



Recycling Panel Application Form

WA Container Deposit Scheme

Instructions to Applicants

Applicants should note the following instructions in relation to the preparation of their Applications:

- 1 Applicants must read and consider the Application Pack before completing this Application Form, including Section 4 – How to Apply.
 - Applicants must complete every section of this Application Form marked with **[square brackets]** by replacing the bracketed italicised instructions with the Applicant's response.
- 2 Applicants should not include any corporate marketing brochures or similar materials in their Application.
 - Completed Application Forms should be returned to WA Return Recycle Renew Ltd by email to Recycling in Microsoft Word format with relevant attachments.

1 Application Acknowledgement

Applicants are to complete the below Application Acknowledgment.

To WA Return Recycle Renew Ltd (WARRRL),

Western Australia Container Deposit Scheme – Recycling Panel Application Acknowledgment

In submitting this Application to WARRRL, [Insert name of Applicant]:

- 1 confirms that this Application is true and accurate in all material respects;
- 2 confirms that a signed Conflict of Interest Declaration Form is attached to this Application, identifying any actual, potential or perceived conflicts of interest arising from the Applicant's proposed participation in the Scheme as an approved recycler and any other participation in the Scheme of the Applicant, a related body corporate of the Applicant or any other person;
- 3 agrees to the Terms and Conditions set out in Section 5 of the Application Pack; and
- 4 confirms acceptance of the Recycling Panel Agreement provided as Attachment A to the Application Pack.

Yours faithfully

[Signature of Applicant signatory]

[Applicant signatory details]

[Applicant name]

[Applicant address]

[Date]

2 Applicant Details

Applicants are required to provide the details outlined in the table below.

General Information on the Applicant

Applicant name [Applicant to complete]

Applicant contact details [Applicant to complete]
(postal address, email address and phone number)

Key contact details [Applicant to complete]
(individual representative contact name, position, email address and phone number for questions related to the Applicant's application)

Type of entity (e.g. individual, body corporate and details of any trust if acting as trustee) [Applicant to complete]

Names of all directors and other officers, or persons fulfilling an equivalent role, whatever called [Applicant to complete]
(including detail of any changes to the persons occupying those positions in the past 12 months)

Names of shareholders,
members or unit
holders *[Applicant to complete]*

ABN and ACN *[Applicant to complete]*

Is the Applicant registered
for GST? *[Applicant to complete]*

Registered address *[Applicant to complete]*

Conflict of Interest
Declaration Form *[Applicant to complete Section 7 of the Application Form]*

[Failure to disclose any actual, potential or perceived conflicts of interest arising from the Applicant's proposed participation in the Scheme as an approved recycler and any other participation in the Scheme of the Applicant, a related body corporate of the Applicant or any other person]

3 Operational Information

Applicants must use the following table to provide operational details.

Operational Information

Nature of Current Operations: *[Applicant to complete]*

Provide an overview of the Applicant's operations including industry, sector, nature of work, scope of operations, operational history and operating area.

Relevant Experience: *[Applicant to complete]*

Provide an overview of relevant experience in Australia, including: type and volume of materials the Applicant purchases and end use of those materials.

Operational Readiness:
indicate when the Applicant would be ready to commence purchasing Scheme material for recycling or export to recyclers.

Intended Operations: *[Applicant to complete]*

Provide an overview of how the Applicant proposes to deal with Scheme materials, including:

- a) What the Applicant proposes to do

with the Scheme materials

- b) The Applicant's current operating capacity
- c) The Applicant's current intake

If the Applicant is a recycler, the Applicant is encouraged to provide site maps, photos, plans or videos of the Applicant's facility with its application.

If the Applicant is a broker, details of to whom the Applicant will be selling Scheme material to, an overview of their operations, location and any other relevant details to support the Applicant's application

Export Countries: If applicable, provide a list of countries to which the Applicant plans to export Scheme material. Provide details, and attach evidence, of the Applicant's export licence.

[Applicant to complete. If documents are publicly accessible online, please provide the relevant url. Otherwise, please attach to the Applicant's completed application form]

Export Procedure: If applicable, outline the Applicant's export procedure to ensure materials will exit Australia within 60 days of invoice date (GST requirement).

[Applicant to complete]

If applicable, outline how the Applicant's

export procedure will comply with the above GST requirement if the Applicant is not registered for GST.

Recycling Procedure:*[Applicant to complete]*

Outline how the Applicant proposes to prove the Scheme materials the Applicant purchases have been recycled. Please note the approved recycler quarterly statutory declaration requirements outlined in the Application Pack.

4 Mission Criteria and Capability

Applicants must complete the following table outlining their understanding and alignment with the Western Australian Container Deposit Scheme.

Mission Criteria and Capability

Corporate Responsibility and/or Environmental Policy: Provide details of the Applicant's relevant corporate responsibility or environmental policy documents and environmental licenses, supporting the Applicant's alignment with the Scheme objectives. Attach Corporate Responsibility and/or Environmental Policy (if in existence).

[Applicant to complete. If documents are publicly accessible online, please provide the relevant url. Otherwise, please attach to the Applicant's completed application form]

Effectivity: Provide an outline of the Applicant's current material infeed and the percentage yield. If the Applicant has a yield loss, specify whether this treated as waste or utilised as a by-product. Outline any secondary markets for the Applicant's by-products.

[Applicant to complete]

Subcontractors: Provide details of if and how any subcontractors are or will be engaged by the Applicant in its operations e.g. for

logistics only, to manage the operation of the plant.

Financial Statements:

Attach the Applicant's audited financial statements for the last three years (preferred).

In the absence of financial statements for that period, **a letter from the Applicant's accountant is required** confirming the Applicant is solvent, **compliant with applicable financial legislation including GST and possesses the necessary liquidity to pay** for purchases of Scheme material when due.

[Applicant to complete. If documents are publicly accessible online, please provide the relevant url. Otherwise, please attach to the Applicant's completed application form]

Social enterprise and community

organisation: Provide details of opportunities provided by the Applicant for social enterprise and / or community organisations. Provide details of where the Applicant would, if approved, locate its operations as an approved recycler and any increased employment that would result from that approval.

5 Organisational Compliance

Organisational Compliance

Details of any material regulatory or law enforcement agency investigations against the Applicant or any of its related bodies corporate (as defined in the *Corporations Act 2001* (Cwth)) or directors or senior managers of the Applicant in the last three years including outcomes. *[Applicant to complete]*

Details of any material current or pending litigation against the Applicant or any of its related bodies corporate (as defined in the *Corporations Act 2001* (Cwth)) or directors or senior managers of the Applicant. *[Applicant to complete]*

Provide details of the Applicant's OHS procedure. Include the last review date of the Applicant's procedure and the frequency of reviews.

If a broker, provide details on how the Applicant review the OH&S procedures in place at the end recycler.

Provide details and attach evidence of insurance levels relevant to a business in the recycling industry, including:

[Applicant to complete. If documents are publicly accessible online, please provide the relevant url. Otherwise, please attach to the Applicant's completed application form]

1. public and product liability insurance for an amount not less than \$20 million per occurrence; and
2. for the amount required by law:
 - Workers compensation insurance
 - Comprehensive motor vehicle insurance

Attach Insurance Certificates.

Provide details of any other matter that could have a material impact on the Applicant's adherence to Scheme objectives and requirements or its suitability as an approved recycler or the financial capacity and standing of the Applicant or any of its related bodies corporate, including any parent entity providing a guarantee or other form of support.

[Applicant to complete]

6 6. References

Applicants must provide reputable Australian referees to support their applications.

Applicants with an ABN must provide 2 Australian referees. Applicants without an ABN must provide 4 Australian referees.

Reference 1

Name

Address

Contact Name

Contact Number

Details of relationship

Reference 2

Name

Address

Contact Name

Contact Number

Details of relationship

Reference 3

Name

Address

Contact Name

Contact Number

Details of relationship

Reference 4

Name

Address

Contact Name

Contact Number

Details of relationship

7 Conflict of Interest Declaration

This declaration describes any actual, potential or perceived conflicts of interest arising from the Applicant's proposed participation in the Scheme as an approved recycler and any other participation in the Scheme of the Applicant, a related body corporate of the Applicant or any other person.

Declaring a conflict of interest will not exclude an Applicant from applying to be an approved recycler.

Actual, potential or perceived conflicts of interest can occur at any time, and are a normal part of life. It is however important that Applicants identify and declare actual, potential or perceived conflicts of interest. If in doubt, it is recommended to disclose any potential conflicts.

If the Applicant has nothing to declare, please complete "Conflict of Interest – Nothing to Declare". If the Applicant has something to declare, please complete "Conflict of Interest to Declare".

Applicant Name

Conflict of Interest – None to Declare

The Applicant is aware of the importance of disclosing conflicts of interest and the Applicant declares that, to the best of the Applicant's knowledge:

1. *There is no actual, perceived or potential conflict of interest arising from the Applicant's proposed participation in the Scheme as an approved recycler and any other participation in the Scheme of the Applicant, a related body corporate of the Applicant or any other person, including as:*
 - *Refund Point Operators (RPOs)*
 - *Processing Providers*
 - *Material Recovery Facilities Operators (MRFOs)*
 - *Recyclers*
2. *The Applicant is not aware of any other matter which might create a perception of a conflict of interest.*

The Applicant undertake to advise WARRRL of any conflict of interest issue which arises in the future.

Declared by, or for and on behalf of, the Applicant by:

Full Name

Position

Signature

Date

Conflict of Interest to Declare

[Applicant to complete]

[Provide details of any actual, potential or perceived conflicts of interest arising from the Applicant's proposed participation in the Scheme as an approved recycler and any other participation in the Scheme of the Applicant, a related body corporate of the Applicant or any other person, including details of:]

- *The nature of the conflict*
- *Relevant third parties and the nature of their participation in the Scheme*
- *How the Applicant proposes to eliminate or manage the conflicts of interest]*

Declared by, or for and on behalf of, the Applicant by:

Full name

Position

Signature

Date

8 Agreement Data

In the event that the Applicant's application is successful, WARRRL will require the following information to prepare an executable version of the Recycling Panel Agreement. Please refer to the Recycling Panel Agreement for more information.

Data to be included in Schedule 1: Reference Schedule of the Recycling Panel Agreement

Party Representative: *[Applicant to complete]*

Executive Negotiator: *[Applicant to complete]*

Postal Address for Notices: *[Applicant to complete]*

Email Address for Notices: *[Applicant to complete]*

Bank Account Name: *[Applicant to complete]*

Bank Branch Name: *[Applicant to complete]*

Bank Account Number: *[Applicant to complete]*

BSB: *[Applicant to complete]*

9 Agreement

Please ensure the Applicant reads the template Recycling Panel Agreement in full prior to submitting the Applicant's application, as the Applicant will be required to execute an agreement in that form if the Applicant's application is successful.