



Sustainable Business Program Electric Vehicle Charger Pilot

Terms and Conditions

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How to use these terms and conditions

These Terms and Conditions provide information about the Sustainable Business Program Electric Vehicle Charger Pilot including eligibility criteria and how to apply.

Contact us

For more information about the Program, please contact:

Environment, Planning and Sustainable Development Directorate (EPSDD)

Climate Change and Energy Programs

Phone: 13 22 81

Email: EPSDD.FleetAdvisory@act.gov.au

Website: www.climatechoices.act.gov.au

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1. About the Pilot

The Sustainable Business Program Electric Vehicle Charger Pilot (Pilot) will provide rebates for the purchase and installation of an electric vehicle (EV) charger at business premises. The rebate is available to eligible businesses, that are registered for the Sustainable Business Program, and want to install one or more EV chargers to support their own transition to EVs or to support employees or customers with EVs.

1.1 Objective

The objectives of the Pilot are to:

- increase awareness and interest in EVs in the business community
- encourage businesses to install an EV charger to support their transition to EVs
- support business employees or customers that own EVs
- generate an avenue for Pilot participants to become industry leaders and advocates.

The delivery of the Pilot directly supports the ACT's Zero Emissions Vehicles Strategy 2022-30 and the ACT's ambitious target of net zero emission by 2045.

2. Pilot delivery

Throughout this document an 'Entity' may be referenced in the singular or the plural 'Entities', or as 'eligible Entity' and 'you/your' where appropriate.¹

2.1 Pilot model

1. To be eligible for the Pilot, the Entity must meet all eligibility requirements (as listed in section 4 'Eligibility').
2. Eligible Entities can apply for a rebate of up to 50% of the cost (capped at \$3,300 GST inclusive) for the purchase and installation of one or more EV chargers and associated infrastructure.
3. Entities must seek pre-approval prior to committing to or signing any contract/quote with a supplier (as per section 5.3 'Step 3 – Pre-approval'). The final date to submit a **Pre-approval Form** is 31 May 2024.

¹ As defined by section 4.1 'Entity Eligibility' of the Sustainable Business Program Electric Vehicle Charger Pilot Terms and Conditions.

4. EV chargers (as per section 4.2 'Installation Eligibility') must be purchased, installed, tested, commissioned and a **Rebate claim form** submitted no later than 60 calendar days from date of approval of the **Pre-approval**. The final date to submit a rebate claim form is 27 June 2024 (as per section 5.5 'Step 5 – Rebate Claim and Feedback').
5. Funding through the Pilot is in addition to the rebates available to eligible Entities through the Sustainable Business Program.

3. Rebate offered under the Pilot

The rebate is to support the purchase and installation of EV chargers in accordance with the Terms and Conditions. Only one rebate per eligible Entity.

4. Eligibility

4.1 Entity eligibility

1. An Entity under the Pilot is a business based in the ACT that operates or subcontracts fleet vehicles and has agreed to the Pilot's Terms and Conditions.
 - Exemptions can be sought and will be provided at the ACT Government's complete discretion.
2. A valid ABN with a business address in the ACT.
3. An Entity must be registered to, and accept the terms and conditions of the Sustainable Business Program, [REGISTER HERE](#).

4.2 Premises eligibility

1. An eligible premises is a non-residential property at which the entity conducts its operations.
2. Where the eligible premises is not owned by the eligible Entity, the eligible Entity warrants it has the authority of the landlord, landowner or leaseholder to have the works undertaken at the eligible premises.
3. The eligible Entity must provide written authorisation from the landlord, landowner or leaseholder of the eligible premises (as the case may be) consenting to the works being undertaken.

4.3 Installation eligibility

Each charger installation will be assessed for eligibility on a case-by-case basis. Each application for the rebate will require the completion of a pre-approval form and quote to determine eligibility. Rebates will not be paid retrospectively.

To be eligible, the charger(s) and their installation:

1. must be compliant with relevant Australian Standards and the *Electricity Safety Act 1971*.
2. must comply with OCPP 1.6 standards or higher
3. will require a Certificate of electrical safety (CES).
4. must be installed at an eligible premises
5. must meet the objectives of the Pilot.

5. Pilot process

5.1 Step 1 – Pilot participation

1. Confirm that you are an eligible Entity (as defined by section 4.1 ‘Entity Eligibility’).
2. Register for, and accept the terms and conditions of, the Sustainable Business Program, [REGISTER HERE](#).
3. Submit a signed copy of the Pilot Terms and Conditions to the Sustainable Business Programs Fleet Advisory Service. EPSDD.FleetAdvisory@act.gov.au

5.2 Step 2 – Organise and compare quotes

1. Once the Program team has deemed the Entity eligible to participate, you can contact one or more suppliers to arrange a quote.
2. You are responsible for obtaining quotes for the works to be undertaken.
3. Speak to suppliers to discuss your needs and organise a pre-inspection of your eligible premises. The suppliers may visit your eligible premises to confirm a suitable location to install your chosen EV charger and discuss the costs and savings you can expect.
4. It is strongly recommended that you request quotes from more than one supplier to ensure the best value for money.

Note: Once the suppliers have provided detailed quotes for the purchase and installation of an EV charger, you can access independent technical advice through the Pilot assessor on all the received quotes.

5.3 Step 3 – Pre-approval

1. After selecting the most appropriate quote, the quote must be submitted with the completed and signed **Pre-approval Form**
 - 1.1. Where the eligible premises is not owned by the eligible Entity, the eligible Entity warrants it has the authority of the landlord, landowner or leaseholder to have the works undertaken at the eligible premises.
 - 1.2. The eligible Entity must provide written authorisation from the landlord, landowner or leaseholder (as the case may be) of the eligible premises consenting to the works being undertaken.
2. The **Pre-approval Form** must be approved by the Program team before you can purchase and install the charger to be eligible for a rebate.
3. You must not commit to or sign any contract/quote with your supplier prior to approval.
4. The final date to submit a **Pre-approval Form** is 30 May 2024.

5.4 Step 4 – Product installation

Note: It is recommended that prior to the charging infrastructure being installed, Entities and the suppliers enter into a supply and install contract. This contract is an important legal document with legally binding responsibilities that Entities should carefully consider. The terms of the warranty should be in the contract between the Entity and supplier. This contract does not involve the ACT Government.

1. All works and installations must be undertaken in accordance with all legal requirements, by a licensed tradesperson where required by law, and all products and works must meet all applicable Australian standards, regulations and safety standards.
2. All works and installations must obtain a Certificate of Electrical Safety².
3. All completed works and installations must be successfully tested and commissioned by the supplier prior to being handed over to the Entity. This includes but is not limited to ensuring that all related safety and legal requirements, applicable Australian standards and regulations are met.

2 As included under 'Electrician responsibilities' by Access Canberra (<https://www.planning.act.gov.au/build-buy-renovate/for-industry/requirements-and-responsibilities/electrician-responsibilities>)

5.5 Step 5 – Rebate claim and feedback

1. After the installation is completed, the eligible Entity must pay for the works in full prior to submitting the Rebate Claim Form
2. The eligible Entity must submit a completed and signed **Rebate Claim Form** and supporting documents (as defined in the Rebate Claim Form) for approval to the Pilot within 60 calendar days of the date of pre-approval. The final date to submit the required documentation with a completed **Rebate Claim Form** is the 27 June 2024 (exceptions as per section 7.1 'Expiry date of the Pilot and Pilot changes' paragraph)
3. Supporting documents include:
 - 3.1. Supplier's tax invoice and proof of full payment
 - 3.2. Copy of Certificate of Electrical Safety
4. The rebate will be paid in accordance with these Terms and Conditions.
5. No rebate will be paid for any upgrade works or product installations that were not approved as part of the **Pre-approval Form**.
6. The eligible Entity must agree to a check of the eligible premises by a person authorised by the ACT Government where the works were undertaken, or products installed as a result of the Pilot.

6. Financing

As with any purchase, Entities should carefully consider the potential costs and benefits of any of the products included in the Pilot before committing to buy. Before committing to any purchase, Entities should also consider their ability to successfully make repayments.

The information contained in the Pilot resources should not be taken as financial advice and has been prepared as general information only, without consideration of your objectives, financial circumstances or needs. Entities may wish to seek independent financial advice before committing to any installation.

7. Pilot participation

7.1 Expiry date of the Pilot and Pilot changes

1. EPSDD reserves the right to change any or all of the Pilot Terms and Conditions or cancel the Pilot in its absolute discretion and will notify the eligible Entity of any such change within 14 calendar days from the date of change. **Pre-approval Forms** approved prior to date of change or cancellation will not be affected.

2. EPSDD will not be liable to make any payment of a rebate or any other compensation to an Entity who has undertaken works but does not submit the required forms on time (as specified in section 5 Pilot process), or otherwise has not complied with the Pilot Terms and Conditions.
3. EPSDD in its absolute discretion may grant an extension period for the eligible Entity to complete work and submit the related supporting documents under the Pilot. Extension requests must be made in writing, and approved by the Program Manager, prior to the expiration of the **Rebate Claim Form** approval (as specified in the section 5.5 ‘Step 5 – Rebate claim and feedback’ paragraph 2).
4. The business may be required to commit to participating in the following promotion activities in the 12 months from rebate payment:
 - Social media posts through the ACT Government’s Facebook accounts.
 - Case study and social media promotion. Case studies will be developed along the lines of existing case studies located at <https://www.climatechoices.act.gov.au/case-studies>.
 - Speaking events at the Sustainable Canberra Expo.
 - Participating in up to two (2) industry briefing events as coordinated by the ACT Government.
 - Be available to answer enquiries from media and other Canberra Businesses wanting to understand the process of installing EV charging infrastructure.

7.2 Indemnity

The eligible Entity indemnifies the EPSDD, its employees and agents against liability in respect of all claims, costs and expenses for all loss, damage or injury to persons or property caused directly or indirectly by the eligible Entity in connection with the eligible Entity’s participation in the Pilot.

EPSDD makes no representation, warranty or guarantee, whether expressly or implied, for the information contained in these Terms and Conditions. EPSDD expressly disclaims all liability for any loss or damage incurred by any person arising from, or because of, any person’s use of or reliance on any information, statement, opinion or matter (express or implied) contained in, derived

from, or omitted from these Terms and Conditions, except for any liability which cannot be excluded as a matter of law.

7.3 Privacy notice

The personal information provided to EPSDD enables the processing of your application. If all or some of the personal information is not collected, EPSDD cannot process your application.

The Directorate will not share this personal information with other government agencies or other organisations except in accordance with the *Information Privacy Act 2014* or as required by another law. The EPSDD Information Privacy Policy can be found at <https://www.planning.act.gov.au/about-us/privacy/information-privacy-policy>. The Information Privacy Policy Annex contains information

in regard to what information EPSDD collects and to whom it is disclosed. The policy also contains information about how Entities may access or seek to correct their personal information held by EPSDD, and how Entities may complain about an alleged breach of the ACT Privacy Principles.

8. Roles and responsibilities

8.1 Entity (your) role

As a participant in the Pilot your role is to:

1. read and agree to the Pilot Terms and Conditions;
2. research and educate yourself on the products most suited to your needs. Pilot assessors, and resources on the website can assist with your research;
3. check your eligibility in accordance with the eligibility section 4;
4. select the best quote for your needs;
 - 4.1. Expected costs and savings: Although there can be substantial benefits associated with investments made under the pilot, there are also significant costs involved.
It is important you fully understand the potential costs and savings, to make an informed decision about whether this offer is right for you.
5. understand your contract obligations with your supplier (potentially seek financial advice);
6. choose a supplier that best meets your individual requirements and expectations;
 - 6.1. Be wary of fraudulent suppliers. Be sure to check that your supplier has all the relevant Territory licensing requirements.
 - 6.1.1. Visit ACT Government Construction Professionals list at <https://www.accesscanberra.act.gov.au/s/public-registers>
7. read and understand the supplier's terms and conditions including warranty period and product maintenance requirements;

Note: The supplier should be able to assist in answering questions regarding the product and offer training for its correct operation. Information on processes such as, specific maintenance requirements, related emergency processes and contact details to seek additional support if needed should also be shared with the Entity. In the event of a product/ system failure the Entity should contact the supplier(s) that completed the installation.

8. submit all the required documents and information for approval in accordance with the eligibility section 4 and Pilot application process section 5; and
9. consent to ACT Government collecting your information for ongoing updates and improvements to the delivery of the of the Pilot.

8.2 ACT Government's role

EPSDD's role is to manage delivery of the Pilot, and the allocation of rebates (as per section 2.1, paragraph 2).



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