



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

Charge Up Workplace Grants Program

Funding guidelines: Round 2

November 2023



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

Department of Mines, Industry Regulation and Safety

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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 2 of the Charge Up Workplace Grants Program (the Grants Program). The Grants Program will co-fund EV charger(s) and associated costs for eligible organisations.

These guidelines will help you determine whether you are eligible, provide information to help you consider whether Round 2 of the program is appropriate for your organisation, outline the application and approval process, and provide information about next steps.

Round 2 is open from **4 November 2023 to 3 May 2024**. Up to \$12.5 million is available for this round. Applications will be assessed on a first come first served basis. Round 2 may close prior to 3 May 2024 if the funding is exhausted early.

The Grants Program is administered by Energy Policy WA, 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 (Grants Program Steering Committee).

Subsequent funding round(s) may be announced and will have their own guidelines.

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.

The Western Australian Government is investing more than \$80 million to promote the uptake of EVs in Western Australia. Commitments include:

- \$35 million for the **Zero Emissions Vehicle Rebate**, which provides a rebate of \$3,500 for all new purchases of an EV (up to \$70,000 dutiable value, with 10,000 rebates available);
- \$22.9 million for the **WA EV Network**, a network of 49 fast charging sites to enable EV travel along the coastal route from Perth to Kununurra and through the South West to South Australia;
- \$15 million for the **Charge Up Grants**, which provide co-funding for not-for-profits (NFPs), small to medium enterprises (SMEs) and local government authorities (LGAs) to install EV chargers; and
- \$4 million for a trial of EV chargers at train station car parks.

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 can benefit the power system, meaning expensive electricity network 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 locations, 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; and
- promote connectivity between metro and regional areas, including provision of fast charging stations at key locations.



Grants Program overview

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

Eligible organisations can receive funding contributions towards the purchase cost of EV chargers, as well as installation costs (including maintenance fees for public chargers), network costs and software subscription.

The total value of grant funding allocated is \$15 million, with \$10 million allocated to SMEs and NFPs and the remaining \$5 million allocated to LGAs. The First Round of the Grants Program, which provided funding for alternating current (AC) chargers only (7 to 22 kW), closed on 31 July 2023. Grant funding of \$2.3 million has been approved in Round 1.

Round 2 provides funding for both AC and direct current (DC) chargers ranging in size from 7kW to 350kW. Up to \$12.5 M in grant funding is available in Round 2.

Grant applications will be assessed on a rolling, first come first served, basis. Applications seeking grant funding of up to \$75,000 will be assessed by DMIRS and, if successful, a rebate will be provided following installation of the charger(s).

Applications seeking grant funding in excess of \$75,000 will be subject to a two-stage assessment process. This will comprise an initial assessment by DMIRS, followed by a final assessment by a committee (for example, the Grants Program Steering Committee). Completed initial assessments may form a precedent enabling the consideration of future similar applications by DMIRS only, without referral to a committee.

These larger projects for grant funding in excess of \$75,000 will typically be of long duration, being subject to procurement lead times for DC chargers and delays associated with electricity network upgrades. To manage risks, successful applicants may be required to agree to additional obligations, for example project reporting.

Grant payments will also generally be made by way of a rebate following installation of the charger(s), but milestone payments can be provided for larger projects if essential for the project to proceed.

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 authorities install EV chargers for workplace, fleet or public charging. This section provides details on how the Grants Program works.

Eligibility criteria

1. 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 (SME) 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. This includes a franchisee of a large business if the franchisee is a small or medium business.
- **Landowners:** SMEs that wish to install charger(s) at a business premise they own, but do not occupy, are eligible for funding, provided a substantial proportion of occupants are eligible organisations with access to the charger(s).
- **Shared car parks:** if EV charger(s) are proposed to be installed at a site with a shared carpark, a substantial proportion of site occupants must be eligible organisations.
- **Charge point operators:** SMEs that wish to install charger(s) at a site as a charge point operator are eligible for funding if installation of the charger(s) is not commercially viable without grant funding, and a substantial proportion of site occupants are eligible organisations with access to charger(s).
2. Applicants must install the EV chargers at a location within Western Australia.
3. Applicants must make it more attractive for drivers to charge during the day (9am to 5pm) and/or overnight (9pm to 9am), compared to during the evening (5pm to 9pm). Ways to do this include:
 - a. requiring users to pay a higher cents per kilowatt hour rate during the evening (5pm to 9pm);
 - b. reducing the rate of charge during the evening (5pm to 9pm); or
 - c. turning off or preventing access to the charger during the evening (5pm to 9pm).

Who is not eligible:

- 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 on behalf of another organisation. This includes:
 - organisations seeking grant funding as an auspisor for another organisation;
 - strata and property management companies seeking grant funding on behalf of an owner or tenant in a strata property; and
 - property developers or builders for sites under development.

Types of Projects the Grants Program will co-fund

Round 2 will co-fund chargers that are used by an eligible organisation for one or more of the following use cases.

- **Charging employee EVs:** Charging EVs that are primarily used by the eligible organisation's employees to commute to and from work.
- **Fleet charging:** Charging EVs owned by the eligible organisation that are primarily used to undertake the activities of the organisation within operating hours.
- **Destination charging:** Charging EVs owned by customers or other visitors to an eligible organisation's premises (for example, to shop, dine or recreate).
- **Public charging:** Chargers that are open to public at large.

Chargers that are used for destination charging and public charging are referred to as public chargers.

Chargers that are used only for charging Employee EVs and fleet charging are referred to as private chargers.

What the Grants Program will co-fund

The grants will fund:

1. 50% of the purchase cost of up to 4 EV chargers per site:
 - a. Chargers can be 7kW to 350kW in size.
 - b. Chargers must be selected from the approved list.
 - c. A maximum of five sites can be funded per applicant.
2. 50% of installation costs, subject to the following caps:
 - a. For installations where the largest charger is less than 150kW, \$5,000 per site in the Greater Perth area and \$10,000 per site in regional and remote areas.
 - b. For installations where the largest charger is 150kW or larger, \$10,000 per site in the Greater Perth area and \$20,000 in regional and remote areas.

A site is an area defined with an address. The Greater Perth Area is as defined by the Australian Bureau of Statistics, and regional and remote areas are defined as all parts of the State that are not in the Greater Perth area.

Installation may include a two-year maintenance plan, which is mandatory to receive grant funding for public charger(s), a credit card reader, and/or an energy management system.

3. 50% of the electricity network costs associated with the installation (up to \$150,000 per site for Western Power network costs and up to \$225,000 per site for Horizon Power network costs). Network costs include costs relating to stand alone power systems payable to Western Power, Horizon Power or Boundary Power.
4. 50% of the cost of software for a period of two years:
 - a. Software must be selected from the approved list.
 - b. Software is mandatory to receive grant funding.

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

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 been installed prior to receiving notification of an approved Charge Up application.
- Chargers not listed on the approved EV charger list.
- Software subscriptions not listed on the approved EV charger software list.
- Additional charger cables.
- Ongoing costs to operate the charger(s).
- Internet costs.
- Electricity supply costs.
- Salaries or staffing expenses.
- Promotion or marketing costs (including signage).
- Optional costs such as bay painting, installing bollards, supplying additional cables and adding cable holders.
- Equipment that is installed for the provision of future EV charging infrastructure.

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 Form Overview (see Figure 1) must be submitted via the Smartygrants application portal from the program launch date of **4 November 2023** and before the application deadline of **3 May 2024**. Round 2 of the Grants Program will be assessed on a rolling basis. A total funding pool of \$12.5 million is available. Applications may be closed prior to 3 May 2024 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.

Applicants must obtain quotes for supply and installation of the chargers before submitting an application. This includes obtaining quotes for a two year software subscription and two year maintenance plan (for public chargers only). The Commercial Quote Requirements sets out the information that must be provided in all quotes.

If the project requires an electricity network upgrade, applicants must also provide a quote from the network operator (Western Power or Horizon Power depending on the location of the site). However, applicants may request Energy Policy WA to undertake an initial assessment of their application before they incur design fees from Western Power or Horizon Power. All other information contained in the Application Checklist must be provided for an initial assessment.

Only one site can be entered per application, however, an applicant may apply for up to five sites with five separate applications.

Once an application has been submitted, the applicant will receive an email confirming receipt. The email confirming receipt is not an approval email, and applicants must wait until they receive approval of their application before they install the EV charger(s). Chargers that are installed prior to receiving notification of a successful application are not eligible for co-funding.



FIGURE 1: APPLICATION FORM OVERVIEW

Below is an overview of key information that will be collected in the Application Form to provide an indication of what needs to be provided. To view all application form questions, go to the application form and select preview.

Applicant information

Be prepared to share the following information

- 1** Contact details of a person within the organisation authorised to make the funding request (Name and Position, Address, Phone Number, Email Address).
- 2** Organisation name.
- 3** Organisation type (small or medium enterprise, local government, or not-for-profit).
- 4** ABN – please provide an explanation if the ABN and the organisation name are different.
- 5** Primary organisation address (e.g. head office).
- 6** 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 five sites)

- 7** Site address and a name for the site.
- 8** Indicate whether the site is located in the [Greater Perth](#) area or Regional WA.
To help determine whether installation funding is capped at the metro or regional amount for the site.
- 9** For sites that are leased, confirmation that your landlord consents to installation of the charger(s).
The application form will require the applicant to declare that they have obtained appropriate approvals from their landlord.
- 10** Copies of detailed quote(s) for each site for:
 - approved EV Charger/s (hardware);
 - approved software from an approved supplier;
 - installation costs, including a two-year maintenance agreement (for public chargers only); and
 - network costs (if required).*Quotes can be uploaded in a number of formats including pdf, word, jpeg (most photos taken on a phone are a jpeg file).*
- 11** The total costs, as shown on your quote(s), for hardware, software and installation, including, for public chargers, maintenance.
- 12** The number of EV chargers already installed at the site (if any).
- 13** Whether the site uses solar energy or [GreenPower](#).
- 14** Who will use the EV Charger(s) Whether the charger(s) will be available for use by the general public, visitors, employees and/or fleet vehicles.
- 15** The operating hours of the site.
- 16** Explanation of how the applicant will make it more attractive for drivers to charge during the day (9am to 5pm) and/or overnight (9pm to 9am), compared to during the evening (5pm to 9pm).
- 17** For public chargers, details of the two-year (minimum) maintenance agreement with the hardware provider.
- 18** Commitment to maintain the charger in place for a period of at least five years.
- 19** A written description about proposed charger use at the site.
- 20** Whether the EV charger will be listed online to be found by members of the general public.

Commercial quote requirements

Please note – All quotes must be provided by a party that is fully independent of the grant applicant.

To enable the project team to see that the hardware and software you have selected has been approved for Round 2 of the Grant and to ensure the correct co-funding amounts, please provide quotes which detail ex GST costs for:

- approved EV charger hardware, including manufacturer name, type (AC or DC), size (kW), model description and model number;
- installation including a detailed breakdown of civil works (such as trenching and laying concrete plinths), electrical works such as cabling and switchboard upgrades, the purchase and installation of energy management systems (if required), commissioning of hardware and/or software, a credit card reader and, for public chargers, a maintenance plan for a two-year period;
- network upgrades (if required). Network upgrade quotes must be from the network operator (Western Power or Horizon Power); and
- a two-year software subscription for an approved software platform from an approved supplier.

The following items are not eligible for co-funding and should be itemised separately, and not included in the costs entered into the application form:

- Equipment that is installed for the provision of future EV charging infrastructure.
- Additional cables and cable holders.
- Optional costs such as bay painting and installing bollards.
- Grant application costs.
- Feasibility studies, business case development or council approval costs (if required).

Grant assessment and notification of outcome

Applications will be assessed on a rolling basis until the earlier of 3 May 2024 or when the funding allocation is fully utilised. Applications will be assessed against the eligibility criteria set out in these guidelines and the Grants Program objectives.

The assessment will also consider whether the number and size (kW) of charger(s) requested is appropriate to support the proposed use case.

Relevant factors include, but are not limited to:

- Business/operational needs which require charging vehicles at a particular capacity (kW).
- The number of existing or planned EVs that will use the charger(s).
- The expected level of utilisation of the charger(s).

The following general rules apply:

- AC chargers (up to 22kW) are supported for charging employee vehicles.
- AC and smaller DC chargers (up to 50kW) are supported for destination charging.
- Larger DC chargers (50kW or greater) are supported for fleet and public charging purposes only.

Notwithstanding these general rules, any size charger can be approved for any type of project if the applicant demonstrates it is necessary to support the proposed use case.

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

- Ensuring a reasonable split of grant funding between metropolitan and regional/remote areas.
- Ensuring a reasonable split of grant funding between the different types of eligible organisations.
- Alignment of the project with other WA Government policies.
- The extent to which the project is in the public interest.

The proportionality of network costs will also be considered as part of the assessment. Applications where the network costs are disproportionately high compared to the cost of the chargers being installed may be rejected. Generally, network costs should not exceed 50% of the project costs. Exceptions can be made if the site is in an area with higher than usual network costs.

All applications from charge point operators will be assessed by the Grants Program Steering Committee. These applicants will need to demonstrate to the Steering Committee that the installation of charger(s) is not commercially viable without grant funding. A reduced funding amount may be provided if less than 50 per cent co-funding is required to make the installation commercially viable.

There is no guarantee an application will be funded before the assessment process is completed. DMIRS will endeavour to notify applicants 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;
- the co-funding amount; and
- the documentation that needs to be submitted following installation to receive the grant funds.

Applicants will also be contacted by a third-party service provider (eftsure) to verify their bank payment details.

Once applicants have received notification of a successful application, they can contact their installer and proceed with installation. Applicants who are successful in Round 1 or 2 can also apply in future funding rounds (if any).

Unsuccessful applicants

Unsuccessful applicants will be notified via email that they have not been approved for grant funding.

Being unsuccessful does not prevent an applicant from applying for a grant in future funding rounds (if any).

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:

- final invoice(s) for EV charger(s), installation, including maintenance plan (for public chargers only), network costs 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 (AC chargers) or 18 months (DC chargers) 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 2, but can reapply in future rounds.

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 location specified in the approved application;
- ensure that the approved EV installation project is completed within 180 days (for AC chargers) or 18 months (for DC chargers) 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 where the applicant has installed chargers using co-funding, to enable verification that the installation has occurred in line with the approved application; and
- 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;
- for public chargers, maintain the chargers for at least a two-year period;
- commit to maintaining the charging infrastructure in place for a period of five years;
- request their installer submit a Notice of Completion to Building and Energy, DMIRS;
- 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; and
 - 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; and
- 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 (for AC chargers) or 18 months (for DC chargers) of application approval;
- a relevant software subscription(s) has been purchased;
- for public chargers, a minimum two-year maintenance plan has been entered into;
- 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; and
- except where the applicant has entered into a funding agreement with DMIRS that specifies alternative milestone and payment details, 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 Act 1995*.

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 an organisation 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.
- Requiring 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 Pty Ltd, 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; and
- 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 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; and
- 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; and
- been involved in, or is suspected of, being involved in current, or in the future, conduct intended to affect the integrity of the grant process.

Application withdrawal

Applications may be withdrawn during a funding round by contacting 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 internally by DMIRS in the first instance. Complaints that cannot be resolved within 30 business days from lodgment 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 2 results on Western Australian Government websites, including, but not limited to:

- grant funding amounts approved or paid;
- names and organisation type of successful applicants; and
- general description of approved projects, including location (suburb).

Information contained in applications may also be shared with other state or Australian 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.
- Members of the Charge Up Workplace Grants Steering Committee.

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 Western Australian government 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.



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