



Government of **Western Australia**  
Department of **Water and Environmental Regulation**

# Reporting Code: Reporting requirements for the Coordinator

Container deposit scheme

Department of Water and Environmental Regulation  
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# 1. Purpose

Regulation 3 of the *Waste Avoidance and Resource Recovery (Container Deposit Scheme) Regulations 2019* (the Regulations) defines the Reporting Code as a document which sets out the information that the Coordinator is required to include on the scheme's website or in a report. This document is the Reporting Code for that purpose.

## 2. Coordinator reporting obligations

The Regulations require that the Coordinator must establish and maintain a website which contains the information required to be published, including an annual report, quarterly report and monthly report.

Section 3 of the Reporting Code specifies the reporting requirements by the frequency of reporting.

## 3. Reporting requirements

### 3.1 Annual report

The Regulations set out the process and the timing of:

- (i) submission of the annual report to the Minister
- (ii) publication of the annual report on the Coordinator's website.

Table 1 specifies the annual reporting requirements for the Coordinator before commencement of the Container Deposit Scheme (CDS). Table 2 specifies the annual reporting requirements for the Coordinator on commencement of the CDS and throughout the duration of the CDS. Where the last day of a reporting period falls on a day that is after the commencement of the CDS, the reporting requirements in Table 2 apply.

*Table 1: Annual reporting requirements for the Coordinator before commencement of the CDS*

<b>Ref</b>	<b>Reporting requirement</b>	<b>Publication requirements</b>
A0.1a	By no later than 31 October 2020, unaudited annual financial statements for the year.	Report to Minister
A0.1b	By no later than 31 December 2020, annual financial statements for the year that have been audited by an independent auditor.	Published annual report and website
A0.2	<p>The Coordinator's total operating cost and revenue breakdown for the reporting period. This cost and revenue information must include but is not limited to the Coordinator administration costs including, and broken down by:</p> <ul style="list-style-type: none"> <li>(i) staff costs (including directors' fees and employee costs)</li> <li>(ii) operating costs, including rent, office supplies and general expenses</li> <li>(iii) professional fees (including payments to advisers and service providers, and insurances)</li> <li>(iv) taxation (where applicable).</li> </ul>	Report to Minister

A0.3	<p>The number of agreements by agreement type in force at the end of the reporting period, and new agreements signed and agreements terminated during the reporting period. Agreement types include:</p> <ul style="list-style-type: none"> <li>a) supply agreements</li> <li>b) refund point agreements</li> <li>c) material recovery agreements</li> <li>d) export rebate agreements</li> <li>e) agreements with processors</li> <li>f) agreements with logistics providers</li> <li>g) arrangements with recyclers.</li> </ul>	Published annual report and website
A0.18	<p>The amount of funds spent by the coordinator on public education and awareness during the reporting period; a summary of actions taken to promote the CDS and refund point locations during the reporting period; and results of surveys undertaken on the level of public awareness about the CDS.</p>	Published annual report and website
A0.25	<p>Details of any directions given by the Minister under section 47ZP; actions taken in response; and any outcomes resulting from these actions.</p>	Report to Minister
A0.27	<p>Any new arrangements or departures from the existing confidentiality arrangements that the Coordinator has undertaken during the reporting period for the protection of confidentiality of commercial information provided to the Coordinator by first responsible suppliers.</p>	Report to Minister



**Table 2: Annual reporting requirements for the Coordinator after commencement of the CDS**

Ref	Reporting requirement	Publication requirements
A1	Annual financial statements for the year that have been audited by an independent auditor.	Published annual report and website
A2	<p>The Coordinator’s total operating cost and revenue breakdown for the reporting period. This cost and revenue information must include but is not limited to:</p> <ul style="list-style-type: none"> <li>a) amounts paid or received under the following agreements or arrangements, broken down by type of agreement, which are: <ul style="list-style-type: none"> <li>(i) supply agreements</li> <li>(ii) refund point agreements, including the refund amount and the refund point handling fees, to be broken down by region</li> <li>(iii) material recovery agreements, broken down by type of material recovery facility</li> <li>(iv) export rebate agreements</li> <li>(v) agreements with processors</li> <li>(vi) agreements with logistics providers</li> <li>(vii) arrangements with recyclers</li> </ul> </li> <li>b) Coordinator administration costs including, and broken down by: <ul style="list-style-type: none"> <li>(i) staff costs (including directors’ fees and employee costs)</li> <li>(ii) operating costs, including rent, office supplies and general expenses</li> <li>(iii) professional fees (including payments to advisers and service providers, and insurances)</li> <li>(iv) taxation (where applicable).</li> </ul> </li> </ul>	Report to Minister

Ref	Reporting requirement	Publication requirements
A3	<p>The number of agreements by agreement type in force at the end of the reporting period, and new agreements signed and agreements terminated during the reporting period. Agreement types include:</p> <ul style="list-style-type: none"> <li>a) supply agreements</li> <li>b) refund point agreements</li> <li>c) material recovery agreements</li> <li>d) export rebate agreements</li> <li>e) agreements with processors</li> <li>f) agreements with logistics providers</li> <li>g) arrangements with recyclers.</li> </ul>	Published annual report and website
A4	<p>Current and historical figures (up to five years from the appointed day) showing the amounts charged to first responsible suppliers under supply agreements; including the total annual amount charged to first responsible suppliers, as well as the cost charged per material type and aggregated by material type (materials are to be grouped together by material type but not separated by reference to the first responsible supplier in order to maintain confidential information of first responsible suppliers).</p>	Published annual report and website
A5	<p>Current and historical figures (up to five years from the appointed day) showing the average rate per region of the handling fee payable to refund operators during the reporting period.</p>	Report to Minister
A6	<p>Current and historical figures (up to five years from the appointed day) showing total numbers of containers sold in Western Australia by container material type.</p>	Published annual report and website
A7	<p>Total number of containers that have been collected by material recovery facilities and total number of containers returned to refund points, broken down by material type:</p> <ul style="list-style-type: none"> <li>a) across the state</li> <li>b) by region</li> </ul> <p>for the reporting period.</p>	Published annual report and website

Ref	Reporting requirement	Publication requirements
A8	Total weight of each material processed by material recovery facilities or processors, broken down by material type for the reporting period.	Published annual report and website
A9	<p>Actual statewide recovery rate for the current and previous three reporting periods (where applicable) by material type for material recovery facilities and refund points.</p> <p>The results are to be compared with the target which is to be achieved in accordance with the Regulations.</p>	Published annual report and website
A10	<p>The number of each type of refund point for the metropolitan area and each region operating at the end of the reporting period.</p> <p>Evidence that the access principles described in the minimum network standards have been met, including a record of the percentage of refund points in each region that:</p> <ul style="list-style-type: none"> <li>a) provide opening times that accord with requirements under the minimum network standards</li> <li>b) are within each of the regional categories</li> <li>c) provide disability access.</li> </ul>	Published annual report and website
A11	<p>Destination (overseas, interstate, local) of collected or returned containers for each material type for the reporting period:</p> <ul style="list-style-type: none"> <li>a) where the material is sold to a recycler based in Western Australia, for each material type: weight of material and destination country or state of material if known</li> <li>b) where the material is sold to a recycler based in an Australian state or territory other than Western Australia, for each material type: weight of material and destination country or state of material if known</li> <li>c) where the material is sold to a recycler based overseas, for each material type: weight of material by destination country of the first recipient and subsequent recipient if known.</li> </ul>	Published annual report and website

Ref	Reporting requirement	Publication requirements
A12	The number of CDS services that are operated (or jointly operated) by social enterprises, including a breakdown by region, in force at the end of the reporting period, and new operations commencing and operations terminated during the reporting period.	Published annual report and website
A13	Total aggregated payments to social enterprises for CDS services, including a breakdown by region for the reporting period.	Published annual report and website
A14	The number of customer scheme accounts that are registered to social enterprises.  Total aggregated payments to social enterprises through customer scheme accounts for the reporting period.	Published annual report and website
A15	An estimate of the total number of direct paid and unpaid (volunteer) employees involved with CDS services, including a breakdown by region, at the end of the reporting period.  An estimate of the total number of direct employment positions occupied by people with disabilities and people unemployed for 52 weeks or longer, including a breakdown by region, at the end of the reporting period.	Published annual report and website
A16	Actions taken in connection with any suspected or confirmed false claims for payment made by refund point operators, material recovery facility operators or any other person during the reporting period.	Report to Minister
A17	The number of false claims referred to the department responsible for administering Part 5A of the <i>Waste Avoidance and Resource Recovery Act 2007</i> (the Act) for enforcement action during the reporting period.	Published annual report and website
A18	The amount of funds spent by the coordinator on public education and awareness during the reporting period; a summary of actions taken to promote the CDS and refund point locations during the reporting period; and results of surveys undertaken on the level of public awareness about the CDS.	Published annual report and website

Ref	Reporting requirement	Publication requirements
A19	Levels of customer satisfaction with the operation of the CDS based on an annual survey. The survey should include representative samples of populations from all regions and regional categories. Results of the survey should be broken down by region and by regional categories.	Report to Minister
A20	Levels of refund point operator and material recovery facility operator satisfaction with the Coordinator of the CDS based on an annual survey. The survey must invite participation from all refund point operators and material recovery facility operators. Results of the survey to be broken down by region and by regional categories.	Report to Minister
A21	The number and type of complaints that the Coordinator has received from CDS services or scheme participants during the reporting period; the Coordinator's actions taken in response to each of the complaints; and outcomes of each of the complaints.	Report to Minister
A22	The number and type of complaints that the Coordinator has received from members of the public during the reporting period; the Coordinator's actions taken in response to each of the complaints; and outcomes of each of the complaints.	Report to Minister
A23	Annual summary of audits undertaken of first responsible suppliers to check that the number of containers that each first responsible supplier has declared to have supplied within the period is an accurate reflection of the actual number of containers supplied; and discrepancies between what first responsible suppliers have reported to the Coordinator, and the audit findings.	Report to Minister
A24	A summary of any suspected or alleged breach of environmental law or occupational health and safety incidents occurring in the course of collection, handling or transportation of containers in connection with the operation of the CDS identified by the Coordinator during the reporting period resulting in either:	Published annual report and website

Ref	Reporting requirement	Publication requirements
	<ul style="list-style-type: none"> <li>a) the requirement of a person to notify a public office holder or public authority if a particular incident occurs</li> <li>b) a breach confirmed by the relevant authority, or investigation by the relevant authority of a potential breach of an environmental law or an occupational health and safety law.</li> </ul>	
A25	Details of any directions given by the Minister under section 47ZP; actions taken in response; and any outcomes resulting from these actions.	Report to Minister
A26	<p>To the extent allowable by law, details of any breaches or non-compliances by any person of the Act or Regulations that has been confirmed by the relevant authority, including but not limited to:</p> <ul style="list-style-type: none"> <li>a) the reasons for any failure of the Coordinator to meet a performance target during the reporting period</li> <li>b) the reasons for any failure of the Coordinator to comply with the minimum network standards during the reporting period,</li> </ul> <p>and how these breaches or non-compliances were or are being rectified.</p>	Published annual report and website
A27	Any new arrangements or departures from the existing confidentiality arrangements that the Coordinator has undertaken during the reporting period for the protection of confidentiality of commercial information provided to the Coordinator by first responsible suppliers.	Report to Minister

## 3.2 Quarterly

The Regulations set out the process and the timing of submission of the quarterly report to the Minister.

Quarterly reporting is primarily required during the establishment of the CDS and quarterly reporting requirements will be reviewed within two years of the commencement date of the CDS.

Table 3 specifies the quarterly reporting requirements for the Coordinator before commencement of the CDS. Table 4 specifies the quarterly reporting requirements for the Coordinator on commencement of the CDS and throughout the duration of the CDS. Where the last day of a reporting period falls on a day that is after the commencement of the CDS, the reporting requirements in Table 4 apply.

*Table 3: Quarterly reporting requirements for the Coordinator before commencement of the CDS*

<b>Ref</b>	<b>Reporting requirement</b>	<b>Publication requirements</b>
Q0.1	The number of full-time and part-time refund points including the type of refund point, whether fixed or mobile, and hours of operation, by region, in respect of which the Coordinator has entered refund point agreements at the end of the reporting period.	Report to Minister

*Table 4: Quarterly reporting requirements for the Coordinator after commencement of the CDS*

<b>Ref</b>	<b>Reporting requirement</b>	<b>Publication requirements</b>
Q1	The number of first responsible suppliers with whom a supply agreement has been in force at any time during the reporting period.	Website
Q2	Total number of containers sold in Western Australia by container material type.	Website
Q3	The number of containers for which refund amounts have been paid by refund point operators during the reporting period, by region and by material type.	Website
Q4	The number of containers for which recovery amounts have been paid by the Coordinator to material recovery facility operators during the reporting period.	Website
Q5	Total weight of material types collected and delivered for recycling under the CDS, listed by material types.	Website

Ref	Reporting requirement	Publication requirements
Q6	Any information specified in the business plan or the strategic plan that is to be in the quarterly report.	Website
Q7	The number and type of complaints that the Coordinator has received from CDS services or scheme participants during the reporting period; the Coordinator's actions taken in response to each of the complaints; and outcomes of each of the complaints.	Report to Minister
Q8	The number and type of complaints that the Coordinator has received from members of the public during the reporting period; the Coordinator's actions taken in response to each of the complaints; and outcomes of each of the complaints.	Report to Minister



### 3.3 Monthly

The Regulations set out the process and the timing of monthly reporting requirements to the Minister.

Monthly reporting is primarily required during the establishment of the CDS and monthly reporting requirements will be reviewed within two years of the commencement date of the CDS.

Table 5 specifies the monthly reporting requirements for the Coordinator before commencement of the CDS. Table 6 specifies the monthly reporting requirements for the Coordinator on commencement of the CDS and throughout the duration of the CDS. Where the last day of a reporting period falls on a day that is after the commencement of the CDS, the reporting requirements in Table 6 apply.

*Table 5: Monthly reporting requirements for the Coordinator before commencement of the CDS*

<b>Ref</b>	<b>Reporting requirement</b>	<b>Publication requirements</b>
M0.1	The number of full-time and part-time refund points including the type of refund point, whether fixed or mobile and hours of operation, by region, in respect of which the Coordinator has entered refund point agreements at the end of the reporting period.	Report to Minister

*Table 6: Monthly reporting requirements for the Coordinator after commencement of the CDS*

<b>Ref</b>	<b>Reporting requirement</b>	<b>Publication requirements</b>
M1	The location and hours of operation of all refund points and whether the refund point is operated by or jointly with a social enterprise, and if so, where possible, the name of the social enterprise.	Website
M2	The number of containers for which refund amounts have been paid by refund point operators during the reporting period, by region and by material type.	Website
M3	Total weight of various material types collected and delivered for recycling under the CDS, listed by material types.	Website
M4	The balance of the scheme account on the last day of the month, which has been verified by the CEO of the Coordinator.	Report to Minister

## 4. Definitions

Terms within this Reporting Code have the same meaning as defined within the Act and the Regulations. Additional terms and abbreviations used can be defined as follows:

### Definitions and abbreviations

Act	<i>Waste Avoidance and Resource Recovery Act 2007</i>
appointed day	The day fixed by the Minister by order published in the gazette to be the appointed day for the purpose of section 47M of the Act
CDS	The container deposit scheme established pursuant to the Act
CDS services	Services within the CDS that are provided in the chain of custody from the receipt of the eligible container to final provision to a recycler or their agent. Includes but is not limited to refund points, processors and transport logistics
complaint	A formal lodgement (written or verbal) of a statement of dissatisfaction with the implementation or operation of the CDS.
container recovery rate	<p>The proportion of containers returned or collected during the period, expressed as a percentage, worked out using the formula:</p> $R = \frac{C+M}{S-E} \times 100$ <p>Where:</p> <ul style="list-style-type: none"> <li>• R is the container recovery rate for the period</li> <li>• C is the number of containers returned to a refund point during the period</li> <li>• M is the number of containers collected or received by an MRF operator during the period (other than containers returned to a refund point)</li> <li>• S is the number of containers used for beverage products which were first supplied in the state during the period</li> <li>• E is the number of scheme containers (as defined in section 47P(1) of the Act) used for beverage products that were exported (as set out in section 47P(2) of the Act) by a person during the period</li> </ul>
customer scheme account	Electronic customer accounts managed by the Coordinator and delivered through the Coordinator's IT platform, which

	allow customers (including individuals, businesses and social enterprises) to register and be paid refund amounts directly to their nominated bank account by the Coordinator at the direction of refund point operators.
financial statements	Income statement, balance sheet and cash flow report
minimum network standards	The document titled <a href="#">Minimum network standards: Refund point locations and hours of operation</a> prepared pursuant to the Regulations
quarter	In a financial year, 'quarter' refers to the following periods: <ul style="list-style-type: none"> <li>a) 1 July to 30 September</li> <li>b) 1 October to 31 December</li> <li>c) 1 January to 31 March</li> <li>d) 1 April to 30 June</li> </ul> 'quarterly' has a corresponding meaning
region	As defined in the minimum network standards
regional categories	As defined in the minimum network standards
Regulations	<i>Waste Avoidance and Resource Recovery (Container Deposit Scheme) Regulations 2019</i> , as amended from time to time
reporting period	Refers to the period under which the term is respectively mentioned (i.e. annual, quarterly, monthly)
social enterprises	Refers to: <ul style="list-style-type: none"> <li>a) any not-for-profit body incorporated under the <i>Associations Incorporation Act 2015</i> where all property and income must be applied solely to the promotion of the objects of the incorporated association</li> <li>b) organisations that apply commercial strategies for the dominant purpose of maximising improvements in social and environmental wellbeing of the wider community</li> <li>c) entities that are registered with the Australian Charities and Not-for-profits Commission.</li> </ul>
type of refund point	These align with the requirements of the minimum network standards: <ul style="list-style-type: none"> <li>• full-time refund points will provide a minimum of 35 hours per week, including at least four weekend hours</li> <li>• stationary flexible refund points will provide a minimum of 16 ordinary hours per fortnight, including at least eight weekend hours.</li> </ul>

## 5. Review of Reporting Code

The Reporting Code will be reviewed, at a minimum, within five years of its publication, but may be reviewed more frequently when considered appropriate by the Chief Executive Officer of the Department of Water and Environmental Regulation.

The quarterly and monthly reporting requirements will be reviewed within two years of the commencement date of the CDS.