



# Community Clubs Program

*Everyday*  
**climate  
choices**

Terms and Conditions



**ACT**  
Government

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# How to use these Terms and Conditions

These are the terms and conditions of the Community Clubs Program (the Program). This document also includes an overview of the Program including eligibility criteria, product/s on offer and how to apply.

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## Contact us

For more information about the Program, please contact:

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# 1. About the Community Clubs Program

The ACT Government has committed to the following action items as part of the *10th Legislative Assembly Parliamentary and Governing Agreement (PaGA)*:

**Action Item E.9.** Establish a five-year \$5 million Building Energy Efficiency Upgrade Fund to be accessed by community clubs.

**Collect information to support E.10.** Support clubs to become heat and smoke refuges for local communities. This will include ensuring appropriate air filtration systems, and financial payments for venues designated as official extreme weather refuge sites.

The PaGA can be accessed online at: [www.cmtedd.act.gov.au/\\_\\_data/assets/pdf\\_file/0003/1654077/Parliamentary-Agreement-for-the-10th-Legislative-Assembly.pdf](http://www.cmtedd.act.gov.au/__data/assets/pdf_file/0003/1654077/Parliamentary-Agreement-for-the-10th-Legislative-Assembly.pdf)

## 1.1 Objective

The objective of the Program is to encourage sustainable solutions at the local and community level that will:

- help reduce energy use, greenhouse gas emissions and costs;
- help community clubs transition off gas
- support development of the renewable energy and sustainable services industry in the ACT.

The outcomes to be achieved by the delivery of the Program strategically support the ACT Government to meet its net zero emissions target by 2045 and reduce emissions from gas under the Climate Change Strategy 2019–25.

# 2. Program delivery

## 2.1 Target audience

The target audience for the Program is community clubs. A 'community club' (Entity) is an ACT club or club groups that currently operate, or have previously operated, gaming machines under a class C gaming machine licence prior to 1 July 2021.

Throughout this document entities can be referenced as Entity, eligible Entity and you/your where appropriate.

The Entity eligibility is defined in section 5.1 of these Terms and Conditions.

## 2.2 Program model

1. The Program will be delivered by the Environment, Planning and Sustainable Development Directorate (EPSDD).
2. EPSDD will provide rebates capped at \$75,000 (inclusive of GST) per eligible Entity on a co-contribution basis. The co-contribution required will depend on the size of the Entity (small to medium or large – as defined in section 5.1 paragraph 2)
  - Small to medium Entities will be required to support 50% of the installation/upgrade costs and the government will support the remaining 50% of the installation/upgrade costs.
  - Large Entities will be required to support 75% of the installation/upgrade costs and the government will support the remaining 25% of the installation/upgrade costs.
3. To be eligible under the Program, the Entity must meet all the eligibility requirements as listed in section 5 and, by participating in the Program, will be deemed to have agreed to these terms and conditions.

## 3. Products offered under the Program

The items included in the following list will be eligible for installation by the Entity, as recommended through the approved Energy Assessment Report (EAR). Further information can be found in section 6.2. Throughout this document 'product/s' refers to an individual component or a system of components that is required to achieve the desired outcome of the upgrade/installation.

### 3.1 Category A (electricity generation and/or storage products and installation costs)

- Rooftop solar photovoltaic systems
- Energy (battery) storage systems

### 3.2 Category B (replace gas appliances or upgrade inefficient electric appliances and installation costs)

- Electric heating and cooling systems
- Hot Water Heat Pumps (HWHP)
- Efficient electric stove tops
- Lighting systems
- Insulation and sealing

#### Note:

- Equipment outside of those listed above may be eligible if discussed with Program Manager or Program Technical Assessor and listed on the program approved EAR.
- Gas equipment or appliances are not eligible as part of the Program.
- The costs associated with a third-party EAR may also form part of the eligible rebate component in accordance with the eligibility section 5.3.



## 4. Resources and webtools

A range of Program resources are available at [www.climatechoices.act.gov.au/policy-programs/community-clubs-program](http://www.climatechoices.act.gov.au/policy-programs/community-clubs-program) to assist the Entity in making informed decisions regarding the Program.

The information contained in the Program resources should not be taken as financial advice and has been prepared as general information only, without consideration of your objectives, financial circumstances or needs. Entities may wish to seek independent financial advice before committing to any installation.

Visit the website to learn more about the Program and how the team can assist you.

## 5. Eligibility

### 5.1 Entity eligibility

1. An Entity under the Program is a 'community club' that is an ACT club or club groups that currently operate, or have previously operated, gaming machines under a class C gaming machine licence prior to 1 July 2021. Each premise meeting the Premise Eligibility in 5.4 below will be considered an individual Entity if it is currently or has previously been listed as a venue either:
  - 1.1 in a class C gaming machine licence; or
  - 1.2 granted an authorisation certificate for class C gaming machines.
2. Entities are further defined as either:
  - 2.1 Large Entity: Entities with annual energy (electricity and/or gas) consumption bills greater than \$400,000 at time of registration.
  - 2.2 Small and medium Entity: Entities with annual energy (electricity and/or gas) consumption bills below \$400,000 at time of registration.

### 5.2 Energy assessment and product eligibility

1. Energy Assessment Report (EAR):
  - 1.1 Once the Entity is deemed eligible to participate, on a case-by-case basis, an authorised Program representative will:
    - 1.1.1 Organise an energy assessment by the Program Technical Assessor; or
    - 1.1.2 Provide advice on organising an energy assessment by a suitably qualified third-party energy assessor.
  - 1.2 The decision of whether the EAR will be completed by the Program Technical Assessor, or a suitable third-party energy assessor will be at the discretion of the authorised Program representative.

- 1.3 Where the EAR is prepared by a suitable third-party:
  - 1.3.1 The EAR must be provided to the Program Technical Assessor for consideration of suggested products/upgrades.
  - 1.3.2 The cost of the approved third-party EAR can be included as an eligible product provided the Entity undertakes eligible product/s installations with a total minimum value of \$20,000 (inclusive of GST).
- 1.4 A final Program approved EAR will be prepared and sent to the Entity by the Program Technical Assessor detailing the information gathered at the assessment, and from the third-party EAR (where applicable).
2. Applicable to Category A and B product list:
  - 2.1 The overall costs of the proposed product/s and associated installation must have a payback period less than 180 months (15 years).
  - 2.2 The installation must be compliant with the Australian Standards called up by the *Electricity Safety Act 1971*.
3. Applicable to Category A product list:
  - 3.1 The installed product/s components must be included on the Clean Energy Council's (CEC) approved products list.
  - 3.2 The installation must be undertaken by a CEC accredited installer and follow the CEC Install and Supervise Guidelines for Accredited Installers and relevant AS/NZS standards.
  - 3.3 Retailers must be a CEC approved solar retailer.
4. Applicable to Category B product list:
  - 4.1 The proposed energy efficiency upgrade must either:
    - 4.1.1 Be a transition from a gas appliance to an efficient electrical appliance and/or,
    - 4.1.2 Be an upgrade from a low efficiency electrical appliance to a high efficiency electrical appliance.

### **5.3 Rebate eligibility**

1. Eligible Entities will have access to co-contribution rebates capped at \$75,000 (inclusive of GST) to fund eligible product/s, provided there is sufficient funding, and the works are undertaken in accordance with the terms and conditions of the Program.
2. Entities can claim rebates on one product or a bundle of products from the list of eligible product/s listed on the approved EAR and can access rebates multiple times throughout the life of the Program. However, once the \$75,000 limit is reached, the Entity is no longer eligible for an additional rebate under the Program.

## 5.4 Premise eligibility

An eligible premise:

1. Is a property geographically located within the ACT (including Hall, Tharwa and Oaks Estate but not Jervis Bay Territory).
2. Is owned by the eligible Entity and where the eligible Entity has full authority and approvals to install the product/s chosen, including strata approvals (if applicable). Where the eligible premise is not owned by the eligible Entity, the eligible Entity warrants it has the authority of the landlord, landowner or leaseholder (as the case may be) to have the works undertaken at the eligible premise.
3. Is a premise where the eligible Entity currently operates, or has previously operated, gaming machines under a Class C gaming machine licence and hold an Authorisation Certificate (where applicable) prior to 1 July 2021.

## 5.5 Accessing rebates under other programs

1. Eligible Entities may access the Diversification and Sustainability Support Fund (DSSF) of Justice and Community Safety Directorate (JACS), however entities cannot access both programs for the same eligible product/s. The Program Technical Assessor will work closely with the DSSF to ensure respective program requirements are adhered to. Visit <https://www.justice.act.gov.au/safer-communities/gaming-and-racing-policy/diversification-and-sustainability-support-fund> to learn more about the DSSF and how JACS can assist you.
  - 1.1 For example, if an eligible Entity has been approved funding for the installation of a solar system under DSSF, the eligible Entity will not be able to claim that solar system under the Program.
2. Eligible Entities can also participate under other programs including but not limited to the ACT Government Business Energy and Water (BEW), provided the eligible Entity complies with the terms and conditions/guidelines of the respective programs.
  - 2.1 For Entities that are also eligible to participate in the BEW Program. The cost of the installation or upgrade that will be eligible for a rebate under the Community Clubs Program is the portion of the cost that has not already been considered for a rebate under the BEW program.

For example, consider an eligible upgrade with a total cost of \$15,000. If \$10,000 of the total cost for the upgrade was eligible for a rebate under the BEW Program, the remaining \$5,000 is eligible for a rebate under the Community Clubs Program.



## 6. Program process

### 6.1 Step 1 – Program registration

1. Entities must submit the completed and signed registration form and the mandatory supporting documents for eligibility check. This includes but is not limited to the most recent 12 months of electricity and gas bills, Class C gaming machine licence and Authorisation Certificate (where applicable).
2. Entities will also be asked to consent to the ACT Government collecting and using their personal information for the purposes of managing and improving program delivery.
3. The Program administrator will evaluate registrations and will notify entities on the outcome of their registration.
4. Once deemed eligible to participate, entities will be provided with an information pack including these terms and conditions, a Program flowchart and a factsheet for your supplier/s.
5. Additionally, entities will be provided with an Extreme Weather Plan template. The plan should address the measures they will put in place in the event of an extreme weather/smoke day. This information will be shared with JACS to inform future policy direction.
6. These terms and conditions must be agreed to and the Extreme Weather Plan must be completed, and both submitted **before continuing with Step 2**.

### 6.2 Step 2 – Energy assessment and advice

1. Once the Entity is deemed eligible to participate, on a case-by-case basis the Program administrator will:
  - 1.1 Organise an energy assessment by the Program Technical Assessor; or
  - 1.2 Provide advice on organising an energy assessment by a suitable third-party energy assessor.
2. The Energy Assessment Report (EAR) will form the outcome of the energy assessment which will include a list of opportunities that may benefit the eligible Entity in terms of energy and cost savings.
3. Reports completed by third-party assessors must be submitted to the Program Technical Assessor for consideration.
4. The final Program approved EAR will be prepared by the Program Technical Assessor which will include identified opportunities, including those identified by third-party assessors (where applicable), and be sent to the Entity to be actioned.
5. The final Program approved EAR will be provided to the Entity within 21 days of completing the energy assessment provided all required technical documents, including the third-party assessment report, has been submitted by the Entity.

### **6.3 Step 3 – Organise and compare quotes**

1. Once entities have received their approved EAR identifying the eligible opportunities, they can contact supplier(s) to arrange a quote(s). A Supplier Factsheet will be included in the information pack.
2. The eligible Entity is responsible for obtaining quotes for the works to be undertaken under the Program.
3. Speak to the supplier(s) to discuss your needs and organise a pre-inspection of your eligible premise (where applicable). The supplier(s) may visit your eligible premise (where applicable) to confirm it is suitable for installation of your chosen product/s and discuss the costs and savings you can expect from installing the product/s.
4. It is strongly recommended entities request quotes from more than one supplier to ensure the best value for money.
5. Once the supplier(s) has provided a detailed compliant quote (refer to Supplier Factsheet) for a product/s, the eligible Entity can access independent technical advice through the Program Technical Assessor on all the received quotes.
6. As part of ACT Government, we do not endorse any specific supplier, or their product/s. Entities need to evaluate the product/s and options on offer and use your own judgement to choose the supplier(s) that is right for you.

### **6.4 Step 4 – Pre-approval**

1. After the eligible Entity has selected the quote they will proceed with, the quote must be submitted as one of the supporting documents with the completed and signed Pre-approval Form for approval by the Program administrator.
  - 1.1 Where the eligible premise is not owned by the eligible Entity, the eligible Entity warrants it has the authority of the landlord, landowner or leaseholder (as the case may be) to have the works undertaken at the eligible premise.
  - 1.2 The eligible Entity must provide written authorisation from the landlord, landowner or leaseholder (as the case may be) of the eligible premise consenting to the works being undertaken, if requested.
2. The Program Pre-Approval Form must be approved by the Program administrator before the eligible Entity can commence the works under the Program and be eligible to apply for a rebate.
3. The eligible Entity must not commit to or sign any contract/quote with the supplier(s) prior to approval from the Program administrator.

## 6.5 Step 5 – Product/s installation

**Note:** An entity may enter into a supply and install contract with the supplier(s) prior to the product/s being purchased and installed. This contract is an important legal document with legally binding responsibilities that an Entity should carefully consider. The terms of the warranty should be in the contract between the Entity and the supplier(s). This contract does not involve the ACT Government.

1. All works and installations must be undertaken in accordance with all legal requirements, by a licensed tradesperson where required by law, and all product/s and works must meet all applicable Australian standards and regulations.
2. Category A product/s mandatory requirement:
  - 2.1 Obtaining Certificate Electrical Safety and Certificate of Occupancy and Use.
  - 2.2 Obtaining Certificate Electrical Safety for Battery storage systems with no structural changes or where Certificate of Occupancy and Use is not required.
3. Category B product/s mandatory requirement:
  - 3.1 Obtaining Certificate Electrical Safety
  - 3.2 Where a fluorescent tube (of any length) or halogen downlight fixture has been included in the eligible actions for upgrade, the Program has specific requirements for how the upgrade is to be carried out to ensure the maximum energy efficiency benefits are realised. The **Lighting Requirements** factsheet can be requested from the Program Administrator which outlines the requirements for these lamp upgrades and should be passed onto the electrician or lighting specialist to ensure the requirements are met.
4. All completed works and installations must be successfully tested and commissioned by the supplier prior to being handed over to the Entity. This includes but is not limited to ensuring that all related safety and legal requirements, applicable Australian standards and regulations are met.

## 6.6 Step 6 – Rebate claim and feedback

1. After the installation is completed, the eligible Entity at minimum must pay the co-contribution required (as noted in section 2.2, paragraph 2) for the works prior to submitting any claim request to the Program;
2. The eligible Entity must submit a completed and signed Rebate Claim Form and supporting documents for approval to the Program no later than six months from the date the Program administrator approved the Pre-approval Form (exceptions as per section 8.1 paragraph 3). Supporting documents include:
  - 2.1 Suppliers tax invoice and proof of payment (as per section 6.6, paragraph 1).
  - 2.2 Certificate of Electrical Safety and/or Certificate of Occupancy and Use.  
(See section 6.5 for product/s and associated mandatory requirement)
3. The rebate will be reimbursed in accordance with these terms and conditions.
4. No rebate will be paid for any upgrade works or product installations that were not approved by the Program administrator as part of the Pre-approval Form.

5. The eligible Entity must agree to a check of the eligible premise by a person authorised by the EPSDD where the works were undertaken, or product/s installed as a part of the Program.
6. The eligible Entity must agree to provide the ACT Government post-installation energy bills and proof of gas disconnection if requested. The data collected may be used to evaluate savings as a result of the Program.

## 7. Financing

As with any purchase, entities should carefully consider the potential costs and benefits of any of the product/s included in the Program before committing to buy. Before committing to any purchase, entities should also consider their ability to successfully make repayments.

## 8. Program participation

### 8.1 Expiry date of the program and program changes

1. EPSDD reserves the right to change any or all of these terms and conditions or cancel the Program in its absolute discretion and will notify the eligible Entity of any such change within 14 days from the date of change. Pre-approvals approved prior to the Program changes will not be affected provided approval was granted within the previous six months from the date of change or cancellation of the Program.
2. EPSDD will not be liable to make any payment of a rebate or any other compensation to an Entity who has undertaken works but does not submit the required forms on time (as specified in section 6 Program process), or otherwise has not complied with these terms and conditions.
3. EPSDD in its absolute discretion may grant an extension period to an eligible Entity to complete work and submit the related supporting documents under the Program. Extension requests must be made in writing, and approved by the Program Manager, prior to the expiration of the Rebate claim form approval (as specified in the section 6.6 paragraph 2).

### 8.2 Indemnity

The eligible Entity indemnifies the EPSDD, its employees and agents against liability in respect of all claims, costs and expenses for all loss, damage or injury to persons or property caused directly or indirectly by the eligible Entity in connection with the eligible Entity's participation in the Program.

EPSDD makes no representation, warranty or guarantee, whether expressly or implied, for the information contained in these terms and conditions. EPSDD expressly disclaims all liability for any loss or damage incurred by any person arising from, or because of, any person's use of or reliance on any information, statement, opinion or matter (express or implied) contained in, derived from, or omitted from these terms and conditions, except for any liability which cannot be excluded as a matter of law.

### 8.3 Privacy notice

The personal information provided to EPSDD enables the processing of your application. If all or some of the personal information is not collected, EPSDD cannot process your application. The Directorate will not share this personal information with other government agencies or other organisations except in accordance with the *Information Privacy Act 2014* or as required by another law. The EPSDD Information Privacy Policy can be found at [www.planning.act.gov.au/about-us/privacy/information-privacy-policy](http://www.planning.act.gov.au/about-us/privacy/information-privacy-policy) The Information Privacy Policy Annex contains information in regard to what information EPSDD collects and to whom it is disclosed. The policy also contains information about how entities may access or seek to correct their personal information held by EPSDD, and how entities may complain about an alleged breach of the ACT Privacy Principles.

## 9. Roles and responsibilities

### 9.1 Entity (your) role

As a participant in the Program your role is to:

1. read and understand these terms and conditions;
2. research and educate yourself on the product/s most suited to your needs. Program assessors, and resources on the website can assist with your research;
3. check your eligibility in accordance with the eligibility section 5;
4. select the best quote for your needs;
  - 4.1 Expected costs and savings: Although there may be substantial benefits associated with installations made under the Program, there are also significant costs involved. It is important you fully understand the potential costs and savings, to make an informed decision about whether this offer is right for you.
5. understand your obligations under your contract with your supplier (potentially seek financial advice);
6. choose supplier(s) that best meet your individual requirements and expectations;
  - 6.1 Be wary of fraudulent suppliers. Be sure to check that your supplier has all the relevant Territory licencing requirements.
    - 6.1.1 Visit ACT Government Construction Professionals list at <https://www.accesscanberra.act.gov.au/s/public-registers>
    - 6.1.2 Visit CEC Installer list at [www.cleanenergycouncil.org.au/consumers/buying-solar/find-an-installer](http://www.cleanenergycouncil.org.au/consumers/buying-solar/find-an-installer)
    - 6.1.3 Visit Clean Energy Council Approved Solar Retailers list at [www.cleanenergycouncil.org.au/consumers/buying-solar/find-an-approved-solar-retailer](http://www.cleanenergycouncil.org.au/consumers/buying-solar/find-an-approved-solar-retailer)

7. have read and understood the supplier(s) terms and conditions including warranty period and product maintenance requirements;

**Note:** The supplier should be able to assist in answering questions regarding the product/s and offer training for its correct operation. Information on processes such as, specific maintenance requirements, related emergency processes and contact details to seek additional support if needed should also be shared with the Entity. In the event of a product/s failure the Entity should contact the supplier(s) that completed the installation.

8. submit all the required documents and information for approval in accordance with the eligibility section 5 and application process section 6; and
9. consent to ACT Government collecting your information for ongoing updates and improvements to the delivery of the of the Program.





