

Bin Trim Program Round 4

Information for Applicants

Waste Less, Recycle More



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Cover image: Food waste being processed for recycling at Lilianfels Resort, Blue Mountains. Photo: Republic of Everyone

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Waste Less, Recycle More was launched in February 2013. It provided \$465.7 million over five years to reduce waste to landfill and increase recycling. An extension of program until 2021 was announced in October 2016, with an additional allocation of \$337 million. Under this initiative \$57.5 million has been allocated to working with businesses to improve waste outcomes.

Over three successful rounds, the Bin Trim program has engaged with more than 29,000 businesses and supported them to reduce waste and increase recycling. The fourth round of Bin Trim is for projects starting in May 2020 and completed by May 2021.

This program is complemented by the Bin Trim Rebates which provides rebates for businesses to avoid, re-use and recycle food, paper/cardboard, wood/timber, plastics and other waste materials.

The program has been broadened to allow for an unlimited number of sites belonging to an organisation to be assessed. The focus of the program has also been expanded to include supporting businesses to reduce their waste generation.

Information for Applicants

1. Background

In 2013–14, almost 1.8 million tonnes of waste was sent to landfill from commercial and industrial sources in the NSW regulated area. Of this waste, 70% could have been re-used or recycled.

The Bin Trim program aims to make a significant contribution to reducing business waste across the state and achieving the *NSW Waste Avoidance and Resource Recovery Strategy 2014–21* waste target of recycling 70% by 2021.

2. The Bin Trim program

The Bin Trim program aims to change the standard waste management services offered to NSW businesses from general waste (with minimal to no recycling services) to enhanced avoidance and re-use activities and recycling with minimal general waste services. It will achieve this by providing businesses with the information and support they need to reduce waste and switch to improved recycling services.

The Bin Trim program supports organisations in the waste and recycling industry, councils, not-for-profit organisations and consultants to assist businesses to reduce waste and increase recycling. These organisations employ waste experts who provide businesses with free customised waste assessments. Business waste assessments include a visual analysis of the waste streams, show the potential for recycling and waste reduction and provide a tailored waste Action Plan and, where possible, cost saving recommendations. Funding is available in the fourth round of the program for grants of between \$50,000 and \$300,000.

All assessors engaged by successful grantees must be trained to deliver the Bin Trim program and use the online assessment application. The Bin Trim App helps assessors to record the amount and nature of waste a business generates, produce an Action Plan and measure the results achieved. The program is supported by a range of fact sheets on how to recycle materials and the key actions that businesses in various industries can take to improve their waste outcomes.

Businesses that participate in the Bin Trim program may also be eligible to apply for financial help to purchase equipment such as compactors, balers and other small-scale onsite recycling and avoidance equipment. Successful Bin Trim Rebate applicants will receive funds to cover up to 50% of the capital cost of equipment, up to a maximum of \$50,000. A maximum of five sites per organisation can receive a Bin Trim rebate in one financial year.

3. Eligible applicants

To be eligible for funding under the Bin Trim program, applicants must be able to demonstrate a capacity to manage the grant funds and be a:

- council (as defined in the *NSW Local Government Act 1993*), a Regional Organisation of Councils or other local government-controlled organisation
- company or partnership
- non-government/not-for-profit organisation with an established legal status
- non-government/not-for-profit organisation without a legal status that is able to have any awarded grant funds administered by another organisation.

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 the lead applicant or its partners have a commission-based relationship with, or other vested interest in the proposed project, must be nominated as partners on the Application Form.

An organisation can be the lead applicant for only one grant application under Round Four of this program. Multiple applications from the same lead applicant will not be considered. An organisation can take part in more than one project if it partners with another organisation and that other organisation takes the role of lead applicant.

Where the lead applicant employs a contractor to deliver the program on its behalf, or any other situation where the lead applicant is not delivering the program, the application needs to demonstrate how the lead applicant will benefit in an ongoing capacity from the experience by describing what the legacy of the program will be for the lead applicant.

The NSW Department of Planning, Industry and Environment (DPIE) will seek to achieve diversity in organisation types and the geographical areas delivering the Bin Trim program.

A Technical Review Committee of independent experts will be convened to review and evaluate all applications against the assessment criteria.

Previous Bin Trim grantees

The Technical Review Committee will also consider the overall performance of grant recipients from previous rounds of the Bin Trim program when assessing any Round Four applications in which they are named as lead applicant, partner or subcontractor.

Compliance with NSW environment protection laws

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* (POEO Act), *Protection of the Environment Operations (Waste) Regulation 2014* and the *Native Vegetation Act 2003* will be considered by DPIE.

In addition, applicants are not eligible for the grant if, on or after 1 July 2017, 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 POEO Act with the result of avoiding, minimising or undermining the requirement to pay any waste contributions required under section 88 of the Act.

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.

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.

4. Eligible projects

Projects must provide all eligible businesses with a customised waste assessment that identifies where waste is being generated and a tailored Action Plan with suggested improvements to existing waste practices/services as well as cost saving recommendations if applicable. Projects must provide detail on how businesses will be recruited and retained through the process of initial assessment, implementation of the Action Plan, and follow-up assessment. This should include a contingency plan to be implemented if planned recruitment and retention strategies are not as effective as expected.

In addition to supporting a business to recycle more waste, Bin Trim Round Four will aim to reduce the amount of waste generated by a business. This can be achieved by supporting businesses to avoid, reduce or re-use their waste. Businesses should also be encouraged to implement circular economy initiatives which will also reduce their waste generation.

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 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 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.

To be eligible for funding, proposed projects must:

- meet and contribute to the objectives of the Waste Less, Recycle More initiative
- take place within NSW
- integrate effective and transparent project monitoring and review processes
- ensure that any new materials and resources developed display the NSW Government logo, meet requirements set out in the style guide and are approved by DPIE
- meet NSW Government guidelines on acknowledgement of funding
- 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.

Eligibility criteria for businesses to take part in Bin Trim

To be eligible to register for the Bin Trim program, recruited businesses must:

- be willing and able to implement actions to reduce their waste and recycle more
- be a private organisation with an ABN number (not government organisations)
- register to take part in the program by completing the Bin Trim registration form
- have no more than 400 employees at the site where the waste assessment is to occur.

5. Selection criteria

Applications will be assessed on a competitive basis against the following criteria:

- Capacity of the organisation to conduct waste assessments, identify opportunities and support businesses to reduce their waste generation and recycle. (Application Form section **B2**)
- Qualifications, skills and experience of the personnel who will conduct the assessments and support businesses to manage their waste more effectively. Knowledge, experience and confidence of personnel to recognise small-scale recycling and avoidance equipment rebate opportunities and provide sound and considered advice to businesses about relevant equipment. Ability to present a case for purchasing recycling equipment to businesses and to support businesses in applying for rebates. (**B3, C12**)
- Proposed project demonstrates it is well planned and adheres to the timelines of this grant round. (**C3, C6, C7** and **D1**)
- Cost effectiveness of the project. (**C2, C4** and **E1**)
- Anticipated waste reduction and recycling outcomes from the project. (**C4** and **C5**)
- Proposed methodology and demonstrated capacity to recruit and maintain engagement with businesses. (**C8**)
- Proposed methodology for conducting the waste assessments. (**C9**)
- Proposed methodology for preparation of action plans and supporting businesses to implement actions. (**C10**)
- Proposed risk management plan (for example a contingency plan to be implemented if the original recruitment strategy is not as effective as planned) as well as method of administering the grant including monitoring, evaluation and reporting. (**D2** and **C11**).

6. Submitting an application

Applications should address each of the **Section 5** selection criteria. To complete an application:

1. Attach evidence of public liability insurance and workers compensation/personal accident insurance (**A4**).
2. Include a brief summary describing your organisation (**B2**). This should include:
 - areas of technical expertise, ability to conduct waste assessments and to support businesses to reduce their waste generation and recycle
 - knowledge and experience of recycling and avoidance equipment and ability to identify and suggest appropriate equipment and manage the rebate application process
 - knowledge and experience of change management, behaviour change and process improvement opportunities and circular economy actions and principles to support businesses to change their operations to avoid, reduce, re-use and recycle their waste
 - knowledge and experience of the waste service industry and ability to engage with key stakeholders such as waste service providers, business associations, equipment providers and local councils to assist businesses access enhanced collection services and re-use opportunities
 - project management experience
 - recent projects that show your ability to undertake the services required under this program.
3. Provide a **short summary** of the qualifications, skills and experience all personnel (**B3**) who will conduct the assessments, provide recommendations, and facilitate businesses through to follow-up assessments. Do not attach large, individual CVs. Include:
 - education, qualifications and current courses that specifically relate to waste management, waste avoidance, circular economy and recycling in commercial premises
 - specific technical expertise in relation to waste management, waste infrastructure, and the recycling and avoidance technologies used and services offered by commercial providers
 - experience in conducting waste assessments, facilitating implementation of avoidance, circular economy and recycling programs in workplaces, and experience with infrastructure for businesses.

Applicants are encouraged to provide DPIE with any information about the technical expertise of their assessors that might support their application and distinguish them from other applicants.

4. Provide an outline of how your organisation will address the requirements of the program (**C3**). This summary statement should relate to the information provided in the subsequent more detailed questions.
5. Detail the projected outcomes from the grant (**C4** and **C5**). Your anticipated reduction in waste generation and tonnage increase in recycling across all businesses participating in the program will be judged against your request for funds and the methodology used to determine the estimated tonnage diversion. The estimated reduction in waste generation and increase in recycling should be **new tonnes** only, that is over and above existing tonnes already being diverted by the businesses at the time of the initial assessment.

The number of anticipated small equipment rebate applications you expect to submit, and cost savings and/or revenue you expect to achieve should also be detailed here (**C4**).

6. Describe your proposed strategy for recruiting and engaging businesses (**C8**):
 - areas and businesses you propose to target – this may be by geographic region, industry sector and/or existing client base
 - process to engage and recruit businesses to the program
 - who this process will be managed by (internal staff or external subcontractors).

Note: If you are a waste or recycling service provider, you must **only** target your existing customers.

Develop your strategy to allow for the fact that not all businesses recruited will follow through to the conclusion of the Bin Trim process. Explain how you will ensure that the proposed number of businesses to complete the Bin Trim program will be achieved.

7. Describe your proposed methodology for conducting waste assessments (**C9**):
 - how many assessments you intend to conduct and within what timeframe
 - who will conduct and manage the assessments
 - how you propose to manage risk and identify Work Health and Safety requirements for undertaking these assessments.
8. Describe how you will support businesses to implement their action plans (**C10**):
 - outline who will conduct and manage the support (internal staff or external subcontractors)
 - provide details of current or proposed partnerships/commercial arrangements with product/service providers of equipment such as balers and compactors
 - provide a detailed Risk Management Plan as well as administration of grant and monitoring, evaluation and reporting methodology (**D2** and **C11**). The Risk Management Plan should identify the risks your project could encounter at each milestone and discuss the mitigation strategies you will engage for each one
 - explain how the administration requirements for each of the steps in **Section 7** (including obtaining quotes, completing registration and rebate application forms) will be managed
 - provide details of who will manage the administration process
 - provide details of who will manage the project
 - provide details of who will complete the reporting requirements and how this will be approached.
9. Outline your project timeline including major milestones (**C3**, **C6**, **C7** and **D1**). The project plan should be detailed, logical, integrated and well planned, demonstrating the experience of your organisation and personnel. The project plan should allow adequate time for each milestone, so all agreed targets are met within the timeframe allowed in this grant round.
10. Complete a project expenditure summary (**C4** and **E1**) for your proposal. The cost effectiveness of your proposal will be judged by the total request for funds against the number of businesses you intend to recruit, assess and support through to the second (follow-up) assessment and final report stage. Due consideration will also be given 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. The number of additional tonnes you intend to help businesses divert will also be considered as part of the assessment. The project expenditure should also include funding for marketing and promotion, small infrastructure such as source separation bins, resources to support business implement actions and funds to support the creation and management of Bin Trim rebate applications. In previous rounds, incentive payments were made following successful rebate applications. This will no longer occur.

Other issues to consider

- Please ensure you have a full understanding of the selection criteria (**Section 5**) and the role of grantees (**Section 7**). Proposals that do not adequately address how the selection criteria and role of the grantee and assessors will be fulfilled will not be considered. Late or incomplete applications will **not** be considered.
- Your proposal will be evaluated as part of a competitive process along with those of other organisations.
- Equipment providers must support businesses to reduce and recycle their entire waste profile and not just materials which can be processed by equipment.
- Grantees from previous rounds of Bin Trim are permitted to apply for Bin Trim rebates during Bin Trim Round Four.
- Assessments, action plans and equipment recommendations, implementation of waste reduction measures and program promotion will be randomly checked by an independent auditor for quality

and integrity, in accordance with DPIE's risk management process. A DPIE member may accompany you on some assessments throughout the program. Grantees will be required to amend any data quality issues and behaviour required by DPIE.

- Businesses that participate in the Bin Trim program may also be eligible to apply for financial help to purchase recycling and waste avoidance equipment such as compactors, balers and other small-scale onsite equipment. Successful Bin Trim Rebate applicants will receive funds to cover up to 50% of the capital cost of equipment, up to a maximum of \$50,000. Assessors need to have the knowledge, capacity and confidence to recognise the need for these types of equipment and to provide sound advice to businesses on what type of equipment would best suit their needs. Assessors then need to obtain quotes for the business and manage the application process on behalf of the business. Training on how to apply for rebates will be provided to successful applicants.
- Assessors need to have the knowledge, capacity and confidence to recognise the need of businesses for improved or enhanced waste collection services and to provide sound advice on what type of services are available to the businesses. Assessors then need to obtain quotes for the business from the existing waste service provider of the business. If the existing service provider is unwilling or unable to provide a cost-effective recycling option, the assessor can assist the business by seeking quotes from alternative recycling service providers.

7. Role of grantee and assessors

Grantees will:

- act as the main contact and be responsible for the performance of assessors
- ensure all staff delivering assessments are adequately trained in the Bin Trim program, the Bin Trim Road Map (Appendix A) and use of the Bin Trim App. Training in how to use the App will be provided by DPIE.

Grantee and assessors will:

- Participate in two separate days of events which will include, but is not limited to, an induction event and Bin Trim App training. The induction event will occur once all successful grantees have been appointed. It is compulsory for all grantees and assessors to attend these events.
- Engage directly/build relationships with businesses, including recruiting businesses to the program.
- Obtain a registration form from each registered business and keep secure throughout the duration of the program.
- Conduct initial visual waste and recycling assessments and liaise with each business to create, explain and agree to a Waste Reduction Action Plan (the "Action Plan").
- Facilitate the implementation of waste reduction and recycling recommendations. This includes but is not limited to, obtaining quotes from the existing waste and/or recycling collection service provider for the business.
- Perform a second visual waste and recycling assessment after the Action Plan has started to record any changes to waste at the business following implementation of actions. The second assessment is only to be done if and when the business has confirmed that changes have been made.
- Keep the volume of businesses which "drop out" of the program or do not implement any actions to a minimum. The loss of no more than 10% of your recruited businesses will be accepted.
- Work with DPIE to ensure the information entered into the App adheres to the DPIE data quality standards.
- Advise and support businesses to apply for small-scale recycling and avoidance equipment rebates where appropriate and eligible.
- Submit data and reports to DPIE in a timely manner.
- Promptly respond to all requests from DPIE and/or independent auditor as required.
- Support the objectives of the Bin Trim program, including working cooperatively with other Bin Trim grantees, councils and waste service providers towards the common goals of the program.

Please **do not** submit a proposal for this program:

- Unless your organisation has the capacity to fulfil the full role of the grantee and the assessors.
- If you intend to promote your own equipment or services only. If you are an equipment provider or waste service provider or partnering with an equipment provider or waste service provider, documentation will need to be provided that will ensure the full service will be provided.

The key responsibilities of the grantee and assessors are outlined in more detail in **Appendix A** and summarised as follows:

Registering and engaging businesses

1. Assessors must clearly identify themselves to the businesses. Assessors must not identify themselves as employees of DPIE. On request assessors may be required to show identification.
2. This includes during face-to-face engagement with businesses to explain the benefits of the program, the process that they are agreeing to, and ensure businesses complete and sign the registration form. It is important the business is aware of the Bin Trim program and understands by signing the registration form they are indicating their agreement to participate in the program. The registration form must be signed by a senior member of staff who has the authorisation to participate in the program. Grantees may approach and register businesses to the program on a first in, first served basis. Once a business provides written consent to participate in the program, the grantee must enter their details, including correct ABN, into the Bin Trim App as soon as possible. Once entered, that business is 'locked' to that grantee. If more than one grantee believes they have the consent of a business to conduct the assessment, DPIE will deem the grantee with the earliest dated and signed registration form will be allocated to that business. Registration forms must be obtained and kept for every business and must be produced at the request of the program auditors or DPIE.
3. Assessors can work with businesses which received an assessment in previous rounds of Bin Trim. However, if the business did not implement any actions in previous rounds or received an assessment during round three of Bin Trim, they will not count towards the target number of businesses to progress through Bin Trim. They will count toward waste diversion targets if any are achieved. In a change to previous rounds of Bin Trim, businesses assessed during round one and two which implemented actions **will** contribute towards the target number of businesses to progress through Bin Trim.

Contact businesses to arrange appointments to undertake waste assessments

1. Ask the business to have its waste and recycling bills ready for the assessor's visit. Please note if a grantee has registered a business for assessment and that business contacts DPIE to express a clear preference to work with another grantee organisation, DPIE may, at its discretion, deregister the business from the original grantee. DPIE will notify the original grantee if this is the case.
2. Organise a convenient time to undertake the waste assessment.
 - Conduct the waste assessment and enter the information into the Bin Trim App. Gather information about the business profile. For example, the number of employees, floor area, annual turnover, operating hours and measures of productivity.
 - Review existing waste and recycling bills (if available) and determine the number, size and fullness of the general waste and recycling bins.
 - Conduct a visual assessment of the contents of the general waste bin and the bin of any other waste service used (for example, recycling, food, garden scraps) and record the findings.
 - Survey the areas on site where waste and recycling is generated, assess internal bins, observe business practices, and determine where, when and how waste and recycling is generated.

- Speak to the business to find out if the day's waste is representative of their waste generally, or if there are any circumstances causing their waste to be more/less/different to what it would usually be. For example, school holidays, long weekend.
3. Identify opportunities to reduce waste and establish new or enhanced recycling services and discuss these with the business.
 4. Work with the business to agree on priority materials for avoidance, re-use and recycling.
 5. Provide the business with industry and material-specific fact sheets and case studies as appropriate.
 6. Provide the business with an effective and appropriate Action Plan to reduce waste and increase recycling (prepared via the Bin Trim App) containing:
 - the baseline waste data and the results of the assessment
 - low and no cost waste and recycling improvements, including changes to purchasing and operational practices
 - cost effective waste and recycling recommendations that include:
 - avoidance, re-use and recycling opportunities
 - the provision of new and enhanced recycling services from the existing waste and/or recycling service provider of the business
 - responsibilities and timelines for completion of actions
 - possible waste and recycling cost savings, revenue generation based on estimates from your recommendations
 - recommendations to the business about any relevant infrastructure that may improve their waste practices and that may be eligible for a Bin Trim Rebate. These recommendations will be based on your expert opinion of what waste and recycling infrastructure is best suited to the business and its needs. These recommendations will be listed in order of priority based on shortest payback period and will not include actions with payback periods of greater than 10 years.

Implementation assistance

1. Contact the business after the Action Plan has been provided to confirm it has been received and to explain the recommendations.
2. Explain how the Action Plan recommendations can be implemented and offer help to get started.
3. If the business wishes to proceed with recommended changes to their waste and/or recycling services, arrange for quotes from their existing waste and/or recycling collection service provider. Obtain information on bin sizes and collection frequency arrangements. Only if the proposed services are not available from the existing provider can alternative quotes be sought.
4. If the business wishes to proceed with the purchase of recommended recycling infrastructure and the infrastructure is eligible for a Bin Trim Rebate:
 1. obtain a quote and complete the relevant rebate application form
 2. submit the form and all required attachments to DPIE after the business has signed it
 3. if the business is awarded a rebate, oversee the equipment's installation and obtain verification from the tradesperson (if one is required) and the business that equipment installation is complete
 4. obtain the invoice and evidence of payment for the infrastructure and submit these to DPIE along with other relevant documentation.
5. If the business wishes to make a change to their operations which requires staff training, trialling or engaging with supply chain stakeholders, provide the business with any reasonable assistance, as needed.

Follow-up assessment and revised Action Plan

1. Contact the business to check if any changes have been implemented. If changes haven't been made, find out if further assistance is required and provide as necessary. Do not conduct a second assessment if no changes have been made.
2. Conduct a follow-up visual waste assessment, repeating the initial assessment process, and identify and record changes in waste and recycling, and any cost savings.
3. Record the actions implemented and results achieved in the Bin Trim App and generate a new Action Plan for the business.
4. If a Bin Trim Rebate was received, the assessor must conduct a follow-up visit and complete the report to fulfil the requirements of the rebate funding conditions and to trigger the final rebate payment, where relevant.

Administration throughout the process

1. Provide DPIE with data via the Bin Trim App. Training in the use of the Bin Trim App will be provided.
2. Obtain and manage quotes on behalf of businesses during the implementation process.
3. Prepare documentation and facilitate businesses applying for Bin Trim rebates.
4. Satisfy the quality and service standards of the program, including timely contact with businesses, correct entry of data into the App, timely delivery of action plans, adequate support during implementation phase, installation of any rebate infrastructure and follow-up with businesses to provide support and assess outcomes.
5. Prepare and submit a progress report and a final report (including financial report) to DPIE in accordance with the agreed timetable and reporting schedule.
6. To be provided by DPIE:
 - an electronic assessment tool (the Bin Trim App) that will allow business information and assessments to be recorded and action plans to be easily developed by assessors
 - training in the Bin Trim program and the Bin Trim App
 - details to log on to the Bin Trim App, App administration and troubleshooting support
 - resources for assessors to provide to businesses including industry and material fact sheets, bin stickers, case studies, Bin Trim certificate and marketing materials
 - an equipment guide to provide information to assessors on recycling equipment. Note this guide is not exhaustive and further research may be required by assessor
 - administration for Bin Trim enquiries received by DPIE
 - assess the Bin Trim rebate application forms.

9. Geographic coverage of the program

The Bin Trim program is a statewide initiative. An efficient allocation of resources and a good geographic spread will be considered by DPIE when awarding grants. Grantees must list the local government areas for the:

- areas they plan to target
- location of the grantee's main office.

See **Appendix B** for a list of local government areas.

10. Timing guide

Upon satisfactory completion of various milestones and tonnage targets, DPIE will pay grantees for recruitment, conducting assessments and facilitating businesses through to completion of their action plans, conducting follow-up assessments and reporting to DPIE.

Table 1: Approximate time allocation per business (guide only)

Task	Small business 0 – 19 employees	Medium business 20 – 199 employees	Large business 200 – 400 employees
Recruitment and administration	Up to 1 hour	Up to 1 hour	Up to 1 hour
Assessment and provision of Action Plan	½ to 1 hour	1 to 2 hours	2 – 3 hours
Data entry via Bin Trim App	1 hour	1.5 hours	1.5 hours
Implementation assistance	Up to 2 hours	3 to 4 hours	4 to 5 hours
Follow-up assessment and provision of Action Plan	½ to 1 hour	Up to 1 hour	Up to 2 hours
Average total per business	6 hours	9.5 hours	12.5 hours

Please allow time for any tasks related to the submission of a rebate application on behalf of any eligible businesses. Your budget needs to factor in the time taken to provide advice to the business on what type of equipment would best suit their needs, obtain quotes for the business and manage the application process on behalf of the business. No incentive payments will be paid for rebates completed from the beginning of round four and onwards.

DPIE recognises for more complex business sites that generate large volumes of waste, additional time may be required to undertake assessments and to support the introduction of new services. This timing guide is indicative only and should only be used to assist applicants to design and structure their grant projects and to inform their application. Applicants should also use their own knowledge and experience to estimate the time required. DPIE will expect assessors to spend enough time with each business to support all recommended changes and enter quality data into the Bin Trim App.

11. Amount and conditions of funding

Funding is available for grants of between \$50,000 and \$300,000.

Applicants successful in securing funding will need to sign and return the funding agreement and letter of offer, copies of which will be provided if an offer is made.

Successful applicants will receive payments as follows:

- 30 per cent of the approved grant funds upon project commencement
- 40 per cent on delivery of a satisfactory progress report and completion of one-half of the project
- 30 per cent of funds upon satisfactory completion of the project and submission and acceptance of the final report (including financial report) unless otherwise agreed and stated within the letter of offer.

Successful applicants must ensure that the NSW Government's contribution is acknowledged with a statement in any written material about the project and that the NSW Government logo is used in accordance with the style guide. Please also ensure that an invitation is issued to an NSW 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.

12. Evaluation and reporting requirements

Submission of a progress reports and a final report (including a financial report) is a condition of this funding. Successful applicants will be sent a reporting template which will need to be completed and assessed as satisfactory before payments will be issued.

13. Timeline

Table 2: Timeline of Bin Trim round four

Activity	Schedule
Grants program open for applications	Monday, 16 December 2019
Deadline for receipt of applications	Friday, 28 February 2020
Successful applicants notified	3 rd week April 2020
DPIE induction/training seminar for grantees	1 st week May 2020
Milestone 1: Signed Agreement - 1st milestone paid (30%)	3 rd week April 2020
Project begins	Friday, 1 May 2020
Milestone 2: Project one-half complete and uploaded to the Bin Trim App. Progress report submitted for verification and 2nd milestone payment made (40%).	Friday, 20 November 2020
Milestone 3: Project 100% complete and all data uploaded to the Bin Trim App. Final reports submitted to DPIE for verification. Final milestone payment made (30%).	Friday, 14 May 2021

There are five distinct tasks to be completed for each business. These activities are measured by the Bin Trim App.

1. Recruitment
2. Completion of a 1st assessment
3. Production and delivery of a 1st Action Plan
4. Completion of a 2nd assessment
5. Production and delivery of a 2nd Action Plan.

In section **D1** of the Application Form you will need to demonstrate, using the calculation of 5 tasks x target number of businesses, how at least half of your project work will be completed in each six-monthly phase of the program, as per the examples below.

Example:

Applicant targeting 400 businesses over the entire grant period = 400 businesses x 5 tasks per business = 2,000 tasks to be completed over the life of your project.

Milestone 1: Return signed agreement.

Milestone 2: One-half of work completed.

Scenario 1: 200 businesses through all five tasks of the Bin Trim project from recruitment to delivery of 2nd assessment and 2nd Action Plan.

(200 x 5 = 1,000 tasks, which equals 1/2 of project).

or

Scenario 2: 400 businesses recruited, 400 1st assessments completed, and 200 action plans delivered.

(Recruitment 400 + 1st assessments 400 + 1st action plans 200 = 1000 tasks, which equals 1/2 of project).

Milestone 3: All work completed.

14. Submitting your application

You can submit your application by email or post.

By email: bin.trim@epa.nsw.gov.au

(with subject line <<YOUR ORGANISATION NAME>> Bin Trim Application)

By post: Business Recycling Unit (Attention Lesley Fox)

Department of Planning, Industry and Environment.

PO Box 668

PARRAMATTA NSW 2124

(with subject line <<YOUR ORGANISATION NAME>> Bin Trim Business Grants Program Attention Lesley Fox)

Applications close Friday, 28 February 2020

Late or incomplete applications will not be accepted

For further information:

Lesley Fox, ph.: 9995 5516

lesley.fox@epa.nsw.gov.au

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

Appendix A – Bin Trim Roadmap

Ultimate outcome: Waste reduction and recovery is a sustainable practice within the business.

Table 3: Bin Trim Roadmap

Steps	Recruitment	1st assessment	1st Action Plan	Implementation assistance	2nd 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 	<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
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 - 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 	<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 	<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 - If delivered by person, a follow-up phone call should be made 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 1st assessment. - Only in certain circumstances should 2nd assessments not be completed within 3 months of the 1st assessment.
Process	<ul style="list-style-type: none"> - Assessors to approach businesses, fully explain the program and its benefits and requirements and seek business 	<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 	<ul style="list-style-type: none"> - Business is provided with an Action Plan created by the Bin Trim App. The Action Plan must include: information on the business waste profile, tailored and 	<ul style="list-style-type: none"> - Assessor supports business to implement actions. - Assessor contacts existing waste service provider to organise any 	<ul style="list-style-type: none"> - Assessor contacts business to check if any actions implemented. - If no actions implemented assessor does not conduct a 2nd assessment. The Bin

Steps	Recruitment	1st assessment	1st Action Plan	Implementation assistance	2nd assessment and Action Plan
	<p>involvement in the program.</p> <ul style="list-style-type: none"> - 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 so that the assessor can investigate these during the assessment. - Business details are entered into the Bin Trim App as soon as possible after business registers. 	<p>collected to assess a complete waste profile.</p> <ul style="list-style-type: none"> - During the assessment, the assessor determines: 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, an understanding of operations by touring facilities and engaging with staff, potential opportunities, barriers and motivations with the business, potential for a Bin Trim rebate, photos (with business permission) to help record details. - Details entered into the App as soon as possible after the assessment and create draft Action Plan. 	<p>practical actions which 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.</p> <ul style="list-style-type: none"> - If necessary, assessors must contact the existing collection service provider/s of the business re any suggested bin/collection service changes, contact equipment providers to source quotes, apply for a rebate on behalf of the business. - Assessor discusses potential actions and / or draft Action Plan with business to ensure they are comfortable/ happy to implement before sending final Action Plan. - Assessor follows up with business within 5 business days to ensure Action Plan received. 	<p>suggested changes that require their action.</p> <ul style="list-style-type: none"> - 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. - 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. 	<p>Trim App is updated to register this site as a No Action site.</p> <ul style="list-style-type: none"> - A second visual assessment performed only after implementation of changes and new business waste and recycling information recorded. - A suitable time and date for the second assessment is agreed between the business and the assessor. - Assessments should occur on the same day as the 1st assessment in order to record like for like information. - Business understands any achievements, waste reduction or recycling improvements. - Business is provided with a Bin Trim certificate. - A new (2nd) 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.

* Person who encourages and supports staff to make positive change

Helpful links

BusinessRecycling.com.au, Planet Art: <https://businessrecycling.com.au/>

Love Food Hate waste resource for businesses: <https://www.lovefoodhatewaste.nsw.gov.au/in-business>

Bin Trim: <https://www.epa.nsw.gov.au/bintrim>

Ellen Macarthur Foundation Circular Economy resources: <https://www.ellenmacarthurfoundation.org/>

Appendix B – NSW Local government areas

Table 4: List of Local government areas

LGAs	LGAs	LGAs
Albury City Council	Federation Council	Northern Beaches Council
Armidale Regional Council	Forbes Shire Council	North Sydney Council
Ballina Shire Council	Georges River Council	Oberon Council
Balranald Shire Council	Gilgandra Shire Council	Orange City Council
Bathurst Regional Council	Glen Innes Severn Council	Parkes Shire Council
Bayside Council	Goulburn Mulwaree Council	Penrith City Council
Bega Valley Shire Council	Greater Hume Shire Council	Port Macquarie-Hastings Council
Bellingen Shire Council	Griffith City Council	Port Stephens Council
Berrigan Shire Council	Gunnedah Shire Council	Queanbeyan-Palerang Regional Council
Blacktown City Council	Gwydir Shire Council	Randwick City Council
Bland Shire Council	Hawkesbury City Council	Richmond Valley Council
Blayney Shire Council	Hay Shire Council	Shellharbour City Council
Blue Mountains City Council	Hilltops Council	Shoalhaven City Council
Bogan Shire Council	Hornsby Shire Council	Singleton Council
Bourke Shire Council	Hunter's Hill Council	Snowy Monaro Regional Council
Brewarrina Shire Council	Inner West Council	Snowy Valleys Council
Broken Hill City Council	Inverell Shire Council	Strathfield Council
Burwood Council	Junee Shire Council	Sutherland Shire Council
Byron Shire Council	Kempsey Shire Council	Tamworth Regional Council
Cabonne Council	Kiama Municipal Council	Temora Shire Council
Camden Council	Ku-ring-gai Council	Tenterfield Shire Council
Campbelltown City Council	Kyogle Council	The Hills Shire Council
Canterbury-Bankstown Council	Lachlan Shire Council	Tweed Shire Council
Carrathool Shire Council	Lake Macquarie City Council	Upper Lachlan Shire Council
Central Coast Council	Lane Cove Council	Upper Hunter Shire Council
Central Darling Shire Council	Leeton Shire Council	Uralla Shire Council
Cessnock City Council	Lismore City Council	Wagga Wagga City Council
City of Canada Bay Council	Lithgow City Council	Walcha Council
City of Parramatta Council	Liverpool City Council	Walgett Shire Council
City of Ryde Council	Liverpool Plains Shire Council	Warren Shire Council
City of Sydney Council	Lockhart Shire Council	Warrumbungle Shire Council
Clarence Valley Council	Maitland City Council	Waverley Council
Cobar Shire Council	MidCoast Council	Weddin Shire Council

LGAs	LGAs	LGAs
Coffs Harbour City Council	Mid-Western Regional Council	Wentworth Shire Council
Coolamon Shire Council	Moree Plains Shire Council	Wingecarribee Shire Council
Coonamble Shire Council	Mosman Municipal Council	Willoughby City Council
Cootamundra-Gundagai Council	Murray River Council	Weddin Shire Council
Cowra Council	Murrumbidgee Council	Wollondilly Shire Council
Cumberland Council	Muswellbrook Shire Council	Wollongong City Council
Dubbo Regional Council	Nambucca Shire Council	Woollahra Municipal Council
Dungog Shire Council	Narrabri Shire Council	Yass Valley Council
Edward River Council	Narrandera Shire Council	
Eurobodalla Shire Council	Narromine Shire Council	
Fairfield City Council	Newcastle City Council	