1.40 SOLAR PANELS ON SHIRE OWNED OR MANAGED INFRASTRUCTURE OR ASSETS

OBJECTIVE

The purpose of this policy is to provide guidelines by which applications to install solar panels by lessees of Council owned or managed property will be considered.

POLICY

For purposes of this policy, the Lessee seeking approval to install solar panels on Council owned or controlled property, must make application through a Concept Enquiry form.

In submitting the application, the Lessee (applicant) both fully understands and agrees to the following conditions -

- The roof of the facility is initially assessed by an accredited contractor to determine i) adequacy for solar panel installation along with ii) capacity of the electrical grid and iii) specific benefits if installed. The contractor must provide a written statement with their business contact details and accreditation record (i.e. number) providing a response to the above three assessments.

- The Shire must pre-approve the model and type before purchase to ensure quality of solar panels and inverters to support longevity and reduce issues.

- The Lessee is responsible for applying for regulatory approvals such as Development and Building approvals (where applicable) and covering all associated costs.

- The Lessee is responsible for all costs relating to assessment, purchase and installation of solar panels, maintenance, servicing, insurances, repairs, replacement and any other associated costs and will remain the property of the Lessee during the term of their lease agreement.

- The Lessee shall not install any electrical equipment on the Premises that may overload the cables, switchboards or sub-boards. Any electrical works must be undertaken by a qualified electrician.

- The Lessee must clean (at its own expenses) at a standard recommended by the supplier, at least once a year to a minimum.

- The Lessee shall repair any damage to the premises caused by the installation, maintenance, replacement, removal or use of the solar panels.

- The Lessee shall, at its sole cost and expense, remove the solar panels at expiration of their lease agreement unless the Lessor and Lessee mutually agree that the solar panels are to remain in place and become the sole property of Lessor. If the Lessor elects to retain the solar panels, the Lessor is not required to replace the solar panels at the end of the solar panel's lifespan. New lease agreements for the applicable facility/site would factor in the existing Solar Panels, this Policy's conditions and associated Lessee's responsibilities.

SCOPE

This policy applies to all Council owned properties, infrastructure and/or assets.

RESPONSIBILITY, REVIEW POSITON AND DATE

This policy must be reviewed every two years.

Responsibility of this policy rests with the Chief Executive Officer and Executive Management Team. Responsibility of the implementation of this Policy is Corporate and Community Services (Leasing).

ASSOCIATED DOCUMENTS

The following procedures, references and/or guidelines support this policy:
- Concept Enquiry form
- Community Projects for Shire Land and Assets – Fact Sheet

DEFINITIONS

Concept Enquiry: A Shire form which must be completed when a community group/individual (Applicant) would like to alter, upgrade and/or add new infrastructure/assets to the Shire of Gingin's property (including land). The 'Concept Enquiry' is a Shire of Gingin initiative which includes an assessment process to determine whether to provide in-principle support for proposed project (concept).

Council/Shire: The Shire of Gingin as an entity of which includes elected members, staff, functions and responsibilities.

Lessor: The Shire of Gingin.

Lessee: The organisation that holds a formalised lease agreement with the Shire of Gingin for purposes of leasing Shire owned or managed land, infrastructure (e.g. facilities), grounds etc. For example, the Lessee may be a community group, club or enterprise; a service provider or a business.

Qualified Contractor: In the context of this policy, an ABN registered and authorised supplier of solar panels and/or solar accessories.

Solar Panels: Inclusive of (but not limited to) solar panels, inverters, racking, brackets, rails, fixings, fixtures, conduits, cabling, solar battery/ies. and storage units components or related improvements installed in connection therewith.

Whole of Life costs: All costs associated with the lifespan of the item including (but not limited to) operational costs; servicing, maintenance and repairs; cleaning; insurance; replacement of item at the end of the lifespan and disposal of the item after being replaced.

GOVERNANCE REFERENCES

Statutory Compliance	• Building Act 2011, • Planning and Development Act 2005 and • Subsidiary legislation.
Industry Compliance	Australian Standards (refer below examples current at the top of this Policy creation) • AS 4509 Stand-alone power systems • AS 4086 Secondary batteries for SPS • AS/NZS 3000 Electrical wiring rules • AS 1768 Lightning protection • AS/NZS 1170.2 Wind loads • AS/NZS 5033 Installation of photovoltaic (PV) arrays
Organisational Compliance	Local Planning Scheme and Regulations

POLICY ADMINISTRATION

Review Cycle	Biennial	Next Review	November 2022
Department	Corporate and Community Services		

Version	Decision Reference	Synopsis
1.	17/11/2020 – Item 11.2.1	Policy adopted