

## Step by Step Guide for the Hotham Solar Plan - 7/3/11

### This is The Plan!

1. Study our brochure and its attached comprehensive information about all aspects of the project and related matters (such as feed-in tariffs, Govt programs etc). As an update, most retailers are now offering 66 c premium Feed In Tariff (plus GST), further enhancing the benefits.
2. We encourage you to follow the links for more detailed information on specific areas.
3. If any questions, please call or email any time.
4. If satisfied with the concept, please register with us to arrange a site inspection for a site-specific assessment – [solar@hsa.asn.au](mailto:solar@hsa.asn.au). This is an essential step before any performance undertakings can be made. No two buildings are the same.
5. Arrange copies of at least the last 12 months of power bills and if possible supply a dimensioned roof plan. (Either email to [solar@hsa.asn.au](mailto:solar@hsa.asn.au) or fax to 03 9013 9421, att: HSA\_Solar).
6. We will provide an initial performance estimate and a quotation.
7. If satisfied, please confirm your authority to proceed and arrange for a deposit, as detailed on the quotation. (The quotation will also outline the remaining installment dates – essentially on site delivery then following commissioning).
8. We will then commence the detailed design, product procurement and installation scheduling. We will analyze your consumption and may discuss opportunities for efficiency improvements.
9. We will discuss possible inverter locations – typically internally, near either your Main Switch Board or a Sub-Board. It should be readily accessible (like your MSB) for ease of viewing its display panel (monitoring and diagnostics reporting) and in the event of a safety shutdown.
10. We will submit the system design for approval from the electrical distributor (SP Ausnet, who require a 20 business day turnaround).
11. We plan to coordinate the installation by combining site works, plant hire & deliveries, hence timing is important.
12. We will discuss tariff options for your site and assist in working with your electrical retailer or assessing alternative energy suppliers. This will be an important step as the call centres of many retailers (to whom you will be directed) are largely unfamiliar with solar tariffs and renowned for widely inaccurate information. Technically, if you are registered for GST, they will add GST to their FITs, however they may add GST whether you are registered or not (presumably for their accounting consistency). This will be an issue because all clubs (in this solar scheme) are highly likely to receive credits for most (if not all) of their power bills.
13. Installation will be performed by fully accredited installers (who are also licenced electricians and will issue an Electrical Safety Certificate).
14. Following installation, we will arrange for licenced electrical inspectors to inspect each site.
15. On your behalf, we will then arrange through your retailer to upgrade your electricity meter (to a bi-directional meter) so that your solar export can be correctly recorded. (SP Ausnet may alternatively elect to supply an AMI “Smart” meter if available at the time, but they have advised this is currently unlikely.)
16. Unless you have elected otherwise, we will register and trade your Small Scale Technology Certificates (“STCs”, formerly known as “RECs”) on your behalf and assign the credit to your account (as an installation discount). (Note that this is assumed in the offer price).
17. We will explain the system's operation and provide you with a documentation kit comprising manuals & warranties on all components, as-installed records, electrical safety certificate plus operation & maintenance information and safety shutdown procedures.
18. We encourage the earliest possible registration of interest to allow sufficient time for site inspections, SP Ausnet approval and the subsequent installation rollout, given the unpredictability of roof works in late Autumn. We're planning to coordinate the installations together as much as practical and it's possible they may be arranged in two or more waves, subject to logistics. We urge the earliest possible commitment which may allow booking into an earlier installation phase.
19. The offer price applies for deposits received by the 31<sup>st</sup> of March 2011. For any orders placed after this date, although we anticipate the same component pricing, higher installation costs may apply.
20. Now it's commissioned & running – praise the sunshine!