



Solar Schools Program

Program Guidelines

INTRODUCTION

The Solar Schools Program supports solar (photovoltaic or PV) power systems installed in Western Australian Government schools.

The objectives of the program are to:

- enable students to learn about renewable energy and ways to save energy;
- raise community awareness of sustainable energy;
- increase the uptake of renewable energy; and
- lead to the long term reduction of greenhouse gas emissions.

The aim of the program is to support solar power systems on 350 schools by 2010.

For solar power systems up to 1.05kW in size, schools contribute \$1,000 towards the cost of the system, with the balance being met through the Solar Schools Program.

Applications to the program are invited through funding rounds, usually held in March and August each year.

Solar power systems must be purchased and installed **only after** an application has been approved through a funding round.

The Solar Schools Program is funded by the Western Australian Government and administered by the State's Sustainable Energy Development Office (SEDO).

For more information please contact:
Sustainable Energy Development Office
Phone: (08) 9420 5600
Email: sedo@energy.wa.gov.au
Level 9 / 197 St Georges Terrace
PERTH WA 6000

SCHOOL REQUIREMENTS

1. The applicant to the program must be a Government primary, middle or high school.
2. Applications must be submitted by an authorised representative of the school before the closing date of each funding round.
3. Schools must agree to carry out a range of educational activities associated with the solar power system, as set out in the *School Obligations* section of these guidelines. Schools must also agree to meet the reporting requirements of the program.
4. Schools must demonstrate that sufficient resources will be available for the successful installation of solar power systems and implementation of educational and other activities associated with the systems.
5. Schools must ensure that a solar power system on which a rebate has been obtained remains at the given location for at least five years following payment.
6. Schools must contribute at least \$1,000 towards the cost of a solar power system. This contribution cannot come from another government funding program, apart from through the WA Department of Education and Training. Schools cannot access funding for a system from any other government funding source or from any third party, where this leads to a school obtaining more funding for a system than the system costs.
7. Schools must ensure that photovoltaic modules can be installed in a suitable location on or near school buildings, which receives a high level of sunshine through the year and which deters attempts of theft and vandalism.
8. Schools can only receive one rebate through the program. Schools that have previously installed a solar power system under another government rebate program cannot receive a rebate under the Solar Schools Program.

SOLAR POWER SYSTEM REQUIREMENTS

9. Solar power systems on which a rebate is sought must be **new** and must be purchased **after** a *Pre-purchase Application* has been approved by SEDO.
10. Rebates are only available for new, complete, grid-connect, photovoltaic power systems with a rated generating capacity of at least 0.95kW.
11. All systems must be supplied, designed and installed by businesses or individuals that meet the *System Supplier, Designer and Installer Requirements* of the program.
12. Solar power systems and all equipment used in the systems must be reliable, safe and must meet all relevant Australian Standards. System components must meet relevant International Standards if there are no relevant Australian Standards.
13. Systems must meet all relevant Government laws and regulations, including Local Government building requirements. Systems must be approved for connection to the electricity grid by Western Power.
14. System components and the school's switchboard must be adequately labelled for operation, maintenance and safety purposes.
15. Photovoltaic modules must be mounted to withstand attempts at theft and vandalism. Modules must be installed with appropriate security fasteners that require a special tool to assemble and disassemble.
16. Appropriate warranties for individual components must be provided. Manufacturer warranties for all major components must be for a period of one year or more, with the exception of photovoltaic modules for which manufacturer warranties must be for a period of ten years or more.
17. Inverters used in systems must be capable of measuring and recording the system's performance. A communication link and software must be installed such that this performance data can be easily accessed on a school computer or through the school's computer network.

SYSTEM SUPPLIER, DESIGNER AND INSTALLER REQUIREMENTS

18. Solar power system suppliers must meet all requirements set out in the *Solar Schools Supplier Pre-approval Guidelines* and must be pre-approved by SEDO.

19. Suppliers, designers and installers must ensure that the relevant requirements set out in the *Solar Power System Requirements* section are met.
20. Suppliers must offer a five year maintenance service to schools.
21. With each system suppliers must provide an Operation Manual which includes:
 - a list of equipment supplied, including manufacturers' documentation;
 - a system electrical connection diagram;
 - operational procedures for the system, including basic fault finding;
 - a guide to shutting down, isolating and re-starting the system; and
 - maintenance procedures and timetable.
22. Suppliers must ensure that each system is satisfactorily commissioned and that school staff are educated about how the system works and basic operational procedures.
23. The installer will liaise with the school and the relevant energy utility with respect to grid connection, system installation and commissioning and training school staff on system operation and maintenance.
24. Installers must comply with the Department of Education and Training's Criminal Record Screening requirements and Occupational Safety and Health policy.
25. Suppliers, designers and installers involved in a breach of these guidelines, that act illegally, provide false information or do not supply equipment and services for which payment has been received may be excluded from supplying systems under the program.

REBATES AVAILABLE

For solar power systems with a rated generating capacity up to 1.05kW, schools contribute \$1,000 towards the cost of the system, with the balance being met through the Solar Schools Program.

Schools can choose to install a larger system, but must meet any system costs above \$12,500 (or above \$13,000 for schools in regional areas). In certain remote ('off-grid') and rural ('fringe of grid') areas, an additional rebate may be available through the Renewable Remote Power Generation Program for system costs greater than \$13,000.

System components eligible for a rebate include:

- solar energy generating equipment, including photovoltaic modules and associated support structures, maximum power point trackers, charge regulators, cable inter-connectors and circuit protection;

- essential enabling equipment including inverters, cabling, conduit, fuses, DC circuit breakers, isolation switches, DC switchboards, operation manuals, meters and monitoring equipment; and
- essential non-equipment expenditure including installation and commissioning.

A pre-approved supplier must provide schools a list of the costs of major system components and services and how the supplier meets each criteria of any request for quotation.

SEDO will assist schools to evaluate quotes. Where SEDO considers that the cost of a solar power system is too high, then the school will be required to justify the costs or obtain two additional quotes for the supply of a similar system.

SEDO has the right to make the final determination as to what costs are eligible for a rebate under these guidelines.

ASSESSMENT PROCESS

Applications are invited through funding rounds, usually held in March and August each year.

In each funding round SEDO will assess applications and approve those which best meet the objectives of the program in addition to meeting all eligibility requirements of the program.

SEDO will also consider the size of schools and the resources that smaller schools have available to implement education and awareness raising initiatives.

A standardised scoring system will be used to assess applications.

APPLICATION PROCEDURE

The procedure for making an application to the Solar Schools Program is as follows:

1. The school reads the *Program Guidelines* and information about solar power systems.
2. The school completes a *Pre-purchase Application* form and submits it to SEDO before the close of each funding round. All information requested in the form must be provided for SEDO to properly assess an application. Applications must be approved before equipment is purchased and installed.
3. SEDO assesses the application against the eligibility criteria and objectives for the program. SEDO will approve rebates for applications which best meet the objectives of the program in addition to meeting all eligibility requirements. Schools will be advised of the outcome within six weeks of the closing date of each funding round.

4. If an application is approved the school then orders and installs the solar power system. Approvals are valid for a period of six months from the date of approval.
5. When the system installation has been completed, the school must forward to SEDO a completed *Rebate Application* form including attachments as required.
6. SEDO will assess the *Rebate Application* and the details of the installed system against information provided in the original *Pre-purchase Application*. Payments of rebates will usually be actioned within four weeks of receipt of a fully and correctly completed *Rebate Application* including all necessary attachments.

SCHOOL OBLIGATIONS

Education and awareness raising activities

Schools must incorporate lessons on renewable energy and energy efficiency across curriculum strands of the Curriculum Framework.

Schools must conduct a basic whole-of-school energy audit, performed by students, and identify opportunities for reducing energy use.

Schools must raise awareness of the solar power system and sustainable energy within the broader school community. Schools are encouraged to do this through a formal launch, and provide SEDO with reasonable notice of the launch date. Following the launch schools should publicise the solar power system in the school's newsletter, website or through other means.

As education and awareness raising activities form part of the basis of the assessment process for this program, schools should demonstrate a commitment beyond these minimum obligations.

Publicity of systems

Schools must make best endeavours to ensure that any publicity about a solar power system receiving a rebate through this program appropriately acknowledges the support provided through the WA Government's Solar Schools Program. Schools in particular rural and remote areas must also acknowledge any support provided through the Australian Government's Renewable Remote Power Generation Program.

Performance reporting

The school must complete a standard report on the performance of a power system subject to a rebate on an annual basis for up to five years. The report form will be sent out annually by SEDO. There may be other requests for information from time to time.

Equipment to remain at project location

The school must ensure that all equipment on which a rebate has been obtained under this program remains in operation at the specified location for at least five years following payment. If the system is removed for any reason, the rebate must be repaid on a pro-rata basis.

Inspection of systems

During the five years following payment of a rebate a representative of SEDO may (upon reasonable request) visit the installation in order to assess compliance with program guidelines. Western Power may inspect installations to ensure that they comply with relevant regulations.

Breach of contract

Where SEDO considers that a school has breached the requirements of this program the school is obligated to rectify the breach or to repay the rebate.

RIGHTS RESERVED BY SEDO

No SEDO warranty

There is no warranty given or implied by SEDO on any aspect of solar power systems funded through the Solar Schools Program and SEDO accepts no representations for the quality of, or any other feature of, systems for which rebates are approved, or for the quality of services provided by system suppliers.

Indemnity

The school acknowledges that neither SEDO nor any of its authorised representatives accept any liability in respect of any claim or cause of action arising out of, or in relation to, any solar power system that is the subject of a funding application.

The school agrees that it will indemnify SEDO for any claim or liability arising out of, or in relation to, a solar power system that is the subject of a funding application.

Information

SEDO reserves the right to publish information about schools that have had applications approved under the program and have installed systems under the program, including the size of systems installed. Any private or confidential information provided will be kept confidential.

Right to alter program guidelines

SEDO reserves the right to change these program guidelines at any time. If changes are made rebates approved prior to the changes will be unaffected. While the program is expected to run until June 2010, SEDO reserves the right to end the program sooner if available funds are exhausted or other circumstances necessitate this action.

Schools should not assume they will receive a rebate on submitting an application. SEDO reserves the right to reject any application that does not clearly meet the requirements of the program and will be the sole arbitrator in determining if the requirements are met and the rebate level applicable.

FURTHER INFORMATION

Further information is available from:

Sustainable Energy Development Office
Phone: (08) 9420 5600
Email: sedo@energy.wa.gov.au
Web: www.sedo.energy.wa.gov.au
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PERTH WA 6000

General information about solar power systems, renewable energy and reducing energy use is available from:

www.sedo.energy.wa.gov.au
SEDO's Energy Smart Line on 1300 658 158

Information about the Renewable Energy Buyback Scheme is available from:

www.synergyenergy.com.au
www.horizonpower.com.au

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