



# Sustainability Rebates for Apartments Trial Guidelines



WAVERLEY COUNCIL

Find out more

[waverley.nsw.gov.au/  
sustainabilityrebates](https://waverley.nsw.gov.au/sustainabilityrebates)



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## Definitions

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

# Introduction

## Purpose

Waverley Council has ambitious community greenhouse gas reduction targets and has committed to reducing its community greenhouse gas emissions to net zero by 2035 as part of its Community Strategic Plan and [Environmental Action Plan](#).\*

Due to the extra costs and barriers that apartment blocks face in improving sustainability outcomes, Waverley Council is trialling **Sustainability Rebates for Apartments** for up to 12 months (or until the funding runs out).

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

In delivering this trial, Waverley Council aims to:

- increase community participation in sustainability actions.
- upskill the community in environmental practices and initiatives.
- incentivise Waverley strata residents to implement measurable energy and emissions saving initiatives.
- strategically target Council support to ensure that emerging technologies are installed in Waverley, to facilitate uptake and provide demonstrable case studies that can inspire further uptake of sustainable products .
- reduce Waverley Council's energy consumption and greenhouse gas emissions as outlined in our Environmental Action Plan (2022 – 2032).

## Background

In 2019, Waverley declared a Climate and Biodiversity Emergency, acknowledging that urgent collaborative action at all levels of government is necessary to protect our environment and community for future generations. In March 2022, Waverley Council adopted a community greenhouse gas emission reduction target of net zero by 2035, which is enshrined in the Community Strategic Plan and Environmental Action Plan (2022 -2032), and in June council committed to take all available opportunities and advocate strongly to urgently reduce greenhouse emissions across Council operations and community actions.

In Waverley, over 80% of our buildings are medium or high density, and the multi-unit residential sector accounts for ~ 35% of the LGA's electricity consumption and approximately 31% of total carbon emissions. A key focus in delivering our community net zero target is to improve the existing building stock and increase the uptake of renewable energy.

Over the past five years, Waverley Council has successfully worked with the apartment sector through our award-winning Building Futures Program; by assisting a total of 40 medium to large residential apartment buildings (> 35 apartments) to reduce their common area consumption by 20%. This has involved the delivery of grants to these participating buildings.

Following frequent enquiries from smaller sized buildings (< 35 apartments) seeking advice and support to take sustainability action, Council is trialling targeted rebates to be offered to all sized apartment buildings in Waverley. These sustainability rebates will focus on the electrification of hot water and pool heating systems and the installation of onsite solar.

## Sustainability Rebates

As part of the Sustainability Rebates for Apartments trial, the following sustainability rebates are available for residential strata properties (i.e. apartments blocks) only in the Waverley Local Government Area. Their rebate amounts and eligibility criteria can be found on our [Sustainability Rebates website](#)\*\* and cover the following areas:

- **Energy Assessment**
- **Hot Water Electrification**
- **Swimming Pool Electrification**
- **Rooftop Solar**



## Application and Assessment

### Application Process

#### 1. Check the Eligibility Criteria

Review the Eligibility Criteria in Rebately for your chosen Sustainable Product. To be eligible to receive a sustainability rebate, your Sustainable Product must be installed or undertaken in the Financial Year 2023/24.



## 2. Purchase your Sustainable Product

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

## 3. Submit an Application Form

Submit an Application Form and attach a recent electricity bill, a photo of your Sustainable Product (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.

<b>Applicant Property</b>
The applicant property must be located within the Waverley Local Government Area.
The applicant property must not have already received the maximum rebate within the current financial year.
The applicant property must be up to date with their rate payments.
<b>Applicant</b>
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.
<b>Sustainable Products</b>
The sustainable product must be implemented at the applicant property.
The Installation Date must occur within the financial year 2023/24 (between 1 July 2023 and 30 June 2024 see note*).
The sustainable product must meet the eligibility criteria as outlined on the Rebately 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. Note: this will be verified by Council.

### 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. We may close applications once the budget is close to being 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
<b>Invoice</b>	The tax invoice issued by a sustainable product provider once a sustainable product has been undertaken or installed at an applicant property.
<b>Landlord Approval</b>	The signed letter / document from a landlord which approves the installation of a sustainable product in their tenanted property.
<b>Photo Proof</b>	The photo taken by the applicant to show that the sustainable product has been installed at the applicant property.
<b>STC Form</b>	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.
<b>Strata Committee Approval</b>	The signed letter / document from a strata committee which approves the installation of a sustainable product on the unit's common property.
<b>Receipt</b>	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.







# Terms and Conditions

The following terms and conditions apply for Waverley Council Sustainability Rebates for Apartments:

## General

- Council reserves the right to make changes to the Sustainability Rebates for Apartments Trial 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.

## 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 bank account within 30 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).

## Maximum Rebate

- The maximum rebate is the total financial amount that an applicant property can receive from this rebate trial during the 2023/2024 financial year.
- **The maximum rebate is \$5,000 per property.**
- Applicant properties can receive multiple sustainability rebates up until the maximum rebate has been reached.

## 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 with assistance of a Waverley Apartment Sustainability Rebate, 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 and greenhouse gas emission savings included in the fact sheets/Rebately website are estimates only and are based on industry averages. These savings 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 and greenhouse gas emission savings included in the fact sheets 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 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 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 [info@waverley.nsw.gov.au](mailto:info@waverley.nsw.gov.au) or contact Customer Service on 02 9083 8000.

## On-Site Verification

- To maintain integrity in the Sustainability Rebates for Apartments trial, 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 Sustainability Rebates for Apartments trial 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 Sustainability Rebates for Apartments trial is funded by Council and has a budget allocation of \$20,000 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 and Family Applications

- Council staff or immediate family members are eligible to receive sustainability rebates if they meet the eligibility criteria on the relevant fact sheets. An immediate family member constitutes a husband, wife, partner, sibling, parent or child relationship.
- Applicants who are also Council staff and/or family members will be required to disclose this in their application.
- Applicants who are also Council staff cannot be involved in the assessment of their or their family members 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.

## Enquiries

All enquiries should be directed to:

Rachel O'Leary

Sustainability & Resilience Coordinator

Tel: 02 9083 8150

Email: [rachel.oleary@waverley.nsw.gov.au](mailto:rachel.oleary@waverley.nsw.gov.au)



\* Link -

[https://www.waverley.nsw.gov.au/\\_\\_data/assets/pdf\\_file/0020/163343/Environmental\\_Action\\_Plan.pdf](https://www.waverley.nsw.gov.au/__data/assets/pdf_file/0020/163343/Environmental_Action_Plan.pdf)

\*\* Link -

[https://www.waverley.nsw.gov.au/environment/events\\_and\\_programs/building\\_futures/sustainability\\_rebates\\_for\\_apartments\\_trial/\\_nocache](https://www.waverley.nsw.gov.au/environment/events_and_programs/building_futures/sustainability_rebates_for_apartments_trial/_nocache)