

# Milk on Tap Rebate Guidelines

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## 1. Purpose

Council is offering support for small businesses that want to upgrade to more sustainable milk dispensing systems in their cafes and food businesses. The rebates are designed to help businesses shift their operations towards a circular economy model and reduce plastic waste.

## 2. Funding available

Funding is available for milk on tap installations that replace the need for single use plastic bottles. Maximum 50% of total installation cost or up to \$500 (including GST), whichever is lesser.

### What will not funded:

- Any installation that is not a refillable and reusable keg-based milk on tap system.
- Installations that have been installed and in operation before the project's start date.
- More than one installation per business.
- A second-hand milk on tap system.

### Rebate payment:

- Applicants must provide an invoice for all items, services, activities or fees that the application is for.
- Grants are subject to GST. If your application is successful and your organisation is registered for GST, you will be required to provide a valid tax invoice to council before the rebate can be processed.
- Once council receives the signed Milk on Tap Rebate Funding Guidelines and any other required documentation, funds will be transferred electronically as soon as possible.

### Note:

- As there is limited funding available, rebates will be awarded on a first come first served basis until funds are expended.
- Applicants should be aware of their responsibilities to comply with Federal Government taxation requirements. For information or advice on whether you should be registered for GST or need an ABN, contact the Australian Taxation Office info line on 132 866 or visit the website at [www.ato.gov.au](http://www.ato.gov.au).

## 3. Eligibility

### To be eligible for rebates, the business must:

- have an Australian Business Number (ABN).
- be located within the West Torrens council area.
- be a small business i.e. employs fewer than 20 employees (full-time, parttime, casual) at the time of application or be a sole trader or part of a business partnership.
- have the appropriate licences to be operational.

### Funding will not be provided for:

- businesses located outside of West Torrens.
- political organisations or those with a political purpose.
- traders' associations and owners' corporations (strata and company owned).
- branches, franchisees or subsidiaries of larger companies.
- employees of Australian, State and Local Government agencies and bodies, foundation or grant making bodies or those that have a primary focus on fundraising.
- retrospective spending.
- payment of ongoing salaries.

- recurrent operational costs (e.g. telephone, electricity, cleaning/maintenance, ongoing Public Liability Insurance).
- businesses which are directly associated or owned by any elected member or employee of the City of West Torrens.
- City of West Torrens Elected Members and council employees are also not eligible to authorise or be listed on any grant application.

#### 4. Conditions

- Rebates are available up to 30 June 2026 or until funds are fully expended.
- The applicant agrees to own and operate the installation for at least 12 months after receiving a rebate.
- The business will take full ownership of installation and will not hold council liable for any ongoing ownership and maintenance costs.
- Rebate payment will be paid by electronic bank transfer only. No cash payments will be made.
- Payments will be made upon proof of installation including, but not limited to, invoice from installer, photos of installation and on-site verification by City of West Torrens.
- Appropriate acknowledgement of funding from the City of West Torrens and Green Industries SA must be given by the recipient in promotional material, announcements and reports of the specific project.
- The applicant agrees to participate in council's monitoring and evaluation exercise to collect plastic waste reduction data up to 12 months post installation
- Applicant agrees to promotion by City of West Torrens through various media channels.

#### 5. How to apply

- Applications must be completed online in full, or they will not be accepted.
- Council will not be responsible for any expenses incurred by an applicant in preparing their application, or as a result of an applicant anticipating approval of their application.
- The City of West Torrens logo may be used on promotional material to acknowledge sponsorship. Applications for logo use must be submitted to the City of West Torrens by emailing [info@wtcc.sa.gov.au](mailto:info@wtcc.sa.gov.au). The logo must not be acquired for use from elsewhere (i.e. downloaded from any website, scanned/photographed from a document etc). The logo is to be used in relation to the funded project only.
- If you need assistance, contact our Waste and Circular Economy Project Officer on 08 8416 6305 before lodging your application.

**Note:**

- only online applications will be considered.
- rebates are available for installations made on or after the project's launch date.
- only one application per business will be accepted.

#### 6. Privacy statement

The City of West Torrens is a public authority which is bound by the Local Government Act 1999, and other relevant legislation, to retain information and to make information publicly available. In some instances, this will require the council to publish personal information such as names and addresses of those whose information it holds. If you have any questions regarding the use of your personal information, please contact us on 8416 6333.