



Waste Less, Recycle More
Business Recycling Fund
Bin Trim Business grants program
Round 2

Information for Applicants



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Published by:

The Environment Protection Authority

59 Goulburn Street, Sydney NSW 2000

PO Box A290, Sydney South NSW 1232

Phone: +61 2 9995 5000 (switchboard)

Phone: 131 555 (NSW only - environment information and publication 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

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Contents

1. Background.....	1
2. The Bin Trim program	1
3. Eligible applicants	2
4. Eligible projects.....	3
5. Selection criteria	3
6. Role of Grantee	4
Registering and engaging SMEs – up to 1 hour per SME	4
Conducting waste assessments and providing action plans – up to 2 hours per SME	5
Implementation assistance – up to 4 hours per SME	5
Follow up assessment and revised action plan – up to 1 hour per SME	6
Administration throughout the process	6
7. To be provided by EPA	6
8. Technical expertise required from Grantees.....	6
9. Geographic coverage of the program.....	7
10. Timing guide	7
11. Submitting an application	7
12. Amount and conditions of funding	9
13. Evaluation and reporting requirements.....	9
14. Timeline	10
15. Submitting your application	11
Appendix A – Bin Trim roadmap	12
Appendix B – NSW Local Government Areas	15
Appendix C – Copy of the Funding Agreement	16
Part 1: Agreement.....	16
Part 2: Schedules.....	22
Schedule A – Milestone payment schedule.....	23
Schedule B – Reporting schedule and templates.....	24
Schedule C – Project Application.....	25
Schedule D – Amendments to original application	26
Schedule E – Bin Trim roadmap	27

The \$35 million Business Recycling Fund ('the Fund') has been established under the NSW Environment Protection Authority's (EPA) *Waste Less Recycle More* initiative. The Fund aims to drive waste avoidance and resource recovery in businesses across NSW by encouraging source separation of materials for recovery. The Fund is comprised of six sub-programs including the Bin Trim Business grants program (this program).

Across four years the program aims to engage with 20,000 small to medium enterprises (SMEs) and provide them with support to help them reduce waste and increase recycling.

This call for applications is the second round, with projects commencing in August 2015 and to be completed by March 2017. This program is complemented by the Bin Trim Rebates program which will provide up to 750 rebates for SMEs to increase the source separation and recovery of food, paper/cardboard, wood/timber, plastics and other recyclable materials.

1. Background

Small to medium enterprises are responsible for 45 per cent of commercial and industrial waste going to landfills in Sydney. This represents approximately 1 million tonnes of waste in the Sydney area alone, 70 per cent of which could be reused or recycled. This program aims to make a significant contribution to reducing business waste across NSW and to achieving the *NSW 2021*¹ commercial and industrial waste recycling target of 70 per cent by 2021.

2. The Bin Trim program

The purpose of the Bin Trim Business grants program is to cause a shift in the standard waste management service offerings to NSW SMEs from primarily general waste with minimal to no recycling services, to enhanced recycling with minimal general waste services. It will achieve this by providing SMEs with the support they need to switch to improved recycling services, and by providing incentives to the waste and recycling industry to offer these services.

The Bin Trim Business grants program supports organisations in the waste and recycling industry, councils, not for profits and consultants, to assist SMEs to reduce waste and increase recycling. This involves providing businesses with customised waste assessments that provide a compositional analysis of their waste stream, indicating the potential for recycling, and tailored action plans with waste and cost saving recommendations. Funding is available in the second round for grants of between \$50,000 and \$400,000.

All assessors engaged by successful grantees must be trained in delivery of the EPA-developed Bin Trim program and use of the online assessment tool². The online tool records the amount and nature of waste a business generates, producing an action plan to assist businesses in identifying how to reduce waste and increase recycling. The program is supported by a range of fact sheets on how to recycle particular materials.

SMEs that participate in the Bin Trim Business grants program are also eligible to apply for financial help to install recycling equipment such as compactors, balers and other small scale on-site processing equipment. Successful applicants under the Bin Trim Rebates program will receive funds to cover 50 per cent of the capital cost of equipment, up to a maximum of \$25,000.

¹ *NSW 2021: A plan to make NSW number one*, see www.2021.nsw.gov.au.

² The EPA will provide training for grantees. For more information on the Bin Trim program go to www.epa.nsw.gov.au/bintrim.

3. Eligible applicants

To be eligible for funding under the Bin Trim Business grants 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
- a company or partnership
- a non-government/not-for-profit organisation with an established legal status
- a non-government/not-for-profit organisation without a legal status that is able to be administered by another organisation.

Applicants may apply individually or choose to deliver the project through a partnership and/or utilising subcontractors. Organisations applying for funding as a partnership must nominate a Lead Applicant who will be responsible for financial management and administration of the project. Organisations with which the Lead Applicant or its partners have a commission-based relationship 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 under this program, so multiple applications from the same Lead Applicant will not be considered. An organisation can take part in more than one project if in subsequent applications it partners with another organisation which takes the role of Lead Applicant. Successful applicants will also be eligible to apply for future rounds of funding.

Previous Bin Trim Business Grants Program Grantee

The Technical Review Committee will consider the overall performance of grant recipients in round one of the Bin Trim Business Grants Program when assessing any round two application in which they are named as Lead Applicant, partner or subcontractor.

Compliance with NSW environment protection laws

Please note that the NSW Environment Protection Authority will consider the compliance history of applicants under NSW environment protection laws, including penalty notices, clean up notices, prevention notices, licence suspensions, licence revocations, convictions or prosecutions under the *National Parks and Wildlife Act 1974*, *Protection of the Environment Operations Act 1997* and the *Native Vegetation Act 2003*.

In addition, applicants are not eligible for the grant if, on or after 14 October 2014, they, or any directors or managers of the applicants (whether as directors or managers of the applicants or otherwise in their personal capacity or including where they have been directors or managers of other companies), have contravened any provision of the *Protection of the Environment Operations Act 1997* ('POEO Act') with the result of avoiding, minimising or undermining the requirement to pay any waste contributions required under section 88 of the POEO Act.

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 businesses with a customised waste assessment that identifies where waste is being generated and a tailored action plan with suggested changes to existing waste practices/service and 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 productive as expected.

Projects whose main focus is to switch SMEs from one waste management service provider to another will not be assessed favourably. The aim of all projects should be to increase the provision of improved recycling services to the recruited SMEs, ideally from their existing service provider. However if the existing service provider is unwilling or unable to provide a cost effective recycling option to the SME the applicant can assist the business to seek quotes from alternative recycling service providers. At no time is the assessor to act as a broker between the business and their waste service provider. The assessor can make initial contact and enquiries with the waste service provider, but any negotiation of pricing or contract terms and conditions etc. is the clear and sole responsibility of the business, and is not to be entered into by the assessor.

Recommendations for alternative service providers and equipment purchase or lease will be subject to the investigations of an independent auditor.

Note that the purpose of seeking quotations for new recycling services where they are not available from the current service provider is to make it easier for the SME to implement a new recycling service. Whilst the grantee can provide advice to the SME on a new recycling service, choosing which quote to accept is ultimately the decision of the SME only.

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 suitable project monitoring and review processes
- ensure that any new materials and resources developed display the NSW EPA logo and 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 business to recycle **(B2)**
- qualifications, skills and experience of the personnel who will conduct the assessments and support business to recycle **(B3)**
- a well thought out and planned project that adheres to the timelines of this grant round **(C3, C6, C7 & D1)**
- cost effectiveness of the project **(C2, C4 and E1)**
- recycling outcomes from the project **(C4 and C5)**

- methodology and capacity to recruit and maintain engagement with SMEs **(C8)**
- methodology for conducting the waste assessments **(C9)**
- methodology for preparation of action plans and supporting business to implement recycling actions **(C10)**
- Risk Management Plan (e.g. contingency plan to be implemented in the event that the original recruitment strategy is not as effective as planned) as well as administration of grant and monitoring, evaluation and reporting methodology **(D2 and C11)**

6. Role of Grantee

The Grantee will:

- ensure all staff delivering assessments are trained in the EPA's Bin Trim program and use of the online tool³
- participate in a two day information and training session late August 2015
- engage directly with businesses, including recruiting SMEs to the program
- conduct an initial waste and recycling assessment and liaise with each SME to create and agree a Waste Reduction Action Plan
- facilitate implementation of waste reduction and recycling recommendations. This includes obtaining **quotes from the business's existing waste and/or recycling collection service provider only**⁴
- perform a follow up waste and recycling assessment after the new recycling system has been introduced
- support the business to apply for a Bin Trim rebate if appropriate and eligible
- submit data and reports to the EPA in a timely manner
- respond to requests of the independent auditor as required
- support the objectives of the Bin Trim Business Grants 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 you as an organisation have the capacity to fulfil the full role of the assessor, as noted above, or you have arrangements with service providers (documentation will need to be provided) that will ensure the full service is provided. The EPA is not seeking individuals or organisations that can only partly fulfil the roles listed above.

The key responsibilities of the Grantee are shown in more detail in **Appendix A** and summarised as follows:

Registering and engaging SMEs – up to 1 hour per SME

1. This will include face-to-face contact with businesses in order to explain the benefits of the program, the process that they are agreeing to, and to have them complete and sign the Registration Form. Grantees may approach and register SMEs to the program on a first in, first served basis. Once consent has been received from a business to participate in the program the grantee should 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 who has the earliest dated and signed registration form will be allocated to that business.

³ Training will be provided by the EPA.

⁴ If the proposed new services are not available from the current service provider alternative quotes can be sought.

2. Contact SMEs to arrange appointments to undertake waste assessments.
3. Prior to undertaking waste assessments, confirm the size of the SME by asking how many 'full time' equivalent staff are employed by the SME. Obtain waste and recycling bills.

Please note that if an assessor has registered a business for assessment and that business contacts the EPA to express a clear preference to work with another assessor organisation the EPA may, at their discretion, de-register the business from the original assessor in accordance with the business's wishes. The EPA will notify the original assessor if this is the case.

Conducting waste assessments and providing action plans – up to 2 hours per SME

4. Conduct the waste assessment and enter the information gathered into the Bin Trim assessment tool provided by the EPA.
 - a) Review existing waste and recycling bills (if available) and determine number, size and how full the general waste and recycling bins are, to establish baseline data.
 - b) Conduct a Bin Contents Assessment of the general waste bin and record information. (Where there are a large number of bins at least one of each bin size to be assessed, ensuring that the assessed bin(s) are representative of all bins).
 - c) Survey the premises for waste and recycling generating areas and practices and determine where, when and how waste and recycling is generated.
5. Identify opportunities to reduce waste and establish new or enhanced recycling services and discuss these with the SME.
6. Agree on priority materials for avoidance, reuse and recycling with the SME.
7. Provide the SME with industry and material specific fact sheets.
8. Provide an effective and appropriate action plan to reduce waste and increase recycling to the SME (via the Bin Trim tool) containing:
 - a) the baseline data and the results of the assessment
 - b) no and low cost waste and recycling improvements including changes to purchasing and operational practices
 - c) cost effective waste and recycling recommendations that include:
 - i) provision of new and enhanced recycling services from the business's existing waste and/or recycling service provider
 - ii) infrastructure eligible under the Bin Trim Rebates program. 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 greater than 10 years
 - d) responsibilities and timelines for completion of actions
 - e) waste and recycling and associated cost savings based on cost estimates of the recommendations.

Implementation assistance – up to 4 hours per SME

9. Contact the SME after the action plan has been provided to confirm receipt of the action plan and explain the recommendations.
10. Explain how the recommendations from the action plan can be implemented.
11. If the SME 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 only. Obtain information on bin sizes and collection frequency arrangements. Only in the event that the proposed services are not available from the SME's existing provider, alternative quotes can be sought.

12. If the SME wishes to proceed with the purchase of recommended recycling infrastructure that is eligible for funding under the Bin Trim Rebates program:
 - a) Obtain three quotes, or assist the SME to do so, and complete the relevant rebate application form.
 - b) Obtain sign off from the SME and submit the form.
 - c) If successful, oversee installation and obtain verification from the tradesperson (if one is required) and the SME that equipment installation is complete.
 - d) Obtain the invoice and evidence of payment for the infrastructure (and any other relevant documentation) and assist the SME to submit these along with other relevant documentation.

Follow up assessment and revised action plan – up to 1 hour per SME

13. Conduct follow up assessment, repeating the initial assessment process, and identify reductions in waste, increases in recycling and cost savings.
14. Record actions implemented and achievements in the Bin Trim assessment tool and generate a revised action plan for the SME.
15. If funding rebate received, conduct a follow up visit and complete the report (via Bin Trim) which triggers the final rebate payment.

Administration throughout the process

16. Data entry via the Bin Trim tool (up to 1.5 hours per SME). Training in the use of the tool will be provided .
17. Obtain and manage quotes during the facilitation process.
18. Coordinate the collation of documentation to facilitate SME applications for Bin Trim rebates.
19. Satisfy the quality and service standards of the program, including timely contact with SMEs, turn-around of action plans, installation of infrastructure and follow up contact to assess outcomes.
20. Prepare and submit two progress reports and final report (including financial report) to the EPA in accordance with the agreed timetable and reporting schedule.

Note: Applicants need to fully understand all steps in the above process to know whether they can do all that is needed to be approved for a grant.

7. To be provided by EPA

The EPA will provide the following:

21. training in the Bin Trim program and assessment tool
22. an electronic assessment tool that will allow SME information to be easily uploaded by the Grantee and assessments and action plans easily provided to EPA
23. details to log on and hotline assistance
24. resources for assessors to provide to SMEs including industry and material fact sheets and marketing materials.

8. Technical expertise required from Grantees

The EPA is interested in identifying the best possible waste and recycling services and savings for SMEs across NSW. Generally speaking, SMEs will be allocated to the first grantee who obtains a signed commitment form from the business. However, due to the wide range of business types across NSW, and the technical expertise required to assist SMEs with some specialised waste streams such as food waste, the EPA may, where appropriate, allocate assessors on the basis of their technical expertise.

Grantees are encouraged to provide the EPA with any information about the particular technical expertise of their assessors that might distinguish them from others.

9. Geographic coverage of the program

The Bin Trim Business grants program is a statewide initiative. It is the intention of the EPA 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:

- a) areas they plan to target
- b) the location of their main office.

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

10. Timing guide

The EPA will pay Grantees for recruitment, conducting assessments, facilitating businesses through to completion of their action plan, conducting follow up assessments and reporting to the EPA.

Task	Notional time allocation per SME	
	Small business 0 – 19 employees	Medium business 20 – 199 employees
Recruitment and administration	Up to 1 hour	Up to 1 hour
Assessment and provision of action plan	½ to 1 hour	1 to 2 hours
Data Entry via the Bin Trim tool	1 hour approx.	1.5 hours approx.
Implementation assistance	Up to 2 hours	3 to 4 hours
Follow up assessment	½ to 1 hour	Up to 1 hour
Average total per SME	6 hours	9.5 hours

The EPA understands that for more complex business sites, generating large volumes of waste, additional time may be required for assessments and to support the introduction of new services. This timing guide is indicative only and should be used to assist applicants to design and structure their grant projects and to inform completion of the application form.

11. 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.

25. Attach evidence of **public liability insurance and workers compensation/personal accident insurance (A4)**.
26. Include a **brief summary describing your business (B2)**. This includes:
 - areas of technical expertise, ability to conduct waste assessments and to support businesses to recycle
 - project management experience
 - any recent projects that demonstrate your ability to undertake the services for the program.
27. Provide details of the **qualifications, skills and experience of each of the personnel (B3)** who will conduct the assessments, provide recommendations and facilitate businesses through to follow up assessment. This includes:

- previous education, qualifications and current courses that specifically relate to waste and recycling in commercial premises
 - specific technical expertise in relation to recycling technologies used by commercial operations
 - experience in conducting waste assessments, facilitating implementation of recycling programs in workplaces, and experience with recycling infrastructure for SMEs.
28. Provide an outline of **how your organisation will address the requirements of the program (C3)** as set out in Section 6 above. This summary statement should relate to the information provided in the subsequent, more detailed questions.
29. Detail the **likely outcomes from the grant (C4 and C5)**. Your expected 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 over and above existing recycling tonnages already being achieved by the businesses at the time of the initial assessment.
30. Describe your proposed strategy for **recruiting and engaging SMEs (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 SMEs to the program
 - who will manage this process (i.e. will you use internal staff or external subcontractors?)
 - if you are a waste or recycling service provider you can only target your existing customers
31. Describe your proposed methodology for **conducting waste assessments (C9)**:
- how many assessments you intend to conduct and within what timeframe
 - who will conduct and manage these assessments
 - proposal to manage risk and identify Work Health and Safety requirements for undertaking assessments.
32. Describe **how you will support businesses with their action plans through to their follow up assessment (C10)**:
- who will conduct and manage the support (i.e. internal staff or external subcontractors)
 - details of current or proposed partnerships or other 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 mitigating strategies your project will engage for each one.
 - how will the administration requirements for each of the steps in Section 6 (including obtaining quotes, completing registration and rebate application forms, etc.) be managed
 - who will manage the administration process
 - how will progress be monitored and who will oversee each step of the project
 - who will complete the reporting requirements and how will this be approached.
33. Outline your **project timeline including major milestones (C3, C6, C7 and D1)**. The project plan should be 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 project completion within the timeframe allowed in this grant round.

34. 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 follow up assessment and final report stage, with due consideration 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.

Other issues to consider:

- Please ensure you have a full understanding of the selection criteria (Section 5) and the role of a Grantee (Section 6). Proposals that do not 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 part of a competitive process along with those of other organisations.
- Assessments, action plan recommendations and implementation of waste reduction measures 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 will join in some assessments throughout the program.

12. 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 a funding agreement, a copy of which is provided at **Appendix C**.

Successful applicants will receive 30 per cent of the approved grant funds upon project commencement, 20 per cent on delivery of a first progress report and completion of one-third of the project, 20 per cent on delivery of a second progress report and completion of two-thirds of the project, and 30 per cent of funds upon 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 funding recipients must ensure that the NSW Government's contribution is acknowledged with a statement in any written material in relation to the project being funded and that the NSW EPA logo is used in accordance with the style guide. Please also ensure that an invitation is issued to a 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.

13. Evaluation and reporting requirements

Submission of two progress reports and a final 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 further payments are issued.

14. Timeline

Grants program open for applications	4 May 2015
Deadline for receipt of applications	4pm 15 June 2015
Information session for prospective applicants	21 May 2015
Webinar for prospective applicants	22 May 2015
Successful applicants notified	August 2015
EPA seminar for grantees	Late August 2015
Milestone 1 Signed Agreement - payment of first instalment (30%)	September 2015
Project commencement	31 August 2015
Project one-third complete (as the grantee has specified in section D1 of the Application Form) 1 st progress report submitted to the EPA	1 March 2016
Milestone 2 Payment of second instalment (20%)	March 2016
Project two-thirds complete (as the grantee has specified in section D1 of the Application Form) 2 nd progress report submitted to the EPA	1 September 2016
Milestone 3 Payment of third instalment (20%)	September 2016
Project 100% complete and all data uploaded to the Bin Trim tool Final (written and financial) reports submitted to the EPA	1 March 2017
Milestone 4 Payment of final instalment (30%)	March 2017

The applicant must nominate the recruitment, 1st assessments, action plans, implementation and/or 2nd assessments to be completed for each milestone in Section D1 of the Application Form.

Example

Applicant targeting 600 businesses over entire grant period.

Milestone 2 (a third of work complete)

Task: 200 businesses through the entire Bin Trim program from recruitment to follow up action plan.

or

Task: 600 businesses recruited and all of their 1st assessments are complete.

or

Task: 300 businesses recruited, 150 of these assessed and action plans delivered.

Milestone 3 (two-thirds of work complete)

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

or

Task: 600 businesses recruited, assessed, delivered action plans and being supported to implement.

or

Task: 200 businesses complete, 200 being supported to implement and a further 200 through 1st assessment.

Closing time for applications:

4PM MONDAY 15 JUNE 2015

No late applications will be accepted

15. Submitting your application

You can submit your application by one of three methods.

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

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

OR

By post: Applications: Bin Trim Business Grants Program

Business Recycling

NSW Environment Protection Authority

PO Box 668

PARRAMATTA NSW 2124

OR

By fax: 02 9995 6900

With subject line <<YOUR ORGANISATION NAME>> **Bin Trim Business Grants Program**

For further information

Waste and Resource Recovery Branch
Business Recycling Team

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	Initial assessment	Implementation assistance	Follow up assessment
Outcomes	<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 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 Conduct a Bin Contents Assessment of the general waste bin and record information into tool (at least 1 of each bin size to be assessed, ensuring that the recorded bin(s) are a fair representation of all bins) Input business current waste and recycling information into Bin Trim tool Company is provided with information specific to their industry through the industry and material fact sheets Priority materials for avoidance, reuse and recycling are discussed and agreed on Business's existing waste and/or recycling collection service providers are contacted for quotes on improved services 	<ul style="list-style-type: none"> Assessor supports business to implement no and low cost avoidance and reuse actions Contact is made with existing waste and recycling collection service provider: <ul style="list-style-type: none"> business waste and recycling needs outlined to collection service provider bin sizes and collection frequency arrangements negotiated material and storage requirements clarified to reduce contamination Assist SME to apply for a Bin Trim Rebate, if appropriate Staff are committed and engaged to implement the waste reduction action plan. Where relevant: <ul style="list-style-type: none"> staff are trained in the correct use of waste and recycling infrastructure and services staff educated to reduce contamination staff meetings and workshops to brainstorm avoidance and reuse opportunities Recycling and waste bins are placed in optimal locations to ensure minimal contamination and maximum resource recovery Relevant bin signage is obtained 	<ul style="list-style-type: none"> Actions implemented and achievements recorded against the 1st Bin Trim action plan Business understands any achievements, waste reduction or recycling improvements Bin Trim assessment repeated and new business waste and recycling information recorded 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

Steps	Recruitment	Initial assessment	Implementation assistance	Follow up assessment
		<ul style="list-style-type: none"> ● Preliminary opportunities for recycling service improvements are identified ● Responsibilities and timelines for completion of actions are agreed ● A copy of the Bin Trim assessment and waste reduction action plan is generated, provided and explained to the business ● Business understands their recycling potential, the benefits of reducing waste and increasing recycling ● Business is introduced to relevant online resources such as businessrecycling.com.au ● Assessor may take photos subject to business's approval 	and installed	
Who takes part?	Assessor Company champion	Assessor Company champion Staff member responsible for recycling/waste	Assessor Company champion Staff member responsible for recycling/waste Recycling/waste collection contractors	Assessor Company champion Staff member responsible for recycling/waste
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 	Bin Trim 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

Steps	Recruitment	Initial assessment	Implementation assistance	Follow up assessment
		<ul style="list-style-type: none"> • businessrecycling.com.au • www.lovefoodhatewaste.nsw.gov.au 		<ul style="list-style-type: none"> • businessrecycling.com.au • www.lovefoodhatewaste.nsw.gov.au • EPA
Where and When?	By phone/email or in person	At company site	By phone/email or in person Ideally within 2 weeks of initial assessment	At company site At least 8 weeks after initial assessment or within 2 weeks of implementation of Bin Trim action plan strategies
How long does it take?	<i>Small (1–19 employees)</i> ½ to 1 hour <i>Medium (20–199 employees)</i> Up to 1 hour	<i>Registering and engaging SMEs</i> Small – up to 1 hour Medium – up to 1 hour <i>Conducting waste assessment and providing Action Plans</i> Small – up to 1 hour Medium – 1 to 2 hours <i>Data entry</i> Small – 1 hour approx. Medium – 1.5 hours approx.	<i>Implementation Assistance</i> Small - up to 2 hours Medium - 3 to 4 hours	<i>Follow up assessment and revised Action Plan</i> Up to 1 hour per SME

Appendix B – NSW Local Government Areas

Sydney Metropolitan Area

Ashfield Council
Auburn City Council
Bankstown City Council
Blacktown City Council
Blue Mountains City Council
Burwood Council
Camden Council
Campbelltown City Council
Canterbury City Council
City of Canada Bay Council
Council of the City of Ryde
Council of the City of Sydney
Fairfield City Council
Hawkesbury City Council

Holroyd City Council
Hurstville City Council
Kogarah City Council
Ku-ring-gai Council
Lane Cove Municipal Council
Leichhardt Municipal Council
Liverpool City Council
Manly Council
Marrickville Council
Mosman Municipal Council
North Sydney Council
Parramatta City Council
Penrith City Council
Randwick City Council

Rockdale City Council
Strathfield Municipal Council
Sutherland Shire Council
The Council of the City of Botany Bay
The Council of the Municipality of Hunters Hill
The Council of the Shire of Hornsby
The Hills Shire Council
Warringah Council
Waverley Council
Willoughby City Council
Wollondilly Shire Council
Woollahra Municipal Council

Regional NSW

Albury City Council
Armidale Dumaresq Council
Ballina Shire Council
Balranald Shire Council
Bathurst Regional Council
Bega Valley Shire Council
Bellingen Shire Council
Berrigan Shire Council
Bland Shire Council
Blayney Shire Council
Bogan Shire Council
Bombala Council
Boorowa Council
Bourke Shire Council
Brewarrina Shire Council
Broken Hill City Council
Byron Shire Council
Cabonne Council
Carrathool Shire Council
Central Darling Shire Council
Cessnock City Council
City of Lithgow Council
Clarence Valley Council
Cobar Shire Council
Coffs Harbour City Council
Conargo Shire Council
Coolamon Shire Council
Cooma-Monaro Shire Council
Coonamble Shire Council
Cootamundra Shire Council
Corowa Shire Council
Cowra Shire Council
Deniliquin Council
Dubbo City Council
Dungog Shire Council
Eurobodalla Shire Council
Forbes Shire Council

Gilgandra Shire Council
Glen Innes Severn Council
Gloucester Shire Council
Gosford City Council
Goulburn Mulwaree Council
Great Lakes Council
Greater Hume Shire Council
Greater Taree City Council
Griffith City Council
Gundagai Shire Council
Gunnedah Shire Council
Guyra Shire Council
Gwydir Shire Council
Harden Shire Council
Hay Shire Council
Inverell Shire Council
Jerilderie Shire Council
Junee Shire Council
Kempsey Shire Council
Kyogle Council
Lachlan Shire Council
Lake Macquarie City Council
Leeton Shire Council
Lismore City Council
Liverpool Plains Shire Council
Lockhart Shire Council
Maitland City Council
Mid-Western Regional Council
Moree Plains Shire Council
Murray Shire Council
Murrumbidgee Shire Council
Muswellbrook Shire Council
Nambucca Shire Council
Narrabri Shire Council
Narrandera Shire Council
Narromine Shire Council
Newcastle City Council
Oberon Council

Orange City Council
Palerang Council
Parkes Shire Council
Pittwater Council
Port Macquarie-Hastings Council
Port Stephens Council
Queanbeyan City Council
Richmond Valley Council
Shellharbour City Council
Shoalhaven City Council
Singleton Council
Snowy River Shire Council
Tamworth Regional Council
Temora Shire Council
Tenterfield Shire Council
The Council of the Municipality of Kiama
The Council of the Shire of Wakool
Tumbarumba Shire Council
Tumut Shire Council
Tweed Shire Council
Upper Hunter Shire Council
Upper Lachlan Shire Council
Uralla Shire Council
Urana Shire Council
Wagga Wagga City Council
Walcha Council
Walgett Shire Council
Warren Shire Council
Warrumbungle Shire Council
Weddin Shire Council
Wellington Council
Wentworth Shire Council
Wingecarribee Shire Council
Wollongong City Council
Wyong Shire Council
Yass Valley Council
Young Shire Council

Appendix C – Copy of the Funding Agreement

PROJECT FUNDING AGREEMENT – BIN TRIM BUSINESS GRANT PROGRAM - ROUND 2

PROJECT NUMBER: << XX >>
FUNDING RECIPIENT: << Organisation name >>
ABN: <<ABN>>
GRANTOR / FUNDING ADMINISTRATOR: NSW Environment Protection Authority (EPA)
PROJECT: <<Project Title>>

Background

The \$35M Business Recycling Fund was established through the *Waste Less Recycle More initiative*. A key component of this Fund is the Bin Trim Business grants program. The program aims to make a significant contribution to achieving the EPA's target of increasing commercial and industrial recycling to 70 per cent by 2021-22.

This agreement consists of two parts:

- Part 1: Agreement
- Part 2: Schedules

Part 1: Agreement

Definitions of Terms

'You' or 'Your'	<< Organisation name >>
'Grant'	The amount of money that is being provided by the EPA under this agreement
'Project'	The provision of Bin Trim assessments and support to small and medium enterprises to assist them to reduce waste and increase recycling. Services include pre and post waste assessments, a waste reduction action plan and assistance to implement the action plan.
'Project documents'	Includes: A) Milestone payment schedule B) Reporting schedule and templates C) Project application including original budget D) Amendments to original application E) Bin Trim Roadmap F) External Auditor's Brief G) Agreement to be signed by each business to secure that business's assessment as amended from time to time.
EPA	NSW Environment Protection Authority

The EPA agrees to provide You with the Grant, being an amount equal to \$<<Amount approved>>, for the purposes of completing the Project subject to the following conditions.

Conditions

Recipient Obligations

1. You must carry out the Project in accordance with the Project documents, these conditions and any reasonable directions given by the EPA from time to time.
2. You must only spend the Grant for the purposes of carrying out the Project in accordance with the Project budget and Milestone payment schedule.
3. You must complete the Project by the date specified in the Milestone payment schedule or such other date as is approved in writing by the EPA.
4. You must carry out the Project in accordance with the Bin Trim roadmap in Schedule E and comply with all reasonable requests of the External Auditor in the conduct of their work.
5. You must cooperate with and support other Bin Trim grant recipients and their assessors to complete their own Bin Trim grant projects
6. You must at all times comply with NSW and Commonwealth Environmental Law.
7. You warrant that You have not been the subject of an investigation in relation to compliance with Environmental Law in the 12 months prior to the execution of this Agreement.
8. You must acknowledge the EPA in accordance with conditions 25 through to 29 inclusive.

Grant payments

9. The EPA will pay the Grant in instalments in accordance with the timetable set out in the milestone payment schedule and this agreement.
10. The payment of each instalment is conditional upon:
 - a) Your completion of the milestones by your provision of deliverables (however described) to which the instalment relates to the reasonable satisfaction of the EPA
 - b) Your submission of the supporting documentation as described in the Milestone payment schedule.
11. If the EPA forms the reasonable view that the deliverables have not been met, the EPA will notify You in writing of the deficiencies before the next payment due date. The EPA may, in its absolute discretion, withhold the payment until you have addressed the notified deficiencies.
12. 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 Business Grants Program, PO Box 668, Parramatta NSW 2124.
13. If You require payment by EFT, You must provide details of Your bank account (BSB Number, Account Name & Account Number) with Your tax invoice.

Delay

14. If delays are likely to occur in achieving a milestone by the relevant due date as described in the Milestone payment schedule, you must submit a status report to the EPA no later than five business days prior to the relevant due date. This report is to set out the reasons for the proposed delay, any revision to the due date(s) and the proposed action to be taken by You to minimise the impact of the delay.

Requests for information and review of Project

15. You must provide any information in relation to the Project within 14 days of it being requested in writing by the EPA.
16. You must, at all reasonable times and upon reasonable notice, allow EPA officers access to your premises, and make available records in order for the EPA to discuss, review and assess the performance of the Project.

Reporting and evaluation

17. You must provide the EPA with reports in accordance with the timetable and the requirements in the Reporting schedule.

Disclosure of information

18. For the purpose of evaluating the Bin Trim Business Grants Program, the EPA may disclose to a third party information contained in reports, documents and materials you have submitted to the EPA. The EPA will ensure that any third party agrees to keep all information acquired, material prepared or collected and any findings of the Project confidential.
19. Subject to any obligation under law, the EPA will not disclose any information that is contained in documents and materials you have submitted to the EPA that you have indicated is confidential and that the EPA has agreed not to disclose.

Variation or Revocation of Grant

20. You must seek and obtain the prior written approval of the EPA before varying any of the following:
 - a) the way in which the Project is to be carried out and completed, as outlined in the Project Documents
 - b) the Project budget, but the EPA's approval is **not required** for budget variations with a value of up to 10% of the total Grant amount. There will be no corresponding increases to the Grant by the EPA.
 - c) the conditions of the agreement.
21. The EPA may impose additional conditions on this Grant when approving a variation.
22. The EPA may amend the schedules in writing during the term of the Grant. The EPA will send you a copy of the revised schedules.
23. The EPA may revoke the Grant by notice given to you in writing by the EPA if:
 - a) You at any time give the EPA (or cause the EPA to be given) misleading or false information
 - b) You are, in the opinion of the EPA, not carrying out the Project with competence and diligence or in conformity with the timetable specified in your application
 - c) You do not comply with the conditions of the agreement
 - d) You, being a company, resolve to go into liquidation or enter into any scheme or arrangement with your creditors under the *Corporations Act 2001* or if any liquidator, receiver or official manager is appointed or if a petition or other Court proceedings is instituted for such appointment
 - e) You, being an organisation, cease to operate
 - f) the EPA forms the reasonable opinion that You (or Your employees or agents) have acted in a way that is prejudicial to the interests or good standing of the EPA
 - g) the EPA forms the reasonable opinion that there is a conflict of interest between You and the EPA
 - h) You:

- i) become the subject of an investigation in relation to compliance with Environmental Law,
or
- ii) were the subject of an investigation in relation to compliance with Environmental Law in the 12 months prior to the commencement of the Agreement.

24. If the EPA revokes the Grant:

- a) You must not spend any further Grant monies nor commit any such monies for expenditure and you must, within seven (7) working days, repay to the EPA all grant monies which have not been spent or committed for expenditure in accordance with this Agreement at the time you receive the written notification of the revocation and provide a financial report to the EPA on the proportion of the grant monies already spent, and
- b) The EPA may take steps to recover any grant monies due under condition 22(a), including those parts already spent.

Acknowledgement, publications and promotional material

25. You must acknowledge the EPA's assistance on all publications, reports, websites and promotional material relating to the Project with the statement, prominently displayed:

"This project is a NSW EPA Waste Less Recycle More initiative funded from the waste levy"

- 26. You must also prominently display the EPA logo (as per EPA specifications) on all signs and promotional material referred to in condition 25. The EPA will provide the logo to you. You must not use this logo for any other purpose.
- 27. You must provide the EPA with a copy of all publicity material and receive their approval prior to publishing or release.
- 28. You must not publish or release publicity material containing the EPA logo without the EPA's prior approval.
- 29. You must issue an invitation to an EPA representative (giving reasonable notice) to any launch or public event associated with your Project 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.
- 30. You must co-operate as required by the EPA in the preparation of case study documentation based on the final outcomes of the Project.

No warranty and disclaimer

31. The EPA expressly disclaims all liability for any loss of profit, loss of business opportunity or goodwill, any claims for damages or any indirect or consequential losses suffered by you howsoever arising in respect of any circumstances under or in relation to this agreement.

Indemnity and insurance

- 32. You will indemnify and keep indemnified the EPA, its officers and agents from and against all actions, claims, demands and other proceedings that may be made or recovered against the EPA, its officers or agents, in respect of any damage to property, personal injury or death where the damage, injury or death was caused by your wilful, unlawful or negligent act or omission in relation to the carrying out of the Project. The EPA will inform you as soon as it becomes aware of any such action, claim, demand or proceeding.
- 33. Neither you nor any person engaged by you shall by virtue of the Grant be in the service or employment of the EPA, nor shall represent yourself as such.
- 34. You shall be responsible for effecting and maintaining all insurances required under workers compensation legislation and for taking all other actions requisite as employer of person so engaged. You shall also be responsible for ensuring volunteers are covered by volunteer personal accident insurance.

35. You must effect and maintain public liability insurance for an amount of at least \$10,000,000. The policies shall be made available to the EPA for inspection on request.

Dispute resolution

36. Both parties must continue to perform their obligations under this agreement regardless of any dispute by the parties on any matter connected to the Project or this agreement.

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

- a) A party claiming that a dispute has arisen must give written notice of the dispute to the other party.
- b) The parties will seek to resolve the dispute.
- c) If the dispute is not resolved within a fourteen (14) day period (or within such further period as the parties agree in writing) then the dispute is to be referred to the Australian Commercial Dispute Centre (ACDC) for mediation.
- d) 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.
- e) If the dispute is not settled within 28 days (or such other period as agreed to in writing between the parties) after appointment of the mediator, or if no mediator is appointed within 28 days of the referral of the dispute to mediation, the parties may pursue any other procedure available at law for the resolution of the dispute.

Miscellaneous

38. Any court proceedings arising out of or relating to this Grant or conditions of Grant must not be heard or started in any court other than a court in New South Wales. The Grant and conditions of Grant will be governed by and construed in accordance with the law for the time being in force in the State of New South Wales.

39. The invalidity or unenforceability of any one or more of the conditions of Grant shall not invalidate or render unenforceable the remaining conditions of the agreement. Any invalid or unenforceable condition shall be severable and all other conditions shall remain in full force and effect.

Execution

SIGNED for and on behalf of the NSW Environment Protection Authority by:

Stephen Beaman
Director Waste and Resource Recovery
NSW Environment Protection Authority

<<date>>

I accept the conditions in this Project Funding Agreement for and on behalf of «OrganisationName»:

(sign)

(print name)

(position in organisation)

(date)

Note:

1. This agreement should be signed by the Chief Executive Officer or any other person with authority to bind the organisation.
2. All correspondence should be addressed to:
Environment Protection Authority, Bin Trim Business Grant Program, PO Box 668, Parramatta NSW 2124.

PROJECT FUNDING AGREEMENT –
BIN TRIM BUSINESS GRANT PROGRAM - ROUND 2

PROJECT NUMBER: << XX >>
FUNDING RECIPIENT: << Organisation name >>
GRANTOR / FUNDING ADMINISTRATOR: ABN: <<ABN>>
PROJECT: NSW Environment Protection Authority (EPA)
<<Project Title>>

This agreement consists of two parts:

- Part 1: Agreement
- Part 2: Schedules

Part 2: Schedules

Schedules may be amended by the EPA during the term of your Project. In this instance, the EPA will forward you a revised copy of the Schedules.

Schedules:

- A) Milestone payment schedule
- B) Reporting schedule and templates
- C) Project application including original budget
- D) Amendments to original application
- E) Bin Trim Roadmap
- F) External Auditor's Brief
- G) Agreement to be signed by each business to secure that business's assessment

Schedule A – Milestone payment schedule

- 1) Subject to the conditions outlined in Part 1 of the Agreement, the timetable for milestone payments will be as follows:

Milestone	Deliverable	Deliverable Due Date	% of payment	Budget (excl. GST)
1	Signed agreement (Project commencement)	1 September 2015	30%	
2	One-third of work completed and 1 st progress report	1 March 2016	20%	
3	Two-thirds of work completed and 2 nd progress report	1 September 2016	20%	
4	All work completed and final reports (project completion)	1 March 2017	30%	
Total				\$

- 2) The above amounts are GST exclusive. If you are registered for GST, a Tax Invoice for the amount of each stage/milestone of the Grant, plus GST, must be submitted to the EPA. If you are not registered for GST, please submit a written request for payment for each instalment. **Note:** all invoices/requests for payment should include the Project Number.
- 3) Any portion of the Grant which you do not spend by the completion of the Project must be repaid to the EPA.

Schedule B – Reporting schedule and templates

Submission of data is a condition of this funding. Successful applicants will be trained in the Bin Trim program and required to use the Bin Trim tool. The Bin Trim tool contains electronic worksheets to simplify the provision of data. The required data is detailed in the following table.

Reporting metric	Data collection methodology	Due date
One-third of project tasks complete	1 st progress report and invoice to be submitted	1 March 2016
Two-thirds of project tasks complete	2 nd progress report and invoice to be submitted	1 September 2016
All project tasks complete	Final reports (written and financial - <i>using template provided by the EPA</i>) and final invoice to be submitted	1 March 2017

Schedule C – Project Application

Schedule D – Amendments to original application

None

Schedule E – Bin Trim roadmap

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

Steps	Recruitment	Initial assessment	Implementation assistance	Follow up assessment
<p>Outcomes</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 ● 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 ● Conduct a Bin Contents Assessment of the general waste bin and record information into tool (at least 1 of each bin size to be assessed, ensuring that the recorded bin(s) are a fair representation of all bins) ● Input business current waste and recycling information into Bin Trim tool ● Company is provided with information specific to their industry through the industry and material fact sheets ● Priority materials for avoidance, reuse and recycling are discussed and agreed on ● Business's existing waste and/or 	<ul style="list-style-type: none"> ● Assessor supports business to implement no and low cost avoidance and reuse actions ● Contact is made with existing waste and recycling collection service provider: <ul style="list-style-type: none"> ○ business waste and recycling needs outlined to collection service provider ○ bin sizes and collection frequency arrangements negotiated ○ material and storage requirements clarified to reduce contamination ● Assist SME to apply for a Bin Trim Rebate, if appropriate ● Staff are committed and engaged to implement the waste reduction action plan. Where relevant: <ul style="list-style-type: none"> ○ staff are trained in the correct use of waste and recycling infrastructure and services ○ staff educated to reduce contamination ○ staff meetings and workshops to brainstorm avoidance and reuse opportunities ● Recycling and waste bins are 	<ul style="list-style-type: none"> ● Actions implemented and achievements recorded against the 1st Bin Trim action plan ● Business understands any achievements, waste reduction or recycling improvements ● Bin Trim assessment repeated and new business waste and recycling information recorded ● 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

Steps	Recruitment	Initial assessment	Implementation assistance	Follow up assessment
		<p>recycling collection service providers are contacted for quotes on improved services</p> <ul style="list-style-type: none"> ● Preliminary opportunities for recycling service improvements are identified ● Responsibilities and timelines for completion of actions are agreed ● A copy of the Bin Trim assessment and waste reduction action plan is generated, provided and explained to the business ● Business understands their recycling potential, the benefits of reducing waste and increasing recycling ● Business is introduced to relevant online resources such as businessrecycling.com.au ● Assessor may take photos subject to business's approval 	<p>placed in optimal locations to ensure minimal contamination and maximum resource recovery</p> <ul style="list-style-type: none"> ● Relevant bin signage is obtained and installed 	
Who takes part?	Assessor Company champion	Assessor Company champion Staff member responsible for recycling/waste	Assessor Company champion Staff member responsible for recycling/waste Recycling/waste collection contractors	Assessor Company champion Staff member responsible for recycling/waste
What is needed?	Bin Trim tool	Bin Trim tool Relevant industry and material fact sheets Access to internet: ● epa.nsw.gov.au/bintrim	Bin Trim tool Access to internet: ● epa.nsw.gov.au/bintrim ● businessrecycling.com.au ● www.lovefoodhatewaste.nsw.gov.au	Bin Trim tool Relevant industry and material factsheets Access to internet: ● epa.nsw.gov.au/bintrim

Steps	Recruitment	Initial assessment	Implementation assistance	Follow up assessment
		<ul style="list-style-type: none"> • businessrecycling.com.au • www.lovefoodhatewaste.nsw.gov.au 		<ul style="list-style-type: none"> • businessrecycling.com.au • www.lovefoodhatewaste.nsw.gov.au • EPA
Where and When?	By phone/email or in person	At company site	By phone/email or in person Ideally within 2 weeks of initial assessment	At company site At least 8 weeks after initial assessment or within 2 weeks of implementation of Bin Trim action plan strategies
How long does it take?	<i>Small (1–19 employees)</i> ½ to 1 hour <i>Medium (20–199 employees)</i> Up to 1 hour	<i>Registering and engaging SMEs</i> Small – up to 1 hour Medium – up to 1 hour <i>Conducting waste assessment and providing action plans</i> Small – up to 1 hour Medium – 1 to 2 hours <i>Data entry</i> Small – 1 hour approx. Medium – 1.5 hours approx.	<i>Implementation assistance</i> Small - up to 2 hours Medium - 3 to 4 hours	<i>Follow up assessment and revised action plan</i> Up to 1 hour per SME