a content evaluation cycle to build on content that is gaining the greatest support to inform the creation of new content.

## MILESTONES

Milestone	Completion date
<p><b>Milestone 1 – Community and Business Research Messaging &amp; Materials</b></p> <p>D1.1. Summary of Consultation and Approach - Report to ARENA.            Confidential report to ARENA and an Executive Summary for public consumption incorporating:</p> <ul style="list-style-type: none"> <li>• Analysis to establish key public audiences and better understand themes and motivators that resonate.</li> <li>• Analysis of influential businesses, sectoral/industry groups that can play a leadership role in a low emissions transition.</li> <li>• Consultation with key influencers in sectors to identify requirements and a process to engage their stakeholders/audiences.</li> <li>• Other related knowledge sharing activities specified in Table B (b) of the knowledge sharing plan.</li> </ul> <p>D1.2. Summary of Communications and Messaging Activities - CoPs.</p> <ul style="list-style-type: none"> <li>• Engage a ‘community of practice’ comprising of partners from a range of community and business audiences, and deliver to ARENA:               <ul style="list-style-type: none"> <li>D1.2.1 Terms of Reference</li> <li>D1.2.2 Proof of Commitments</li> <li>D1.2.3 List of partners</li> <li>D1.2.4 Minutes from Community of Practice meetings to date</li> </ul> </li> </ul> <p>D1.3. Summary of Communications and Messaging Activities</p> <ul style="list-style-type: none"> <li>• Produce communications tools and materials with engagement from the Community of Practice (D1.2) and deliver to ARENA:               <ul style="list-style-type: none"> <li>D1.3.1 Communications Plan</li> <li>D1.3.2 Narrative and creative concepts for materials and tools</li> <li>D1.3.3 Communications tools and materials for a business and community audience, designed for easy assimilation into the existing activities of partners. These include fact sheets, presentations, briefings and public/consumer focused materials.</li> <li>D1.3.4 Summary of comments and feedback from Community of Practice</li> <li>D1.3.4 Updated Budget Table</li> <li>D1.3.5 Milestone Progress Report</li> </ul> </li> </ul> <p>D1.4. Confirmation of new funding that includes, but not limited to:</p> <p>s47G(1)(a) [REDACTED]</p> <p>s47G(1)(a) [REDACTED]</p> <p>[REDACTED]</p>	<p>01 December, 2016</p>

<p><b>Milestone 2 – Business and Community Implementation</b></p> <p>D2.1 Summary of business and community engagement.</p> <ul style="list-style-type: none"> <li>• Confidential report to ARENA and an Executive Summary for public consumption incorporating:           <ul style="list-style-type: none"> <li>D2.1.1 Schedule of briefings, information sessions and workshops to institute understanding of the opportunities and benefits to a low carbon Australia.</li> <li>D2.1.2 Measure and report on progress from events in D2.1.1.1 as well as resulting activities.</li> <li>D2.1.3 Share learnings and communications models with ARENA, partners and other interested parties.</li> <li>D2.1.4 Other related knowledge sharing activities specified in Table B (d) (e) of the knowledge sharing plan</li> </ul> </li> </ul>	<p>01 June, 2017</p>
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## **FUNDING**

The costing for this proposal assumes a similar proportional division of funds to our initial work with ARENA. Also, with additional dedicated staff capacity brought on for the extension of this project (1 FTE, plus a proportion of dedicated time from the CEO, Leadership Team and other staff), ClimateWorks' will be able to greater leverage ARENA funding. A budget break down is attached below and a more detail budget appended.

As with the initial body of work, this work explores the enablers of economy-wide decarbonisation and, as such, its scope is broader than the scope of the Measure. The scope of the Measure funded by ARENA refers to components of the work that are directly related to renewables. The delivery of this Measure is however reliant on key audiences understanding the role of renewables in context of a broader decarbonisation path.

In the context of that holistic approach, growing understanding of energy efficiency, electrification and fuel switching as enablers of renewable technology uptake in broader audience is seen as an important component of the associated narrative. Hence the resources required to complete this work can be considered as matching of funds.

Lessons learnt from engaging broader audiences on decarbonisation pathways and the role of renewables within them will have broader applicability for knowledge sharing amongst Australia's renewable energy sector and the other partners, as they will enhance ARENAs effectiveness in engaging with its stakeholders and their key audiences.

## Budget breakdown of the project

#	MILESTONE	ACTIVITY	ARENA CONTRIBUTION (EXCL GST)	CLIMATEWORKS CONTRIBUTION TO ARENA MEASURE (EXCL GST)	IN KIND SUPPORT	CLIMATEWORKS PROJECT TOTAL (EXCL GST)
1	Milestone 1	Business and Community Research, Messaging & Materials	\$170,000	\$150,000	s47G(1)(a)	\$673,500
2	Milestone 2	Business and Community Implementation	\$220,000	\$220,000*	s47G(1)(a)	\$551,500
<b>Total funding proposed</b>			<b>\$390,000</b>	<b>\$370,000</b>	<b>s47G(1)(a)</b>	<b>\$1,235,000</b>

s47G(1)(a) (confirmed) and we have also allowed for a further s47G(1)(a) in funding to be raised from s47G(1)(a) prior to December 2016. If this funding is not raised, we will scale down the scope of engagement proportionally.

## Budget breakdown specific to electric vehicle work

ITEM	COST
Secretariat services: delivery of work program <i>CWA staff time and in-kind support</i>	\$150,000
Website <i>Hosting, maintenance, additions</i>	\$20,000
Events <i>Venue, catering, promotion and in-kind support</i>	\$50,000
Briefings <i>Travel for Secretariat</i>	\$10,000
Reporting and materials <i>Graphic design, printing</i>	\$40,000
Market facilitation & demonstration	\$40,000
Administration <i>Audit and miscellaneous costs</i>	\$10,000



### Funding Agreement Compliance Table:

**Applicant name:** Monash University  
**Project or Measure title:** Accelerating community and business support for a low carbon future.  
**Application No:** AM023

The applicant agrees with all clauses of the Draft Funding Agreement other than as follows:

Clause	Partially agrees/ does not agree/ not applicable	Reason/Qualification	Proposed Alternative Wording
12(f)(i)	Partially agree	Moral rights are important rights for academics/researchers. Monash as a large academic institution respects the Moral rights granted by Commonwealth legislation to its employees and therefore requests that ARENA not infringe any moral rights that may attach to the Warranted Materials.	<i>The Recipient warrants that:</i>  (i) <i>The Warranted Materials and ARENA's use of the Warranted Materials will not infringe the Intellectual Property Rights <del>or Moral Rights</del> of any person; "</i>
14(a)	Partially agree	Monash requires some wording changes to this clause to align it with Monash's insurance coverage. The inclusion of some of these words (hold harmless and defend) and non-inclusion of the word directly would bring the indemnity outside Monash's insurance coverage.	<i>"The Recipient will at all times indemnify, <del>hold harmless and defend</del> ARENA, its officers, employees and staff made available under section 62 of the Australian Renewable Energy Agency Act 2011 (Cth) (referred to in this clause 14 as "those indemnified") from and against any loss or liability, including:</i> <i>(i) loss of, or damage to, property of ARENA;</i> <i>(ii) claims by any person in respect of personal injury or death;</i> <i>(iii) claims by any person in respect of loss of, or damage to, any property; and</i>



Clause	Partially agrees/ does not agree/ not applicable	Reason/Qualification	Proposed Alternative Wording
			<i>(iv) costs and expenses including the costs of defending or settling any claim referred to in clause 14(a)(ii) or clause 14(a)(iii), <b>directly</b> arising out of or as a consequence of:.....”</i>
21.1	Partially agree	Monash is a large research institution and a research team in one area of the University would not necessarily know what projects another researcher is involved in.	<i>The Recipient warrants that, to the best of its knowledge after making diligent inquiry, at the date of signing this Agreement, no conflict of interest exists or is likely to arise <b>for its Specified Personnel</b> in the performance of its obligations under this Agreement.</i>



## Funding Application Risk Management Plan

### Accelerating community and business support for a low carbon future.

Risk #	Risk	Impact	Initial Risk rating (Before treatment strategies in place)	Risk Treatment Strategies		Residual Risk (Once treatment strategies in place)
				Action	Risk Owner & Timeframe	
<b>Objective</b>						
1	Risk: Poor project management  Source: Inadequate staffing, lack of planning and project management	Late delivery and poor quality outcomes.	Consequence: Major  Likelihood: Unlikely  Risk Rating: Medium	An experienced project manager has been allocated to oversee the project.	ClimateWorks, at the start of the project	Consequence: Minor  Likelihood: Unlikely  Risk Rating: Low
2	Risk: Key tasks and responsibilities not adequately defined or tasks not completed within required timeframes  Source: Lack of coordination within ClimateWorks, and between ClimateWorks, project partners and subcontractors	Project implementation is reliant on key staff and effort across ClimateWorks, project partners and subcontractors, therefore lack of coordination may hamper project activities as established in project plan.	Consequence: Moderate  Likelihood: Possible  Risk Rating: Medium	Develop work plan with clearly defined roles, responsibilities, deliverables and milestones.  Ongoing monitoring and evaluation reporting for ARENA.  Development of partner agreements and guidelines.	ClimateWorks, at the start of the project and throughout	Consequence: Minor  Likelihood: Unlikely  Risk Rating: Low
3	Risk: Lack of expertise, capacity, resources to fulfil tasks  Source: Insufficient human resources and capability to deliver project activities as established in project plan	Late delivery and poor quality outcomes.	Consequence: Moderate  Likelihood: Unlikely  Risk Rating: Medium	Allocation of suitable ClimateWorks staff resources to fulfil obligations; Engagement of project partners and subcontractors to provide required expertise.	ClimateWorks, at the start of the project	Consequence: Minor  Likelihood: Unlikely  Risk Rating: Low
<b>Reputation</b>						
4	Risk: External criticism of the project  Source: Project is poorly designed, implemented or communicated, leading to it not being regarded as value adding.	Low level of engagement of stakeholders, leading to poor quality outcomes.	Consequence: Moderate  Likelihood: Possible  Risk Rating: Medium	Engagement of project partners and subcontractors to provide required expertise; Development of communications material outlining clear purpose and objectives including FAQs	ClimateWorks, at the start of and throughout the project	Consequence: Minor  Likelihood: Unlikely  Risk Rating: Low
<b>Financial</b>						



Risk #	Risk	Impact	Initial Risk rating (Before treatment strategies in place)	Risk Treatment Strategies		Residual Risk (Once treatment strategies in place)
				Action	Risk Owner & Timeframe	
7	Risk: In-kind contributions not properly accounted for  Source: Project partners do not account for in-kind contributions	ClimateWorks unable to properly report against in-kind contributions as required in the Funding Agreement.	Consequence: Moderate  Likelihood: Possible  Risk Rating: Medium	Development of detailed budget breakdown, including in-kind contributions, against each project activity.	ClimateWorks, ongoing	Consequence: Moderate  Likelihood: Unlikely  Risk Rating: Medium
	Risk: Additional in-kind and cash contributions do not materialise at milestones	Unable to deliver on some aspects of knowledge sharing.	Consequence: Moderate  Likelihood: Possible  Risk Rating: Medium	Scale back on some of the knowledge sharing deliverables, consolidating down to those with the highest impact.	ClimateWorks, at relevant milestone	Consequence: Minor  Likelihood: Unlikely  Risk Rating: Medium
	<b>Implementation</b>					
8	Risk: Lower than anticipated use of the website and the online tool; low number of downloads of the final report and other resources; and lack of participation in stakeholder engagement sessions  Source: Inadequate promotion of the project	Not achieving the knowledge sharing objectives of the project.	Consequence: Major  Likelihood: Possible  Risk Rating: High	ClimateWorks develops a Knowledge Sharing Plan plan for the project to ensure wide promotion of the project through existing communications channels; Work with project partners and other sector experts to ensure all resources developed for the project meet the needs of the target audience, are easy to use, and demonstrate understanding of what motivates each segment of the target audience; Development of partner agreements and guidelines with clear expectations; Ensure all online resources are easily found and easy to download.	ClimateWorks, at the start of and throughout the project	Consequence: Moderate  Likelihood: Unlikely  Risk Rating: Medium
	<b>IT/website risks</b>					
10	Risk: Website access issues  Source: Technical issues including maintenance or data storage issues cause website issues or lead website to go offline	Target audience unable to access information resources, undermining desired impact of improving awareness of the target audience.	Consequence: Moderate  Likelihood: Possible  Risk Rating: Medium	Engagement of experienced developer to develop and manage websites; Inclusion of performance requirements in developer subcontract, and requirements relating to IT support and rectification of issues. Multiple Knowledge Sharing channels to be used.	ClimateWorks, at the start of the project and during the website development	Consequence: Moderate  Likelihood: Unlikely  Risk Rating: Medium

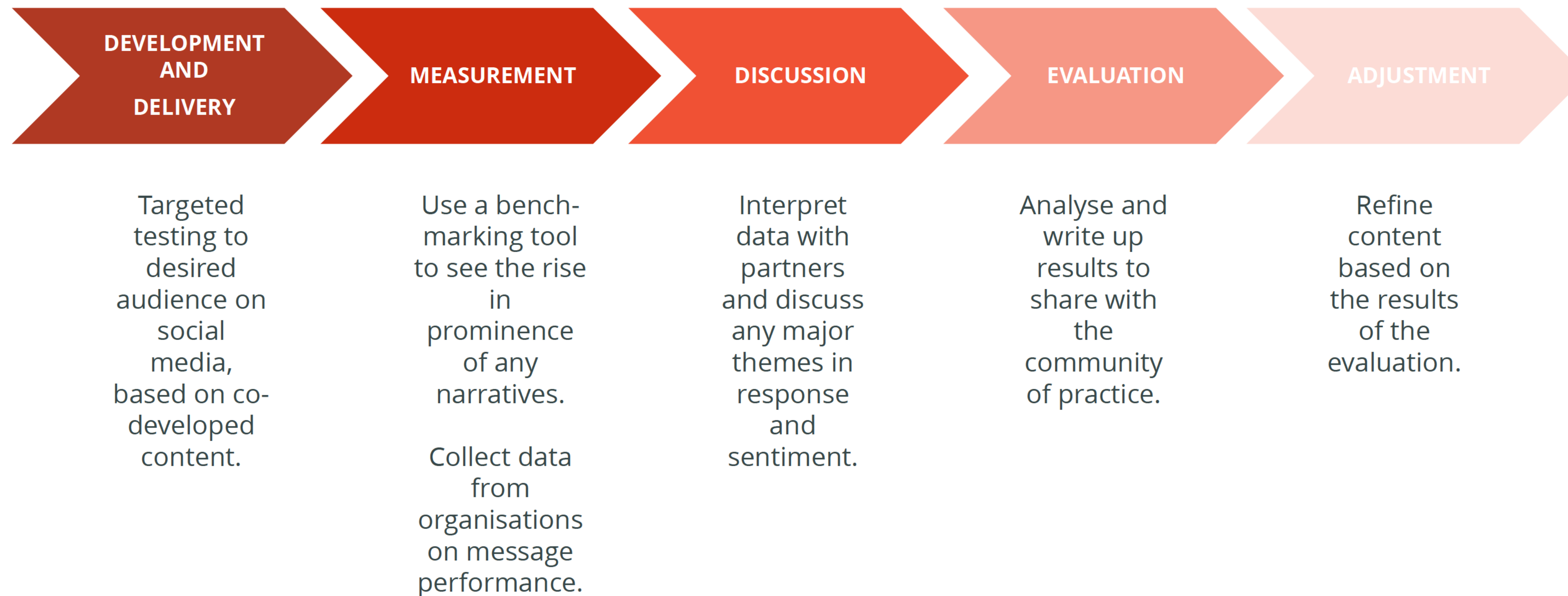
Risk #	Risk	Impact	Initial Risk rating (Before treatment strategies in place)	Risk Treatment Strategies		Residual Risk (Once treatment strategies in place)
				Action	Risk Owner & Timeframe	
11	Risk: Website security issues  Source: Website is accessed and/or modified by unauthorised third party	Target audience accessing the website views inaccurate or irrelevant information, and potentially disengages from the process, undermining the desired impact of improving awareness.	Consequence: Minor  Likelihood: Unlikely  Risk Rating: Low	Engagement of experienced developer to develop and manage websites; Inclusion of performance requirements in developer subcontract including security requirements, and requirements relating to IT support and rectification of issues.	ClimateWorks, at the start of the project and during the website development	Consequence: Minor  Likelihood: Unlikely  Risk Rating: Low
12	Risk: Website interface useability  Source: Website interface is not user friendly	Target audience unable to access relevant information, or information is difficult to understand or act upon; Target audience disengages from the website, and is less likely to gain knowledge from the project.	Consequence: Moderate  Likelihood: Possible  Risk Rating: Medium	Engagement of experienced developer to develop online tool; Online tool to be fully tested prior to launch.	ClimateWorks, at the start of the project and during the website development	Consequence: Moderate  Likelihood: Unlikely  Risk Rating: Medium

**Approved by**

Signed \_\_\_\_\_

s22  
Implementation Manager, ClimateWorks  
Australia  
10<sup>th</sup> June 2016

# CONTENT EVALUATION CYCLE



# Schedule 5 – Knowledge Sharing Plan

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*[Before you start:*

*Under the Australian Renewable Energy Agency Act 2011 (Cth), ARENA is required to promote the sharing of information and knowledge about renewable energy technologies where appropriate. As such, knowledge sharing is considered an integral element of the Activity. It is important that the Knowledge Sharing Plan is aligned firmly with the rationale and purpose of the Measure and that it reflects the specific aims and nature of the Activity.*

*ARENA's mandate covers the entire innovation chain and therefore the nature and size of the projects/activities which ARENA supports will vary.*

*Knowledge sharing obligations will, therefore, need to be suitably tailored to accommodate this diversity.*

*However, it is important that this flexibility occurs within a consistent framework so that ARENA and the renewable energy sector are able to:*

- *ensure that data/information being collected is of high quality;*
- *aggregate and analyse data/information across different projects; and*
- *make use of the same data/information for different purposes.*

*This template is intended to guide and assist you in developing a Knowledge Sharing Plan for your Activity. ARENA expects Knowledge Sharing Plans to generate and disseminate a substantial amount of high value data, information and lessons learned.*

*The specific items of data and information that will be covered by your Knowledge Sharing Plan will be subject to negotiation.*

*While the Knowledge Sharing Plan will be tailored to suit the scope and size of your Activity, in developing the Plan, you should consider the following:*

- *Objectives – It is important that your Knowledge Sharing Plan has well defined objectives. What critical question/s about renewable energy in Australia is the Activity trying to answer? What critical knowledge gap/s is the Activity aiming to address? These should be consistent with any Outcomes listed in item **Error! Reference source not found.** of **Error! Reference source not found.** of the Funding Agreement.*
- *End users – To be of value, knowledge needs to be used by someone. Who are the intended end users of the knowledge that will be generated and disseminated under your Knowledge Sharing Plan? If organisations, who within the organisations – e.g. the CEO, technicians, financial officers, or somebody else?*
- *Data and data methodology – the likely volume and complexity of the data and information that will be collected; whether and to what extent the data and information collected will require processing or analysis.*
- *Implementation – whether knowledge sharing activities will require specialist personnel or IT support, including web-based platforms; whether you will need to use collaborative arrangements with relevant partners.*
- *Commercial sensitivities – mechanisms for sharing commercially sensitive information e.g. methods for redacting data, time delays for the release of data, aggregation of data, synthesis reports and small group discussions held under Chatham House rules.*

- *Dissemination – a wide range of dissemination strategies beyond written documents; making use of existing opportunities to disseminate knowledge e.g. participation in industry forums, conferences, webinars etc.*

*ARENA's business development team and client managers will work with you in the finalisation of your Knowledge Sharing Plan.]*

## 1. Introduction

On *[insert date]* ARENA and ClimateWorks Australia (**Recipient**) entered into an Advancing Renewables Programme Funding Agreement number *[insert]* (**Funding Agreement**), under which the Recipient has certain knowledge sharing obligations.

The Recipient has developed this Knowledge Sharing Plan in consultation with ARENA, and must comply with this Knowledge Sharing Plan for the term of the Funding Agreement.

Terms used in this Knowledge Sharing Plan which are defined in the Funding Agreement have the same meaning unless the context requires otherwise.

## 2. Purpose

Under the *Australian Renewable Energy Agency Act 2011* (Cth), ARENA is required to promote the sharing of information and knowledge about renewable energy technologies where appropriate. As such, knowledge sharing is considered an integral element of the Activity. Effective knowledge sharing is central to ARENA achieving its twin objectives of improving the competitiveness and increasing the supply of renewable energy in Australia.

ARENA invests public money, and knowledge is one of the returns it expects from this investment. Effective knowledge sharing with key players in the Australian energy sector including EPC contractors, DNSPs, regulators, investors, researchers and planners helps to build a stronger, more resilient energy system with increasing levels of renewable energy.

This Knowledge Sharing Plan identifies the data, information and knowledge that will be generated and shared throughout the Activity, along with how it will be shared, in accordance with an agreed timetable. In relation to data generated by the Activity, it also outlines the methodology that will be used to capture, store, assess and report this data.

## 3. Knowledge sharing objectives

The Recipient must use its best endeavours to contribute to the advancement of the broader public and business sector's knowledge in *[insert number of, or name of, areas]* areas.

The Outcomes for the Activity are specified in **Error! Reference source not found.**

The objectives of the Knowledge Sharing Activities (**Knowledge Sharing Objectives**) support delivery of the Outcomes and are:

- (a) increased skills, capacity and knowledge in renewable energy and low emissions technology within Australia;
- (b) sharing of high quality research into renewable energy and low emissions technology which enhances Australia's world-class research position and/or addresses conditions specific to Australia.
- (c) increased public awareness and understanding of the role, achievability and benefits of renewable energy and low emissions technology in a net zero emissions Australia;
- (d) increased understanding of roadblocks to renewable energy and low emissions technology, with increased focus on electric vehicles; and solutions to address them;

- (e) Building capacity in new audiences in the value delivered by renewable energy:
  - (i) Developing interactive online content for new audiences to understand the benefits and the individual/organisations role in speeding up the uptake of renewables and transitioning away from inefficiencies.
- (f) Building a case for increasing market share of specific technologies like electric vehicles in business and government markets.
  - (i) Through case studies developed through the Measure and through strategic and diverse partnerships, ClimateWorks will develop and disseminate material that clearly states the case and benefits of renewables and invites participation of new audiences in a zero net emissions future.
  - (ii) ClimateWorks will work with partners and trusted voices to communicate resonant motivations for moving from emissions intensive to low emissions industries, anchored in identifying commonly held core values.
  - (iii) ClimateWorks will develop a central set of communications resources and tools that will be utilised by partners to be more effective in their peer-to-peer engagements.
- (g) Through targeted partnerships with trusted voices, ClimateWorks will grow public understanding of the roadblocks to greater uptake of low emissions technologies, particularly EVs.
- (h) Through industry forums, meetings and analysis, we will develop a better understanding of the positions of various industry groups and key businesses and understand the financial, regulatory and social barriers to a greater uptake of renewables and low emissions technologies.
- (i) Through our public engagement, we will build consumer understanding of market choices and roadblocks to build consumer confidence and engagement.
- (j) Through facilitating capacity building exercises and collaboratively developing and disseminating materials, partners will invite their audience's participation in being part of a zero net emissions future for Australia.
- (k) A community of practice will be established across key community groups to better understand the implications and opportunities for low emissions technologies and material co-developed to engage their audiences.
- (l) Interest in exploring these partnerships has already indicated by Business Council of Australia, AGL, Energy Australia, Australian Catholic University and B-Corporation.
- (m) A collaborative partnership has already been establish with TransGrid, AGL, Alphabet Fleet, NRMA, Australian EV Council and APACMA for EVs improved coordination and collaboration on electric vehicles between governments, industry, the finance sector and the research community, both nationally and internationally;

The Activity is to answer the following critical questions that need to be answered to improve the competitiveness and supply of renewable energy technology in Australia:

- (a) What is the role of low emissions technology in helping Australia achieve a net zero emissions future?
- (b) What are the broader public misconceptions about low emissions technology and how do we address them?

- (c) What are the opportunities and enablers to seeing increased market share of electric vehicles in Australia?
- (d) What is the current sentiment across key business and industry players in increasing the uptake of low emissions technology? What are the barriers in understanding, both in terms of regulatory mechanisms and gaps in understanding that can be addressed?
- (e) What are the most effective engagement and communications exercises that will build capacity and confidence in key audiences to increase the uptake of low emissions technologies?

## 2. Key knowledge sharing audiences

In undertaking the Knowledge Sharing Activities, the Recipient must take into consideration the following audiences:

- (a) ARENA, including the ARENA Executive and Board;
- (b) the Commonwealth;
- (c) Renewable energy sector and allied services companies;
- (d) Electricity retailers, DNSPs and allied services companies;
- (e) Electric vehicle sector, motoring groups, energy sector and allied services companies;
- (f) Financial services sector;
- (g) Researchers;
- (h) Key groups in the community sector that reach the 'persuadable middle' in Australia including the health, education and tourism sector.

## 3. Confidentiality and dissemination of knowledge

In undertaking its legislated knowledge-sharing function, it is anticipated that ARENA may share information with other areas of government and with the public. The Recipient will provide information of varying levels of confidentiality, from little or none to highly valuable and confidential intellectual property.

To maximise the knowledge sharing benefit, the Recipient has established a level of confidentiality of information provided to ARENA. Accordingly, information the Recipient shares with ARENA is categorised according to those persons with whom it may be shared as follows:

- (a) the public (unrestricted) – This information may be shared freely within ARENA, with industry participants, and with the public in general.
- (b) the public (restricted) (Restricted Information) – Subject to any restrictions imposed by the Recipient, this information may be shared freely within ARENA, with industry participants, and with the public in general.
- (c) ARENA only (Recipient Confidential Information) – this information may be shared freely within ARENA and with other areas of government with equivalent privacy management and control processes and in accordance with clause **Error! Reference source not found.**

Table A identifies the knowledge that will be generated by the Activity and those persons with whom it may be shared.

The Recipient must apply the dissemination levels in Table A to knowledge generated by the Activity.

The Funding Agreement determines the treatment of Intellectual Property Rights and Recipient Confidential Information.

It is the Recipient's responsibility to ensure that any Activity documentation (including Milestone Reports and other Reports) prepared for public release does not contain any Recipient Confidential Information.



**Table A – List of high value knowledge to be generated by Activity**

[Table A should be as comprehensive as possible, clearly identifying the specific knowledge that the Activity will generate that will help improve the competitiveness and supply of renewable energy technology. It should also be as specific as possible. It may help to order this knowledge according to the Activity stage.]

No.	Category	Area of operation	Information to be shared	Key audiences	Dissemination			Conditions (if any)	Reasons for commercial sensitivity (if any)
					Public (unrestricted)	Public (restricted) (Restricted Information)	ARENA only (Recipient Confidential Information)		
1.	<i>Societal</i> [Please choose from: technical, financial, regulatory, logistical, or societal]	<i>Resource, design development</i>	<i>Publicly consumable messages and materials portraying the benefits and achievability of a low emissions future scenario for Australia. This includes video, website and social media materials.</i>	<i>'Persuadable middle' audiences.</i>	<i>Yes</i>				
2.	<i>Technical</i>	<i>Electric vehicles</i>	<i>Identification of opportunities and barriers for increased market share of electric vehicles.</i>	<i>Electric vehicle sector and allies services, along with 'persuadable middle' audiences.</i>	<i>Yes</i>			<i>Staged release of information from sector to public.</i>	

No.	Category	Area of operation	Information to be shared	Key audiences	Dissemination			Conditions (if any)	Reasons for commercial sensitivity (if any)
					Public (unrestricted)	Public (restricted) (Restricted Information)	ARENA only (Recipient Confidential Information)		
3.	<i>Logistical</i>	<i>Business mainstreaming</i>	<i>DDPP research relevant to low emissions technology.</i>	<i>Senior management and ESG staff.</i>		<i>Yes</i>			
4.	<i>Logistical</i>	<i>Resource, design development</i>	<i>DDPP research relevant to low emissions technology.</i>	<i>Community/public sector including health, education and tourism.</i>	<i>Yes</i>				

## 4. Data

Table B sets out the data that must be generated, collected and stored from the Activity to answer the critical questions identified in item 3 of this Knowledge Sharing Plan. [This table may be deleted in consultation with ARENA if your Activity will not be generating data.]

The Recipient must provide the data specified in Table B to ARENA on a [insert timeframe e.g. monthly/quarterly] basis as specified in Table B.

**Table B – Data management and transfer**

Overview (description of data)	Collection methodology considerations	Data categories	Sampling frequency	Format (specific data units and components)	Data provider and owner	Data source	Transfer process / how supplied to ARENA
(a) <i>What is the role of low emissions technology in helping Australia achieve a net zero emissions future?</i>							
<i>Synthesis report</i>	<i>Extracted from the Deep Decarbonisation Pathways Report</i>	<ul style="list-style-type: none"> <li><i>Low emissions pathways</i></li> </ul>	<i>Static</i>	<i>NA (qualitative)</i>	<i>ClimateWorks ANU CSIRO</i>	<i>Deep Decarbonisation Pathways Report</i>	<i>Communications material</i>
(b) <i>What are the broader public misconceptions about low emissions technology and how do we address them?</i>							
<i>Qualitative summary Quantitative support data from social media</i>	<i>Social media to targeted demographics. One on one briefings. Survey.</i>	<ul style="list-style-type: none"> <li><i>Misconceptions across a range of technologies,</i></li> <li><i>Understanding/literacy of related topics in key audiences.</i></li> </ul>	<i>Regular</i>	<i>NA (qualitative)</i>	<i>ClimateWorks and partner organisations</i>	<i>In house</i>	<i>Soft copy report</i>
(c) <i>What are the opportunities and enablers to seeing increased market share of electric vehicles in Australia?</i>							

	Overview (description of data)	Collection methodology considerations	Data categories	Sampling frequency	Format (specific data units and components)	Data provider and owner	Data source	Transfer process / how supplied to ARENA
Study	Qualitative summary	Consultation across industry, literature review	<ul style="list-style-type: none"> <li>Current technology status (qualitative)</li> <li>Examples of progress</li> <li>Improvement required (qualitative)</li> </ul>	Static (current status)	NA (qualitative)	ClimateWorks	ClimateWorks literature review and assessment	Soft copy report
(d) What is the current sentiment across key business and industry players in increasing the uptake of low emissions technology? What are the barriers in understanding, both in terms of regulatory mechanisms and gaps in understanding that can be addressed?								
	Qualitative summary	Consultation across industry, literature review	<ul style="list-style-type: none"> <li>Barriers</li> <li>Examples of positive initiatives</li> <li>Business attitudes across key sectors</li> </ul>	Initial report and ongoing engagement	NA (qualitative)	ClimateWorks	ClimateWorks literature review and assessment	Soft copy report
(e) What are the most effective engagement and communications exercises that will build capacity and confidence in key audiences to increase the uptake of low emissions technologies?								
	Analysis	Consultation across mainstreaming partners	<ul style="list-style-type: none"> <li>List and effectiveness rating of engagement exercises</li> <li>List of resonant topics and themes across partner groups in low emissions technologies</li> </ul>	Periodic	NA (qualitative)	ClimateWorks	ClimateWorks literature review and assessment	Soft copy report

[As well as describing high value knowledge items (in Table A), you will need to clearly specify your methodology for capturing, storing and assessing data from your Activity. This will include:

- defining the form and metrics for collecting the data/information (using Table B above);
- describing whether the item requires any specific processing, or handling; and
- ensuring data fields proposed to be collected can be accurately and reliably analysed to answer the critical questions identified in your Knowledge Sharing Plan. This may be supported by examples from previous work, the use of existing models or standards, or by demonstrating your approach with sample data. This is fundamental component of your Knowledge Sharing Plan. ARENA may seek expert advice to ensure the veracity of your proposed analysis. ARENA

*may also contract a third party to collect, store, analyse and report on data across its programs. This would be in addition to the Activity-specific analysis and reporting set out in this Knowledge Sharing Plan.*

*Please also outline your arrangements for the proper storage and back-up of the data and information required for knowledge sharing purposes under this Agreement.*

## 5. Knowledge Sharing Activities

The Recipient must undertake Knowledge Sharing Activities as outlined in Table C below.

**Table C – Detailed program of Knowledge Sharing Activities**

Activity stage and timeframe	Number and type of Knowledge Sharing Activity	High value knowledge to be shared and provided to ARENA	Intended audience	Further information (optional)	Related No. in Table A
<i>First milestone (June, 2016)</i>	<i>Analysis to establish key public audiences and better understand themes and motivators that resonate with them.</i>	<i>Outline of research to date, partnership pack outlining approach and expectations and social media testing results</i>	<i>Partner organisations  ARENA</i>		<i>B, E</i>
	<i>Analysis of influential businesses, sectoral/industry groups that can play a leadership role in a low emissions transition.</i>	<i>Business landscape analysis and interviews with influential sector players.  Recommendations of major opportunities for progress on low emissions technology.</i>	<i>ARENA  ClimateWorks</i>	<i>Some consultations may be anonymous and themes and sectors to be shared.</i>	<i>D</i>
	<i>Consultation with key influencers in sectors to identify requirements and a process to engage their stakeholders/audiences.</i>	<i>Report and analysis of barriers and requirements for business, industry and community audiences.</i>	<i>Mainstreaming partners – see project plan for examples.</i>		<i>D</i>
<i>Second milestone (December, 2016)</i>	<i>Develop a communications plan, narrative and creative concepts for materials and tools.</i>	<i>Development of a central website, explainer videos and social media content.</i>	<i>Mainstreaming partners  ARENA  'Persuadable middle'</i>		<i>A, B</i>
	<i>Engage a 'community of practice' comprising of partners from a range of community and business audiences.</i>	<i>2 capital city events and 10 personal briefings across business and</i>	<i>Mainstreaming partners</i>	<i>ARENA to be invited to sit in on periodic meetings with partners.</i>	<i>D, B, E</i>

Activity stage and timeframe	Number and type of Knowledge Sharing Activity	High value knowledge to be shared and provided to ARENA	Intended audience	Further information (optional)	Related No. in Table A
		<p><i>community audiences.</i></p> <p><i>Periodic summary report on ongoing progress of messages and engagement activities across the community of practice.</i></p> <p><i>Synthesis report in December on progress of the low emissions technology story.</i></p>			
	<p><i>Production of communications tools and materials for a business and community audience, designed for easy assimilation into the existing activities of partners. These include fact sheets, presentations, briefings and public/consumer focused materials.</i></p>	<p><i>Develop a communications pack that includes presentations, key messages and social media collateral - to be agreed with partners.</i></p>	<p><i>Mainstreaming partners</i></p> <p><i>Media</i></p>	<p><i>Where there are highly engaged partners, ClimateWorks will provide a list of specialist engagement activities and materials produced.</i></p>	<p><i>A, B</i></p>
	<p><i>Engage across the EV and energy sector to identify enablers and actions required to achieve greater uptake of electric vehicles and their role in enabling renewable energy within Australia, produce a summary report.</i></p>	<p><i>Report and analysis of enablers and requirements for business, industry and community audiences.</i></p>	<p><i>ARENA</i></p> <p><i>Industry</i></p> <p><i>Government</i></p>		<p><i>C</i></p>
	<p><i>Deliver briefings to key decision makers at Federal and State levels re key enablers and actions required</i></p>	<p><i>Summary of industry and government perspectives on initiatives</i></p>	<p><i>ARENA</i></p> <p><i>Industry</i></p> <p><i>Government</i></p>		<p><i>D</i></p>

<b>Activity stage and timeframe</b>	<b>Number and type of Knowledge Sharing Activity</b>	<b>High value knowledge to be shared and provided to ARENA</b>	<b>Intended audience</b>	<b>Further information (optional)</b>	<b>Related No. in Table A</b>
	<i>Deliver 2 events to share knowledge and coordinate action across EV supply chain</i>	<i>Summary of industry and government perspectives on initiatives</i>	<i>ARENA Industry Government</i>		<i>C</i>
<i>Third milestone (June, 2017)</i>	<i>Deliver briefings, information sessions and workshops to institute understanding of the opportunities and benefits to a low carbon Australia and build capacity in best practice communication techniques.</i>	<i>Deliver 10 workshops/briefings to key partners (based on consultation phase) across business, including capital city events.  Synthesis report in December on progress of the low emissions technology story.</i>	<i>ARENA Mainstreaming partners</i>		<i>D</i>
	<i>Develop individual work plans for influential partners across key sectors.</i>	<i>Development and tracking of ongoing agreements with partners on common engagement activities.</i>	<i>ARENA</i>		<i>E</i>
	<i>Share learnings and communications models with ARENA, partners and other interested parties.</i>	<i>Periodic measurement of online analytics and narrative benchmarking through Significance Systems.</i>	<i>ARENA Mainstreaming partners Targeted conferences</i>		<i>E</i>
		<i>Periodic reports from the Community of Practice's content evaluation cycle.</i>	<i>ARENA Mainstreaming partners</i>		<i>E</i>



Activity stage and timeframe	Number and type of Knowledge Sharing Activity	High value knowledge to be shared and provided to ARENA	Intended audience	Further information (optional)	Related No. in Table A
	<i>Market coordination to assist fleet owners in EV procurement</i>	<i>Enablers and process for fleet uptake of EVs</i>	<i>Industry Fleet owners</i>		<i>C</i>
	<i>Deliver 3 events to share knowledge and coordinate action across EV supply chain</i>	<i>Summary of industry and government perspectives on initiatives</i>	<i>ARENA Industry Government</i>		<i>C</i>
	<i>Report on EV uptake and lessons learned</i>	<i>Summary of EV market in Australia, current uptake rates, model availability, infrastructure deployment, uptake of renewables for charging, and key issues to be addressed</i>	<i>ARENA Industry Government</i>		<i>C</i>

[Knowledge sharing activities may take a variety of forms. Some examples include expert roundtables or peer-assist workshops, public forums, presentations or participation in conferences, site visits, webinars, reports posted online or emailed to stakeholders, data sets, data visualisations and web-based tools, websites or social media platforms, journal articles or posters, models, and staff exchanges/secondments. If the same knowledge is being shared through several different activities (e.g. a report and a presentation) each activity should be listed separately. Table C should be completed with the audience in mind – e.g. are they a senior executive, a technician, or member of the public.]

## 6. Reporting

[Note: If progress reports are required under item **Error! Reference source not found.** of **Error! Reference source not found.**, this section will be amended so that Milestone Report requirements also apply to progress reports.]

### 6.1 Reporting on Knowledge Sharing Activities

- (a) Each Milestone Report must include a description of:
- (i) the Knowledge Sharing Activities completed during the period to which the Milestone Report relates, including a list of any public reports or knowledge sharing reports;
  - (ii) the outcomes of those Knowledge Sharing Activities; and

- (iii) any data or documentation developed from the Activity during the period to which the Milestone Report relates.
- (b) The Final Report must include details of:
  - (i) all of the Knowledge Sharing Activities completed as at the date of the Final Report;
  - (ii) analysis of the effectiveness of each of the Knowledge Sharing Activities so completed;
  - (iii) for any on-going Knowledge Sharing Activities, an update of progress in undertaking each Knowledge Sharing Activity; and
  - (iv) an assessment by the Recipient of its success in achieving the Knowledge Sharing Objectives.

## 6.2 Activity failure report

In the event of Activity failure, the Recipient must, within 20 Business Days after the Activity failure, provide a report to ARENA for public release explaining the reasons for the failure and the Activity Lessons Learnt.

## 6.3 Schedule of standard metrics (quantitative)

[Insert timeframe, eg in each Milestone Report or on a financial year basis] the Recipient must provide to ARENA a prescribed schedule of standard metrics that will provide overall information on the performance of ARENA’s investment portfolio, using the following template:

*[At the Activity inception, this table should be completed using Activity forecasts. Ongoing reporting should report actual recorded costs or performance data. This is a standard requirement across all ARENA-funded projects. The Activity-specific data will be kept confidential, but may be used publicly in an aggregated form (e.g. total MWs generated or patents lodged by all ARENA-funded projects or by all projects within a particular technology category).]*

Input	Unit	Total value	Description of category source (i.e estimated, references, based on x analysis)
<b>Other (ARENA portfolio reporting)</b>			
Publications	1		URL
Mainstreaming community partners	No.	10	
Mainstreaming business partners	No	10	
Mainstreaming activities	No.	20	Events, forums and specialist briefings
No. of direct employees (on project)	FTE	2.5	Across the whole project lifecycle
Monthly page views (if any websites or online tools created)	No.	1,500	Unique page views

Input	Unit	Total value	Description of category source (i.e estimated, references, based on x analysis)
Average monthly social media traffic	No.	50,000	Reach to targeted demographic

#### 6.4 'Lessons learnt' (qualitative reporting)

Each Milestone Report must include 'lessons learnt' knowledge sharing reports which capture all Activity Lessons Learnt since the previous Milestone. A separate 'lessons learnt' knowledge sharing report must be provided for each Activity Lesson Learnt. Each 'lessons learnt' knowledge sharing report must use the template provided by ARENA.

*[These short one page reports are intended to capture the nuggets of knowledge that were learnt and perhaps were not a pre-determined learning of the Measure. There may be only one key lesson learnt between Milestones or there may be multiple lessons to be captured. These are required in addition to pre-determined knowledge identified in Tables B and C.]*

### 7. Specified Personnel

s22 occupying the position of Engagement Manager will be the central contact point for ARENA for the Knowledge Sharing Activities.

### 8. Budget Estimate

The Recipient has allocated approximately s47G(1)(a) from within the Project Budget towards implementing this Knowledge Sharing Plan.



## Intellectual Property Management Plan

Classification	Description of IP	IP Owner	Criticality to project	Management Strategy
Background IP	N/A			
Licences	N/A			
Project Technology	N/A			
Potential Licences	N/A			



**ADVANCING RENEWABLES PROGRAMME**

PROJECT OVERVIEW (including outcomes reporting)

<b>Applicant name</b>	Monash University	<b>DATE – 28/06/2016</b>	
<b>Project title</b>	Accelerating community and business support for a low carbon future		
<b>Reference number</b>	2016/ARP033		
<b>Key ARENA contacts</b>			
<b>BDT team</b>	s22	<b>BDT team</b>	s22
<b>Strategy team</b>		<b>Projects</b>	
<b>Stage</b>	<input type="checkbox"/> Expression of Interest	<input type="checkbox"/> Full Application	<input checked="" type="checkbox"/> One stage EOI
<b>Grant Request</b>	\$390,000	<b>Project Budget</b>	\$1,235,000
<b>Recommendation</b>	Approve		

**KEY DETAILS**

**Brief description** ClimateWorks Australia under the umbrella of Monash University seeks to conduct a desktop study and knowledge building exercise as an extension to the ARENA funded ERP Measure for the Deep Decarbonisation Pathway Project (DDPP). This new project builds on the learnings from the completed DDPP by engaging with community, business and industry stakeholders to make tangible changes to their sectors to achieve decarbonisation without compromising their business needs.

Although the project has an indirect link to renewable energy, ClimateWorks is also focussing on the Electric Vehicle (EV) sector which was identified as a key element from the DDPP project. ClimateWorks will build evidence and understanding for what is needed to drive the uptake of EVs to decarbonise the transport sector and support the integration of renewable energy into the grid.

Knowledge gathering and sharing of information is the primary purpose of this Desktop Study and the proposed approach appears to be both collaborative and comprehensive. The consortium is credible and represents low risk to delivery of the proposed knowledge building activity and outcomes, with a strong track record in similar projects to date.

- Output** The project aims to deliver:
- Robust communications plans and interactive web based content that clearly states the case and benefits of renewables and invite participation of new audiences in a zero net emissions future.
  - Fact sheets, presentations and briefings targeted at specific audience to better understand the positions of various industry groups and key businesses and the financial, regulatory and social barriers to a greater uptake of renewable
  - Reports on findings to ARENA and the wider public through website and social media.
  - Report on engagement with Australian EV council, TransGrid, ENA and other key decision and policy makers to inform future demonstration and pilot projects. Targeted communication strategies for the average consumers will also be developed and shared with ARENA.
  - Benchmark tools and ongoing evaluation to assess and review community and business engagement strategies to track and measure the impact of the messaging to targeted audiences



<b>Outcomes</b>	<p>If the project is successful it will enable an evidence based case to be developed for a range of target audiences to help these target sectors to transition to a zero net emissions future that is achievable, affordable and broadly beneficial.</p> <p>The project will specifically establish a clearly defined pathway for Electric Vehicles which can be undertaken, and generate greater coordination across the EV sector. EVs could act as new source of demand for renewable energy and also help address issues of intermittency.</p>
<b>Primary location</b>	Melbourne, Victoria, but the project will have a national focus
<b>Activity timeframe</b>	12 months
<b>Alignment to priorities</b>	<p>The project most closely aligns with ARENA’s priority of ‘Integrating renewables and grids’ (IRG)</p> <p>By sharing knowledge and building understanding around the issues surrounding the uptake of EVs (which is a key focus of this project), there’s potential for renewables to meet the increase in demand for electricity caused by higher adoption of EVs, which is likely to have impact on existing networks..</p> <p>The project is also complementary to the ARENA’s A-Lab initiative by providing the knowledge base and communication strategies to the respective sectors to address the IRG priority</p>
<b>Programme outcomes</b>	<p><input type="checkbox"/> Reduction in the cost of renewable energy</p> <p><input type="checkbox"/> Increase in the value delivered by renewable energy</p> <p><input type="checkbox"/> Improvement in technology readiness and commercial readiness of Renewable Energy Technologies</p> <p><input checked="" type="checkbox"/> Reduction in or removal of barriers to renewable energy uptake</p> <p><input checked="" type="checkbox"/> Increased skills, capacity and knowledge relevant to Renewable Energy Technologies</p>
<b>Focus areas</b>	<p><input type="checkbox"/> Bioenergy      <input type="checkbox"/> Biofuels      <input type="checkbox"/> Buildings      <input type="checkbox"/> Community Energy</p> <p><input type="checkbox"/> Geothermal      <input type="checkbox"/> Hydro      <input type="checkbox"/> Marine      <input type="checkbox"/> Hybrid</p> <p><input type="checkbox"/> Solar PV      <input type="checkbox"/> Solar Thermal      <input type="checkbox"/> Storage      <input type="checkbox"/> Wind</p> <p><input checked="" type="checkbox"/> IRG      <input type="checkbox"/> Industrial Processes      <input type="checkbox"/> Off-grid areas      <input type="checkbox"/> Fringe-of-grid</p> <p><input type="checkbox"/> Large-scale solar      <input checked="" type="checkbox"/> Enabling      <input type="checkbox"/> Water      <input type="checkbox"/> Hydrogen      <input type="checkbox"/> Other</p>
<b>Market context</b>	<p>This study, through knowledge sharing, is expected to inform a range of key stakeholders of the various ways in which low emissions and renewable technologies can be integrated into the energy system to drive strong economic and environmental outcomes. ClimateWorks aims to build awareness to drive the national discussion about Australia’s net zero emissions future and findings from the project will likely support the case that a new zero emissions future is achievable, affordable and beneficial to the broader energy sector.</p> <p>The project will also develop business and social engagement on reducing emissions which has a direct link to the governments’ objectives and stated climate policy. The focus of the project on the EVs is important given the potential role of electrification of transport in allowing the energy sector to make the required transition to zero net emissions. Australia currently has a high penetration of rooftop PV installations and the increase in demand for electricity could be met by further renewables (e.g. PV) and enabling technologies like storage, helping to integrate more renewable energy and low emission technologies into the Australian energy mix.</p>



**Portfolio fit**

In 2014, ARENA provided funding to ClimateWorks in partnership with ANU, CSIRO and the Centre of Policy Studies at Victoria University to undertake new modelling into the role of renewable energy technologies and biofuels in decarbonising Australia’s economy, consistent with the global carbon budget necessary to limit global warming to two degrees Celsius. This analysis was completed as part of the United Nations DDPP for the COP21 meeting in Paris in 2015

The project was well received and the reports and materials produced have influenced other work including the Network Transformation Roadmap refresh by the Electricity Networks Association (ENA); and by TransGrid to drive a corporate sustainability culture. This new project complements the existing DDPP The new project is unique as the role of EVs is not addressed in any of ARENA’s existing projects.

**Other details if applicable**

**ACTIVITY DATA**

**Stage/maturity**

- Early tech devp
- Pilot scale demonstration
- Large scale demonstration
- Supported comm deployment
- Feasibility study
- Report/knowledge study
- Other: [please explain]

**Energy Capacity**

N/A Energy output N/A

**Funds**

ARENA Funding Request \$390,000 Total Activity Cost \$1,235,000

**Other input**

N/A

**ARENA Metrics**

ARENA funding % 31.58%  
 \$ARENA/MW N/A \$/MW N/A  
 \$ARENA/MWh lifetime N/A \$/MWh lifetime N/A

**Outcomes Metrics**

Metric	Before Activity	After Activity	Progress
N/A			

**Others Metrics**

N/A

**Partners and financiers**

Partners and financiers	Role
TransGrid	Funding and knowledge sharing

**MERIT ASSESSMENT**

*See attached Merit Assessment Report*

**A – Contributes to the Programme Outcomes**

- *E.g. which of the programme outcomes does this Activity address and how; how well does the Activity align with specifications in a funding announcement (if relevant)*

**B – Applicant capability and capacity**

- *E.g. of both applicant and activity partners. Capability – management, commercial, professional, technical; track record – delivering outcomes of similar Activities; professional excellence and experience. Capacity – resources to be used and their availability; nature/status of agreements between Activity partners*



**C – Activity design, methodology, risk and compliance**

- *E.g. how well designed/planned the activity is; key personnel, delivery, technical and financial risks of the Activity; compliance with requirements in Part 5*

**D – Financial viability and co-funding commitment**

- *E.g. is there a detailed budget or financial model? What does it show? Evidence of financial support; confirmation of financial capacity; other activities in a similar field which the applicant has received funding for*

**E – Knowledge sharing**

- *E.g. how will data, information and lessons learnt be collected, stored, analysed and disseminated; is the knowledge sharing plan tailored to the purpose of the Activity; how will the knowledge generated contribute to the programme outcomes; extent to which information will be publically available; any knowledge sharing constraints*

**OTHER DISCUSSIONS**

- 
- 

**ATTACHMENTS (insert hyperlinks when complete)**

- Full Application** [insert hyperlink]
- Full Application MAR** [insert hyperlink]





**Advancing Renewables Program (ARP)**  
Desktop Study and Analysis – One Stage Full Application  
ARENA staff assessment (<\$500k)

**Applicant name:** Monash University  
**Application no:** 2016/ARP033  
**Title:** Accelerating community and business support for a low carbon future  
**Date Reviewed:** 21 June 2016  
**Reviewer(s):** s22

**Overall comments:**

ClimateWorks Australia (ClimateWorks) under the umbrella of Monash University seeks to conduct a desktop study and knowledge building exercise as a logical extension to the ARENA funded ERP Measure for the Deep Decarbonisation Pathways Project (DDPP). This new project builds on the learnings from the completed DDPP by engaging with community, business and industry stakeholders to make tangible changes to their sectors to achieve decarbonisation without compromising their business needs. The experience of the successful DDPP study has also informed the design of this project.

ClimateWorks will develop tangible interactive web based content for the various sectors through targeted engagement and produce strategies and pathways to implement the learnings from the DDPP measure for achievable, affordable and broadly beneficial outcomes.

ClimateWorks will focus on the Electric Vehicle (EV) sector which was identified as a key element from the DDPP. Climate Works will build evidence and understanding of the policy setting and other initiatives to drive the uptake of EV's to decarbonise the transport sector which would be a key enabler for higher penetration of renewable energy.

ClimateWorks is a credible organisation and represents low risk to delivery of the proposed knowledge building activity and outcomes, with a strong track record in similar projects to date. The application is considered to be of overall high merit, therefore deemed as supported to proceed to ARENA CEO approval delegation and if approved invited to enter negotiations with ARENA for funding of \$390,000 (excluding GST).

Merit criteria	Level of merit	Comments
<p><b>A. Programme outcomes</b></p> <p>The contribution of the Project to the program outcomes detailed in the guidelines.</p>	Medium	<p>This project is focused on deepening the appreciation of the role renewable energy can play in achieving a zero net emissions future with business and community audiences.</p> <p>The programme outcomes of <i>reducing or removing barriers to renewable energy uptake</i> and <i>increasing skills, capacity and knowledge relevant to renewable energy technologies</i> are seen as the most achievable outcomes and have the biggest focus from the project. ARENA views that the project linkages to other programme outcomes are not explicit and the project will most likely have an indirect contribution.</p> <p>The project addresses the following Programme Outcomes:</p> <ul style="list-style-type: none"> <li>• <b>Reducing or removing barriers to renewable energy uptake</b> – ClimateWorks aim to grow public understanding of roadblocks to greater uptake of low emissions technologies. This will be achieved through industry forums, meetings and analysis and public engagement <ul style="list-style-type: none"> <li>○ The sharing of knowledge and building understanding around the issues surrounding the uptake of low emissions technology can be seen as a key measure to reduce barriers to renewable energy uptake. The DDPP report highlighted the opportunities for electrification of the transport sector with the progression of EVs in Australia as EVs may act as a new source of demand for renewable energy and also help address issues of intermittency. Australia currently has a high penetration of rooftop PV installations and the increase in demand for electricity could be met by further renewables (e.g. PV) and enabling technologies like storage, helping to integrate more renewable energy and low emission technologies into the Australian energy mix.</li> </ul> </li> <li>• <b>Increasing skills, capacity and knowledge relevant to Renewable Energy Technologies</b> – the project aims to establish a community of practise across key community groups to better understand the implications and opportunities for renewables and low emissions technologies <ul style="list-style-type: none"> <li>○ ClimateWorks have indicated that they already have established partnerships with various industry stakeholders such as TransGrid, AGL and Australian EV Council and have identified other stakeholders who have shown interest in establishing partnerships. This indicates that ClimateWorks is already taking steps to build on the DDPP project. ClimateWorks have provided a comprehensive knowledge sharing plan outlining how they will achieve this outcome.</li> </ul> </li> </ul>
<p><b>B. Capability and capacity</b></p> <p>The capability and capacity of the applicant and any activity partners to deliver the activity.</p>	High	<ul style="list-style-type: none"> <li>• ClimateWorks is a credible organisation and represents low risk to delivery of the proposed activities and outcomes.</li> <li>• ClimateWorks have a proven track record in research and abatement modelling and stakeholder engagement across business, government and public engagement. ClimateWorks is widely cited by both the public and private sector. ClimateWorks have partnered with ARENA previously on DDPP. The project was delivered largely on time and budget and the outputs considered as high calibre. ClimateWorks, through their engagement for the DDPP ERP Measure, secured additional partnerships and funding during the course of the project which lowered ARENA's proportion of funding towards the project. Some of these partners have already provided indicative</li> </ul>

Merit criteria	Level of merit	Comments
		<p>support for this new project.</p> <ul style="list-style-type: none"> <li>• ClimateWorks' affiliation with Monash University brings access to substantial complimentary research and experience to provide an academically rigorous approach to the project.</li> <li>• TransGrid is the operator and manager of the NSW/ACT high voltage grid and will provide significant cash and in-kind support to the project.</li> <li>• ClimateWorks' project team comprises of highly qualified staff and appears sufficiently resourced to complete the activities in the timeframes proposed.</li> <li>• ClimateWorks have already identified and begun to engage strategic audiences in communities and business and within the EV supply chain and ARENA expects the project to deliver valuable outcomes based on their capabilities.</li> </ul>
<p><b>C. Activity methodology, risk and compliance</b></p> <p>The ability to manage risks and show technical strength to deliver clearly defined technical outcomes and be compliant to requirements outlined in Part 5 of the guidelines.</p>	Medium	<ul style="list-style-type: none"> <li>• ClimateWorks has developed a detailed project plan and risk register which appear appropriate for a project of this nature and scale.</li> <li>• The proposed approach has been developed in line with learnings from the previous ARENA funded project (the DDPP) which was well received by ENA and TransGrid. The success of the DDPP project outputs also influenced other work to be produced by ENA and TransGrid.</li> <li>• ClimateWorks will use a benchmarking tool to ensure that the communication strategies recommended are tailored and relevant for each the intended target audiences. The tool will be reviewed to ensure relevance and will be shared with ARENA and other renewable energy companies and stakeholders.</li> <li>• The project is considered low risk, with key risks appropriately identified and addressed. Key risks include ability to source the additional funding required, and the quality of work produced. To manage the funding risks a condition of funding will include co-funding commitment prior to execution of the funding agreement; while reports and publications will undergo a quality assurance process and be deemed satisfactory to ARENA before being disseminated. These mitigation techniques and ClimateWorks' proven track record with the DDPP provides confidence that the team will deliver the project and manage risks appropriately.</li> <li>• Applicant notes 3 partial compliances relating to moral rights and insurance coverage. These are standard objections which are usually resolved during contract negotiation and are not considered of particular concern.</li> <li>• The project is designed to take 12 months with two key milestones at the half way point and end of the project timeframe. ClimateWorks have set out clear deliverables in each milestone which are achievable within the timeframes.</li> </ul>
<p><b>D. Financial viability</b></p> <p>Financial capacity to deliver the activity and appropriateness of the amount of ARENA funding sought and the total cost of the activity.</p>	High	<ul style="list-style-type: none"> <li>• ClimateWorks is seeking \$390,000 (31.58%) in funding from ARENA against total project cost of \$1,235,000.</li> <li>• As ClimateWorks is a non-profit organisation, dependent on external funding, all contributions are from partners and private philanthropic donors.</li> <li>• We note there is a currently funding gap of s47G(1)(a) which has not yet been secured. A condition of funding will be added so that these funds are committed prior to contract execution. ClimateWorks have identified a philanthropic donor who has indicated support to provide up to s47G(1)(a) of matched funding against any additional funds that are received towards the project (outside of funds currently raised). In addition, EV Council</li> </ul>

Merit criteria	Level of merit	Comments
<b>E. Knowledge Sharing</b>	High	<p>has indicated that they will raise a further s47G(1)(a) with evidence to be provided as a first milestone deliverable. We also note that s47G(1)(a) of ineligible expenditure is included in the total project cost. This is mostly due to work that sits outside the scope of ARENA's mandate but is an essential part of the project. A similar approach was taken and accepted by ARENA for the prior DDPP project.</p>
<p>The extent to which the knowledge generated will contribute to the program outcomes and be targeted to specific audiences. How knowledge will be collected, stored and shared.</p>		<ul style="list-style-type: none"> <li>• ClimateWorks has indicated a strong willingness to undertake knowledge sharing activities through both the availability of data and through targeted knowledge sharing activities to key stakeholders.</li> <li>• The project itself is designed around knowledge sharing and building understanding around transitioning to a low carbon future. The fundamental goal of the project is to share information as widely as possible.</li> <li>• ClimateWorks have completed an appropriate Knowledge Sharing Plan (KSP) and is reasonably articulated and considered. The target audiences identified and the level of knowledge sharing proposed appears to be appropriate and well considered.</li> <li>• The knowledge sharing plan has clearly defined knowledge sharing activities and methods of delivery. Knowledge is proposed to be collected through consultation, analysis and stakeholder engagement which appears clear, logical and appropriate.</li> <li>• ClimateWorks have indicated that preliminarily research has been undertaken to target senior management within key audiences like ENA, AGL, Australian EV council and policy makers within government. These are audiences not currently involved in the conversation around the greater uptake of low emission technology and their additional engagement will likely contribute to the programme outcomes discussed above.</li> <li>• ClimateWorks aims to translate the case for low emission vehicles and EVs into a number of communications tools and materials and will host a number of industry forums and discussions to build capacity in the analysis and opportunities.</li> <li>• The DDPP reports and materials produced by ClimateWorks have influenced other work including the Network Transformation Roadmap refresh by the Electricity Networks Association (ENA); and by TransGrid to drive a corporate sustainability culture.</li> </ul>

Recommendation

ARENA staff has assessed the application for overall value for money against the merit criteria. It concluded that the application be assessed as high merit, and invited to enter negotiations with ARENA for funding of \$390,000 subject to the conditions below:

- ClimateWorks to provide evidence that the required co-funding is committed as a condition to execution of the funding agreement.
- Development of a Knowledge Sharing Plan to ARENA's satisfaction

Delegate approval, for invitations and unsuccessful applications

I approve the above recommendation and conditions.

s22

A/g Business Development Manager

Date

28/6/16.

CFO approval, if relevant

I approve the above recommendation and conditions.

s22

Ian Kay  
Chief Financial

Date

29/6/16.



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ABN 35 931 927 899

**MINUTE**

**To** Ian Kay, A/g Chief Executive Officer  
**Through** s22 A/g Business Development Manager,  
Business Development & Transactions  
**From** s22, Client Advisor,  
Business Development and Transactions

s22

**Approval to enter into negotiations with Monash University (ClimateWorks Australia) for a Funding Agreement to support its Advancing Renewables Programme application – ‘Accelerating community and business support for a low carbon future’.**

**Recommendation:**

It is recommended that you:

1. **Approve** ARENA entering into negotiations with Monash University for funding under the Advancing Renewables Programme, for its application, subject to the identified conditions.
2. **Approve** associated expenditure of up to \$390,000 (GST exclusive), which represents 31.58% of total project value, as requested by the applicant

Approved / Not Approved

Approved / Not Approved

**Approver Signature:**

s22

**Date:** 29/6/16

**Purpose**

To seek your approval to enter into negotiations with Monash University to provide up to \$390,000 (GST exclusive) funding for a Desktop Study and Analysis under the Advancing Renewables Programme (ARP) subject to the following conditions:

- ClimateWorks to be required to commit the co-funding as a condition to execution of the funding agreement.
- Development of a Knowledge Sharing Plan to ARENA’s satisfaction.
- *An appropriate renaming of the project to reflect amended scope.*

**Background**

ClimateWorks Australia (ClimateWorks) under the umbrella of Monash University seeks to conduct a desktop study and knowledge building exercise as a logical extension to the ARENA funded ERP Measure for the Deep Decarbonisation Pathway (DDPP). Commissioned in 2014 by ARENA, the ERP measure over a course of 12 months, embarked on a knowledge building exercise to develop pathways and investigate how Australia can achieve net zero emissions by 2050 and live within its

recommended carbon budget. The key findings from this completed project included following:

- “ClimateWorks consultation is leading to a growing awareness of the scale of action required to keep climate change below two degrees.
- There is currently little discussion about the potential for electrification to lead to strong electricity demand growth.
- State governments are capable of leading on energy market reform and creating much needed policy certainty.”<sup>1</sup>

This new project builds on the learnings from the completed ERP measure by engaging with community, business and industry stakeholders to make tangible changes to their sectors to achieve decarbonisation without compromising their business needs.

ClimateWorks will focus on the Electric Vehicle (EV) sector which was identified as a key element from the DDPP report. ClimateWorks will build evidence and understanding for what is needed to drive the uptake of EVs to decarbonise the transport sector and support the integration of renewable energy into the grid.

Knowledge gathering and sharing of information is the primary purpose of this Desktop Study and the approach proposed appears to be both collaborative and comprehensive. The consortium is a credible party with a strong track record in similar projects to date and therefore delivery risk is considered low.

The project aims to develop strategic partnerships among influential business and community groups to reduce emissions in their respective sectors. While these will implicitly involve energy efficiency mechanisms and low emission renewable energy options which are currently outside of ARENA’s mandate, these options do have a direct link to the current governments’ objectives and stated climate policy including the mandate of the Clean Energy Innovation Fund (CEIF) which is stated to be operational as of July 2016. ClimateWorks will build awareness to drive the national discussion about Australia’s net zero emissions future and will seek to make the case that it is achievable, affordable and broadly beneficial.

ClimateWorks have a proven track record in research and abatement modelling and stakeholder engagement across business, government and public engagement. ClimateWorks’ project team comprises of highly qualified staff and appears sufficiently resourced to complete the measure activities within the proposed 12 month timeframe.

## **Activity**

ClimateWorks will develop robust communications strategies and interactive web based content that seeks to:

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<sup>1</sup> Pathways to Prosperity in 2050: How Australia can thrive in a low carbon world, renewable energy components. Milestone 3 report by ClimateWorks Australia, May 2016.

- build a case for increasing market share of specific technologies like EVs in business and government markets;
- engage with influential business, community and policy makers; and
- generate further industry and policy momentum for a net zero emissions future for Australia.

Through industry forums, meetings and analysis, the project will likely lead to a better understanding of the positions of various industry groups and key businesses and help these sectors to understand the financial, regulatory and social barriers to a greater uptake of renewables. Findings will be publically shared through web and social media to maximise outreach.

Community and business engagement strategies will include a content evaluation cycle that benchmarks the impact of the messaging to targeted audiences to further modify the engagement strategy. This can be utilised by ARENA and stakeholders in the renewable energy sector for effective communication.

#### Key Outcomes and outputs:

- Tangible, compelling and interactive web based content translated from the key findings of the 'Pathways to Deep Decarbonisation in 2050' (DDPP) report for a range of targeted audiences, leveraging progressive and evidence based communications techniques. ClimateWorks will develop fact sheets, presentations, briefings targeted at specific audience to inform future demonstration and pilot projects. Targeted communication strategies for the average consumers will also be developed and shared with ARENA.
- One on one engagement and partnerships with key influencers and senior management in business and community sectors to map out the renewable technology options and decarbonisation strategies. Producing targeted reports and strategies designed for easy assimilation into the existing activities of partners. These will be communicated to ARENA through reports and will be evaluated using benchmarking tools.

Please refer to Project Overview document (**Attachment A**) for further information.

#### Key Risks

The overall risk of the project was considered by ARENA to be low. ClimateWorks have developed a detailed project plan and risk register in which key potential risks have been identified and addressed. ARENA has assessed that the risks have a low likelihood with limited impact.

Key risks identified are compiled in the table below.

<b>Risk</b>	<b>Consequence</b>	<b>Proposed mitigant</b>
<b>The required balance of funding is not secured for project</b>	Project is unable to progress or deliver on some aspects of knowledge sharing	Committed funding will be a condition to execution of the funding agreement.
<b>Poor quality of analysis</b>	Reputational damage	ARENA will review the final outputs and



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**Lower than anticipated use of the website and online tool**

Failure to achieve the knowledge sharing objectives of the project

reports before being published to ensure quality control. ClimateWorks has a proven track record of quality analysis as evidenced through the DDPP report which was well received and taken up by numerous stakeholders. ClimateWorks to develop a knowledge sharing plan for the project to ensure wide promotion through existing communications channels; ensure all online resources are easily found and easy to download; ClimateWorks will also engage digital media specialist to develop a range of engagement materials.

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Please refer to Merit Assessment Report (**Attachment B**) for further information.

### **Expenditure Approval and Funds Availability**

The cost to ARENA for this Desktop Study and Analysis will be up to \$390,000 (GST exclusive) which is within your delegation limit as specified by the ARENA Board.

This funding constitutes 31.58% of the total budget required of \$1,235,000. ClimateWorks has secured funding of \$320,000 in cash and will contribute additional in-kind of \$170,000 through staff. The balance of cash funding of \$170,000 will need to be committed as a condition to execution of the funding agreement and at first milestone.

ClimateWorks secured additional funding during the course of the now completed DDPP which reduced the proportion of funding required by ARENA. As such ARENA expects the additional funding for this project to be secured without any hindrances.

ARENA's Chief Accountant has confirmed that funds are available for this Project.

### **Merit Assessment**

The application was reviewed by the Business Development and Transactions, Strategy and Projects teams. The Application was assessed to be of overall high merit. The Merit Assessment is included at **Attachment B**.

### **Strategic Rationale**

#### **Priorities:**

The project aligns with ARENA's investment plan theme of 'addressing barriers to the long term uptake of renewables' through the priority of 'Integrating renewables and grids' (IRG). The focus of the project on the EV sector is important given the potential role of electrification of transport in allowing the energy sector to make the required transition to zero net emissions. EVs act as a new source of demand for renewable energy and can also help address issues of intermittency. The role of EVs is not addressed in any of ARENA's existing projects. The engagement with the EV

sector for this project is also complementary to the work of ARENA's A-Lab initiative which addresses the IRG priority for ARENA. The project also meets the programme outcomes of 'Increasing skills, capacity and knowledge relevant to renewable energy' and 'Reduction in and removing the barriers to renewable energy uptake'.

### **Consultation**

s22 [redacted] – Business Development and Transactions  
s22 [redacted] – Business Development and Transactions  
s22 [redacted] - Strategy  
s22 [redacted] - Projects  
s22 [redacted] – Chief Accountant

**s22** [redacted]

28 June 2016

### **Attachments**

Attachment A – Project Overview  
Attachment B – Merit Assessment Report



**Australian Government**  
**Australian Renewable  
Energy Agency**

**ARENA**

29 June 2016

s22

Engagement Manager  
ClimateWorks Australia  
Level 16, 41 Exhibition Street  
Melbourne VIC 3000

GPO Box 643  
Canberra ACT 2601  
T. +61 2 6243 7037  
arena.gov.au  
ABN 35931927899

Dear s22

**Advancing Renewables Programme application (AM023 – 2016/ARP033)**

Thank you for your proposal titled 'Accelerating community and business support for a low carbon future.' for funding under the Advancing Renewables Programme of up to \$390,000 (GST exclusive), submitted on 10 June 2016 by Monash University to the Australian Renewable Energy Agency (ARENA).

Following an assessment of your application, I am pleased to advise you that ARENA wishes to negotiate the terms of an agreement to fund your application. ARENA will consider providing such funding subject to agreement to the conditions outlined in this letter below and the finalisation of a draft Funding Agreement in a form and substance satisfactory to ARENA.

I appreciate you taking the time on 29 June 2016 to discuss this outcome. Pending execution of a funding agreement, we require you to treat the contents of this letter and any ensuing discussions as confidential. Disclosure to third parties must be with the written consent of ARENA and any future media releases should be jointly agreed between ARENA and Monash University. ARENA reserves the right to terminate discussions should these conditions not be met.

Furthermore, it is a condition of this funding offer that you meet the following conditions:

- ClimateWorks to be required to commit the co-funding as a condition to execution of the funding agreement.
- Development of a Knowledge Sharing Plan to ARENA's satisfaction.
- An appropriate renaming of the project to reflect the amended scope.

ARENA seeks to negotiate the terms of a proposed funding agreement within 60 days from the period commencing 30 June 2016. ARENA may choose to extend this negotiating period at its discretion, and you may request an extension in writing. A binding legal agreement will not be achieved until the funding agreement has been executed by ARENA and Monash University, and no funds will be payable until a binding legal agreement is in place.

**For Official Use Only**

Once you have reviewed the draft Funding Agreement, please contact your client manager, **s22** **s22**, or via [proposals@arena.gov.au](mailto:proposals@arena.gov.au) (citing the above application number) to make arrangements for the negotiation of the agreed content.

This letter does not represent an agreement to negotiate, nor does it represent an offer of funding, by ARENA. ARENA is free to withdraw from the negotiations in relation to potentially funding your application prior to the execution of any final executed funding agreement without any liability or obligation to Monash University, or any consortium member. Any actions undertaken by Monash University, or any consortium member, in reliance of this letter or any activities contemplated by it, will be at Monash University's or that consortium member's, own risk and expense. If Monash University wishes to negotiate a funding agreement on the terms outlined in this letter please sign and return a copy of this letter.

Yours sincerely

**s22**

A/g Business Development Manager  
Business Development and Transactions

Signed in acceptance:

**s22**

Engagement Manager  
ClimateWorks Australia

**For Official Use Only**



**MINUTE**

**To** Ivor Frischknecht, Chief Executive Officer  
**Through** Ian Kay, Chief Financial Officer *I. Kay*  
s22, A/g General Manager, Projects **s22**  
s22, Manager, Projects  
**From** s22, Business Development and Transactions  
s22, Projects

**Approval of the Advancing Renewables Programme (ARP) Desktop Studies and Analysis Funding Agreement with Monash University titled "From plan to action: communicating pathways to deep decarbonisation through electric vehicles and renewable energy technologies" for execution.**

**Recommendation:**

- 1. **Approve** the proposed Desktop Studies and Analysis Funding Agreement with Monash University for \$390,000 (excl GST) at Attachment A; and *Approve / Not Approved*
- 2. **Approve** providing the Funding Agreement to Monash University for signature in the first instance; and *Approve / Not Approved*
- 3. **Approve** an ARENA officer to execute the Funding Agreement on ARENA's behalf; and *Approve / Not Approved*
- 4. **Approve** the placement of ARENA seal on the Funding Agreement. *Approve / Not Approved*

**Approver Signature:**

**s22**

**Date:**

*15/11/16*

**Purpose**

- 1. This Minute seeks approval for ARENA to execute the attached Advancing Renewables Programme (ARP) Desktop Studies Funding Agreement (Funding Agreement) with Monash University.

## Background

2. The ARENA CEO considered and approved funding for this application on 29 June 2016. A letter inviting Monash University to enter into negotiations for a Funding Agreement was subsequently provided on 29 June 2016.
3. The CEO placed conditions of funding in the letter to Monash University, which are set out below:
  - a. ClimateWorks to be required to commit the co-funding as a condition to execution of the funding agreement.
  - b. Development of a Knowledge Sharing Plan to ARENA's satisfaction.
  - c. Appropriate renaming of the project to reflect the amended scope.
4. The Monash University desktop study and associated deliverables (the Activity) has a total estimated cost of \$1,235,000 (excluding GST). The total cost is to be funded by Monash University (ClimateWorks), industry partners and ARENA (31.58% of total cost). ARENA's funding for the Activity will be paid to Monash University on satisfactory completion of the deliverables under the Funding Agreement.
5. ClimateWorks Australia under the umbrella of Monash University will conduct a desktop study and knowledge building exercise as an extension to the now completed ARENA funded ERP Measure for the Deep Decarbonisation Pathway Project (DDPP). This new project builds on the learnings from the completed DDPP by engaging with community, business and industry stakeholders to make tangible changes to their sectors to achieve decarbonisation without significantly compromising their business needs.
6. The Activity will deliver two key outputs:
  - a. Tangible, compelling and interactive web based content translated from the key findings of the 'Pathways to Deep Decarbonisation in 2050' (DDPP) report for a range of targeted audiences, leveraging progressive and evidence based communications techniques. ClimateWorks will develop fact sheets, presentations and briefings targeted at specific audiences to inform future demonstration and pilot projects. Targeted communication strategies for 'average' consumers will also be developed and shared with ARENA.
  - b. One on one engagement and partnerships with key influencers and senior management in business and community sectors to map out the renewable technology options and decarbonisation strategies. Targeted reports and strategies designed for easy assimilation into the existing activities of partners will also be produced. These will be communicated to ARENA through reports and will be evaluated using benchmarking tools.

)

The project will also cover activities that will likely fall outside the scope of ARENA's mandate but ClimateWorks has resolved to fund any such activity with additional funding that is not related to this particular scope of work. This was also considered and accepted with the previously funded DDPP project.

**Discussions/Options**

8. Table A below outlines the conditions of offer provided to Monash University and how these conditions have been resolved during the negotiation period.

**Table A**

Condition of offer/ feedback from ARENA	ARENA comment
<p>a. ClimateWorks to be required to commit the co-funding as a condition to execution of the funding agreement.</p>	<p>ClimateWorks have supplied a letter of support from the CEO stating the commitment of funds from an anonymous philanthropic donor. The evidence of funds will be delivered during first milestone. These documents are required to be delivered to ARENA's satisfaction in accordance with Schedule 3</p>
<p>b. Development of a Knowledge Sharing Plan to ARENA's satisfaction.</p>	<p>The Knowledge Sharing Plan for the project has been modified to reflect the KSP previously used for ARENA's Research and Development Round 2. This has been prepared with input from ClimateWorks, ARENA staff.</p>
<p>c. An appropriate renaming of the project to reflect the amended scope.</p>	<p>ClimateWorks and ARENA staff have agreed to rename the project to reflect the scope of activities. The title of the project is "From plan to action: communicating pathways to deep decarbonisation through electric vehicles and renewable energy technologies".</p>

**Changes to standard terms and conditions, and schedules**

9. There were few significant amendments to the terms and conditions of the standard ARENA Desktop Studies and Analysis Funding Agreement template. As reviewed by ARENA Legal, a summary of the amendments of note is provided below:

*Changes to Clause 9 - Funds*

10. Monash University has requested that the wording of the Clause 9.1 be amended to reflect that ARENA would commit and set aside the funding to the Project with no further

condition that the funding is available for the Program at the time of payment. ARENA has considered that given the nature and value of this project (and the greater certainty ARENA now has with respect to its funding), the deletion of the words 'Sufficient funding being available for the Program' is acceptable.

*Changes to Clause 14 – Activity Participants and Change in Control*

11. Monash University requested that the clauses in relation to the Change of Control as defined do not apply to the organisation. ARENA has agreed to combine the clauses to better reflect this arrangement. Monash University will still notify ARENA upon change of control or insolvency events to itself or the activity participant (if any).

*Changes to Clause 18 - 18.2 Confirmation of insurance*

12. Monash University will only provide certificate of currency for the insurance it holds and cannot provide the insurance policies itself. ARENA considers that given the nature of the Activity (desktop study), this is low risk, and can be accepted by ARENA.

*Changes to Schedule 5 – Knowledge Sharing Plan*

13. ARENA has chosen to use the modified Knowledge Sharing template, previously used for ARENA's Research and Development Round 2, due to the nature of the Activity being a Desktop Study with the primary output of Knowledge Sharing Reports at the end of each milestone. The Knowledge Sharing plan as set out in Schedule 5 of the contract addresses the conditions of funding raised above. This has been reviewed by ARENA staff from Business Development, Projects and Strategy.

**Consultation**

14. The following ARENA staff have been consulted on this proposal

s22

**Attachments**

Attachment A – Monash University desktop studies and analysis funding agreement

s22





**Australian Government**

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**Australian Renewable Energy Agency**

**Australian Renewable Energy Agency**

Advancing Renewables Programme Funding Agreement  
number G00869

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Australian Renewable Energy Agency (**ARENA**)

Monash University (**Recipient**)

**From plan to action: communicating pathways to deep  
decarbonisation through electric vehicles and renewable energy  
technologies**

# Details

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Date

22 / November / 2016  
day month year

## Parties

Name Australian Renewable Energy Agency (ABN 35 931 927 899)  
Short form name **ARENA**

Name Monash University (ABN 12 377 614 012)  
Short form name **Recipient**

## Background

- A ARENA is undertaking the Advancing Renewables Programme (**Programme**) to provide funding for activities involving renewable energy technology, including desktop studies and analysis, that support the Programme Outcomes.
- B The Recipient applied for funding through the Programme to undertake the Activity.
- C ARENA is required by law to ensure accountability for the funding and accordingly the Recipient is required to be accountable for all funding received.
- D ARENA has agreed to provide funding to the Recipient for the purposes of the Activity, subject to the terms and conditions of this Agreement.
- E The Recipient accepts the funding for the purposes of the Activity, and subject to the terms and conditions of this Agreement.

# Advancing Renewables Program Funding Agreement

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# General Conditions

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## Part 1 – Activity and Funds

### Definitions and interpretation

#### 1.1 Defined terms

In this Agreement, except where the contrary intention is expressed, the following definitions are used:

<b>Abandoned</b>	not having carried on any work or activities on the Activity for 60 consecutive days, except where relieved of the obligation to do so under this Agreement.
<b>Accounting Standards</b>	the standards of that name maintained by the Australian Accounting Standards Board (referred to in section 227 of the <i>Australian Securities and Investments Commission Act 2001</i> (Cth)) or other accounting standards which are generally accepted and consistently applied in Australia.
<b>Activity</b>	the Activity described in Schedule 2.
<b>Activity Failure</b>	termination of this Agreement: <ul style="list-style-type: none"><li>(a) in accordance with clause 4.3;</li><li>(b) as a result of the Recipient Abandoning the Activity; or</li><li>(c) otherwise due to technical or commercial reasons that make it unfeasible to complete the Activity.</li></ul>
<b>Activity Lessons Learnt</b>	information, knowledge and lessons learned (both positive and negative) by the Recipient, its Personnel or subcontractors from the Activity.
<b>Activity Participant</b>	a person specified in item 7 of Schedule 1.
<b>Activity Steering Committee</b>	any steering committee, group or body established for the purpose of overseeing and/or coordinating the delivery of the Activity (including in relation to the development and construction of the Activity).
<b>Agreement</b>	this agreement between ARENA and the Recipient, as varied from time to time in accordance with clause 30(c), including the Schedules and any attachments.
<b>Agreement Material</b>	any Material created by, for or on behalf of the Recipient on or following the Commencement Date, for the purpose of or as a result of performing its obligations under this Agreement including any modifications that may be required under clause 16(h)(ii).
<b>Agreement Period</b>	the period from the Commencement Date to the date ARENA accepts the Final Report.
<b>Application</b>	the application submitted by, for or on behalf of the Recipient for funding under the Program in relation to the Activity.

<b>ARENA</b>	the Australian Renewable Energy Agency as specified in item 1 of Schedule 1.
<b>Authority</b>	<p>(a) any Commonwealth, State, Territory, local or foreign government or semi-governmental authority, court, administrative or other judicial body or tribunal, department, commission, public authority, agency, minister, statutory corporation or instrumentality; or</p> <p>(b) any other person having jurisdiction in connection with work required for the Activity.</p>
<b>Budget</b>	the budget (if any) set out in item 6 of Schedule 4, as varied from time to time in accordance with this Agreement or otherwise by agreement in writing between the parties from time to time.
<b>Business Day</b>	a day that is not a Saturday, Sunday, public holiday or bank holiday in the place where the act is to be performed or where the Notice is received.
<b>Change in Control</b>	<p>in relation to an entity, a change in the direct or indirect power or capacity of a person to:</p> <p>(a) determine the outcome of decisions about the financial and operating policies of the entity; or</p> <p>(b) control the membership of the board of directors of the entity,</p> <p>whether or not the power has statutory, legal or equitable force or is based on statutory, legal or equitable rights and whether or not it arises by means of trusts, agreements, arrangements, understandings, practices, the ownership of any interest in shares or stock of the entity or otherwise, not including a change in control resulting from ordinary course trading on a stock exchange in the shares of the entity.</p>
<b>Commencement Date</b>	the date specified in item 3 of Schedule 1.
<b>Commonwealth</b>	the Commonwealth of Australia.
<b>Corresponding WHS Law</b>	the same meaning as in section 4 of the <i>Work Health and Safety Act 2011</i> (Cth).
<b>Crisis</b>	<p>any time of intense difficulty or danger in relation to the Activity including:</p> <p>(a) any event or occurrence which could have a material adverse effect on the Recipient's ability to complete the Activity;</p> <p>(b) any actual or alleged crime or serious misconduct by the Recipient or any of its Personnel or subcontractors in connection with the Activity;</p> <p>(c) any incident or possible incident in connection with any activities related to the Activity that constitutes or may constitute a threat to the health, safety and wellbeing of any person or community, or otherwise threatens the</p>

	environment or any property; and
	(d) any inappropriate release of information in relation to the Activity that could affect ARENA's or the Commonwealth's reputation (for example, in breach of confidentiality or security requirements).
<b>Depreciation</b>	depreciation calculated for income tax purposes under, and in accordance with, the <i>Income Tax Assessment Act 1997</i> (Cth).
<b>Eligible Expenditure</b>	<p>expenditure (inclusive of GST but less related input tax credits the Recipient is entitled to claim) incurred by the Recipient on the Activity:</p> <p>(a) after the Commencement Date that qualifies as eligible expenditure under the Advancing Renewables Programme – Programme Guidelines; or</p> <p>(b) that ARENA otherwise approves (in its absolute discretion) as eligible expenditure for the purposes of this Agreement.</p>
<b>End Date</b>	the date specified in item 4 of Schedule 1.
<b>Final Report</b>	the meaning given in item 3 of Schedule 3.
<b>Funds</b>	the funding paid by ARENA to the Recipient under this Agreement and any interest earned by, for or on behalf of the Recipient on that funding.
<b>General Conditions</b>	clauses 1 to 30 of this Agreement.
<b>GST Law</b>	the same meaning as in the <i>A New Tax System (Goods and Services Tax) Act 1999</i> (Cth).
<b>Insolvency Event</b>	<p>the occurrence of any of the following events:</p> <p>(c) a liquidator, administrator, trustee in bankruptcy, receiver or receiver and manager, or similar is appointed in respect of a corporation or any of the assets of a corporation;</p> <p>(d) a distress, attachment or other execution is levied or enforced upon or against any assets of a corporation of an aggregate value of \$500,000 or greater, and in the case of a writ of execution or other order or process requiring payment, it is not withdrawn or dismissed within 10 Business Days;</p> <p>(e) an order is made for the administration, dissolution or winding up of a corporation, or a resolution is passed for the administration or winding up of the corporation other than for the purposes of a solvent reconstruction or amalgamation on terms approved by ARENA;</p> <p>(f) a corporation ceases to carry on its business or to pay its debts generally, other than for the purposes of a solvent reconstruction or amalgamation on terms approved by ARENA;</p> <p>(g) a corporation enters, or resolves to enter into any scheme of arrangement or composition with creditors generally, or any</p>

	<p>class of creditors, other than for the purposes of a solvent reconstruction or amalgamation approved by ARENA; or</p> <p>(h) a corporation is unable to pay its debts as and when they fall due, or is deemed unable to pay its debts under any applicable Law (other than as a result of a failure to pay a debt or claim which is the subject of a good faith dispute).</p>
<b>Intellectual Property Rights</b>	<p>all intellectual property rights, including:</p> <p>(a) copyright, patents, trademarks (including goodwill in those marks), designs, trade secrets, know how, rights in circuit layouts, domain names and any right to have confidential information kept confidential;</p> <p>(b) any application or right to apply for registration of any of the rights referred to in paragraph (a); and</p> <p>(c) all rights of a similar nature to any of the rights in paragraphs (a) and (b) which may subsist in Australia or elsewhere,</p> <p>whether or not such rights are registered or capable of being registered.</p>
<b>IP Management Plan</b>	the intellectual property management plan in Schedule 6.
<b>Knowledge Sharing Activities</b>	the activities identified in the Knowledge Sharing Plan.
<b>Knowledge Sharing Deliverables</b>	the data specified in Table B in the Knowledge Sharing Plan and any Material to be provided to ARENA in accordance with Table C in the Knowledge Sharing Plan.
<b>Knowledge Sharing Objectives</b>	the meaning given in the Knowledge Sharing Plan.
<b>Knowledge Sharing Plan</b>	the knowledge sharing plan in Schedule 5 as varied by agreement in writing between the parties from time to time.
<b>Law</b>	any applicable statute, regulation, by-law, ordinance or subordinate legislation in force from time to time in Australia, whether made by a State, Territory, the Commonwealth, or a local government.
<b>Major Subcontract Work</b>	<p>any work undertaken for the purpose of the Activity and performed by a subcontractor:</p> <p>(a) which has a total contract sum in excess of \$10,000; or</p> <p>(b) which has, or may potentially have, a material impact on the progress or performance of work on the Study or the Study's achievement of the Outcomes.</p>
<b>Material</b>	includes property, information, software, firmware, documented methodology or process, documentation or other material in whatever form, including any reports, specifications, business rules or requirements, user manuals, user guides, operations manuals, training materials and instructions, and the subject matter of any category of Intellectual Property Rights.



<b>Milestone Report</b>	the meaning given in item 1 of Schedule 3.
<b>Milestones</b>	the milestones set out in Schedule 2.
<b>Moral Rights</b>	the right of integrity of authorship (that is, not to have a work subjected to derogatory treatment), the right of attribution of authorship of a work, and the right not to have authorship of a work falsely attributed, as defined in the <i>Copyright Act 1968</i> (Cth).
<b>Notice</b>	a notice, demand, consent, approval or communication issued under this Agreement.
<b>Other Contributions</b>	the financial or in-kind contributions (if any) specified in item 5 of Schedule 4 or notified from time to time under clause 8.2(c).
<b>Outcomes</b>	the outcomes for the Activity, as set out in Schedule 2.
<b>Payment Criteria</b>	the Milestones and other payment criteria specified in item 3 of Schedule 4.
<b>Personal Information</b>	the meaning given in the <i>Privacy Act 1988</i> (Cth).
<b>Personnel</b>	in relation to a party, any employee, officer, agent, or professional adviser of that party and: <ul style="list-style-type: none"> <li>(a) in the case of the Recipient, also of any subcontractor; and</li> <li>(b) in the case of ARENA, including staff made available under section 62 of the <i>Australian Renewable Energy Agency Act 2011</i> (Cth).</li> </ul>
<b>Pre-existing Material</b>	Material owned by a party before execution of this Agreement, including any Material specified in item 10 of Schedule 1.
<b>Programme</b>	the Programme referred to in paragraph A of the Background to this Agreement.
<b>Recipient</b>	the party specified in item 2 of Schedule 1.
<b>Recipient Confidential Information</b>	information of the Recipient that is by its nature confidential and is described in item 13 of Schedule 1, but not including information that is or becomes public knowledge otherwise than by breach of this Agreement or any other confidentiality obligation.
<b>Recipient Contributions</b>	the financial or in-kind contributions (if any) specified in item 4 of Schedule 4.
<b>Related Agreement</b>	any other agreement between the parties under which ARENA provides funding to the Recipient, whether entered into before or after this Agreement.
<b>Related Commonwealth Agreement</b>	any agreement between the Recipient and the Commonwealth under which the Commonwealth provides funding to the Recipient, whether entered into before or after this Agreement.
<b>Reports</b>	the reports to be provided under clause 13.1.
<b>Restricted Information</b>	information identified as such in the Knowledge Sharing Plan.
<b>Risk Management Plan</b>	the risk management plan referred to in clause 4.3.

<b>Schedules</b>	the schedules to this Agreement.
<b>Special Conditions</b>	the terms and conditions (if any) set out in item 15 of Schedule 1.
<b>Specified Personnel</b>	the Recipient's subcontractors and Personnel (if any) specified in item 9 of Schedule 1.
<b>Third Party Material</b>	Material owned by another person that is: <ul style="list-style-type: none"> <li>(a) included, embodied in or attached to the Agreement Material; or</li> <li>(b) used in undertaking the Study.</li> </ul>
<b>Total Funds</b>	the amount specified in item 1 of Schedule 4, as reduced in accordance with this Agreement.
<b>Warranted Materials</b>	<ul style="list-style-type: none"> <li>(a) the Recipient's Pre-existing Material included, embodied in or attached to the Agreement Material, or used in undertaking the Activity;</li> <li>(b) Third Party Material; and</li> <li>(c) Agreement Material.</li> </ul>
<b>WHS Law</b>	all applicable Laws relating to work health and safety, including the <i>Work Health and Safety Act 2011</i> (Cth), the WHS Regulations, and any applicable Corresponding WHS Law.
<b>WHS Regulations</b>	the <i>Work Health and Safety Regulations 2011</i> (Cth).

## 1.2 Interpretation

In this Agreement, except where the contrary intention is expressed:

- (a) the singular includes the plural and vice versa, and a gender includes other genders;
- (b) another grammatical form of a defined word or expression has a corresponding meaning;
- (c) a reference to a clause, paragraph or schedule is to a clause or paragraph of, or schedule to, this Agreement;
- (d) a reference to a document or instrument includes the document or instrument as novated, altered, supplemented or replaced from time to time;
- (e) a reference to **A\$, \$A, dollar** or **\$** is to Australian currency;
- (f) a reference to time is to Canberra, Australia time;
- (g) a reference to a party is to a party to this Agreement, and a reference to a party to a document includes the party's executors, administrators, successors and permitted assignees and substitutes;
- (h) a reference to a person includes a natural person, partnership, body corporate, association, governmental or local authority or agency or other entity;
- (i) a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- (j) the meaning of general words is not limited by specific examples introduced by **including, for example** or similar expressions;

- (k) any agreement, representation, warranty or indemnity by two or more parties (including where two or more persons are included in the same defined term) binds them jointly and severally;
- (l) any agreement, representation, warranty or indemnity in favour of two or more parties (including where two or more persons are included in the same defined term) is for the benefit of them jointly and severally;
- (m) a rule of construction does not apply to the disadvantage of a party because the party was responsible for the preparation of this Agreement or any part of it;
- (n) if the last day on or by which an obligation must be performed or an event must occur is not a Business Day, the obligation must be performed or the event must occur on or by the next Business Day; and
- (o) headings are for ease of reference only and do not affect interpretation.

## Priority of documents

If there is any inconsistency between any of the documents forming part of this Agreement, those documents will be interpreted in the following order of priority to the extent of the inconsistency:

- (a) Special Conditions;
- (b) General Conditions;
- (c) Schedules;
- (d) any attachments to the Schedules; and
- (e) documents incorporated by reference in this Agreement.

## Duration of Agreement

This Agreement begins on the Commencement Date and continues until the end of the Agreement Period unless terminated in accordance with clause 27. 27

## Activity

### 4.1 Undertaking the Activity

The Recipient must:

- (a) undertake the Activity to achieve the Outcomes;
- (b) undertake the Activity diligently, effectively, safely and to a high professional standard;
- (c) comply with:
  - (i) all applicable Laws;
  - (ii) all relevant Australian industry standards, best practice and guidelines or, where none apply, relevant international industry standards, best practice and guidelines; and
  - (iii) any ARENA policies, Commonwealth policies and the guidelines, principles, policies and specific requirements specified in item 5 of Schedule 1;
- (d) meet the completion dates for the Milestones, as specified in Schedule 2; and
- (e) complete the Activity by the End Date.

## 4.2 Warranties

The Recipient represents and warrants that:

- (a) it has the legal right and power to enter into, perform and observe its obligations under this Agreement and has duly and validly authorised the execution, delivery and performance of this Agreement;
- (b) the statements and information in its Application are accurate and complete;
- (c) any statement or information given or made to ARENA by the Recipient from time to time under this Agreement (including information or statements contained in any Report) is true and correct (except where the information is provided to the Recipient by another person in which case the Recipient represents and warrants to ARENA that it has made reasonable endeavours to verify the accuracy of the information);
- (d) it and its subcontractors and Personnel, including its Specified Personnel, have the necessary experience, skill, knowledge, expertise and competence to undertake the Activity and (where appropriate) will hold such licences, permits or registrations as are required under any State, Territory or Commonwealth legislation to undertake the Activity, and are fit and proper people;
- (e) it has, or will have, sufficient funds to complete the Activity;
- (f) it is not subject to any judicial decision against it relating to employee entitlements (not including decisions under appeal) where it has not paid the claim; and
- (g) if the Recipient is a trustee, it enters this Agreement personally and in its capacity as trustee and has the power to perform its obligations under this Agreement.

## 4.3 Stages

Not used

## Risk management

- (a) By the date specified in item 6 of Schedule 1, the Recipient must develop a Risk Management Plan for the Activity which includes the following features:
  - (i) clear identification and documentation of all key Activity risks and categorization of those risks covering both likelihood of occurrence and potential consequence;
  - (ii) the proposed mitigation strategies and associated action plans that the Recipient determines necessary to eliminate the risks or, if this is not possible, minimise the likelihood and consequences of those risks occurring; and
  - (iii) a process for regularly monitoring and updating the Risk Management Plan and reporting to the Recipient's internal management, board, Activity Participants and joint venture partners (if applicable),and is consistent with relevant industry standards and best practice for this type of project and the types of risks it has.
- (b) The Recipient must implement and update the Risk Management Plan during the Agreement Period.

## Crisis notification

Without limiting any requirement to advise any Authority or any other person, the Recipient must advise ARENA as soon as possible of any Crisis in accordance with the protocol notified by ARENA to the Recipient from time to time.

## WHS Law requirements

- (a) The Recipient, in connection with the Activity, must:
  - (i) comply with the WHS Law; and
  - (ii) not do or allow to be done, or omit or allow to be omitted anything which may result in ARENA being in breach of the WHS Law.
- (b) Without limiting the generality of clause 7(a), the Recipient must ensure in connection with the Measure, so far as is reasonably practicable:
  - (i) the health and safety of workers carrying out activities in connection with the Measure;
  - (ii) that its workers, and the workers who in carrying out activities in connection with the Measure are influenced or directed by the Recipient, take reasonable care while carrying out activities in connection with the Measure;
  - (iii) the provision and maintenance of safe systems of work;
  - (iv) that workers:
    - (A) receive the necessary information, training, instruction and supervision in order to comply with the WHS Law and any rules, regulations, policies and guidelines issued from time to time by the Recipient; and
    - (B) are aware of, and comply with, any requirement or directive relating to work health and safety which is issued by the Recipient from time to time, and any directive relating to work health and safety which is issued by ARENA or the appropriate regulatory agency; and
  - (v) the health and safety of other persons is not put at risk from activities in connection with the Measure.
- (c) The Recipient must immediately notify ARENA of any notifiable incidents or accidents (being an incident which is notifiable under WHS Law), injuries or damage to property of a serious nature that occurs in connection with the Measure.
- (d) In relation to any incident notified to ARENA under clause 7(c), the Recipient must provide to ARENA:
  - (i) an investigation report containing findings on the causes and effects of, and corrective and preventative actions arising from, any accident, notifiable incident, injury or damage to property notified to ARENA under clause 7(c); and
  - (ii) following the completion of an investigation report in accordance with clause 7(d)(i), a monthly report identifying the status of any preventative or corrective actions identified in that investigation report.
- (e) The Recipient must permit and must procure such further permission as may be deemed necessary for the Recipient and ARENA (or any person nominated by it) to inspect, examine, interview and take statements from the Recipient's Personnel as it deems fit

(acting reasonably) for the purposes of determining the causes and effects of any notifiable incident or accident, injury or damage to property of a serious nature.

- (f) The Recipient must, so far as is reasonably practicable:
  - (i) consult, co-operate and co-ordinate activities with ARENA to ensure compliance with the WHS Law in connection with the Measure, including taking reasonable steps to facilitate and participate in any meetings, furnish and maintain current information and to take any other steps agreed between ARENA and the Recipient;
  - (ii) consult with its workers to ensure compliance with WHS Law in connection with the Measure; and
  - (iii) consult, co-operate and co-ordinate activities with any other person who has a duty in relation to the same matter under the WHS Law involved in or connected to the Measure (including all subcontractors), to ensure compliance with the WHS Law, including taking reasonable steps to facilitate subcontractor participation in any meetings and training, provision and maintenance of current work health and safety information and to take any other steps agreed between the parties and those other persons.
- (g) In undertaking any activities under this Agreement, ARENA will not be commissioning any construction projects in connection with the Measure or for the purposes of Part 6 of the WHS Regulations.

## Contributions

### 8.1 Recipient Contributions

- (a) The Recipient is responsible for securing and providing all money necessary to complete the Activity, other than the funding payable by ARENA under this Agreement.
- (b) Without limitation, the Recipient must use the Recipient Contributions for the Activity in accordance with the timeframe in item 4 of Schedule 4.

### 8.2 Other Contributions

- (a) The Recipient must ensure that the Other Contributions are provided to the Recipient and used for the Activity as set out in item 5 of Schedule 4.
- (b) The Recipient must provide ARENA with written evidence that each person (if any) identified in item 5 of Schedule 4 will provide the relevant Other Contribution on terms satisfactory to ARENA by the relevant date specified in item 5 of Schedule 4, including the amount to be provided, the due date for the amount and the other terms and conditions of the provision of the Other Contributions.
- (c) The Recipient must notify ARENA within 14 days after entering into any arrangement (whether contractual or statutory) under which it is entitled to receive any contributions to the Activity which are not specified in item 5 of Schedule 4.
- (d) If the Recipient receives any contribution to the Activity from the Commonwealth or a State, Territory or local government other than the Funds or contributions specified in item 5 of Schedule 4, ARENA may, at its discretion reduce the funding payable under this Agreement by the amount of the contribution.

## Funds

### 9.1 Payment

- (a) Subject to this Agreement, ARENA will provide funding to the Recipient as set out in Schedule 4.
- (b) ARENA's liability under this Agreement is limited to the lesser of:
  - (i) the Total Funds; and
  - (ii) the amount of funding paid under this Agreement (and any amount of funding for which ARENA is liable under clauses 27.1(c)(i) and (ii)) which has been used by the Recipient for Eligible Expenditure.

### 9.2 Suspension

- (a) Without limiting any other right or remedy of ARENA, ARENA may suspend payment of funding under this Agreement in whole or in part:
  - (i) if any Recipient Contributions or Other Contributions due to be used for the Activity before the date for payment have not been used, until those Recipient Contributions or Other Contributions have been used;
  - (ii) if the Recipient has not spent Funds, until the Recipient has done so; or
  - (iii) if the Recipient is in breach of this Agreement, a Related Agreement, or a Related Commonwealth Agreement, until that breach is remedied.
- (b) Despite any suspension, the Recipient must continue to perform its obligations under this Agreement.

### 9.3 Reduction

Without limiting any other right or remedy of ARENA, ARENA may reduce the amount of any instalment of funding under this Agreement:

- (a) if by the date for payment of the instalment the Recipient has not spent Funds, by the amount that has not been spent;
- (b) if, in ARENA's opinion, Funds have been spent other than in accordance with this Agreement, by the amount that, in ARENA's opinion, was spent other than in accordance with this Agreement; or
- (c) if any Recipient Contributions or Other Contributions due to be used for the Activity before the date for payment of the instalment have not been used, by an amount that represents the same proportion of the Total Funds as those Recipient Contributions or Other Contributions are of the total Recipient Contributions and Other Contributions.

### 9.4 Payment process

- (a) The Recipient must submit invoices to ARENA for instalments of the funding in accordance with the requirements of clause 10.4 and Schedule 4.
- (b) Subject to this Agreement, if the Recipient has:
  - (i) met the Payment Criteria for the relevant instalment; and
  - (ii) provided supporting evidence or information as required by ARENA,ARENA must make payment within 30 days after receiving a correctly rendered invoice.
- (c) If an invoice is found to have been rendered incorrectly after payment, any underpayment or overpayment will be recoverable by or from the Recipient, as the case may be.

## 9.5 Taxes

The Recipient must pay:

- (a) all stamp duty (including penalties and interest) assessed or payable in respect of this Agreement and the Activity; and
- (b) subject to clause 10, all taxes, duties and government charges imposed or levied in Australia or overseas in connection with the performance of this Agreement.

## GST

### 10.1 Construction

In this clause 10 words and expressions which are not defined in this Agreement but which have a defined meaning in the GST Law have the same meaning as in the GST Law.

### 10.2 Consideration GST exclusive

Unless otherwise expressly stated, all prices or other sums payable or consideration to be provided under this Agreement are exclusive of GST.

### 10.3 GST gross up

Subject to this clause 10, if GST is payable by a supplier on any supply made under this Agreement, the recipient of the supply will pay to the supplier an amount equal to the GST payable on the supply (**GST Amount**), in addition to and at the same time that the consideration for the supply is to be provided under this Agreement.

### 10.4 Tax invoice

- (a) The supplier must deliver a tax invoice or an adjustment note to the recipient of the supply before the supplier is entitled to payment of an amount under clause 10.3.
- (b) The recipient of the supply can withhold payment of the amount payable under clause 10.3 until the supplier provides a tax invoice or an adjustment note as appropriate.

### 10.5 Payment of GST Amount

- (a) ARENA will only pay a GST Amount in respect of any taxable supply made to it under this Agreement if:
  - (i) the Recipient has, in this Agreement or otherwise, provided its ABN and confirmed it is GST registered; and
  - (ii) ARENA has received a valid tax invoice from the Recipient for the taxable supply in accordance with clause 10.4.
- (b) For the avoidance of doubt, if the Recipient indicates (in this Agreement or otherwise) that it is not registered or required to be registered for GST, ARENA will not pay any GST Amount to the Recipient.

### 10.6 Adjustment event

If an adjustment event arises in respect of a taxable supply made by a supplier under this Agreement the amount payable by the recipient of the supply under clause 10.3 will be recalculated to reflect the adjustment event and a payment will be made by the recipient of the supply to the supplier or by the supplier to the recipient of the supply as the case requires.

### 10.7 Reimbursements

If a payment to a party under this Agreement is a reimbursement or indemnification, calculated by reference to a loss, cost or expense incurred by that party, then the payment will be reduced by the



amount of any input tax credit to which that party is entitled on the acquisition of the supply to which that loss, cost or expense relates.

## Use of Funds

### 11.1 What Funds can be used for

- (a) The Recipient must spend the Funds only for the purposes of undertaking the Activity and purposes that are incidental to the Activity.
- (b) The Recipient must use the Funds only for Eligible Expenditure.
- (c) The Recipient must spend the Funds only in accordance with the Budget.
- (d) The Recipient may vary the Budget by re-allocating expenditure to items specified in the Budget. However, the Recipient must obtain ARENA's prior written approval for any variation which increases the amount allocated to:
  - (i) an item of expenditure; or
  - (ii) overseas expenditure,by more than 5% of the Total Funds.

### 11.2 Bank account

The Recipient must comply with the bank account requirements specified in item 7 of Schedule 4.

## Repayment

### 12.1 Misspent Funds

At any time, ARENA is entitled to recover from the Recipient the amount of any Funds which, in ARENA's opinion acting reasonably, have been spent or used other than in accordance with this Agreement.

### 12.2 Unspent Funds

On expiry or termination of this Agreement, ARENA is entitled to recover from the Recipient any Funds which have not been spent, or legally committed for expenditure by the Recipient in accordance with this Agreement and payable by the Recipient as a current liability (written evidence of which will be required).

### 12.3 Recipient Contributions and Other Contributions not used

If, on expiry or termination of this Agreement, Recipient Contributions or Other Contributions have not been used for the Activity, ARENA is entitled to recover from the Recipient an amount that represents the same proportion of the Funds as the Recipient Contributions and Other Contributions which have not been used are of the total Recipient Contributions and Other Contributions.

### 12.4 If Recipient Abandons Activity

- (a) Subject to clause 12.4(b), if the Recipient has:
  - (i) Abandoned the Activity;
  - (ii) notified ARENA of an intention to Abandon the Activity; or
  - (iii) stated an intention to Abandon the Activity,

and does not, when requested by ARENA, demonstrate to ARENA's satisfaction within 14 days that the Recipient will proceed with the Activity, ARENA is entitled to recover from the Recipient an amount equal to the total value of the Funds.

- (b) ARENA is not entitled to recover under clause 12.4(a) if the Recipient satisfies ARENA that it acted on reasonable technical grounds in deciding to Abandon the Activity.

#### 12.5 Government funding

On expiry or termination of this Agreement, if the Recipient has received any contribution to the Activity from the Commonwealth or a State, Territory or local government other than the Funds or contributions specified in item 5 of Schedule 4, ARENA is entitled to recover from the Recipient the lesser of the Funds and the amount of the contribution.

#### 12.6 Repayment notice

- (a) ARENA may give the Recipient a notice requiring the Recipient to pay to ARENA (or deal with as specified by ARENA) an amount which ARENA is entitled to recover under this clause 12.
- (b) If ARENA gives a notice under clause 12.6 (a), the Recipient must pay the amount specified in the notice in full (or deal with it as specified by ARENA) within 30 days after the date of the notice.

#### 12.7 Interest

If the Recipient fails to make payment as required by clause 12.6, the Recipient must pay ARENA interest:

- (a) at the rate set out in item 2 of Schedule 4;
- (b) on a daily compounding basis upon the amount specified in the notice as payable to ARENA; and
- (c) from the date the payment was due, for the period it remains unpaid.

#### 12.8 ARENA's rights

This clause 12 does not limit any other right or remedy of ARENA.

### Monitoring progress

#### 13.1 Reporting

- (a) The Recipient must provide ARENA with reports in accordance with Schedule 3.
- (b) When the Recipient provides ARENA with a Report, ARENA will notify the Recipient in writing within 30 days after receiving the Report that it has either:
  - (i) accepted the Report; or
  - (ii) rejected the Report, providing reasons for its rejection.
- (c) If ARENA rejects a Report, the Recipient must reissue the Report in a form that addresses the reasons for the earlier rejection and ARENA will comply with clause 13.1(b) in relation to any reissued Report.
- (d) Acceptance of a Report by ARENA does not constitute a release of the Recipient in respect of any matter, an admission or acceptance that the Recipient's performance complies with this Agreement, or acceptance of the accuracy of the Report.

#### 13.2 Evaluation

- (a) Without limiting or otherwise affecting ARENA's rights under clause 25, ARENA may at any time undertake, or engage an expert to undertake, a review or evaluation of the Activity or Program.

- (b) In relation to any review or evaluation of the Activity or Program, the Recipient must (and must ensure that the Activity Participants and subcontractors of Major Subcontract Work) within 21 days after a request by ARENA (or any expert):
  - (i) provide all reasonable assistance to ARENA (and any expert);
  - (ii) respond to all reasonable requests from ARENA (and any expert); and
  - (iii) provide any information reasonably required by ARENA (and any expert).

### 13.3 Activity Steering Committee

- (a) To the extent that an Activity Steering Committee with respect to the Activity is established, the parties agree that ARENA may, at its discretion, participate in the Activity Steering Committee as an observer.
- (b) The parties acknowledge and agree that:
  - (i) all decisions or recommendations made, and actions taken, by the Activity Steering Committee are based on the Activity Steering Committee's own information, enquiries, independent advice, and/or considerations;
  - (ii) any contribution made to the Activity Steering Committee by ARENA as an observer will not bind the Activity Steering Committee; and
  - (iii) the Activity Steering Committee's decisions, recommendations and actions will not bind ARENA.

## Part 2 – General requirements

### 14 Activity Participants and Change in Control

The Recipient must notify ARENA immediately upon becoming aware of a Change in Control of, or Insolvency Event with respect to, the Recipient or an Activity Participant (if any).

### Subcontracting and Recipient Personnel

#### 15.1 Subcontracting

- (a) The Recipient must notify and liaise with ARENA as soon as practicable if it intends to subcontract, or allow any subcontractor to assign or enter into a further subcontract for, any Major Subcontract Work, other than as set out in item 8 of Schedule 1.
- (b) The Recipient must not enter into a subcontract with a subcontractor named as an organisation that has not complied with the *Workplace Gender Equality Act 2012* (Cth).
- (c) The Recipient must ensure that any subcontractor complies with all Laws and clauses 18, 23 and 25.
- (d) The Recipient is fully responsible for undertaking the Activity even if the Recipient subcontracts any aspect of the Activity and for the performance of all of the Recipient's obligations under this Agreement.

#### 15.2 Use of Specified Personnel

The Recipient must:

- (a) undertake the Activity or any part of the Activity to which their particular expertise relates, with the active involvement of, and using the expertise of, the Specified Personnel; and
- (b) ensure that each of the Specified Personnel is aware of and complies with the Recipient's obligations in undertaking the Activity.

#### 15.3 If the Specified Personnel are not available

Where one or more of the Specified Personnel is or will become unable or unwilling to be involved in the Activity, the Recipient must notify ARENA immediately. The Recipient must:

- (a) if requested by ARENA, provide a replacement person of suitable ability and qualifications at the earliest opportunity; and
- (b) obtain ARENA's written consent prior to appointing any such replacement person. ARENA's consent will not be unreasonably withheld.

#### 15.4 ARENA may request replacement of Personnel

ARENA may at any time request the Recipient to remove from work in respect of this Agreement any of the Specified Personnel or any of the Recipient's subcontractors or Personnel. The Recipient must promptly arrange for the removal of such subcontractors or Personnel and their replacement in accordance with the process outlined in clause 15.3.

### Intellectual Property Rights

- (a) This clause 16 does not affect the ownership of the Intellectual Property Rights in any Pre-existing Material or Third Party Material.

- (b) The Recipient must obtain all necessary copyright and other Intellectual Property Rights permissions before making any Third Party Material available for the purpose of this Agreement or the Activity.
- (c) All Intellectual Property Rights in the Agreement Material vest in the Recipient on creation.
- (d) The Recipient grants to, or must obtain for, ARENA a perpetual, irrevocable, world-wide, royalty-free, fee-free, non-exclusive licence (including the right to sublicense) to use, reproduce, adapt, modify, communicate, broadcast, distribute, publish and disseminate the:
  - (i) Pre-existing Material or Third Party Material provided by the Recipient; and
  - (ii) Agreement Material.
- (e) The Recipient must comply with the IP Management Plan when undertaking the Activity.
- (f) The licence granted to ARENA under clause 16(d) is subject to any conditions specified in the Knowledge Sharing Plan.
- (g) The Recipient warrants that:
  - (i) the Warranted Materials and ARENA's use of the Warranted Materials will not infringe the Intellectual Property Rights or Moral Rights of any person; and
  - (ii) it has the necessary rights to vest the Intellectual Property Rights and grant the licences as provided for in this clause 16.
- (h) If someone claims, or ARENA reasonably believes that someone is likely to claim, that all or part of the Warranted Materials infringe their Intellectual Property Rights or Moral Rights, the Recipient must, in addition to the indemnity under clause 17 and to any other rights that ARENA may have against it, promptly, at the Recipient's expense:
  - (i) use its best efforts to secure the rights for ARENA to continue to use the affected Warranted Materials free of any claim or liability for infringement; or
  - (ii) replace or modify the affected Warranted Materials so that the Warranted Materials or the use of them does not infringe the Intellectual Property Rights or Moral Rights of any other person without any degradation of the performance or quality of the affected Warranted Materials.

## Indemnity

- (a) The Recipient will at all times indemnify ARENA, its officers, employees and staff made available under section 62 of the *Australian Renewable Energy Agency Act 2011* (Cth) (referred to in this clause 17 as "**those indemnified**") from and against any loss or liability, including:
  - (i) loss of, or damage to, property of ARENA;
  - (ii) claims by any person in respect of personal injury or death;
  - (iii) claims by any person in respect of loss of, or damage to, any property; and
  - (iv) costs and expenses including the costs of defending or settling any claim referred to in clause 17(a)(ii) or clause 17(a)(iii),
 arising out of or as a consequence of:
  - (v) the conduct of the Activity;

- (vi) the Warranted Materials (including the use of the Warranted Materials by ARENA or its Personnel) infringing or allegedly infringing the Intellectual Property Rights or Moral Rights of any person; or
  - (vii) without limiting the preceding paragraphs, any breach of this Agreement by the Recipient, or negligence on the part of the Recipient, its Personnel or subcontractors or wrongful or unlawful act or omission on the part of the Recipient, its Personnel or subcontractors.
- (b) The Recipient's liability to indemnify those indemnified under clause 17(a) will be reduced proportionally to the extent that any negligent act or omission of those indemnified contributed to the loss.

## Insurance

### 18.1 Obligation to maintain insurance

- (a) In connection with the Activity, the Recipient must have and maintain the insurances specified in item 11 of Schedule 1.
- (b) If the Recipient takes out a 'claims made' policy, which requires all claims and any fact, situation or circumstance that might result in a claim to be notified within the period of insurance, the Recipient must maintain the policy during the term of this Agreement and a policy in like terms for seven years after the expiry or termination of this Agreement.
- (c) If the Recipient takes out an 'occurrence' policy, which requires the circumstances to which a claim relates to occur during the period of insurance whilst the notification of an event can occur at any time subsequently, the Recipient must maintain the policy during the term of this Agreement.

### 18.2 Confirmation of insurance

The Recipient must, on request by ARENA, provide current relevant certificates of currency from its insurers or insurance brokers certifying that it has insurance as required by clause 18.1.

## Acknowledgement, publicity and knowledge sharing

### 19.1 Acknowledgment by Recipient

The Recipient must, in all publications, promotional and advertising materials, public announcements, events and activities in relation to the Activity, or any products, processes or inventions developed as a result of it, acknowledge the financial and other support received from ARENA, in the manner (if any) specified in item 12 of Schedule 1 or otherwise approved by ARENA prior to its use.

### 19.2 ARENA rights

- (a) ARENA reserves the right to publicise and report on the awarding of the funding under this Agreement, and may do this by, amongst other means, including the Recipient's name, any Activity Participant's name, the amount of the Total Funds and a brief description of the Activity on websites and in media releases, general announcements about the Program and annual reports.
- (b) Without limiting any other right of ARENA, ARENA may disclose information about this Agreement, the Recipient or the Activity to the Commonwealth, or any State or Territory government.

### 19.3 Announcements

- (a) The Recipient must (and must ensure that the Activity Participants), before making a public announcement in connection with this Agreement or any transaction contemplated by it, obtain ARENA's written agreement to the announcement, except if required by Law or a regulatory body (including a relevant stock exchange).
- (b) If the Recipient or an Activity Participant is required by Law or a regulatory body to make a public announcement in connection with this Agreement or any transaction contemplated by this Agreement, the Recipient must, to the extent practicable, first consult with and take into account the reasonable requirements of ARENA.

### 19.4 Knowledge sharing

The Recipient must:

- (a) in consultation with ARENA, implement and comply with the Knowledge Sharing Plan;
- (b) use its best endeavours to achieve the Knowledge Sharing Objectives;
- (c) in consultation with ARENA, undertake the Knowledge Sharing Activities;
- (d) ensure that the Knowledge Sharing Activities are suitably resourced and coordinated and that they are implemented to the standard required by the Knowledge Sharing Plan;
- (e) provide the Knowledge Sharing Deliverables to ARENA in accordance with the Knowledge Sharing Plan;
- (f) ensure that Knowledge Sharing Deliverables and Activity Lessons Learnt are properly captured, securely stored, and reported to ARENA in accordance with the Knowledge Sharing Plan;
- (g) be reasonably available to answer any queries relating to the Activity raised by ARENA; and
- (h) at the reasonable request of ARENA, participate in relevant meetings, conferences, seminars, workshops, surveys and interviews, deliver presentations and provide briefings to the ARENA Board and ARENA staff and other relevant industry forums on the progress of the Activity.

## Confidentiality

### 20.1 Recipient Confidential Information

Subject to clauses 20.3 and 20.4, ARENA must not, without the prior written consent of the Recipient, disclose any Recipient Confidential Information to another person.

### 20.2 Restricted Information

Subject to clauses 20.3 and 20.4, in disclosing Restricted Information, ARENA must comply with any conditions specified in the Knowledge Sharing Plan.

### 20.3 Databases and aggregation

The Recipient acknowledges that Recipient Confidential Information and Restricted Information provided to ARENA, the Commonwealth or any other person may be:

- (a) provided to a contractor for data handling and analysis services; and
- (b) incorporated into databases or other IT systems, and aggregated into documents or other media for public release, provided that arrangements are in place to maintain confidentiality of Recipient Confidential Information, meet any conditions specified in the

Knowledge Sharing Plan in relation to Restricted Information and comply with any privacy obligations.

#### 20.4 Exceptions to obligations

- (a) ARENA may disclose Recipient Confidential Information or Restricted Information:
- (i) in accordance with the Knowledge Sharing Plan;
  - (ii) to ARENA's Personnel or advisers solely in order to comply with obligations, or to exercise rights, under this Agreement;
  - (iii) to ARENA's internal management personnel, solely to enable effective management or auditing of activities related to this Agreement;
  - (iv) to a House or a Committee of the Parliament of the Commonwealth of Australia, the responsible Minister, the Auditor-General, Ombudsman, Information Commissioner, Privacy Commissioner or Freedom of Information Commissioner;
  - (v) to a Commonwealth agency, where this serves ARENA's or the Commonwealth's legitimate interests;
  - (vi) to a State or Territory government, where this serves ARENA's, the Commonwealth's, the State's or the Territory's legitimate interests; or
  - (vii) where required by Law.
- (b) For the sake of clarity, the parties acknowledge and agree that for the purposes of clauses 20.4(a)(v) and (vi), it will be deemed to be in ARENA's or a relevant third party's legitimate interests for ARENA to disclose Recipient Confidential Information or Restricted Information relating to the Recipient's performance (or otherwise, and whether past or present, at the time of disclosure) of its obligations under or in connection with this Agreement.

### Privacy obligations and protection of Personal Information

The Recipient must:

- (a) use Personal Information provided by ARENA or collected by the Recipient under this Agreement only for the purposes of performing its obligations under this Agreement;
- (b) not do any act or engage in any practice that would breach an Australian Privacy Principle under the *Privacy Act 1988* (Cth) if done or engaged in by ARENA and must not do or omit to do anything that causes ARENA to be in breach of an Australian Privacy Principle;
- (c) comply with any directions, guidelines, determinations or recommendations of the Information Commissioner, Privacy Commissioner or Freedom of Information Commissioner, to the extent that they are not inconsistent with the requirements of this Agreement; and
- (d) ensure that any subcontract entered into for the purpose of fulfilling the Recipient's obligations under this Agreement contains provisions to ensure that the subcontractor has the same awareness and obligations as the Recipient has under this clause 21, including this requirement in relation to subcontracts.



## Freedom of Information

- (a) Where ARENA has received a request for access to a document created by, or in the possession of, the Recipient or any subcontractor that relates to the performance of this Agreement (and not to the entry into the Agreement), ARENA may at any time by written notice require the Recipient to provide the document to ARENA and the Recipient must, at no additional cost to ARENA, promptly comply with the notice.
- (b) The Recipient must include in any subcontract relating to the performance of this Agreement provisions that will enable the Recipient to comply with its obligations under this clause 22.
- (c) This clause 22 applies for the Agreement Period and for a period of seven years from the expiry or termination of this Agreement.

## Conflict of interest

### 23.1 Warranty

The Recipient warrants that, to the best of its knowledge after making diligent inquiry, at the date of signing this Agreement, no conflict of interest exists or is likely to arise that would materially affect the performance of the Recipient's obligations under this Agreement.

### 23.2 Notification of a conflict of interest

If, during the Activity a conflict of interest arises, or appears likely to arise, the Recipient must:

- (a) notify ARENA immediately in writing;
- (b) make full disclosure of all relevant information relating to the conflict; and
- (c) take such steps as ARENA requires to resolve or otherwise deal with the conflict.

## Books and records

### 24.1 Recipient to keep books and records

The Recipient must:

- (a) keep and require its subcontractors to keep adequate books and records, in accordance with Accounting Standards, in sufficient detail to enable:
  - (i) all receipts and payments related to the Activity to be identified and reported in accordance with this Agreement; and
  - (ii) the amounts payable by ARENA under this Agreement to be determined; and
- (b) retain and require its subcontractors to retain for a period of seven years after the expiry or termination of this Agreement, all books and records relating to the Activity.

## Audit and access

- (a) ARENA or a representative may conduct audits relevant to the performance of the Recipient's obligations under this Agreement.
- (b) The Recipient must grant ARENA, its nominees, any expert engaged for the purposes of clause 13.2, the Auditor-General, the Freedom of Information Commissioner, the Information Commissioner and the Privacy Commissioner access at reasonable times and on reasonable notice (except where there is a suspected breach of this Agreement in which case no notice is required) to the Recipient's premises and data, records, accounts and

other Material relevant to the performance of this Agreement, however and wherever stored or located, under the Recipient's custody, possession or control for inspection and copying. In the case of documents or records stored on a medium other than in writing, the Recipient must make available on request at no cost such reasonable facilities as may be necessary to enable a legible reproduction to be created.

- (c) The Recipient must ensure that Activity Participants comply with this clause 25.

## Dispute resolution

### 26.1 No arbitration or court proceedings

If a dispute arises in relation to this Agreement (**Dispute**), a party must comply with this clause 26 before starting arbitration or court proceedings except proceedings for urgent interlocutory relief. After a party has sought or obtained any urgent interlocutory relief, that party must follow this clause 26.

### 26.2 Process

- (a) A party claiming a Dispute has arisen must give the other party notice setting out details of the Dispute.
- (b) During the 14 days after a notice is given under clause 26.2(a) (or longer period if the parties agree in writing), each party must use its reasonable efforts through a meeting of CEOs (or their nominees) to resolve the Dispute. If the parties cannot resolve the Dispute within that period, they must refer the Dispute to a mediator if one of them requests.
- (c) If the parties cannot agree on a mediator within seven days after a request under clause 26.2(b), the chairperson of LEADR (ABN 69 008 651 232) or the chairperson's nominee will appoint a mediator.
- (d) The role of a mediator is to assist in negotiating a resolution of the Dispute. A mediator may not make a binding decision on a party except if the party agrees in writing. Unless agreed by the mediator and parties, the mediation must be held within 21 days after the request for mediation. The parties must attend the mediation and act in good faith to genuinely attempt to resolve the Dispute.

### 26.3 Confidentiality and costs

- (a) Any information or documents disclosed by a party under this clause 26 must be kept confidential and may only be used to attempt to resolve the Dispute.
- (b) Each party must pay its own costs of complying with this clause 26. The parties must equally pay the costs of any mediator.

### 26.4 Termination of process

A party may terminate the dispute resolution process by giving notice to the other party after it has complied with clauses 26.1 and 26.2 (inclusive). Clause 26.3 survives termination of the dispute resolution process.

### 26.5 Breach of this clause

If a party breaches the process set out in clauses 26.1 to 26.4 (inclusive), the other party does not have to comply with those clauses in relation to the Dispute.

### 26.6 Exception

For the purpose of this clause 26, a Dispute does not include a dispute arising in relation to a termination by ARENA under clause 27.1, or an exercise by ARENA of its rights under clauses 9.2, 9.3 or 12.

## Termination

### 27.1 Termination or reduction for change in policy

- (a) Without limiting any other rights or remedies ARENA may have arising out of or in connection with this Agreement, if there has been a change in Commonwealth government policy, ARENA may, by notice, terminate this Agreement or reduce the scope of the Activity.
- (b) On receipt of a notice of termination or reduction the Recipient must:
  - (i) take all available steps to minimise loss resulting from that termination or reduction and to protect Agreement Material; and
  - (ii) in the case of a reduction in scope, continue to undertake any part of the Activity not affected by the notice (unless the Recipient, acting reasonably, notifies ARENA that it is not commercially viable to do so).
- (c) If this Agreement is terminated under this clause 27.1, ARENA is liable only for:
  - (i) payments under clause 9 in accordance with this Agreement before the effective date of termination, but only to the extent that those monies have been spent, or legally committed for expenditure by the Recipient in accordance with this Agreement and are payable by the Recipient as a current liability, by the date the Recipient receives the notice of termination (written evidence of which will be required);
  - (ii) where the Recipient has undertaken work on but not completed a Milestone by the date the Recipient receives the notice of termination, funding in accordance with this Agreement to the extent that those monies have been spent, or legally committed for expenditure by the Recipient in accordance with this Agreement and payable by the Recipient as a current liability, on that Milestone by the date the Recipient receives the notice of termination (written evidence of which will be required); and
  - (iii) subject to clause 27.1(e), reasonable costs actually incurred by the Recipient and directly attributable to the termination.
- (d) If the scope of the Activity is reduced, ARENA's liability to pay the funding under this Agreement abates in accordance with the reduction in the Activity.
- (e) ARENA is not liable to pay compensation under clause 27.1(c)(iii) for an amount which would, in addition to any amounts paid or due, or becoming due, to the Recipient under this Agreement, exceed the Total Funds.
- (f) The Recipient is not entitled to compensation for loss of prospective profits.

### 27.2 Termination for default (other than an Insolvency Event with respect to the Recipient)

- (a) Without limiting any other rights or remedies ARENA may have arising out of or in connection with this Agreement, ARENA may terminate this Agreement or reduce the scope of the Activity effective immediately by giving notice to the Recipient if:
  - (i) the Recipient breaches any provision of this Agreement where that breach is not capable of remedy;
  - (ii) the Recipient breaches any provision of this Agreement and fails to remedy the breach within 30 days after receiving notice requiring it to do so;

- (iii) the Recipient has spent Funds other than in accordance with this Agreement;
  - (iv) in the opinion of ARENA, a conflict of interest exists which would prevent the Recipient from performing its obligations under this Agreement;
  - (v) Recipient Contributions or Other Contributions are not used for the Activity in accordance with the timeframes specified in items 4 and 5 of Schedule 4;
  - (vi) the Recipient:
    - (A) Abandons the Activity;
    - (B) notifies ARENA of an intention to Abandon the Activity; or
    - (C) states an intention to Abandon the Activity,
 and does not, when requested by ARENA, demonstrate to ARENA's satisfaction within 14 days that the Recipient will proceed with the Activity;
  - (vii) in ARENA's reasonable opinion, it is unlikely that the Recipient will be able to complete a Milestone to ARENA's satisfaction;
  - (viii) the completion date for a Milestone has passed and the Recipient has not completed the Milestone;
  - (ix) ARENA is satisfied that any statement made in the Application is incorrect, incomplete, false or misleading in a way which would have affected the original decision to approve the provision of the funding under this Agreement;
  - (x) a Related Agreement is terminated by ARENA for default by the Recipient;
  - (xi) a Related Commonwealth Agreement is terminated by the Commonwealth for default by the Recipient;
  - (xii) the Recipient or the Recipient's Personnel has engaged in conduct in connection with a Related Agreement or a Related Commonwealth Agreement that is fraudulent (whether or not that related agreement has expired or been earlier terminated); or
  - (xiii) an Insolvency Event occurs in relation to an Activity Participant.
- (b) If the scope of the Activity is reduced under this clause 27.2:
- (i) ARENA's liability to pay the funding under this Agreement abates in accordance with the reduction in the Activity; and
  - (ii) the Recipient must continue to undertake any part of the Activity not affected by the notice (unless the Recipient, acting reasonably, notifies ARENA that it is not commercially viable to do so).

### 27.3 Termination for an Insolvency Event with respect to the Recipient

- (a) At any time after an Insolvency Event occurs with respect to the Recipient, ARENA, at its absolute discretion:
  - (i) may terminate this Agreement effective immediately by giving Notice to the Recipient; and
  - (ii) is entitled to recover from the Recipient, and the Recipient must pay to ARENA, an amount equal to all Funds paid to the Recipient as at the date of termination of this Agreement.

- (b) The amounts payable by the Recipient to ARENA under clause 27.3(a) will be recoverable by ARENA in accordance with clause 29.

#### 27.4 ARENA rights

Without limiting any of ARENA's other rights or remedies, on termination of this Agreement:

- (a) subject to clause 27.1(c), ARENA is not obliged to pay to the Recipient any outstanding amount of funding under this Agreement; and
- (b) ARENA is entitled to exercise any right to recover from the Recipient, including under clauses 12 and 27.3.

#### 27.5 Termination does not affect accrued rights

Termination of this Agreement does not affect any accrued rights or remedies of a party.

## Notices and other communications

#### 28.1 Service of Notices

A Notice must be:

- (a) in writing, in English and signed by a person duly authorised by the sender; and
- (b) hand delivered or sent by prepaid post or facsimile to the recipient's address for Notices specified in item 14 of Schedule 1, as varied by any Notice given by the recipient to the sender.

#### 28.2 Effective on receipt

A Notice given in accordance with clause 28.1 takes effect when it is taken to be received (or at a later time specified in it), and is taken to be received:

- (a) if hand delivered, on delivery;
- (b) if sent by prepaid post, on the second Business Day after the date of posting (or on the seventh Business Day after the date of posting if posted to or from a place outside Australia); or
- (c) if sent by facsimile, when the sender's facsimile system generates a message confirming successful transmission of the entire Notice unless, within one Business Day after the transmission, the recipient informs the sender that it has not received the entire Notice,

but if the delivery, receipt or transmission is not on a Business Day or is after 5.00pm on a Business Day in the place where the Notice is taken to be received, the Notice is taken to be received at 9.00am on the next Business Day in the place where the Notice is taken to be received.

## Amounts due to ARENA

- (a) Without limiting any other of ARENA's rights or remedies, any amount owed or payable to ARENA (including by way of refund), or which ARENA is entitled to recover from the Recipient, under this Agreement will be recoverable by ARENA as a debt due and payable to ARENA by the Recipient.
- (b) ARENA may set-off any money due for payment by ARENA to the Recipient under this Agreement against any money due for payment by the Recipient to ARENA under this Agreement or a Related Agreement.

## Miscellaneous

- (a) Clauses 10, 11, 12, 13, 16, 17, 18, 19, 20, 21, 22, 24, 25, 27.3, 27.4, 27.5, 28 and 29 survive the expiry or termination of this Agreement, together with any provision of this Agreement which expressly or by implication from its nature is intended to survive the expiry or termination of this Agreement.
- (b) The Recipient must not without the prior written consent of ARENA use any of the following as any form of security for the purpose of obtaining or complying with any form of loan, credit, payment or other interest, or for the preparation of, or in the course of any litigation:
  - (i) the Funds;
  - (ii) this Agreement or any of ARENA's obligations under this Agreement; or
  - (iii) any Assets or Intellectual Property Rights in Agreement Material.
- (c) No agreement or understanding varying or extending this Agreement is legally binding upon either party unless the agreement or understanding is in writing and signed by both parties.
- (d) Except where this Agreement expressly states otherwise, a party may, in its discretion, give conditionally or unconditionally or withhold any acceptance, approval or consent under this Agreement.
- (e) The Recipient may only assign its rights or novate its rights and obligations under this Agreement with the prior written consent of ARENA.
- (f) Each party must pay its own costs of negotiating, preparing and executing this Agreement.
- (g) This Agreement may be executed in counterparts. All executed counterparts constitute one document.
- (h) The rights and obligations of the parties under this Agreement do not merge on completion of any transaction contemplated by this Agreement.
- (i) This Agreement constitutes the entire agreement between the parties in connection with its subject matter and supersedes all previous agreements or understandings between the parties in connection with its subject matter.
- (j) Each party must do, at its own expense, everything reasonably necessary (including executing documents) to give full effect to this Agreement and any transaction contemplated by it.
- (k) A term or part of a term of this Agreement that is illegal or unenforceable may be severed from this Agreement and the remaining terms or parts of the terms of this Agreement continue in force.
- (l) Waiver of any provision of or right under this Agreement must be in writing signed by the party entitled to the benefit of that provision or right and is effective only to the extent set out in any written waiver.
- (m) This Agreement does not create a relationship of employment, agency or partnership between the parties. The parties must not represent themselves, and must ensure that their officers, employees, agents and subcontractors do not represent themselves, as being an officer, employee, partner or agent of the other party, or as otherwise able to bind or represent the other party.

- (n) This Agreement is governed by the law of the Australian Capital Territory and each party irrevocably and unconditionally submits to the non exclusive jurisdiction of the courts of the Australian Capital Territory.
- (o) The Recipient:
  - (i) acknowledges that ARENA is not liable for any advice, comments, consultation, assistance, information or material made available by ARENA or the Commonwealth before the Commencement Date in connection with the Recipient applying for funding through the Program (**Information**);
  - (ii) acknowledges that the Information may not be accurate or complete and that the Recipient is responsible for making its own enquiries;
  - (iii) warrants that it has not, in deciding whether or not to enter into this Agreement, relied on any Information or representation (whether oral or in writing), other than as expressly set out in this Agreement, or any other conduct of ARENA or the Commonwealth or any of its Personnel; and
  - (iv) waives any right to make any claims in relation to any loss or damage suffered or incurred, whether directly or indirectly, arising out of or in connection with any use of or reliance on the Information.

## Schedule 1 – Agreement details

Item number	Description	Clause Reference	Details
1.	<b>ARENA</b>	<b>1.1</b>	Australian Renewable Energy Agency Level 2, New Acton Nishi, 2 Phillip Law Street, Canberra, ACT ABN 35 931 927 899
2.	<b>Recipient</b>	<b>1.1</b>	Monash University Level 16, 41 Exhibition St, Melbourne, VIC 3000 ABN 12 377 614 012
3.	<b>Commencement Date</b>	<b>1.1 and 3</b>	The date on which this Agreement is executed by ARENA
4.	<b>End Date</b>	<b>1.1</b>	The date that ARENA accepts delivery of the Financial Report and Final Report as stated in Milestone 2, as set out in item 3 of Schedule 2.
5.	<b>Guidelines, principles, policies and requirements</b>	<b>4.1</b>	Advancing Renewables Programme - Programme Guidelines Commonwealth Government's Web Content Accessibility Guidelines
6.	<b>Risk Management Plan</b>	<b>4.3</b>	To be provided at Milestones as required.
7.	<b>Activity Participants</b>	<b>1.1 and 14</b>	<i>Not applicable.</i>
8.	<b>Subcontractors</b>	<b>14</b>	<i>Not applicable</i>
9.	<b>Specified Personnel</b>	<b>1.1 and 15</b>	<b>s22</b> [REDACTED] [REDACTED]
10.	<b>Pre-existing Material</b>	<b>1.1 and 16</b>	Not applicable
11.	<b>Insurance</b>	<b>18</b>	<b>Public Liability Insurance</b> \$10,000,000 or more per claim  <b>Professional Indemnity Insurance</b> \$5,000,000 or more per claim  <b>Workers Compensation</b> Amount as required by the relevant state or territory legislation



Item number	Description	Clause Reference	Details
12.	<b>Acknowledgment of support</b>	<b>19</b>	<p>The Recipient must acknowledge the support received from ARENA by including the following statement:</p> <p>This Activity received funding from ARENA as part of ARENA's Emerging Renewables Program</p>
13.	<b>Recipient Confidential Information</b>	<b>1.1 and 20</b>	Information identified as Recipient Confidential Information in the Knowledge Sharing Plan, for the period specified in the Knowledge Sharing Plan or, if no period is specified,
14.	<b>Address for Notices</b>	<b>28</b>	<p><b>ARENA:</b>  Program Manager - Projects  Australian Renewable Energy Agency</p> <p><b>Street Address:</b> New Acton Nishi,  2 Phillip Law Street, Canberra ACT 2601</p> <p><b>Postal Address:</b> GPO Box 643,  Canberra ACT 2601</p> <p><b>Recipient:</b>  s22  ClimateWorks Australia, Level 16,  41 Exhibition St, Melbourne, VIC 3000</p>
15.	<b>Special Conditions</b>	<b>1.1 and 2</b>	None

# Schedule 2 – Activity

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## 1. Description (clause 1.1)

ClimateWorks Australia under the umbrella of Monash University will conduct a desktop study and knowledge building exercise as an extension to the ARENA funded ERP Measure for the Deep Decarbonisation Pathway Project (DDPP). This new Activity builds on the learnings from the completed DDPP by engaging with community, business and industry stakeholders to make tangible changes to their sectors to achieve decarbonisation without significantly compromising their business needs.

The Activity will establish a clearly defined pathway for Electric Vehicles (EV) which can be undertaken, and generate greater coordination across the EV sector. EVs could act as new source of demand for renewable energy and also help address issues of intermittency. Evidence suggests that it is a technology with strong potential to garner public interest and the EV sector is ready to move into the mainstream. EVs are part of the critical path to electrify the transportation sector which is a requirement to displace liquid fossil fuels, and to enable renewable powered transport.

This Activity will be focused on building an evidence base on EVs within Australia, and understanding what is required to drive the required rate of uptake to achieve decarbonisation of the transport sectors by engaging with the energy industry, the EV industry, and by feeding into the Energy Networks Association (ENA) and CSIRO's Network Transformation Roadmap. The Activity will also develop capacity building materials and exercises to build greater literacy and engagement in broader audiences across a range of renewable and low emissions technologies.

## 2. Outcomes (clauses 1.1 and 4.1)

The Activity aims to develop strategic partnerships among influential business and community groups to reduce emissions in their respective sectors. While these will implicitly involve energy efficiency mechanisms and low emission renewable energy options which are currently outside of ARENA's mandate, these options are complimentary to the strategies being developed as part of this project. Any additional work, which falls outside the scope of this Activity, will be completed independently of the work related to renewable energy and will be entirely funded by the Recipient. ClimateWorks will build awareness to drive the national discussion about Australia's net zero emissions future and will seek to make the case that it is achievable, affordable and broadly beneficial.

This Activity will have a deeper focus on electric vehicles within Australia and how they could help achieve decarbonisation, further supported by the integration with renewables and low emission technologies. It will also explore the implications and opportunities that an increased uptake of electrical vehicles can have on the competitiveness of renewable energy.

This will be achieved by working across the EV industry to coordinate:

- Building an evidence base for the strategic deployment of EV's to facilitate renewable powered transportation and decarbonisation;

- Developing relevant communications collateral to build and convey the case; and
- Undertaking engagement with key decision makers to encourage greater uptake of EVs, such as policy makers and fleet managers, as well as building broader consumer awareness through the Australian EV Council and other public facing partners.

This will aim to inform future demonstration and pilot projects which can be undertaken, and generate greater coordination across the EV sector.

**Key Outcomes and outputs:**

- a) Tangible, compelling and interactive web based content translated from the key findings of the DDPP report for a range of targeted audiences, leveraging progressive and evidence based communications techniques. ClimateWorks will develop fact sheets, presentations, briefings targeted at specific audience to inform future demonstration and pilot projects. Targeted communication strategies for the average consumers will also be developed and shared with ARENA.
- b) One on one engagement and partnerships with key influencers and senior management in business and community sectors to map out the renewable technology options and decarbonisation strategies. Producing targeted reports and strategies designed for easy assimilation into the existing activities of partners. These will be communicated to ARENA through reports and will be evaluated using benchmarking tools.

The Activity will deliver:

- Robust communications plans and interactive web based content that clearly states the case and benefits of renewables and invite participation of new audiences in a zero net emissions future.
- Fact sheets, presentations and briefings targeted at specific audience to better understand the positions of various industry groups and key businesses and the financial, regulatory and social barriers to a greater uptake of renewables.
- Reports on findings to ARENA and the wider public through website and social media.
- Report on engagement with Australian EV Council, TransGrid, ENA and other key decision and policy makers to inform future demonstration and pilot projects. Targeted communication strategies for the average consumers will also be developed and shared with ARENA.
- Benchmark tools and ongoing evaluation to assess and review community and business engagement strategies to track and measure the impact of the messaging to targeted audiences.

The Activity includes the Knowledge Sharing Activities.

### 3. Milestones (clauses 1.1 and 4.1(d))

Milestone	Completion date	Payment Criteria	Invoice date	Instalment (GST exclusive)
<p>1. <b>Milestone 1 – Community and Business Research Messaging &amp; Materials</b></p> <p>D1.1. Summary of Consultation and Approach - Report to ARENA. Confidential version to ARENA and an Executive Summary for public consumption incorporating:</p> <ul style="list-style-type: none"> <li>• Analysis to establish key public audiences and better understand themes and motivators that resonate.</li> <li>• Analysis of influential businesses, sectoral/industry groups that can play a leadership role in a low emissions transition.</li> <li>• Consultation with key influencers in sectors to identify requirements and a process to engage their stakeholders/audiences</li> <li>• Other related knowledge sharing activities specified in Table A of the knowledge sharing plan.</li> </ul> <p>D1.2. Summary of Communications and Messaging Activities - CoPs.</p> <ul style="list-style-type: none"> <li>• Engage a 'community of practice' comprising of partners from a range of community and business audiences, and deliver to ARENA: D1.2.1 Terms of Reference D1.2.2 Proof of Commitments D1.2.3 List of partners D1.2.4 Minutes</li> </ul>	<p>01 February, 2017</p>	<p>(a) Completion of Milestone 1 and acceptance by ARENA of the Milestone Report for Milestone 1;</p> <p>(b) Completion of any Knowledge Sharing Activities due to be completed before the invoice date;</p> <p>(c) Provision to ARENA of evidence that Other Contributions will be provided in accordance with clause 8.2(b);</p> <p>(d) Provision to ARENA of evidence that the Recipient Contributions and Other Contributions due to be used for the Activity before the invoice date have been used for the Activity; and</p> <p>(e) Provision to ARENA of an updated Risk Management in accordance with clause 5 if required by ARENA.</p>	<p>On acceptance by ARENA of the Milestone Report for Milestone 1.</p>	<p>\$170,000.00</p>

	Milestone	Completion date	Payment Criteria	Invoice date	Instalment (GST exclusive)
	<p>from Community of Practice meetings to date</p> <p>D1.3. Summary of Communications and Messaging Activities</p> <ul style="list-style-type: none"> <li>Produce communications tools and materials with engagement from the Community of Practice (D1.2) and deliver to ARENA:               <ul style="list-style-type: none"> <li>D1.3.1 Communications Plan</li> <li>D1.3.2 Narrative and creative concepts for materials and tools</li> <li>D1.3.3 Communications tools and materials for a business and community audience, designed for easy assimilation into the existing activities of partners. These include fact sheets, presentations, briefings and public/consumer focused materials.</li> <li>D1.3.4 Summary of comments and feedback from Community of Practice</li> <li>D1.3.4 Updated Budget Table</li> <li>D1.3.5 Milestone Progress Report</li> </ul> </li> </ul> <p>D1.4. Written evidence of the commitment and availability of new funding that includes, but is not limited to:               <ul style="list-style-type: none"> <li>D1.4.1 Additional \$50,000 from EV industry partners secured.</li> <li>D1.4.2 Philanthropic contribution of \$150,000.</li> </ul> </p>				
2.	<p><b>Milestone 2 – Business and Community Implementation</b></p> <p>D2.1 Summary of business and</p>	01 Decem ber, 2017	(a) Completion of Milestone 2 and acceptance by ARENA of the Milestone Report	On acceptance by ARENA of the Final Report and Financial	\$220,00.00

Milestone	Completion date	Payment Criteria	Invoice date	Instalment (GST exclusive)
<p>community engagement.</p> <ul style="list-style-type: none"> <li>Confidential version to ARENA and an Executive Summary for public consumption incorporating: <ul style="list-style-type: none"> <li>D2.1.1 Schedule of briefings, information sessions and workshops to institute understanding of the opportunities and benefits to a low carbon Australia.</li> <li>D2.1.2 Measure and report on progress from events in D2.1.1.1 as well as resulting activities.</li> <li>D2.1.3 Share learnings and communications models with ARENA, partners and other interested parties.</li> <li>D2.1.4 Other related knowledge sharing activities specified in Table A of the knowledge sharing plan</li> <li>D2.1.5 Financial Report and Final Report as described in Schedule 3, Part 2 and 3</li> </ul> </li> </ul>		<p>for Milestone 2;</p> <p>(b) Completion of any Knowledge Sharing Activities due to be completed before the invoice date;</p> <p>(c) Provision to ARENA of evidence that Other Contributions will be provided in accordance with clause 8.2(b);</p> <p>(d) Provision to ARENA of evidence that the Recipient Contributions and Other Contributions due to be used for the Activity before the invoice date have been used for the Activity; and</p> <p>(e) Provision to ARENA of an updated Risk Management in accordance with clause 5 if required by ARENA.</p>	<p>Report for Milestone 2.</p>	
	<b>Total</b>			<b>\$390,000.00</b>

# Schedule 3 – Reporting

---

## 1. Milestone reports

- (a) For each Milestone, the Recipient must provide a report by the completion date for the Milestone as specified in Schedule 2 (**Milestone Report**).
- (b) Each Milestone Report must be delivered in a format specified by ARENA.
- (c) Each Milestone Report must include:
  - (i) the name of the Recipient and all subcontractors;
  - (ii) a contact name, telephone number and email address;
  - (iii) the Activity title and number;
  - (iv) the Milestone and period to which the report relates;
  - (v) a Budget update (including cost to completion);
  - (vi) a statement of the Funds, Recipient Contributions and Other Contributions provided and spent;
  - (vii) the amount remaining in the account referred to in item 7 of Schedule 4;
  - (viii) a report of the Milestone activities, including:
    - (A) a description and analysis of the progress of the Activity;
    - (B) evidence that the activities within the Milestone have been achieved;
    - (C) any major issues or developments which have arisen in the course of achieving the Milestone and the effect they will have on the Activity; and
    - (D) any proposed changes to the Activity;
  - (ix) details of any published reports, promotional material, media publicity, pamphlets or other documentation relevant to the Activity;
  - (x) a description of:
    - (A) the Knowledge Sharing Activities completed during the period to which the report relates;
    - (B) the outcomes of those Knowledge Sharing Activities; and
    - (C) any data or documentation developed from the Activity during the period to which the report relates;
  - (xi) a 'lessons learnt' knowledge sharing report (using the template provided by ARENA) for each Activity Lesson Learnt since the previous report; and
  - (xii) a brief update on the progress of the Activity (including achievements and Activity Lessons Learnt) suitable for public dissemination.

## 2. Financial reports

- (a) The Recipient must provide financial reports:
  - (i) *As part of the final Milestone or any earlier termination of this Agreement*

(b) Each financial report must include the following:

	Content	Prepared by
(i)	<p>audited financial statements in accordance with Accounting Standards in respect of the Funds, Recipient Contributions and Other Contributions, which must include:</p> <p>(A) a definitive statement as to whether the financial information for the Activity represents the financial transactions fairly and is based on proper accounts and records;</p> <p>(B) <i>[include the following if Recipient is a company: a separate declaration from the Recipient's directors that the Recipient is solvent, a going concern and able to pay its debts as and when they fall due;]</i> and</p> <p>(C) detail of any Funds returned to ARENA by the Recipient and the reasons for such refund</p>	an Approved Auditor
(ii)	<p>a letter to the Recipient, or a report, including:</p> <p>(A) specific comment on the adequacy of the financial controls being maintained by the Recipient;</p> <p>(B) specific comment on the Recipient's financial position as it relates to any issues affecting the Recipient's ability to repay surplus Funds or complete the Activity with available Funds;</p> <p>(C) specific comment on the Recipient's ability to meet its taxation liabilities and any costs associated with any court or tribunal orders made against the Recipient or involving the Recipient;</p> <p>(D) specific comment on the Recipient's compliance with its obligations to pay superannuation entitlements;</p> <p>(E) where there are any qualifications or limitations on the audit, an outline of the reasons for the qualifications or limitations and the remedial action recommended; and</p> <p>(F) an itemised list of fees paid to officers of the Recipient</p>	an Approved Auditor

(c) An **Approved Auditor** is a person who is:

- (i) registered as a company auditor under the *Corporations Act 2001* (Cth) or an appropriately qualified member of the Institute of Chartered Accountants in Australia, CPA Australia or the Institute of Public Accountants;
- (ii) not a principal, member, shareholder, officer, agent, subcontractor or employee of the Recipient, an Activity Participant or a related body corporate of the Recipient or an Activity Participant; and
- (iii) not the Recipient's accountant.



### 3. Final report

- (a) As part of the final Milestone or any earlier termination of this Agreement, the Recipient must provide a report (**Final Report**) which includes:
- (i) the name of the Recipient and all subcontractors;
  - (ii) the Activity title and number;
  - (iii) a statement of the Funds, Recipient Contributions and Other Contributions provided and spent;
  - (iv) the amount (if any) remaining in the account referred to in item 7 of Schedule 4;
  - (v) a description and analysis of the progress of the Activity, including:
    - (A) evidence that the Activity has been completed, and the Milestones have been achieved;
    - (B) details of the extent to which the Activity achieved the Outcomes;
    - (C) any highlights, breakthroughs or difficulties encountered; and
    - (D) conclusions or recommendations (if any) arising from the Activity;
  - (vi) details of any published reports, promotional material, media publicity, pamphlets or other documentation relevant to the Activity;
  - (vii) details of all of the Knowledge Sharing Activities completed as at the date of the report;
  - (viii) an analysis of the effectiveness of each of the Knowledge Sharing Activities so completed;
  - (ix) for any on-going Knowledge Sharing Activities, an update of progress in undertaking each Knowledge Sharing Activity;
  - (x) an assessment by the Recipient of its success in achieving the Knowledge Sharing Objectives; and
  - (xi) a brief update on the progress of the Activity (including achievements and Activity Lessons Learnt) for public dissemination.
- (b) The Final Report is to be delivered in a format specified by ARENA, including a version for public release.

### 4. Public Dissemination Reports

Not used

### 5. Activity Failure report

In the event of Activity Failure, the Recipient must, within 20 Business Days after the Activity Failure, provide a report to ARENA for public release explaining the reasons for the failure and the Activity Lessons Learnt.

### 6. Ad hoc reports

The Recipient must provide ad-hoc reports as required by ARENA from time to time at the time and in the manner reasonably required by ARENA in relation to any significant developments

concerning the Activity or any significant delays or difficulties encountered in undertaking the Activity.

# Schedule 4 – Funds

## 1. Total Funds (clause 1.1)

Subject to this Agreement, the total amount of funding payable by ARENA under this Agreement is \$390,000.00 (excluding GST).

## 2. Interest rate (clause 12.7)

*The ten year Treasury Bond Rate as published in the Australian Financial Review on the Commencement Date.*

## 3. Payment (clauses 1.1 and 9)

Not used

## 4. Recipient Contributions (clauses 1.1 and 8.1)

Contribution	Due date
\$50,000 (in kind)	1 February 2017
\$100,000 (in kind)	1 February, 2017
\$50,000 (cash)	1 February, 2017

## 5. Other Contributions (clauses 1.1 and 8.2)

Person	Contribution	Due date for evidence (clause 8.2(b))	Due date for using contribution (clause 8.2(a))
EV Industry	\$50,000 (Cash)	Milestone 1	1 February 2017
EV Council	\$20,000 (In kind)	Milestone 2	1 December 2017
Philanthropic	\$120,000 (Cash)	Milestone 2	1 December 2017
Philanthropic	\$150,000 (Cash)	Letter of Support at Execution of Contract - To be paid at the end of Milestone 1	1 December 2017

## 6. Budget (clauses 1.1 and 11.1)

Budget	2016/17	2017/18	Total (\$A)
<b>Budget (FY) \$A (excluding GST)</b>			
Salary	\$161,667	\$323,333	\$485,000
Contracting	\$25,000	\$75,000	\$100,000
Operating		\$15,000	\$15,000
Travel	\$15,000	\$15,000	\$30,000

Other	\$52,500	\$77,500	\$130,000
<b>Sub-total (eligible expenditure)</b>	<b>\$254,167</b>	<b>\$505,833</b>	<b>\$760,000</b>
In-kind	\$50,000	\$120,000	\$170,000
<b>Total project cost*</b>	<b>\$304,167</b>	<b>\$625,833</b>	<b>\$930,000</b>
<b>Summary of Funding Sources</b>			
<b>Budget (FY) \$A (excluding GST)</b>	<b>2016/17</b>	<b>2017/18</b>	<b>Total (\$A)</b>
Recipient cash	\$50,000		\$50,000
Recipient in-kind	\$100,000	\$50,000	\$150,000
Other Cash	\$220,000	\$100,000	\$320,000
Other in-kind		\$20,000	\$20,000
<b>ARENA funds requested*</b>	<b>\$170,000</b>	<b>\$220,000</b>	<b>\$390,000</b>
<b>Total funding</b>	<b>\$440,000</b>	<b>\$490,000</b>	<b>\$930,000</b>

\*This total should match the total entered in the Application Form

Monash University will also conduct set of activities outside the scope of the Project which are not listed above. These activities and other overheads have an expenditure of \$305,000 over the duration of the project and are considered to be ineligible expenditure. The total cost of the project is \$1,235,000 inclusive of this expenditure.

## 7. Bank account (clause 11.2)

The Recipient must:

- (a) ensure that Funds are held in an account in the Recipient's name, and which the Recipient solely controls, with an authorised deposit-taking institution authorised under the *Banking Act 1959* (Cth) to carry on banking business in Australia;
- (b) ensure that the account referred to in item 7(a) of this Schedule 4 is:
  - (i) established solely for the purposes of accounting for, and administering, any Funds;
  - (ii) an account that bears a rate of interest reasonably required by ARENA; and
  - (iii) separate from the Recipient's other operational accounts;
- (c) notify ARENA, prior to the receipt of any Funds, of details sufficient to identify the account;
- (d) on notification from ARENA, provide ARENA and the authorised deposit-taking institution with an authority for ARENA to obtain any details relating to the use of the account;
- (e) if the account changes, notify ARENA within 14 days after the change occurring, providing ARENA with details of the new account, and comply with item 7(d) of this Schedule 4 in respect of the new account; and
- (f) identify the receipt and expenditure of the Funds separately within the Recipient's accounting records so that at all times the Funds are identifiable and ascertainable.

## 8. Invoicing requirements (clause 9.4)

The invoice must meet the requirements of a tax invoice as set out in the GST Law and be in a form approved by ARENA which sets out:

- (a) the agreement number and Activity title;
- (b) the amount of funding to be paid by ARENA together with any substantiating material required; and
- (c) such other information as ARENA requires.

Invoices should be submitted to:

Client Manager, Projects  
Australian Renewable Energy Agency  
GPO Box 643, Canberra, ACT 2601

# Schedule 5 – Knowledge Sharing Plan

---

## 1. Introduction

On the Commencement Date ARENA and Monash University (**Recipient**) entered into an Advancing Renewables Programme Funding Agreement number G00869 (**Funding Agreement**), under which the Recipient has certain knowledge sharing obligations.

The Recipient has developed this Knowledge Sharing Plan in consultation with ARENA, and must comply with this Knowledge Sharing Plan for the term of the Funding Agreement.

Terms used in this Knowledge Sharing Plan which are defined in the Funding Agreement have the same meaning unless the context requires otherwise.

## 2. Purpose

Under the *Australian Renewable Energy Agency Act 2011* (Cth), ARENA is required to promote the sharing of information and knowledge about renewable energy technologies where appropriate. As such, knowledge sharing is considered an integral element of the Activity. Effective knowledge sharing is central to ARENA achieving its twin objectives of improving the competitiveness and increasing the supply of renewable energy in Australia.

ARENA invests public money, and knowledge is one of the returns it expects from this investment. Effective knowledge sharing with key players in the Australian energy sector including EPC contractors, DNSPs, regulators, investors, researchers and planners helps to build a stronger, more resilient energy system with increasing levels of renewable energy.

This Knowledge Sharing Plan identifies the data, information and knowledge that will be generated and shared throughout the Activity, along with how it will be shared, in accordance with an agreed timetable. In relation to data generated by the Activity, it also outlines the methodology that will be used to capture, store, assess and report this data.

## 3. Confidentiality and dissemination of knowledge

In undertaking its legislated knowledge-sharing function, it is anticipated that ARENA may share information with other areas of government and with the public. The Recipient will provide information of varying levels of confidentiality, from little or none to highly valuable and confidential intellectual property.

To maximise the knowledge sharing benefit, the Recipient has established a level of confidentiality of information provided to ARENA. Accordingly, information the Recipient shares with ARENA is categorised according to those persons with whom it may be shared as follows:

- (a) the public (unrestricted) – This information may be shared freely within ARENA, with industry participants, and with the public in general.
- (b) the public (restricted) (Restricted Information) – Subject to any restrictions imposed by the Recipient, this information may be shared freely within ARENA, with industry participants, and with the public in general.
- (c) ARENA only (Recipient Confidential Information) – this information may be shared freely within ARENA and with other areas of government with equivalent privacy management and control processes and in accordance with clause 20.

Table A identifies the knowledge that will be generated by the Activity and those persons with whom it may be shared.

Any information that will be subject to restrictions on its dissemination beyond ARENA is identified in Table A and the nature of the restriction is described

The Funding Agreement determines the treatment of Intellectual Property Rights and Recipient Confidential Information.

It is the Recipient's responsibility to ensure that any Activity documentation (including Milestone Reports and other Reports) prepared for public release does not contain any Recipient Confidential Information.

Table A and B in separate KSP attachments.

**Table A – Describes what knowledge, generated by the Project, will be shared beyond the project consortium**

No.	Describe what information will be shared	Who will it be shared with beyond the project consortium?	How will it be shared?	When will it be shared?	Will there be any restrictions on dissemination?	Reasons for restrictions on dissemination (if any)
1	Public messaging and materials portraying the benefits and achievability of low emission future scenarios in Australia.	ARENA/Public/Partner organisations across civil society and businesses that the support of renewables, but not currently active, or highly literate	Videos, Website, infographics and social media materials	Throughout the project	No	
2	Opportunities and barriers for increased market share of electric vehicles. Analysis, where relevant, of completed EV trials and projects (e.g. Smart Grid- Smart City) including analysis of charging patterns by users and businesses to effectively manage demand and renewable energy generation along with storage options.	EV Council, Local/State/Federal Government, Government and corporate fleet owners, Energy Networks Association, AMEO and manufacturers	Initial report through website and other media, best practice case studies, guidance documents and fact sheets	Through milestones	No	
3	Recommendations of major opportunities for progress on low emissions technology, including the identification of influential businesses, industry groups able to play a leadership role in the implementation of new technologies, enabling reforms or other initiatives.	ARENA	Report and analysis	First Milestone	Yes	Some consultations may be anonymous, however, themes and sectors discussed during these sessions to be shared
4	Barriers to the uptake of EV and requirements/opportunities for government, business, industry and community to enable mainstreaming of the technology.	Mainstreaming Partners	Report and analysis	First and Second Milestone	Yes	



No.	Describe what information will be shared	Who will it be shared with beyond the project consortium?	How will it be shared?	When will it be shared?	Will there be any restrictions on dissemination?	Reasons for restrictions on dissemination (if any)
		<i>ARENA/Industry/Government</i>				
5	Current sentiment across key business and industry players in increasing the uptake of low emissions technology	ARENA/key business groups/government/EV Council	Report and analysis	First and Second Milestone	Yes	A public synthesis of sentiments can be provided, but not attributed to individual businesses/organisations.
6	Content Evaluation – Measurements of online and offline analytics with partners/clients	<i>ARENA/Mainstreaming Partners/ Targeted conferences</i>	Report and analysis	First and Second Milestone	No	
7	Synthesis reports from targeted workshops measuring effectiveness of the resources developed and developing new strategy/material for other partners based on these findings	ARENA <i>ARENA/Mainstreaming Partners/ Targeted conferences</i>	Reports and analysis	Through milestones	No	
8	Analysis of EV Market in Australia including: current uptake rates, model availability, infrastructure deployment, uptake of renewables and best practice for EV charging to achieve decarbonisation with increased renewable energy uptake.	<i>ARENA/Industry/Government</i>	Report	First and Second Milestone	No	

No.	Describe what information will be shared	Who will it be shared with beyond the project consortium?	How will it be shared?	When will it be shared?	Will there be any restrictions on dissemination?	Reasons for restrictions on dissemination (if any)
9	List of organisations and businesses that pledge to contribute to a low emissions future through the central website	ARENA/EV Council	Website	Through milestones	No	
10	Specialist activities negotiated with community and business partners, including organisations that have announced a percentage uptake of EVs in their fleet, EV demonstration projects and industry events, along with the outcomes of those activities	ARENA/EV Council	List of specialist activities and outcomes	Through milestones	Yes	There may be restrictions on attribution for internal activity
11	Case studies from individuals, organisation and businesses increasing uptake of renewables and enablers of renewables	ARENA/Public/EV Council	Videos and online stories	Through milestones	No	
12	Tracking of shift in sentiment/attitudes in key audiences through relevant polling, as well as narrative benchmarking through Significance Systems	ARENA/Partners	Report and analysis	Periodically	No	

## Data

Table B describes what data will be shared.

**Table B – Data management and transfer**

No.	Description of data	Collection methodology considerations	Format (specific data units and components)	Data owner	Transfer process / how supplied to user/s	When will it be supplied to user/s (cross reference to Milestones table in Schedule 2)
1.	Analysis of key public audiences and social media testing results.	One on one briefing. Survey.	Qualitative/ Quantitative	ClimateWorks and partner organisations	Email/website uploads.	Through the engagement and workshops.
2.	Engagement statistics of materials (online) developed by the project	Web and offline analytics	Quantitative	ClimateWorks	Email/via analytics platform.	Throughout the project
3	Current EV technology status, examples of progress, improvement required	Consultation across industry, literature review	Qualitative	ClimateWorks	Email/report	Throughout the project
4	List and effectiveness ratio of engagement exercises. List of resonant topics and themes across partner groups in low emissions technologies	Consultation with partners	Qualitative/Quantitative	ClimateWorks	Email/report	Throughout the project
5.	EV uptake rate modelling	Analysis with key partner	Quantitative	ClimateWorks	Web public	Second Milestone

No.	Description of data	Collection methodology considerations	Format (specific data units and components)	Data owner	Transfer process / how supplied to user/s	When will it be supplied to user/s (cross reference to Milestones table in Schedule 2)
6	Social Media Testing Results	Web analytics	Quantitative	ClimateWorks	Email/Report	First Milestone
7	Presentations, key messages and social media collateral	Analysis with key partners, Web analytics	Quantitative/Qualitative	ClimateWorks	Communications packs, fact sheets and briefings	Second Milestone
8	Content Evaluation – Measurements of online analytics and narrative benchmarking through Significance Systems	Web Analytics	Quantitative	ClimateWorks	Email/Website uploads	Second Milestone

NOTE: Table C will not be required as the Knowledge Sharing Activity is essentially the project activity. Only the outcomes and learnings from it can be added to Table A where relevant.

## 4. Reporting

### 4.1 Activity failure report

In the event of Activity failure, the Recipient must, within 20 Business Days after the Activity failure, provide a report to ARENA for public release explaining the reasons for the failure and the Activity Lessons Learnt.

### 4.2 Schedule of standard metrics (quantitative)

Not used

### 4.3 'Lessons learnt' (qualitative reporting)

Each Milestone Report must include 'lessons learnt' knowledge sharing reports which capture all Activity Lessons Learnt since the previous Milestone. A separate 'lessons learnt' knowledge sharing report must be provided for each Activity Lesson Learnt. Each 'lessons learnt' knowledge sharing report must use the template provided by ARENA.

## 5. Specified Personnel

s22 [REDACTED] occupying the position of Engagement Manager will be the central contact point for ARENA for the Knowledge Sharing Activities.

## 6. Budget Estimate

This Activity is focused on Knowledge Sharing, and hence 100% of the Activity Budget will be utilised on developing the materials and implementing this Knowledge Sharing Plan. This represents \$390,000 (ex GST), and approximately 250 hours. Further funds and time will be spent on knowledge sharing activities as part of the broader project ClimateWorks is implementing.

# Schedule 6 – Intellectual Property Management Plan

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Not used

# Signing page

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EXECUTED as an agreement.

Signed for and on behalf of the **Australian Renewable Energy Agency** by its duly authorised delegate in the presence of



s22

Name of witness (print)



S22

Position of delegate (print)

Signed for and on behalf of the **Monash University (ABN 12 377 614 012)** by its duly authorised delegate in the presence of

s22

Name of witness (print)



S22

Position of delegate (print)



Document 8 - FOI  
180001

s22

## Re: FOR ACTION: Approval to Vary Financial Reporting Requirements for ClimateWorks Funding Agreement [DLM=FOR-OFFICIAL-USE-ONLY]

1 message

s22

Wed, Nov 15, 2017 at 2:43 PM

Hi s22

I approve varying the funding agreement between ARENA and Monash University (Agreement number G00869) for the Project: *From plan to action: communicating pathways to deep decarbonisation through electric vehicles and renewable energy technologies* to amend the reportign requirements as outlined in your email.

s22

a/g Manager, Contract Management Services | Project Delivery  
Australian Renewable Energy Agency (ARENA)

Level 8, Nishi Building, [2 Phillip Law Street](#) NewActon, Canberra City ACT 2601

T. s22 M. | [arena.gov.au](http://arena.gov.au)



Australian Government  
Australian Renewable  
Energy Agency

ARENA

On 15 November 2017 at 14:03, s22 wrote:

----- Forwarded message -----

From: s22

Date: Wed, Nov 8, 2017 at 4:28 PM

Subject: FOR ACTION: Approval to Vary Financial Reporting Requirements for ClimateWorks Funding Agreement [DLM=FOR-OFFICIAL-USE-ONLY]

To: s22

Cc: ARENA Contracted <[arenacontracted@arena.gov.au](mailto:arenacontracted@arena.gov.au)>

Dear s22

### Re :Approval to Vary Financial Reporting Requirements for ClimateWorks Funding Agreement

I am seeking your approval to vary the funding agreement between ARENA and Monash University (Agreement number G00869) for the Project: *From plan to action: communicating pathways to deep decarbonisation through electric vehicles and renewable energy technologies*.

The funding agreement currently includes the following financial reporting requirement at Schedule 3, Item 2:

- (a) The Recipient must provide financial reports:
  - (i) As part of the final Milestone or any earlier termination of this Agreement
  - (b) Each financial report must include the following:



	<b>Content</b>	<b>Prepared by</b>
(i)	<p>audited financial statements in accordance with Accounting Standards in respect of the Funds, Recipient Contributions and Other Contributions, which must include:</p> <p>(A) a definitive statement as to whether the financial information for the Activity represents the financial transactions fairly and is based on proper accounts and records;</p> <p>(B) <i>[include the following if Recipient is a company: a separate declaration from the Recipient's directors that the Recipient is solvent, a going concern and able to pay its debts as and when they fall due;]</i> and</p> <p>(C) detail of any Funds returned to ARENA by the Recipient and the reasons for such refund</p>	an Approved Auditor
(ii)	<p>a letter to the Recipient, or a report, including:</p> <p>(A) specific comment on the adequacy of the financial controls being maintained by the Recipient;</p> <p>(B) specific comment on the Recipient's financial position as it relates to any issues affecting the Recipient's ability to repay surplus Funds or complete the Activity with available Funds;</p> <p>(C) specific comment on the Recipient's ability to meet its taxation liabilities and any costs associated with any court or tribunal orders made against the Recipient or involving the Recipient;</p> <p>(D) specific comment on the Recipient's compliance with its obligations to pay superannuation entitlements;</p> <p>(E) where there are any qualifications or limitations on the audit, an outline of the reasons for the qualifications or limitations and the remedial action recommended; and</p> <p>(F) an itemised list of fees paid to officers of the Recipient</p>	an Approved Auditor

ClimateWorks have argued that the requirement for a Audited Financial Statement is not proportionate to the level of financial risk associated with this agreement, on the premise that Monash University is subject to Audit by the Victorian Government's Auditor General.

ARENA's assessment of the risk associated with this agreement accords with that of ClimateWorks (i.e. current ARENA risk rating of Low). As such, it is proposed that financial reporting requirements be brought in line with those used in ARENA's new Research and Development Funding Agreement (currently being used to contract Solar R&D Round 3 Projects). This agreement has been designed with low-risk entities in mind, specifically Tertiary Education Institutions.

As such I am seeking your approval to vary the funding agreement with the effect of replacing the above Schedule 3, Item 2 with the following:

(a) The Recipient must provide the following financial reports:

Report Type	Date	Requirements
An acquittals statement certified by the Recipient's Chief Financial Officer (or such other person approved by ARENA).	Within 30 days of ARENA's acceptance of the Final Report.	The acquittals statement must certify: (a) that all ARENA Funding, Recipient Contributions (cash) and Other Contributions (cash) were spent for the purpose of the Activity in accordance with this Agreement and that the Recipient has complied with this Agreement; and (b) that salaries and allowances paid to persons involved in the Activity are in accordance with any applicable award or agreement in force under any relevant law on industrial or workplace relations.
A statement certified by the relevant Director or authorised representative of the Recipient, as approved by ARENA	Within 30 days of ARENA's acceptance of the Final Report.	A statement of the Recipient Contributions (in-kind) and Other Contributions (in-kind), which must include a definitive statement as to whether this represents the contributions fairly and whether they are reasonable, accounted for to an acceptable standard and have not been charged to any other activity.

This variation is within your delegation as an acting EL2 officer as it is classified as "other program/priority/project administration and management issues not elsewhere defined including, signing legal documents to implement or action an approval provided by the CEO or CFO".

On your approval I will request written confirmation from Monash University that it agrees to the variation as outlined above.

Kind regards

s22

--

s22

Client Manager | Project Delivery  
Australian Renewable Energy Agency (ARENA)

Level 8, Nishi Building, 2 Phillip Law Street NewActon, Canberra City ACT 2601

T. s22 M. | [arena.gov.au](http://arena.gov.au)



--

s22

Client Manager | Project Delivery  
**Australian Renewable Energy Agency (ARENA)**

Level 8, Nishi Building, [2 Phillip Law Street](#) NewActon, Canberra City ACT 2601

T. s22 M. | [arena.gov.au](http://arena.gov.au)



**ADVANCING RENEWABLES PROGRAM**  
PROGRAM GUIDELINES

2017



Australian Government  
Australian Renewable  
Energy Agency

**ARENA**

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