



Environment Protection Authority

Bin Trim Networks Program

Guidelines for applicants



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The Bin Trim Networks Program will fund targeted networks to reduce commercial and industrial waste and develop circular economy opportunities. Addressing waste systems in geographical areas, precincts, supply chains, industry sectors and specific materials will maximise outcomes and enable systemic and structural change.

Network facilitators will manage the networks and support collaboration, training and information sharing. Bin Trim waste assessments for businesses within the network will be conducted by trained assessors using the Bin Trim app.

Background

NSW waste generation rose to 21.9 million tonnes a year in 2019–20, with 7.8 million tonnes of waste landfilled, including 2.3 million tonnes (29%) from commercial and industrial (C&I) sources.¹ The C&I waste stream has a 52% resource recovery rate. There are over 271,000 businesses in NSW and the majority of these are small and medium enterprises (SMEs), the source of most commercial and industrial waste going to landfill.

In 2020 the NSW EPA commissioned a report into how the C&I sector could be encouraged to transition to a circular economy. This report highlighted key challenges, including the diverse nature of C&I waste and business entities.² The report also highlighted the need for C&I initiatives to respond to broader economy-wide goals, such as emission reduction targets, and recommended focusing on business sectors producing the most waste as well as utilising place-based approaches for circular economy solutions.

Waste and Sustainable Materials Strategy 2041

In June 2021 the Minister for Energy and Environment released the [NSW Waste and Sustainable Materials Strategy 2041 – Stage 1: 2021–2027](#) and the [NSW Plastics Action Plan](#). The Waste and Sustainable Materials (WaSM) strategy aims to change how the NSW economy produces, consumes and recycles products and materials, and sets out a vision for transitioning to a circular economy over the next 20 years. The WaSM strategy outlines key actions over six years – the first phase of the strategy – to deliver on long-term objectives and targets. These targets include reducing total waste generated by 10% per person by 2030 and achieving an 80% average recovery rate from all waste streams by 2030.

Forming a key part of the WaSM Strategy, the NSW Plastics Action Plan outlines a comprehensive suite of actions to address plastic pollution at all points of the plastics life cycle, from production and consumption to disposal and recycling. The WaSM Strategy and Plastics Action Plan are backed by \$356 million in funding over five years to deliver priority programs and policy reforms.

Waste Delivery Plan

The Environment Protection Authority's (EPA) [Waste Delivery Plan \(2021\)](#) outlines the actions the EPA will take to reduce the harmful impact of waste and drive behaviours that create a circular economy. It outlines how the EPA will work with partners to deliver on strategic waste priorities, the *NSW Waste and Sustainable Materials Strategy 2041: Stage 1 2021–2027*, and the NSW Plastics Action Plan.

The WaSM Strategy and Waste Delivery Plan commits \$15 million to build on the success of the popular Bin Trim program delivered under the *Waste Less Recycle More* strategy to assist small and medium businesses to reduce and recycle waste. The new \$15 million Circular Business Program includes the Bin Trim Networks Program, ongoing development and maintenance of the Bin Trim app, and engagement activities including training, networking opportunities, tools and resources to build capacity for SMEs to transition to a circular economy.

¹ *NSW State of the Environment Report*, NSW EPA, 2021

² *Transitioning the Commercial & Industrial sector to Circular Economy & Net Zero Emissions*, Cultivates, 2020 (unpublished)

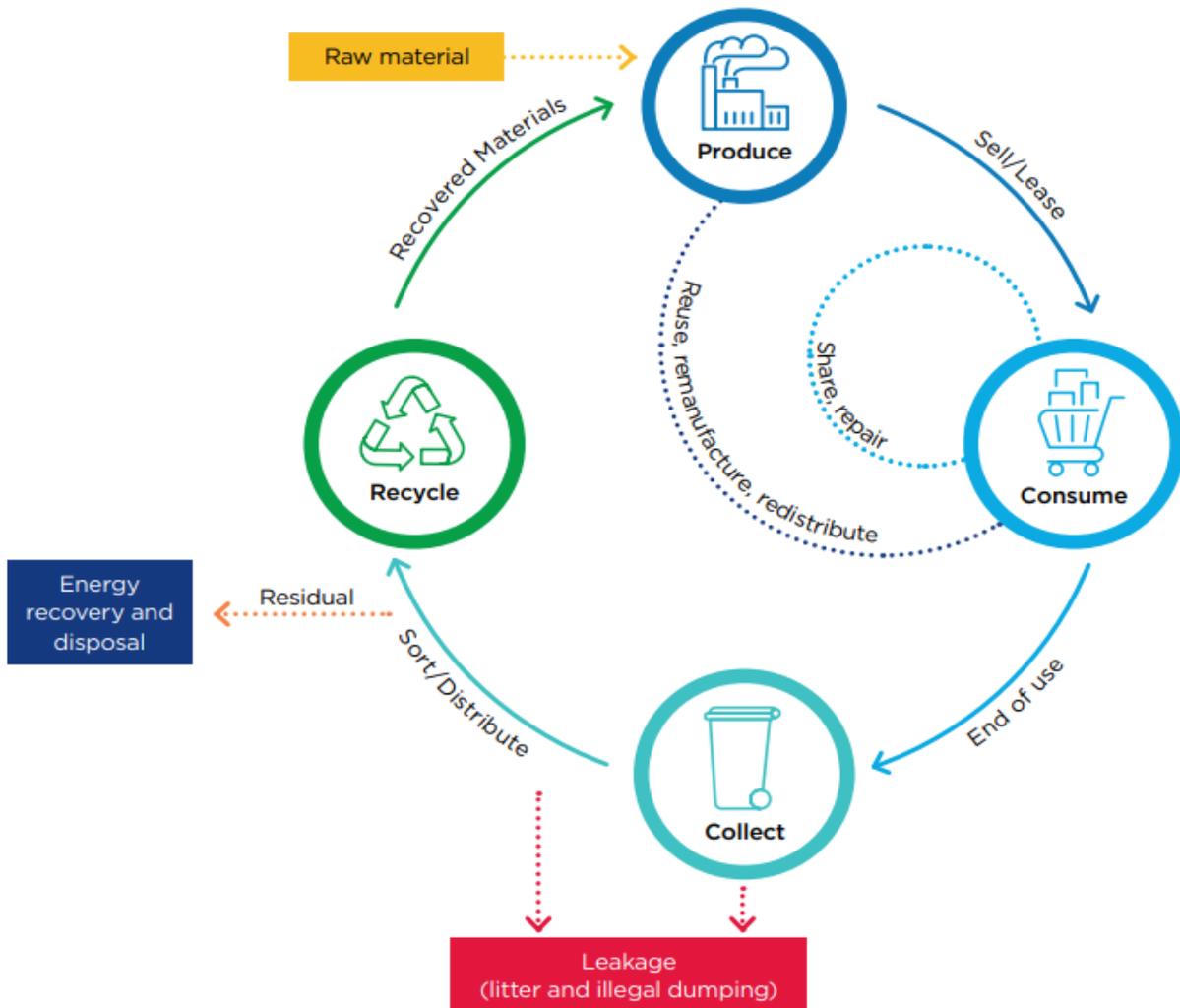
The circular economy

The NSW Circular Economy Policy Statement defines a circular economy as follows:

A circular economy values resources by keeping products and materials in use for as long as possible. Maximising the use and value of resources brings major economic, social and environmental benefits. It contributes to innovation, growth and job creation, while reducing our impact on the environment.

The *NSW Circular Economy Policy Statement* helps guide decision-making for NSW Government programs and supports strategic decision-making for the transition to a circular economy in NSW.

Figure 1 Circular economy



Source: *NSW Waste and Sustainable Materials Strategy 2041 – Stage 1: 2021–2027*

The Circular Business Program

C&I sector businesses – SMEs in particular – are important stakeholders when it comes to waste reduction and the transition to a circular economy.

The \$15-million Circular Business Program will:

- address knowledge gaps, barriers and challenges for SMEs
- improve access to infrastructure, equipment and services
- provide free tools and resources to help SMEs understand the circular economy and reduce waste
- support the trial and implementation of circular economy solutions by funding innovative approaches to key challenges
- provide up to 50% of the cost of equipment for waste avoidance and recycling through the **Equipment Rebates** program
- provide waste assessments and support in identified sectors and networks through the **Bin Trim Networks Program**.

The Bin Trim Networks Program

The Bin Trim Networks Program (the program) builds upon the popular Bin Trim model, which engaged with over 38,000 businesses to reduce waste under the *Waste Less Recycle More* strategy.

The Bin Trim Networks Program has been designed to help meet WaSM targets and support the transition to a circular economy. The program will fund targeted networks of business groups with shared characteristics. A network could be an industry sector, a business precinct or other geographical area, a supply chain, and/or relate to specific materials. Targeting networks will reduce C&I waste and develop circular economy opportunities. By addressing waste issues strategically in relation to a business group (such as looking at packaging in a transport supply chain or new recycling services for a business precinct) we can multiply benefits, increase the viability of sustainable outcomes for the whole business network, and enable systemic and structural change.

Through the program, grant funds will support network facilitators to manage the network and support collaboration, training and information sharing. Bin Trim waste assessments for businesses within the network will also be funded and these will be conducted by trained assessors using the Bin Trim app. Both the facilitators and the assessors will be key sources of information and support for the network. The program is also supported by a range of fact sheets and resources designed for businesses in specific industries.

The primary target audience for business participation in networks is small and medium enterprises (SMEs), but larger organisations can be involved, especially where their participation enables solutions that benefit SMEs. Applicants and/or their project partners are required to have demonstrated experience and established SME connections in the region, sector or target material that the network is focused on. Existing SME connections are required to ensure that SME participation is maximised and to leverage existing groups and relationships.

Businesses that participate in the program may be eligible to apply for financial assistance to purchase equipment and/or technology that assists with waste reduction and recycling through the Equipment Rebates program. Trained assessors will support businesses with rebate applications.

The Bin Trim Networks Program will provide \$6 million over five years, from 2022–23 to 2026–27. For Intake 1 in 2022–23 up to \$6 million is available, and there will be further intakes annually if funding remains after the first intake. Grants of \$150,000 to \$500,000 will be awarded for projects of up to three years' duration.

The funding will be contestable and assessed against the selection criteria outlined in these guidelines. This funding is administered in line with [NSW Treasury guidelines on outcomes-based budgeting](#), which

enables greater transparency in financial decision-making and greater accountability for the delivery of waste and circular economy outcomes. Selection for grants is a merit-based process. The applications are assessed and ranked by an independent technical review committee (TRC). Projects recommended for funding are at the discretion of the TRC.

1. Objectives

The Bin Trim Networks Program aims to:

- establish or enhance business circular economy networks where member businesses have commonalities relating to location, supply chain, sector or waste types
- identify and explore opportunities to reduce waste, increase recycling and implement circular economy solutions across the networks
- build the capacity of individuals and businesses to transition to a circular economy
- support businesses to apply for equipment rebates.

2. Eligibility

Eligible applicants

To be eligible for funding under the Bin Trim Networks Program, applicants must be able to demonstrate a capacity to manage the grant funds, must hold an Australian Business Number (ABN), and must be one of the following:

- an Australian entity or partnership incorporated under the *Corporations Act 2001* (Cth)
- not-for-profit organisation with an established legal status
- industry associations or peak body
- product stewardship group
- government agency and organisation, and/or government-owned/controlled entity
- a consortium of any of the above.

If the lead organisation does not meet one of the above legal definitions, it may not be eligible for funding. You may wish to nominate another project partner to be the lead organisation on this application and/or contact the EPA to discuss before progressing with your application.

Applicants may apply individually or choose to deliver the project through a partnership and/or by using subcontractors. Organisations applying for funding as a partnership must nominate a lead applicant who will be responsible for the financial management and administration of the project. Organisations that the lead applicant has a commission-based relationship with, or other vested interest in the proposed project, must be nominated as project partners in the application form.

Any organisation can be the lead applicant for only one grant application per intake of the program. Multiple applications from the same lead organisation will not be considered. As well as being lead applicant for one grant application, an organisation may be a project partner in up to two additional grant applications per intake. The NSW Environment Protection Authority (EPA) will seek to achieve diversity in organisation types and projects delivering the Bin Trim Networks Program.

Applicants and/or their project partners are required to have demonstrated experience and existing SME connections in the region or sector on which the network is focused, or expertise with the target material. Applicants will need to provide detail about how their organisation and their project partners are well placed to facilitate this network to maximise circular economy outcomes. The history of existing relationships with businesses in the network will form part of the assessment of applications. Partnerships involving industry groups, business groups and local government are encouraged.

Eligible outcomes

Projects funded under the Bin Trim Networks Program must contribute to achieving the priorities and targets identified in the WaSM Strategy and/or the Plastics Action Plan and/or Waste Delivery Plan. The eligible priorities and targets for projects under this grant program are:

- reducing total waste generated by 10% per person by 2030
- Achieving an 80% average recovery rate from all waste streams by 2030
- making the most of our plastic resources by supporting innovation
- tripling the plastics recycling rate by 2030
- phasing out problematic and unnecessary plastics by 2025
- halving the amount of organic waste sent to landfill by 2030
- significantly increasing the use of recycled content by governments and industry.

Engagement, partnership and capacity-building outcomes are encouraged but must be cost-effective, cohesive and meaningful in terms of the broader project plan. Project benefits and costs can include economic, social, environmental and cultural measures.

Priority outcomes

The waste management and resource recovery landscape can change quickly and the Bin Trim Networks Program aims to be adaptive and responsive to these challenges by supporting projects that address priority issues or challenges. For Intake 1 in 2022–23, priority will be given to projects:

- targeting food waste, plastics or textiles, where the primary target material is expected to account for at least 50% of the waste avoidance, waste reduction or recycling outcomes of the project
- targeting actions higher on the waste hierarchy (e.g. waste avoidance or re-use above recycling)
- supporting the transition away from problematic, unnecessary and single-use plastics
- supporting the introduction of mandatory food-waste collections from targeted businesses, commencing in 2025.

Projects which do not address the priority outcomes above are still eligible to apply if they meet other eligibility criteria and contribute to the eligible outcomes. Future grant intakes may specify different priorities.

Eligible projects

To be eligible for funding, proposed projects must:

- contribute to the objectives and targets of the WaSM Strategy and/or the Plastics Action Plan and/or the Waste Delivery Plan
- support circular economy and waste solutions in a targeted network, defined around commonalities relating to location, supply chain, sector or waste materials
- result in avoidance, re-use or recycling of waste generated by the C&I sector in NSW
- engage and assess over 50 SMEs (the number of SMEs involved should be proportional to the scale of the project)
- have no more than 10% of businesses participating in the network located outside NSW, where participation of these businesses is key to project success
- have the majority of project operations in NSW so as to provide economic benefits in NSW
- integrate effective and transparent monitoring and review processes
- have confirmed project partners (if applicable) with evidence of support
- not result in long-term stockpiling of any materials

- ensure that any new materials and resources developed include acknowledgement of EPA funding, meet the requirements of the EPA style guide and are approved by the EPA
- be a new project, service or activity. This program will not fund work that has been completed in the past or that would already be taking place without the grant. Businesses that have received a Bin Trim waste assessment under previous Bin Trim projects are eligible for participation where the Bin Trim Networks Program project can identify new opportunities for the business or if its participation would achieve broader beneficial outcomes across the network
- promote an ethical use of public resources and provide value for money.

Projects that primarily focus on switching businesses from one waste management service provider to another will not be assessed favourably. The aim of all projects should be to avoid and reduce waste and improve the recycling services of the recruited businesses, ideally through their existing service provider(s). However, if the existing service provider is unwilling or unable to provide a cost-effective recycling option to the business, the Bin Trim waste assessor can assist the business by seeking quotes from alternative recycling service providers. At no time is the assessor to act as a broker between a business and its waste service provider. The assessor can make initial contact and enquiries with waste service providers, but any negotiation of pricing or contract terms and conditions is the clear and sole responsibility of the business.

Recommendations for alternative service providers and/or equipment purchase will be subject to the investigations of an independent auditor.

3. Project design

It is expected that funded projects will include all of the following components:

- identification of partners/stakeholders and option for co-design where possible to ensure engagement, collaboration and best project outcomes
- a strong rationale for the initial project plan, including how the project will contribute to government targets and broader objectives, with expected outcomes and benefits and how these will be measured
- a plan for establishment and coordination of the network focused on waste reduction and circular economy opportunities, including clear roles, responsibilities, engagement and communication plans. This should include and encourage events, capacity building and personal development for network participants
- Bin Trim assessments for most or all businesses in the network, conducted by assessors trained by the EPA using the Bin Trim app, and including all steps in the Bin Trim Roadmap: first assessment, development of an action plan, implementation, support and follow-up assessment (see Appendix 1 for details)
- expected costs and benefits of the project, which must be demonstrated. Costs and benefits include economic, social, environmental and cultural considerations
- identification of risks and a proposed risk management plan
- reporting measures and methodology for ongoing monitoring and evaluation.

The NSW EPA aims to create effective partnerships with successful grantees during the grant administration process, based on collaboration. A shared understanding of objectives and expectations from the outset is essential.

Project measures

Project measures need to contribute to the eligible and priority outcomes but are not limited to these. Measures will include the following:

- number of businesses participating in the network

- number of businesses receiving Bin Trim waste assessments
- number of project partners
- estimates of tonnage of waste avoided, re-used and recycled during the project
- other social, economic and environmental benefits of the project e.g. local employment
- engagement and communication outcomes e.g. number of events and attendees; training and resources developed and distributed; measurable change in knowledge collected via survey
- formal changes to organisational governance documents e.g. procurement policy updated to include targets for purchase of recycled content, sustainability policy developed to include circular economy or sustainable development goals
- evidence of change in material design, use of recycled content, material life cycle or circularity.

Projects may achieve broader outcomes than expected at the outset. Measures should be integrated into project design where possible, in consultation with grant administrators.

Roles and responsibilities

The roles to be undertaken by the applicant and any project partners or subcontractors should be clearly described in the application form, including the key roles of network coordination/facilitation and Bin Trim waste assessments. Applications where these key roles are split between two organisations are encouraged.

All assessors conducting Bin Trim waste assessments as part of the program must complete training provided by the EPA. This will be delivered in a one-day compulsory training session at project commencement. Assessors joining the project after this training session will be required to complete online training modules. Completion of this training is also a requirement for assessors to be able to assist businesses with applications for the Equipment Rebates program.

All network coordinators/facilitators will be expected to participate in three-hour quarterly online information and collaborations sessions hosted by the EPA.

What can be funded

Funding is available for project-related costs including:

- administration of the grant project (maximum 10% of project budget)
- management of the grant project, including establishing and coordinating the network
- consultation and exploration of opportunities for collaboration among network members
- development and delivery of tools, resources, events etc. to build the network and the capacity of network members
- Bin Trim assessments in line with the Bin Trim Roadmap (typically not expected to exceed 50% of project budget)
- purchase of small equipment for businesses participating in the network and undertaking Bin Trim waste assessments eg. source separation bins, signage (maximum 10% of project budget).

What cannot be funded

Funding cannot be used for:

- projects that do not align with the objectives and policies of the Environment Protection Authority, WaSM Strategy, the NSW Plastics Action Plan and the EPA Delivery Plan
- projects that do not contribute to achieving the NSW Government's waste priorities and targets
- projects not primarily targeted at reducing waste generated by C&I sources in NSW
- financial co-contribution to other grants, including, but not limited to, contestable grants being delivered under the WaSM Strategy, the NSW Plastics Action Plan and the EPA Delivery Plan

- ongoing maintenance of projects or programs to which organisations have committed as part of a previous grant, or their core business operations
- legal advice
- collection and transportation of materials that cannot be recycled/diverted from landfill e.g. asbestos, clean-up of litter or illegally dumped materials
- diversion of virgin excavated natural material or excavated natural material
- diversion of liquid or gaseous wastes
- waste-to-sewer activities
- energy-from-waste activities.

The above items will not be considered for funding, and the tonnes diverted as a result of any of these components will not be considered in the overall assessment of the value for money of your project.

Applying for funding

1. Support for applicants

Information session

An online information session will be held during the grant application period. It will be recorded and made available to access for anyone who cannot attend. Details will be included on the EPA website. To receive email advice about information sessions please join the Circular Economy Programs Business Unit mailing list by emailing bin.trim@epa.nsw.gov.au.

Advisory service

All organisations interested in applying should contact the EPA's Business Unit in the Circular Economy Programs branch to discuss potential projects and eligibility. Staff can assist with any questions related to the application process and the intent of the program. It is recommended that any uncertainties be raised prior to submission to reduce the risk of an unsuccessful application.

Please contact:

Business Unit
Circular Economy Programs
Engagement, Education and Programs
Environment Protection Authority
Phone: (02) 9995 5000 (switchboard)
Email: bin.trim@epa.nsw.gov.au

2. Grant amounts

Successful projects will be awarded between \$150,000 and \$500,000 in grant funding, depending on scale, duration and likely impact. The following maximum funding amounts apply:

- a maximum of \$300,000 funding for projects of up to two years' duration
- a maximum of \$500,000 funding for projects of up to three years' duration.

Co-contribution from applicants and/or project partners is not required but is welcomed and will be considered during the assessment process as value for money is one of the assessment criteria.

3. Time frames

In 2022–23, Intake 1 will be implemented with timing as shown in the Table 1 below. If funding remains available it is expected that Intake 2 will open for submissions in November 2023 and Intake 3 in November 2024.

Projects will be funded for 2–3 years implementation. An indicative timeline for Intake 1 is provided below. Milestone dates will be included in each funding deed based on the design of each funded project.

Table 1 **Indicative time frames**

Item	Timing
Applications open	December 2022
Applications close	24 March 2023
Announcement of outcome	May 2023
Milestone 1: Commencement payment	June 2023
Milestone 2: Progress report and payment	6–12 months from commencement
Milestone 3: Progress report and payment	12–24 months from commencement
Milestone 4: Final report and payment	24–36 months from commencement

4. Application form

Applications must be submitted to the EPA using the [SmartyGrants](https://epa.smartygrants.com.au/) platform.³ You will receive an acknowledgement of your application form after submission via SmartyGrants. If you do not receive an acknowledgement email, contact the Business Unit at bin.trim@epa.nsw.gov.au to ensure your application has been received.

The application form will require details about your proposed project including, but not limited to:

- **contact details** for lead organisation and (if applicable) project partner organisations
- **project title and summary** (100 words)
- **project description**, including:
 - the network focus (region, precinct, supply chain, sector or material), the businesses the project will target, and the existing connection that the applicant or project partners have with these businesses
 - how the network will be established/enhanced and managed
 - key opportunities for waste reduction, recycling and circular economy solutions in the proposed network and the participating businesses
 - how Bin Trim assessments will be conducted and how these will be integrated into planning collaborative solutions across the network
 - tools, resources and training the project will develop and deliver for the network
 - how the project will provide long-term and/or replicable solutions for increased impact
- **predicted outcomes and outputs**
 - detail the likely outcomes and outputs of the project, including targets for milestones 2, 3 and 4, using the project measures table provided in the application form
- **monitoring and evaluation**
 - detail the monitoring and evaluation methods for the project, including how you will collect baseline and progress data for the identified project measures, using the table provided in the application form
- **timeline**
 - outline your project timeline including major milestones using the table provided in the application form, demonstrating that the project is logical, integrated and realistic

³ <https://epa.smartygrants.com.au/>

- **risk assessment**
 - provide a detailed risk management plan using the table in the application form, identifying the risks your project could encounter and the mitigating strategies
- **budget**
 - complete the project expenditure summary in the application form. The cost-effectiveness of your proposal will be judged by the total request for funds against the project outcomes with due consideration to the experience of your organisation, partners and subcontractors. The level of co-contribution from your organisation and any partners or subcontractors will be a key consideration as well as efficiencies, value adds and innovation.
- **relevant experience and capability** of the lead organisation and partner organisations, including:
 - areas of technical expertise, roles, and ability to support businesses to identify and carry out circular economy actions
 - previous education, qualifications and current courses that specifically relate to circular economy and managing business waste and recycling
 - specific technical expertise in relation to understanding waste-flow processes, designing out waste, procurement and recycling technologies used by commercial operations
 - experience in conducting waste assessments, facilitating implementation of recycling programs in workplaces, and experience with waste and recycling technology and infrastructure for SMEs.

5. Assessment criteria

Any applications that describe projects that do not align with the program objectives and policies of the WaSM Strategy, the NSW Plastics Action Plan and the EPA Delivery Plan will be deemed ineligible, and the applicant advised accordingly.

The TRC will review all remaining applications based on the selection criteria below. All questions in the application form should be answered fully and should be prepared with these criteria in mind. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

Table 2 Assessment criteria

#	Criteria	Description of criteria
1	Innovation	<ul style="list-style-type: none"> • The project is new, unique or adds significant value to an existing solution that generates desirable outcomes • The project leads to the creation of new products and/or services that support the transition to a circular economy • Methodology for recruitment of businesses within the targeted network group and maintaining engagement with SMEs • Methodology for strategic identification of the network, network engagement and conducting the waste assessments • Ability to demonstrate partnership support for project

#	Criteria	Description of criteria
2	Impact	<ul style="list-style-type: none"> The project will achieve significant outcomes The project can be replicated and/or scaled up to increase impact beyond the initial project The project has broader implications and potential impact beyond the core project scope Likelihood project outcomes will persist beyond the time frame of the project Likelihood of network facilitation continuing beyond the time frame of the project, including any commitment from the applicant
3	Demonstrated need	<ul style="list-style-type: none"> The solution addresses the priorities and targets identified in the WaSM Strategy and/or the Plastics Action Plan and/or the Waste Delivery Plan The scale of the problem/opportunity is clearly evident Appropriateness of the solution to address the problem/opportunity is clearly evident
4	Benefit to circular economy	<ul style="list-style-type: none"> The project applies circular economy principles to target materials in a manner that represents a significant improvement on current waste and resource recovery practices for the material and/or sector and does not create new environmental risks The project has broader benefits for the community of NSW and Australia
5	Capability	<ul style="list-style-type: none"> The applicant and the project partners are capable (have the right skills, knowledge, resources and experience) to deliver this project and the specific roles they will undertake are clearly described The applicant and/or project partners have strong established connection to SMEs in the region, precinct, supply chain, sector or material that the network is focused on The applicant and/or project partners have appropriate skills and experience to provide network coordination and strategic advice to identify and implement opportunities to reduce waste, increase recycling and implement circular economy solutions across the network The applicant and/or project partners have appropriate skills and experience to carry out Bin Trim business waste assessments in line with the Bin Trim assessment roadmap The project description, budget, risk assessment etc. is properly detailed and appropriate for the project outcomes and funding request
6	Value for money	<ul style="list-style-type: none"> The project represents good value for money considering the impact, benefits, funding request and co-contributions

6. Technical review committee

The role of the technical review committee (TRC) is to assess applications in a fair and equitable manner. This assessment process is designed to assist the EPA to select projects that support the grant objectives and offer good value for money. TRC members agree to undertake their duties within the principles of ethical conduct, integrity, objectivity and independence. They are also required to keep all matters concerning applications confidential and to declare any potential conflict of interest.

The TRC will be made up of representatives with relevant knowledge and experience. It will assess the merit of your application against the assessment criteria outlined in these guidelines. (The assessment process will be overseen by an independent probity auditor.) The TRC then makes

recommendations to the EPA. The EPA Chief Executive Officer will make final funding decisions. Applications that are not recommended for funding will be given feedback from the TRC and, if relevant, can be resubmitted in the future.

The EPA will seek and appoint TRC members on an annual or as-needed basis.

Successful applicants

Applicants will be notified in writing of the outcomes of the application assessment process. Funding decisions are final and there is no appeal process. Successful applicants may not receive the full amount requested, and funding offers may be subject to special, as well as general, conditions of funding (such as requested inclusions or changes).

1. Funding deed

Successful applicants will be required to abide by the conditions contained in the funding deed. An example of the funding deed is available on request. If you are not willing/able to agree to the conditions of the funding deed, you should not apply for the Bin Trim Networks Program. Successful applicants will be required to submit a signed funding deed and invoice made out to the NSW EPA before commencing their project.

We expect funded projects to be delivered on time and on budget and will only consider variations to the funding deed in exceptional circumstances. These requests must be submitted in writing for EPA consideration and approval.

2. Funding acknowledgement

Projects supported by the Bin Trim Networks Program are required to acknowledge the funding source on all publications, externally distributed reports, websites and publicity material relating to the funded projects. Organisations must provide the EPA with a copy of all publicity material before it is published or released and must not publish or release publicity material containing the NSW Government's logo or the NSW EPA's logo without the EPA's approval.

Please also ensure that an invitation is issued to a government representative (giving reasonable notice) to any launch or public event associated with this funding and that where they are able to attend, they are acknowledged as official guests. Where practicable, representatives should be afforded the courtesy of publicly addressing the event.

3. Reporting and payment schedule

The grant funding will be paid in four payments based on the milestones and deliverables outlined in Table 3.

Table 3 Reporting and payment schedule

Item	Payment amount	Timing	Deliverables/requirements
Milestone 1: Commencement payment	20%	June 2023	<ul style="list-style-type: none"> Signed funding deed Invoice
Milestone 2: Progress report and payment	30%	6–12 months from commencement	<ul style="list-style-type: none"> Network is fully established and members engaged Updated project plan (if adaptations required following establishment period) Progress report Financial report Supporting evidence for expenditure and achievements Invoice
Milestone 3: Progress report and payment	30%	12–24 months from commencement	<ul style="list-style-type: none"> Progress towards the targets specified for the project has reached at least 30% Progress report Financial report Supporting evidence for expenditure and achievements Invoice
Milestone 4: Final report and payment	20%	24–36 months from commencement	<ul style="list-style-type: none"> Targets specified for the project have been met Final report Financial report certified by independent accountant Supporting evidence for expenditure and achievements Case study template completed including testimonials and photographs Invoice

4. Audit, monitoring and evaluation

The EPA will be undertaking auditing, monitoring and evaluation activities to track the progress and outcomes of this grant program. Grantees may be required to permit the EPA-appointed auditor to review project outcomes at any time and may be interviewed or asked to complete surveys as part of the evaluation process.

More information

For more information please contact:

Business Unit

Circular Economy Programs

Engagement, Education and Programs

Environment Protection Authority

Phone: (02) 9995 5000 (switchboard)

Email: bin.trim@epa.nsw.gov.au

Appendix: Bin Trim assessment roadmap

The following table highlights key elements of the Bin Trim assessment process for each individual business participating in the Bin Trim Networks Program. Bin Trim assessments need to be undertaken by trained Bin Trim assessors. These assessments will be critical to identify solutions that each business can implement, as well as solutions that can be leveraged through the network approach.

Table 4 Bin Trim assessment roadmap

Bin Trim roadmap steps	Recruitment	First assessment	First action plan	Implementation assistance	Follow-up assessment and action plan
Who takes part?	<ul style="list-style-type: none"> Bin Trim assessor Senior member of staff Business champion* 	<ul style="list-style-type: none"> Bin Trim assessor Senior member of staff Business champion Other employees Waste service providers 	<ul style="list-style-type: none"> Bin Trim assessor Senior member of staff Business champion Other employees Equipment providers Local council Waste service providers 	<ul style="list-style-type: none"> Bin Trim assessor Senior member of staff Business champion Other employees Equipment providers Local council Waste service providers 	<ul style="list-style-type: none"> Bin Trim assessor Senior member of staff Business champion Other employees Equipment providers Local council Waste service providers

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Resources required	<ul style="list-style-type: none"> • Registration form • Bin Trim information e.g. brochure or postcard • Contact details to leave with business • Case studies • Equipment rebate information • Bin Trim app • Bin Trim public commitment window sticker and bin sticker 	<ul style="list-style-type: none"> • Bin Trim app • Ability to record data from waste assessment • Knowledge of industry waste types and potential avoidance/diversion methods 	<ul style="list-style-type: none"> • Bin Trim app • Bin Trim industry and material fact sheets • Access to the internet to research opportunities 	<ul style="list-style-type: none"> • Bin Trim bin stickers • Posters • Assessor network support 	<ul style="list-style-type: none"> • Bin Trim app • Ability to record data from waste assessment • Bin Trim industry and material fact sheets • Access to the internet to research opportunities • Bin Trim certificate
Where and when?	<ul style="list-style-type: none"> • At a time convenient to the business • By phone/email or in person 	<ul style="list-style-type: none"> • At a time convenient to the business soon after the business registers for the program • In person 	<ul style="list-style-type: none"> • By email or in person • A follow-up phone call should be made within 5 days to make sure action plan was received and understood. 	<ul style="list-style-type: none"> • By phone/email or in person 	<ul style="list-style-type: none"> • At a time convenient to the business • In person (assessment) • This should occur within an appropriate amount of time after the first assessment. Only in certain circumstances should second assessments not be completed within 3 months of the first assessment.

<p>Process</p>	<ul style="list-style-type: none"> Assessors to approach businesses, fully explain the program and its benefits and requirements and seek business involvement in the program. Assessor gathers relevant details from each recruited business (ensuring that they are happy to be involve, fit the criteria and are not already registered with another grantee organisation). Assessor completes registration form which is signed by a senior employee. The form demonstrates the agreement of the business to be involved in the program. Assessor requests business have recent waste and recycling bills ready for assessment. These can be sent to the assessor prior to the assessment. Businesses should also communicate any waste concerns 	<ul style="list-style-type: none"> A suitable time and date for the initial assessment is agreed between the business and the assessor. Assessments should occur the day before waste is collected to assess a complete waste profile. During the assessment, the assessor determines the number, size and fullness of general waste and recycling bins; waste materials produced by the business (if current waste is indicative of the typical waste profile of the business); space; access potential; and restrictions. They gain an understanding of operations by touring facilities and engaging with staff. The assessor should discuss at that time: <ul style="list-style-type: none"> potential opportunities for waste avoidance/diversion barriers and motivations with the business potential for an equipment rebate. Take photos (with business permission) to help record details. Enter details into the app as soon as possible after the 	<ul style="list-style-type: none"> Assessor discusses potential actions and draft action plan with business to ensure they are comfortable/happy to implement before sending final action plan. Business is provided with an action plan created by the Bin Trim app. The action plan must include: <ul style="list-style-type: none"> information on the business waste profile tailored and practical actions that have been agreed with business specific details expanding on suggested action case studies and fact sheets and other resources to help support implementation of actions responsibilities and timelines for completion contact details of the assessor. If necessary, assessors contact the 	<ul style="list-style-type: none"> Assessor supports and encourages business to implement actions. Assessor contacts existing waste service provider to organise any suggested changes that require their action. Business waste and recycling needs outlined to service provider to support changes. Optimal bin sizes and collection frequency agreed. Assessor contacts equipment provider to discuss equipment requirements and source quotes for equipment suitable for the business. Assessor works with staff or supply chain stakeholders to change operations to assist in the reduction of waste generation, circular economy opportunities and recycling. 	<ul style="list-style-type: none"> Assessor contacts business to check if any actions have been implemented. If no actions have been implemented assessor does not conduct a second assessment. The Bin Trim app is updated to register this site as a 'no action' site. A second visual assessment is performed only after implementation of changes and new business waste and recycling information recorded. A suitable time and date for the second assessment are agreed between the business and the assessor. Assessments should occur on the same day as the first assessment in order to record like-for-like information. Business understands any achievements, waste reduction or recycling improvements.
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	<p>so that the assessor can investigate these during the assessment.</p> <ul style="list-style-type: none"> • Business details are entered into the Bin Trim app as soon as possible after business registers 	<p>assessment and create draft action plan.</p>	<p>existing waste service provider(s) of the business regarding any suggested bin/collection service changes, contact equipment providers to source quotes, and apply for an equipment rebate on behalf of the business.</p> <ul style="list-style-type: none"> • Assessor follows up with business within 5 business days to ensure action plan received and understood. 	<ul style="list-style-type: none"> • Material, storage requirements and operational procedures amended to reduce contamination. • Assessor assists business to apply for a rebate, where appropriate. • Staff from the business are trained as necessary to support changes. • Bins, equipment, signs and other supporting materials are placed in best locations to optimise usage. 	<ul style="list-style-type: none"> • Business is provided with a Bin Trim certificate. • A new (second) waste reduction action plan is drafted using the Bin Trim app, identifying new priority materials and new opportunities. • A copy of the revised assessment and action plan is provided to the business. • Assessor may take photos, subject to approval from the business.