



Government of Western Australia
Department of Mines, Industry Regulation and Safety
Energy Policy WA

Charge Up Workplace Grants Program

Funding guidelines: Round 1

February 2023



Working together for a **brighter** energy future.

Department of Mines, Industry Regulation and Safety

Energy Policy WA

Level 1, 66 St Georges Terrace, Perth WA 6000

Locked Bag 100, East Perth WA 6892

Telephone: 08 6551 4600

www.energy.wa.gov.au

ABN 84 730 831 715

Enquiries about this report should be directed to:
chargeup@dmirs.wa.gov.au

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Working together for a **brighter** energy future.

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Electric vehicles are here



Introduction

Electric vehicles (EVs) are a big part of Western Australia's energy future. As we look to decarbonise our state, EVs will become more commonplace, as will the infrastructure necessary to charge them.

These guidelines provide information on the Charge Up Workplace Grants Program, which seeks to make it easier and cost effective for small to medium enterprises, not-for-profit organisations, and local government authorities to install EV charging equipment at the workplace.

Overview

These guidelines explain Round 1 of the Charge Up Workplace Grants Program (The Grants Program). The Grants Program will co-fund EV charger(s) and associated costs (installation and software) for eligible organisations.

These guidelines will help you determine whether you are eligible, provide information to help you consider whether Round 1 of the program is appropriate for your organisation, outline the application and approval process, and provide information about next steps.

Round 1 is open from **16 February 2023 to 12 May 2023**. A total of \$3.75 million has been allocated for this round. Applications will be assessed on a first come first serve basis. Round 1 may close prior to 12 May 2023 if the funding allocation is exhausted early.

The Grants Program is administered by Energy Policy WA (EPWA), a division of the Department of Mines, Industry Regulation and Safety (DMIRS). The program is being conducted under the oversight of a steering committee chaired by Energy Policy WA, including senior level representation from the Office of the Minister for Energy, Department of Treasury and Department of Water and Environmental Regulation.

Subsequent funding round(s) will be announced and will have their own guidelines. If you want to stay up to date, add yourself to the [mailing list](#). You can find out more on the [Grants Program webpage](#).

Background

The Western Australian Government is committed to achieving net zero greenhouse gas emissions by 2050. Lower-carbon transport is one of six areas outlined in the [Western Australian Climate Policy \(2020\)](#) requiring action to achieve net zero emissions. Supporting this, the [State Electric Vehicle Strategy for Western Australia \(2020\)](#) sets out actions to facilitate the transition to EVs, including measures to increase local uptake.

In the recent [2022/23 Western Australian State Budget](#), a \$60 million Clean Energy Car Fund was established, including provision of \$35 million for rebates of \$3,500 on the purchase of electric and hydrogen vehicles.

The Clean Energy Car Fund also included a \$22.6 million allocation to increase the number of EV chargers in Western Australia via the following initiatives:

- Extending the [state's EV fast charging network](#) by allocating an extra \$2.9 million to the project to allow connections from Western Australia to South Australia
- \$4 million for a trial of EV chargers at train station car parks
- \$15 million to support not-for-profits (NFPs), small to medium enterprises (SMEs) and local government authorities (LGAs) with the installation of EV charging infrastructure

While the Western Australian Government is investing to support uptake of EVs, it is also planning for the future impacts EVs will have on the electricity grid.

The [Distributed Energy Resources \(DER\) Roadmap \(Roadmap\)](#) outlines the challenges and opportunities for having electricity used, generated and stored at 'distributed' locations. Distributed energy includes electricity being made by solar panels on the rooftops of hundreds of thousands of homes, and energy stored, including in the batteries of EVs. The Roadmap also sets out the steps for arriving at a future where DER is integral to a safe, reliable and efficient electricity system.

The [EV Action Plan: Preparing Western Australia's Electricity System for EVs \(Plan\)](#) provides greater detail on the role EVs can play in getting us towards such a system. The Plan considers how the location of EV chargers and the time of day people charge their EVs can have material impacts on the operation of the electricity system.

For example, if drivers predominantly charge EVs during the day, when solar generation is at its strongest, it will actually help the power system, meaning expensive electricity upgrades can be avoided.

The Grants Program is focused on both the location (workplaces / eligible organisations) and the time of EV charging, with daytime charging (9am–5pm) and overnight charging (9pm–9am) preferred over the evening peak of 5–9pm. It presents an opportunity for eligible organisations to receive financial support for installing chargers, while providing convenient recharging opportunities for EV drivers, and in some cases, drawing EV drivers to new locations.

Grants Program objectives

The objective of the Charge Up Workplace Grants Program is to increase EV uptake in Western Australia while minimising electricity system impacts.

Through co-funding EV charging infrastructure at eligible workplaces, the program aims to:

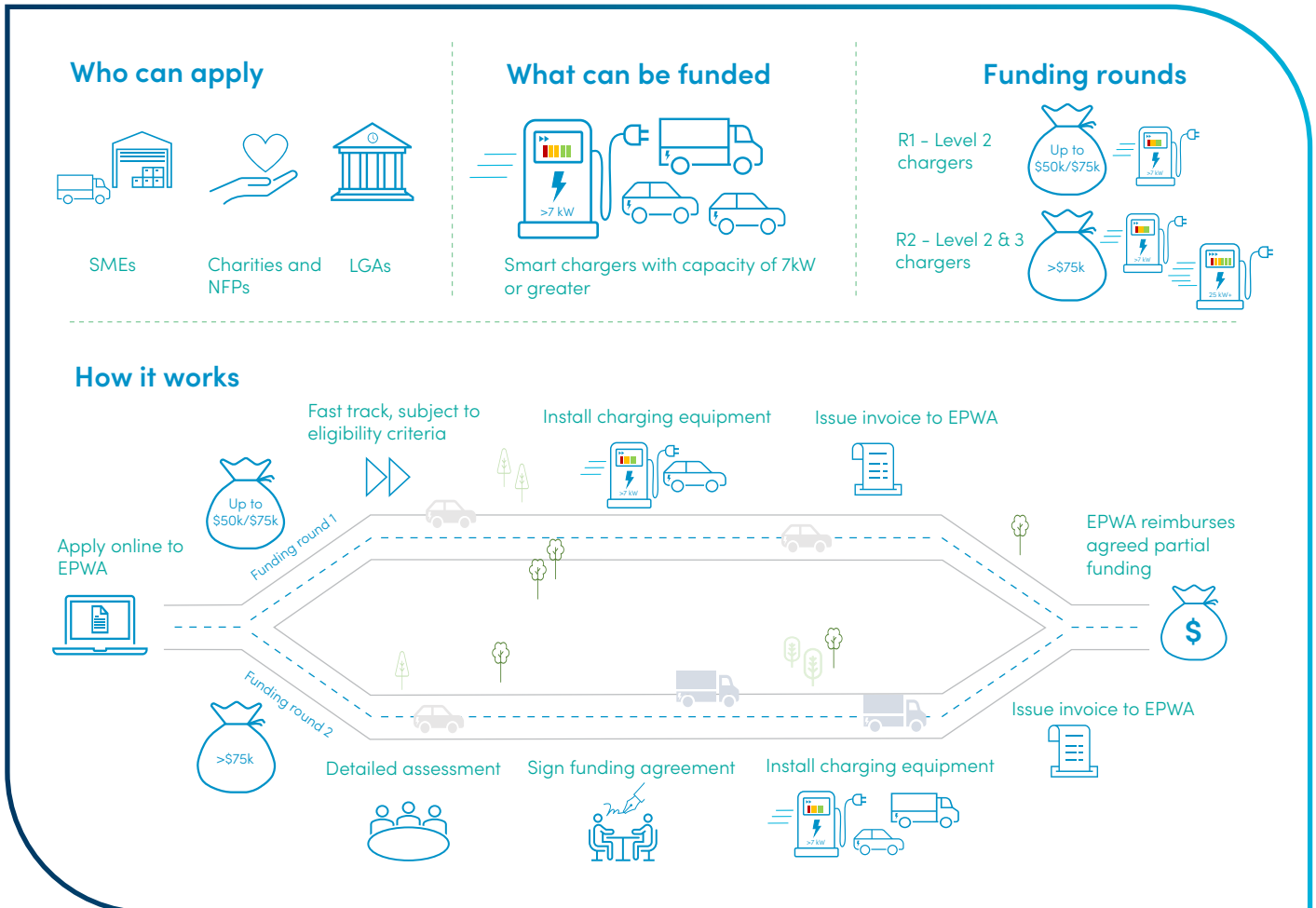
- Increase the availability of EV chargers in Western Australia
- Maximise opportunities for daytime EV charging, promoting off-peak EV charging
- Support the conversion of commercial fleets to EVs and, over time, stimulate a second-hand EV market



Grants Program overview

The Charge Up Workplace Grants Program will be delivered over several rounds.

FIGURE 1: OVERVIEW OF GRANTS PROGRAM



Organisations eligible to apply for the grants are SMEs, NFPs, and LGAs. For definitions of each type of eligible organisation, see [Who is eligible](#).

Across the series of funding rounds, these organisations can apply for co-funding of EV chargers with a capacity of 7 kilowatts (kW) or greater (referred to as level 2 or level 3 chargers, see [Types of chargers](#) for more information). The funding scope includes contributions toward the purchase cost of the chargers, as well as installation and software costs.

The total value of available grant funding is \$15 million, with \$10 million allocated to SMEs and NFPs and the remaining \$5 million allocated to

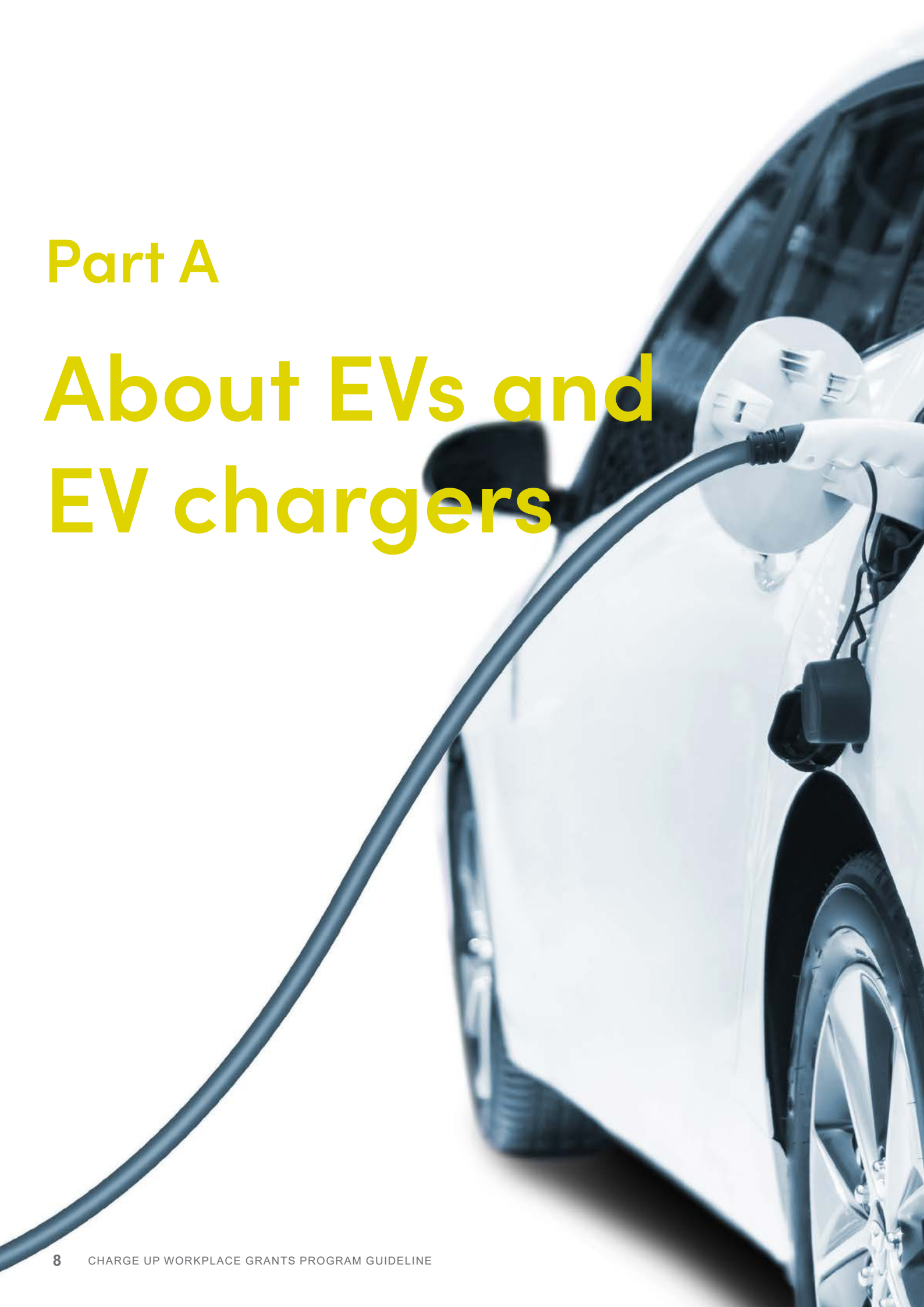
LGAs. Funding Round 1 will deliver \$3.75 million of the \$15 million total and will award grants valued up to \$50,000 in the Greater Perth area and \$75,000 in other parts of the state (GST exclusive).

Only level 2 chargers (7 kW to 22kW) and the associated costs for installation and software will be funded in Round 1. Grants will be assessed on a rolling basis.

Subsequent funding rounds will consider higher value grants and allow for co-funding of the more expensive level 3 ultra-fast chargers. Applications will undergo a more detailed assessment process and are expected to be subject to a formal funding agreement.

Part A

About EVs and EV chargers



EVs and EV chargers

Types of EV

Demand for EVs in Australia continues to grow. The EV Council of Australia's [State of EVs Report](#) notes the EV market share increased by 65 per cent in 2022 to reach 3.39 per cent of new light vehicle (car) sales.

There are two types of EVs that require chargers; plug-in hybrids and battery electric vehicles.

As per Figure 2, plug-in hybrid vehicles can use petrol or diesel in addition to electricity as a source of energy. As such, plug-in hybrids still have some tailpipe emissions. Battery EVs are fully powered by electricity and have no tailpipe emissions. Battery EVs also have lower operating and maintenance costs than plug-in hybrids.

An average battery EV charged using electricity from Western Australia's main grid – the South West Interconnected System – produces almost 30 per cent less greenhouse gas emissions when compared to an average internal combustion engine vehicle in Australia.¹

Types of chargers

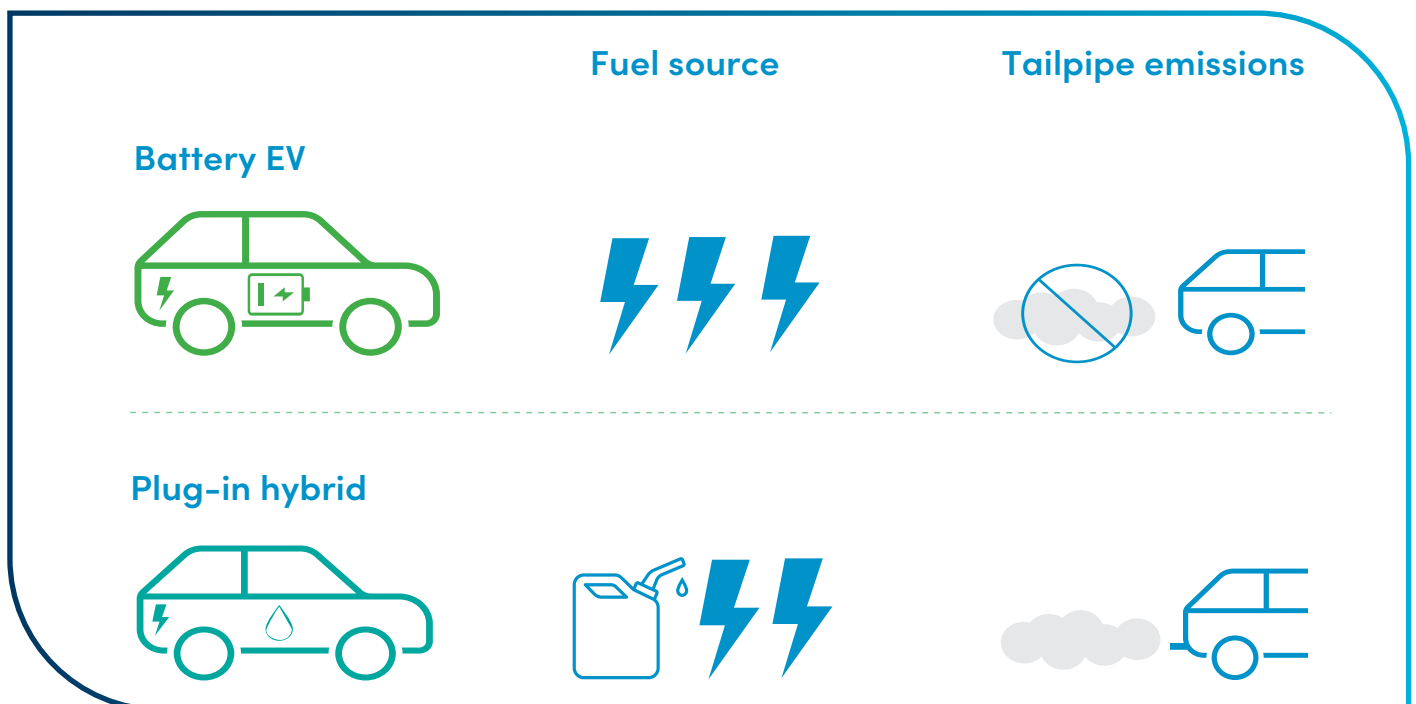
There are three categories of EV charger:

- Level 1 - AC slow charging
- Level 2 - AC fast charging
- Level 3 - DC fast or ultra-fast charging

Round 1 of the Charge Up Workplace Grants Program only covers level 2 chargers. Level 3 chargers will be funded in future rounds. All chargers supported by the grant must be [approved chargers](#).

The speed of a charger depends on its charging capability, measured in kW. A level 2 charger is generally 7 kW or 22 kW. Using a level 2 charger for just one hour can add between 40km to 100km of range to an EV, depending on the EVs configuration. In Australia, the average range of a battery EV is 395 km.²

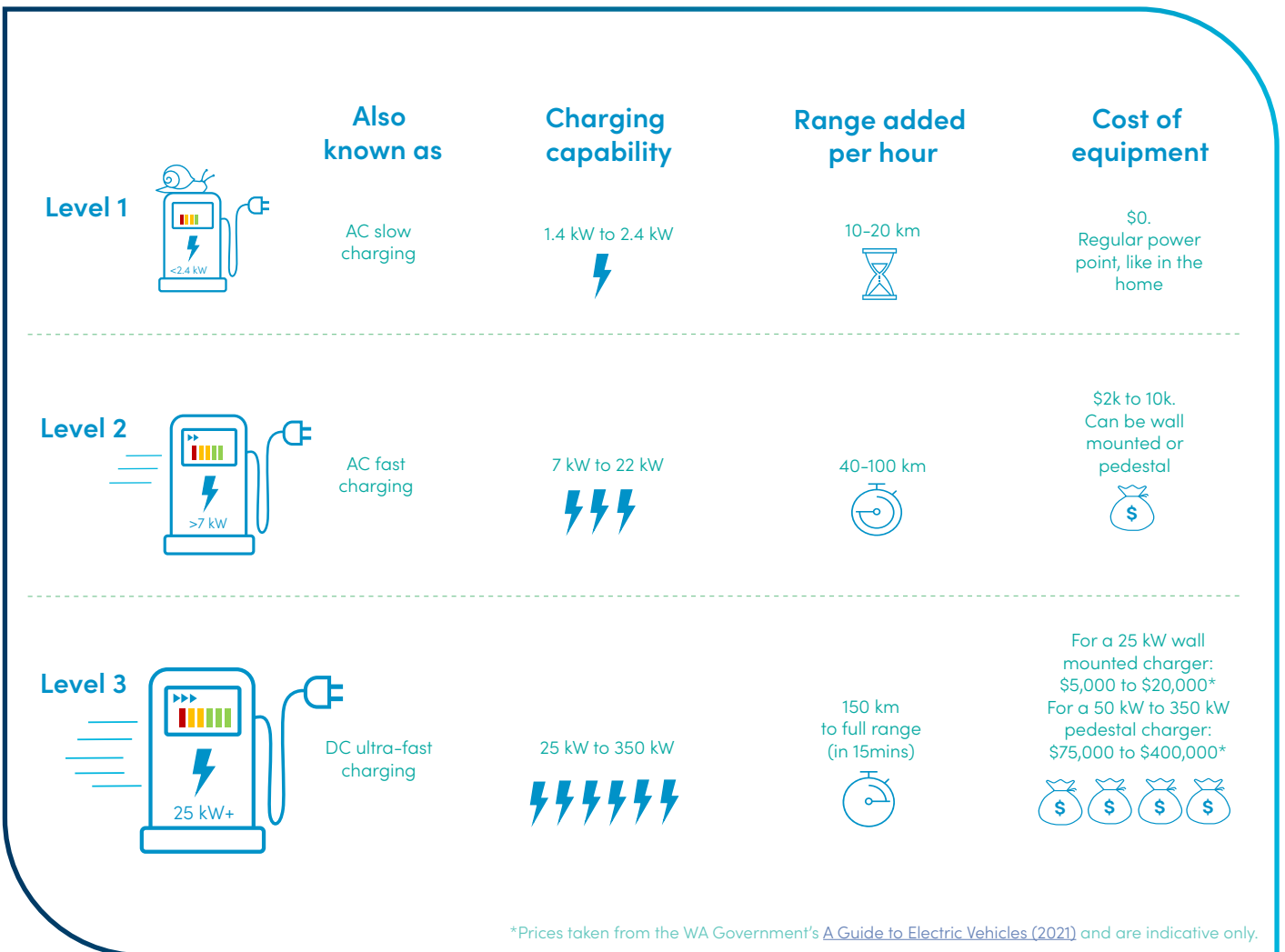
FIGURE 2: TYPES OF ELECTRIC VEHICLE THAT USE AN EV CHARGER



1 ClimateWorks, June 2018, The State of Electric Vehicles in Australia – Second report: driving momentum in electric mobility.

2 EV Council Consumer Attitudes Survey 2021.

FIGURE 3: TYPES OF EV CHARGER



Approved chargers

Only chargers from an [approved list](#) will be funded under the Grants Program. Having an approved list will ensure only chargers that meet certain minimum technical specifications will be funded. The approved list was originally developed by the Australian EV Council for the New South Wales Government Destination Charging Grants Scheme. The approved list being used for this Grants Program has been adapted from the NSW list, in consultation with the Australian EV Council.

All EV chargers on the approved list have been approved against the following criteria:

- Available within Australia, with a procurement lead time of no more than 3 months
- Compliant to relevant Australian standards
- Able to support charging of any EV make/model available in Australia
- Type 2 socket outlet or type 2 tethered cable
- 7 kW or 22 kW AC output
- Open charge point protocol (OCPP) 1.6 and/or OCPP 2.0 communications capability, over at least one of ethernet, wifi or 4G
- Ingress protection rating of IP54 or higher
- Impact protection rating of IK08 or higher

By only using approved chargers we can help future proof the EV charging network, and ensure drivers are not locked out of emerging opportunities due to the type of charger that has been installed.

Charging infrastructure that can respond to signals from the grid operator or electricity retailer, can provide benefits to the owner of the charger and, in aggregate, reduce the overall costs to operate and maintain the electricity system. For example, in the future the network operator could send a signal to EV chargers across the grid to turn down in an emergency situation (e.g. threat of a blackout).

Another example is that an electricity retailer could offer to pay the owners of EV chargers to turn their charging systems down or to not use them at all during a particular time period of peak demand.

EV charging software

Chargers on the [approved list](#) can connect to smart EV charging software. Using EV charging software provides a range of benefits for both EV charger owners and EV drivers, including:

- Managing billing (if you would like users of your EV charger to pay, you need software)
- The ability to pre-set the charger to charge or not charge at particular times of the day

- Understanding when and how EV chargers are being used
- Managing energy use and charger performance
- Detecting maintenance issues
- Enabling EV drivers to discover charger locations, availability and costs

Grant applicants are required to purchase a software subscription from the approved list. The grant will fund 75 per cent of the cost of approved EV charging software for two years.

Use of EV charging software is necessary to encourage EV owners to charge at the right time of day. Without software, EV charger owners are unlikely to have adequate visibility or control over when they charge. The software installed will play an important role in data capture, which will allow the impact of this Charge Up Workplace Grants Program to be fully assessed, and help inform future grant design / funding rounds.

Different software programs have different capabilities and functions. It is important to note that **not all hardware will work with all software** so you should select software that meets your operational needs before selecting hardware (the actual EV chargers).

The [approved list](#) sets out some of the brands compatible with a given software platform. Your EV charger supplier will be able to assist you with this.



Using EV chargers at work

A level 2 charger is suitable for any situation where a driver is going to spend an hour or more at your workplace. Employees, visitors, even potential recruits can all benefit from a quick, convenient recharge.

Chargers at your workplace or destination can be used to recharge:

- EVs owned by visitors to your organisation/ destination
- EVs owned by current and prospective employees
- EVs that form part of your organisation's fleet

The potential benefits are described in the following sections.

Recharge your visitors' EVs

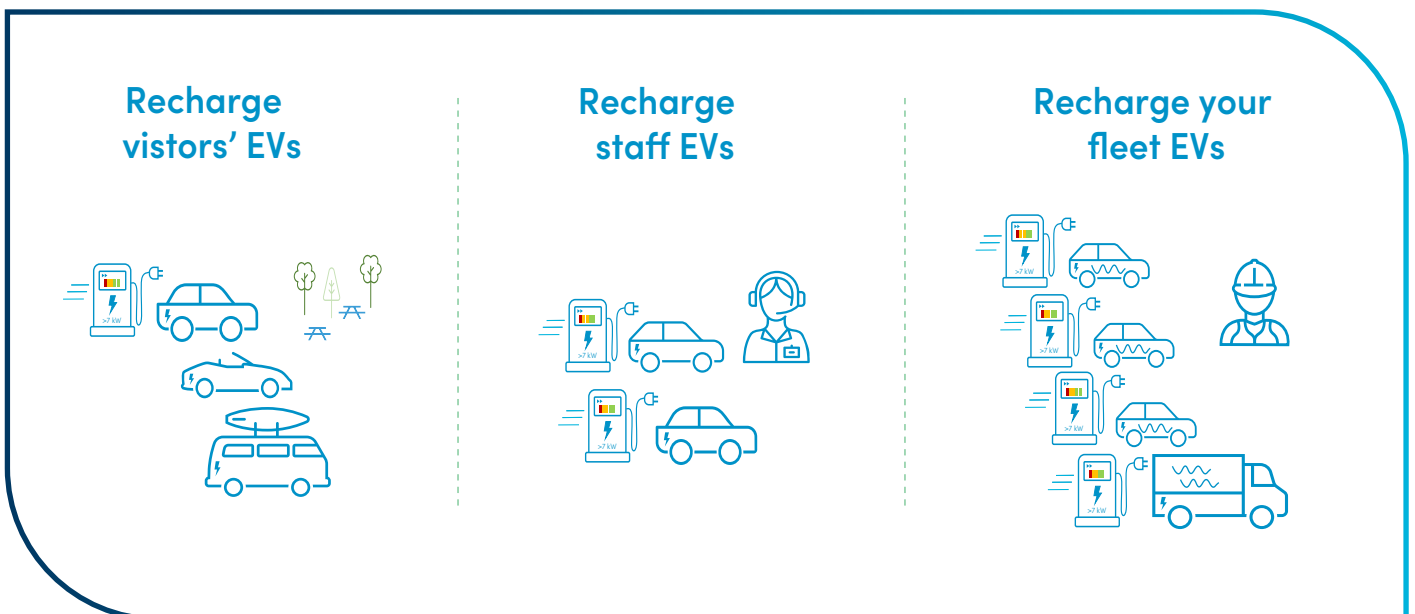
SMEs or LGAs may want to use the chargers to help attract visitors to their region, a tourist attraction or their business. Similarly, NFPs may wish to offer EV charging to service partners or visitors who attend their site(s). Benefits of chargers include:

- **Attracting new visitors:** EV drivers who have not visited your site previously may consider attending your organisation / destination due to the availability of charging onsite. If this

is an outcome you wish to achieve, ensure your charger is available on websites such as [PlugShare](#)

- **Enhanced visitor experience:** Providing a charger supports existing / established visitors who own an EV or who are looking to make the switch to an EV
- **Length of visit:** EV drivers may stay longer at a particular location if charging is available, enabling destination / organisations to benefit from extra business
- **Promotion of destination / organisation:** EV drivers use a few different methods to determine where EV chargers are located. These include general online maps, online EV charging location maps, vehicle dashboard interfaces, EV charger apps, and word of mouth. These are all ways to increase the visibility of your business, destination or region

FIGURE 5: HOW EV CHARGERS CAN BE USED IN THE WORKPLACE





Recharge your employees' EVs

Workplace EV charging is a great way to demonstrate that your organisation is committed to promoting sustainable practices. The availability of EV charging may be offered by a workplace as an employee benefit to both existing and prospective employees. It is at the organisation's discretion as to whether they wish for their employees to pay for the service, or make it available free of charge.

Recharge your fleet EVs

Level 2 chargers can be used to charge electric fleet vehicles. Whether level 2 charging is right for your organisation depends on how your fleet vehicles are used and where they are parked while not in use (such as the organisations' premises or the employee's home address).

Here are few things to think about to help you decide:

- If your organisation has fleet vehicles, including pool vehicles that are only used occasionally throughout the day (i.e. they typically spend the majority of the working day, at the organisation's premises) your fleet vehicle(s) may be suitable for level 2 daytime charging
- If your organisation has fleet vehicles used during the day, and stored at the workplace overnight (such as at a depot), they may be suitable for level 2 off-peak night-time charging
- Take-home fleet vehicles that are used heavily throughout the day may have limited benefit from a workplace level 2 charger

Benefits of daytime charging

The best time to charge your EV is during the daytime, taking advantage of all the clean, low-cost electricity produced by the thousands of rooftop solar systems on the grid. Charging during the day reduces our dependence on fossil fuels, helps reduce network costs, and supports grid stability.

Daytime charging has a range of advantages:

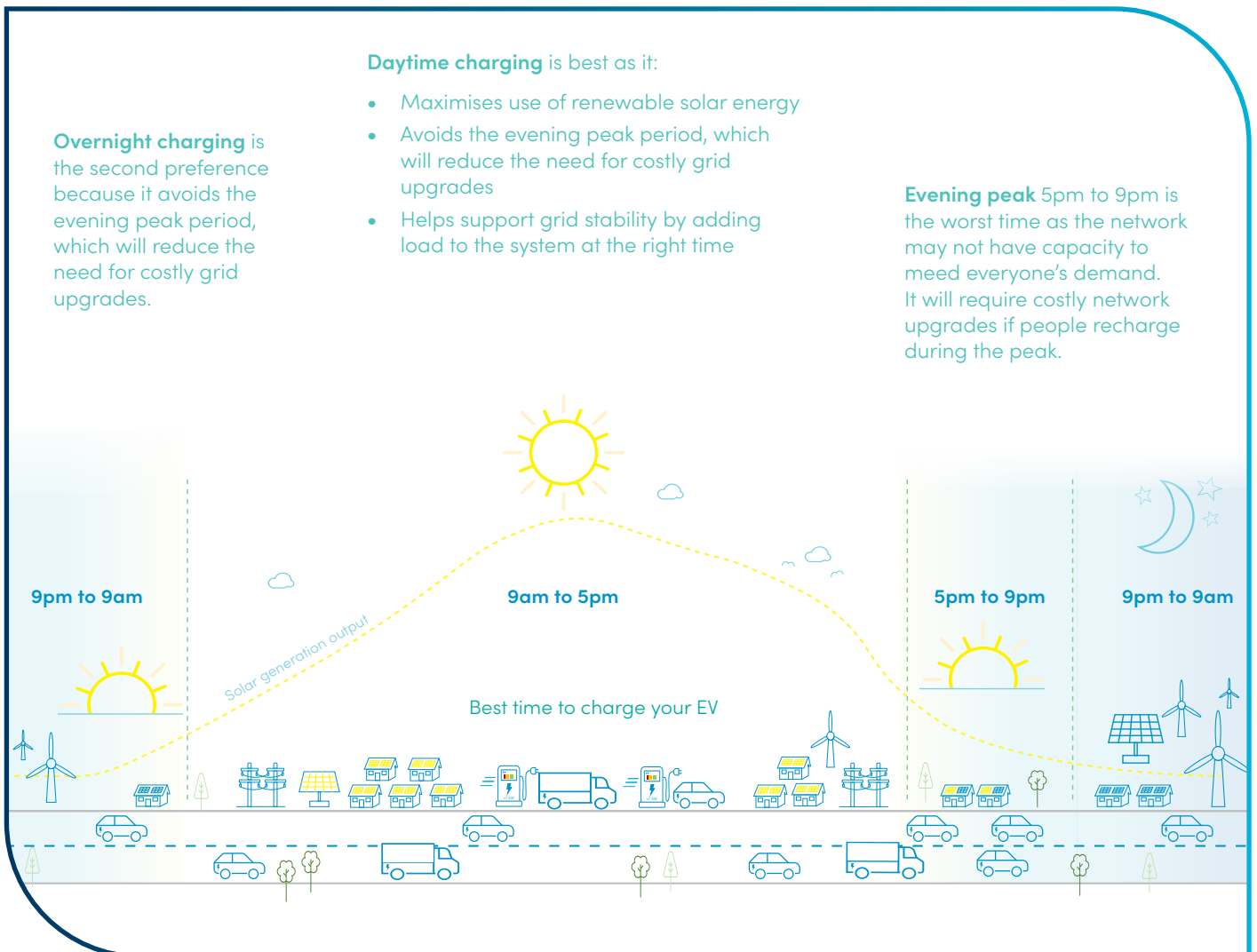
- It uses more renewable energy from the grid
- It can help avoid costly network upgrades
- It helps keep the grid stable

Charging your EV overnight is the next best option, as it can still help avoid costly upgrades, although the proportion of renewable energy used to charge your car would be less.

Charging during peak demand periods (5pm to 9pm) is least preferable, as it puts more strain on the network, as well as missing out on the high volumes of solar generation.

The benefits of daytime charging are discussed further in the following sections.

FIGURE 4: CHARGING PERIODS





Daytime charging uses more renewable energy from the grid

The main types of fuel that produce power in our electricity grid are currently gas, coal, wind and solar. The amount of electricity generated by each of these fuel types in our grid changes over the course of the day.

During sunlight hours, huge volumes of electricity is generated from people's rooftop solar panels, which flows into the network and makes up a large part of the fuel mix. At night, when no solar energy is produced, there is a greater amount of fossil fuels (gas and coal) providing power to the grid. As EVs being charged during the day use more solar energy and less coal and gas, daytime charging is a greener option.

Daytime (and off-peak) charging can help avoid costly network upgrades

The State's electricity network is like a freeway, it can only carry so much traffic (electricity) and the amount of electricity it carries changes over the day. The electricity network has been built to meet demand during the peak period, when most people are using

it. The evening (from 5pm to 9pm) is the peak time for electricity use, when hundreds of thousands of households are cooking, turning on lights, using heating or air conditioners, and watching TV.

There is a risk that when more people have EVs, the extra electricity use from charging EVs at peak times could overload network equipment (e.g. distribution power lines and street transformers).

Allowing a large number of EVs to charge safely during peak times would require costly upgrades to the electricity grid. Ultimately, these costs would be paid by all Western Australians, because the costs of building and maintaining the grid are a component of everybody's electricity bill (approximately 40 per cent of the average bill). By charging our EVs outside the peak, we can help avoid these costs.

Daytime charging supports grid stability

When rooftop solar generation is high and electricity demand is low (such as during weekends with mild temperatures and low or no cloud cover), it becomes more difficult to keep large-scale 'base load' generators (i.e. gas and coal power stations) online. These base load generators play an important role

in maintaining power system security, so it is vital at least some of them are on at all times.

Unlike intermittent renewable generators, the energy output of these base load generators is constant and controllable. This means they can be turned up and down to help maintain a stable electricity system. While the long term aim is to move away from coal and gas, until reliable, controllable alternatives become available, we still rely on having some of this base load generation available to keep the system secure.

When the grid is flooded with solar power and there are fewer base load generators online, the electricity system is more vulnerable to unexpected events – this raises the risks of widespread electricity supply interruptions.

EV charging presents an opportunity to improve utilisation of the electricity network and mitigate these issues. For instance, if more people charge their EVs during the day, their EVs can soak up all the excess solar and ‘make room’ for more large-scale generators to operate.

This smoothing out of electricity demand also improves overall network utilisation, which reduces costs for all consumers.

Using renewable energy to charge EVs

While a battery EV produces no greenhouse emissions itself, the source of the electricity used to charge the vehicle determines how ‘green’ the EV is. Put simply, the more renewable energy used to charge your EV, the lower the emissions rating.

Organisations that use renewables to power their sites and / or EV chargers help reduce ongoing electricity costs as well as lowering their carbon emissions. While powering EVs from renewable energy is a preferred approach, it is not a requirement for owning and operating an EV charger supported by these grants.

EV chargers can be powered by renewable energy in a few different ways, including:

- Installing solar panels
- Purchasing certified GreenPower (if renewables are not on-site)

GreenPower is a government accredited form of renewable energy that can be purchased through most electricity retailers in Australia. It is a great alternative if you want to use renewable energy at your home or business, but don’t have the infrastructure at your site.

For more information visit: www.greenpower.gov.au.





An aerial photograph of a winding asphalt road cutting through a dense, lush green forest. A single white car is visible on the road, moving away from the viewer. The text is overlaid on the upper portion of the image.

Part B

Information about the Grants Program

Program details

The Charge Up Workplace Grants Program is designed to help small to medium sized businesses, not-for-profits, and local government agencies install EV chargers at their premises. This section provides details on how the Grants Program works.

Who is eligible

1. Applicants who will use the EV charger to charge during daytime hours (9am to 5pm) or overnight (9pm-9am). In general, charging that occurs predominantly during the evening peak of 5pm to 9pm will not be supported by this grant
2. Applicants who will install the EV Charger at a location within Western Australia
3. Applicants who are one of the following types of organisations are eligible to apply for the grant:
 - a. All not-for-profits registered with the Australian Charities and not-for-profits commission (ACNC)
 - b. All local government authorities established under the Local Government Act 1995
 - c. All small to medium enterprises as defined by the Australian Bureau of Statistics, being either a small business employing less than 20 people, or a medium business employing between 20 and 199 people

Who is not eligible

- Businesses intending to use the charger to sell energy as part of their primary business model
- Strata management companies and solely home-based businesses
- Entities owned by a State or Federal Government
- Large businesses, e.g. banks and telecommunication companies (applicants are required to declare that they are not part of a corporate group with aggregate turnover in excess of \$250 million)
- Political organisations and unions
- Organisations seeking grant funding as an auspisor for another organisation

What the Grants Program will co-fund

In Round 1, grants will fund:

1. 50% of the purchase cost of up to 4 x level 2 (7 to 22 kW) EV chargers per site
 - a. Chargers must be selected from the [approved list](#)
 - b. A maximum of five sites can be funded per applicant
2. 50% of installation costs (funding cap of \$5,000 per site in the Greater Perth area and \$10,000 for regional and remote areas – GST Exclusive):
 - a. The Greater Perth area is defined by the [Australian Bureau of Statistics](#)
 - b. Regional and remote areas are defined as all parts of the State that are not in the Greater Perth area
3. 75% of the cost of software for a period of two years:
 - a. Software must be selected from the [approved list](#)
 - b. Select software before selecting a charger as some chargers may not be compatible with the software you choose
 - c. Software is mandatory to receive grant funding

Round 1 has a maximum grant amount of \$50,000 per applicant for applications within the Greater Perth area and \$75,000 for other areas of the State.

Any grant funding amount payable under the Grants Program will be exclusive of GST.

Examples of the grant contributions to eligible project costs

Below are three examples of eligible projects, including some general guidance on installation considerations (more can be found at [Installing EV chargers](#)).

Please ensure you conduct your own research and obtain quotes from qualified and experienced professionals. Guidance on how each of the types of costs for purchasing, installing and using an EV charger are supported under the Grants Program is also provided.

Example 1: Small business installing an EV charger for use by employees

A small business owner (applicant) in the Greater Perth area with ten employees wishes to install one EV charger (with two ports) for staff use. The applicant and/or its employees may or may not already drive an EV. The applicant has several reasons for installing an EV charger:

- To make it easier to replace existing business vehicles with EVs
- To provide a workplace benefit for staff
- To communicate to customers that the business cares about taking action on climate change

Opening hours for the business are 9am to 5pm on weekdays only and EVs used or owned by employees are expected to largely remain on site during the working week. The applicant can therefore be confident a significant proportion of the EV charging will occur during the day. The applicant obtains a quote from an EV charger supplier and successfully applies for the grant.

COST ITEM	TOTAL COST	BUSINESS COVERS	GRANT COVERS
Charger: One 7kW charger with two ports	\$3,000	\$1,500	\$1,500
Installation costs for one 7kW charger	\$4,000	\$2,000	\$2,000
Software subscription for two years, \$180 per annum, per port	\$720	\$180	\$540
TOTAL COST	\$7,720	\$3,680	\$4,040

The applicant considers the following:

- It is able to identify a suitable location for a wall-mounted charger that is between two parking bays
- The workplace would like to make EV charging free for employees but would like to monitor usage data. It selects a software program that meets this need first and then considers which EV charger to purchase

Example 2: A charity intends to install EV chargers at three sites within the Greater Perth area

The charity intends to install EV chargers at three of its sites to make it easier to replace existing fleet vehicles with EVs. The charity does the following:

- Arranges a detailed quote for each site - a quote for each site is needed as funded items (EV charger hardware, software and installation) are assessed on a site-by-site basis.
- With the help of an EV charger supplier, the charity considers which vehicles will use these chargers, how long vehicles are stationary, and whether they can charge at times other than the evening peak.
 - The charity decides to install two 7 kW chargers at site 1, which will predominantly be used for overnight charging
 - At the two other sites, the charity decides to install two 22 kW chargers to be used to provide daytime charging for pool vehicles
- Installation at these sites represents the first phase of the charity's electrification journey. The charity considers current and future software requirements and hardware compatibility when making choices for this phase

COST ITEM	TOTAL COST	CHARITY COVERS	GRANT COVERS
Chargers at site 1: Two 7kW chargers	\$4,000	\$2,000	\$2,000
Installation costs for site 1	\$8,000	\$4,000	\$4,000
Chargers at site 2: Two 22kW chargers	\$7,000	\$3,500	\$3,500
Installation costs for site 2	\$10,000	\$5,000	\$5,000
Chargers at site 3: Two 22kW chargers	\$7,000	\$3,500	\$3,500
Installation costs for site 3	\$12,000	\$7,000	\$5,000
Software subscription for two years	\$4,000	\$1,000	\$3,000
TOTAL COST	\$52,000	\$26,000	\$26,000

Notes about the funding contribution:

- The WA Government has contributed less than 50 per cent of the installation costs for site 3 because of the funding cap of \$5,000 for installation costs for each site (in the metropolitan area). However, because 75 per cent of the software subscription costs are funded, the total Government contribution is still a 50 per cent share of project costs

Example 3: Café owner in regional Western Australia intends to install EV chargers to increase its patronage

The owner of a café, which operates 7am to 3pm in a regional area, (applicant) intends to install an EV charger to draw more visitors to the business. The applicant engages an EV charger supplier to provide a quote and assist with the grant application. The following considerations apply:

- The cafe does not have a suitable location to install a less expensive wall-mounted charger, so the applicant has decided to install pedestal mounted (free-standing) chargers
- The applicant does not own the car park where the chargers will be installed, so arranges completion of a landowner consent form
- The applicant would like users to pay a fee, and has chosen a software package that will enable this. By working with an EV software supplier, the café owner ensures that the EV charger selected is compatible with the software to be used
- The applicant wants EV drivers to know about its charger and ensures it is listed on an online charging map

The applicant arranges several quotes and submits the quote it is most satisfied with in its application, which is later approved. The grant funding contributions to the project costs are summarised in the following table.

COST ITEM	TOTAL COST	CAFÉ COVERS	GRANT COVERS
Chargers: Two 22kW chargers (each with 2 ports)	\$16,000	\$ 8,000	\$8,000
Installation costs	\$12,000	\$ 6,000	\$6,000
Software subscription for two years, \$250 per annum, per port	\$2,000	\$ 500	\$1,500
TOTAL COST	\$30,000	\$14,500	\$15,500

Notes about the funding contribution:

- There is no funding cap on grant contributions for EV chargers and software, 50 per cent and 75 per cent of these costs respectively have been covered by the grant
- As the café is located in regional Western Australia the regional co-funding cap on installation of \$10,000 applies. The grant can meet 50% of the total installation costs, which is \$6,000 (compared to a maximum of \$5,000 for charger installations in the Greater Perth area)

What the Grants Program will not co-fund

The following types of expenses are ineligible for funding support under the Grants Program:

- Grant application costs
- Feasibility studies, business case development or council approval costs (if required)
- Chargers that have already been purchased and/or installed
- Chargers not listed on the approved EV charger list
- Software subscriptions not listed on the approved EV charger software list
- Additional charger cables (EV drivers typically carry their own)
- Ongoing costs to operate or maintain charger(s)
- Internet costs
- Electricity supply costs
- Salaries or staffing expenses
- Promotion or marketing costs (including signage)
- Optional costs such as bay painting and installing bollards

Discretionary projects

If your project does not comply with one or more of the requirements of these guidelines, but you consider it meets the intent of the Grants Program objectives, please contact us at chargeup@dmirs.wa.gov.au to discuss your particular circumstances.

There is scope to consider approval of grant funding for applications that are substantially aligned with the program objectives.



Grant application, assessment and reimbursement

The application process

The information contained in the Application Checklist (see Figure 7) must be submitted via the [application portal](#) from the program launch date of **16 February 2023** and before the application deadline of **12 May 2023**. Round 1 of the Grants Program will be assessed on a rolling basis. A total funding pool of \$3.75 million is available. Applications may be closed prior to 12 May 2023 if the allocated funds are exhausted early.

Applications will not be accepted after the deadline. If the deadline is extended, a notice of extension

will be published on the [grant website](#), at least two weeks before the latest advertised closing date and time.

Most of the information outlined in the Application Checklist should be already known to you, or can be gathered while getting your quote for installation. Figure 8 shows commercial quote requirements. A copy of the Application Checklist is available on the [grant website](#).

Once an application has been submitted, you will receive an email confirming receipt. Applicants will also be contacted by a third party service provider (eftsure) to verify their bank payment details.



FIGURE 7: APPLICATION CHECKLIST

Below is a copy of the Application Checklist, which outlines the type of information you will be required to share.

Applicant Information

Be prepared to share the following information

1	<input type="checkbox"/>	Contact Details of a person within the organisation authorised to make the funding request (Name and Position, Address, Phone Number, Email Address)
2	<input type="checkbox"/>	Organisation Name
3	<input type="checkbox"/>	Organisation Type (small or medium enterprise, local government, or not-for-profit) <i>Refer to page 19 of the Guidelines for more information on eligible organisation types.</i>
4	<input type="checkbox"/>	ABN
5	<input type="checkbox"/>	Primary organisation address (e.g. head office)
6	<input type="checkbox"/>	Indicate whether the organisation has outstanding debts to Government and/or if it is subject to serious investigation and/or prosecution action.

Site Information

Be prepared to share the following Information for **each site** (up to 5 sites)

7	<input type="checkbox"/>	Site address and a name for the site
8	<input type="checkbox"/>	Indicate whether the site is located in the Greater Perth area or Regional WA. <i>To help determine whether installation funding is capped at \$5,000 or \$10,000 for the site.</i>
9	<input type="checkbox"/>	Completed Landowner Consent form (if applicable) <i>This is required where the land on which the charger will be installed is owned by someone other than the applicant.</i>
10	<input type="checkbox"/>	Copies of detailed quote(s) for each site for: <ul style="list-style-type: none"> • Approved EV Charger/s (hardware) • Approved software from an approved supplier • Installation costs To make sure your quotes show the right information, see commercial quote requirements <i>Quotes can be uploaded in number of formats including pdf, word, jpeg (most photos taken on a phone are a jpeg file)</i>
11	<input type="checkbox"/>	The total costs, as shown on your quote(s), for hardware, software and installation.
12	<input type="checkbox"/>	The number of EV chargers already installed at the site (if any)
13	<input type="checkbox"/>	Whether the site uses solar energy or GreenPower
14	<input type="checkbox"/>	Who will use the EV Charger(s) <i>Visitors, employees and/or fleet vehicles</i>
15	<input type="checkbox"/>	The operating hours of the site
16	<input type="checkbox"/>	The time of day the charger will be used <i>Applicants will select from the following time band; Daytime charging (9am-5pm) Overnight (9pm-9am) and/ or evening peak (5pm-9pm). If 5pm-9pm is selected, applicants will be asked to provide extra information via written response.</i>
17	<input type="checkbox"/>	An opportunity to provide a written description about charger use at the site. This is optional but encouraged.
18	<input type="checkbox"/>	Indicate if the EV charger will be listed online to be found by members of the general public.

Potential Electricity Bill Increases

The below is not required for your application form and is included as a reminder only.

19	<input type="checkbox"/>	Contact your electricity retailer (e.g. Synergy) to discuss potential electricity bill impacts. This includes seeing if the new EV charger/s are likely to increase your site's maximum electricity demand in a way which changes your electricity tariff.
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FIGURE 8: COMMERCIAL QUOTE REQUIREMENTS

To enable the correct co-funding amounts to be calculated, please ensure that the quote(s) you receive from approved software suppliers, licensed electricians and/or licensed EV charger suppliers itemise costs for:

- EV charger hardware, include manufacturer name, type, size (kW), and model number
- Installation
- The 2- year software subscription per charger (or per charge port)

This will reduce the need for the project team to contact you for further information during the assessment of your application. If there are items on your invoice that are not eligible for co-funding, please list these separately. See sample quote below.

Sample quote:

Please itemise hardware, software and installation components.

Costs on top of EV charger should not be included. Leave as a separate line item.

Software providers have different methods of charging. In this example, fee is per port for dual chargers = 4 subscriptions per annum.

Add optional extras as separate line items.

789 Electrical Pty Ltd ABN: 12345			
Bill to: Electric Way Cafe Pty Ltd	Site: 1 Grant Street, Success, WA	Date: Due Date:	03 Mar 2023 17 Mar 2023
		Balance Due:	\$21,000.00
Item	Qty	Rate (ex GST)	Amount (ex GST)
7kW Socket dual port charger (include manufacturer, model and series)	2 chargers	\$3,000	\$6,000
Electrical installation and commissioning	1	\$10,000	\$10,000
2 year software subscription – Price per annum per port (name of software)	4 ports	\$250	\$2,000
OPTIONAL – Bay painting	2	\$500	\$1,000
OPTIONAL – Bollard supply and installation	4	\$500	\$2,000

How to enter information from your quote(s) into the ‘Project Cost’ section of the application portal
Using the information from the example provided above, enter the total cost of each required item for this site, as per the below

What is the quoted amount for the selected charger(s) (excluding GST)?

What is the quoted cost for installation (excluding GST)?

What is the quoted amount for the selected software (excluding GST)?

Grant assessment and notification of outcome

Applications will be assessed on a rolling basis until the Round 1 funding allocation is fully utilised. Applications will be assessed against the eligibility criteria set out in these guidelines and the [Grants Program objectives](#).

The following matters may also be considered as part of the assessment:

- Ensuring an equitable split of grant funding between metropolitan and regional/remote areas
- Ensuring an equitable split of grant funding between the different types of eligible organisations
- The expected utilisation of the charger(s) (higher utilisation being more favourable)
- Alignment of the project with other WA Government policies
- The extent to which the project is in the public interest

Generally speaking, applicants can expect their projects to be approved for grant funding if:

- They are an eligible entity
- The items sought are eligible for grant funding support; **and**
- They can demonstrate that the EV charging will predominantly occur during the day and/or overnight

There can be no guarantee an application will be funded before the assessment process is completed. Applicants will be notified of the outcome of their application via email within 20 business days of submission.

Successful applicants

If successful, applicants will receive an email notifying them they have been approved for grant funding. The email will specify:

- The approved site(s)
- The co-funding amount
- The documentation that needs to be submitted following installation to receive the grant funds

Once applicants have received notification of a successful application, they can contact their licensed contractor and proceed with installation. Applicants who are successful in Round 1 can also apply in future funding rounds.

Unsuccessful applicants

Unsuccessful applicants will be notified via email that they have not been approved for grant funding. Only one application can be submitted per funding round.

Being unsuccessful in Round 1 does not prevent an applicant from applying for a grant in future funding rounds.

Reimbursement

Successful applicants must return to the [application portal](#) to provide evidence the work is complete and paid in order to receive funding.

Payment will be made by direct bank transfer following receipt of:

- Paid invoice(s) for EV chargers(s), installation, and software
- Photograph of charger(s) installed in situ
- Photograph of the serial number for each charger installed
- Key information about the installed chargers (manufacturer, model, etc.)
 - This is to support registration of the charger on the [DER Register](#)

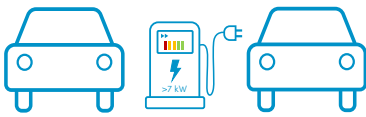
The Grants Program will endeavour to ensure that approved funds are transferred to a nominated bank account within 20 business days after receipt of the required documentation.

Applicants must install the EV charger(s) within 180 days of being notified they are approved for grant funding. Applicants who do not install the charger(s) within this time frame will not receive funding in Round 1, but can reapply in future rounds.

Installing EV chargers

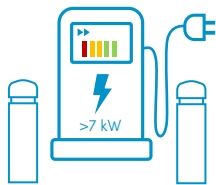
There are several things to think about when installing an EV charging station. Location, signage and software are all important considerations.

FIGURE 6: THINGS TO CONSIDER WHEN INSTALLING AN EV CHARGER

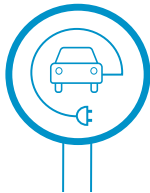


Charger location: Where appropriate, consider installing a charger in between two car bays.

- For EV chargers with the capability to charge two cars at once, locate the charger between two bays
- It will also enable at least one car to charge in the event one of your two available bays is occupied by a non-EV



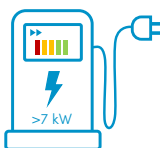
Physical protection of charger: If installing a pedestal-mounted charger (as opposed to a wall-mounted charger), consider installing bollards to prevent cars reversing into your charger. Please note this is not an eligible cost for co-funding.



Physical visibility of charging bays: Consider signage and painting the bays to help people locate the charging stations easily. Please note: painting and signage are not eligible installation costs.



Online visibility of chargers: If you would like potential visitors to know you have a charging bay they can use, register on an online charging map.



Permission of the landowner: It is essential to know who owns the land where you want to install a charger. If you are leasing the land on which you operate your organisation or if the charger will be located in a car park owned by another organisation, a signed landowner consent form is required for an eligible application.

Potential for electricity bill increases

Organisations considering installing an EV charger should be aware it has the potential to substantially increase your electricity usage, and by extension, your electricity bill. Further, business electricity pricing is often based on the site's maximum electricity demand, with tariff rates increasing in line with maximum demand. Applicants should be aware that installing an EV charger has the potential to increase your site's maximum electricity demand, which could result in the tariff you pay for electricity becoming more expensive.

Applicants are encouraged to speak to their electricity retailer to discuss potential electricity bill impacts prior to submitting a grant application. Requiring users of the EV charger(s) to pay for use is a way to mitigate any increased electricity costs. Grant applicants should consider whether they would like users to pay to use the charger(s) before getting quotes, as it may influence which EV chargers and/or software are appropriate for them.



Part C

Grants Program terms and conditions



Terms and conditions

General application obligations

Applicants must:

- Apply for the grant using the approved application form through the SmartyGrants platform
- Ensure grant funding is used only for the approved EV installation project
- Ensure the co-funded EV charger(s) are purchased by the entity detailed as the applicant in the approved application
- Ensure the co-funded EV charger(s) are installed at the locations specified in the approved application
- Ensure that the approved EV installation project is completed within 180 days of receiving approval for grant funding
- Comply with the reporting and audit requirements set out in these guidelines
- Comply with all Commonwealth, State and local government laws relevant to the project
- Not provide misleading, false, or inaccurate information in or related to the application or project, and notify DMIRS immediately on becoming aware of any misleading, false or inaccurate information having been provided
- Agree to provide DMIRS or a delegate with access to the site(s) where the applicant has installed chargers using co-funding, to enable verification that the installation has occurred in line with the approved application
- Comply with all policies, guidelines, and reasonable requests DMIRS provides in relation to the Grants Program.

Obligations relating to Grants Program objectives

Applicants agree to:

- Install software from the [approved list](#) and maintain the software subscription for a period of two years
- Provide data from all EV chargers co-funded by the Grants Program to DMIRS upon request for a period of two years commencing on the date

the charger(s) are installed:

- The data to be provided includes, but is not limited to, the quantity of electricity used by the EV charger(s) and the time the electricity is used
 - Data is expected to be obtained through the software providers
- Comply with any reasonable request from DMIRS for information about the applicant's approved EV installation project (for example responding to surveys about EV uptake and use, and how the EV charger(s) are being used)
 - DMIRS using the data to review Grant Program outcomes and inform future policy development
 - DMIRS using the data to conduct audits of the use of EV charger(s) co-funded by the Grant Program to determine whether usage is consistent with the time periods specified in the grant application
 - DMIRS providing data to Western Power and/or the Australian Energy Market Operator for the purpose of registering EV charger(s) co-funded by the Grant Program on the DER Register

Funding payment - use of grant funding

Applicants must use the grant funding solely in accordance with the approved EV installation project as set out in the approved application.

Any changes to the project scope will not be funded unless they are approved by DMIRS. Approval for proposed changes should be sought from DMIRS before any changes to the approved project are undertaken.

Conditions of payment

No guarantee can be provided that an application will be funded or the amount of funds to be provided before the assessment process is completed.

For successful applications, a single payment will be made on the condition that:

- Procurement and installation of the EV charger(s) has been satisfactorily performed within 180 days of application approval
- A relevant software subscription(s) has been purchased

- The applicant has provided a copy of the invoice for the purchase and installation of each EV charger and associated software subscription, consistent with the approved application
- Sufficient evidence is provided that the EV charger(s) have been installed in compliance with these guidelines, including a photo that clearly shows each EV charger installed at the approved application address along with a photo of the serial number of each installed charger
- The correct applicant bank details are provided
- Successful applicants are not in breach of any term of these guidelines

No grant monies will be paid to the applicant until these requirements are met

Provision of false or misleading information

Applicants must not provide any false or misleading information in any communications with DMIRS relating to a grant application, including on the grant application form itself. If an applicant receives grant funding after providing false or misleading information, it will likely constitute an offence of Fraud under section 409 of the Criminal Code.

If applicants provide any information or make any representations that DMIRS considers to be inaccurate, intended to mislead, deceptive, deceitful, or otherwise fraudulent, the following actions may be taken against individuals or organisations acting as the applicant:

- Refusal to consider a current or future application by, or in any way related to, the applicant
- Withdrawal of any related funding offer
- Require the return of any payment received by the applicant
- Reporting the matter to WA Police

Verification of applicant details

DMIRS has engaged a third party service provider, eftsure, to verify grant applicants' bank account details.

Grant applicants must agree to provide eftsure with

relevant information to enable this process to occur (for example, responding to telephone calls or text messages from eftsure).

Ensuring up to date information

The applicant must promptly inform DMIRS of any changes to their:

- Name
- Address
- Nominated contact details
- Bank account details

The applicant must promptly inform DMIRS of any matters likely to affect or delay their project and communicate all salient developments as and when they occur.

If the applicant becomes aware of a breach of any of these Conditions, they must contact DMIRS immediately.

Auditing

DMIRS may at any time, upon reasonable written prior notice, audit, or arrange for an audit of, an applicant's records or site(s) as necessary to verify that:

- Information provided in the grant application, and ongoing information provided, is legitimate;
- Any grant funding awarded has been expended in accordance with these terms and conditions;
- Any EV charger(s) relating to an approved application have been purchased and installed in accordance with the approved application; and
- Use of any EV charger(s) co-funded by the Grants Program is consistent with the time periods specified in the grant application.

Audits may happen at any time, with reasonable notice, and relevant parties/authorities may be contacted to confirm the above. If an audit reveals non-compliance, action may be taken against the applicant, as described under the provision of false or misleading information section above.

Applicants agree to allow DMIRS or a delegate to enter their site for the purpose of conducting an audit.

Withholding, suspension and repayment

DMIRS reserves the right to withhold, suspend, or require repayment of, grant monies where it forms the view that:

- The applicant has provided information or made a representation during the application process, or as part of an audit, that is reasonably considered to be inaccurate, misleading, deceptive, deceitful, or fraudulent, and where further information is needed to resolve discrepancies and apparent inconsistencies
- A non-compliance with these guidelines has occurred, including but not limited to the EV charger not being purchased, received or installed as per the approved application or the specified EV charger software subscription not being purchased and connected
- The specified EV charger/s are not being used for the intended purpose of charging EVs
- Promotion of on-site charging is occurring without the charger being connected and operational

Applicants must repay to DMIRS any grant amounts received by the applicant as a result of misleading, false or inaccurate information or to which the applicant was not otherwise entitled. This includes repayment in the event the applicant provides false or misleading information about the time when charger(s) co-funded by the Grants Program will be used.

Applicants must repay any grant overpayment, including payments that the DMIRS determines as being ineligible, within 28 business days of a demand being sent. Any grant repayment claims made to an applicant will be a debt due and owing by the applicant.

DMIRS may exclude applicants that fail to repay any grant overpayments from future funding rounds and future grants.

Disqualification of applicants

DMIRS reserves the right to disqualify applicants from participating in funding rounds for an identified period. This may be done if there is a belief on reasonable grounds that an applicant has engaged

in misconduct relating to any part of the application or assessment process. In determining whether to disqualify an applicant consider may be given as to whether the applicant has:

- Breached any part of these guidelines
- Breached a direction given by DMIRS during the funding application process
- Been involved in, or is suspected of, being involved in current, or in the future, conduct intended to affect the integrity of the process

Application withdrawal

Applications may be withdrawn during a funding round by contacting the DMIRS in writing at chargeup@dmirs.wa.gov.au to communicate the withdrawal request.

Withdrawal of an application will result in its cancellation and it will not be assessed further. Such an application may be re-submitted in future grant funding rounds.

Complaints

Complaints about any aspect of the Grants Program should be made in writing and emailed to chargeup@dmirs.wa.gov.au.

Complaints will be reviewed by DMIRS in the first instance. Complaints that cannot be resolved within 30 business days from lodgement will be escalated to the Grants Program Steering Committee. Any complaint that the Steering Committee deems unresolved after a further 30 business days will be referred to the Minister for Energy for resolution.

Confidentiality and disclosure of information

DMIRS may publish information of Round 1 results on Western Australian Government websites. Information contained in applications may also be shared with other state or Commonwealth Government agencies to seek clarification on an application or applicants.

DMIRS may use de-identified application data in training materials, case studies, evaluations, and other portfolio purposes. Unless otherwise stated, any commercial-in-confidence information provided by an applicant as part of, or in connection with, a registration, applications or negotiation process will be treated confidentially by DMIRS.

DMIRS may disclose commercial-in-confidence information provided by applicants to the following parties:

- The Minister for Energy (including the Office of the Minister for Energy)
- The Office of the Auditor General
- The Director General of DMIRS
- DMIRS staff or its consultants
- Where authorised or required by law to be disclosed

DMIRS will otherwise only disclose commercial-in-confidence information provided by applicants with their expressed consent.

Insurance

It is the responsibility of the applicant to have and maintain appropriate insurance to cover any liability incurred in relation to the procurement, installation and operation of the co-funded EV charger and software, without limitation.

Limitation of liability

The State of Western Australia is not responsible or liable in any way for the success or otherwise of any applicant's approved EV charger project or for any applicant losses suffered in undertaking any project.

The applicant releases the State of Western Australia from all liability in relation to the grant funding, the

project, how EV chargers installed as part of a project are used, and any related matter, and agrees that they will not make any claim against the State of Western Australia arising directly or indirectly in the relation to the grant funding, the project, the conditions and any related matter.

The applicant agrees to indemnify the State of Western Australia, its officers, employees and agents from and against any loss, damage, claims, liability, suffered or incurred by or brought against the State of Western Australia caused by, arising out of, or relating directly or indirectly to any:

- Act or omission by the applicant or applicant's employees, contractors, officers, or agents in connection with the applicant's procurement and installation of an EV charger
- Use by any person of the EV charger installed by the applicant that is funded under the Grants Program including, but not limited to, any personal injury occurring in connection with its use
- Breach by the applicant of their obligations under these terms and conditions
- Breach of any law by the applicant or applicant's employees, contractors, officers, or agents

Additionally, the applicant acknowledges that the State of Western Australia is not responsible for the number of EV drivers that visit and use a funded charger and is not responsible for how each charger is used.

Goods and Services Tax

Grants provided by the Western Australian Government are classified as income, and tax may be payable by applicants. Applicants are responsible for investigating the tax structure and treatment related to their individual organisation. Any grant funding amount payable under the Charge Up Workplace Grants Program will be exclusive of GST.



Department of Mines, Industry Regulation and Safety

Energy Policy WA

chargeup@dmirs.wa.gov.au

Telephone: 6551 4600

www.energy.wa.gov.au

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