

Bin Trim Rebate Program Information for Bin Trim Rebate Applications

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Contents

1. Outline Of The Bin Trim Rebates Program	2
2. Who Can Be Funded (Eligible Applicants)	2
3. Funding Available	3
4. What Will Be Funded	3
5. What Will Not Be Funded	3
6. Conditions Of Funding (For The Business Applicant)	4
7. Waste Assessor’s Responsibilities	5
8. Resources To Assist Waste Assessors	5
9. How To Apply	5
Waste assessments	6
The business case for equipment	6
Submitting a rebate application	6
Rebate up to \$10,000	7
Rebates over \$10,000	7
Other payment processes	7
10. Special Conditions For Small To Medium Sized Business Recycling Collectors And Processors	9
11. Who Can I Contact For More Information?	9
12. Appendices	10

1. Outline of the Bin Trim Rebates Program

The Bin Trim Rebates program is a \$9.4 million program supported by the Environmental Trust as part of the NSW EPA's *Waste Less, Recycle More* initiative, funded from the waste levy. It is being made available to fund small scale reuse and recycling equipment for waste generated by small to medium sized enterprises (SMEs).

The *NSW Waste and Resource Recovery Strategy 2014-2021* sets a target to increase the commercial and industrial (business) recycling rate to 70 per cent by 2021. A 2014 commercial and industrial (C&I) waste audit, commissioned by the NSW EPA, found that a significant proportion of commercial and industrial waste is produced by small to medium sized businesses – 17 per cent by 'mixed' small to medium sized businesses and a further 53 per cent by other industry sectors such as manufacturing and retail; of which 99 per cent are small to medium sized businesses.

Small to medium sized businesses with 1-199 employees or those managing small to medium sized business waste such as facility managers and recyclers, are eligible to apply for a rebate of up to 50 per cent of the cost of reuse or recycling equipment. Applicants are eligible for one rebate per site of between \$1,000 and \$50,000 for up to five sites. A maximum of \$50,000 is available for any one site per financial year period. A maximum of \$250,000 is available to any one applicant over the life of the program.

By June 2017, it is anticipated that the Bin Trim Rebate program will help up to 750 businesses improve their recycling through the provision of equipment, diverting up to 15,000 tonnes of material from landfill. The Bin Trim Rebates program is designed to accommodate a range of different equipment options. Rebate applications must:

- divert additional new tonnes from landfill
- be cost effective to fund equipment that will help improve source separation of recyclables, reduce waste and/or increase recycling in the workplace
- divert priority materials including paper, cardboard, plastic (including expanded polystyrene), food, organics and wood/timber, however, other materials will also be considered
- lead to improved recycling for source separation of waste, including ancillary equipment such as bins, signage and kitchen caddies, as long as they fall within minimum / maximum rebate amounts.

2. Who can be funded (eligible applicants)

- **Small to medium sized businesses (SMEs)**
small to medium sized businesses with 1-199 full-time equivalent employees that can provide waste data from a waste assessment or audit in the past two years, conducted through an EPA program or other by application, for example:
 - the Bin Trim Business Grants program
 - Circulate, NSW EPA Industrial Ecology program.
- **Facility Managers**
 - (a) Facility managers responsible for small to medium sized business waste at sites such as business parks, commercial buildings and shopping centres. These applications must be supported by waste data from an approved EPA program or other on application, for example:
 - the Bin Trim Business Grants program
 - Circulate, NSW EPA Industrial Ecology program.

(b) Facility Managers of multiple sites (such as child care or aged care services) where the site:

- has between 1-199 employees and operates as a small to medium sized business
- has its own waste contract
- has waste data from an approved EPA program or other on application
- is not owned by a listed company.

- **Recyclers - Collectors and Processors**

Recyclers diverting small to medium sized business waste from landfill and who are themselves a small to medium sized business. Recyclers must show that the equipment will be used to provide either a new service for small to medium sized business clients or enhance current services to divert additional tonnes from landfill.

3. Funding available

- Up to 50 per cent of the cost of equipment (excluding GST), excluding delivery, installation and training charges (except for commercial worm farms and composters which can include delivery, installation and training)
- Minimum rebate of \$1,000
- Maximum rebate of \$50,000 in any one financial year
- One or more pieces of equipment can be applied for up to the maximum amount.
- An applicant can apply for rebates for up to five sites to the value of \$50,000 per site. The maximum rebate amount available for any one business applicant is \$250,000 to June 2017.

4. What will be funded

Equipment eligible for a rebate includes material processing infrastructure that diverts waste from landfill as well as recycling infrastructure. This includes but is not limited to:

- balers
- compactors
- glass crushing machines
- commercial worm farms
- composters
- shredders
- EPS Compaction equipment
- recycling bins / bin equipment
- public place recycling bins if the material is collected under a commercial and industrial contract
- other equipment on a case by case basis that meets the terms and conditions of the Bin Trim Rebate program.

5. What will not be funded

- garbage compaction units
- delivery and installation of the equipment (except in the case of worm farms and composters)
- costs for the collection of material/outputs from equipment
- maintenance and insurance of equipment including operational costs such as electricity

- staff costs
- equipment that does not assist in the recycling of additional materials over and above that already being recycled
- equipment that would be leased and not owned by the applicant
- equipment that has already been ordered, purchased or installed and a contract has not been entered into prior to the approval of this rebate application
- equipment that does not meet Australian Standards
- equipment that does not have a minimum 12 month warranty (submitted with the application)
- equipment that does not handle the commercial/industrial waste of small to medium sized businesses.

NB: Dehydrators and composters will be assessed and approved on a case by case basis, with particular attention to material inputs, energy and water use, and what the applicant intends to do with the outputs. Where relevant, resource recovery exemptions and orders issued by the NSW EPA must be adhered to.

6. Conditions of funding (for the business applicant)

- The business applicant's 50 per cent contribution to the cost of equipment cannot include in-kind contributions or project management costs.
- The business applicant must be the user of the equipment (except in the case of recyclers).
- Only businesses defined under 'Eligible Applicants' can apply. Please see full Terms and Conditions in *Form 1–Application Form*.
- The business applicant must endorse the supporting waste data, and the waste reduction projections used in the rebate application and follow up report.
- The business applicant must agree to be subject to an independent audit to verify ongoing performance.
- To meet the EPA rebate return on investment, the equipment must achieve a rate of **\$200/tonne** or less, to divert the waste from landfill. The exception to this is for lightweight plastics such as Expanded Polystyrene (EPS) and plastic film which have a **\$500/tonne** threshold. The diversion rate is calculated by taking the 50 per cent rebate amount (half the cost of equipment), and dividing this by the number of tonnes of material calculated through the waste assessment, to be diverted over five years from using the equipment.
- Applications must be supported by waste data from a waste assessment or audit in the past two years conducted through an EPA funded program or other by application. Waste data must be entered into the Bin Trim tool.
- Equipment quotes must be within a reasonable market price.
- Equipment type is recommended by an assessor/facilitator engaged under an EPA funded program.
- Equipment requirements must consider issues such as space, energy, water and capex costs of any supporting infrastructure, such as shelters.
- Applications must include evidence of commitment to providing staff training, Work Health and Safety procedures and maintenance plans.
- Applications must show how equipment outputs will be managed satisfactorily.
- Applications must provide details of any development approvals or licences if relevant.

7. Waste assessor's responsibilities

The waste assessor will:

- Identify the recycling equipment requirements and situation.
- Recommend the type of equipment most suitable to the business's needs.
- Calculate if the equipment meets the EPA thresholds for cost of tonnes diverted.
- Support the business applicant to obtain quotes for the recommended equipment and assess cost effectiveness against market price.
- Liaise with the EPA and business applicant throughout the approval, installation and payment process for the equipment.
- Download, complete and submit **Form 1–Application Form**.
- Download, complete and submit **Form 2–Equipment Purchased**.
- Conduct the follow-up waste assessment after the equipment is installed, and enter data in the Bin Trim tool.
- Download, complete and submit **Form 3–Performance Report**.
- Assist the business applicant as required with professional waste support, information and education to ensure the safe and effective use of the equipment.

NB: A rebate service fee of \$500 (plus GST) per successful application will be offered to the organisation employing the relevant waste assessor. This will be a one-off payment made once *Form 3–Performance Report* has been approved.

8. Resources to assist waste assessors

The EPA has developed several resources that will assist waste assessors with determining and submitting a rebate application on behalf of a business applicant. The following are available for download from the Bin Trim tool:

- this information guide
- a generic equipment guide and checklist
- a rebate calculator to determine eligibility for payment
- the Bin Trim User's Manual
- specific mailbox for rebate applications: bintrim.rebates@epa.nsw.gov.au
- training to undertake a Bin Trim assessment and 'how to apply for a rebate'
- educational signage
- video on how to conduct a visual waste assessment
- equipment catalogue on Businessrecycling.com

9. How to apply

A business applicant must apply for a rebate through their waste assessor. The waste assessor must first complete a waste assessment through either the Bin Trim Grant program, Circulate, NSW EPA Industrial Ecology, or other by application, and enter the waste data in the Bin Trim tool. If the business applicant is a facility manager or a recycling collector/processor, then waste data must be provided for the small to medium sized businesses that the equipment will service.

The waste assessor must declare any commercial interest they or their organisation has in the sale of equipment. The business applicant is under no obligation to be limited to the specific equipment recommended by the waste assessor and they are encouraged to seek alternative quotes from other suppliers providing comparable equipment.

Waste assessments

Waste assessments can take from 15 minutes to one hour for small businesses and from one to two hours for medium sized businesses, and will quantify the amount and type of materials in the small to medium sized business general waste bins, and any recycling systems that are operating. A waste reduction action plan is developed for the small to medium sized business outlining ways to divert waste from landfill and increase recycling. Waste assessments pre and post equipment installation are required under the rebate program.

The business case for equipment

The waste reduction action plan must identify the type of equipment that will help the small to medium sized business increase recycling. The waste assessor should outline other benefits for the business. For example, a baling machine can compact existing materials, reducing space needed on site, and the number of waste collections, as well as compacting further waste streams for recycling collection. Other business benefits from better waste management can include:

- a return on investment and payback on the cost of the equipment
- money saved is better invested back into the business
- validate what the business is already doing
- link to productivity, saving space and time
- link back to intrinsic values or drivers of the business
- differentiation from competitors
- green goals or targets
- brand enhancement.

To be eligible, the rebate request must represent a return on EPA investment of no more than \$200 per tonne diverted over five years, except in the case of soft plastics such as expanded polystyrene or plastic film, where the threshold is \$500.

Submitting a rebate application

Based on the recommendations in the waste action plan, the assessor will recommend suitable types of recycling and ancillary equipment, and advise the business applicant on where to locate equipment suppliers including the 'Equipment Guide' on Planet Ark's [Business Recycling website](#). The waste assessor will support the business applicant on choosing the equipment to purchase, and ensure the business applicant has read and understood the Bin Trim Rebate program before commencing an application on the business applicant's behalf. The EPA does not endorse any suppliers in the equipment catalogue and equipment does not have to appear in the Equipment Guide to be eligible for a rebate.

Once the business applicant has made a decision on what equipment to purchase, the waste assessor will need to access the Bin Trim tool to download the relevant rebate forms. The waste assessor completes all rebate forms in collaboration with the business applicant, and both must sign all forms:

- a) **Form 1–Application Form** is initially submitted to obtain approval for the rebate from the EPA. The EPA will send out a confirmation letter to the business applicant and copy in the waste assessor.

Documents that must be submitted with the application include:

- preferred quotes for the equipment
- business applicant's latest waste bill
- proof of 12 month warranty
- rebate calculator showing threshold amount

- b) **Form 2–Equipment Purchased** is submitted once the applicant has paid for the equipment. This form generates the first rebate payment. An invoice made out to the EPA for the first/only rebate payment must be submitted with this form.
- c) **Form 3–Performance Report** is submitted after the equipment has been installed and operating for at least four to six weeks, and the waste assessor has returned to complete the second waste assessment. If the business applicant has two rebate payments, then an invoice for the second payment is submitted with this form.

Rebate up to \$10,000

One full payment will be made when *Form 2–Equipment Purchased* is submitted and approved. The business applicant must show that they have already paid for the equipment but it does not have to be installed.

Rebates over \$10,000

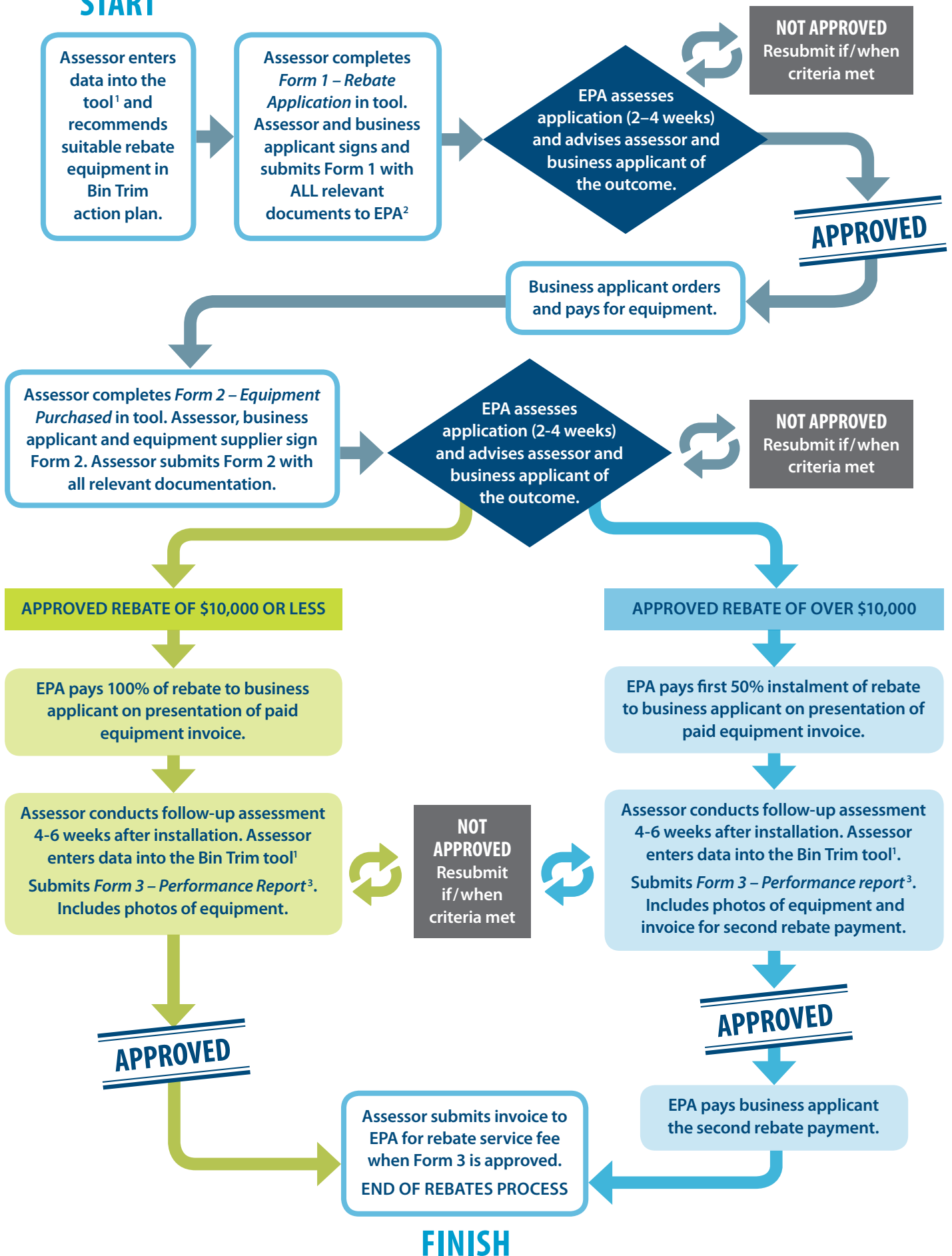
Two payments will be made for a rebate that is for more than \$10,000. 50 per cent of the rebate amount is triggered when *Form 2–Equipment Purchased* is submitted and approved. The second payment is triggered when *Form 3–Performance Report* is submitted and approved.

Other payment processes

- The business applicant will be provided with a Purchase Order and Rebate number in the letter notifying them of their successful application. The waste assessor will be copied in.
- The waste assessor submits an invoice to the EPA for their performance payment of \$500 after approval of the Performance Report.
- Waste assessor submits forms at bintrim.rebates@epa.nsw.gov.au,
- The invoice must include the Purchase Order number provided by the EPA.
- Final Report must include at least two photos of the equipment
- Letter of Offer is valid for 30 days.

Bin Trim Rebates Process Flowchart

START



Recommended indicative timeframes:

¹ within 2 weeks of assessment ² within 3 weeks of completing first assessment in tool ³ within 2 weeks of follow-up assessment

10. Special conditions for small to medium sized business recycling collectors and processors

The Bin Trim Rebates program will offer rebates to recycling collectors and processors of up to \$50,000 per financial year to help them increase their services to small to medium sized businesses, so that small to medium sized businesses have more opportunities to recycle. Over and above the general Terms and Conditions of the Bin Trim Rebates program, special conditions will apply to applications from recycling collectors. Specific forms have been developed for recyclers:

- a) **Form 4–Recycler Application Form** is submitted once the applicant has paid for the equipment. This form generates the first rebate payment.
- b) **Form 5–Recycler Equipment Purchase** is submitted to obtain first / only rebate payment once equipment is purchased.
- c) **Form 6–Recycler Performance Report** is submitted after the equipment has been installed and operating for at least ten to twelve weeks. If the business applicant has two rebate payments, then an invoice for the second payment is submitted with this form.

The following extended conditions are included:

- description of the recycling business (must employ between 1–199 full time equivalent)
- proof of compliance with NSW waste regulations
- number and list of **new** waste streams to be diverted (if applicable)
- number and list of **existing** waste streams to be increased (if applicable)
- number of small to medium sized businesses to be serviced (actual and projected increase)
- region the small to medium sized businesses are located
- area of coverage of services (existing and new)
- proof of current tonnages being collected
- proposed promotional strategy to recruit new clients or engage with existing clients including practices to reduce on site contamination (correct recycling procedures)
- anticipated project outputs including timeframes for roll out of new equipment and service provision
- equipment type and specifications needed to provide new services or increase existing services
- monitoring and evaluation of forecasted outcomes compared to actual outcomes (timeframe for providing progress outcomes will be dependent on second payment of the rebate).

Recyclers will need to liaise with a waste assessor registered with the EPA to use the Bin Trim tool. Registered users of the Bin Trim tool are able to enter data, download and submit Rebate application and performance forms.

11. Who can I contact for more information?

For more information contact the EPA's Business Recycling team:

Phone: Pauline Coppin (02) 8837 6024 or David Henderson (02) 9995 6921

Fax: (02) 9995 6900

Email: Bintrim.rebates@epa.nsw.gov.au

Postal address: PO Box 668, Parramatta NSW 2124

Street address: Level 13, 10 Valentine Avenue, Parramatta NSW 2150

Website: www.epa.nsw.gov.au/wastegrants/bin-trim-rebates.htm

12. Appendices

A. Sample Form 1



Bin Trim Rebates Program **Form 1–Application Form**

To ensure eligibility, the ‘Information for Bin Trim Rebate Applications’ should be read and understood prior to completing this form.

Only an EPA approved waste assessor can download this form from the Bin Trim tool and submit an application on behalf of a business applicant. The waste assessor and business applicant must sign and date the *Form 1- Application Form* and submit electronically to bintrim.rebates@epa.nsw.gov.au Electronic signatures are acceptable.

Note: Resources to assist with the rebate application can be downloaded from the Resource space in the Bin trim tool.

1. Number of Sites

Have you applied before?

Yes No

Have you applied for this site before?

Yes No

If yes, please provide previous Rebate Application number(s) as issued by the EPA _____

2. Business applicant’s details

Applicant type:

Individual Small to Medium Enterprise (SME)

Facility manager

Business name (SME / Applicant)											
Entity / Trading name (as registered with ABN)											
Street address (location of proposed equipment installation):							Phone:				
Postal address:							Email:				
Business activity:							Number of full-time equivalent employees:				
ABN:											

3. Business applicant's contact person

Provide details of the main contact person from the business managing the rebate.

Name:	
Title:	
Phone:	
Mobile:	
Email:	

4. Waste assessor details

Provide details of the waste assessor undertaking the business applicant's waste assessment.

Assessor's Employer	
Waste assessor name:	
Title:	
Phone:	
Mobile:	
Email:	

EPA program Bin Trim Industrial Ecology (Circulate) Other

5. Other funding

Has your organisation received any funding, rebates or incentives from other programs available through the EPA or other government funded programs, in respect of the waste and recycling equipment proposed?

Yes No

If 'Yes' this equipment is not eligible for funding under the Bin Trim Rebate program.

6. Action plan / quote (to be completed by the waste assessor)

All recycling equipment listed in this Rebate Form must be identified as actions in the Waste and Recycling Action Plan or equivalent provided to the business applicant, which is attached to this application form.

Description of Equipment	Type/brand/model	Capacity	Quantity	Unit Cost only (excl. GST, installation and	Total Cost only (excl. GST, installation and
Total (A)					
Business contribution (B)					
Amount requested from EPA (up to 50% of A. Rebate cannot exceed \$50,000)					

Information for Bin Trim Rebate Applications

- The rebate amount sought from the EPA is \$10,000 or under – if approved, the rebate will be paid in one instalment
- Or
- The rebate amount sought from the EPA is more than \$10,000 – if approved the rebate will be paid in two instalments

7. Supporting information

Have the necessary energy, water, space, development approval and waste by Products requirements be considered by the business applicant? **Yes No**

Second hand equipment will be considered if all other relevant criteria is met. Is the equipment second hand? **Yes No**

Is the business licenced under the *Protection of the Environment Operations Act 1997* (POEO Act)? **Yes No**

If Yes, Please provide licence number: _____

8. Materials to be handled

List the materials to be handled by the proposed equipment. The priority is to divert more food, timber/wood, paper/cardboard and plastics from landfill. However, if other materials will be handled by the proposed equipment, a rebate application will still be considered.

Note: If the equipment being purchased is to service a group of small to medium sized businesses, details must be provided for the facilities manager (or other), and each small to medium sized business whose waste will be serviced by the equipment. A list of businesses can be attached.

Organisation	Address	Material type	Tonnes per annum currently diverted	Estimated additional tonnes per annum to be diverted from
		Estimated tonnes of additional material diverted by new equipment per year.		
		Estimated tonnes of additional material diverted by new equipment over next five years (tonnes) (C)		
		EPA contribution per tonne over five years (B/C) (\$/tonne)		

Must be \$200/tonnes or less over five years or \$500/tonnes or less over five years for lighter materials such as expanded polystyrene or plastic film.

**9. How will this equipment assist in delivering additional tonnes of material from landfill?
How will outputs from this equipment be further treated/processed/disposed?**

10. What steps will be taken to ensure equipment is used safely and effectively? Summarise relevant Work Health and Safety, initial and on-going staff training/education and maintenance plans. How will this be monitored by management?

11. Attachments (compulsory)

- Equipment quote/s
- Confirmation of warranty period
- The most recent waste bill
- Completed rebate calculator spreadsheet

12. Waste assessor's declaration

I certify that the equipment recommended is appropriate in assisting the business applicant to divert waste from landfill. I will work with the applicant to implement the agreed Waste Reduction Action Plan (or other approved EPA waste plan).

Yes No

Do you (the waste assessor) have a commercial interest in the supply and/or the installation of the equipment to be installed, and/or the installation of those products at the business premises referred to in Section 2, or in the materials that are to be diverted, processed or managed?

Yes No **If 'Yes' please provide further details:**

The equipment listed above is appropriate in assisting the business applicant to divert waste from landfill

Name of waste assessor: _____

Name of waste assessor's employer: _____

Waste assessor signature: _____ **Date:** _____

13. Business applicant's declaration

- I declare that the information in this form is complete, truthful and correct
- I have read and agree to the terms and conditions.*
- I acknowledge any disclosure by the waste assessor in Section 12, of their business interest in the equipment to be installed, and/or the installation of those products at my business premises, and/or the materials generated by the new equipment. I note that I am free to purchase from any supplier of suitable equipment.
- I have attached the preferred quote for the proposed equipment.
- I am the owner / person with authorisation to act on behalf of the owner (tick whichever is relevant) of the premises where the equipment will be installed.
- I agree to checks by the EPA and its representatives to verify installation and performance of the equipment for which the EPA has provided part funding. The EPA may contact me for feedback on the Bin Trim Rebates Program.
- I agree to a follow up waste assessment by the waste assessor listed in Section 12, or their employer's representative, after the equipment has been installed, to collect and provide data to the EPA on tonnes diverted from landfill through the use of the equipment.
- Activities carried out by my business are lawful and meet regulatory and other government requirements.

Name: _____

Organisation: _____

Title/Position: _____

Signature: _____

Date: _____

(Note: Electronic signatures are accepted.)

NB: *Form 1–Application Form* is to be submitted by the EPA approved waste assessor to the EPA at: bintrim.rebates@epa.nsw.gov.au

Terms and Conditions*

The following Terms and Conditions apply to the NSW EPA Bin Trim Rebate Program. Please read them carefully before signing or completing the Application Form.

The EPA reserves the right to make changes to any aspect of the program, including eligibility and assessment criteria without notice.

1 Defined Terms

In these terms and conditions the following words have these meanings:

- 1.1 The **EPA** means **New South Wales Environment Protection Authority**.
- 1.2 A **Waste and Recycling Action Plan** is a customised waste assessment that provides a compositional analysis of the waste stream indicating the potential for recycling and tailored action plans with waste and cost saving recommendations.
- 1.3 The **Program** is the **Bin Trim Rebates Program**.
- 1.4 The **Follow-up Assessment** is the report produced by the Bin Trim tool after the installation of the equipment that is funded, which includes prioritised actions and recommendations.
- 1.5 The **Equipment** is the waste and/or recycling equipment or infrastructure for which the application is submitted.
- 1.6 The **Site** refers to the location where the rebate equipment will be installed by the business applicant.
- 1.7 The **Business applicant** refers to the main organisation applying for the Bin Trim rebate. The business applicant can be one of the following as stated in 2.1.1.
- 1.8 SME refers to a small to medium sized enterprise

2 Eligibility to apply for a rebate in the Program

- 2.1 To be eligible for the Program, you must be:
 - 2.1.1 one of the following applicant types:
 - 2.1.1.1 small to medium businesses (SMEs) with 1-199 employees
 - 2.1.1.2 facility manager (not necessarily an SME) on behalf of groups of SMEs, such as business parks, shopping centres and office blocks
 - 2.1.1.3 existing, licensed, SME recycler diverting SME waste material from landfill
 - 2.1.2 committed to implementing and appropriately using the equipment and equipment installed.
 - 2.1.3 committed to implementing measures listed in your Waste and Recycling Action Plan that are consistent with your business objectives.

3 Forms and Applications

- 3.1 To apply for the rebate the business applicant must submit the following to the EPA **before** purchase, installation, and before any contract or agreement has been entered into:
 - A. *Form 1–Application Form* must be signed and completed with the required attachments as stated in the form
- 3.2 Following receipt of this form, the EPA will assess and notify the business applicant of the outcome within four to six weeks.
- 3.3 If the business applicant is successful in obtaining a rebate, on proof of purchase, the business applicant and the equipment supplier(s) must submit the following to the EPA as a claim for the EPA's contribution (100 per cent of the approved rebate if \$10,000 or less, 50 per cent of two payments if the approved rebate amount is over \$10,000):
 - a. a signed original of *Form 2–Equipment Purchased*.
 - b. proof of payment/receipt(s) indicating date and payment of the cost of purchase of waste equipment. The receipt(s) must be in the recipient's business name and state the address of the premises where the equipment is or will be installed.
- 3.4 To obtain the second 50 per cent of the rebate payment for approved rebates over \$10,000, you must submit to the EPA:
 - a. *Form 3 - Performance Report*, the Bin Trim Follow-up and Performance Report after four to six weeks of equipment installation and operation. This will also include another waste assessment.

4 Eligibility for subsidised costs

- 4.1 Payment made by the recipient for their share of the cost of purchase of the equipment must be a monetary payment. Payment made by the recipient for their share of the cost of equipment cannot include a payment in-kind.
- 4.2 Waste equipment is limited to the following:
 - cardboard/plastic film balers and compactors
 - glass crushing machines
 - commercial worm farms
 - composters
 - shredders
 - expanded polystyrene (EPS) compaction equipment
 - recycling bins/bin equipment
 - other – subject to agreement with EPA
- 4.3 The total request for funds from the EPA exceeds a minimum value of \$1,000, and does not exceed a maximum of \$50,000 excluding GST per site per any financial year period, with a maximum of five sites per business applicant where the equipment(s) will be installed.
- 4.4 Total rebates paid to an individual business applicant do not exceed a total of \$250,000.
- 4.5 The equipment will not be eligible for the rebate if:
 - 4.5.1 The business applicant has received funding from any other government programs.
 - 4.5.2 The equipment was not installed by a licensed tradesperson(s) where required by law
 - 4.5.3 The equipment and recycling measure is used for domestic or household purposes.

Information for Bin Trim Rebate Applications

- 4.5.4** The equipment and recycling measures does not meet all applicable standards, approvals and local government requirements.
- 4.5.5** The equipment was purchased or installed before the rebate application was approved or where contracts to purchase equipment have already been entered into.
- 4.5.6** The equipment does not assist in the waste minimisation or recycling of **additional material** to that already recycled by the business applicant at the time of the first assessment and lodgement of Application.
- 4.5.7** The Equipment has less than a 12 month warranty.
- 4.5.8** The equipment is not installed and follow up invoices/forms 2 and 3 submitted within the defined time periods.
- 4.6** Garbage compaction units will not be funded.
- 5 Compliance with NSW environment protection laws**
- 5.1** Please note that the NSW Environment Protection Authority will consider the compliance history of applicants under NSW environment protection laws, including penalty notices, clean up notices, prevention notices, licence suspensions, licence revocations, convictions or prosecutions under the *National Parks and Wildlife Act 1974*, *Protection of the Environment Operations Act 1997* and the *Native Vegetation Act 2003*.
- 5.2** In addition, applicants are not eligible for the rebate if, on or after 14 October 2014, they, or any directors or managers of the applicants (whether as directors or managers of the applicants or otherwise in their personal capacity or including where they have been directors or managers of other companies), have contravened any provision of the *Protection of the Environment Operations Act 1997* ('POEO Act') with the result of avoiding, minimising or undermining the requirement to pay any waste contributions required under section 88 of the POEO Act.
- 5.3** For the purposes of this matter, the relevant provisions of the POEO Act are sections 48, 64, 88, 115, 120, 142A, 143, 144, 144AA, 144AB or 211; or Part 2 of the Protection of the Environment Operations (Waste) Regulation 2014 in relation to any waste activities where a consequence of the contravention has the result of the avoidance, minimisation or undermining of the waste contribution. This also includes a contravention of any clause of a resource recovery exemption.
- 5.4** These matters can be taken into account whether or not any regulatory action has taken place in relation to those contraventions, including whether or not court proceedings have been commenced or an offence has been proven in court proceedings.
- 6 Recipient Obligations**
- 6.1** The recipient must only spend the rebate funds on purchasing the equipment in accordance with their approved application.
- 6.2** The business applicant must retain ownership of any equipment that has been funded through the Bin Trim Rebate program for five years and must not sell that equipment within that period. Rebates for equipment are approved based on a return on investment for the EPA that is \$200/tonnes or less or \$500/tonnes or less for expanded polystyrene and soft plastics, for total tonnes diverted from landfill *over five years*.
- 6.3** The recipient must undertake the actions required of them within the timeframes specified in these Terms and Conditions or by such other dates as is approved in writing by the EPA.
- 6.4** The recipient must, at all reasonable times and upon reasonable notice, allow EPA officers, third party auditors and program evaluators contracted by the EPA, access to their premises, and make available records in order for the EPA and their contractors to discuss, review and assess the performance of the equipment.
- 6.5** The EPA may contact the recipient to seek their participation in research relating to waste reduction and recycling in small and medium sized businesses, and auditing and evaluation to maintain Program effectiveness. This may include a follow up site visit by a Program Auditor.
- 7 Funds**
- 7.1** The EPA will only make the payments to the recipient upon receipt of a tax invoice for the payment quoting their ABN and made out to the Environment Protection Authority, Bin Trim Rebates Program, PO Box 668, Parramatta NSW 2124.
- 7.2** If the recipient requires payment by EFT, they must provide details of their bank account (BSB Number, Account Name and Account Number) with their tax invoice.
- 7.3** Good and Services Tax (GST) does not apply to payments made under this program. The funding payment satisfies the non-commercial test making it GST exempt and the rebate is for equipment costs excluding GST e.g. small businesses do not have to pay GST on the funding payment because they do not make a 'supply' in return for the payment. This satisfies the non-commercial test. Also, the rebate is for cost of equipment excluding GST as the rebate recipient can recover the GST paid for the purchases through their normal Business Activity Statement process.
- 8 Feedback and publicity**
- 8.1** The recipient must acknowledge the Environmental Trust and the EPA's assistance on all publications, reports, websites and promotional material relating to the Project with the following statement, prominently displayed:
- 'This project is supported by the Environmental Trust as part of the NSW EPA's Waste Less, Recycle More initiative, funded from the waste levy.'*
- 8.2** The recipient must also prominently display the EPA logo on all signs and promotional material. The colour version of the EPA logo is preferred. The black and white version may be used where colour reproduction is not available or appropriate. The EPA logos are available at www.epa.nsw.gov.au/brand/index.htm. They must be used in accordance with the guidelines and not altered in any way. The recipient must not use this logo for any other purpose.
- 8.3** The recipient must provide the EPA with a copy of all publicity material prior to publishing or release. They must not publish or release publicity material containing the EPA logo without the EPA's approval.
- 8.4** The recipient must issue an invitation to an EPA representative to any launch or public event associated with their Rebate and, where they are able to attend, they are acknowledged as official guests. Where practicable, the EPA should be afforded the courtesy of publicly addressing the event.

- 8.5** The recipient must co-operate as required by the EPA in the preparation of case study documentation based on the final outcomes of the Rebate.
- 9 Refund of rebate costs**
- 9.1** In the event that you are found to have acted in breach of any of these Terms and Conditions the recipient will be required to repay the Rebate to the EPA.
- 10 Liability**
- 10.1** The recipient acknowledges and agrees that the EPA is not responsible for the work done by tradespersons appointed to undertake work in connection with the Program. Any person engaged to undertake any work on the recipient's premises is engaged by them and they are responsible for taking all reasonable precautions in choosing and engaging such tradespersons.
- 10.2** The recipient acknowledges and agrees that as far as the law permits, the EPA (and its successors) accepts no liability in respect to any claim, cause of action or loss or damage arising out of, or in relation to a waste reduction and recycling assessment or installation of waste reduction and recycling equipment recommended in the Waste Reduction and Recycling Action Plan (or other approved waste plan).
- 10.3** The recipient releases the EPA from any claim or liability arising out of, or in relation to, the waste reduction and recycling assessment or installation of waste reduction and recycling equipment in connection with the waste reduction and recycling assessment to the extent that the claim or liability is not caused by the EPA's negligence or breach of these terms and conditions or any other term implied by law.
- 11 Privacy notice**
- 11.1** The EPA collects and manages the personal information the recipient provides in accordance with the *Privacy and Personal Information Protection Act 1998*. Information collected by the EPA may be disclosed to other NSW government agencies and/or the relevant local council or industry association.
- 12 Dispute Resolution**
- 12.1** The parties agree that any dispute arising under this agreement will be dealt with as follows:
- 12.1.1** A party claiming that a dispute has arisen must give written notice of the dispute to the other party.
- 12.1.2** The parties will seek to resolve the dispute.
- 12.1.3** If the dispute is not resolved within a fourteen (14) day period (or within such further period as the parties agree in writing) then the dispute is to be referred to the Australian Commercial Dispute Centre (ACDC) for mediation.
- 12.1.4** The mediation is to be conducted in accordance with the ACDC Mediation Guidelines which set out the procedures to be adopted, the process of selection of the mediator and the costs involved.
- 12.1.5** If the dispute is not settled within 28 days (or such other period as agreed to in writing between the parties) after appointment of the mediator, or if no mediator is appointed within 28 days of the referral of the dispute to mediation, the parties may pursue any other procedure available at law for the resolution of the dispute.

B. Sample Form 2



Bin Trim Rebates Program
Form 2—Equipment Purchased

1. Rebate approval number: _____

2. Business applicant details

Business name:	
Entity / Trading name: (as registered with ABN)	
Contact person:	
Contact details:	
Site address equipment is to be installed at:	

- The rebate amount approved is \$10,000 or under
- The rebate amount approved is more than \$10,000

3. Equipment purchase details

List equipment that was installed in accordance with your approved Bin Trim Rebate application.

Equipment description (type / brand / model)	Quantity	Total cost of equipment excl. GST, delivery and installation
Total (excl. GST)		

4. Supplier / installer's declaration

I certify that I have received payment and /or installed the above equipment at or for the address in Section 2 on _____ (date), and all relevant standards, approvals and local government requirements have been met.

I certify that the information provided in this form about the equipment supplied and / or installed is truthful and correct.

Contact Name: _____

Business Name: _____

Licence Number: (if required for installation): _____

ABN: _____ **Phone:** _____

Signature: _____ **Date:** _____

(NB: electronic signatures are acceptable)

5. Business applicant's declaration and authorisation

I, _____ (name) from _____ (business), hereby confirm that:

- (i) The equipment listed in Section 3 above has been purchased / or installed at the business premises detailed under business applicants details in Section 2.
- (ii) I have made payment in full for the total cost of the equipment as stated in Section 3.
- (iii) Evidence of the total cost of the equipment and our payment under (ii) is attached to this authorisation (*please enclose the supplier invoice and a receipt of payment*).

Attached is a Tax Invoice for the full rebate amount (if rebate is \$10,000 or under) or the first payment for 50 per cent of the rebate amount (if rebate is over \$10,000) made out to the NSW Environment Protection Authority quoting EPA Purchase Order number _____ (EPA Purchase Order number is provided on the Successful Applicant letter), for the amount of \$ _____

Supplier invoice and receipt of payment attached

Business applicant's signature: _____

Date: _____

Must be signed by the owner or a person authorised to do so. (Note: Electronic signatures are acceptable)

NB: Form 2–Equipment Purchased is to be submitted by the EPA approved waste assessor to the EPA at: bintrim.rebates@epa.nsw.gov.au

C. Sample Form 3



Bin Trim Rebates Program
Form 3–Performance Report

This form triggers the second rebate payment for rebates over \$10,000

1. Rebate approval number: _____

2. Business applicant's details

Business name:	
Entity / Trading name: (as registered with ABN)	
Contact person:	
Contact details:	
Site address where the equipment is installed:	

3. Bin Trim assessment summary

Please complete the summary fields below.

Material	(A) First assessment Date:	(B) Follow-up assessment Date:	% change (B)/(A)	Comments
General waste (litres)				
Recyclable waste (litres)				
Waste per employee (litres)				
General waste (%)				
Currently recycled (%)				
Potential recycling (%)				
Where known, materials reuse.				

4. Describe how the new equipment has contributed to improving waste management, increase recycling and reduce waste generally as well as any savings and benefits (e.g. dollar, time, work health and safety improvements, staff morale).

5. Describe any training or education implemented by the business regarding the new equipment.

6. Describe any challenges you have experienced in implementing the new waste and recycling system and what you did to meet them.

Photographs: Please upload at least two photographs of the equipment.

7. Waste assessor's declaration

I certify that I have undertaken a follow-up waste assessment at the business applicant's site stated above after the installation of the above equipment. I certify that the performance information provided in the attached *Follow-up Assessment Report* is truthful and correct.

I endorse the second rebate payment for the equipment (if applicable) **YES** **NO**

Name: _____

Assessor's employer: _____

Email: _____ **Phone:** _____

Signature: _____ **Date:** _____

8. Business applicant's declaration and authorisation

I, _____ (name), of _____ hereby confirm that data provided in Section 3 of this form and in the attached *Follow-up Assessment Report* is truthful and correct.

If the rebate is for more than \$10,000, then:

Attached is a Tax Invoice for the second rebate payment made out to the NSW Environment Protection Authority quoting the EPA Purchase Order number _____ (EPA Purchase Order number is provided on the Successful Applicant letter), for the amount of \$ _____.

Approved business applicant's signature: _____

Date: _____

Must be signed by the owner or a person authorised to do so. (Note: Electronic signatures are acceptable)

NB: Form 3–Performance Report is to be submitted by the EPA approved waste assessor to the EPA at: bintrim.rebates@epa.nsw.gov.au

D. Sample Form 4



Bin Trim Rebates Program

Form 4–Recycler - Application Form

To ensure eligibility, the 'Information for Bin Trim Rebate Applications' should be read and understood prior to completing this form.

Only an EPA approved waste assessor registered to enter data into the Bin Trim tool can download this form from the tool and submit this application. The form must be signed, dated and submitted electronically to bintrim.rebates@epa.nsw.gov.au Electronic signatures are acceptable.

Waste assessment data used to support this application must only be for waste generated by Small to Medium Enterprises.

Resources to assist with the rebate application can be downloaded from the Bin Trim tool through the Resource button.

The EPA will assess applications on a case by case basis.

1. Recycler business details

Business name: (SME / Applicant)		
Entity / Trading name: (as registered with ABN)		
Street address: (location of proposed equipment installation):	Phone:	
Postal address:	Number of Full time employees:	
Email:	ABN:	

2. Description of business

--

3. Contact person

Provide details of the main contact person from the business managing the rebate.

Name:	
Title:	
Phone:	
Mobile:	
Email:	

Information for Bin Trim Rebate Applications

4. Waste assessor details (if different to the recycling business)

Provide details of the waste assessor providing the supporting waste and recycling data.

Assessor's employer:	
Waste assessor's name:	
Title:	
Phone:	
Mobile:	
Email:	

5. Other funding

Has your organisation received any funding, rebates or incentives from other programs available through the EPA or other government funded programs, in respect of the waste and recycling equipment proposed?

Yes No

If 'Yes' this equipment is not eligible for funding under the Bin Trim Rebate program.

6. Region

Please provide the area or region where you provide your waste services or anticipate to expand to (if applicable).

Existing region _____ New anticipated region _____

7. Waste streams - materials to be diverted/small to medium sized business serviced

List the materials to be handled by the proposed equipment. The priority is to divert food, timber/wood, paper/cardboard and plastics from landfill. However if other materials will be handled by the proposed equipment, a rebate application will still be considered.

Waste stream	Existing tonnes handled	Number of small to medium sized business clients providing these	Estimated additional tonnes * to be handled	Number of new small to medium sized business

❖ **Please provide supporting documentation to support this data.**

8. Business plan for developing and maintaining new waste tonnes

Please explain in detail what you intend to do to source the additional tonnes you expect to divert, including the areas within a region that you expect to service. Documentation can be attached.

9. Equipment/quote to provide new service/increase existing service

Please list all types of equipment and quantities

Description of Service E.g.: comingled recycling	Equipment including number required E.g.: Bins x 1000	Capacity E.g.: (m ³)	No of services per week	No of services p.a.	Total new material tonnes p.a.	Unit Cost only (excl. GST, installation and delivery)	Total Cost only (excl. GST, installation and delivery)
						Total (A)	
						Applicant contribution (B)	
						Amount requested from EPA (up to 50% of A to a maximum of \$50,000)	
Estimated total quantity of additional material recovered/reduced by new equipment per year (tonnes)* must equal total anticipated tonnes in Q8 and Q9.							
Estimated total quantity of additional material recovered / reduced by new equipment over next five years (tonnes) (C)							
EPA contribution per tonne over five years (B/C) (\$/tonne)*							

Must be \$200/tonnes or less over five years or \$500/tonnes or less over five years for lighter materials such as expanded polystyrene or plastic film.

- The rebate amount sought from the EPA is \$10,000 or under – if approved, the rebate will be paid in one instalment
- Or
- The rebate amount sought from the EPA is more than \$10,000 – if approved the rebate will be paid in two instalments

11. Anticipated timeframes for implementation/role out of the equipment

Task	Timeframe

12. How will this equipment assist in delivering additional tonnes of material from landfill?

13. How will outputs from this equipment be further treated/processed / disposed?

14. Proposed CLIENT recruitment program (to increase existing or provide new services)

15. Proposed education program for businesses (for correct recycling processes)

16. Will any other organisations, businesses, networks or groups be involved in conducting the project?

17. How will these organisations be involved in the project?

18. Supporting information

Have the necessary energy, water, space, development approval and waste by product requirements be considered? **Yes** **No**

Second hand equipment will be considered if all other relevant criteria is met. Is the equipment second hand? **Yes** **No**

Do you have a development consent that covers the proposed activity? **Yes** **No**

If yes, please attach a copy.

Is the business licenced under the *Protection of the Environment Operations Act 1997* (POEO Act)? **Yes** **No**

If Yes, please provide license number: _____

Or

Please provide your waste transport license number (if applicable)

Please provide your waste storage / processing license number (if applicable)

19. Attachments (compulsory)

- Equipment quote
- Confirmation of warranty period
- Proof of current tonnages being collected
- Completed rebate calculator spreadsheet
- Proof that equipment meets Australian Standards (if applicable)

20. Recycling collector / processor declaration

- I declare that the information in this form is complete, truthful and correct
- I have read and agree to the terms and conditions.*
- I acknowledge any disclosure by the waste assessor in Section 12, of their business interest in the equipment to be installed, and/or the installation of those products at my business premises, and/or the materials generated by the new equipment. I note that I am free to purchase from any supplier of suitable equipment.
- I have attached the preferred quote for the proposed equipment.
- I am the owner / person with authorisation to act on behalf of the owner (tick whichever is relevant) of the recycling collection business purchasing the recycling equipment.
- I agree to checks by the EPA and its representatives to verify installation and performance of the equipment for which the EPA has provided part funding. The EPA may contact me for feedback on the Bin Trim Rebates Program.
- I agree to a follow up review by a Bin Trim waste assessor after three months of operation with the new equipment, to compare actual initial projections of tonnes diverted with actuals (on a pro rata basis).
- Activities carried out by my business are lawful and meet regulatory and other government requirements.

Name: _____

Organisation: _____

Title / Position: _____

Signature: _____ Date: _____

**NB: *Form 4–Recycler Application Form* is to be submitted to the EPA at:
bintrim.rebates@epa.nsw.gov.au**

Terms and Conditions*

The following Terms and Conditions apply to the NSW EPA Bin Trim Rebate Program. Please read them carefully before signing or completing the Application Form.

The EPA reserves the right to make changes to any aspect of the program, including eligibility and assessment criteria without notice.

1 Defined Terms

In these terms and conditions the following words have these meanings:

- 1.9 The **EPA** means **New South Wales Environment Protection Authority**.
- 1.10 A **Waste and Recycling Action Plan** is a customised waste assessment that provides a compositional analysis of the waste stream indicating the potential for recycling and tailored action plans with waste and cost saving recommendations.
- 1.11 The **Program** is the **Bin Trim Rebates Program**.
- 1.12 The **Follow-up Assessment** is the report produced by the Bin Trim tool after the installation of the equipment that is funded, which includes prioritised actions and recommendations.
- 1.13 The **Equipment** is the waste and/or recycling equipment or infrastructure for which the application is submitted.
- 1.14 The **Site** refers to the location where the rebate equipment will be installed by the business applicant.
- 1.15 The **Business applicant** refers to the main organisation applying for the Bin Trim rebate. The business applicant can be one of the following as stated in 2.1.1.
- 1.16 **SME** refers to a small to medium sized enterprise

2 Eligibility to apply for a rebate in the Program

- 2.1 To be eligible for the Program, you must be:
 - 2.1.1 one of the following applicant types:
 - 2.1.1.1 small to medium businesses (SMEs) with 1-199 employees
 - 2.1.1.2 facility manager (not necessarily an SME) on behalf of groups of SMEs, such as business parks, shopping centres and office blocks
 - 2.1.1.3 existing, licensed, SME recycler diverting SME waste material from landfill
 - 2.1.2 committed to implementing and appropriately using the equipment and equipment installed.
 - 2.1.3 committed to implementing measures listed in your Waste and Recycling Action Plan that are consistent with your business objectives.

3 Forms and Applications

- 3.4 To apply for the rebate the business applicant must submit the following to the EPA **before** purchase, installation, and before any contract or agreement has been entered into:
 - A. *Form 1—Application Form* must be signed and completed with the required attachments as stated in the form
- 3.5 Following receipt of this form, the EPA will assess and notify the business applicant of the outcome within four to six weeks.
- 3.6 If the business applicant is successful in obtaining a rebate, on proof of purchase, the business applicant and the equipment supplier(s) must submit the following to the EPA as a claim for the EPA's contribution (100 per cent of the approved rebate if \$10,000 or less, 50 per cent of two payments if the approved rebate amount is over \$10,000):
 - c. a signed original of *Form 2 Equipment Purchased*.
 - d. proof of payment/receipt(s) indicating date and payment of the cost of purchase of waste equipment. The receipt(s) must be in the recipient's business name and state the address of the premises where the equipment is or will be installed.
- 3.4 To obtain the second 50 per cent of the rebate payment for approved rebates over \$10,000, you must submit to the EPA:
 - a. *Form 3-Performance Report*, the Bin Trim Follow-up and Performance Report after four to six weeks of equipment installation and operation. This will also include another waste assessment.

4 Eligibility for subsidised costs

- 4.1 Payment made by the recipient for their share of the cost of purchase of the equipment must be a monetary payment. Payment made by the recipient for their share of the cost of equipment cannot include a payment in-kind.
- 4.2 Waste equipment is limited to the following:
 - cardboard/plastic film balers and compactors
 - glass crushing machines
 - commercial worm farms
 - composters
 - shredders
 - expanded polystyrene (EPS) compaction equipment
 - recycling bins/bin equipment
 - other – subject to agreement with EPA
- 4.7 The total request for funds from the EPA exceeds a minimum value of \$1,000, and does not exceed a maximum of \$50,000 excluding GST per site per any financial year period, with a maximum of five sites per business applicant where the equipment(s) will be installed.
- 4.8 Total rebates paid to an individual business applicant do not exceed a total of \$250,000.
- 4.9 The equipment will not be eligible for the rebate if:
 - 4.9.1 The business applicant has received funding from any other government programs.
 - 4.9.2 The equipment was not installed by a licensed tradesperson(s) where required by law

Information for Bin Trim Rebate Applications

- 4.9.3 The equipment and recycling measure is used for domestic or household purposes.
- 4.9.4 The equipment and recycling measures does not meet all applicable standards, approvals and local government requirements.
- 4.9.5 The equipment was purchased or installed before the rebate application was approved or where contracts to purchase equipment have already been entered into.
- 4.9.6 The equipment does not assist in the waste minimisation or recycling of **additional material** to that already recycled by the business applicant at the time of the first assessment and lodgement of Application.
- 4.9.7 The Equipment has less than a 12 month warranty.
- 4.9.8 The equipment is not installed and follow up invoices/forms 2 and 3 submitted within the defined time periods.

4.10 Garbage compaction units will not be funded.

5 Compliance with NSW environment protection laws

- 5.3 Please note that the NSW Environment Protection Authority will consider the compliance history of applicants under NSW environment protection laws, including penalty notices, clean up notices, prevention notices, licence suspensions, licence revocations, convictions or prosecutions under the *National Parks and Wildlife Act 1974*, *Protection of the Environment Operations Act 1997* and the *Native Vegetation Act 2003*.
- 5.4 In addition, applicants are not eligible for the rebate if, on or after 14 October 2014, they, or any directors or managers of the applicants (whether as directors or managers of the applicants or otherwise in their personal capacity or including where they have been directors or managers of other companies), have contravened any provision of the *Protection of the Environment Operations Act 1997* ('POEO Act') with the result of avoiding, minimising or undermining the requirement to pay any waste contributions required under section 88 of the POEO Act.
- 5.5 For the purposes of this matter, the relevant provisions of the POEO Act are sections 48, 64, 88, 115, 120, 142A, 143, 144, 144AA, 144AB or 211; or Part 2 of the Protection of the Environment Operations (Waste) Regulation 2014 in relation to any waste activities where a consequence of the contravention has the result of the avoidance, minimisation or undermining of the waste contribution. This also includes a contravention of any clause of a resource recovery exemption.
- 5.6 These matters can be taken into account whether or not any regulatory action has taken place in relation to those contraventions, including whether or not court proceedings have been commenced or an offence has been proven in court proceedings.

6 Recipient Obligations

- 6.1 The recipient must only spend the rebate funds on purchasing the equipment in accordance with their approved application.
- 6.2 The business applicant must retain ownership of any equipment that has been funded through the Bin Trim Rebate program for five years and must not sell that equipment within that period. Rebates for equipment are approved based on a return on investment for the EPA that is \$200/tonnes or less or \$500/tonnes or less for expanded polystyrene and soft plastics, for total tonnes diverted from landfill over five years.
- 6.3 The recipient must undertake the actions required of them within the timeframes specified in these Terms and Conditions or by such other dates as is approved in writing by the EPA.
- 6.4 The recipient must, at all reasonable times and upon reasonable notice, allow EPA officers, third party auditors and program evaluators contracted by the EPA, access to their premises, and make available records in order for the EPA and their contractors to discuss, review and assess the performance of the equipment.
- 6.5 The EPA may contact the recipient to seek their participation in research relating to waste reduction and recycling in small and medium sized businesses, and auditing and evaluation to maintain Program effectiveness. This may include a follow up site visit by a Program Auditor.

7 Special conditions for recycling collectors and processors

- 7.1 The Rebate program will offer rebates to recycling collectors and processors up to \$50,000 p.a. to help them increase their services to small to medium sized businesses, so that small to medium sized businesses have more opportunities to recycle. The following conditions apply to these specific applicants:
 - 7.1.1 These applicants must be an small to medium sized business
 - 7.1.2 Must be servicing small to medium sized businesses
 - 7.1.3 Must be diverting new tonnes from landfill
 - 7.1.4 Must provide proof of tonnes being diverted
 - 7.1.5 Must provide evidence of the small to medium sized business being serviced.

8 Funds

- 8.1 The EPA will only make the payments to the recipient upon receipt of a tax invoice for the payment quoting their ABN and made out to the Environment Protection Authority, Bin Trim Rebates Program, PO Box 668, Parramatta NSW 2124.
 - a. If the recipient requires payment by EFT, they must provide details of their bank account (BSB Number, Account Name and Account Number) with their tax invoice.
 - b. Good and Services Tax (GST) does not apply to payments made under this program. The funding payment satisfies the non-commercial test making it GST exempt and the rebate is for equipment costs excluding GST e.g. small businesses do not have to pay GST on the funding payment because they do not make a 'supply' in return for the payment. This satisfies the non-commercial test. Also, the rebate is for cost of equipment excluding GST as the rebate recipient can recover the GST paid for the purchases through their normal Business Activity Statement process.

9 Feedback and publicity

9.1 The recipient must acknowledge the Environmental Trust and the EPA's assistance on all publications, reports, websites and promotional material relating to the Project with the following statement, prominently displayed:

'This project is supported by the Environmental Trust as part of the NSW EPA's Waste Less, Recycle More initiative, funded from the waste levy.'

- 9.2 The recipient must also prominently display the EPA logo on all signs and promotional material. The colour version of the EPA logo is preferred. The black and white version may be used where colour reproduction is not available or appropriate. The EPA logos are available at www.epa.nsw.gov.au/brand/index.htm. They must be used in accordance with the guidelines and not altered in any way. The recipient must not use this logo for any other purpose.
- 9.3 The recipient must provide the EPA with a copy of all publicity material prior to publishing or release. They must not publish or release publicity material containing the EPA logo without the EPA's approval.
- 9.4 The recipient must issue an invitation to an EPA representative to any launch or public event associated with their Rebate and, where they are able to attend, they are acknowledged as official guests. Where practicable, the EPA should be afforded the courtesy of publicly addressing the event.
- 9.5 The recipient must co-operate as required by the EPA in the preparation of case study documentation based on the final outcomes of the Rebate.

10 Refund of rebate costs

10.1 In the event that you are found to have acted in breach of any of these Terms and Conditions the recipient will be required to repay the Rebate to the EPA.

11 Liability

- 11.1 The recipient acknowledges and agrees that the EPA is not responsible for the work done by tradespersons appointed to undertake work in connection with the Program. Any person engaged to undertake any work on the recipient's premises is engaged by them and they are responsible for taking all reasonable precautions in choosing and engaging such tradespersons.
- 11.2 The recipient acknowledges and agrees that as far as the law permits, the EPA (and its successors) accepts no liability in respect to any claim, cause of action or loss or damage arising out of, or in relation to a waste reduction and recycling assessment or installation of waste reduction and recycling equipment recommended in the Waste Reduction and Recycling Action Plan (or other approved waste plan).
- 11.3 The recipient releases the EPA from any claim or liability arising out of, or in relation to, the waste reduction and recycling assessment or installation of waste reduction and recycling equipment in connection with the waste reduction and recycling assessment to the extent that the claim or liability is not caused by the EPA's negligence or breach of these terms and conditions or any other term implied by law.

12 Privacy notice

12.1 The EPA collects and manages the personal information the recipient provides in accordance with the *Privacy and Personal Information Protection Act 1998*. Information collected by the EPA may be disclosed to other NSW government agencies and/or the relevant local council or industry association.

13 Dispute Resolution

13.1 The parties agree that any dispute arising under this agreement will be dealt with as follows:

- 13.1.1 A party claiming that a dispute has arisen must give written notice of the dispute to the other party.
- 13.1.2 The parties will seek to resolve the dispute.
- 13.1.3 If the dispute is not resolved within a fourteen (14) day period (or within such further period as the parties agree in writing) then the dispute is to be referred to the Australian Commercial Dispute Centre (ACDC) for mediation.
- 13.1.4 The mediation is to be conducted in accordance with the ACDC Mediation Guidelines which set out the procedures to be adopted, the process of selection of the mediator and the costs involved.
- 13.1.5 If the dispute is not settled within 28 days (or such other period as agreed to in writing between the parties) after appointment of the mediator, or if no mediator is appointed within 28 days of the referral of the dispute to mediation, the parties may pursue any other procedure available at law for the resolution of the dispute.

4. Supplier / installer's declaration

I certify that I have received payment for the above equipment at or for the address under Q 2 on _____ (date), and all relevant standards, approvals and local government requirements have been met. I certify that the information provided in this form about the equipment supplied and/or installed is truthful and correct.

Name: _____

Business Name: _____

Licence Number (if required for installation): _____

ABN: _____ Phone: _____

Signature: _____ Date: _____

(NB: electronic signatures are acceptable)

5. Approved applicant's declaration and authorisation

I, _____ (name), of _____ (business), hereby confirm that:

- (i) The equipment listed in section 3 has been purchased for the business premises detailed in section 2.
- (ii) I have made payment in full for the total cost of the equipment as stated in section 3.
- (iii) Evidence of the total cost of the equipment and our payment under (ii) is attached to this authorisation (*please enclose the supplier invoice and a receipt of payment*).

Attached is a Tax Invoice for the whole rebate amount (if rebate is \$10,000 or under) or the first payment for 50 per cent of the rebate amount (if rebate is over \$10,000) made out to the NSW Environment Protection Authority quoting relevant EPA Purchase Order number _____. (EPA Purchase Order number is provided on the Successful Applicant letter), for the amount of: \$ _____

Supplier invoice and receipt of payment attached

Approved applicant's signature: _____

Date: _____

Must be signed by the owner or a person authorised to do so. (Note: Electronic signatures are acceptable)

NB: Form 5-Recycler Equipment Purchase is to be submitted to the EPA at: bintrim.rebates@epa.nsw.gov.au

F. Sample Form 6



Bin Trim Rebates Program
Form 6–Recycler Performance Report

This form triggers the second rebate payment for rebates over \$10,000

1. Rebate approval number: _____

2. Approved applicant's details

Business name:	
Entity name: (as registered with ABN)	
Rebate reference no:	
Contact person:	
Contact details:	
Site address for managing the equipment:	

Region where equipment is installed/being used: _____

3. Materials and equipment performance tracking

The following table must show how the business is tracking against anticipated outcomes outlined in the Application Form, after three months of implementation.

Waste stream	Equipment	Existing tonnes (from Application)	Anticipated new tonnes (from Application)	Actual tonnes diverted in past 3 months	Difference between anticipated and actual (+ or – tonnes)	Is the project on track to meet overall tonnage outcomes as per the Application Form

4. Businesses being serviced

The following table must show how the business is tracking against anticipated outcomes for businesses being serviced as outline in the Application Form, after three months of implementation.

Region service(s) being provided	Target material for recycling	Anticipated number of new businesses / service (as per the Application)	Number of new businesses after 3 months	Difference between anticipated and actual (+ or -) new businesses	Is the project on track to meet the overall number of new business service

5. If the project is not tracking as per the approved proposal in the Application Form, please provide reasons why.

6. Describe any challenges you have experienced in implementing the new waste and recycling system and what you did to meet them.

7. Describe how the new equipment has contributed to improved waste management and increased recycling, including any savings and benefits (e.g. dollar, time, work health and safety improvements, staff morale) for the businesses.

8. Describe any training or education implemented regarding the new equipment.

Photographs: Please upload at least two photographs of the equipment in use.

9. Approved applicant's declaration and authorisation

I, _____ (name), of _____ (business)

certify that I have undertaken a follow-up review and waste assessment of the waste collection services that I am operating after implementing the new waste service equipment. I certify that the performance information provided in *Form 6- Recycling Collector's Performance Report* is truthful and correct.

If the rebate is for more than \$10,000, then:

Attached is a Tax Invoice for the second rebate payment made out to the NSW Environment Protection Authority quoting relevant EPA Purchase Order number _____ (EPA Purchase Order number is provided on the Successful Applicant letter), for the amount of:
\$ _____.

Approved applicant's signature: _____

Date: _____

Must be signed by the owner or a person authorised to do so. (Note: Electronic signatures are acceptable)

NB: *Form 6-Recycler Performance Report* is to be submitted to the EPA at:
bintrim.rebates@epa.nsw.gov.au