



**QLD Container Refund
Scheme**

Container Refund Point Operator

Application Information Pack

October 2024

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1. Introduction

1.1. Queensland's Container Refund Scheme

In September 2017, the Queensland Government amended the *Waste Reduction and Recycling Act 2011* (the Act) introducing the Scheme which commenced on 1 November 2018.

The Scheme aims to increase the rate of recycling and to reduce the impact of beverage container litter on the natural environment. The Scheme has been well received with Queenslanders returning over 8.1 billion containers through CRPs and material recovery facilities at the end of financial year since Scheme launch.

The Scheme aims to encourage the collection and recycling of empty beverage containers by providing incentives in the form of a 10-cent refund amount on the return of an eligible container to a CRP. As at 1 November 2023, the Scheme expanded to include wine and spirit glass containers.

As stated in the Act, the Scheme aims to:

- Increase the recovery and recycling of empty beverage containers;
- Reduce the number of empty beverage containers that are littered or disposed of to landfill;
- Ensure the manufacturers of beverage products meet their product stewardship responsibility in relation to their beverage products;
- Provide opportunities for social enterprise, and benefits for community organisations; and
- Complement existing collection and recycling activities for recyclable waste.

The Scheme will apply to most beverage containers between 150ml and 3L in size (refer to **Section 2.5** or further information on containers eligible for a refund amount in the Scheme).

1.2. About COEX

COEX has been appointed the Product Responsibility Organisation (**PRO**) by Government to deliver the Scheme.

As PRO, COEX is responsible for:

- **Scheme Accessibility** - Establishing a network of CRPs to provide communities in Queensland with access to a places to return eligible containers;
- **Product Stewardship** - Ensuring that Beverage Manufacturers fund the Scheme;
- **Scheme Payments** - Setting and facilitating payments under the Scheme;
- **Scheme Awareness** - Promoting the Scheme and managing of complaints with respect to both members of the public and Scheme Participants;
- **Recycling** - Ensuring ongoing, efficient and effective arrangements are available in Queensland for empty eligible containers to be collected, sorted and recycled; and
- **Scheme Integrity** - Ensuring that the Scheme is transparent, fair and equitable.

For further information please visit COEX's website: www.containerexchange.com.au

1.3. Who is invited to Apply

Since deployment of the Scheme, COEX has conducted various sourcing processes to identify and select suitable CRPOs to deliver the Scheme.

Interested businesses, charities and other organisations are all encouraged to participate in the delivery of CRPs and partner with COEX to deliver the Scheme.

COEX is seeking applications from new and potential business partners to expand its network of CRPs to word towards providing communities in Queensland with access to a place to return empty beverage containers for payment of refund amounts.

1.4. Purpose of this Application Information Pack

COEX invites interested businesses, community groups, charities and organisations to apply to become a CRPO.

Interested applicants must make themselves familiar with this Application Information Pack and apply through the Application Form, via our website. This is an integral part of the sourcing process.

1.5. Structure of the Application Information Pack

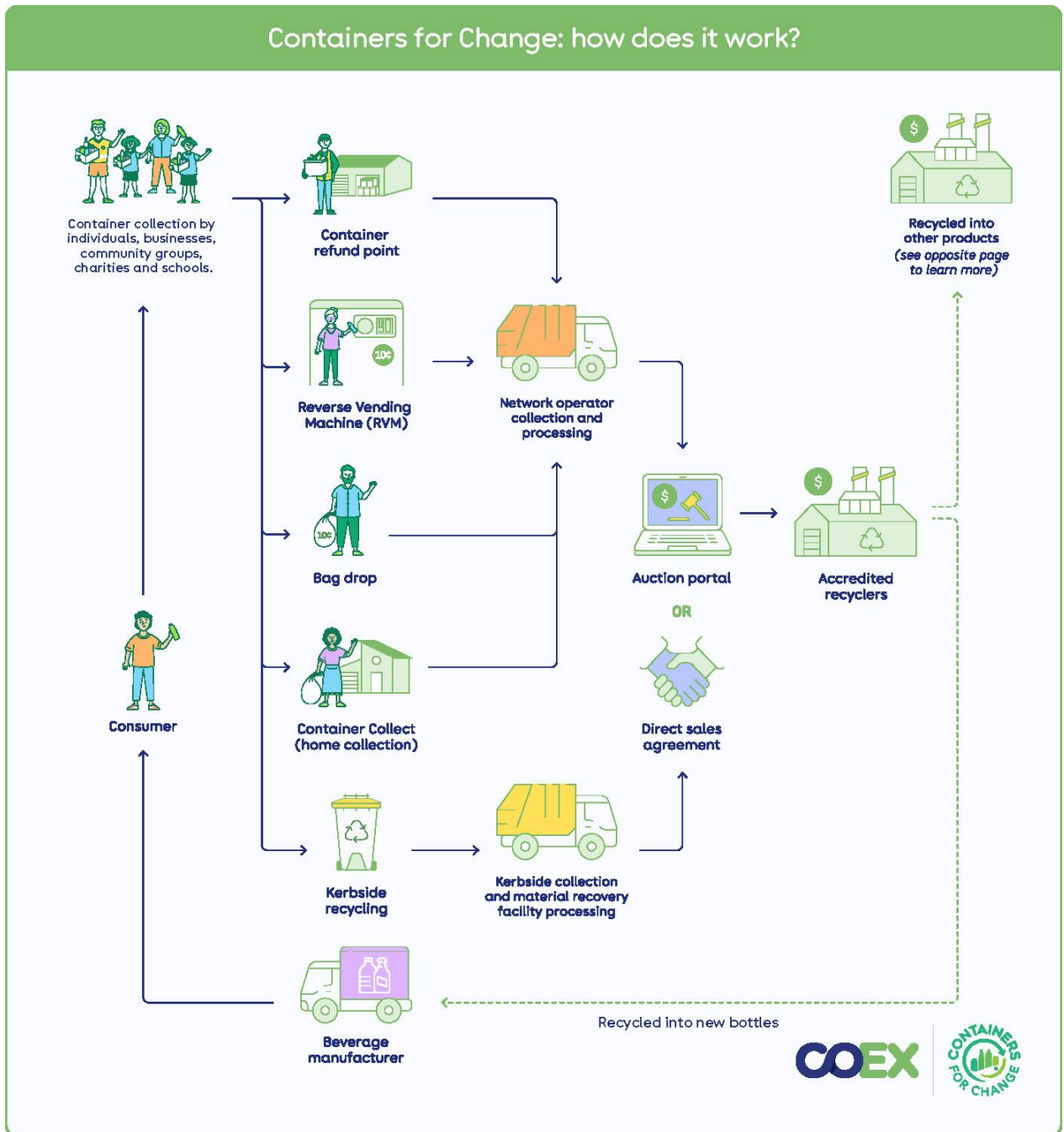
This Application Information Pack comprises of the following sections:

- **Section 2:** Role of Container Refund Operators
- **Section 3:** COEX IT Platform
- **Section 4:** COE Asset Leasing Program

1.6. Scheme structure

The Scheme has been designed to facilitate the active participation of small businesses, community groups and charities.

The figure below provides an overview of how the Scheme operates, demonstrating the flow of eligible containers through the Scheme from members of the public to different contracted business partners (Scheme Participants), before exiting the Scheme via approved Recyclers.



The activities undertaken by members of the public and each of the Scheme Participants in the figure above include:

- **Members of the public** - Return eligible containers by either:
 - Presenting eligible containers at CRPs in exchange for refund amounts; or
 - Placing eligible containers in kerbside bins (no refund amounts given); or
 - Gifting eligible containers to donation points (no refund amounts given).
- **CRPOs** - Responsible for the following activities:

- Operating CRPs;
 - Paying refund amounts in exchange for eligible containers collected;
 - Sorting collected eligible containers by material type; and
 - Securing and storing sorted eligible containers prior to collection by Logistics Providers.
- **Donation Points** - Community enterprises that accept gifts of eligible containers from the community. Donation Points must then return the collected containers to CRPs in exchange for Refund Amounts. Donation Points are not subject to this sourcing process.
- **Logistics Providers** - Responsible for picking up containers from CRPs and transporting them to Processing Providers.
- **Processing Providers** - Responsible for the following activities:
 - Providing collection infrastructure to CRPs;
 - Verifying the number of eligible containers collected at the CRPs;
 - Preparing the collected containers for recycling by either crushing or baling (i.e. transforming them into a commodity for sale);
 - Sale of processed materials to Recyclers via COEX's auction platform; and
 - Managing the transfer of containers to the Recycler who has purchased them through the auction platform.
- **Recyclers** - Purchase processed containers by material type via the auction platform, and are then responsible for ensuring this material is recycled. Recyclers must enter into a panel agreement with COEX and be approved before being permitted to purchase materials through the Scheme.
- **Material Recovery Facilities Operators (MRF0s)** - Collect eligible containers through kerbside recycling bins. This material is then available for sale through the auction platform for purchase by registered Recyclers. MRF0s cannot receive a refund amount.
- **COEX** - Responsible for the governance and administration of the Scheme as the Product Responsibility Organisation.
- **Manufacturers** - All companies in the business of manufacturing, importing and distributing beverage products in Queensland. Manufacturers are responsible for providing funding to operate the Scheme under obligations contained in a Container Recovery Agreement.

2. Role of Container Refund Point Operators

2.1. Overview

CRPOs are required to deliver a range of services at each CRP they operate, including the:

- Collection, assessment, counting and sorting of eligible containers by material type;
- Timely and accurate payment of refund amounts to members of the public presenting eligible containers (10 cents per eligible container);
- Use of the COEX IT Platform (provided free of charge) to record all transactions, and make electronic payments where members of the public provide their *Containers for Change* member number;
- The secure storage of containers in the Collection Infrastructure provided by appointed Equipment Service Providers (arranged by COEX);
- Preparation of materials for pick-up by COEX's appointed Logistics Providers. For the avoidance of doubt, the CRPO is responsible for the collected containers and their condition until the time they are accepted by the Logistics Providers;
- Any activities required to comply with relevant legislative or regulatory requirements such as planning approvals and maintaining a clean, safe environment;
- Participation in COEX's marketing and branding activities to raise awareness of the Scheme and create a positive experience for the customer;
- Maintenance of high levels of service and customer satisfaction and to improve public experiences at the CRP, such as targeting minimal customer waiting times;
- Maintenance of clean and safe environments including the security of Collection Infrastructure and eligible containers; and
- Compliance with COEX's audit and verification activities.

Further commentary around the role of the CRPO is provided in the remainder of this section.

Successful applicants must read and fully understand the Container Collection Agreement before entering into the agreement. Where this is an inconsistency between this document and the Container Collection Agreement, the Container Collection Agreement prevails.

2.2. Types of CRPs

CRPOs have the choice to nominate the type of CRP they wish to operate. Different types of CRPs are established across the State and utilised to deliver a robust network of CRPs to ensure coverage and accessibility to Queenslanders. Types of CRPs include:

- **Traditional 'depot-style' CRPs (also known as Over the Counter CRPs)** – These are permanent locations where members of the public can return their eligible containers to be counted and processed by an operator (either manually or with an automated system) on the spot;
- **Bag Drops (also known as Drop-Off CRPs)** - Operations where members of the public can return eligible containers in identified bags to be processed later by the CRPO. Users of a bag drop must have a member number to enable the payment of refund amounts once the return has been processed. CRPOs operating bag drops are responsible for transporting and aggregating eligible containers at a central location (i.e. a depot-style CRP) to be assessed, counted and sorted. The IT Platform will assist with the operation of bag drop CRPs (refer to **Section 3**);
- **Reverse Vending Machines (RVMs)** - Automated CRPs that assess, and process inserted eligible containers. **If you intend to operate a RVM, additional requirements within the Container Collection Agreement not summarised in this Section will apply;** and
- **Pop-ups (also known as mobile CRPs)** - Temporary CRPs (e.g. cages, trailers) that operate on a scheduled timetable to facilitate access to CRPs for remote communities.

See the *Containers for Change* website for more information about the CRP types here:

<https://www.containersforchange.com.au/qld/where-to-return>

2.3. CRP operating hours

CRPOs have the flexibility to determine the appropriate operating hours for the CRPs they operate. CRPOs must, however, ensure that:

- Each CRP is available to the general public;
- The opening hours of the CRP are reasonable in light of the volume of containers collected at the CRP;
- The opening hours are well advertised to the general public; and
- The operating hours meet the requirements of the Act and Regulation.

2.4. Payments to CRPOs

COEX will pay CRPOs a **Handling Fee** in respect of each eligible container collected and reimburse cash refund amounts paid by the CRPO and declared to COEX via a Payment Claim. Refund amounts paid to customers electronically via their Member Number are paid by COEX on behalf of the CRPO (at its direction) and are not reimbursed via the Payment Claim process (i.e., not applicable).

CRPOs are required to submit a Payment Claim (through the IT Platform supplied by COEX) declaring the number of eligible containers collected during the previous 7-day period each Monday by noon. CRPOs will be **paid by COEX within 5 Business Days of the valid Payment Claim being made**. Late Payment Claims will be processed the following week.

Payments to CRPOs will be subject to (and may be adjusted for) the verification of eligible container volumes by the Processing Providers and the results of COEX's audit and verification activities.

2.4.1. Refund Amounts

COEX will pay CRPOs the total refund amounts paid directly by the CRPO to members of the public in exchange for Eligible Containers. The Refund Amount is set by legislation at 10 cents per Eligible Container (including GST).

All CRPs must offer to make payment of refund amounts to members of the public electronically through the IT Platform via a member number account (refer to **Section 3**).

Furthermore, CRPOs may also elect to make payment of refund amounts in cash or other non-cash payment methods.

2.4.2. Handling Fees

The Handling Fee rate per eligible container is set by operating region. The applicable rate depends on where the CRP is located. For the latest handling fee's speak to The COEX Tenders team tenders@containerexchange.com.au or if an existing Operator you can find them on the Operator Portal <https://containerexchange.com.au/operators-hub/>

2.5. Acceptance of Eligible Containers

CRPOs must:

- assess all containers claim for eligibility for a refund amount;
- accept all eligible containers; and
- not a make payment of a refund amount in respect of containers that are not eligible for a refund amount in the Scheme.

CRPOs are not required to utilise barcode identification to identify eligible containers, if they can ensure that any containers collected are eligible containers (which can be done by trained staff).

CRPOs are encouraged to accept crushed or damaged containers, providing that they can verify that the container is a single eligible container.

CRPOs will have the discretion to refuse to accept eligible containers that are unreasonably contaminated (e.g. sand, liquid, oil, noxious substances or other contaminants). Signage to this effect should be in place by CRPOs at their CRPs. Under the Container Collection Agreement, CRPOs will be responsible for ensuring that containers collected and transported to the Processing Provider are free from unreasonable levels of contamination.

CRPOs may also accept containers which are not eligible containers (e.g. milk) for recycling. However, these must be kept separate from any eligible containers collected as part of the Scheme, and refund amounts must not be paid in respect of these containers.

CRPOs should ensure that bottle caps are removed from bottles (to aid with the crushing of containers by the Processing Provider and to limit material contamination). Bottle neck seals need not be removed. Bottle caps and any other containers which are not part of the Scheme should be independently stored and can be sold to recyclers at the discretion of the CRPO and need not be sold through the auction platform.

2.5.1. Ineligible Containers

As part of the Scheme, most aluminium, glass, plastic, steel and liquid paperboard beverage containers between 150ml and 3L are eligible containers.

Several drink containers are not eligible for a refund. These excluded containers include:

- Plain milk containers;
- Large containers (1L or more) which have contained flavoured milk, pure juice, cask wine or cask water;
- Cordial or vegetable juice containers; and
- Registered health tonics.

All containers smaller than 150ml and bigger than 3L are not eligible for a refund amount.

2.5.2. Sorting of Eligible Containers

CRPOs are required to sort the collected eligible containers by material type and store the sorted containers utilising the Collection Infrastructure provided by the Equipment Providers (arranged by COEX) within a secure holding area until such time that the containers are scheduled for collection by COEX's nominated Logistics Provider.

In the case of glass, the CRPO can "smash" but not crush the containers to facilitate efficient storage.

The CRPO may also "lightly crush or compact" the other types of containers, providing that this is agreed between the CRPO and Processing Provider.

2.6. Cash Flow

CRPOs are responsible for maintaining sufficient funds to cover at least to cover 2 weeks of operations (7-day operating week plus up to 5 Business Days for COEX to process a Payment Claim).

Paying refund amounts to members of the public via their Member Number Account (refer to **Section 2.4.1**) will significantly reduce the working capital requirements of the CRPO, as these payments will be made directly to the customer by COEX.

2.7. Use of the COEX IT Platform

COEX will provide CRPOs with the free use of the IT Platform to support the successful establishment and efficient operation of the Scheme.

Use of the IT Platform is mandatory, and further detail around the functionality of the IT Platform is provided in **Section 3**. The provision of the IT equipment needed to run the IT Platform is the responsibility of the CRPO, and the equipment requirements are discussed in the Container Collection Agreement.

2.8. Equipment to be provided by the CRPO

CRPOs need to provide all equipment required to deliver the CRP Services. For example:

- Counting table(s);
- Drop-Off drop receptacles (if applicable);
- Community Collection Infrastructure (refer to **Section 2.9**);
- IT equipment (e.g. windows 10 PC's or iPads and printers);
- IT consumables (e.g. printer cartridges and printer labels); and
- Power and internet access.

Further details in respect of the equipment to be provided by the Operator are set out in the Container Collection Agreement.

CRPOs will not need to provide the Collection Infrastructure for the collection and transportation of containers, as COEX will have an agreement with an Equipment Provider to provide appropriate Collection Infrastructure to each CRP.

2.9. Community Collection Infrastructure

Social enterprise and community participation is an important part of the Scheme.

Where a given CRP collects more than 5 million containers per financial year or more than 1.25 million containers in any consecutive 3-month period, the CRPO is required to make available a transportable cage or trailer (Community Collection Infrastructure) at or near the CRP, for the use of social enterprises, not-for-profit organisations and other community groups, to facilitate the collection of containers.

The CRPO will be paid a Handling Fee to process containers that are returned through the CRP, with the refund amounts to be provided to the collector. For example, the social enterprise or community organisation utilising provided Community Collection Infrastructure.

2.10. Interface with Logistics Providers and Processing Providers

COEX partner with Logistics Providers and Equipment Providers to support the transport and processing of containers collected at CRPs. CRPOs will be required to work with these providers to ensure efficient operation of the Scheme, as set out below.

2.10.1. Logistics Providers

CRPOs will need to work with COEX's appointed Logistics Providers to ensure the efficient movement of eligible containers from CRPs to Processing Providers. This includes:

- Storing sorted containers in the Collection Infrastructure (provided by the Equipment Provider), by material type, within a secure holding area until such time that the containers are scheduled for collection by COEX's Logistics Provider. The holding area must be of sufficient size to reasonably accommodate the volume of containers collected at the CRP with consideration of the reasonable frequency that containers are to be collected by Logistics Providers;
- Notify COEX and the Logistics Provider when the Collection Infrastructure is full and ready for collection;
- Provide reasonable access to the CRP for the Logistics Provider; and
- Generate a shipping manifest (via the IT Platform) to be provided to the Logistics Provider (and in turn the Processing Provider) for each collection.

It should be noted that the logistics costs are paid by COEX.

2.10.2. Equipment Providers

CRPOs must utilise the Collection Infrastructure provided by Equipment Providers to store collected containers and to facilitate the transportation of containers by the Logistics Providers.

2.11. Audit, verification and reporting

The accuracy of container collection reporting is critical to the success and integrity of the Scheme. To support this, CRPOs are required to actively support COEX with its audit and verification activities and comply with the any verification policy set by COEX.

The IT Platform will capture data required for CRPOs to meet their data reporting requirements and will be the platform used to make Payment Claims.

During routine audits, the COEX's audit team will check the accuracy of declared container volumes and sorting completed by the CRPO to ensure that it meets the standards stipulated by COEX and the Container Collection Agreement, as well as the Act and Regulations.

In addition to making regular Scheme declarations to COEX, CRPOs will be required to notify COEX immediately if any of the following occurs:

- Identification of any unregistered or unapproved materials;
- Environmental, health or safety incidents; and
- Any false, misleading or fraudulent claims.

2.12. Operating and planning considerations

CRPOs are responsible for mobilising CRP sites.

CRPOs must ensure that the appropriate Federal, State and Local Government planning approvals and conditions, including land use approvals, are met prior to providing CRP services, and on an ongoing basis. It is the responsibility of the CRPO to ensure that planning approvals and requirements are obtained and complied with.

Furthermore, CRPOs must ensure that they comply with all relevant Federal, State and COEX Workplace Health and Safety and Heavy Vehicle National Law requirements.

2.13. Scheme branding

CRPOs will be required to adhere to any Scheme branding guidelines developed by COEX.

COEX will make available some signage and branding material to each CRP. Furthermore, appropriate electronic files will be provided for CRPOs to produce any additional signage. Signage will be subject to implementation compliance checks by COEX. Any additional branding materials, such as signage of the CRPOs organisation, can be utilised by the CRPO with the written approval of COEX.

All branding must be consistent with the visual identity of the Scheme and support members of the public in identifying the CRP as a participant in the Scheme.

3. COEX IT Platform

3.1. Overview

COEX provides an IT Platform which is mandatory for all CRPOs to utilise to deliver the CRP services. The IT Platform is provided free of charge and supports the efficient operation of the Scheme.

3.2. Functionality of the IT Platform

The functionality of the IT Platform includes:

- Creation of Member Number Accounts to be used at all CRPs and to facilitate the electronic payment of refund amounts to members or to other parties seeking to redeem the refund amount (refer to **Section 2.4**);
- Point of Sale (POS) capability (refer to **Section 3.5**);
- Drop-Off capability (refer to **Section 3.4**);
- Payment of refund amounts (refer to **Section 3.5**);
- Export of data for use by the CRPO (refer to **Section 3.6**);
- Lookup of containers to see whether presented containers are registered in the Scheme;
- Lodgement of Payment Claims and reporting to COEX;
- Preparation of logistics manifests to be provided to the Logistics Providers.

3.3. Customer Scheme Accounts

The IT Platform will maintain a secure database of registered members and their nominated payment details (including, for example, payment to nominee charities by member numbers). Each registered member will be allocated a unique Member Number, which they will be able to provide at any CRP throughout the State to receive an electronic payment of their refund amount or as otherwise nominated on their account (e.g., donation to selected charity).

All member banking data is kept securely within the IT Platform by COEX and its authorised payment service providers. This data is strictly confidential.

Customers will be required to register for a Member Number through the Scheme website.

3.4. POS capability

The IT Platform provides the over-the-counter functionality required to record customer transactions and make payment of refund amounts.

- The IT Platform provides a means for customers to return bags of eligible containers to a CRP for later processing.
- Customer returns attached to the customer's Member Number is tracked against the account.
- Member Number Account may be used to generate unique labels (to be printed at the CRP) to be attached to bags of eligible containers by the customer.
- Where equipment is provided by CRPOs, labels may be printed on attendance at the Drop-off location or printed at the location and taken home to facilitate time efficient Drop-offs in the future.
- When the bags of containers are processed by the CRPO, the CRPO will scan the bags label and record the count of eligible containers by material type.
- Payment to be made electronically by the PRO (at the direction of the CRPO) against the Member Number Account. Payment advice is emailed to the customer. In case of disputes, correction to the accounts will be done as required by COEX on advice from the CRPO.
- The IT Platform will facilitate the preparation of Payment Claims.
- For reconciliation and audit purposes an electronic end of the day report is generated in accordance with material type and payment method.

3.5. Payment of Refund Amounts

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The IT Platform will facilitate the direct payment of refund amounts from the PRO to customers who provide a Member Number. Where the customer has registered and provides a Member Number:

- Customers are paid via direct deposit to their bank account, or other nominated payment method (e.g., PayPal or to the Member Number of a nominated cause);
- Remittance advice is sent to the customer's registered email address; and
- Transaction details of both redemption and payment in the Member Number Account are recorded.

3.6. Data from the IT Platform

CRPOs will be able to download the following reports in CSV format via the 'COEX Web Portal':

- Transaction records;
- Payment Claims;
- Daily shipment manifest data; and
- Daily stock on hand records by Material Type.

3.7. Training and support

The IT Platform will be made available during the mobilisation period to provide CRPOs with the opportunity to familiarise themselves with the system before commencing CRP operations.

Additionally, COEX will provide a representative of each CRPO with in person or online training (participation is mandatory) and documentation in relation to the use of the IT Platform.

4. COEX Asset Leasing Program

4.1. Introduction:

Early in FY2025, COEX will launch a pilot program designed to drive volume growth, enhance accessibility, and create social impact through targeted asset investment and distribution. This initiative offers eligible operators the chance to obtain customer-facing collection infrastructure via a lease-to-own type arrangement.

The program aims to empower small to medium-sized operators, including non-profit organizations, by addressing common barriers to accessing the capital needed for establishing or expanding operational sites.

By facilitating the implementation of customer-facing collection infrastructure, such as Reverse Vending Machines and Bag Drops, COEX aims to significantly boost scheme growth. COEX also aims for this program to facilitate operators integrating new technologies and equipment into the scheme that can drive participation.

By alleviating the financial burdens associated with upfront capital investment, COEX is committed to accelerating the scheme's expansion and impact. The key objectives of the leasing program include:

- **Supporting network expansion:** COEX strives to enhance scheme accessibility and convenience, through expanding the network.
- **Driving innovation and technology adoption:** Encourage the adoption of new technologies and/or solutions that attract new customers and enriches the customer experience.
- **Enhancing social impact:** Lower the barriers for Queensland's small and medium enterprises as well as non-profits, enabling them to grow within and contribute meaningfully to the scheme.

Through this program, COEX aims to make traditional collection solutions more accessible while also promoting the exploration and adoption of innovative collection methods and technologies.

4.2. How the program works

The COEX Asset Leasing Program is designed to help small to medium-sized operators, including non-profit organisations, access essential collection infrastructure through an affordable lease-to-own type arrangement. Here's how the program works:

COEX purchases essential collection assets like Reverse Vending Machines (RVMs) and Bag Drops. Operators can lease these assets from COEX, spreading the cost over several years, making it easier to manage financially.

Lease-to-own type arrangement:

- **Agreement:** CRPOs enter into a lease-to-own type agreement with COEX, known as a licence of goods arrangement.
- **Duration:** This lease lasts up to four years, depending on the operator's eligibility.
- **Deposit:** Operators must pay a deposit at the start of the arrangement. This will be the lower of 5% of the asset purchase price or \$5,000.
- **Monthly payments:** Operators make monthly payments to cover the asset's cost. The standard formula for calculating monthly payments is:

$$\text{Monthly lease payment} = \frac{(\text{Purchase price of the Asset} - \text{Deposit})}{\text{Number of Months}}$$

- **Variation of payment questions:** Operators can request a variation to the standard monthly lease model by getting in touch with the COEX tenders' team to discuss other options. Any changes to the standard monthly lease payment model will need to be clearly outlined within the 'Financial Capacity' section of the application pack for under 'COEX Asset Program'.
- **Administration fee:** A one-time administration fee is required:
 - \$495 for assets with a purchase price of \$50,000 or lower.
 - \$995 for assets with a purchase price above \$50,000.

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Ownership Opportunity: Once the operator has made payments equal to or greater than the asset's cost, COEX will issue a purchase option which will allow the operator to own the asset outright. This purchase option will only be issued if the below conditions are met:

- Compliance with the scheme's safety requirements and standards.
- Likelihood of continued operation within the scheme in the medium to long term.
- Utilisation of the asset to contribute to the scheme's growth.

Length of arrangement: The program offers different lease lengths based on the operator's size (see section 5.6 for detailed eligibility criteria):

- Up to four years for small organisations and non-profits.
- Up to two years for medium organisations.

Ongoing asset maintenance costs: For assets requiring regular maintenance, such as RVMs, operators must establish an ongoing direct agreement with the manufacturer to maintain the goods according to the manufacturer's guidelines. Failure to maintain the asset properly may result in a breach of the lease agreement, leading to forfeiture of the asset and any payments made to COEX. The COEX tenders team will assist in facilitating communications between the operator and the supplier to establish this direct agreement. COEX will review the asset's performance during quarterly reviews.

Insurance: Operators are responsible for holding asset insurance and public liability insurance.

4.3. Available assets

The pilot program will be offering accredited Reverse Vending Machines and Bag Drops. Request the latest list of available assets from tenders@containerexchange.com.au. COEX is also open to innovative asset suggestions that may drive scheme growth. The tenders team can connect you with the COEX product team for a detailed discussion on new ideas.

4.4. Eligibility

Criteria		Eligibility Requirements
Strategic Alignment		<ul style="list-style-type: none"> > Demonstrate alignment with the scheme’s vision, objectives and values. > Present details demonstrating the intended use of the leased asset to drive scheme impact.
Business Structure and Trading History		<ul style="list-style-type: none"> > Possession of a valid Australian Business Number (ABN). > All owners / directors must be solvent and not subject to any form of bankruptcy.
Size & Scale	Small organisations <i>(longer lease terms – up to 4 years)</i>	<ul style="list-style-type: none"> > Existing operator: At the time of submission operator meets at a minimum 2 of the below requirements: <ul style="list-style-type: none"> > operates 2 or less depot sites - excludes bag drops, unmanned reverse vending machines, mobile points and donation points. OR > has no more than 20 employees by headcount. OR > received no more than \$1m in handling fees from the scheme over the last 12 mths. > New operators: Reports an annual turnover of no more than \$1m in the previous financial year.
	Medium organisations <i>(shorter lease terms – up to 2 years)</i>	<ul style="list-style-type: none"> > Existing operator: At the time of submission operator meets at a minimum 2 of the below requirements: <ul style="list-style-type: none"> > operates 5 or less depot sites - excludes bag drops, reverse vending machines, mobile points and donation points. OR > has no more than 50 employees by headcount. OR > received no more than \$2.5m in handling fees from the scheme over the last 12 mths. > If not currently a participant in the scheme, reports an annual turnover of \$1m - \$2.5m in the previous financial year.
Financial Capacity		<ul style="list-style-type: none"> > Clear evidence of an ability to meet lease payment obligations, demonstrated in the application form and subject to a credit check.
Operational Capability		<ul style="list-style-type: none"> > Demonstrated capability and capacity for maintenance and servicing of equipment. > Demonstrated capability to meet Scheme compliance requirements (incl. safety, annual statutory declarations etc.). > Demonstrated capability to operate the equipment in line with the business form. > Demonstrated capability where relevant to sort containers into the required material type.
Customer and Community		<ul style="list-style-type: none"> > Active engagement in community initiatives and evidence of strong community or industry partnerships. > Demonstrated ability to drive an optimal customer experiences.
Non-Profit Exemptions		<ul style="list-style-type: none"> > Size and scale: COEX is open to partnering with non-profits which would typically fall in the large organisation category. > Lease term: COEX may flex the lease term for non-profits (e.g. a medium sized non-profit receiving a 4-year lease term).

4.5. Application process:

To apply for the COEX Asset Leasing Program, interested operators must complete application form in line with section 5. Within the form, there is a dedicated section for the pilot COEX Asset Leasing Program. In this section, operators must clearly outline their ability to meet the eligibility criteria specified in section 4.