



WA Solar Schools Program Program Guidelines

INTRODUCTION

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

For solar power projects with an installed generating capacity of at least 950 Watts, the WA Solar Schools Program will contribute up to \$12,500 (ex GST) for metropolitan schools and up to \$13,000 (ex GST) for regional schools.

Funding is available for both new systems and additions to systems. For additions to systems the school must not have previously received funding from the Sustainable Energy Development Office (SEDO) for that system.

Schools must fully comply with the conditions and procedures outlined in these guidelines to be eligible for the program.

The Department of Treasury and Finance – Building Management and Works (DTF-BMW) is responsible for procuring solar power systems on behalf of government schools.

For non-government schools, solar power systems must be ordered and installed **after** a pre-purchase application has been approved by SEDO. Systems that do not meet this requirement will not be eligible for funding.

The WA Solar Schools Program is funded by the Western Australian Government and administered by SEDO.

The program is expected to run until June 2012, subject to the availability of funds. The State Government reserves the right to alter these guidelines at any time.

For more information please contact:

The Sustainable Energy Development Office

Phone: (08) 9420 5600

Email: solarschools@energy.wa.gov.au

SCHOOL REQUIREMENTS

1. The applicant to the program must be a WA primary, middle or high school.
2. Non-Government schools must be registered by the Minister for Education under the *School Education Act 1999* and must be not-for-profit.
3. Applications must be submitted by an authorised representative of the school.
4. Schools must demonstrate that sufficient resources will be available to successfully manage the installation of solar power systems and implementation of educational and other activities associated with the systems.
5. Schools can source additional funding to install larger solar power systems. However, schools cannot access funding for a system where this leads to a school obtaining more funding for a system than the system costs.
6. Schools must ensure that photovoltaic modules can be installed in a suitable location on or near school buildings that receives a high level of sunshine throughout the year and which deters attempts of theft and vandalism.
7. Single campus schools can only receive one rebate through the WA Solar Schools Program.
8. Multi-campus schools may receive more than one rebate through the WA Solar Schools Program. SEDO has discretion over the number of rebates available.
9. Schools that have previously installed a solar power system using funding from SEDO cannot receive a rebate under the WA Solar Schools Program.
10. Schools are required to retain and not trade the Renewable Energy Certificates (RECs) made available through the WA Solar Schools Program until national energy policy matters related to RECs and the Solar Credits are resolved. Further advice will be given by SEDO when the matter is clarified.

11. Where a school combines funding from the Australian Government's National Solar Schools Program and the WA Solar Schools Program to install a single new, complete solar power system, SEDO deems the system to be two separate projects for administrative purposes. Where this occurs, the following conditions will apply:

- the WA Solar Schools Program will only fund solar panel additions to National Solar Schools Program funded system components (see *Rebates Available* section for further details).
- the requirements for both programs must be followed;
- schools must acknowledge that the increased administrative complexity may increase the time taken to approve and implement the project; and
- invoices for the project must separately identify the system components and services funded through the WA Solar Schools Program and the National Solar Schools Program.

12. Government schools must follow Department of Education and Training guidelines for procuring and installing solar power systems and associated equipment, including data monitoring equipment. Government schools are required to contact the Department of Treasury and Finance – Building Management and Works for further details.

13. Non-Government schools must follow appropriate procurement procedures as approved by SEDO:

- Non-government schools are required to seek value for money.
- Non-government schools need to obtain quotes from SEDO pre-approved suppliers. Quotes must list the costs of major system components and services and how the supplier meets each criteria of any request for quotation. SEDO can provide templates for this purpose.
- SEDO recommends that non-government schools request quotes from at least three pre-approved suppliers.
- Schools need to submit their preferred quote to SEDO in their *Pre-purchase Application*. The *Pre-purchase Application* must be approved by SEDO before equipment is ordered and installed.

Education and awareness raising activities

14. Schools must incorporate lessons on renewable energy and energy efficiency into their teaching programs. These lessons must include monitoring the output of the solar system and factors affecting that output.
15. Schools must conduct a basic whole-of-school energy audit, performed by students, and identify opportunities for reducing energy use.
16. Schools must raise awareness of the solar power system and sustainable energy within the broader school community. Schools are encouraged to publicise the solar power system in the school's newsletter, website or through other means. Schools may also consider a formal launch of the system. Where this occurs, schools must provide SEDO with reasonable notice of the launch.

Publicity of systems

17. 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. The following acknowledgement should be used:

"The solar power system was installed with funding assistance from the WA Solar Schools Program. For further information on solar power or ways to save energy in the community, please contact the Energy Smart Line on 1300 658 158."

Performance reporting

18. 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

19. 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

20. 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. Department of Commerce (Energy Safety) may inspect installations to ensure that they comply with relevant regulations.

Breach of contract

21. 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.

SOLAR POWER SYSTEM REQUIREMENTS

22. Solar power system equipment on which a rebate is sought must be **new** and must be ordered either through DTF-BMW if a government school or **after** a *Pre-purchase Application* has been approved by SEDO if a non-government school. Services essential for the implementation of systems must be provided and paid for after a *Pre-purchase Application* has been approved by SEDO (with the exception of design services and energy reviews).
23. Rebates are only available for photovoltaic power projects with a rated generating capacity of at least 950 Watts. Where the inverter does not match the output of the solar array, schools may be required to certify that they understand and accept the risks associated with this type of arrangement.
24. Rebates are available for:
 - a) new, complete PV systems incorporating photovoltaic generating equipment, a grid interactive inverter and other essential equipment required to make the system operational;or
 - b) solar panel additions of at least 950W to a new or existing PV system (provided the new or existing PV system has not already been the subject of a rebate from SEDO).
25. All systems must be supplied, designed and installed by businesses or individuals that are currently pre-approved for the program
26. 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.

27. Systems must meet all relevant Government laws and regulations, including Local Government building requirements and electrical safety requirements.
28. Systems must be approved for connection to the electricity grid by Western Power or Horizon Power, as relevant.
29. System components and the school's switchboard must be adequately labelled for operation, maintenance and safety purposes.
30. 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.
31. 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.
32. A reliable means of measuring and recording total electricity output from the system must be installed. The monitoring system must meet Department of Education and Training, Catholic Education Office or school specific requirements. The system must facilitate the learning objectives of the program by including:
 - software and internet access to allow system performance data to be easily accessed from a school computer; and
 - a means of storing the system data for at least one year.

SYSTEM SUPPLIER, DESIGNER AND INSTALLER REQUIREMENTS

33. Solar power system suppliers, designers and installers must meet all requirements set out in the *WA Solar Schools Supplier Pre-approval Guidelines* and must be currently pre-approved by SEDO for the program. They must also ensure that the relevant requirements set out in the *Solar Power System Requirements* section are met.
34. All suppliers, designers and installers undertaking WA Solar Schools Program projects within government schools through the DTF-BMW Panel of Contractors must meet all the relevant DTF-BMW tender requirements.
35. Suppliers must offer a minimum 12 month installation (labour) warranty and a five year maintenance service to schools.

36. 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.
37. Suppliers must ensure that each system is satisfactorily commissioned and that school staff are educated about how the system works and basic operational procedures.
38. 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.
39. Installers must comply with the Department of Education and Training, Catholic Education Office or school specific Criminal Record Screening requirements and the Department for Child Protection Working With Children requirements. They must also comply with any relevant Occupational Safety and Health policies.
40. 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 projects with a rated generating capacity of at least 950W, the WA Solar Schools Program will contribute up to \$12,500 (ex GST) for schools in metropolitan areas and up to \$13,000 (ex GST) for schools in regional areas.

Schools can choose to install a larger system, but must source additional funds to meet any system costs above \$12,500, or above \$13,000 for schools in regional areas.

For a new, complete PV system the following components are eligible for a rebate:

- 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 design, installation and commissioning.

For solar panel additions to a new or existing PV system or when using combined funding from the WA Solar Schools Program and the National Solar Schools Program to install a single new, complete PV system the following components are eligible for a rebate:

- photovoltaic modules and associated support structures;
- essential enabling equipment including associated cabling, conduit and isolation switches; and
- essential non-equipment expenditure including installation costs

Rebates are not available for consultant fees.

SEDO has the right to make the final determination as to what costs are eligible for a rebate under these guidelines and whether the project offers value for money.

APPLICATION PROCEDURE

The procedures for making an application to the WA Solar Schools Program are as follows:

Government Schools

1. The school reads the *Program Guidelines* and information about solar power systems.
2. The school completes a *Registration Form* and submits it to SEDO.
3. SEDO assesses the application for registration and registers schools that meet the requirements of the program. Schools will be advised of the outcome of the registration process by mail. This will normally occur within four weeks of submitting a fully completed *Registration Form*.
4. If an application for registration is approved the school contacts DTF-BMW to arrange procurement of the solar power system.
5. DTF-BMW arranges installation of the solar power system and liaises with SEDO over the rebate approval and payment

Non-Government Schools

1. The school reads the *Program Guidelines* and information about solar power systems.
2. The school completes a *Registration Form* and submits it to SEDO.

3. SEDO assesses the application for registration and registers schools that meet the requirements of the program. Schools will be advised of the outcome of the registration process by mail. This will normally occur within four weeks of submitting a fully completed *Registration Form*.
4. If an application for registration is approved the school undertakes the procurement process set out under the *School Requirements* section of these guidelines.
5. Registered non-Government schools must complete a *Pre-purchase Application Form* and submit it to SEDO for approval. All information requested in the form must be provided for SEDO to properly assess an application. **The *Pre-purchase Application* must be approved before equipment is ordered and installed.**
6. Schools must apply to Western Power or Horizon Power for approval to connect to the electricity grid. Schools must also apply for and obtain any other necessary approvals.
7. SEDO assesses the *Pre-purchase Application* and approves those that meet the requirements of the program, subject to available funding. Schools will normally be advised of the outcome by mail within four weeks of submitting a fully completed *Pre-Purchase Application*.
8. Once a *Pre-purchase Application* has been approved, the school then orders and installs the solar power system. Pre-purchase approvals are valid for a period of six months from the date of approval.
9. When the system installation has been completed, the school must forward to SEDO a completed *Rebate Application* form including all attachments as required. *Note: All invoices provided as evidence of payment for the system must be addressed to the applicant and not a different entity.*
10. 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. SEDO will pay the rebate to the school.

SEDO requires full details (entered into the correct forms or attached as required) to assess applications and reserves the right to suspend processing of incomplete applications until all necessary details have been provided. SEDO will advise any school so affected of the necessary details required to complete an application.

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 WA Solar Schools Program. 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 2012, 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 when registering for the program. 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.

CONTACT DETAILS

For enquiries about the WA Solar Schools Program, please contact:

WA Solar Schools Program
Sustainable Energy Development Office
Level 9, 197 St George's Terrace
PERTH WA 6000
Phone: (08) 9420 5721 (Govt Schools)
or (08) 9420 5634 (Non-Govt Schools)
Fax: (08) 9420 5699
Email: solarschools@energy.wa.gov.au
Web: www.sedo.energy.wa.gov.au

FURTHER INFORMATION

Energy Smart Line

For general enquiries about solar power systems, renewable energy and/or reducing energy use, please contact SEDO's Energy Smart Line:

Phone: 1300 658 158

Renewable Energy Buyback Schemes

For enquiries about selling excess electricity under a Renewable Energy Buyback Scheme (REBS) contact:

Synergy (for metropolitan schools)
Web: www.synergyenergy.com.au

or

Horizon Power (for regional schools)
Web: www.horizonpower.com.au

National Solar Schools Program

For enquiries about the Australian Government's National Solar Schools Program contact:

Department of Environment, Water, Heritage and the Arts
GPO Box 787
Canberra ACT 2601
Phone: 1800 703 831
Email: nationalsolarschools@environment.gov.au
Web: www.environment.gov.au