

Waste Less, Recycle More Business Recycling Fund

Bin Trim program round three
Information for applicants



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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 two successful rounds, the Bin Trim program has engaged with more than 22,000 small to medium enterprises (SMEs) and supported them to reduce waste and increase recycling.

This call for applications is the third round of Bin Trim, with projects commencing in March 2018, to be completed by September 2019. This program is complemented by the Bin Trim Rebates program which will continue to provide rebates for businesses to increase the source separation and recovery of food, paper/cardboard, wood/timber, plastics and other recyclable materials. Eligibility to participate in the program has now been broadened to include all businesses with up to 400 full time equivalent (FTE) staff*. In previous rounds, eligibility was limited to small to medium businesses with less than 200 FTE.

*A limited number of sites of larger organisations (no more than five per organisation) may be eligible to participate if those sites have less than 400 FTE and their own waste bill.

Information for applicants

1. Background

In 2013-2014, almost 1.8 million tonnes of waste were sent to landfill from commercial and industrial (C&I) sources in the NSW regulated area, seventy per cent of which could have been reused or recycled.

This program aims to make a significant contribution to reducing business waste across NSW and achieving the *NSW 2021*¹ C&I waste target of recycling 70 per cent by 2021.

2. The Bin Trim program

The Bin Trim program aims to cause a shift in the standard waste management services offered to NSW businesses from primarily general waste with minimal to no recycling services, to enhanced 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. These waste assessments include a visual analysis of waste streams, indicating the potential for recycling, and providing a tailored action plan with waste and, where possible, cost saving recommendations. Funding is available in the third round of the program for grants of between \$50,000 and \$400,000.

All assessors engaged by successful Grantees must be trained to deliver the EPA-developed Bin Trim program and use the online assessment tool¹. The online tool 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 particular 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 on-site recycling equipment. Successful Bin Trim Rebate applicants will receive funds to cover up to 50 per cent of the capital cost of equipment, up to a maximum of \$50,000.

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 utilising subcontractors. Organisations applying for funding as a partnership must nominate a Lead Applicant that will be responsible for the financial management and administration of the project. Organisations that the

¹ Training to be provided by NSW EPA.

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 Three 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 Environment Protection Authority (EPA) will seek to achieve diversity in the organisations and organisation types delivering the Bin Trim program across NSW.

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 Rounds One and Two of the Bin Trim program when assessing any Round Three applications in which they are named as Lead Applicant, partner or subcontractor.

Compliance with NSW environment protection laws

Please note that the EPA 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* (POEO Act), *Protection of the Environment Operations (Waste) Regulation 2014* and the *Native Vegetation Act 2003*.

In addition, applicants are not eligible for the grant if, on or after 1st 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 *Protection of the Environment Operations Act 1997* with the result of avoiding, minimising or undermining the requirement to pay any waste contributions required under section 88 of the POEO Act.

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.

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 participating 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 in the event that planned recruitment and retention strategies are not as effective as expected.

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
- 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
- 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 be approved by the EPA
- meet NSW Government guidelines on acknowledgement of funding.

5. Selection criteria

Applications will be assessed on a competitive basis against the following criteria (notes in brackets refer to relevant sections in the application form):

- capacity of your organisation to conduct waste assessments and support businesses to recycle **(B2)**
- qualifications, skills and experience of the personnel who will conduct the assessments and support businesses to recycle. Knowledge, experience and confidence of personnel to recognise small scale recycling equipment rebate opportunities and provide sound and considered advice to businesses about relevant equipment. Ability to prepare and 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 thought-out, and adheres to the timelines of this grant round **(C3, C6, C7 & D1)**
- cost effectiveness of the project **(C2, C4 and E1)**
- anticipated 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 recycling actions **(C10)**
- proposed risk management plan (for example a contingency plan to be implemented in the event that 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

Your application should address each of the selection criteria at Section 5 (above). Here is some additional guidance to help you complete your 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 includes:

- a. areas of technical expertise, ability to conduct waste assessments and to support businesses to recycle
 - b. knowledge and experience of recycling equipment and ability to identify and suggest appropriate equipment and manage the rebate application process
 - c. project management experience
 - d. any recent projects that demonstrate your ability to undertake the services required under this program.
3. Provide details of the **qualifications, skills and experience all personnel (B3)** who will conduct the assessments, provide recommendations, and facilitate businesses through to follow up assessments. Please include a short summary only. Do not attach large, individual CVs. Include:
- a. education, qualifications and current courses that specifically relate to waste and recycling in commercial premises
 - b. specific technical expertise in relation to waste management, waste infrastructure, and the recycling technologies used and services offered by commercial providers
 - c. experience in conducting waste assessments, facilitating implementation of recycling programs in workplaces, and experience with recycling infrastructure for businesses.

Applicants are encouraged to provide the EPA with any information about the particular 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 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 of recycling. Note the estimated increase in recycling should be new tonnes only, that is over and above existing recycling tonnes already being achieved by the businesses at the time of the initial assessment. Please note that number of anticipated small equipment rebate applications* you expect to submit should also be detailed here.
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).

Please note that if you are a waste or recycling service provider, you must only target your existing customers.

Please develop your strategy to allow for the fact that not all businesses recruited will follow through to the conclusion of the Bin Trim process. Please 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 these assessments will be conducted and managed by
 - 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, and
 - 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 to ensure that 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 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.

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 will be fulfilled will not be considered. Incomplete applications will not be considered.
- Your proposal will be evaluated as part of a competitive process along with those of other organisations.
- 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 the EPA's risk management process. An EPA staff member may accompany you on some assessments throughout the program.

* Businesses that participate in the Bin Trim program may also be eligible to apply for financial help to purchase recycling equipment such as compactors, balers and other small scale on-site recycling equipment. Successful Bin Trim Rebate applicants will receive funds to cover up to 50 per cent 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 recycling 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 the business's behalf. Training will be provided to successful applicants.

7. Role of Grantee

The Grantee will:

- a. participate in a two day information and training session in the third week of May 2018
- b. ensure all staff delivering assessments are adequately trained in the EPA's Bin Trim program and use of the Bin Trim tool²
- c. engage directly/build relationships with businesses, including recruiting businesses to the program
- d. 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")
- e. facilitate the implementation of waste reduction and recycling recommendations. This includes but is not limited to, obtaining **quotes from the business's existing waste and/or recycling collection service provider**. Note that the purpose of seeking quotations for new recycling services where they are not available from the current service provider is to assist the business to

² Training to be provided by NSW EPA

implement an improved recycling service. Whilst the assessor can provide advice to the business on a new recycling service, choosing which quote to accept is ultimately the decision of the business alone. The assessor must not enter into price negotiations on behalf of the business

- f. perform a second visual waste and recycling assessment after the Action Plan has been implemented to record any changes to the business's waste following implementation of actions. The second assessment is only to be done if and when the business has confirmed that changes have been made.
- g. advise and support businesses to apply for small scale recycling equipment rebates where appropriate and eligible
- h. submit data and reports to the EPA in a timely manner
- i. promptly respond to all requests from the EPA and/or independent auditor as required
- j. support the objectives of the Bin Trim program, including working cooperatively with other Bin Trim Grantees towards the common goals of the program.

Note: Please do not submit a proposal for this program unless your organisation has the capacity to fulfil the full role of the assessor/s, as outlined above, or you have arrangements with service providers (documentation will need to be provided) that will ensure the full service will be provided. The EPA is not seeking applications from individuals or organisations that can only partly fulfil the roles listed above.

The key responsibilities of the Grantee are outlined in more detail in Appendix A and summarised as follows.

Registering and engaging businesses

1. This includes face-to-face engagement with businesses to explain the benefits of the program, the process that they are agreeing to, and ensure they complete and sign the Registration Form. It is important that the business is aware of the Bin Trim program, and understands that by signing the registration form they are indicating their agreement 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 tool as soon as possible. Once entered, that business is "locked" to that Grantee. Should more than one Grantee believe that they have the business's consent to conduct the assessment, the EPA will deem that 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 the EPA.

Contact businesses to arrange appointments to undertake waste assessments

2. Ask the business to have its waste and recycling bills ready for the assessor's visit. Please note that if a Grantee has registered a business for assessment and that business contacts the EPA to express a clear preference to work with another Grantee organisation the EPA may, at its discretion, de-register the business from the original Grantee in accordance with the business's wishes. The EPA will notify the original Grantee if this is the case.

Conducting waste assessments and providing action plans

3. Conduct the waste assessment and enter the information into the EPA's Bin Trim tool (training provided by EPA).
 - a. Review existing waste and recycling bills (if available) and determine the number, size and fullness of the general waste and recycling bins.
 - b. 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 so on) and record the findings. Where there are a large number of bins at least one of each bin size must be assessed, ensuring that the assessed bin(s) is representative of all bins.
 - c. Survey the areas on site where waste and recycling is generated, observe business practices, and determine where, when and how waste and recycling is generated.

Speak to the business to ascertain whether that day's waste is fairly representative of their waste generally, or whether there are any circumstances causing their waste to be more/less/different to what it would usually be, for example school holidays, long weekend.

4. Identify opportunities to reduce waste and establish new or enhanced recycling services, and discuss these with the business.
5. Work with the business to agree on priority materials for avoidance, reuse and recycling.
6. Provide the business with industry and material-specific fact sheets and case studies as appropriate.
7. Provide the business with an effective and appropriate action plan to reduce waste and increase recycling (prepared via the Bin Trim tool) containing:
 - a. the baseline waste data and the results of the assessment
 - b. low and no cost waste and recycling improvements, including changes to purchasing and operational practices
 - c. cost-effective waste and recycling recommendations that include:
 - i the provision of new and enhanced recycling services from the business's existing waste and/or recycling service provider
 - ii recommendations regarding any relevant infrastructure that may improve the business's 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.
 - d. responsibilities and timelines for completion of actions
 - e. possible waste and recycling cost savings, based on estimates from your recommendations.

Implementation assistance

8. Contact the business after the Action Plan has been provided to confirm it has been received and to explain the recommendations.
9. Explain how the Action Plan recommendations can be implemented and offer assistance.
10. 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 business's existing provider can alternative quotes be sought. Offer the business any reasonable assistance, as needed.
11. If the business wishes to proceed with the purchase of recommended recycling infrastructure and the infrastructure is eligible for a Bin Trim Rebate:
 - a. obtain a quote and complete the relevant rebate application form
 - b. submit the form and all required attachments to the EPA after the business has signed it
 - c. 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
 - d. obtain the invoice and evidence of payment for the infrastructure and submit these to the EPA along with other relevant documentation.

Follow up assessment and revised action plan

12. Contact the business to check whether any changes have been implemented. If changes haven't been made, ascertain whether further assistance is required and provide as necessary. **Do not conduct a second assessment if no changes have been made.**
13. 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.
14. Record the actions implemented and results achieved in the Bin Trim tool and generate a revised Action Plan for the business.
15. If a Bin Trim Rebate was received, the assessor must conduct a follow up visit and complete the report (via Bin Trim) to fulfil the requirements of the rebate funding conditions and to trigger the final rebate payment, where relevant.

Administration throughout the process

16. Provide the EPA with data via the Bin Trim tool. Training in the use of the tool will be provided.
17. Obtain and manage quotes on behalf of businesses during the implementation process.
18. Prepare documentation and facilitate businesses applying for Bin Trim Rebates.
19. Satisfy the quality and service standards of the program, including timely contact with businesses, timely delivery of action plans, adequate support during implementation phase, installation of any rebate infrastructure and follow up with businesses to assess outcomes.
20. Prepare and submit two progress reports and a final report (including financial report) to the EPA in accordance with the agreed timetable and reporting schedule.

Note: Applicants will need to fully understand all steps in the above process to ensure they can do all that is required for a Bin Trim grant.

8. To be provided by the EPA

The EPA will provide the following:

- an electronic assessment tool (the Bin Trim tool) that will allow business information and assessments to be recorded, and Action Plans to be easily developed by the Grantee and provided to the EPA
- training in the Bin Trim program and Bin Trim tool
- details to log on to the Bin Trim tool and troubleshooting support
- resources for assessors to provide to businesses including industry and material fact sheets, 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 assessors.

9. Geographic coverage of the program

The Bin Trim program is a statewide initiative. The EPA intends to consider an efficient allocation of resources as well as a good geographic spread when awarding grants. Grantees are therefore asked to provide the local government areas for the:

- a. areas they plan to target
- b. location of the Grantee's main office.

See **Appendix B** for a listing of local government areas to assist with this requirement.

10. Timing guide

Upon satisfactory completion of various milestones and tonnage targets, the EPA will pay Grantees for recruitment, conducting assessments, facilitating businesses through to completion of their Action Plans, conducting follow up assessments and reporting to the EPA.

Table 1:

Task	Approximate time allocation per business (guide only)		
	Small business 0 – 19 employees	Medium business 20 – 199 employees	Large business 200 – 400 employees
Recruitment & administration	Up to 1 hour	Up to 1 hour	Up to 1 hour
Assessment & provision of action plan	½ to 1 hour	1 to 2 hours	2 – 3 hours
Data entry via Bin Trim Tool	1 hour approx	1.5 hours approx	1.5 hours approx
Implementation assistance	Up to 2 hours	3 to 4 hours	4 to 5 hours
Follow up assessment	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 ensure that you allow time for any tasks related to 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 the business's behalf.

The EPA recognises that 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. The EPA will expect assessors to spend sufficient time with each business to support all recommended changes.

11. Amount and conditions of funding

Funding is available for grants of between \$50,000 and \$400,000.

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

Successful applicants will receive payments as follows:

- 30% of the approved grant funds upon project commencement
- 20% on delivery of a satisfactory first progress report and completion of one-third of the project
- 20% on delivery of a satisfactory second progress report and completion of two-thirds of the project
- 30% 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 in relation to 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 a 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 two 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:

Grants program open for applications	Wednesday 24 th January 2018
Deadline for receipt of applications	4pm Monday 5 th March 2018
Successful applicants notified	1 st week May 2018
EPA induction/training seminar for Grantees	3 rd week May 2018
Milestone 1 Signed Agreement - 1st milestone paid (30%)	by end 2 nd week of May 2018
Project commencement	Wednesday 16 th May 2018
Milestone 2 Project one-third complete (as the Grantee specified in section D1 of Application Form) 1 st progress report submitted and 2nd milestone payment made (20%). 1 st progress report submitted to the EPA	Friday 16 th November 2018
Milestone 3 Project two-thirds complete (as the Grantee specified in section D1 of application form) 2nd progress report submitted and 3 rd milestone payment made (20%)	Thursday 16 th May 2019
Milestone 4 Project 100% complete and all data uploaded to the Bin Trim tool Final (written and financial) reports accepted by the EPA 4 th and final milestone payment made (30%).	Friday 15 th November 2019

There are 5 distinct tasks for each business (as outlined below):

1. recruitment
2. 1st assessment,
3. production and delivery of action plan,
4. support of implementation of actions
5. 2nd assessment

In Section D1 of the Application form you will need to demonstrate, using the calculation of 5 tasks x number of businesses, how at least a third of your project work will be completed in each six monthly phase of the program, as per the examples below.

Example

Applicant targeting 600 businesses over the entire grant period = 600 businesses x 5 tasks per business = 3,000 tasks to be completed over the life of your project.

Milestone 1. Return signed agreement.

Milestone 2. One third of work completed.

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

($200 \times 5 = 1,000$ tasks, which equals 1/3 of project).

or

Scenario 2: 600 businesses recruited and all of their 1st assessments complete.

(Recruitment $600 \times 1 + 1^{\text{st}}$ assessments $600 \times 1 = 1200$ tasks, which equals more than 1/3 of project).

or

Scenario 3: 300 businesses recruited, assessed, and 1st action plans delivered, and 100 businesses provided with implementation support.

(Recruitment $300 + 1^{\text{st}}$ assessment $300 + 1^{\text{st}}$ AP $300 +$ implementation $100 = 1,000$ tasks, which equals 1/3 of project).

Milestone 3. Two-thirds of work completed.

Scenario 1: 400 businesses through the entire Bin Trim program from recruitment to follow up action plan

($400 \times 5 = 2,000$ tasks which equals 2/3 of project).

or

Scenario 2. 500 businesses recruited, assessed, delivered action plans and provided with implementation support

($500 \times 4 = 2,000$ tasks, which equals 2/3 of project).

or

Scenario 3: 500 businesses recruited and received 1st assessments and 1st action plans, and 250 provided with implementation support and 2nd Action Plans

($500 \times$ recruitment $+ 500 \times 1^{\text{st}}$ assessment $+ 500 \times 1^{\text{st}}$ Action Plans $+ 250 \times$ implementation $+ 250 \times 2^{\text{nd}}$ assessment and Action Plan $= 2,000$ tasks, which equals 2/3 of project).

Milestone 4. All work completed, including targeted number of Rebate applications submitted.

Closing time for applications

4pm Monday 5th March 2018

No late applications will be accepted

14. Submitting your application

You can submit your application by one of two methods.

By email: Bin.Trim@epa.nsw.gov.au

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

By post: Business Recycling Unit (Attention Simone Thomas)

NSW Environment Protection Authority

PO Box 668

PARRAMATTA NSW 2124

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

For further information

Simone Thomas, ph: 9995 6884,

mob 0459 851 588

simone.thomas@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.

Steps	Recruitment	1 st assessment	1 st Action Plan	Implementation assistance	2 nd assessment & action plan
Who takes part?	Assessor Business champion ³	Assessor Business champion Staff member responsible for recycling/waste	Assessor Business champion Staff member responsible for recycling/waste	Assessor Business champion Staff member responsible for recycling/waste Recycling/waste collection contractor	Assessor Business champion Staff member responsible for recycling/waste

³ Person who encourages and supports staff to make positive change

<p>Process</p>	<ul style="list-style-type: none"> ● Assessors to approach businesses, fully explain the program and its benefits and requirements and seek business involvement in the program ● Assessor gathers relevant details from each recruited business (ensuring that they fit the criteria and are not already registered with another Grantee organisation) ● Assessor completes electronic registration forms in Bin Trim tool ● Assessor requests business have recent waste and recycling bills ready for assessment 	<ul style="list-style-type: none"> ● A suitable time and date for the initial assessment is agreed between the business and the assessor. Assessor requests recent copies of waste collection service bills. ● Assessor determines number, size and fullness of general waste and recycling bins ● Site is assessed for space, access potential and restrictions ● Assessor conducts a visual waste Assessment and records information into the Bin Trim tool. At least 1 of each bin size to be assessed, ensuring that the recorded bin(s) are a fair representation of all bins ● Assessor talks to business to determine whether current waste is indicative of the businesses typical waste profile. ● Assessor inputs business waste and recycling information into Bin Trim tool 	<ul style="list-style-type: none"> ● Business is provided with information specific to their industry/waste materials via case studies & fact sheets ● Priority materials for avoidance, reuse and recycling are discussed & agreed ● Assessors to contact business's existing collection service provider/s re any suggested bin/collection service changes ● Preliminary opportunities for recycling service improvements are identified ● Responsibilities and timelines for completion of actions are agreed ● A copy of the assessment results and Action Plan is generated using the Bin Trim tool, then provided and explained to the business ● Business is introduced to relevant online resources such as businessrecycling.com.au ● Assessor may take photos with businesses permission 	<ul style="list-style-type: none"> ● Assessor supports business to implement actions. ● Assessor makes contact with existing service provider to organise any suggested changes that require their action. ● Business waste and recycling needs outlined to service provider to support changes. ● Optimal bin sizes and collection frequency agreed ● Material and storage requirements clarified to business to reduce contamination ● Assessor assists business to apply for a rebate, where appropriate ● Assessor ensures the businesses staff are committed and engaged to implement changes ● Business's staff are trained as necessary to support changes and identify reuse and recycling opportunities ● Bins, equipment, signs and other supporting materials are placed in best locations to optimise usage 	<ul style="list-style-type: none"> ● Assessor contacts business to check whether any actions implemented. ● If no actions implemented assessor does not conduct a 2nd assessment. ● A second visual assessment performed <i>only after implementation of changes</i> and new business waste and recycling information recorded. ● Business understands any achievements, waste reduction or recycling improvements ● A new (2nd) waste reduction action plan is drafted, 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 business's approval Note: If a business does not make any changes at all, do not conduct a 2nd assessment. In this case the business would be marked as "No Action". Only 10% of assessed businesses can be marked as "no actions". If more than 10% of businesses do not continue the entire Bin Trim process the grantee will need to recruit and assess more businesses to meet their agreed target ● Assessor to introduce business to Bin Trim Public Tool (a tool that will be free to the public and can be used for self-assessment) and advise that business can use it to view their waste assessment and recycling information or to self-assess/update their waste profile and Action Plan information at a later date
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What is needed?	Bin Trim tool	Bin Trim tool Relevant industry and material fact sheets Access to internet: <ul style="list-style-type: none"> • epa.nsw.gov.au/bintrim • businessrecycling.com.au • www.lovefoodhatewaste.nsw.gov.au 	<ul style="list-style-type: none"> • businessrecycling.com.au • www.lovefoodhatewaste.nsw.gov.au 	BinTrim tool Access to internet: <ul style="list-style-type: none"> • epa.nsw.gov.au/bintrim • businessrecycling.com.au • www.lovefoodhatewaste.nsw.gov.au 	Bin Trim tool Relevant industry and material factsheets Access to internet: <ul style="list-style-type: none"> • epa.nsw.gov.au/bintrim • businessrecycling.com.au • www.lovefoodhatewaste.nsw.gov.au • EPA
Where and When?	By phone/email or in person	In person	At business's site	By phone/email or in person ideally within 2 weeks of initial assessment	At business's site At least 8 weeks after initial assessment or within 2 weeks of implementation of Bin Trim action plan strategies being implemented

Appendix B – NSW Local government areas

<u>Albury City Council</u>	<u>Kyogle Council</u>
<u>Armidale Regional Council</u>	<u>Lachlan Shire Council</u>
<u>Ballina Shire Council</u>	<u>Lake Macquarie City Council</u>
<u>Balranald Shire Council</u>	<u>Lane Cove Council</u>
<u>Bathurst Regional Council</u>	<u>Leeton Shire Council</u>
<u>Bayside Council</u>	<u>Lismore City Council</u>
<u>Bega Valley Shire Council</u>	<u>Lithgow City Council</u>
<u>Bellingen Shire Council</u>	<u>Liverpool City Council</u>
<u>Berrigan Shire Council</u>	<u>Liverpool Plains Shire Council</u>
<u>Blacktown City Council</u>	<u>Lockhart Shire Council</u>
<u>Bland Shire Council</u>	<u>Maitland City Council</u>
<u>Blayney Shire Council</u>	<u>MidCoast Council</u>
<u>Blue Mountains City Council</u>	<u>Mid-Western Regional Council</u>
<u>Bogan Shire Council</u>	<u>Moree Plains Shire Council</u>
<u>Bourke Shire Council</u>	<u>Mosman Municipal Council</u>
<u>Brewarrina Shire Council</u>	<u>Murray River Council</u>
<u>Broken Hill City Council</u>	<u>Murrumbidgee Council</u>
<u>Burwood Council</u>	<u>Muswellbrook Shire Council</u>
<u>Byron Shire Council</u>	<u>Nambucca Shire Council</u>
<u>Cabonne Council</u>	<u>Narrabri Shire Council</u>
<u>Camden Council</u>	<u>Narrandera Shire Council</u>
<u>Campbelltown City Council</u>	<u>Narromine Shire Council</u>
<u>Canterbury-Bankstown Council</u>	<u>Newcastle City Council</u>
<u>Carrathool Shire Council</u>	<u>Northern Beaches Council</u>
<u>Central Coast Council</u>	<u>North Sydney Council</u>

<u>Central Darling Shire Council</u>	<u>Oberon Council</u>
<u>Cessnock City Council</u>	<u>Orange City Council</u>
<u>City of Canada Bay Council</u>	<u>Parkes Shire Council</u>
<u>City of Parramatta Council</u>	<u>Penrith City Council</u>
<u>City of Ryde Council</u>	<u>Port Macquarie-Hastings Council</u>
<u>City of Sydney Council</u>	<u>Port Stephens Council</u>
<u>Clarence Valley Council</u>	<u>Queanbeyan-Palerang Regional Council</u>
<u>Cobar Shire Council</u>	<u>Randwick City Council</u>
<u>Coffs Harbour City Council</u>	<u>Richmond Valley Council</u>
<u>Coolamon Shire Council</u>	<u>Shellharbour City Council</u>
<u>Coonamble Shire Council</u>	<u>Shoalhaven City Council</u>
<u>Cootamundra-Gundagai Council</u>	<u>Singleton Council</u>
<u>Cowra Council</u>	<u>Snowy Monaro Regional Council</u>
<u>Cumberland Council</u>	<u>Snowy Valleys Council</u>
<u>Dubbo Regional Council</u>	<u>Strathfield Council</u>
<u>Dungog Shire Council</u>	<u>Sutherland Shire Council</u>
<u>Edward River Council</u>	<u>Tamworth Regional Council</u>
<u>Eurobodalla Shire Council</u>	<u>Temora Shire Council</u>
<u>Fairfield City Council</u>	<u>Tenterfield Shire Council</u>
<u>Federation Council</u>	<u>The Hills Shire Council</u>
<u>Forbes Shire Council</u>	<u>Tweed Shire Council</u>
<u>Georges River Council</u>	<u>Upper Lachlan Shire Council</u>
<u>Gilgandra Shire Council</u>	<u>Upper Hunter Shire Council</u>
<u>Glen Innes Severn Council</u>	<u>Uralla Shire Council</u>
<u>Goulburn Mulwaree Council</u>	<u>Wagga Wagga City Council</u>
<u>Greater Hume Shire Council</u>	<u>Walcha Council</u>
<u>Griffith City Council</u>	<u>Walgett Shire Council</u>

<u>Gunnedah Shire Council</u>	<u>Warren Shire Council</u>
<u>Gwydir Shire Council</u>	<u>Warrumbungle Shire Council</u>
<u>Hawkesbury City Council</u>	<u>Waverley Council</u>
<u>Hay Shire Council</u>	<u>Weddin Shire Council</u>
<u>Hilltops Council</u>	<u>Wentworth Shire Council</u>
<u>Hornsby Shire Council</u>	<u>Wingecarribee Shire Council</u>
<u>Hunter's Hill Council</u>	<u>Willoughby City Council</u>
<u>Inner West Council</u>	<u>Wollondilly Shire Council</u>
<u>Inverell Shire Council</u>	<u>Wollongong City Council</u>
<u>Junee Shire Council</u>	<u>Woollahra Municipal Council</u>
<u>Kempsey Shire Council</u>	<u>Yass Valley Council</u>
<u>Kiama Municipal Council</u>	
<u>Ku-ring-gai Council</u>	