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What to Gather Before You Start

Renewables Community Benefit Toolkit — Input Resources Guide

Everything you need on hand before running each of the five modules — organised tool by tool, with an estimated gather time for each. Fill in what you already know; every tool on this toolkit flags what's missing automatically, so nothing here needs to be perfect before you start.

KEY INSIGHT

This is built to be worked through in stages, not one sitting. A council's CBA negotiation runs over months — most councils gather what's below across several sessions, and come back to update Modules 1–3 as facts change. Total active gather time across all five modules: roughly 2–3 hours.

Companion guides: What This Toolkit Produces (output map) and Real Settled Agreements — Comparables Sheet. Available from the same Free Resources section at consultancydd.com/council/.

How to Use This Guide

Each of the five modules below lists exactly what that tool asks for — pulled directly from the live pages, not a generic checklist. Work through them in order the first time; after that, come back to whichever module needs updating as your project or negotiation moves.

Before You Touch Module 1

Two things apply across the whole toolkit, not just one module:

- ☐ Access to at least one of: Claude, ChatGPT Pro, or Gemini Pro — every module hands you a pre-written prompt to run in your AI tool of choice, then paste the result back into the page.
- ☐ For two specific steps — Module 2's project status check, and Module 3's council rate verification — you need a tool with live web search or Deep Research mode specifically. A standard chat without web access will confirm a stale figure as readily as a current one, so these two steps don't work with a plain chat model.

NOTE

You don't need every item below gathered before opening a module. Anything left blank is flagged for verification automatically — start with what you have, and treat this guide as a checklist to close gaps, not a gate that blocks you from starting.

1

Regional DNA Profileconsultancydd.com/council/regional-dna-profile/

Builds the master profile for your council or LGA — the single source every other module in this toolkit draws on.

What to Gather

- ☐ Official council/LGA name, as it appears in state records.
- ☐ Current population figure, and any recent growth projections your council has published.
- ☐ Housing capacity data — vacancy rates, planned developments, and worker accommodation capacity if a construction workforce is expected.
- ☐ Existing infrastructure capacity notes — water, roads, and utilities relevant to a construction-scale project.
- ☐ Your council's current strategic priorities, drawn from the Corporate Plan or equivalent.

ESTIMATED TIME — 20-30 min with data on hand; longer pulling fresh from council documents

2

Project & Impact Mapperconsultancydd.com/council/project-impact-mapper/

Turns the renewables, BESS, and transmission pipeline into a council-specific map. Feeds the Benchmark Calculator and Negotiation Position Builder directly.

What to Gather

- ☐ Your council name from Module 1 — used for the Quick Match lookup against the embedded 19-project pipeline dataset (compiled June 2026).
- ☐ An AI tool with live web search or Deep Research mode ready — see the prerequisites on page 2.
- ☐ Once Quick Match / Step 1 returns results, note the project name it identifies (usually the first or most material project listed) — you'll need it to run the Step 2 verification.

ESTIMATED TIME — Quick Match is instant; Step 1 and Step 2 run 10–15 min each, mostly AI processing time

3

Benchmark Calculatorconsultancydd.com/council/benchmark-calculator/

Turns a project's MW or MWh into an evidence-based Community Benefit Agreement value range, checked against Queensland's community benefit rates and real settled agreements.

What to Gather

- ☐ Your saved Project & Impact Map from Module 2 — or be ready to paste its text in for auto-fill.
- ☐ Technology type: solar farm, wind farm, standalone battery storage, or other storage (e.g. pumped hydro).
- ☐ Capacity in MW, and storage capacity in MWh if the project includes BESS or other storage.
- ☐ Agreement term in years — defaults to 25; confirm if your negotiation is targeting a different term.
- ☐ Development stage, carried across from Module 2.
- ☐ The same Deep Research access from Module 2 — needed to check whether your council has already published its own Renewable Energy Community Benefit policy rate, which can override the sector reference.

ESTIMATED TIME — Reference value calculates instantly; the rate-verification step is another 10–15 min

4

Negotiation Position Builderconsultancydd.com/council/negotiation-position-builder/

The longest module — nine steps, and the one that produces a document you actually put in front of a developer. Most of what it needs is the output of Modules 1–3, already assembled.

What to Gather

- ☐ Module 1 output (Regional DNA Profile) and Module 2 output (Project & Impact Mapper) — pasted in, not re-keyed by hand.
- ☐ Technology, capacity (MW), BESS capacity (MWh) if applicable, and development stage — confirmed against Module 2, not re-entered from scratch.
- ☐ Module 3 output (Benchmark Calculator) — or, as a fallback only, a manual rate in \$/MW/yr or \$/MWh/yr.
- ☐ A local priority list: what would your council actually spend the negotiated benefit on? Come with structured, costed ideas — this is the "what we'd spend it on" half of the ask, and it needs real figures, not placeholders.
- ☐ A read of the comparables generated by Module 3, ready to pick the 2–4 most persuasive against this specific developer and project scale.
- ☐ Access to Claude (or your preferred AI tool) for the draft position generation step.

Step 8 is a QA exception gate — every figure must be sourced and every VERIFY tag resolved before the clean, council-ready export unlocks. Budget time for this, not just the data entry.

ESTIMATED TIME — 45–60 min — most of it on the Local Priority List, which needs real deliberation

5

Local Business & Community Readiness Packconsultancydd.com/council/local-business-readiness-pack/

Turns the construction window into captured local value — a one-time briefing for local businesses, and a standing plan tracking every funding and supplier channel available.

What to Gather

- ☐ Your council name — the Regional DNA Profile and saved Project & Impact Map are embedded automatically once selected.
- ☐ Access to Claude, ChatGPT Pro, or Gemini Pro for the Local Business Readiness Briefing and Standing Plan prompts.
- ☐ A decision on who's producing the accompanying photo before the final assembly step — this module deliberately keeps image generation separate from the text, so no AI ever has to render specific words into an image.

ESTIMATED TIME — 20–30 min for the Briefing and Standing Plan combined

At a Glance

#	Module	What you need most	Est. time
1	Regional DNA Profile	Population, housing capacity, strategic priorities	20–30 min
2	Project & Impact Mapper	Council name + Deep Research access	10–15 min ×2
3	Benchmark Calculator	Technology, MW/MWh, agreement term	10–15 min
4	Negotiation Position Builder	Modules 1–3 outputs + a costed local priority list	45–60 min
5	Local Business & Readiness Pack	Council name + AI tool access	20–30 min

None of this needs to happen in one sitting. The toolkit is built to be re-entered — most councils work through Modules 1–3 early, then return to update the Negotiation Position Builder as the developer's timeline, the Social Impact Assessment, or the council's own priorities shift.

READY TO START?

Open Module 1 at consultancydd.com/council/regional-dna-profile/ — or book a CBA Readiness scoping call if you'd rather have this run for you as part of a CBA Readiness Pack engagement.