

Community

Sustainable

INVESTMENT PROGRAM



Community Sustainable Guidelines

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Definitions

Term	Definition
Applicant	The owner, landlord, tenant, or strata committee who submits the application.
Application Date	The date which the Applicant submits their Application.
Attachment	The document, image or other information attached to the application for the purpose of verifying that a sustainable product meets the eligibility criteria.
Applicant Property	The property for which the applicant is seeking a sustainability rebate.
Application	The submission by an applicant via Rebately to request a sustainability rebate from Council.
Approval	The confirmation given by Council that an application has been approved and that the applicant will be paid the sustainability rebate.
Council	Refers to Randwick City Council.
Declined	The confirmation given by Council that an application has not been approved and that the applicant will not be paid the sustainability rebate.
Eligibility Criteria	The eligibility criteria which a sustainable product must meet to receive the sustainability rebate.
Guidelines	Refers to this Community Sustainable Guidelines document and all the terms and conditions it includes.
Implementation Date	The date which the Sustainable Product is installed or undertaken.
Provider	The licensed professional who provides the Sustainable Product and/or installation service.
Rebately	The grants and rebates application platform used by Council to process applications for sustainability rebates.
Sustainable Product	Technologies or initiatives which reduce a property's energy or water consumption and for which sustainability rebates are provided.
Sustainability Rebate	The financial amount paid by Council to an applicant for a particular sustainable product.

Community Sustainable

1. Introduction

Purpose

The Community Sustainable investment stream is committed to fostering an environmentally sustainable community by supporting houses, units, and businesses in the Randwick Local Government Area to implement energy and water saving initiatives. This investment stream provides this support via a range of sustainability rebates.

Sustainability rebates are provided for a range of technologies or initiatives which can reduce a property's energy or water consumption. These technologies or initiatives have been termed 'sustainable products'. A summary of all the sustainable products available, as well as their rebate amounts and eligibility criteria, can be found on our [Sustainability Rebates website](#).

In delivering these sustainability rebates, Community Sustainable aims to:

- increase community participation and capacity in sustainability
- incentivise Randwick residents and businesses to implement measurable energy, water and emissions saving initiatives
- strategically target rebates to ensure all sectors of the community have opportunities to reduce their energy, water, and emissions
- upskill the community in environmental practices and initiatives
- reduce Randwick Local Government Area's energy, water and greenhouse gas emissions as outlined in the Randwick Environment Strategy

Background

Randwick City Council has been delivering financial and in-kind support to the community through its grant, donation, and subsidy programs since 2007. Council is now grouping these various offerings under the one 'Community Investment Program'.

There are four investment streams which can be applied for under the Community Investment Program, each working towards Councils' vision of creating 'a sense of community':

Community Investment Program			
Community Connect	Community Creative	Community Partnerships	Community Sustainable
3 funding rounds annually		One funding round annually	Ongoing rebates

2. Sustainability Rebates

The following sustainability rebates are available for properties in the Randwick Local Government Area. Their rebate amounts and eligibility criteria can be found on our [Sustainability Rebates website](#).

- Electric Vehicle Charger
- Energy Assessment
- Hot Water System
- Induction Cooktop
- Insulation
- Lighting
- Pool Pump
- Rainwater Tank
- Rooftop Solar
- Solar Battery
- Solar Health Check
- WaterFix®

Applicant Properties

Sustainability Rebate amounts vary by Applicant Property type. The three Applicant Property types in Sustainability Rebates are:

1. **Household:** a detached or semi-detached dwelling, or the lot area of an apartment. Examples of 'household' Sustainable Products include an induction cooktop installed in a home or a lighting upgrade in a single unit in an apartment.
2. **Apartment Block:** the common area of an apartment, or the grouping of all individual lot areas. Examples of 'apartment block' Sustainable Products include rooftop solar for a common area or electric vehicle charging infrastructure for all tenants of an apartment block.
3. **Business:** a commercial space where a business is registered. Examples of 'business' rebates include an energy assessment of a business property or a solar health check of a business' rooftop solar system.

3. Application and Assessment

Application Process

1. Check the Eligibility Criteria

Review the Eligibility Criteria for your chosen rebate item. To be eligible to receive a sustainability rebate, your rebate item must be installed or undertaken in the past 12 months.

2. Purchase your Rebate Item

Purchase your rebate item from your chosen provider or installer. Ensure that your purchase meets the Eligibility Criteria for your chosen rebate item.

3. Submit an Application Form

Submit an Application Form and attach a recent electricity bill, a photo of your rebate item (if applicable) and a copy of the invoice from your rebate item provider. Click 'Apply Now' to submit an application form.

4. Receive your Sustainability Rebate

If your form is approved by Council, you will receive your sustainability rebate via electronic bank transfer. Be sure to check your junk mailbox for your rebate approval email.

Approval Criteria

Council either approves or declines applications based on the approval criteria shown in the table below. A range of attachments (see below) are included in the application to verify each of the criteria.

Applicant Property
The applicant property must be located within the Randwick Local Government Area.
The applicant property must not have already received the maximum rebate within the current financial year.
The applicant property must not have breached these guidelines in the previous 24 months.
Applicant
The applicant must include all attachments and information required in the application.
The applicant must be either the owner, landlord, tenant, or strata committee of the applicant property.
Sustainable Products
The sustainable product must be implemented at the applicant property.
The Application Date must be within 12 months of the Implementation Date.
The sustainable product must meet the eligibility criteria (as published on Randwick Council's website).
The sustainable products installed must be new and must not have been previously used.
The applicable works must be carried out by a licensed tradesperson and meet all necessary installation standards. For rooftop solar and battery installations, this includes Clean Energy Council accreditation.
The sustainable product must not have been purchased as a requirement for BASIX or Development application compliance.
Additional Approvals
If the sustainable product requires installation at a tenanted property, then landlord approval must be provided.
If the sustainable product requires installation on the common property of a multi-unit dwelling, then strata committee approval must be provided.
If the sustainable product requires development approval, then a development approval must be provided.
General
The applicant must agree to have read and understood these guidelines.
The applicant must agree to give permission for Council staff to visit the applicant property to undertake on-site verifications.
The application must be submitted via Rebately and include all required attachments.
The sustainability rebate amount cannot exceed 50% of the cost paid by the applicant for the sustainable product.
New applications for sustainability rebates will not be accepted once 80% of the sustainability rebates has been expended.

Attachments

Attachments are the documents, images and other information attached to the application to verify that the sustainable product/s which have been purchased meet the eligibility criteria.

A description of each attachment can be found below.

Attachments	Description
COW Form	The Completion of Work (COW) Form provided by Sydney Water to a customer once a WaterFix® job has been completed.
Invoice	The tax invoice issued by a sustainable product provider once a sustainable product has been undertaken or installed at an applicant property.
Landlord Approval	The signed letter / document from a landlord which approves the installation of a sustainable product in their tenanted property.
Photo Proof	The photo taken by the applicant to show that the sustainable product has been installed at the applicant property.
STC Form	The Small-Scale Technology Certificate (STC) Assignment Form provided by installers of rooftop solar, solar hot water and hot water heat pumps after an installation has been completed.
Strata Committee Approval	The signed letter / document from a strata committee which approves the installation of a sustainable product on the unit's common property.
Receipt	The receipt issued by a sustainable product provider after a sustainable product has been undertaken or installed at an applicant property which proves that an invoice has been paid.

4. Terms and Conditions

The following terms and conditions apply for Community Sustainable:

General

- Council reserves the right to make changes to the Community Sustainable investment stream at any time, including (but not limited to), the available budget, the application opening and closing dates, and the sustainable products' rebates and criteria.
- Sustainable products which require installation must remain installed at the applicant property for at least five years.
- The application must be completed as required in the Rebately application form. This includes attaching all mandatory attachments.
- A property cannot receive more than one rebate for each Sustainable Product.
- A property cannot receive both the Household and Apartment Block rebate for the same Sustainable Product.

Sustainability Rebate Payment

- If an application is approved by Council, the applicant will receive payment of their respective sustainability rebate via electronic bank transfer to the applicant's preferred back account within 14 days of final approval.
- Sustainability rebates will be prioritised in application date order.
- Payment of sustainability rebate is not guaranteed and is subject to the approval process. Payment of the sustainability rebate is only confirmed once final approval has been granted.
- If an applicant is found to have breached these guidelines in the first 24 months after the application was approved, then the applicant must repay the rebate and cannot submit an application for a further 24 months from the date of the initial application.
- The sustainability rebate amount cannot exceed 50% of the cost paid by the applicant for the sustainable product (as shown on the invoice). If this does occur, the sustainability rebate will be matched to 50% of the cost paid by the applicant for the sustainable product (as shown on the invoice).

Maximum Rebate

- The maximum rebate is the total financial amount that an applicant property can receive from the Community Sustainable investment stream each financial year.
- Applicant properties can receive multiple sustainability rebates up until the maximum rebate has been reached.
- The **maximum rebate is \$5,000 per property per financial year.**

Warranties and Faulty Products

- The applicant acknowledges and agrees that Council accepts no liability in respect of any claim, cause of action or loss or damage arising out of, or in relation to, any sustainable product procured under the Community Sustainable investment stream, or the consumption or use of any electricity, gas or water that is the subject of the sustainable product.
- Any issues which occur due to the purchasing of any sustainable product must be resolved between the applicant and the sustainable product provider based on the advertised warranties and standard service provisions of the sustainable products involved.
- All sustainable products must be provided and/or installed by licenced professionals.

Data and Reporting

- The financial, energy, water and greenhouse gas emission reported as part of the Sustainability Rebates program are estimates only and are based on industry averages. These estimates should only be used as a guide and do not apply specifically to each applicant property. Applicants should refer to the information provided by their sustainable product Provider for more accurate information about their sustainable product benefits.
- The financial, energy, water and greenhouse gas emission savings included in Sustainability Rebate's reporting have been reviewed by a third-party environmental consultant and will be used by Council for reporting purposes.
- Applicants of the sustainability rebates must agree to be contacted by Council throughout and following the application process for purposes of surveys and reporting.
- Any Program case studies which are prepared by Council will require permission from the applicant before any specific information related to individuals or properties is made public.
- Council will not share applicant information with any other organisation other than for the purposes of directly administering the application, assessment and awarding of the grants and rebates.
- Council makes use of a managed service provider to provide the grants administration platform which is provided by Our Community P/L trading as Rebately.
- For certain grant programs external assessors may evaluate grant applications, where this is the case the Grant application Form will clearly state this as part of the application process.
- For certain grant programs the awarding of the grant is determined and resolved by Council. In these circumstances the name and amount awarded may be disclosed to the public. Where this is the case the Grant application Form will clearly state this as part of the application process.
- For rebate programs applicant details are not disclosed to the public as a matter of public record.
- All Council held information is subject to the Government Information (Public Access) Act 2009, the Privacy and Personal Information Protection Act 1998 and associated regulations. If you wish to make an enquiry regarding information held

by Council, please email council@randwick.nsw.gov.au or contact Customer Service on 02 9093 6000/1300 722 542.

On-Site Verification

- To maintain integrity in the Community Sustainable investment stream, Council will undertake on-site verifications for some of the sustainable products implemented in the community.
- During an on-site verification, a Council officer will enter an applicant property to verify that a sustainable product has been installed in accordance with its relevant eligibility criteria.
- A suitable time for an on-site verification will be arranged with applicants before the visit. All applicants of the Community Sustainable investment stream must agree to give permission for Council staff to enter the applicant property for the purpose of an on-site verification.

Community Sustainable Budget

- The Community Sustainable investment stream is funded by Council's Environmental Levy and has an annual budget allocation of \$150,000 excluding GST.
- New applications for sustainability rebates will not be accepted once 80% of this budget has been expended.
- This budget can be adjusted subject to Council approval.

Council Staff Applications

- Council staff are eligible to receive sustainability rebates if they meet the eligibility criteria (as published on Randwick Council's website).
- Applicants who are also Council staff will be required to disclose this in their application.
- Applicants who are also Council staff cannot be involved in the assessment of their application.

Dispute Resolution

- Council, applicants and sustainable product providers will attempt in good faith to resolve via negotiations any dispute or claim arising out of or in relation to the sustainability rebates and these guidelines.

Disposal of Old Products

- Old products such as used hot water systems or shower heads should be disposed of responsibly by either the sustainable product installer or the applicant.
- Visit the [Randwick Recycling Centre](#) website to see if your old products can be recycled. The Randwick Recycling Centre is located at 72-76 Perry Street, Matraville.

5. Enquiries

All enquiries should be directed to sustainability@randwick.nsw.gov.au