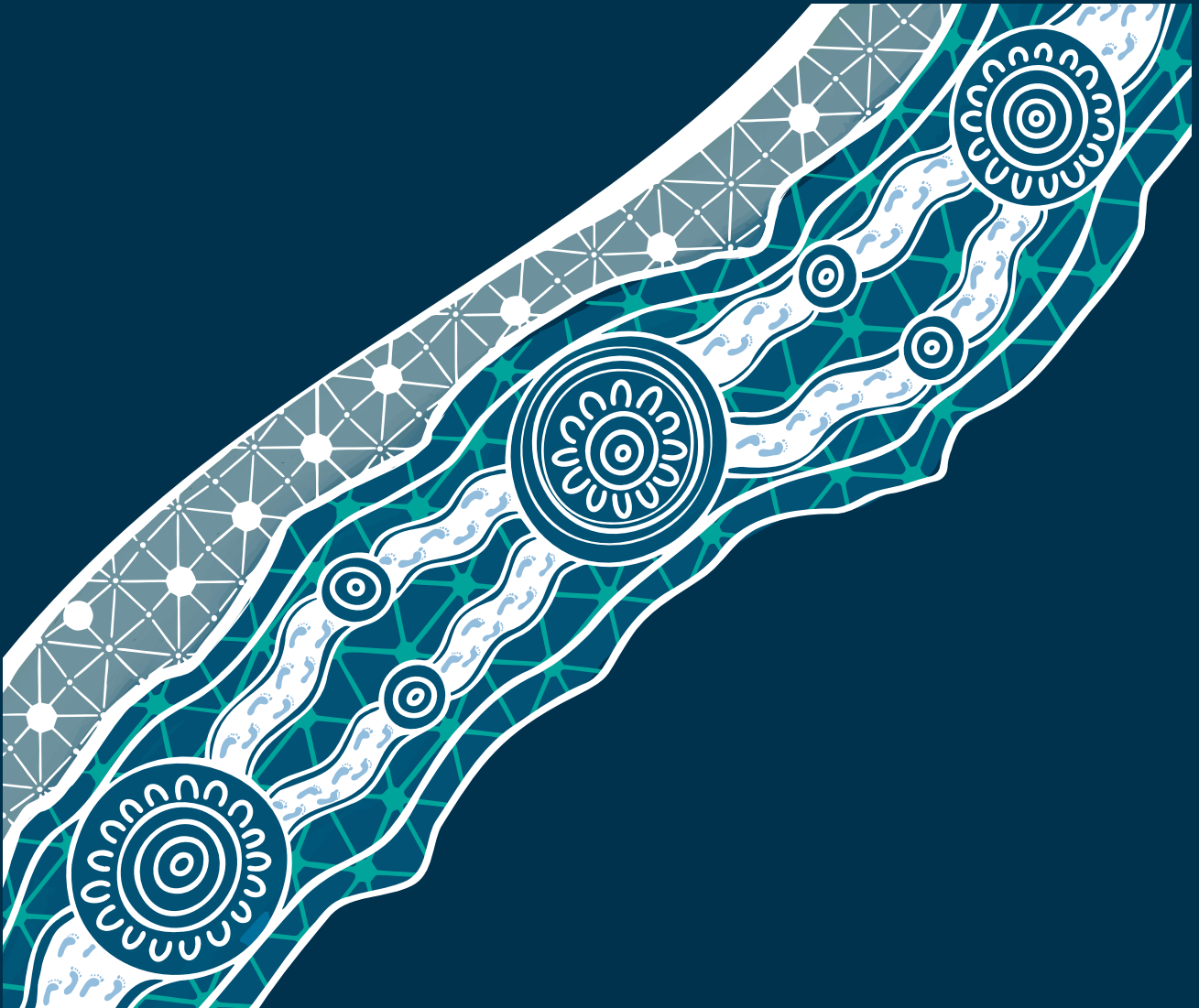


Environment Protection Authority

Bin Trim Equipment Rebates

Guidelines for applicants 2023



© 2023 State of NSW and the NSW Environment Protection Authority

With the exception of photographs, the State of NSW and the NSW Environment Protection Authority (EPA) are pleased to allow this material to be reproduced in whole or in part for educational and non-commercial use, provided the meaning is unchanged and its source, publisher and authorship are acknowledged. Specific permission is required for the reproduction of photographs.

The EPA has compiled this guideline in good faith, exercising all due care and attention. No representation is made about the accuracy, completeness or suitability of the information in this publication for any particular purpose. The EPA shall not be liable for any damage which may occur to any person or organisation taking action or not on the basis of this publication. Readers should seek appropriate advice when applying the information to their specific needs. This document may be subject to revision without notice and readers should ensure they are using the latest version.

All content in this publication is owned by the EPA and is protected by Crown Copyright, unless credited otherwise. It is licensed under the Creative Commons Attribution 4.0 [International](#) (CC BY 4.0), subject to the exemptions contained in the licence. The legal code for the licence is available at [Creative Commons](#).

The EPA asserts the right to be attributed as author of the original material in the following manner: © State of New South Wales and the NSW Environment Protection Authority 2023.

Cover: Worimi Artist, Gerard Black – “Nyuragil Barray Yawutung Warri”

Published by:

NSW Environment Protection Authority

6 Parramatta Square

10 Darcy Street, Parramatta NSW 2150

Locked Bag 5022, Parramatta NSW 2124

Phone: +61 2 9995 5000 (switchboard)

Phone: 131 555 (NSW only – environment information and publications requests)

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@epa.nsw.gov.au

Website: www.epa.nsw.gov.au

Report pollution and environmental incidents

Environment Line: 131 555 (NSW only) or info@epa.nsw.gov.au

See also www.epa.nsw.gov.au

ISBN 978 1 922963 51 2

EPA 2023P4485

November 2023

Contents

Bin Trim Equipment Rebates Program	1
Part 1 – About the Program	1
Funding available to NSW businesses	1
Rebates Program objectives	1
Total rebate limit	1
Leasing option	2
Part 2 – Eligibility	2
Eligible applicants	2
Eligibility criteria	2
Eligible outcomes	3
What can be funded?	3
What cannot be funded?	4
Part 3 – Making an application for funding	6
Overview and timeline	6
Application and assessment process	7
Help with your application	11
Part 4 – Successful applicants	11
Funding acknowledgement	11
Variations	12
Audit, monitoring and evaluation	12
Rebate funding conditions	12
Appendix	14
The circular economy	14

The EPA Bin Trim Equipment Rebates Program provides up to \$50,000 as a maximum 50% co-contribution funding to NSW businesses and other organisations with a commercial and industrial (C&I) waste service for equipment or technology that avoids, reduces, re-uses, or recycles C&I waste.

Six million dollars (\$6m) in funding is available until 30 June 2027 or until funds are expended.

Bin Trim Equipment Rebates Program

Part 1 – About the Program

Funding available to NSW businesses

The Bin Trim Equipment Rebates Program (**Rebates Program**) provides up to \$6 million in funding, available on an ongoing basis until 30 June 2027 or until funding is expended.

The Rebates Program provides up to \$50,000 as a maximum 50% co-contribution funding to eligible businesses that have a commercial and industrial waste service at a site in NSW, for equipment or technology that avoids, reduces, re-uses, or recycles waste.

Businesses must undergo a waste assessment to apply for a rebate. Businesses can self-assess using the [Bin Trim App](#) or contact bin.trim@epa.nsw.gov.au to find out if your business is eligible to access support through the [Bin Trim Networks Program](#).

Rebate funding is only given to approved applicants.

Equipment purchased or leased before a rebate application has been approved by the EPA will not be eligible for a rebate. Applications are assessed against the eligibility criteria as outlined in these guidelines and in the application form.

Rebates Program objectives

The Rebates Program aims to support projects that address priority waste issues, which include:

- targeting food waste, plastics, or textiles
- targeting actions higher on the waste hierarchy (e.g. waste avoidance or re-use above recycling, and upcycling above downcycling)
- supporting the transition away from problematic, unnecessary and single-use plastics, and
- supporting the introduction of mandatory food-waste collections from targeted businesses, commencing from 2025.

The Rebates Program is designed to fund a range of different equipment and technology solutions that reduce organics, plastics and other waste generated from commercial and industrial activities.

Equipment and technology funded with the Rebates Program must:

- avoid or divert new tonnes of waste from landfill
- be cost-effective, and
- help reduce waste through avoidance, redesign, re-use, remanufacture, or recycling of waste generated by businesses.

It is a condition of the funding that an applicant/recipient provide the EPA with data demonstrating the waste outcomes of using the equipment, including the extent to which waste is avoided, redesigned, re-used, remanufactured, or recycled.

Total rebate limit

In this section, **business group** means members, affiliates or owners of a business, brand, trademark, franchise or licence, or any kind of subsidiaries or parent companies through common ownerships or equity.

The rebate(s) available to any one business group is a total of up to \$50,000 in maximum 50% co-contribution to the cost and/or lease of the equipment or technology, excluding GST, and any delivery fees, installation or commissioning fees, labour, maintenance, or training charges. This

\$50,000 total may be received in tranches via more than one successful application for the Rebates Program. The limit is to ensure equitable access for all NSW businesses to the Rebates Program.

If a business group has received rebate(s) of \$50,000 in 50% co-contribution and wishes to apply for additional rebates, they can contact Bintrim.Rebates@epa.nsw.gov.au to discuss what options are available. For example, the EPA may consider applications from brand members with multiple store layouts that want to apply for additional rebates (maximum of \$250,000) to trial resource recovery options in each store format.

Additional rebates are at the sole discretion of the EPA.

Leasing option

Equipment or technology that is leased is only eligible for up to \$10,000 as a maximum 50% co-contribution funding with a minimum lease period of 12 months (**First Lease**).

At the end of the First Lease, the applicant can:

- re-apply for a second rebate to extend the lease for up to \$10,000 in maximum 50% co-contribution funding for a minimum lease of 12 months (**Second Lease**), or
- purchase the equipment (or simliar) for up to \$40,000 in maximum 50% co-contribution funding for the same or similar equipment.

At the end of the Second Lease, the applicant can:

- re-apply for a third rebate to extend the lease for up to \$10,000 in maximum 50% co-contribution funding for a minimum of 12 months, or
- purchase the equipment (or simliar) for up to \$30,000 in maximum 50% co-contribution funding for the same or similar equipment.

The funding available to any one business group for leased (and subsequently purchased, if applicable) equipment will be a total of up to \$50,000 in maximum 50% co-contribution.

Part 2 – Eligibility

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

Eligible applicants

Businesses applying for the Rebates Program must:

- have a commercial and industrial (C&I) waste service at a site in NSW
- have a valid ABN and employ one or more full-time employees in NSW, and
- send C&I waste to landfill in NSW.

Businesses can include entities that are registered charities, not-for-profits, public entities (including schools and hospitals), and government organisations.

Eligibility criteria

To be eligible for the Rebates Program:

- the application must be prepared and submitted by an 'Eligible applicant' (specified above)
- the equipment and technology funded must contribute to an 'Eligible outcome' (specified below)
- the equipment or technology must divert or avoid new tonnes of waste going to landfill (examples of the equipment or technology that may be funded are specified below)

- the equipment or technology must meet the EPA's rebate return on investment (ROI) thresholds
- the equipment or technology funded must be installed and commence operation within 3 months of the applicant executing a Funding Deed with the EPA
- purchased equipment or technology must be operated and maintained for 5 years from the date of installation
- leased equipment or technology must be leased, operated and maintained for a minimum of 12 months from the date of installation, and
- payment made by the business for their share of the cost of purchase or lease of the equipment or technology must be a monetary payment and cannot include a payment in-kind.

Eligible outcomes

Equipment and technology funded with the Rebates Program must contribute to achieving targets identified in the *NSW Waste and Materials Strategy 2041 (WaSM)*. These include:

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

What can be funded?

Businesses can apply for rebates for multiple items of equipment or technology in one application, up to the total rebate limit of \$50,000. There is no minimum rebate, however, rebate applications below \$1,000 may not be funded unless significant waste diversion can be demonstrated.

Rebates must fund equipment or technology that will divert or avoid new tonnes of waste going to landfill. For example, rebates may fund equipment or technology that:

- avoids or prevents waste being generated on site, or throughout the supply chain
- re-uses waste either on site or by another business
- provides an intervention to reduce waste in a manufacturing process, or throughout the supply chain
- enables redesign, resulting in reduction in waste generated during production
- prevents the generation of priority materials under the WaSM, such as plastic and organic waste
- directly supports food-waste minimisation (e.g. milk dispensers) but does not increase waste generation (e.g. food vacuum sealers)
- improves recycling systems, source separation, and reduces contamination of recycling
- creates re-use opportunities (such as industrial dishwashers and crockery/cutlery in food courts)
- promotes producer responsibility – for example, by providing an accessible facility for consumers to return packaging or other products to suppliers for re-use or recycling
- onsite equipment to pre-process food waste
- software/equipment to improve food ordering systems and avoid food waste
- can be shown to contribute to the eligible outcomes.

Some examples of equipment and technologies that may be funded include but are not limited to:

- balers
- briquette presses
- bulk bag stands and bulk bags
- cardboard perforator
- commercial worm farms
- compactors
- glass crushers
- granulators
- organics rapid decomposition units (where output is sent to a licensed composting facility)
- plastic injection moulders
- shredders
- smart scales and other food-waste monitoring equipment
- source separation bins, wheelie bins, skip bins and other bin equipment – with bin signs and stickers
- trolleys to transport waste and maximise waste separation and diversion.

Further information about these types of equipment and technologies can be found on [Planet Ark's Small Scale Recycling Equipment Catalogue](#).

The list above contains examples only. Bespoke equipment engineering design and fabrication will be considered if the equipment meets eligibility criteria.

The NSW EPA supports innovation and any uncertainties about these Guidelines or eligibility criteria should be discussed with the EPA prior to application.

What cannot be funded?

The Rebate Program cannot be used for:

- projects or programs that do not align with the objectives and policies of the Environment Protection Authority, WaSM Strategy
- projects or programs that are not consistent with the NSW policy objectives in regulating problematic and unnecessary plastics under the *Plastic Reduction and Circular Economy Act 2021*
- projects or programs that do not align with national waste and recycling legislation and/or policies
- projects or programs that do not contribute to achieving the NSW Government's waste priorities and targets or cannot be measured against these targets
- costs associated with procurement of the equipment and technology including but not limited to GST, delivery fees, commissioning and installation fees, labour, training, legal advice, consulting, project management, or waste assessments
- equipment or technology needed to comply with legislation or regulatory requirements
- equipment or technology to be installed at premises where an outstanding development consent application or environment protection licence issue exists or must be in place before the equipment or technology is installed
- equipment or technology where the overall project is dependant on other funding or activities that are yet to be approved.

Examples of items, equipment and technologies that will not be funded include but are not limited to:

- apps for food donation or on-demand waste collection services
- collection costs of material or outputs from equipment
- compostable packaging materials
- prohibited or regulated plastic or other items under the *Plastic Reduction and Circular Economy Act 2021*
- items that are subject to industry-led phase outs, such as problematic and unnecessary packaging, or packaging that contains PFAS
- equipment that discharges source separated food waste to sewers or prepares food waste for soil injection
- equipment that does not assist in avoidance, re-use or recycling of additional waste materials over and above that already being recycled, re-used or avoided by the business
- equipment that does not comply with legislation, such as the *Plastic Reduction and Circular Economy Act 2021*, EPA Resource Recovery Exemptions and Order (RRE/O) for land application, biosecurity for animal feed, safe food handling for food donation, or the Protection of the Environment Operations (Waste) Regulation 2014
- equipment that does not handle commercial and industrial waste
- equipment that does not have a minimum 12-month warranty
- equipment that does not meet Australian Standards
- equipment that has already been ordered, purchased or installed and for which a contract has been entered into prior to the approval of a rebate application
- garbage compaction units
- generic equipment that could be used for another purpose, other than the purpose of the rebate application - for example, vehicles and refrigerators
- equipment that is used for domestic or household purposes
- labour costs, cleaning and facility services
- maintenance and insurance of equipment including operational costs such as electricity
- organic rapid decomposition units where output is not sent to a licensed composting facility
- project management
- staff costs
- research & data collection activities.

Part 3 – Making an application for funding

Overview and timeline

Applications must be submitted to the EPA on the [NSW EPA's portal for grants](#) powered by SmartyGrants.

You will receive an acknowledgement of your application after submission via SmartyGrants. If you do not receive an acknowledgement email, contact the Business Programs unit at Bintrim.Rebates@epa.nsw.gov.au to ensure your application has been received.

Summary of application and assessment process

- (1) **Up to three months before applying for the Rebates Program**, applicant completes the initial waste assessment using the [Bin Trim App](#)
- (2) **Following the initial waste assessment**, applicant submits *Form 1 – Application Form* (with required attachments) <https://epa.smartygrants.com.au/>
- (3) **Between 4-6 weeks following submission of a complete Form 1**, the EPA assesses and decides application
- (4) **Within 30 days of receiving a Funding Deed**, applicant accepts rebate by executing the Funding Deed
- (5) **Within 3 months of executing a Funding Deed**, applicant procures, installs and commences use of equipment or technology
- (6) **Within 3 months of executing a Funding Deed**, applicant submits *Form 2 – Equipment Procured* (with required attachments)
- (7) **Within 30 days of receiving a complete Form 2**, the EPA provides rebate funding
- (8) **Between 3 to 6 months after installing and commencing use of the equipment or technology**, the applicant completes the follow-up waste assessment using the Bin Trim App
- (9) **Between 3 to 6 months after installing and commencing use of the equipment or technology and after the follow-up waste assessment**, the applicant submits *Form 3 – Outcomes Report* (with required attachments)
- (10) **For 12 months from the date of installation (if leased) OR for 5 years from the date of installation (if purchased)**, the applicant operates and maintains the equipment or technology

Application and assessment process

Step 1: Complete initial waste assessment using the Bin Trim App

Up to 3 months before applying for the Rebates Program, the applicant must complete an initial waste assessment using the [Bin Trim App](#).

The assessment will quantify the amount and type of materials in the business' general waste and any recycling streams.

As part of the initial waste assessment, the Bin Trim App will:

- produce a 'Waste and Recycling Action Plan' (**WARA Plan**) outlining ways to divert waste from landfill and actions to avoid, reduce, re-use, and recycle, and
- determine if the equipment meets the EPA's ROI thresholds. The EPA's ROI is a rate of maximum \$200/tonne for all waste excluding plastics or maximum of \$500/tonne for plastics. These rates are calculated by the rebate amount applied for, divided by the total tonnes to be diverted from landfill over five years.

As part of the initial waste assessment, the applicant must consider:

- equipment or technology and staff processing capacity and whether this will limit the amount of waste that can be processed, and
- equipment or technology requirements such as space, energy, water, running costs, maintenance, and capital expenditure costs of any supporting infrastructure (e.g. shelters and signage).

Equipment or technology will not be eligible for a rebate if it does not assist in the waste minimisation or recycling of additional material to that already recycled by the business at the time of the initial waste assessment.

It is recommended that an EPA funded waste assessor completes the initial waste assessment; however, businesses can also complete their own waste assessment using the Bin Trim App. The data in the Bin Trim App is used to determine eligibility for a rebate application based on the WARA Plan, the ROI thresholds, and other eligibility factors.

Bin Trim visual waste assessments can take from one to three hours for smaller businesses and from two to four hours for larger organisations.

A free waste assessment may be available through the [Bin Trim Networks Program](#) or supported by the NSW government through other programs such as [NABERS](#) or [Sustainability Advantage](#). NABERS accredited waste assessors and consultants interested in using a NABERS waste assessment for a Bin Trim Equipment Rebate application should first contact bintrim.rebates@epa.nsw.gov.au.

Businesses conducting a self-assessment may access free Bin Trim support to help them use the Bin Trim App and complete their rebate application.

Step 2: Submit *Form 1 – Application Form*

After completing the initial waste assessment, a business that wants to apply for the Rebates Program must submit *Form 1 - Application Form* online through the [NSW EPA's portal for grants](#), powered by SmartyGrants. To support your rebate application, you must upload:

- copies of current waste bill(s)
- quote(s) for equipment or technology that represent a reasonable market price, from the applicant's supplier of choice(s)
- your bank account details on a business letterhead, and
- any other supporting documentation (e.g. an Excel spreadsheet with additional project data).

As part of *Form 1*, the applicant will be required to:

- certify the supporting waste data and the waste reduction projections,
- verify that the equipment or technology is not the subject of other NSW or Commonwealth grants or rebates,
- provide evidence of the applicant's commitment to providing staff training and its Work Health and Safety procedures and maintenance plans, and
- provide details of any site approval(s) or environment protection licences held or required to be held by the applicant for the equipment or technology to be installed and operated on its business site.

Step 3: Assessment of application

The EPA will assess **complete** applications within 4-6 weeks. Applications that are not properly completed will be rejected and must be re-submitted.

The EPA will assess your application for eligibility and merit, for probity against other government databases and for completeness. Incomplete applications cannot be assessed. Please contact Bintrim.Rebates@epa.nsw.gov.au if you require help with your application before its submitted.

The EPA will consider the compliance history of the business under other EPA grants or rebates and NSW environment protection laws, including any 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) and the *Biodiversity Conservation Act 2016*.

A business will not be eligible for a rebate if, on or after 14 October 2014, they, or any directors or managers of the business (whether as directors or managers of the business 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 or the Protection of the Environment Operations (Waste) Regulation 2014 with the result of avoiding, minimising or undermining the requirement to pay any waste contributions required under section 88 of the POEO Act. This also includes a contravention of any clause of a resource recovery exemption.

If an independent assessor has completed the initial waste assessment, they may be required to certify the Bin Trim App data during the rebate assessment stage.

Step 4: Funding Deed for successful applicants

Applicants will be notified via SmartyGrants of the outcome of the application assessment process. If the application is approved, the EPA will send a Funding Deed to the applicant. The funding deed must be accepted by the applicant within 30 days.

Funding decisions are final and there is no appeals process. Successful applicants may not receive the full amount requested, and funding offers may be subject to special, as well as general, conditions of funding (such as requested inclusions or changes to the project).

The EPA may withdraw the offer unless an extension to accept the offer is requested by the applicant via Bintrim.Rebates@epa.nsw.gov.au and approved by the EPA.

The EPA will send a letter to applicants indicating if their application is rejected or withdrawn.

Step 5: Procure, install and commence use of equipment or technology

Within 3 months of the applicant executing the Funding Deed, the applicant must procure (purchase or lease), install and commence use of the equipment or technology as outlined in the Funding Deed.

The EPA may withdraw the offer unless an extension to install the equipment is requested and approved via Bintrim.Rebates@epa.nsw.gov.au.

Equipment or technology procured, leased or installed before the rebate application is approved will not be eligible for funding. This includes entering into contracts to purchase or lease the equipment or technology before the rebate application is approved.

The applicant must:

- ensure purchased equipment or technology has a minimum 12-month warranty,
- ensure the equipment or technology meets all applicable standards, approvals and local government requirements,
- take all reasonable precautions in engaging tradespersons to undertake work in connection with the Rebates Program including ensuring equipment or technology is installed by a licensed tradesperson(s) where required by law, and
- implement prioritised measures, actions and recommendations made in the WARA Plan.

Step 6: Submit *Form 2 – Equipment Procured*

Within 3 months of the applicant executing the Funding Deed, the applicant must submit *Form 2 – Equipment Procured*, online via [SmartyGrants](#).

The following documents must be submitted with this form:

- a receipt showing proof of purchase and payment for the equipment or technology in full OR a copy of the lease agreement with a receipt showing proof of the first payment, and
- a tax invoice that includes:
 - the words “tax invoice” stated prominently,
 - the applicant’s name and ABN,
 - the EPA’s name and address,
 - reference to the name of the Rebates Program,
 - the date of issue of the invoice,
 - the title of the Funding Deed,
 - details of the procured equipment or technology,
 - an amount up to the approved rebate payable (with no GST), and
 - such other information as reasonably required by the EPA.

Step 7: Rebate funding

Within 30 days of receiving a complete *Form 2*, the EPA will process and approve the rebate funding.

The EPA will only pay the applicant up to 50% in co-contribution funding up to the amount awarded in the Funding Deed. If the procured equipment is less than quoted, the rebate paid will be adjusted to only contribute up to 50% of the procurement price. If the procured equipment is more than quoted, the EPA will only provide the amount awarded. The rebate amount will not be increased.

The EPA will only make payment by EFT using the bank details on the tax invoice provided by the applicant.

Good and Services Tax (GST) does not apply to payments made under the Rebates Program. The rebate payment satisfies the non-commercial test making it GST exempt and the rebate is for equipment costs excluding GST.

Step 8: Complete follow-up waste assessment using the Bin Trim App

Between 3 to 6 months after the applicant installs and commences use of the equipment or technology, the applicant must complete a follow-up waste assessment using the Bin Trim App.

The follow-up waste assessment will produce a report which includes prioritised actions and recommendations in accordance with the WARA Plan and the equipment or technology installed and progress on delivering objectives agreed in the Funding Deed.

The data will also be used for the Outcomes Report to determine the success of the project and the rebate funding.

Step 9: Submit Form 3 – Outcomes Report

Between 3 to 6 months after the applicant installs and commences use of the equipment or technology, and after the follow-up waste assessment is complete, the applicant must submit *Form 3 - Outcomes Report* online via [SmartyGrants](#).

The Outcomes Report will include:

- a detailed report of all tasks completed,
- final evaluation report on project measures and waste data, noting achievements, key outcomes and any differences,
- waste diversion rates, including volumes avoided and recycled and achievement of the EPA's ROI thresholds, and
- for leasing, copies of tax invoices for lease payments and proof of payment such as bank statements/receipts.

The following documents must be submitted with this form:

- two photos of the equipment or technology in operation
- copies of the most recent waste bills
- any further information or proof supporting project outcomes and objectives specified in the Funding Deed
- for rebates where food waste is the target material, photos of signage that encourages correct food-waste separation and photos of separation of waste occurring in the operational setting.

The applicant must facilitate a site visit by EPA staff or a Program auditor, if requested, for an independent audit to verify performance.

Step 10: Operate and maintain the equipment or technology beyond installation date

For purchased equipment or technology, the applicant must continue ownership, operation and maintenance of the equipment or technology for 5 years from the date of installation. The applicant must not sell the equipment or technology within that period unless to purchase an upgraded item. The applicant must notify the EPA of any upgrade.

For leased equipment or technology, the applicant must continue the lease, operation and maintenance of the equipment or technology for a minimum of 12 months from the date of installation.

During the above periods, the applicant must:

- participate in research relating to waste reduction and recycling in small and medium sized businesses, and auditing and evaluation to maintain the Rebates Program effectiveness, and
- at all reasonable times and upon reasonable notice, allow EPA officers, third party auditors and Program auditors contracted by the EPA, access to the business site, and make available records for the EPA and their contractors to discuss, review and assess the ongoing performance of the equipment or technology.

Help with your application

All organisations interested in applying can contact the EPA's Business Recycling unit in the Major Programs and Innovation division to discuss potential rebates and eligibility. Staff can assist with any questions related to the application process. It is recommended that any uncertainties be raised prior to submission to reduce the risk of an unsuccessful application.

Please contact:

Business Programs Unit
Major Programs Branch
Programs & Innovation Division
Environment Protection Authority
Phone: (02) 9995 5000 (switchboard)
Email: Bintrim.Rebates@epa.nsw.gov.au

Part 4 – Successful applicants

Successful applicants must comply with the conditions contained in the Funding Deed, including milestone dates, general and special conditions. If you are not willing or able to agree to these conditions, you should not accept the rebate and/or execute the Funding Deed for the Rebate Program.

Funded applicants must ensure that all projects supported by the Rebates Program comply with all planning and environmental laws and regulatory and policy requirements in NSW as outlined in these Guidelines and in the application form in [SmartyGrants](#).

Funding acknowledgement

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

The permitted acknowledgements are outlined below.

Large acknowledgement:

This project is a NSW Environment Protection Authority Waste and Sustainable Materials Strategy initiative, funded from the waste levy.

Smaller acknowledgment:

Brought to you by the NSW Environment Protection Authority.

Variations

The EPA expects funded projects to be delivered on time and in budget and will only consider variations in exceptional circumstances. These requests must be submitted using Schedule A Change Request and Approval Form in the Funding Deed for the EPA's consideration and approval.

At any stage if the project is subject to issues such as equipment or technology availability or changes to the rebate amount, ROI or estimated outcomes, the business applicant must report this to the EPA.

Audit, monitoring and evaluation

The EPA will undertake auditing, monitoring and evaluation activities to track the progress and outcomes of the Rebate Program. Rebate recipients may be required to participate in the review of project outcomes, be interviewed or asked to complete surveys as part of these audit, monitoring and evaluation processes.

The audit process may involve a follow-up Bin Trim assessment after 12 months to ensure the equipment is still being used as per the accepted Funding Deed. Audits may occur within 5 years of the date of the accepted Funding Deed to assess the long-term outcomes of the program.

Rebate funding conditions

The rebate applicant will be bound by a Funding Deed. Rebate funding conditions include that the applicant must:

- Meet all eligibility criteria in these Guidelines.
- Comply with all timeframes stipulated in these Guidelines and the Funding Deed or by such other dates agreed in writing by the EPA.
- Comply with the conditions contained in the Funding Deed, including milestone dates, general and special conditions.
- Contribute 50% or more (where necessary) to the cost of Equipment/Technology.
- Appropriately install, operate and maintain the Equipment/Technology.
- Certify the supporting waste data and the waste reduction projections used in the rebate application and rebate Outcomes Report.
- Actively work to deliver the project so that the waste reductions occur.
- Be subject to an independent audit to verify ongoing performance.
- Ensure supporting waste data is entered into the Bin Trim App either by an EPA funded waste assessor, waste consultant or via self-assessment using the Bin Trim App.
- Consider equipment and technology requirements such as space, energy, water, running costs, maintenance, and capital expenditure costs of any supporting infrastructure (e.g. shelters and signage).
- Consider equipment or technology and staff processing capacity and whether this will limit the amount of waste that can be processed.
- Include evidence in its application of its commitment to providing staff training and its Work Health and Safety procedures and maintenance plans.
- Provide details of any environment protection licences held or required to be held by the business.

- Notify the EPA if rebate or grant funding is secured from another source, including from any other government programs.
- Accept any Funding Deed within the specified timeframe unless an extension is requested and accepted by the EPA or the offer may be withdrawn.
- Install equipment or technology within the specified timeframe unless an extension is requested and accepted by the EPA or the offer may be withdrawn.
- Provide quotes for equipment or technology that represent a reasonable market price.
- Procure equipment or technology through the supplier of their choice.
- Take all reasonable precautions in engaging tradespersons to undertake work in connection with the Rebates Program including ensuring equipment or technology is installed by a licensed tradesperson(s) where required by law.
- Purchased equipment or technology must have a minimum 12-month warranty.
- Ensure the equipment or technology meets all applicable standards, approvals and local government requirements.
- Use the equipment or technology for the purpose outlined in their application for the Rebates Program, and not for any other purpose.
- Provide data on the impact of the rebate project.
- Comply with all planning and environmental laws and regulatory and policy requirements in NSW.
- Retain ownership of the equipment or technology purchased through the Rebates Program for 5 years from the date of installation and not sell the equipment or technology within that period.
- Lease equipment or technology funded through the Rebates Program for a minimum of 12 months from the date of installation.
- Only use the rebate funds as a reimbursement for the purchase or lease of the equipment or technology in accordance with their approved application.
- Implement measures listed in the WARA Plan that are consistent with its business objectives.
- Report to the EPA any issues such as equipment or technology availability or changes to the rebate amount, ROI or estimated outcomes.
- Participate in research relating to waste reduction and recycling in small and medium sized businesses, and auditing and evaluation to maintain the Rebates Program effectiveness. This may include a follow-up site visit by a Program Auditor.
- At all reasonable times and upon reasonable notice, allow EPA officers, third party auditors and program evaluators contracted by the EPA, access to their premises, and make available records in order for the EPA and their contractors to discuss, review and assess the performance of the equipment or technology.

Appendix

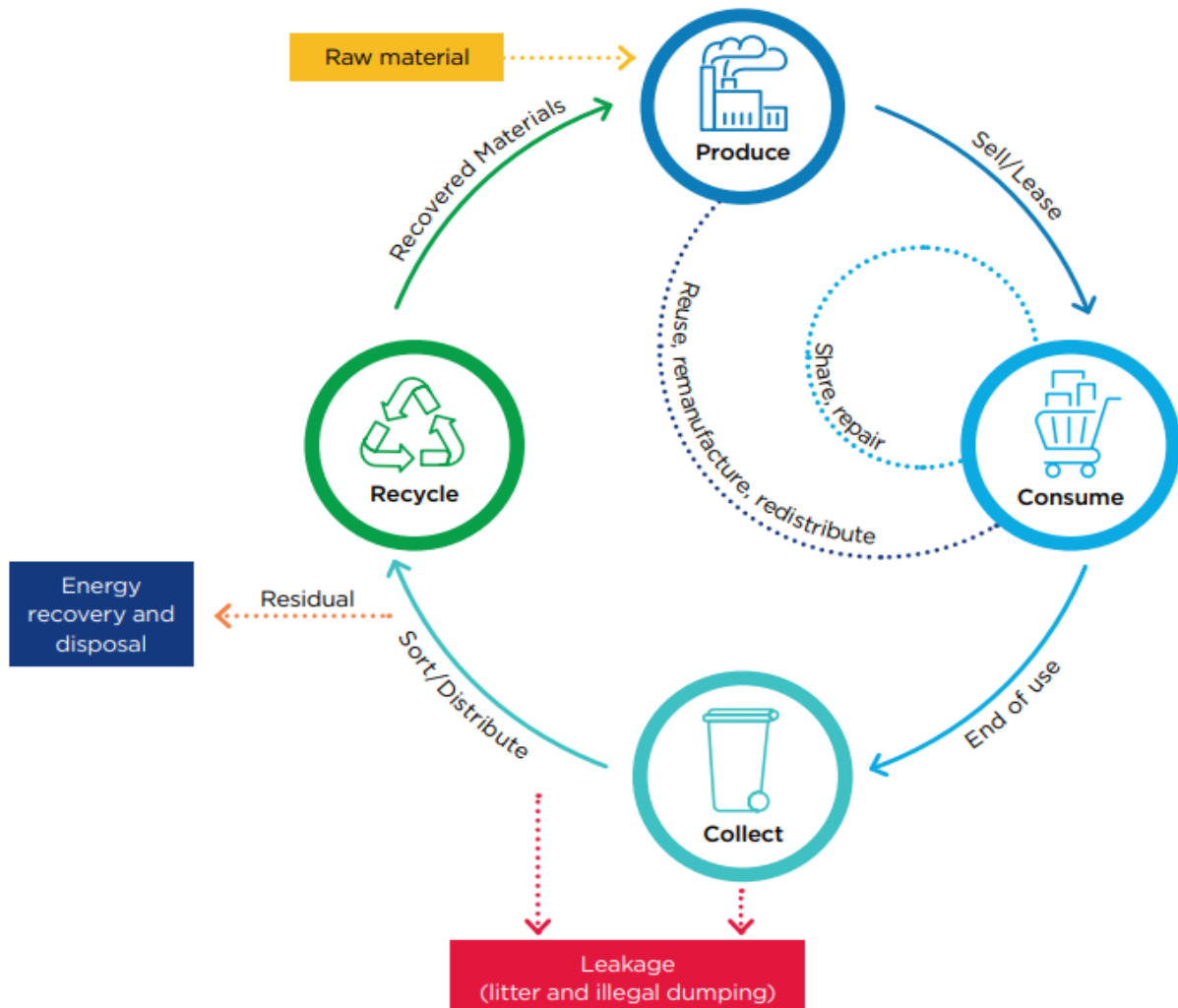
The circular economy

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

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

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

Figure 1 Circular economy



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