# Statement of Assurance and Attestation by

**Complete highlighted areas**

Remove yellow highlights and delete this box once the form is completed.

|  |  |
| --- | --- |
| Responsible entity | [Required] |
| ACN / ABN | [Required] |
| Address | [Required] |
| Prepared by (Name of officer of the responsible entity who has control or substantial control over the management of the responsible entity) | [Required] |
| For the period | [DD] [MM] [YYYY] to 30 September [YYYY]  or  [DD] [MM] [YYYY] to [DD] [MM] [YYYY] (if a responsible entity for a period only) |

This Statement of Assurance has been prepared in accordance with s 74G of the *Circular Economy (Waste Reduction and Recycling) Act 2021* and theGuidelines for Responsible Entity Risk, Consequence and Contingency Plans: Identifying as a responsible entity and meeting your obligations.

[Responsible entity name] assures the Head, Recycling Victoria, that [responsible entity name] has complied with the relevant requirements of the *Circular Economy (Waste Reduction and Recycling) Act 2021* andCircular Economy (Waste Reduction and Recycling) (Risk, Consequence and Contingency Plans and Other Matters) Regulations 2023including the specific assurances provided in the accompanying signed attestation statement.

Attestation

I, [Name of …] being the [officer of the responsible entity who has control or substantial control over the management of the responsible entity, such as the owner, director …] for the responsible entity [Name of responsible entity] trading as [trading name] do hereby attest that:

For the period of [start date] to [end date],

1. [Name of responsible entity] has complied with the requirements of s 74F of the *Circular Economy (Waste Reduction and Recycle) Act 2021,* the Circular Economy (Waste Reduction and Recycling) (Risk, Consequence and Contingency Plans and Other Matters) Regulations 2023 and the guidelines, other than where a notification of an inability to comply is listed in Notifications to Head, Recycling Victoria.
2. That the [responsible entity] Risk, Consequence and Contingency Plan has been prepared having regard to and complies with the requirements of the published Circular Economy Risk, Consequence and Contingency Plan.
3. The [responsible entity] Risk, Consequence and Contingency Plan is prepared and submitted using accurate and up-to-date information and, does not contain any information or statement that is false or misleading in a material particular.
4. [Name of responsible entity] has carried out each action or contingency measure that is specified in the [Name of responsible entity]  [Risk, Consequence and Contingency Plan](https://classic.austlii.edu.au/au/legis/vic/consol_act/cerara2021447/s3.html#rercc_plan) to be carried out before the submission of the statement of assurance. [Advice to responsible entities: remove paragraph 4 and use paragraph 5 when relevant.]
5. [Name of responsible entity] has not carried out [# number of measures] [action or contingency measure] specified in the [Name of responsible entity] Risk, Consequence and Contingency Plan to be carried out before the submission of the Statement of Assurance. Explanation as to why is included in the accompanying form ‘Risk treatments (actions or contingency measures) not completed in the last reporting cycle [Or provide an overarching explanation here.] [Advice to responsible entities: remove paragraph 5 and use paragraph 4 when relevant.]
6. [Name of responsible entity] will undertake actions and contingency measures specified in the Responsible Entity Risk, Consequence and Contingency Plan to be carried out after the submission of this Statement of Assurance.

………………………………………………. Date:

[Name]

Owner / director / officer

[Name of responsible entity]

[Address of responsible entity]

### Risk treatments (actions or contingency measures) not completed in the last reporting cycle

Which of the treatments (actions or contingency measures) in the last reporting cycle were not completed as planned?

Please provide the reason for the failure to do so in accordance with s 74G(3)(c) of the CE Act.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Treatment description | Treatment owner | Revised treatment due date | Treatment status | RERCC Plan risk | Current RERCC risk rating | Reason for the failure to carry out the action or contingency measure in accordance with 74(G)(3)(c) | Related CERCC risk if relevant |
| [Example]  Staff training on use of environmental management system (EMS) | Director | 30 June 2024 | Delayed | Contamination | High | Implementation of the EMS was delayed due to a constricted labour market for specialised staff. Project timelines have been revised to reflect the new project status. |  |
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