



## **Bin Trim Rebates Program Information for applicants**

[www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)



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

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See also [www.epa.nsw.gov.au/pollution](http://www.epa.nsw.gov.au/pollution)

Phone: +61 2 9995 5000 (switchboard)

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Fax: +61 2 9995 5999

TTY users: phone 133 677, then ask for 131 555

Speak and listen users: phone 1300 555 727, then ask for 131 555

Email: [info@environment.nsw.gov.au](mailto:info@environment.nsw.gov.au)

Website: [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)

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## 1. Introduction

The Bin Trim Rebate Program is a \$9.4 million program supported by the NSW Environmental Trust as part of the \$35 million Business Recycling Fund, a component of the NSW EPA's Waste Less, Recycle More initiative. The program is available to small and medium enterprises (SMEs) to fund small-scale recycling infrastructure and equipment to improve source-separation of recyclables, reduce waste and increase recycling in the workplace.

There is a need to encourage more recycling by SMEs in NSW. The NSW Government is aiming to achieve a business recycling rate of 70% by 2021 – in 2010–11 the recycling rate for business waste was 57%. SMEs produce 45% of Sydney's business waste and are therefore a key sector to focus on in addressing this issue.

Under the Bin Trim Rebate Program, SMEs and groups of SMEs – such as business parks, shopping centres and office blocks<sup>1</sup> – are eligible to apply for one rebate per year to fund up to 50% of the cost of recycling infrastructure. Rebates between \$2,000 and \$25,000<sup>2</sup> are available.

It is estimated the program will help 750 business sites improve their recycling capacity through the provision of balers, compactors or on-site processing units. This is expected to result in an average increase in recycling of 20 tonnes per year per business, bringing an overall increase in recycling of 15,000 tonnes per annum by June 2017.

The program is designed to accommodate a range of different equipment options with a focus on equipment used to improve the recovery of paper, cardboard, plastic (including expanded polystyrene), food, organics and wood/timber. For example:

- cardboard/plastic balers
- food/organics collection and processing equipment
- shredders
- expanded polystyrene (EPS) compaction equipment.

Applications will be considered based on their ability to increase recycling of waste materials from SMEs in a cost-effective manner.

## 2. Eligibility criteria

The Bin Trim Rebate Program is open to SMEs operating within NSW and employing between one and 199 people.

Additional eligibility criteria apply when multiple sites of the same business (i.e. with the same ABN) submit an application or when a group of co-located businesses make multiple applications.

The 50% contribution to the cost of infrastructure by a business cannot include in-kind contributions or project management costs.

The following items will not be funded:

- garbage compaction units
- equipment ordered, purchased or installed before the rebate application is approved
- costs for collection of waste material from equipment
- equipment maintenance
- insurance of equipment

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<sup>1</sup> Where shared or communal facilities are being provided it is anticipated that a single legal entity, for example the facilities management company, would be responsible for the application.

<sup>2</sup> Subject to selection criteria

- staffing costs.

Applications will only be considered from immediate users of the infrastructure, not third parties, such as waste and recycling service providers where equipment can be made available to SMEs as part of the collection contract.

Applications that meet the following criteria will be assessed as eligible for funding:

- SME with < 200 employees, based in NSW
- Bin Trim assessment conducted
- a Waste and Recycling Action Plan which supports proposed infrastructure installation
- quote/s, invoice/s and receipt/s for infrastructure purchased
- infrastructure has a 12-month or longer warranty
- quote for the infrastructure is within a reasonable market price
- payments already received under the Bin Trim Rebate Program do not exceed \$75,000
- no other funding received for the infrastructure
- the infrastructure is only used for handling commercial/industrial waste
- the infrastructure has not already been ordered, purchased or installed and a contract has not been entered into prior to approval of application
- the infrastructure assists in waste minimisation or recycling of **additional material** over and above that already being diverted from landfill and/or recycled.
- A specific cost of **\$125/tonne or less of rebate allocated for additional material diverted and/or recycled, assessed over five years of equipment use**,<sup>3</sup> will be set as the initial threshold to qualify for a rebate. Very lightweight foam plastics such as expanded polystyrene (EPS) will have a threshold of \$500/tonne or less. These thresholds may be modified based on applications received and other information available.

Applications will be considered ineligible for funding where:

- the applicant has not demonstrated adequate commitment to providing staff training, Work Health and Safety procedures or a maintenance plan
- infrastructure requirements, such as space, energy and water, have not been adequately considered
- management of infrastructure outputs have not been satisfactorily addressed
- development approval considerations, where relevant, have not been adequately addressed
- infrastructure does not assist in the recycling of additional materials over and above that already being recycled by the business, as identified in the initial Bin Trim assessment
- infrastructure does not meet applicable Australian Standards
- infrastructure has less than a 12-month warranty
- infrastructure would be leased and not owned by the applicant.

### 3. How to apply

It is important that applicants read and understand this document before commencing an application.

To apply for a rebate, applicants must first have a Bin Trim assessment. This involves a review of waste management and recycling systems and is conducted by an assessor funded through the Bin Trim Business Grants Program.

A number of organisations have been funded in Round 1 of the Bin Trim Grants Program to provide assessor support. A list of these organisations is available on the EPA website at

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<sup>3</sup> For example, if a rebate of \$12,500 is applied for, the total tonnes diverted, assessed over a five-year period, must exceed 100 tonnes, i.e. on average 20 tonnes per year or more. This is equivalent to \$125/tonne of rebate for the period.

[www.epa.nsw.gov.au/waste/BinTrimGrants.htm](http://www.epa.nsw.gov.au/waste/BinTrimGrants.htm). Bin Trim assessments by EPA-funded assessors are conducted free of charge.

A Bin Trim assessment can take from 30 minutes to 1 hour for small businesses and from 1 to 2 hours for medium businesses, during which the assessor quantifies the amount and type of materials in waste bins and recycling systems.

The assessor will generate a draft Waste and Recycling Action Plan for the business to review and approve. The action plan proposes ways to reduce waste and increase recycling levels and may include a proposal to purchase equipment, such as a baling machine that can improve recycling capacity, reduce waste and potentially generate savings on waste management bills.

The action plan will recommend investment in recycling infrastructure and will include at least one quote for the proposed equipment, which is required for applicants to proceed with a rebate application. One rebate per annum, between \$2,000 and \$25,000, is available for qualifying applications for up to 50% of the cost of the equipment.

Once a business has had a Bin Trim assessment and received an action plan, the next step is to evaluate which is the right piece of infrastructure for the business. The equipment catalogue section of Planet Ark's Business Recycling website at [www.businessrecycling.com.au](http://www.businessrecycling.com.au) can help you with this decision. Equipment does not have to appear on this catalogue to be eligible for a rebate.

Applicants will need to submit *Form 1: Application form*, which is only available through the secure online Bin Trim portal. Bin Trim assessors have access to the portal and will help applicants complete the form. The assessor is also required to sign Form 1 to confirm that the equipment recommendation(s) are appropriate as well as confirming any commercial interest they or their organisation has in the equipment. Applicants are under no obligation to be limited to the specific equipment recommended by the assessor and are encouraged to seek alternative quotes from suppliers providing comparable equipment.

#### 4. Terms and conditions

Applications will be received and processed by the EPA on an ongoing basis once the program commences. The number and total value of rebates granted will be capped to ensure annual budgets are not exceeded.

The EPA reserves the right to make changes to any aspect of the program, including eligibility and assessment criteria without notice. Further terms and conditions of application are included in Form 1.

#### 5. Rebate funding process

Applications for a rebate (Form 1) will be considered by the EPA and a response provided within 6–8 weeks of receipt. The response will either confirm that an application has met the requirements for a rebate and the applicant may proceed with equipment installation (subject to the terms and conditions of the program) or that an application has not been successful and outline the reasons why. Unsuccessful applicants may reapply once any outstanding criteria have been addressed.

Successful applicants are required to complete and submit *Form 2: Equipment purchase and installation* within three months of receiving confirmation of their success. Original invoice(s) and proof of payment receipt(s) for the equipment must also be provided. Submission of a compliant Form 2 and associated documentation will trigger payment of the first 50% of the rebate. Payment will be made by electronic funds transfer (EFT). Original documentation, such as the invoice(s) and receipt(s), will be returned to applicants within four weeks of receipt.

Once the equipment has been in operation for three months a follow-up Bin Trim audit is required to trigger the final 50% rebate payment. This requires applicants to complete and submit *Form 3: Follow-up and performance report*. Form 3 is used to summarise the change in performance for a business since the equipment purchase and installation, along with the Bin Trim follow-up audit results (which will be provided by the Bin Trim assessor). The EPA will make payment by electronic funds transfer within four weeks of receipt of the appropriate documentation. Submission of Form 3 should be made no later than five months following the date of equipment installation.

It is important that forms and supporting documentation are submitted to the EPA within the identified timeframes. If forms are not received within the specified timeframes, the EPA reserves the right to withdraw the rebate offer.

## 6. More information about the program

For further information contact

Senior Project Officer  
Waste and Resource Recovery Branch  
Business Recycling Team  
Phone: (02) 9995 6896  
Fax: (02) 9995 6900  
Email: [bin.trim@epa.nsw.gov.au](mailto:bin.trim@epa.nsw.gov.au)  
Website: [www.epa.nsw.gov.au/waste/wasteless.htm](http://www.epa.nsw.gov.au/waste/wasteless.htm)  
[www.epa.nsw.gov.au/waste/grants.htm](http://www.epa.nsw.gov.au/waste/grants.htm)

## 7. Guide to lodging a complaint or appeal

### 7.1 Rebate processing and decision-making

This document serves as a guide for organisations that have applied to the Bin Trim Rebate Program and would like to lodge a complaint in relation to the program, including the rebate application process and determinations. All complaints relating to these services should be directed to:

Senior Project Officer  
NSW Environment Protection Authority  
PO Box 668  
PARRAMATTA NSW 2124  
[bin.trim@epa.nsw.gov.au](mailto:bin.trim@epa.nsw.gov.au)  
Phone: (02) 9995 6896

Applicants who have not received a response within 21 days or are not satisfied with the way their complaint has been handled, or with its resolution, can contact:

Unit Head, Business Recycling  
NSW Environment Protection Authority  
PO Box 668  
PARRAMATTA NSW 2124  
[bin.trim@epa.nsw.gov.au](mailto:bin.trim@epa.nsw.gov.au)  
Phone: (02) 9995 6901

Applicants who are not satisfied with how their complaint or its resolution has been handled and want to pursue the matter further must provide written notice of the dispute.

When a dispute is not resolved within fourteen (14) days (or within such further period as the parties agree in writing), it will be referred to the Australian Commercial Dispute Centre (ACDC) for mediation.



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.

If the dispute is not settled within 28 days after appointment of the mediator (or such other period as agreed to in writing between the parties) or 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.

### ***7.2 Assessors, tradespersons and suppliers***

For applicants who have a complaint to make about the conduct of a Bin Trim assessor, tradesperson or about the infrastructure installed, **please advise the EPA Senior Project Officer** via the contact details listed above. The EPA is not responsible for the conduct of Bin Trim assessors, regardless of whether they are funded by the Bin Trim Business Grants Program.

Any complaints in relation to the conduct of the assessor, tradesperson or products installed should be raised in the first instance with the person or organisation directly. If a satisfactory resolution is not achieved then the complaint should be referred to the Office of Fair Trading.

NSW Fair Trading

Phone: 13 32 20 (inquiries 8.30am – 5pm)

Fax: (02) 9895 0222

Website: [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au) or refer to

[www.fairtrading.nsw.gov.au/ftw/About\\_us/Contact\\_us.page](http://www.fairtrading.nsw.gov.au/ftw/About_us/Contact_us.page)

## **8. Sample forms**

Please refer to the following pages.



# Bin Trim Rebates Program

## Form 1: Application

**Information for Applicants should be read and understood prior to completing this form to ensure eligibility.**

Please complete the following application.

Only an EPA-funded Bin Trim assessor can submit your application through the secure online Bin Trim portal. You must sign, date and scan or photograph a copy of this application which will be uploaded with your application form.

Only single organisations can apply for grants under this program. Where groups of organisations want to apply, such as groups of co-located businesses where shared or communal facilities are being provided, a single legal entity such as the facilities management company would be responsible for the application. See 'Eligibility criteria' in *Information for Applicants* for further details.

Post the completed application form and any supporting documents to:

Bin Trim Rebate Program  
 NSW Environment Protection Authority  
 PO Box 668  
 Parramatta NSW 2124.

### 1. Applicant details

Business name												
Business/trading name (if any)												
Street address (location of proposed infrastructure installation):										Phone:		
Postal address:										Fax:		
Business activity:										Number of employees:		
ABN:												

Are you registered for GST? (Please tick)  Yes  No

## 2. Contact person

Please provide details of the main contact person for the project in the organisation.

Name:	
Title:	
Phone:	
Mobile:	
Email:	
Fax:	

## 3. Assessor details

Please provide details of the assessor undertaking the Bin Trim waste and recycling assessment in the organisation.

Business/organisation name:	
Grantee organisation (if different from above):	
Name:	
Title:	
Phone:	
Mobile:	
Email:	
Fax:	

## 4. Action plan / quote (to be completed by the approved assessor)

All infrastructure installations listed in this rebate form must be identified as actions in the Waste and Recycling Action Plan.

Description of infrastructure	Type/brand/model	Capacity	Quantity	Unit cost (excl. GST and installation)	Total cost (excl. GST and installation)
<b>Total (A)</b>					
<b>Business contribution (B)</b>					
<b>Amount requested from EPA (up to 50% of total cost or \$25,000, whichever is the lower) (A-B)</b>					

## 5. Supporting information

Quote(s) for the proposed infrastructure are attached? **Yes**  **No**

Does proposed infrastructure have at least a 12 month warranty? **Yes**  **No**

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

## 6. Materials to be handled

List the additional materials to be handled by the proposed infrastructure. Priority materials are food, timber/wood, paper/cardboard and plastics. Note: it is only necessary to add organisation/address details if you plan to use the infrastructure to process materials received from third party companies (for example, if you are the lead organisation in a precinct-wide scheme).

Organisation	Address	Material type	Tonnes per annum currently diverted from landfill	Estimated additional quantity of waste material recovered/reduced by new infrastructure per year (tonnes)
		Estimated total quantity of additional material recovered/reduced by new equipment per year (tonnes)		
		Estimated total quantity of additional material recovered/reduced by new equipment over next five years (tonnes) (C)		
		Government contribution per tonne over five years ((A-B)/C) (\$/tonne)*		
If the materials to be handled by the proposed infrastructure are not priority materials as identified by the EPA (food, timber/wood, paper/cardboard and plastics), state your case for a rebate below:				

\* See *Information for Applicants* to confirm cost per tonne approval threshold.

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

**8. What steps will be taken to ensure infrastructure is used safely and effectively? Summarise relevant Work Health and Safety, staff training and maintenance plans. How will this be monitored by management?**

**9. Other funding**

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

**No**     **Yes**

If 'Yes' this infrastructure is not eligible for funding under the Bin Trim Rebate Program.

**10. Assessor's declaration**

I certify that the infrastructure that has been recommended is appropriate in assisting the applicant to reduce waste and increase recycling. I will work with the applicant to implement the agreed Waste and Recycling Action Plan.

**No**     **Yes**

I hereby disclose that I and/or the assessor organisation have a commercial interest in the supply and/or the installation of the infrastructure to be installed, and/or the installation of those products at the businesses premises referred to in Section 1, or in the materials that are to be recycled

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

The infrastructure listed above is appropriate in assisting the applicant to reduce waste and/or increase recycling.

**Name of Assessor:** \_\_\_\_\_

**Name of Grantee Organisation:** \_\_\_\_\_

**Assessor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### 11. Business declaration

- I declare that the information in this form is complete, truthful and correct (business and assessor information).
- I have read and agree to the terms and conditions (see over).
- I acknowledge any disclosure by the assessor in Section 10 of their business interest in the infrastructure to be installed and/or the installation of those products at my business premises, and/or the materials generated by the new infrastructure. I note that I am free to purchase from any supplier of suitable infrastructure.
- I have attached quote(s) for the proposed infrastructure.
- I am the owner of the premises where the waste and recycling infrastructure will be made or I have written approval of the premises owner to install any waste and recycling infrastructure which may affect the property (where required).
- I agree to checks by the EPA and their representatives to verify installation and performance of the infrastructure 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 Bin Trim assessment three months after infrastructure installation to collect and provide data to the EPA on tonnes diverted from landfill through the use of the infrastructure.
- Activities carried out by my business are lawful and meet regulatory and other government requirements.

**Name of head of organisation (e.g. owner/general manager):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature of head of organisation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***Must be signed by organisation owner/head of organisation or a person with written authorisation to act on their behalf.***

# 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 Performance Report** is the report produced by the Bin Trim tool 3 months after the installation of the infrastructure that is funded, which includes prioritised actions and recommendations.
- 1.5 The **Infrastructure** is the waste and/or recycling infrastructure or equipment for which the application is submitted.

## 2 Eligibility to apply for a rebate in the Program

2.1 To be eligible for the Program, you must:

- 2.1.1 be an owner/senior manager of an organisation operating in NSW employing 1 – 199 people.
- 2.1.2 be committed to implementing and appropriately using the infrastructure and equipment installed.
- 2.1.3 be committed to implementing the no cost waste reduction and recycling 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 you must submit the following to the EPA **before** purchase, installation, and before any contract or agreement has been entered into:
  - a. Form 1: Application.
  - b. original quote(s) for the waste reduction/recycling infrastructure installed.
- 3.2 Following receipt of this form, the EPA will assess and notify you of the outcome within 6-8 weeks.
- 3.3 If you are successful in obtaining a rebate, on completion of the installation you and each tradesperson(s)/service provider(s) must submit the following to the EPA as a claim for the first 50% of the EPA's contribution:
  - a. original proof of payment/receipt(s) indicating date and payment of the cost of purchase and installation of waste infrastructure. The receipt(s) must be in your organisation's name and state the address of the premises where the measures were installed.
  - b. signed original of Form 2: Equipment purchase and installation complete.
- 3.4 To obtain the 2nd 50% of the rebate payment, you must submit to the EPA:
  - a. Form 3: Follow-up and performance report.

## 4 Eligibility for subsidised costs

- 4.1 Payment made by you for your share of the cost of purchase of the infrastructure must be a monetary payment. Payment made by you for your share of the cost of infrastructure cannot include a payment in kind.
- 4.2 Waste infrastructure is limited to the following:
  - Cardboard/plastic film balers
  - Food/organics collection, processing, composting or dehydration equipment
  - Shredders
  - Expanded polystyrene (EPS) compaction equipment
  - Other – subject to agreement with the EPA
- 4.3 The total request for funds from the EPA exceeds a minimum value of \$2,000, and does not exceed \$25,000 excluding GST per site per 12 month period with a maximum of 3 sites per enterprise in total.
- 4.4 Total rebates paid to an individual company do not exceed \$75,000.
- 4.5 The infrastructure will not be eligible for the Rebate if:
  - 4.5.1 You have received any other funding
  - 4.5.2 The infrastructure was not installed by a licensed tradesperson(s) where required by law
  - 4.5.3 The infrastructure and recycling measure is used for domestic or household purposes.
  - 4.5.4 The infrastructure and recycling measure does not meet all applicable standards, approvals and local government requirements.
  - 4.5.5 The infrastructure was purchased or installed before the rebate application was approved or where contracts to purchase infrastructure have already been entered into.
  - 4.5.6 The infrastructure does not assist in the waste minimisation or recycling of **additional material** to that already recycled by the applicant at the time of the first assessment and lodgement of application.
  - 4.5.7 The Infrastructure has less than a 12 month warranty.

4.5.8 The infrastructure 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 Recipient obligations

5.1 You must only spend the rebate funds on purchasing the infrastructure in accordance with your approved application.

5.2 You must undertake the actions required of you within the timeframes specified in these Terms and Conditions or by such other dates as is approved in writing by the EPA.

5.3 You must, at all reasonable times and upon reasonable notice, allow EPA officers, third party auditors and program evaluators contracted by the EPA, access to your premises, and make available records in order for the EPA and their contractors to discuss, review and assess the performance of the infrastructure.

5.4 The EPA may contact you to seek your 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.

## 6 Funds

6.1 The EPA will only make the payments to you upon receipt of a tax invoice for the payment quoting your ABN and made out to the Environment Protection Authority, Bin Trim Rebates Program, PO Box 668, Parramatta NSW 2124.

6.2 If you require payment by EFT, you must provide details of your bank account (BSB Number, Account Name & Account Number) with your tax invoice.

6.3 Good and Services Tax (GST) applies to payments made under this program. However, some grants of financial assistance may be subject to income tax in the hands of certain recipients. It is therefore recommended that potential recipients seek independent legal and financial advice if uncertain of the taxation obligations.

## 7 Feedback and publicity

7.1 You 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.'*

7.2 You 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 <http://www.epa.nsw.gov.au/brand/index.htm>. They must be used in accordance with the guidelines and not altered in any way. You must not use this logo for any other purpose.

7.3 You must provide the EPA with a copy of all publicity material prior to publishing or release. You must not publish or release publicity material containing the EPA logo without the EPA's approval.

7.4 You must issue an invitation to an EPA representative to any launch or public event associated with your rebate and, where they are able to attend, they are acknowledged as official guests. Where practicable, they should be afforded the courtesy of publicly addressing the event.

7.5 You must co-operate as required by the EPA in the preparation of case study documentation based on the final outcomes of the rebate.

## 8 Refund of rebate costs

8.1 In the event that you are found to have acted in breach of any of these terms and conditions, you will be required to repay the rebate to the EPA.

## 9 Liability

9.1 You acknowledge and agree 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 your premises is engaged by you and you are responsible for taking all reasonable precautions in choosing and engaging such tradespersons.

9.2 You acknowledge and agree 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 infrastructure recommended in the Waste and Recycling Action Plan.

9.3 You release 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 infrastructure 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.

## 10 Receipts

10.1 Original receipts or invoices will be returned to you with a letter confirming payment.

## 11 Privacy notice

11.1 The EPA collects and manages the personal information you provide 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), 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 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.

SAMPLE



# Bin Trim Rebates Program

## Form 2: Equipment purchase and installation complete

### 1. Applicant details

Trading name: \_\_\_\_\_

Rebate reference no: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact details: \_\_\_\_\_

Site address where equipment is installed: \_\_\_\_\_

### 2. Equipment installation details

List the infrastructure installed in accordance with your approved Bin Trim Rebate application.

Infrastructure description (type/brand/model)	Quantity	Total cost (equipment only excl. installation cost and GST)
<b>Total (excl. GST)</b>		
<b>NSW EPA rebate amount: 25% of total to maximum of \$12,500*</b>		

\*Rebate must correspond with the amount approved in your original application.

### 3. Supplier/installer's declaration

I certify that I have supplied and/or installed the above infrastructure at the address in Section 1 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 infrastructure supplied and/or installed is truthful and correct.

Name: \_\_\_\_\_

Business name: \_\_\_\_\_

Licence no. (if required for installation): \_\_\_\_\_

ABN: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### 4. Business owner's declaration and authorisation

I, \_\_\_\_\_ (name) hereby confirm that:

(i) The infrastructure listed in Section 2 above is completely installed at the business premises detailed in Section 1 and is fully operational.

(ii) I have made payment in full for the total cost of the equipment and its installation as stated in Section 2.

(iii) Evidence of the total cost of the infrastructure and our payment under (ii) is attached to this authorisation (*please enclose the original supplier invoice and a receipt of payment*).

Attached is a tax invoice for the first rebate amount made out to the NSW Environment Protection Authority quoting relevant EPA Purchase Order number \_\_\_\_\_.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Must be signed by a person with written authorisation to act on behalf of the applicant.*



# Bin Trim Rebates Program

## Form 3: Follow-up and performance report

### 1. Applicant details

Trading name: \_\_\_\_\_

Rebate reference no: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact details: \_\_\_\_\_

Site address where equipment is installed: \_\_\_\_\_

### 2. 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 (%)				

3. Describe how the new infrastructure has contributed to improved waste management and increased recycling, including any savings and benefits (e.g. dollar, time, WHS improvements, staff morale):

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

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**5. Photographs (optional):** Please attach up to six photographs of the infrastructure.

**6. Bin Trim assessor's declaration**

I certify that I have undertaken a follow-up Bin Trim assessment at the Applicant's site stated above at least three months after the installation of the above infrastructure. I certify that the performance information provided in the attached *Bin Trim Follow-up Assessment Report* is truthful and correct.

Name: \_\_\_\_\_

Assessor's business name: \_\_\_\_\_

Grantee organisation (if different from above): \_\_\_\_\_

ABN: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**7. Business owner's declaration and authorisation**

I, \_\_\_\_\_ (name) hereby confirm that data provided in Section 2 of this form and in the attached *Bin Trim Follow-up Assessment Report* is truthful and correct.

I have attached a tax invoice for the final rebate payment.

Business owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Must be signed by the business owner or a person with written authorisation to act on behalf of the applicant.*