



Regional Wheelchair Accessible Vehicle (WAV) Taxi Service Grant

Grant guidelines 2026-2027



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Key terms

Term	Definition
Act	The <i>Transport (Road Passenger Services) Act 2018</i> (The Act).
Driver	A driver of an 'authorised on-demand rank or hail vehicle' who holds a passenger transport driver (PTD) authorisation.
DTMI	WA Department of Transport and Major Infrastructure.
Eligible person	A person who has been approved by the CEO of DTMI (through a delegated officer) to receive subsidised taxi travel, under the Passenger Transport Subsidy Scheme (PTSS).
Final Acquittal	The final report and supporting evidence submitted by the Grantee, through the Transport WA Grants System, to demonstrate completion of the Grant requirements.
Funding	The sum of money provided for the Grantee, to use solely for the purposes contained in Terms and Conditions of the Grant Agreement and Conditions.
Goods and Services Tax (GST)	As defined in the <i>A New Tax System (Goods and Services) Tax Act 1999 (Cth)</i> .
Grant	Regional Wheelchair Accessible Vehicle (WAV) Taxi Service Grant, funded by appropriation and administered by the On-demand Transport Policy and Projects team.
Grant Agreement and Conditions (the Agreement)	Regional WAV Taxi Service Grant Agreement between the Grantee and Grantor.
Grantee	The Grant recipient who is the individual or organisation awarded the Grant payment.
Grantor	The Department of Transport and Major Infrastructure (DTMI) on behalf of the Minister of Transport as defined in the Public Sector Management Act 1994 , as read with Gazette 164 of 2023.
Milestone report	Reports which Grantees must provide to DTMI, using the Transport WA Grants system, by specified dates throughout the duration of the Grant. This is necessary to ensure that: - the Grantee is fulfilling their obligations; and - Grant funding can be released at specified times. An example schedule of milestone reports is available as an appendix at the end of this document.
On-demand booking service (ODBS)	The 'provider of an on-demand booking service', as defined in section 10(2) of the Act, that provides those services to taxis and is an authorised ODBS.
Passenger Transport Subsidy Scheme (PTSS)	The WA subsidy scheme which is intended to make subsidised taxi travel available to eligible persons.

Term	Definition
PTD authorisation	Means a 'passenger transport driver authorisation' as defined under section 4 of the Act.
PTV authorisation	Means a 'passenger transport vehicle authorisation' as defined under section 4 of the Act.
Regulations	The Transport (Road Passenger Services) Regulations 2020 (the Regulations).
Taxi	An 'authorised on-demand rank or hail vehicle', as defined in regulation 3 of the Regulations, or an equivalent vehicle authorised to carry passengers for reward by another State or Territory.
Terms and Conditions	Terms and Conditions in the Regional WAV Taxi Service Agreement and Conditions imposed by the Grantor, in respect to the funding.
Transport WA Grants	The online grants management system, utilising OmniStar.
Wheelchair Accessible Vehicle (WAV)	An on-demand vehicle that is used or intended to be used for the transport of persons who have a disability, and any wheelchairs or other aids required by those persons. This is the definition set out in section 278(2) of the Act.

Overview

The Regional Wheelchair Accessible Vehicle (WAV) Taxi Service Grant (the Grant) is designed to support eligible on-demand rank or hail (taxi) passenger transport vehicle (PTV) operators in regional Western Australia to:

- establish a new WAV taxi service in a regional area, or
- ensure continuation of current services in areas where a WAV taxi service is being provided, but is absent, insufficient or at risk of the service being discontinued.

The Grant is used to directly offset the costs of setting up a WAV taxi service in a regional area, including:

- purchasing a suitable vehicle (new or used)
- purchase and installation of wheelchair modifications and taxi equipment
- passenger transport authorisations
- inspections, and
- acquiring and maintaining on-demand transport authorisations.

The Grant also supports other Department of Transport and Major Infrastructure (DTMI) accessible transport initiatives, including the Passenger Transport Subsidy Scheme (PTSS).

Program objectives

There are regional towns in WA that have very limited or no WAV services available. The Grant is specifically designed to target those regional towns to address accessibility gaps with these services.

Specific program outcomes include:

1. Establishing a WAV taxi service in areas of regional WA, where an accessible taxi service is not currently available.
2. Supporting existing WAV taxi services in regional WA, to meet demand and ensure continuity of service.
3. Ensuring eligible persons who require the use of a wheelchair in regional WA have access to PTSS, via the provision of WAV taxis.

Priority areas

All proposals to establish WAV services in a region must demonstrate that the service is sustainable and there is public demand, to ensure community support and sustained viability.

To ensure regional areas with limited to no WAV services available are prioritised, the Grant will be targeted at specific regional areas that fall under high, medium and low priority areas.

If an eligible city or town is not listed, email the On-demand Transport Grants team:

odtgrants@transport.wa.gov.au.

High priority areas

Regional areas that do not currently have an operational WAV taxi service are considered high priority and will receive first priority for Grant funding.

Region	City or Town
Gascoyne	• Carnarvon
Goldfields-Esperance	• Esperance
Kimberley	• Broome • Kununurra • Fitzroy Crossing • Halls Creek
Mid-West	• Meekatharra
Pilbara	• Newman • Tom Price • Onslow
South-West	• Manjimup

Medium priority areas

Regional areas in this category currently have an operational WAV taxi service, and DTMI has determined that additional WAV service capacity is required to meet current or projected demand in the area.

Applications for this category will be considered after high priority areas.

Region	City or Town
Gascoyne	• Exmouth
Great Southern	• Denmark • Mount Barker
Goldfields-Esperance	• Kalgoorlie-Boulder • Coolgardie
Kimberley	• Derby
Mid-West	• Geraldton
Pilbara	• Karratha • Port Hedland
South-West	• Collie • Busselton
Wheatbelt	• Northam • Jurien Bay

Low priority areas

Regional areas in this category are deemed by DTMI to have sufficient existing WAV taxi services.

Applications for these areas will only be considered if there is sufficient budget, after funding has been allocated to applications for high and medium priority areas.

- Albany
- Bunbury
- Margaret River
- Mandurah

Timeline

The following timeline will apply for the Grant round. The Grant is awarded annually but the Grantee continues to report for 3 years.

Milestone/Task	Estimated Date
Applications open	27 August 2026
Applications close	01 October 2026
Successful applicants notified	November 2026
Unsuccessful applicants notified	November 2026
Final acquittal deadline	10 June 2027
Grant project to be completed	30 June 2027
Grantee to confirm operational status	30 June 2028
Grantee to confirm operational status	30 June 2029

Sample reporting schedule

Grantees will receive a milestone reporting schedule as an appendix to their Grant Agreement and Conditions. This schedule will vary depending on how the Grantee plans to procure their WAV taxi. An example can be found in the appendix of this document.

Milestone reports are required to be submitted through the Transport WA Grants system by a set date. If the Grantee is unable to meet the deadline for a milestone report, they must request and justify an extension, before the required submission date.

Funding

The Grant provides funding to cover the costs involved in establishing a new regional WAV service or expanding an existing regional WAV service. The value of the Grant is exclusive of Goods and Services Tax (GST). All prices and costs presented in the application form, funding contract and correspondence are stated exclusive of GST. Grant recipients will be responsible for the GST on the full grant amount awarded irrespective of how the vehicle is procured and the funding is delivered.

The Grant program offers up to \$100,000 to support the establishment of a WAV service in a regional area.

Grantees will be required to maintain the WAV taxi service and continue to provide reports to DTMI for a minimum of three years after being awarded the Grant.

Note: Grant offerings may not cover the full costs of establishing or expanding a WAV service, including purchase of a suitable vehicle and installation of equipment. Grant funding will only be paid to grantees after the WAV taxi service is operational and the final acquittal report has been approved by DTMI.

Grantees will need to hold the following passenger transport authorisations:

- passenger transport vehicle (PTV)
- passenger transport driver (PTD), and
- on-demand booking service (ODBS) or an affiliation with an authorised ODBS.

Fee waivers

Two types of fee waiver will be applied for successful Grant recipients:

Application fee waiver

DTMI will waive the application fees for any new passenger transport authorisations required by successful Grant recipients.

Note: Application fees for existing authorisations cannot be refunded.

Authorisation renewal fee waiver

The first one-year equivalent renewal fee due for each authorisation type will be waived by DTMI.

Note: Due to system requirements, the initial authorisation fee (payable after application approval) cannot be waived.

Funding delivery

The method of funding delivery is dependent on the way the WAV is sourced. Payments will only be made to Grantees after the successful acquittal of the Grant.

The Grant Guidelines may be revised at any time to reflect changes to funding sources, should additional funding become available.

Purchase and modification of a suitable vehicle

In instances where the Grantee purchases a suitable vehicle to be modified (up to 5 years of age from the date of manufacture), the value of the WAV equipment installation quote (excluding GST) is subtracted from the total funding amount awarded to the Grantee.

The remainder of the Grant funding is paid as a lump sum (excluding GST) to the Grantee, after they have submitted their acquittal report and it is approved by the On-demand Transport Grants team.

Visit the [Wheelchair accessible vehicles](#) page to learn about vehicle standards for compliance.

Once the Grant Agreement and Conditions is signed by DTMI and executed, the Grantee must provide the On-demand Transport Grants team with an updated quote, from an accredited and reputable modifier/installer in WA. Quotes from modifiers/installers in other Australian states will not be accepted.

The quote must clearly specify all equipment items to be installed into the WAV. The vehicle is then scheduled for installation. DTMI will pay the installer directly upon completion of the modifications.

Purchase of a vehicle with WAV equipment installed

If a Grantee purchases a vehicle (up to 5 years of age from the date of manufacture), that already has compliant WAV equipment installed, the full funding amount will be paid to the Grantee, after satisfactory submission of the final acquittal report. The Grantee must ensure that any vehicle purchased with existing WAV equipment installed meets the required standards and has the necessary modification permits for a WAV taxi in WA.

Australian Standards

In line with regulation 18 of the [Transport \(Road Passenger Services\) Regulations 2020](#), the Grantee must provide evidence that the below Australian Standards have been met:

- AS 3856.1:2021, Hoists and ramps for people with disabilities — Vehicle mounted, Part 1: Product requirements
- AS 3856.2:2021, Hoists and ramps for people with disabilities — Vehicle fitted, Part 2: Fitting requirements, and
- AS/NZS 10542.1:2015, Technical systems and aids for people with disability – Wheelchair tiedown and occupant-restraint systems, Part 1: Requirements and test methods for all systems.

The Australian Standards can be viewed in-person, by making an appointment request. Email the On-demand Transport Grant team at odtgrants@transport.wa.gov.au.

WAVs must also comply with the following elements of the [Disability Standards for Accessible Public Transport 2002](#):

- the provisions of Part 9 that apply to taxis, and
- Section 12.5.

The Grantee must provide evidence that these standards have been met, before the funding can be paid.

Imported WAVs

Imported WAV taxis must meet the [Disability Standards for Accessible Public Transport 2002](#). Many models do not meet these standards, (for example, the internal dimensions and door sizes are too small).

Vehicles that don't meet these standards cannot be used to provide WAV taxi services in WA and will not be eligible to be purchased using the Grant funding.

Modifications

Installation of hoists, ramps, tiedowns and occupant-restraint systems are classified as complex vehicle modifications. Complex modifications require Engineering Certification from DTMI. An approval letter from DTMI's Vehicle Safety Standards branch and a modification permit are required for these types of modification.

If your modification is approved by DTMI, you will be issued a modification permit by the Authorised Inspection Station. You are required to carry this inside the vehicle at all times and keep copies in a safe place.

Visit the [PTV equipment and modification requirements](#) page for more information.

Electronic dispatch equipment

It is a requirement of the Grant that electronic dispatch equipment is installed in the WAV taxi. This is to ensure that DTMI can receive accurate and timely PTSS data from the ODBS.

Final report and acquittal

Once the vehicle is operational, the Grantee must submit a final acquittal report with a tax invoice and photographic evidence of the installation, via the Transport WA Grants system.

The acquittal report is reviewed by On-demand Transport staff. If it is deemed satisfactory, it will be marked as 'Achieved' in Transport WA Grants. Only after this will funding be paid to the Grantee, as per the milestone completion date set out in the Grant Agreement and Conditions.

At no stage will surplus funds be paid to the Grantee prior to the acquittal report being accepted by DTMI.

As a priority, DTMI will pay the modifier installer directly, following confirmation of completion. This must occur before any surplus payments are paid to the Grantee. Payments to suppliers and Grantees are approved by the authorised DTMI delegate.

Requests for upfront payment

Only in special circumstances can the Grantee request for an upfront payment of up to \$5,000. For example, Grantees need a deposit to secure the purchase of a vehicle. Suitable justification must be provided and, if approved, the upfront amount is subtracted from the overall funding awarded to the Grantee.

All requests for an upfront payment must be in writing and include evidence of a contract to purchase. All upfront payment requests are subject to final approval by DTMI.

Funding considerations

To support the fair and equitable distribution of available Grant funding across eligible applicants and locations, DTMI will carefully consider a range of factors when assessing applications

This means Grants are awarded using a competitive assessment process. High priority areas will be considered first, to ensure the community WAV taxi needs are being adequately addressed.

Grant funding is restricted to vehicles that will operate as an authorised on-demand rank or hail (taxi) PTV within WA. Vehicles with an on-demand rank or hail (taxi) category PTV authorisation may also operate as charter services.

Should additional funding become available, the Guidelines may be revised at any time to reflect changes to the funding sources applicable. DTMI reserves the right to reassign funding, in the event of undersubscription or to meet funding objectives.

In the event of unspent Grant funds, or Grant funds not being fully expended by 10 June of each year, those surplus funds will be retained and redistributed at the discretion of DTMI.

Only in extraordinary circumstances will a Grant be awarded to a previous recipient in a low priority region. In such instances, this is subject to formal approval being awarded by DTMI and cannot be guaranteed.

DTMI will not transfer cash or monies to a Grantee prior to receiving a final acquittal report from the Grantee and it being deemed satisfactory by the On-demand Transport team.

Unsuccessful applicants may reapply for the Grant in subsequent rounds.

Eligibility and selection criteria

Applications for the Grant are assessed on two levels of criteria.

1. Applicant eligibility criteria – non-weighted criteria that all Grant applicants must meet to be eligible to apply for funding.
2. Competitive selection criteria – weighted criteria used in the competitive assessment process to score applications against specific program priorities.

Applicant eligibility criteria

Applicants for the Regional WAV Taxi Service Grant must meet the following eligibility criteria.

- The applicant is a resident in Western Australia and must be an Australian citizen or hold permanent residency.
- The applicant must reside in the region of the proposed WAV taxi service and provide sufficient proof of address (for example, electoral roll confirmation, council rates or water notice).
- The applicant must hold or be eligible to hold an ODBS authorisation. If not, the applicant must be able to provide evidence of affiliation with an existing ODBS based in the relevant regional area.
- If the applicant is not the intended driver of the vehicle, then they must have relevant approvals from the owner organisation to apply for the Grant funds, if applicable. Non-driver operators may also be ineligible or restricted from applying without special conditions being imposed by DTMI.
- Applications must be for either a high, medium or low priority regional area, as specified in this document, unless otherwise approved.
- The applicant can confirm that they have sufficient financial means or arrangements in place to purchase a suitable vehicle, prior to receiving Grant funding.
- The applicant can confirm they have the sufficient financial means required to support the ongoing costs of the WAV taxi service, for the minimum operation period of 3 years from the date of contract acceptance.
- The applicant must not have been awarded WAV Grant funding from DTMI in the 3 years prior to the current Grant round or have withdrawn due to a breach of Agreement.

Competitive selection criteria

All Grant applications must clearly demonstrate the ability to meet and respond to the following selection criteria.

- A commitment to achieving the Grant objectives.
- Their proposed service will provide public and community benefit.
- The new service is viable for the region and how they will ensure the service delivery is not compromised. Applications must:
 - include an assessment of the demand for a new WAV taxi service in the relevant regional area
 - provide detailed costs for the establishment and ongoing operation of the business for the next 3 years, and

- provide details of how the service will be operated to ensure there is a reliable WAV taxi service available to the area, including:
 - consideration of area of operation
 - operating hours
 - service availability
 - contingencies, and
 - driver recruitment.
- Explain the expected timeframes for the establishment of the service.
- An understanding of [WAV taxi driver training competency requirements](#) and how to meet these.
- Previous experience in, or an understanding of, providing passenger transport services to people with a disability.
- Written references that can confirm their competence with conducting passenger transport services. Personal references can be provided if the applicant has not previously been a passenger transport operator.
- Detailed costs and quotes for the:
 - purchase and/or modification of a suitable vehicle
 - installation of WAV equipment, and
 - purchase and installation of the required taxi equipment, including:
 - roof light and meter
 - appropriate camera surveillance unit (CSU), and
 - mandatory electronic dispatch equipment.

Eligibility restrictions

Funding restrictions for Grantees may include:

- Poor performance of the Grantee, including non-compliance or incomplete acquittals in a past Grant round.
- Existing Grantees, with overdue or outstanding acquittals remaining cannot reapply until all outstanding requirements are completed to a satisfactory standard as determined by DTMI.
- Fleet operators, who do not intend to drive the WAV themselves, may be ineligible or restricted from applying for the Grant, without special conditions being imposed. This includes the subcontracting of only WAV qualified drivers.
- Grantees who have withdrawn from the Grant due to a breach of the Grant Agreement and Conditions are ineligible to reapply.
- Applicants who have been awarded WAV Grant funding under the Regional WAV Taxi Service Grant or the WAV Modification Grant, within the 3 years preceding the current grant round, are not eligible to apply.
- The 3-year exclusion period applies to the Grantee and any associated business or legal entity and any vehicle that has previously received funding under either grant stream.
- Applicants can not apply for both the WAV Modification Grant and the Regional WAV Taxi Service Grant in the same grant round.

DTMI will undertake an applicant integrity check of DTMI records when assessing the eligibility of applications. Applicants may be deemed ineligible if they have previous recorded:

- warning letters
- caution notices
- infringement notices
- prosecution
- suspension or cancellation of authorisations, or
- improvement and defect notices.

The presence of such matters will not automatically result in an application being deemed ineligible.

Application process

You are encouraged to discuss your proposal with the On-demand Transport team before you submit an application – email odtgrants@transport.wa.gov.au.

Email and paper applications are not available and will not be accepted.

Online information session

An online information session will be run by the On-demand Transport Grants team to provide an overview of the Grant, the selection criteria, and the application and assessment process.

Attendees will have the opportunity to ask any questions they may have about the Grant. After the event, a recording of the session will be provided to all those who registered.

Visit the [DTMI website](#) for more information about the information session and how to register.

Dates

The application must be completed in full and submitted with all required supporting documentation by the closing date. Late submissions will not be accepted.

How to apply

Applications for the 2026-27 round of the Regional WAV Taxi Service Grant will open at 8.00am Thursday 27 August and close at 5.00pm Thursday 1 October 2026.

Applications must be submitted using the [Transport WA Grants](#) system. Email and paper applications are not available and will not be accepted.

The online application must be completed in full and submitted by the closing date, with all required eligibility and selection criteria supporting information. Late submissions will not be accepted.

To apply:

1. Go to the [Regional WAV Taxi Service Grant webpage](#). From 8.00am Thursday 27 August until 5.00pm Thursday 1 October 2026, you will find a link to sign into Transport WA Grants. If you have not yet created a free Transport WA Grants account, follow the prompts to do so.
2. Once signed in, you will see a list of the available Grant rounds. Select the round labelled: 'Regional WAV Taxi Service Grant'.
3. Some information in the application form is mandatory, including the request for supporting information. If these are not addressed, your application will be automatically deemed ineligible and may not proceed.

Ensure that you set aside enough time to complete your application and provide all the required supporting information, with the necessary level of detail.

You can save your application at any time and go back to complete it.

Visit [Grants and funding](#) for more information about how to create an account and use the Transport WA Grants system.

Supporting information

Carefully consider the [Applicant eligibility criteria](#), [Competitive eligibility criteria](#), and any prompts provided in the application form. Ensure you provide all required information and documentation.

Assessment

Completed applications that have been deemed to meet the [Applicant eligibility criteria](#) will be moved to the next stage of the process for the assessment panel to review against the [Competitive selection criteria](#).

Each eligible application is independently assessed and scored against each selection criteria on a scale of 1–5, with each selection criteria weighted at 25%.

#	Selection Criteria	Score 1-5	Weighting
1	Strength of the proposal and ongoing viability.		25%
2	Passenger transport and WAV driver skill and experience		25%
3	Detailed costs and quotes provided		25%
4	Applicant commitment to achieving Grant objectives and community benefit		25%
Total			100%

Assessment panel

The primary assessment panel typically consists of at least three representatives:

- two DTMI representatives, including one as the Chair, and
- one Department of Communities representative.

Panel composition may be expanded to include other key stakeholders as required and may include members from:

- other State Government agencies
- technical / subject matter experts (such as On-demand Transport team members), and
- relevant industry bodies and associations.

Consensus meeting

Following the panel review, the overall score for each application will be calculated. At the consensus meeting, the overall scores for each application will be reviewed by the panel, with advice provided by a subject matter expert.

Applications for high priority areas will be considered first, with any remaining funding being allocated to any medium priority area applications, followed by any low priority applications.

Outcome

Applications are deemed either successful, unsuccessful, or unsuccessful (reserve list).

Successful applicants

Successful applicants are informed of the outcome via formal correspondence from the Transport WA Grants system.

Grantees are required to formally acknowledge their acceptance of the Grant in writing via email, within 14 calendar days of the announcement.

Unsuccessful applicants

Unsuccessful applicants are notified of the outcome via an email generated in Transport WA Grants and are encouraged to seek feedback from the On-demand Transport team.

This feedback is provided to inform and assist the applicant, so they can improve their chances of success on future applications.

Unsuccessful (reserve list)

Applications deemed unsuccessful but placed on the reserve list will be notified via email. They will be advised that they will be contacted if their application is selected from the reserve list.

Grant agreement

Grantee obligations

Successful Regional WAV Taxi Service Grant recipients must:

- Be responsible for the successful execution of the Grant project.
- Ensure their WAV taxi service aligns with the objectives of the Grant.
- Provide project progress updates and supporting documentation as stipulated in the Grant Agreement and Conditions.
- Work in a cohesive manner with relevant On-demand Transport officers to ensure that communication is maintained, is regular and the project reporting requirements are acquitted in a timely manner.
- Maintain regular contact with the On-demand Transport team for the entire duration of the Grant until it is deemed acquitted (completed).
- Acknowledge the Grant funding by way of a notice or sticker in or on the vehicle stating, “This vehicle was funded by a grant from the Department of Transport and Major Infrastructure - 2027”.

Grant Agreement and Conditions

The Regional WAV Taxi Service Grant Agreement and Conditions set out the terms and conditions under which the Grantee is provided funding.

The Grant Agreement and Conditions outline:

- the purpose of the funding
- operating requirements
- record keeping requirements
- reporting to the Grantor
- Grantee behaviour and expectations, and
- variation of conditions.

Once approved by the Minister, the Executive Director Driver and Vehicle Services (DVS) has delegated authority to administer the Grant Agreement and Conditions to the Grantees.

The Grant Agreement and Conditions must be signed by the Grantee in the presence of a witness and returned to DTMI for endorsement. The signed Grant Agreement and Conditions is then reviewed by the Executive Director DVS and signed on behalf of the Minister.

At this point the Grant Agreement and Conditions has been executed and is in effect.

Monitoring

Reporting requirements

Grantees are required to keep DTMI up to date with the progress of the Grant at regular intervals, by submitting milestone reports using the Transport WA Grants system.

A schedule of the milestone reports required for the Grant will be issued as an appendix to the Grant Agreement and Conditions. A sample schedule is available to view as an appendix to this document.

Each milestone report must be submitted prior to the specified date, with the requested information and supporting documentation. Transport WA Grants will be the channel through which Grantees will update DTMI on the progress of the Grant.

Extensions to milestone reporting dates can be requested and must include a suitable explanation. Requests for extension are subject to approval by DTMI.

Variations

If changes are required to the Grant Agreement and Conditions and subject to prior notification, the Grantee may initiate a request for variations to the agreement with DTMI during the monitoring stage.

There are two types of variations that can be applied for:

- variations to Grant scope or Grant conditions, and
- variations to Grant acquittal timeframe.

No requests for increases to the Grant value can be requested, as the funding is set at the assessment and award stage for specific goods and services.

All requests for a variation of Grant Agreement and Conditions must be instigated by the Grantee via the Transport WA Grants system.

Once a variation is approved, a letter of variation will be issued to the Grantee by DTMI. This letter constitutes a legal document and must be signed by the Executive Director DVS and the Grantee. No separate changes to the original Agreement and Conditions are required.

Withdrawals and terminations

Grantees must advise DTMI in writing as soon as possible if they wish to withdraw their application for funding or terminate their Grant Agreement and Conditions.

DTMI may also rescind a Grant offer or terminate an Agreement if the Grantee breaches any of the Terms and Conditions or an event of default occurs, as per the signed Grant Agreement and Conditions.

The Grantor may further terminate the Agreement without notice, if the Grantee is subject to any of the following:

- insolvency event
- no longer authorised to operate under the [Transport \(Road Passenger Services\) Act 2018](#)
- operates contrary to any requirement under the *Transport (Road Passenger Services) Act 2018*
- repudiation of the Agreement, and
- using an unauthorised driver or driver who is not appropriately qualified to operate WAVs in accordance with the [Transport \(Road Passenger Services\) Regulations 2020](#).

Repayment of Grant funds

At the end of an executed agreement, whether by termination or completion of the project, the Grantee may be required to repay funds to DTMI, including repayment of any:

- unused Grant funds, or
- Grant amounts deemed by DTMI to have been improperly evidenced or expended.

Repayments must be made within 10 business days of the Agreement ending (by completion or termination).

Grant acquittal

Before a Grant is deemed acquitted (complete), recipients must demonstrate that the project has been completed in its entirety, to a satisfactory standard, by submitting the online final acquittal report form in the Transport WA Grants system and complete the following requirements:

- ODBS and PTV authorisations for the vehicle
- confirmation that the WAV taxi service is operating and the location it is operating for the next three years
- photos showing the WAV taxi with required livery, funding acknowledgment and equipment installed, and
- details of the outcome of the Grant for the Grantee and the regional community in which they are operating the WAV taxi service.

Once an acquittal form has been received, reviewed and approved by DTMI, an acquittal email will be sent to the Grant recipient confirming completion of the project.

Support

If you have any questions about the Grant or the application process, please contact the On-demand Transport Grants team at odtgrants@transport.wa.gov.au.

If you require any support with the development of your business, please see the list of resources available from the Small Business Development Corporation (SBDC) below.

Starting a business

The [Starting a business workshop](#) is a free online workshop that covers:

- the essentials of starting your own business
- assessing your business idea
- building your business plan
- choosing your business structure
- your legal obligations
- building your support team
- financial advice, and
- how to market your business.

How to write a business plan

The [How to write a business plan workshop](#) is an online workshop that costs \$20 and covers:

- what should be included in your plan and why
- how a marketing plan fits into your business plan
- why you need a financial strategy, and
- how a SWOT analysis will help you identify your business opportunities.

Regional support for small businesses

The [SBDC Regional Network of Business Advisors](#) can help you with your small business questions and support.

Small business helpline

The [SBDC Business Advisory](#) is available to discuss any business questions or concerns. You can:

- call SBDC on 133 140
- book an online or phone appointment, or
- chat online.

Appendix: Sample reporting schedule

Milestone	Due date	Payment	Reporting requirements
Year 1: 2026-27			
Signed Grant Agreement and Conditions	30 November 2026	N/A	Signed Grant Agreement.
Supplier creation form	31 December 2026	N/A	Completed supplier creation form.
Updated modification quote	31 December 2026	N/A	Quote for installation of WAV equipment from an approved installer (if applicable).
Vehicle purchase	31 January 2027	N/A	Invoice or contract of sale for suitable vehicle. Booking confirmation with approved installer.
Completion of modifications	31 March 2027	Invoiced amount paid to approved installer.	Invoice from approved installer.
Transport WA Grants Progress Report	15 April 2027	N/A	Update DTMI with status of grant progress using Transport WA Grants system
Passenger Transport Vehicle (PTV)	30 April 2027	PTV application fee waiver applied.	Confirmation that vehicle is ready for authorisation.
PTV authorisation granted	10 May 2027	PTV authorisation renewal fee applied.	Confirmation that vehicle has been authorised.
Transport WA Grants Final acquittal report	10 June 2027	Total Grant amount minus invoiced installation cost.	Confirmation of WAV Taxi service operation using Transport WA Grants system.
Year 2: 2026-27			
Report status of WAV service to DTMI	10 June 2028	N/A	Evidence of ongoing service, confirmation of vehicle and equipment servicing, and audit report (if applicable).
Year 3: 2027-28			
Report status of WAV service to DTMI	10 June 2029	N/A	Evidence of ongoing service, confirmation of vehicle and equipment servicing, audit report (if applicable)