

Refund Point Annual Statutory Declaration Process

Refund Point Operators are required to provide a signed statutory declaration to WARRRL 20 days from the end of the financial year (30 June) which declares:

- The total number of containers, by material type, collected at each Refund Point over the last financial year.
- The total value of the Refund Amounts paid by the Operator to customers over the last financial year is true and correct.
- The number of containers, by material type, submitted into POS each week and recorded on each manifest, over the last financial year is true and correct.
- The Operator has complied with its obligations under clause 12 Fraud, in the last financial year.

(Refer to Refund Point Agreement Schedule 2 Section 2.3(f)(ii))

The following process provides Operators with step-by-step instructions on how to complete the annual statutory declaration process. Operators must complete this process and submit the completed and signed statutory declaration to WARRRL **no later than 26th July 2024**.

The Statutory Declaration template is attached to the end of these instructions. Only one declaration is required per Operator.

It is important that Operators complete **all** the steps provided to ensure the declaration is true and accurate. False or misleading declarations are an offence under the Oaths, Affidavits and Statutory Declarations Act 2005 (WA).

This process provides links to the [RPO Portal](#) for further instructions on how to complete each step. To access the RPO Portal use the password: **changemakers**

If Operators have any questions or require assistance, contact your Regional Manager immediately.

Steps to complete PRIOR to signing the statutory declaration:

1. SUBMIT CLAIMS

Operators must submit all outstanding claims for the 2023 – 2024 financial year **no later than close of business 2nd July 2024**. This is essential to ensure the statutory declaration is accurate. (For further instructions refer to process [“Submitting a late claim and its consequences”](#))

2. SUBMIT CLAIM ADJUSTMENTS

If there is a discrepancy with a claim, Operators must submit any claim adjustment to WARRRL Finance **no later than 10am WST 3rd July 2024**. Adjustments requested after this date for the previous financial year will not be processed (For further instructions refer to process [“How to perform a reconciliation”](#))

3. CHECK COMPLIANCE DOCUMENTATION

Operators should ensure they have all Bulk Declarations or Bulk Claim Arrangements (written commercial agreements) records for all transactions exceeding 1500 containers in the 2023 – 2024 financial year (For further information refer to process [“Transactions over 1,500 containers – Bulk Agreements”](#))

To check the number of transactions over 1500 that have been entered into POS, log into Power BI and go to report RC001. Refund Point Analytics > 06. POS Audit > set the date range to 1 July 2023 – 30 June 2024 > scroll to section “Transaction Banding by POS Device”.

The red square below identifies the number of transactions that exceed 1500 containers. Operators should ensure they have the equivalent number of Bulk Declarations or Bulk Claim Arrangements (commercial agreements). If Operators self-identify missing Bulk Declarations or Bulk Agreements, they should follow this up in line with the above process immediately. Following up missing Bulk Declarations does not affect the completion of the annual Statutory Declaration.

Transactions Banding by POS Device

To drill down into POS user names, right click on “POD Device Type” and select, “Expand to Next Level”

Transaction Banding	0 - 824		825 - 1500		1500 +		Total	
	Collection QTY	Total Transactions	Collection QTY	Total Transactions	Collection QTY	Total Transactions	Collection QTY	Total Transactions
[Redacted]	386,999	1,433	57,698	54	14,827	8	459,524	1,495
[Redacted]	1,974,938	6,297	347,083	331	103,765	49	2,425,786	6,677
[Redacted]	2,348,212	7,544	561,596	540	208,533	100	3,118,341	8,184

4. DOCUMENT THE TOTAL NUMBER OF ELIGIBLE CONTAINERS, BY MATERIAL TYPE FOR FINANCIAL YEAR

Operators should check the total number of containers, by material type, entered into POS over this financial year, are true and correct. This information should be recorded and provided to the authorised signatory as evidence.

To check this information in Power BI, go to report RC001. Refund Point Analytics > 03. Collections by Material Type > set the date range to 1 July 2023 – 30 June 2024 > scroll to section “Material Type by Site”.

The red section below identifies the total number of containers, per material type, entered into POS, in this financial year.

Material Type by Site

Region	Site Name	Aluminium	Glass - Mixed	PET - Clear	Liquid Paper Board	HDPE	PET - Colour	Steel	Other Materials	Total
		58,710	38,115	53,095	4,246	1,393	1,317	176		157,052
		694,437	613,464	469,469	40,109	12,478	13,295	1,342		1,844,594
		1,005,153	644,439	625,565	65,987	27,262	15,086	1,885	15	2,385,392
	Total	1,758,300	1,296,018	1,148,129	110,342	41,133	29,698	3,403	15	4,387,038
Total		1,758,300	1,296,018	1,148,129	110,342	41,133	29,698	3,403	15	4,387,038

5. DOCUMENT TOTAL VALUE OF THE REFUND AMOUNTS PAID BY THE OPERATOR TO CUSTOMERS FOR THE FINANCIAL YEAR

Operators should check Power BI to confirm the total refund amounts provided to customers is equivalent to the total amount submitted by the Operator (payment claims) for the financial year.

To check this information in Power BI go to report RC001. Refund Point Analytics > 05. Collections by Payment Method > set the date range to 1 July 2023 – 30 June 2024 > scroll to section “Payment Method over Time”.

The red sections below identify the total amounts calculated in POS. These amounts should be equivalent to the total amount of payment claims made in the financial year.

Payment Method	BANK		CASH		OTHER		PAYPAL	
	Collection QTY	Total Transactions	Collection QTY	Total Transactions	Collection QTY	Total Transactions	Collection QTY	Total Tr
07/03/2022 - 13/03/2022	35,898	107	199,063	511				
14/03/2022 - 20/03/2022	48,002	127	248,381	651				145
21/03/2022 - 27/03/2022	39,449	120	245,447	635				264
28/03/2022 - 03/04/2022	42,884	126	229,473	607				363
04/04/2022 - 10/04/2022	38,097	117	240,090	614				550
11/04/2022 - 17/04/2022	34,273	104	184,207	495				37
18/04/2022 - 24/04/2022	28,924	96	238,448	606				
25/04/2022 - 01/05/2022	44,862	119	197,958	528				
02/05/2022 - 08/05/2022	37,230	99	224,677	591				
09/05/2022 - 15/05/2022	27,789	86	196,073	510	1	1		
16/05/2022 - 22/05/2022	12,799	47	119,169	328				
Total	669,692	2,019	3,926,969	10,401	1	1		2,135

The table below is a suggested format to use to record the total refund amounts by payment type. This information should be provided to the authorised signatory as evidence.

Payment Type	Container QTY	Amount Paid (QTY x \$0.1)
Scheme Account (Bank & Paypal)		\$
Cash		\$

Cash Equivalent (Other/Voucher)		\$
Total		\$

Whilst this information is not required to be entered into the Statutory Declaration, the Operator is required to have auditable systems in place which can be requested and reviewed at WARRRL's request. (Refund Point Agreement clause 11 Information, Audits and Reporting)

Steps to complete when signing the statutory declaration:

1. IDENTIFY THE ORGANISATIONS AUTHORISED SIGNATORY

This is the person authorised in the organisation to sign official documents such as:

- Sole trader business owner
- CEO
- Company officer such as director or company secretary
- Incorporated association president

2. PREPARE THE STATUTORY DECLARATION

Complete the highlighted fields in the declaration template prior to signing including:

- The declarants full name, address and occupation
- The Operators full legal name

3. SIGN STATUTORY DECLARATION IN PRESENCE OF APPROVED WITNESS

Check the statutory declaration to ensure all highlighted fields have been completed and are accurate prior to signing. The authorised signatory must sign the statutory declaration in the presence of an approved witness. To identify an approved witness, refer to the [approved witness list](#).

4. SUBMIT THE STATUTORY DECLARATION

Email a scanned copy of the signed statutory declaration only to audit@warrri.com.au **no later than 26th July 2024**.

The Operator should keep all records of any calculations and communications for audit purposes.

If the statutory declaration has not been completed in full, the Operator may be requested to complete a new one.

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

I, _____ (declarant's full name)
of, _____ (declarant's address)
_____ (declarant's occupation),

sincerely declare as follows -

1. Unless otherwise defined in this declaration, capitalised terms have the same meanings as in the Refund Point Agreement between _____ **(Operator)** and WA Return Recycle Renew Ltd ACN 629 983 615 **(Agreement)**.
2. The information in this declaration relates to the 2023-2024 financial year **(Financial Year)** and the Operator Refund Points operated by the Operator pursuant to the Agreement.
3. The total number of Containers, by Material Type, collected at each Refund Point operated over the Financial Year is that which has been submitted to the Principal by or on behalf of the Operator via the IT Platform as at the date of this declaration.
4. The total value of the Refund Amounts paid by the Operator to Customers over the last Financial Year is that which has been submitted to the Principal by or on behalf of the Operator via the IT Platform as at the date of this declaration.
5. The information contained in each declaration submitted under section 2.3(f)(i) of Schedule 2 of the Agreement over the Financial Year is true and correct.
6. The Operator has complied with its obligations under clause 12 of the Agreement in the Financial Year.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the Oaths, Affidavits and Statutory Declarations Act 2005 (WA) at _____ (location) on _____ (date)
by -

Signature of person making the declaration

In the presence of –

Signature of authorised witness

Name of authorised witness

Qualification of authorised witness