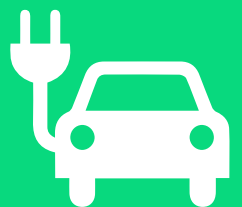




Residential Strata EV Ready Pilot Study

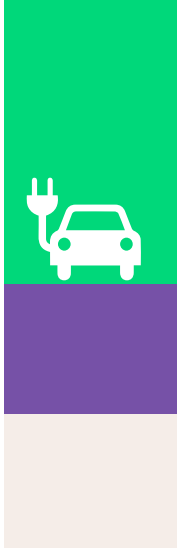


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Acknowledgement of Country

We acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

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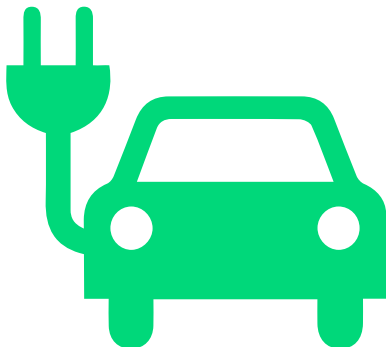
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1. About the Pilot

1.1. Intention of the Pilot

The Residential Strata EV Ready Pilot Study (the Pilot) seeks to understand the opportunities, challenges and costs of retrofitting electric vehicle (EV) charging into existing apartment buildings and townhouse complexes.

1.2. Policy background

Transport is the ACT's largest source of greenhouse gas emissions at 64% of our total emissions, and a priority for emissions reduction action. Passenger vehicles make up 73% of transport emissions and are critical to helping the ACT to achieve its emissions reduction targets.

On 31 August 2023, zero emissions vehicles (ZEVs) accounted for 5,432 (1.6%) of total registrations in the ACT. While this is more than double the number from August 2022 (2,353) the uptake of ZEVs in the ACT needs to accelerate rapidly to remain on the path to net zero emissions by 2045.

To support the transition to ZEVs the ACT Government released its *Zero Emissions Vehicles Strategy 2022-30* (ZEV Strategy) in July 2022. With research indicating that the main barriers to electric vehicle (EV) uptake are access to charging infrastructure, range anxiety, and upfront cost¹, one of the key priority actions is expanding the EV charging network across the ACT.

To achieve this, the government is committed to overcoming these barriers through a range of measures: public EV charging station rollouts, changes to planning regulations to require future apartment buildings to be built EV ready and incentives to support the installation of EV chargers in existing multi-unit (strata) developments.

Installing EV chargers safely and equitably into existing strata developments, such as apartment and townhouse developments, can be substantially more complex and costly than during construction or at a standalone home. In many strata the power supplied to parking facilities is managed by the owners corporation, rather than individual unit owners. This creates challenges in managing energy load and billing individual owners for energy usage for charging. To support unit owners transition to EVs this Pilot will seek to understand the scale and cost of the challenge in the ACT.

¹ Electric Vehicle Council, *State of Electric Vehicles August 2020* (Electric Vehicle Council, 2020), <https://electricvehiclecouncil.com.au/wp-content/uploads/2020/08/EVC-State-of-EVs-2020-report.pdf>

1.3. Pilot objectives

The objectives of the Pilot are to

- understand the opportunities, challenges and costs of installing EV charging infrastructure into existing residential strata where unit owners cannot simply connect an EV charger to their own individually metered power supplies
- support safe and equitable access to EV charging for residents in these strata
- showcase examples of EV ready configurations to other apartment and townhouse complexes in the ACT
- inform future policy supporting strata residents transition to EVs.

The Pilot will assist owners corporations:

- who have support from their members to install EV charging infrastructure
- that live in a strata which can showcase different types of EV ready configurations or solutions
- whose members are willing to raise community awareness, and support education activities aimed at assisting strata become EV ready.

For this Pilot 'EV ready' means getting the strata ready to accommodate EV chargers. This typically involves upgrading the electrical infrastructure in the car park by installing cabling, distribution boards, load management, billing software and final connection points for one smart EV charger per unit. Getting a strata EV ready will not include the supply or installation of EV chargers. Appendix A includes a more detailed definition of EV ready.

1.4. Funding available

The Pilot has \$300,000 in the 2023-2024 financial year to fund:

- EV ready feasibility studies in up to 10 eligible strata
- the installation of EV ready infrastructure in a small number of eligible strata.

We will fund up to 100% of eligible costs for both the feasibility studies and EV ready infrastructure. However, owners corporations that can contribute towards the cost may score favourably against the relevant assessment criteria.

Subject to the cost and available Pilot funds we intend to install EV ready infrastructure in at least two strata.

1.5. Overview of process

You will submit one application to apply for both a feasibility study and an EV ready grant

1.5.1 Stage 1: Feasibility study

The application will require information about your strata including the number of units and parking spaces, carpark layouts, and information demonstrating the owners corporation's research and level of interest and research in installing EV chargers. Eligible applications will be assessed against assessment criteria 1 and 2 (section 3 of these guidelines).

Up to 10 applications that score highly against these criteria will be successful in receiving a feasibility study. We will fund our chosen contractors directly to carry out the feasibility studies.

The feasibility study will outline the costs and works associated with making the residential units in your strata EV ready. This will involve a site visit to determine infrastructure layout and assess the existing electrical capacity. The feasibility study will outline an EV ready solution for your strata and provide a quote to install this design.

We may publish de-identified feasibility studies whole or in part for educational purposes.

1.5.2 Stage 2: EV ready grant

Applications with completed feasibility studies will then be assessed against assessment criterion 3 (section 3). Applications that score highly against all three criteria will be shortlisted for an EV ready grant.

Subject to the cost of installing the EV ready infrastructure, we will fund at least two strata that will showcase different EV ready solutions or configurations. The EV ready grants will be paid to successful applicants to have the EV ready solution, recommended in their feasibility study installed.

1.6. Enquiries

For more information about the Program please contact:

Zero Emissions Vehicles (ZEV) Strategy Implementation

Environment, Planning and Sustainable Development Directorate

ACT Government

Phone: (02) 6205 3926

Email: ZEVstrategy@act.gov.au

2. Eligibility criteria

2.1. Who is eligible to apply?

To be eligible an applicant must:

- have an ABN
- provide evidence that the owners corporation's executive committee has endorsed the application
- be prepared to enter into a Deed of Grant with the Territory.

The applicant must also be an entity responsible for managing a unit titles plan (strata) under the Unit Titles (Management) Act 2011, such as an owners corporation or a strata management agency.

Applicants can only submit one application per strata.

2.2. What developments are eligible?

To be eligible your development must:

- be a multi-unit, residential strata, such as an apartment building or townhouse complex, that is a unit titles plan under the *Unit Titles (Management) Act 2011*
- have at least some of its allocated residential parking spaces with either no power supplied, or connected to power managed by the owners corporation rather than to each unit's metered power supply.
- be located in the ACT.

Mixed-use strata are eligible, however only the residential units are eligible to receive funding.

2.3. What developments are not eligible?

The following building types are not eligible to apply:

- standalone homes and dual occupancies
- townhouse developments where each unit has parking facilities connected to its own metered power supply.

2.4. What expenses are eligible?

2.4.1 Feasibility studies

Feasibility studies will be paid for directly by us to our chosen contractors.

2.4.2 EV ready grants

To be eligible, expenses must be:

- identified in the feasibility study completed as part of this Pilot
- incurred by the contractor installing the EV ready solution
- related to making one allocated parking space per residential unit EV ready
- incurred between the project start and end dates.

Eligible expenses include:

- civil works required to install the charging infrastructure, including connection to the power grid
- supply and installation of cables, distribution boards, cable trays, covered outlets and other equipment and materials included in the feasibility study quote.

Your project start date cannot be before the date a Deed of Grant is executed.

2.5. What will not be funded?

The following expenses are not eligible:

- the purchase or installation of EV chargers
- costs outside the scope of the feasibility study
- costs related to making more than one parking space per residential unit EV ready
- costs related to making any visitor or other communal parking spaces EV ready
- costs related to making commercial parking spaces EV ready
- costs related to preparing the application form or administration of the grant
- expenses incurred outside the project start and end dates.

3. Assessment criteria

The application includes three assessment criteria that must be addressed.

- To be selected for a feasibility study your application must score highly against assessment criteria 1 and 2.
- To be recommended for an EV ready grant your application and feasibility study must score highly against all three assessment criteria.

We will assess your application based on the weighting given to each criterion.

You should provide evidence to support your answers. The application form displays word limits for answers.

CRITERION 1: Readiness to install EV ready infrastructure (40%)

In assessing this criterion, we will consider:

- the level of support from the owners corporation to install EV ready infrastructure in your strata
- any research undertaken or previous quotes received to assess the feasibility of installing EV infrastructure
- current EV ownership amongst residents and anticipated EV uptake in the near future
- the level of interest from unit owners and residents in purchasing EV chargers if your strata is made EV ready.

CRITERION 2: Commitment to supporting the ACT Government's target of net zero emissions by 2045 (20%)

In assessing this criterion, we will consider:

- works already done to reduce your strata's emissions or save water such as converting to low energy lighting, installing solar or water saving devices
- how you have advocated for or investigated environmental responsibility at your strata
- how you will support other residential strata to become EV ready.

CRITERION 3: Value for money (40%)

In assessing this criterion, we will consider:

- whether your strata can contribute any funds to becoming EV ready
- the cost of making your strata EV ready.

4. How to apply

To apply you must:

- complete the online application form
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

The application process will use the online 'SmartyGrants' platform. Please visit this link to set up a free SmartyGrants account: <https://actgovt.smartygrants.com.au/applicant/register>. Previous SmartyGrants users can use their existing account.

A preview of the application form can be downloaded from SmartyGrants to assist in preparing your application.

You must submit your application online by the closing date. No late applications will be accepted.

4.1. Mandatory attachments

The following attachments must be provided with your application:

- A letter signed by an authorised member of the strata's executive committee (such as the Chair or Secretary) endorsing the application.
- Evidence of the owners corporation's members' support for installing EV infrastructure.

If available, documents that provide schematics of the strata's parking facilities and electrical infrastructure such as layouts and diagrams should be provided.

You may provide additional attachments that directly support your application.

5. Selection process

5.1. What is the selection process?

We will first review your application against the eligibility criteria. If eligible, we will then assess it against assessment criteria 1 and 2. Only eligible applications will proceed to the assessment stage.

We will consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- how well it meets the Pilot's objectives.

We will establish a selection committee comprised of ACT Government employees to assess applications. The committee may also seek additional advice from independent technical experts.

The committee will first assess your application against assessment criteria 1 and 2 and compare it to other eligible applications before recommending which applications will be selected for a feasibility study. Once feasibility studies have been received, the committee will assess the relevant applications and their feasibility studies against assessment criterion 3.

When making decisions about which applicants will be successful, the committee will consider your responses to the selection criteria and your feasibility study. To meet our objective of showcasing different EV ready configurations/solutions we will also consider the type and size of your strata, and the recommended EV ready solution.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

5.2. Who will approve grants?

The Financial Delegate will decide which applications to approve for EV ready grants having considered the recommendations of the committee and the availability of grant funds.

The Delegate's decision will be final in all matters, including:

- the grant approvals
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

5.3. Notification of application outcomes

We will advise you of the outcome of your application in writing via email. If you are successful, we will advise you of the amount of funding and any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us.

6. Successful grant applications

6.1. Deed of Grant

If you are offered an EV ready grant, you must enter into a Deed of Grant with the Territory to receive funding. The Deed of Grant identifies certain legal obligations associated with the grant, including the use of grant funds, your financial contribution (if any), and project and financial reporting.

You will have 60 days from the date of a written offer to execute the Deed of Grant. During this time, we will work with you to finalise the details.

The Deed of Grant will include requirements to:

- participate in a media or showcase event for the Pilot or a subsequent related program
- become an EV ready in residential strata case study for ACT Government
- make the parking facilities and any other relevant spaces available to contractors to undertake works
- complete the EV ready installation by 30 June 2024.

6.2. How we pay the grant

We will make payments as per the agreed schedule in the Deed of Grant.

6.3. Tax obligations

Where applicable GST should be added to the invoices for your grant payments. You are required to notify us if your GST registration status changes during the project period.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on tax.

6.4. Announcement of grants

We will publish non-sensitive details of successful applicants on the Everyday Climate Choices website.

The Minister for Water, Energy and Emissions Reduction may announce the successful applicants.

7. How we monitor your project

7.1. Keeping us informed

You should let us know if anything is likely to adversely affect your project or organisation.

We need to know of any key changes to your organisation or its activities, particularly if they affect your ability to complete your project, carry on business and pay debts.

You must also inform us of any changes to your:

- name
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the Deed of Grant you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

7.2. Reporting

You must submit reports in line with the Deed of Grant. We will provide templates for these reports. We will expect you to report on:

- completion of project milestones
- project expenditure, including expenditure of grant funds.

We will monitor your project by assessing the reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information, or request an independent audit of claims and payments.

7.3. End of project report

When your EV ready installation is complete you must submit an end of project report.

Your end of project report must:

- identify the total eligible expenditure incurred for the project
- include the contractor's invoice showing that works are complete and paid for
- include a declaration that the grant money was spent in accordance with the Deed of Grant
- be submitted by the report due date.

7.4. Post project reports

You will be required to submit post project reports. These reports will provide the Territory with information including number and cost of chargers installed and number of EVs owned by residents, average cost to purchase and install a charger.

7.5. Deed of Grant variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your Deed of Grant, including:

- changing project milestones
- extending the timeframe for completing the project
- increasing grant funds.

If you want to propose changes to the Deed of Grant, you must put it in writing before the project end date in your Deed of Grant.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program objectives and program guidelines
- the availability of grant funds.

7.6. Evaluation

We will evaluate the Pilot to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

7.7. Grant acknowledgement

If you make a public statement about a project funded under the Pilot, including in a brochure or publication, you must acknowledge the grant by using the following text:

“with assistance from the ACT Government under the Residential Strata EV Ready Pilot Study”.

The ACT Government logo (provided on request) may also be used in conjunction with the above text to acknowledge the Government’s support of your project.

8. Probity

We will make sure that the Pilot processes:

- are fair
- are delivered according to these guidelines
- incorporate appropriate safeguards against fraud, unlawful activities and other inappropriate conduct.

8.1. Conflict of interest

It is important that applicants do not have private interests and/or relationships that will create a conflict of interest or be perceived to create a conflict of interest. Real or perceived conflicts of interest must be disclosed at the time of lodgement of an application or immediately after a potential real or perceived conflict becomes apparent.

8.2. Privacy

Your personal information is protected by law under the *Information Privacy Act 2014* and is managed by the Environment, Planning and Sustainable Development Directorate as set out in the Directorate’s [information privacy policy](#).

Appendix A: Definitions

| | |
|--|--|
| <p>EV ready</p> | <p>In the ACT's Territory Plan EV ready means a car parking space which is provided with all of the infrastructure needed for the future installation of an electric vehicle charger, including provision of the following:</p> <ul style="list-style-type: none"> ● adequate space within the car parking space for charger installation and the connection of an electric vehicle to a charger ● electrical distribution board(s) of sufficient size to allow future connection of electric vehicle chargers at all EV ready car parking spaces ● an electrical outlet at the car parking space suitable for the future installation of an electric vehicle charger ● conduits and cables connected from the outlet to the distribution board(s) ● a suitable on-site centralised load management and power provision approach. <p>An electric vehicle charger may also be provided.</p> <p>For the purposes of this Pilot, EV ready does not include the installation of chargers.</p> |
| <p>Residential strata (or units plan)</p> | <p>is a building or group of buildings that has been divided into 'lots' such as apartments, townhouses or villas. When you buy a lot, you also share ownership of common property with other lot owners. This may include car parking facilities, shared gardens, external walls, roofs, driveways and stairwells.</p> |
| <p>Common property</p> | <p>are areas that belong to the owners corporation such as courtyards, pool or gym areas, driveways and gardens. The owners own this area together and all have rights to use it. Your strata fees or levies support their use, management and upkeep.</p> |
| <p>Executive Committee</p> | <p>are the owners elected at the annual general meeting to run the day-to-day business of the owners corporation.</p> |
| <p>Owners Corporation</p> | <p>The owners corporation for a units plan is responsible for managing the units plan. The members of an owners corporation are the unit owners.</p> |

Contact us

Phone: (02) 6205 3926

Email: ZEVstrategy@act.gov.au

September 2023



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