



Project Scoping Template


Project Name (ideas)	<ul style="list-style-type: none"> ▪ Renewable Energy Benalla Expo ▪ Benalla Renewable Energy Expo ▪ Benalla Solar Expo
Prepared by	<ul style="list-style-type: none"> ▪ Larissa Montgomery, Bev Lee
Objectives	<ul style="list-style-type: none"> ▪ To engage, encourage and educate the Benalla community to increase uptake of solar PV systems, reducing energy bills and greenhouse gas emissions ▪ Publicise rebates currently available ▪ Launch the Benalla Renewable Energy Fund and Community Energy Project.
Related REB vision/goals/actions	<ul style="list-style-type: none"> ▪ Transition Strategy – REPLACE 1/3 with local renewables (increase household and business solar PV generation)
Background	<ul style="list-style-type: none"> ▪ At the December 2020 meeting discussed how we could improve community engagement with REB. Suggested that we need some public events and that an expo might be a good way to get people along – could also incorporate a launch of the community energy project / revolving renewable energy fund.
Project ideas (brainstorming)	<ul style="list-style-type: none"> ▪ Bright Solar Expo - example below ▪ Combine with launch of the CEP / Community Renewable Energy Fund (invite FRV, Bendigo Bank, others?) ▪ CEP and Munro Ave Kinder presentation ▪ Solar presentation/discussion followed by Q&A – all things solar etc, rebates available ▪ [Energy efficiency, top tips followed by Q&A]? ▪ Indigo Power ▪ Mondo – Edge Project ▪ DELWP – Hume Renewable Energy Roadmap / Climate Ready Hume ▪ Local business with solar installed ▪ Solar, battery, off-grid, solar hot water – local suppliers and installers display <ul style="list-style-type: none"> – Sun Real, Solargain, Country Solar, King of Sparks, Hot n Cold Shop, Reece? – Depending on venue, may need their own table etc ▪ REB & BSGF display, Renewable Energy Fund (info/donations) ▪ Could ask for a gold coin donation towards the renewable energy fund ▪ Length: 3hrs? ▪ Day / time: Saturday morning (9-12)/afternoon (2-5), weeknight evening (6-9pm) ▪ Venue: BPACC, Glasshouse ▪ Catering: Tea, coffee, biscuits etc ▪ COVID requirements? Require registration (online – e.g. Eventbrite) ▪ Equipment / materials required: <ul style="list-style-type: none"> – Microphone & speakers – Projector & screen – Table for pamphlets etc – Chairs – Catering? Water – Sanitiser

	<ul style="list-style-type: none"> – Display material
Audience / Stakeholders	<ul style="list-style-type: none"> ▪ Community, suppliers/installers, Mondo, Indigo Power, local businesses ▪ Volunteers will be needed to assist with set up, registrations, pack up
Has anything similar been done (locally/regionally/nationally)	<ul style="list-style-type: none"> ▪ Bright All About Solar Expo (see below)
Potential risks	<ul style="list-style-type: none"> ▪ Event doesn't receive much publicity ▪ Poor attendance ▪ If outdoors – weather ▪ Speakers / presenters / installers pull out or don't turn up ▪ Insurance? ▪ Covid
Proposed delivery time frame	<ul style="list-style-type: none"> ▪ Need 6 weeks to 2 months after setting date to plan, prepare and publicise ▪ April – May (when CEP ready to launch)
External funding required? If YES, any current or future potential sources?	<ul style="list-style-type: none"> ▪ Yes – venue, catering(?), advertising (?) ▪ Council community grants (up to \$500) ▪ Business sponsorship?

Project deliverables, timeline and associated costs

(from REB and BSFG Committee endorsement)

Deliverable	Tasks	Estimated cost	Timing
<i>e.g. Develop flyer</i>	<i>e.g. Design flyer</i>	<i>e.g.</i>	<i>e.g.</i>
	<i>e.g. Print flyer</i>	<i>\$300</i>	<i>4 weeks before</i>
	<i>e.g. Distribute flyer</i>	<i>\$200</i>	<i>3 weeks before</i>
Engage speakers	Contact potential speakers and check willingness and availability	-	>6 weeks before
Find out level of interest from suppliers and installers	Check interest and availability	-	>6 weeks before
Set date	Preferred dates agreed	-	>6 weeks before
	Check venue availability and cost	-	>6 weeks before
	Select date	-	>6 weeks before
	Book venue	?	>6 weeks before
Confirm speakers			>6 weeks before
Confirm suppliers and installers			>6 weeks before
Develop flyer & distribute	Design flyer	\$300	>5 weeks before
	Print flyer	\$200	>4 weeks before
	Distribute flyer – Mail box drop – Email contact lists – Website – Social media		3 weeks before
Ensign	Discuss with Ensign / write article		3 weeks before (to appear in Ensign 2 weeks before)
Media release	Develop and distribute media release to local and regional media outlets (print, TV, radio)		
Book/organise catering?			2 weeks before
Collate registrations			1 week before, 1 day before
Set up venue			On day
Pack up venue			On day



All About Solar Expo

Pioneer Park Pavilion Bright

Expo Schedule

Friday June 14 5.30pm til 8.00pm	Saturday June 15 12.30pm til 5.00pm
<p>5.30 Expo Opens <i>Local suppliers will be manning displays to talk through renewable energy options for homes & business.</i></p> <p>7.00—8.00 Q & A Panel Session <i>We have put together a panel of solar & renewable energy gurus to share their knowledge around a range ever evolving renewable energy topics. The panel will respond to some of the most common questions about solar panels, battery storage, solar communities, opportunities for regional renewable energy and solar products waste.</i></p> <p>Panellist's</p> <ul style="list-style-type: none">• Matt Charles-Jones - Mondo Energy & President Totally Renewable Yackandandah• Ben McGowan - Indigo Power - community retailer• John Gertsakis - President Sustainable Upper Ovens & expert in e-Waste• Tom Brown - Hume Renewable Energy Roadmap• Scott Brandon - Owner of local business Bright Brewery• Brian Webb - local e-vehicle owner• Matt Hines - Local installer – Hines Electrix• School student representatives - Students from local schools have had input into questions for the panel & will have the chance to ask these directly to the panel.	<p>12.30 Expo Opens <i>Local suppliers will be manning displays to talk about renewable energy options.</i></p> <p>1.15 - 4.20 Lets Talk Solar <i>Different experts get specific about solar. Choose those that interest you or come along to all of them!</i></p> <p>1.15 Welcome address Michelle Kent <i>Sustainable Upper Ovens</i></p> <p>1.30 Key Note Speaker Bobbi McKibbin <i>Bobbi McKibbin from community energy group Renewable Albury Wodonga Energy, & Solar Integrity. A volunteer with the Clean Energy Council's, Installer Reference Group, Bobbi will share all you need to know about solar panels, inverters, batteries as well as current & upcoming incentives for installing solar via a range of Government schemes.</i></p> <p>2.30 What is a Micro-grid/virtual power network and can it work in the Upper Ovens? <i>Matt Charles-Jones talks micro grids & their application the Upper Ovens Valley.</i></p> <p>3.00 Solar Hot Water & Heat Pump Regional Bulk Buy <i>Michelle Kent from Sustainable Upper Ovens talks available hot water service bulk buy options.</i></p> <p>3:30 E-vehicles of all types <i>Local residents Scott Brandon & Brian Webb talk E vehicles in the carpark.</i></p> <p>4.00 Solar for Businesses <i>Scott Brandon shares his learnings around solar in his Bright Brewery.</i></p>