



TYRE PRODUCT STEWARDSHIP SCHEME

GUIDELINES

**Prepared by:
Tyre Stewardship Australia**

GUIDELINES FOR THE TYRE PRODUCT STEWARDSHIP SCHEME

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Status of this document

These Guidelines were developed by an industry-government working group.

It is anticipated that these Guidelines will be implemented by Tyre Stewardship Australia (TSA), a not-for-profit company that is currently being established by the Australian Tyre Industry Council.

The wording of some sections of this document will be prepared by TSA. These sections have been identified in the document. They mainly relate to the administrative arrangements that TSA will put in place.

Acknowledgements

[This section will be completed prior to commencement of scheme operations.]

Contacts

[This section will be completed prior to commencement of scheme operations.]

About this document

This document was approved by Tyre Stewardship Australia on XX XX 201X.
[This section will be completed prior to commencement of scheme operations.]

This document provides comprehensive information about the scheme and sets out the commitments that participants are required to meet. The document also provides advice to clarify the scheme's requirements and enable businesses and organisations to make informed decisions on whether to apply. The document also helps businesses and organisations to identify any preparations they need to make before they apply.

The document takes the form of a manual, designed to direct businesses and organisations to the parts most relevant to them:

Parts A and B applies to all Participants in the scheme.

Part A outlines the operation of the Tyre Product Stewardship Scheme (the scheme), how the scheme works, as well as its objectives, principles and scope. It also includes the general commitments that apply to all Participants in the scheme and describes how the scheme is administered and performance is measured.

Part B sets out the requirements that apply to the use of the scheme's logo. All Participants in the scheme need to comply with these requirements.

Parts C to I set out the specific commitments that apply to each category of Participants in the scheme:

- Part C – Tyre importers and vehicle manufacturers and importers
- Part D – Retailers
- Part E – Fleet operators
- Part F – Local governments
- Part G – Collectors
- Part H – Recyclers
- Part I – Miners

Parts C to I include advice on:

- what a business or organisation needs to do to meet the commitments that apply to them, and
- the types of documentation and data that the scheme requires for different purposes such as reporting and audits.

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Glossary and acronyms

For the purposes of this document:

Accreditation means recognition by Tyre Stewardship Australia (TSA) that a business or organisation has made a commitment to, and meets the requirements of, the scheme.

Accredited voluntary arrangement means a voluntary product stewardship arrangement accredited by the Australian Government under the voluntary product stewardship provisions of the Australian Government's *Product Stewardship Act 2011*.

Action plan means the timeline and the steps that the applicant proposes to undertake to meet the commitments of the Category/ies nominated by the applicant. This includes how the applicant will promote participation in the scheme to businesses and other organisations.

AMIF means the Australian Motor Industry Federation.

Applicant means a business or organisation that is a legal entity with an ABN or ACN and has applied to become a Participant.

ATIC means Australian Tyre Industry Council.

ATRA means Australian Tyre Recyclers Association.

Authorised signatory is an individual who is authorised to execute a binding document on behalf of a business or organisation.

Collector means an individual, business or organisation that collects and/or transports end-of-life tyres in any part of Australia for recycling, reuse or disposal. For the purposes of the scheme, a transporter is a collector.

Consumer means the final purchaser of a tyre. As the owner, a Consumer shares responsibility for the appropriate disposal of a tyre when it reaches its end of life.

Direct incineration of tyres means the incineration of tyres for disposal and without effective energy recovery.

End-of-life tyre means a tyre that is deemed no longer capable of performing the function for which it was originally made.

Environment Protection and Heritage Council (EPHC), See Standing Council on Environment and Water

Environmentally sound use means the use of whole, part or recovered components of end-of-life tyres for applications that minimise or prevent environmental, health and safety damage or harm. Further guidance on this definition is provided on page 6 of the Guidelines.

Equivalent Passenger Unit (EPU) means a standardised measure for the quantity of tyres. One EPU contains as much rubber and other materials as a ‘typical’ passenger tyre. For the purposes of this scheme, the assumed weight of one new EPU is taken to be 9.5 kg and one end-of-life EPU is taken to be 8 kg. Appendix 1 provides the list of EPU ratios for different types of tyres that apply for the purposes of reporting by tyre importers under the scheme and the list of ratios that apply for reporting by recyclers under the scheme.

Export means export from Australia.

FCAI means the Federal Chamber of Automotive Industries.

Fleet operator is an entity that owns or operates a fleet of vehicles, including private and Australian and state and territory government fleet operators.

Gate fee, see **Recycling gate fee**.

Import means import into Australia, and includes bring into Australia.

Landfill means waste disposal sites used for the authorised deposit of solid waste onto or into land.

Local government is a government entity with powers and geographical distribution established by a state or the Northern Territory. A ‘Local government’ can also be referred to as a local council, city, shire, town or municipality. See also advice on the Australian Capital Territory on page 71.

Miners mean businesses or organisations that are engaged in the exploration for, and extraction and primary processing of, minerals in Australia, including coal and petroleum. Primary processing is taken to include the processing of minerals up to the first pouring of refined metal but fabrication beyond that stage is excluded.

Non-motorised trailer means a trailer, vehicle, caravan or camper towed behind a motorised vehicle.

Participant means a business or organisation that has received accreditation from Tyre Stewardship Australia and made a commitment to meet the requirements of the scheme.

Parties to the scheme means the Australian Motor Industry Federation, Australian Tyre Industry Council, Australian Tyre Recyclers Association, and Federal Chamber of Automotive Industries which came together to develop the Guidelines and support the establishment of Tyre Stewardship Australia; and who have approved these Guidelines.

Product stewardship means a policy approach recognising that manufacturers, importers, retailers, governments and other persons have a shared responsibility for the environmental impacts of a product throughout its full life cycle. A product stewardship scheme establishes a means for relevant parties in the product chain to share responsibility for the products they produce, handle, purchase, use and discard.

Recycle means a process to recover constituent materials from end-of-life tyres and use those materials to produce other products.

Recycler, see **Tyre recycler**.

Recycling fee means the money that is paid when end-of-life tyres change hands in the supply chain and covers the costs associated with activities such as handling, storage, transport and recycling. The Recycling fee includes the Recycling gate fee that is paid to tyre recyclers.

Recycling gate fee means the money paid to a tyre recycler to ensure the environmentally sound use of end-of-life tyres.

Related bodies corporate mean the same as the definition in section 50 of the *Corporations Act 2001*¹:

‘Where a body corporate is:

- (a) a holding company of another body corporate; or
- (b) a subsidiary of another body corporate; or
- (c) a subsidiary of a holding company of another body corporate;

the first-mentioned body and the other body are related to each other’.

Resource recovery means the process of extracting materials or energy from a waste stream through reuse, recycling or recovering energy from waste.

Retailer means a business or organisation that offers products for sale at retail through any means, including sales outlets, catalogues, or the Internet. For the purposes of the scheme, a tyre retreader is a retailer.

Retreader means an entity that gives new tread to a tyre. For the purposes of the scheme, a tyre retreader is a Retailer.

Re-use means to use a collected tyre for the same or similar purpose as the original purpose without subjecting the tyre to a manufacturing process that would change its physical appearance.

Standing Council on Environment and Water means the body comprising Ministers from the Australian Government, the Australian Capital Territory, New South Wales, Victoria, Northern Territory, Queensland, South Australia and Western Australia plus others. The Council considers matters of national significance on environment and water issues. It replaces the Environment Protection and Heritage Council.

Transporter, see **Collector**

Tyre means a vulcanised rubber product designed to be fitted to a wheel for use on, or already fitted to, motorised vehicles and non-motorised trailers towed behind motorised vehicles. For the purposes of these Guidelines, ‘tyre’ includes, but is not limited to, a tyre for motorcycles, passenger cars, box trailers, caravans, light commercial vehicles, trucks and truck trailers, buses, mining and earth moving vehicles, cranes, excavators, graders, farm machinery, and forklifts.

¹ Refer to the *Corporations Act 2001* for further detail.

Tyre Stewardship Australia will consider whether aircraft tyres should be included in the scheme. It is understood that many aircraft tyres are leased and do not enter the waste stream in Australia at end of life, but certain types of aircraft tyres may be an important part of the end-of-life tyre waste stream in Australia.

Tyre derived fuel is a fuel derived from end-of-life tyres and includes whole and shredded tyres used for this purpose.

Tyre derived product (TDP) means any product produced from rubber, steel, textile or other material recovered from recycling end-of-life tyres.

Tyre importers and vehicle manufacturers and importers means businesses or organisations that are engaged in tyre importing, vehicle importing or vehicle manufacturing and are first to supply a tyre to the domestic Australian market.

Tyre Stewardship Australia (TSA) means the entity created to administer the tyre product stewardship scheme.

Tyre product stewardship scheme (the scheme) means the arrangement between parties in the tyre supply chain to share responsibility for the long term management of end-of-life tyres in Australia, as set out in this document.

Tyre recycler means a business or organisation recovering rubber, steel, textile and/or other materials and processing it into a form whereby it can be used as an intermediate product in the manufacture of tyre derived products, or to recover energy from end-of-life tyres.

Manufacturers of tyre derived products may seek recognition for their part in the tyre supply chain through the use of a separate specific logo to acknowledge the environmentally sound use of end-of-life tyres. (*See Section 2.2 Non-Participants*)

VACC means the Victorian Automobile Chamber of Commerce.

PART A – THE SCHEME AND GENERAL COMMITMENTS

PLEASE NOTE:

Participation in the Tyre Product Stewardship Scheme is voluntary.

A business or organisation that joins the scheme is required to comply with commitments that apply to them.

The commitments are set out in these Guidelines:

- **Parts A and B** set out the general commitments.

All Participants are required to comply with the general commitments in Parts A and B.

- **Parts C to I** set out the specific commitments that apply to different types of Participants.

Participants are required to comply with at least one of the parts in Parts C to I.

1. The scheme

1.1 Introduction

In Australia in 2009-10, 48 million tyre Equivalent Passenger Units (EPU) reached end of life, an increase of approximately 14 % from 2007-08².

The vast majority of Australia's end-of-life tyres are currently disposed of through landfill, exported, stockpiled, illegally dumped or have an unknown fate. Only a small proportion of end-of-life tyres are recycled or used as a fuel for energy in Australia. The export of end-of-life tyres in particular has risen dramatically in recent years, increasing by over 200% since 2006-07³. Available evidence suggests that some exported tyres are primarily burned for fuel in an environmentally unsustainable fashion.

Each passenger car tyre contains approximately 1.5kg of steel, 0.5kg of textiles and 7 kg of rubber. Disposal through landfill, dumping or export of baled tyres represents the loss of a valuable resource. End-of-life tyres and tyre derived products can be put to environmentally sound use in many ways including the manufacture of new rubber products, as a constituent in asphalt roads and in surfaces such as sporting fields and playgrounds. They are also valuable as a fuel source when incinerated under the right conditions for industries such as producers of energy and cement and as a substitute for diesel in explosives.

When end-of-life tyres are put to environmentally sound use they: reduce the demand for virgin materials in the production of goods and energy; reduce pressure on landfill space and improve the amenity of the land; and reduce the risk of fire and other health risks.

Environmentally sound use

For the purposes of the Tyre Product Stewardship Scheme environmentally sound use includes:

- (i) recycling into tyre crumb, shred, chips, granules, steel and other tyre components;
- (ii) use as a fuel (other than in direct incineration without effective energy recovery and unsustainable burning for energy recovery) or other means to generate energy;
- (iii) production of tyre derived products, including tyre derived fuel;
- (iv) civil engineering.

Tyre Stewardship Australia may change this list from time to time.

The following uses are excluded from the definition of environmentally sound use:

- (v) disposal through dumping, landfill, direct incineration or burning;
- (vi) stockpiling as an end point;
- (vii) unsustainable burning for energy recovery
- (viii) export of baled tyres for operations listed under (v), (vi) and (vii) above.

² Hyder May 2012, Final report, Study into the domestic and international fate of end-of-life tyres, page i

³ Hyder May 2012, Final report, Study into the domestic and international fate of end-of-life tyres, page i

Tyre Stewardship Australia may change this list from time to time.

Sustainable burning for energy recovery means that variables such as combustion temperature, residence time, turbulence, oxygen concentration and particle diameter are strictly controlled and technology is used to reduce harmful emissions. Tyre Stewardship Australia will be guided by the Basel Convention October 2011 '*Revised technical guidelines for the environmentally sound management of used and waste pneumatic tyres*' in determining whether a practice is unsustainable burning for energy recovery.

The export of baled tyres is considered to fall under paragraph (vii) in the absence of evidence for the environmentally sound use of end of life tyres as defined in paragraphs (i) - (iv). Evidence for the environmentally sound use of end of life tyres may include a copy of a written contract between the relevant parties, or other evidence as determined by Tyre Stewardship Australia.

Despite the benefits, increased tyre recycling and resource recovery is constrained by:

- the need to develop viable markets for the environmentally sound use of end-of-life tyres and tyre derived products;
- limited, and geographically concentrated, tyre recycling infrastructure;
- lack of standards for the use of end-of-life tyres and tyre derived products in a range of areas, including in roads and other infrastructure projects;
- demand for baled tyres from international energy markets, and
- regulatory regimes governing the handling of end-of-life tyres that are inconsistent between Australian jurisdictions.

In recognition of these potential benefits and constraints the Environment Protection and Heritage Council⁴ agreed, in November 2009, to work with the tyre industry on the establishment of a voluntary industry-led product stewardship scheme for end-of-life tyres. The development of a product stewardship initiative was to assist in overcoming impediments to markets for end-of-life tyres and tyre derived products and to gain more value from the end-of-life tyres generated in Australia each year.

Industry and government worked together to develop a model scheme that was considered by the Council of Australian Governments (COAG) Standing Council on Environment Water in September 2011. Environment ministers continued to support the work and encouraged further consultation with the broad range of stakeholders during the completion of the guidelines. The scheme that is detailed in this document is an outcome of that work, incorporating the input from stakeholders.

The expectation is that the scheme will be put forward for accreditation under the voluntary product stewardship arrangements of the *Product Stewardship Act 2011*. This legislation provides the framework to effectively manage the environmental, health and safety impacts of products, and in particular those impacts associated with the disposal of products. The framework includes voluntary, co-regulatory and mandatory product stewardship.

⁴ The Environment Protection and Heritage Council (EPHC) consisted of environment ministers representing Australian governments. It reported to COAG. In September 2011, the EPHC was replaced by the Standing Council on Environment and Water (SCEW) which also reports to COAG.

Voluntary accreditation of schemes encourages product stewardship without the need for regulation and provides the community with certainty that accredited schemes are actually achieving what they claim. Product stewardship organisations that are accredited under the legislation must meet specific requirements that ensure they carry out their activities in a transparent and accountable manner.⁵

Co-regulatory product stewardship schemes are delivered by industry and regulated by the Australian Government. **Mandatory** product stewardship would place a legal obligation on parties to take certain actions in relation to a product.

1.2 About the scheme

The scheme is designed to increase resource recovery and recycling and to minimise the environmental, health and safety impacts of all end-of-life tyres generated in Australia; and develop Australia's tyre recycling industry and markets for tyre derived products.

This will be achieved through the establishment of:

- an organisation called Tyre Stewardship Australia (TSA) responsible for administering the scheme and for working to remove impediments to the development of a sustainable domestic tyre recycling industry
- a series of commitments requiring participants in the scheme to play their part in ensuring end-of-life tyres are disposed in a way that represents environmentally sound use
 - Compliance with the commitments made by individual organisations through participation in the scheme will be enforced via a well resourced regime of random and risk based audits; and failure to adhere to commitments made through participation in the scheme may lead to revocation of a Participant's accreditation.
- enterprise to enterprise agreements or contractual arrangements between individual businesses and organisations, which give effect to the industry wide commitments
- a tyre stewardship fund used to support the activities of the scheme and for investment in research and development for new technologies and market development, and
- performance measures and targets.

Tyre Stewardship Australia, a not-for-profit company limited by guarantee, is responsible for administering the scheme. It is funded by tyre importers at a rate proportional to the number of tyres they import into Australia.

1.3 Benefits

The scheme is designed to deliver a range of benefits for individual Participants, the tyre industry as a whole and for the community. These include:

- increased use of a resource stream currently being disposed of as waste
- reduction in the number of tyres not going to an environmentally sound use
- an enhanced Australian recycling industry and sustainable markets for end-of-life tyres and tyre derived products
- increased capacity to handle end-of-life tyres in Australia

⁵ Fact sheet on the *Product Stewardship Act 2011*, sourced from <http://www.environment.gov.au/settlements/waste/product-stewardship/legislation/index.html>

- creation of new markets for end-of-life tyres and tyre derived products through research and development
- an improved business environment particularly for tyre collectors and recyclers
- increased consumer awareness of the impacts of end-of-life tyre disposal, and
- enhanced credibility for the tyre industry through demonstrated leadership in environmental management and adoption of corporate social responsibility strategies.

1.4 Parties to the scheme

The parties to the scheme are the Australian Tyre Industry Council, Federal Chamber of Automotive Industries, Australian Motor Industry Federation and the Australian Tyre Recyclers Association. These organisations came together to develop the Guidelines and support the establishment of Tyre Stewardship Australia; and have agreed these Guidelines.

1.5 Commencement, duration and review

The scheme will commence operation as soon as practical in 2013 and will continue for a period of 10 years subject to review. The first full review will start two years after commencement, although the TSA will review the option for retailers, fleet operators and local governments to contract with non-accredited collectors after one year.

The independent two year review should indicate whether modifications to the scheme are required, or whether alternative approaches will need to be adopted.

2. Objectives, principles and scope

2.1 Objectives

The objectives of the scheme are to:

- increase resource recovery and recycling and minimise the environmental, health and safety impacts of end-of-life tyres generated in Australia, and
- develop Australia's tyre recycling industry and markets for tyre derived products.

2.2 Principles

The scheme:

- is industry-led and operated
- acknowledges the inherent value of all end-of-life tyres across Australia
- recognises that there is a cost associated with ensuring the environmentally sound use of end-of-life tyres
- is committed to market based solutions for environmentally sound end-of-life tyre management
- is committed to achieving the highest value end use possible for end-of-life tyres in accordance with the waste management hierarchy (see Section 2.3)
- complements relevant policies and legislation and supports compliance with relevant laws and practices, including those that apply to the environment and occupational health and safety, and
- is appropriately resourced and empowered to deliver its objectives according to agreed timeframes.

End-of-life tyre collection and recycling costs

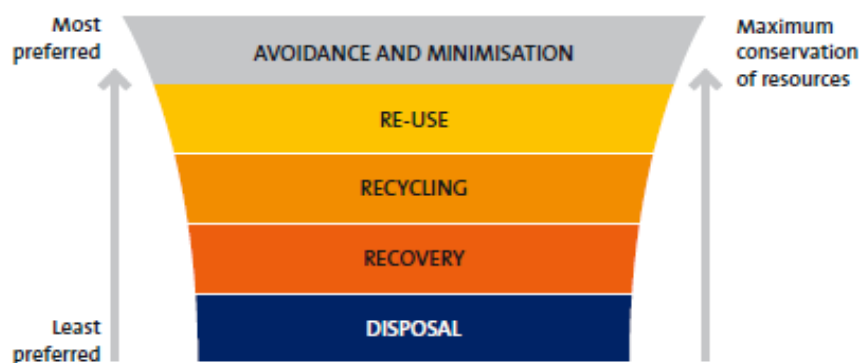
As stated in the principles of the scheme (Section 2.2) there is a cost associated with ensuring the environmentally sound use of end-of-life tyres. It is expected that this cost will be reflected primarily in charges imposed on consumers by tyre retailers when they assume responsibility for the appropriate management of consumers' end-of-life tyres. It is expected that retailers will compete to provide an environmentally sound tyre disposal service at the lowest possible price, thereby minimising the cost to consumers.

It is also expected that, over time, investment by TSA in the domestic markets for tyre derived products and research into other impediments to resource recovery and recycling will reduce the cost to consumers of ensuring the environmentally sound use of end-of-life tyres.

2.3 Waste hierarchy

The scheme is consistent with the 'waste hierarchy' of strategies for dealing with waste. The waste hierarchy is referenced in many Australian jurisdictions' legislative and policy instruments that protect the environment and conserve resources.

For instance re-use through retreading of tyres is consistent with the objectives of the scheme as it extends the life of tyres and delays their entry into the waste stream. There are no requirements imposed by the scheme in relation to the retreading of tyres. Recycling and energy recovery (apart from direct incineration without effective energy recovery and unsustainable burning for energy recovery) are included in the definition of environmentally sound use. Disposal through dumping, landfill, direct incineration or burning are excluded in the definition of environmentally sound use.



Source: *National Waste Report 2010, Environment Protection and Heritage Council and the Department of Environment, Water, Heritage and the Arts, 2010, p.21*

2.4 Scope

The scheme is national in scope and is relevant to all vulcanised rubber tyres entering the Australian market for the first time. The scheme applies to tyres that are loose replacements for use on, or already fitted to, motorised vehicles and non-motorised trailers towed behind

motorised vehicles. The scheme applies to, but is not limited to, tyres for motorcycles, passenger cars, box trailers, caravans, light commercial vehicles, trucks and truck trailers, buses, mining and earth moving vehicles, cranes, excavators, graders, farm machinery, and forklifts.

Retreaded and off the road tyres

Retreaded tyres

The retreading of tyres is consistent with the objectives of the scheme. Retreading extends the life of tyres and delays their entry into the waste stream. There are no fees or charges imposed by the scheme in relation to the retreading of tyres.

For the purposes of the scheme, retreaders are retailers.

Off the road tyres

Off the road tyres (OTRs), including those used in agriculture and mining, constitute approximately 30% of the total annual consumption of tyres in Australia each year and are included within the scope of the scheme⁶. For OTRs, the key element of the scheme is an investment in overcoming impediments to resource recovery and recycling. The scheme acknowledges the geographic barriers to recycling OTR tyres in Australia, the need for specialised recycling equipment and the need to stimulate markets for tyre derived products. Investment in OTR tyre recycling and resource recovery will be guided by a dedicated working group of TSA.

2.5 Performance measures

The performance of the scheme in achieving its objectives is to be measured by the following means⁷:

- a) the number of Participants in the scheme
- b) the percentage of tyre importers and vehicle manufacturers and importers that are Participants in the scheme, the aim being to achieve greater than 90% of tyre and vehicle importers in the scheme within 5 years of commencement
- c) the resource recovery and recycling rates of end-of-life tyres that can be attributed to the scheme
- d) the national resource recovery and recycling rates of end-of-life tyres
- e) increase in the percentage of end-of-life tyres that are going to an environmentally sound use
- f) volume of tyre derived products sold or otherwise provided for environmentally sound use
- g) number of users of TSA website.

The performance measures and data requirements will be refined with experience, and this will require a baseline to be established. They will improve understanding of the scheme's performance and recycling rates and inform decisions about the scheme's strategic direction.

⁶ Hyder May 2012, Final report, Study into the domestic and international fate of end-of-life tyres, page ii

⁷ To the greatest extent possible performance will be based upon jurisdictional and/or regional data

In relation to 2.5 (b), the aim to achieve a greater than 90% participation rate has been defined realistically as there are a number of tyre importers that import very small quantities of tyres, such as specialist tyres for race vehicles, and who will not seek accreditation.

TSA will report regularly about progress against achievement of the performance measures on the website.

Targets

The first objective of the scheme is to ‘increase resource recovery and recycling and minimise the environmental, health and safety impacts of end-of-life tyres generated in Australia’. As such the key performance target relates to increasing the percentage of end-of-life tyres going to an environmentally sound use. Currently 16%⁸ of Australian end-of-life tyres go to an environmentally sound use. The scheme performance target is that, after five years, 50% of end-of-life tyres will go to an environmentally sound use. TSA will publish an annual report on its website which will include progress towards its performance target and against performance measures. It is also proposed that the scheme be reviewed after two years to ensure that the required changes in the market are being made and there is a trend towards achieving the performance target.

⁸ Hyder May 2012, Final report, Study into the domestic and international fate of end-of-life tyres, page i

3. General commitments for all participants

This section sets out the general commitments that apply to all Participants. In addition to these commitments, participants will also be required to meet the specific commitments set out in one or more of Parts C to I.

3.1 General commitments

All Participants in the scheme commit to:

- support the objectives of the scheme;
- deal transparently and ethically with others involved in the tyre supply chain, including consumers;
- promote the scheme to the community, other businesses and organisations, including through the development and implementation of an individual Action Plan (a template Action plan is included in the application form);
- use the scheme's branding and logo and adhere to the conditions that apply to that use, as set out in Part B of the Guidelines;
- comply with relevant laws and practices, including those that apply to the environment and occupational health and safety; and
- co-operate with surveys that are undertaken from time to time, and with random or risk based audits as instigated by TSA. This includes retaining and, on request, providing to TSA the documentation specified in the relevant guidance on documentation in these Guidelines.

All Participants in the scheme also commit to contribute to:

- the environmentally sound use of end-of-life tyres;
- elimination of the inappropriate export of baled tyres from Australia;
- elimination of the illegal dumping of end-of-life tyres;
- elimination of disposal of end-of-life tyres to landfill (except where no viable alternative is available and subject to state and territory legislation; for example, in rural and remote areas where appropriate recycling facilities are not available, or transportation costs are prohibitive).

Rural and remote areas

It is anticipated that TSA will make a contribution to this issue by collaborating with other product stewardship schemes and industry on campaign clean-ups in rural and remote areas from time to time.

The scheme is designed to operate nationally. It is recognised that in some rural and remote areas where the availability of accredited collectors and recyclers is limited, it may take more time to increase recycling rates than in metropolitan areas.

Enterprise to enterprise agreements and other forms of contractual arrangements

Participants in the scheme can be confident that they meet their commitments on an ongoing basis and maintain their accreditation if they formalise their relationships with other Participants through enterprise to enterprise agreements or other forms of contractual arrangements. Such agreements would be subject to relevant competition laws.

Such agreements and contracts have an important role in the implementation of the scheme. They can ensure that end-of-life tyres are handled, collected, transported, stored and reused or recycled in accordance with the objectives of the scheme. They also provide a means of addressing key barriers to the product stewardship of tyres by:

- incorporating requirements for recovering the full cost of disposal of an end-of-life tyre by including it in the consumer price and ensuring that the money is paid to an accredited recycler
- requiring the appropriate disposal of end-of-life tyres to accredited recyclers, thereby helping to address the inappropriate disposal of tyres to the baled tyre export market and increasing the supply of end-of-life tyres to build domestic markets for tyre derived products, and
- ensuring compliance with existing regulatory controls.

3.2 Participants with multiple roles

Where an Applicant meets the definitions for more than one category of Participant, the following requirements apply:

- a) An Applicant that meets the definition of tyre importers and vehicle manufacturers and importers is required to submit an application to be a Participant in that category. This requirement applies to businesses and organisations that include the import of tyres into Australia, the manufacture of vehicles in Australia or the import of vehicles into Australia.
- b) An Applicant that satisfies the definitions of both recycler and collector is required to submit applications to be a Participant in both of these categories.
- c) Local governments are encouraged to join the scheme under the Local government category as operators of vehicles, and take responsibility for the environmentally sound use of the end-of-life tyres they generate through their own operations. Local governments are also acknowledged as legal landfill managers and often act as custodians of illegally dumped end-of-life tyres.

- d) Australian and state and territory government agencies are encouraged to join the scheme as Fleet operators that own or operate vehicle fleets and take responsibility for the environmentally sound use of the end-of-life tyres they generate.

4. Administration of the scheme

4.1 Governance - Tyre Stewardship Australia (TSA)

A not-for-profit company called Tyre Stewardship Australia will be established to administer the tyre stewardship scheme. The principal objectives to be included in the constitution of the company are to:

- implement the product stewardship scheme for end-of-life tyres;
- administer the accreditation of Participants in the scheme;
- monitor, audit and report on the development of the scheme;
- undertake education, awareness and information activities to promote the scheme and the value of end-of-life tyre utilisation;
- support market development and early stage research in the field of end-of-life tyre utilisation for the benefit of industry.

TSA will be managed by a Board of Directors initially appointed by the parties to this scheme. The Board will comprise:

- An Independent Chair
- Four directors to reflect the responsibilities of its importers as the product stewards (nominated by ATIC)
- One director to reflect the role of the retail sector in the proposed stewardship scheme (nominated by AMIF)
- One director with tyre recycling industry experience (to be determined by agreement between ATIC and ATRA), and
- Additional directors from time to time with expertise from major industry sectors, to be determined by the Board of Tyre Stewardship Australia, and up to a maximum of ten Directors in total.

TSA may also establish advisory committees to provide specialist or expert advice. Full details of governance arrangements will be set out in TSA's Constitution.

The Board of TSA will be responsible for determining the most effective and efficient arrangements for administration but may include establishment of a small office headed by a Chief Executive Officer, and/or outsourcing of elements of the scheme to other organisations which may have experience or other resources to apply meeting the objects of the scheme.

4.2 Funding

TSA is to be funded by tyre importers at a rate proportional to the number of tyres⁹ imported sold into Australia. Consistent with the principles of the scheme, it is acknowledged that this cost may be passed through the wholesale/retail chain to the consumer as an expense associated with the operation of the scheme.

The level of contribution is to be agreed by the parties to the scheme contributing funds and is subject to review. Contributions will be based on a levy of 25 cents per EPU (see Appendix 1 for EPU ratios), or an equivalent membership fee. The EPU ratio for larger tyres will be capped at 400 EPU. Any increases in the contribution level per EPU should only be introduced after appropriate consultation with affected industry sectors.

TSA will design a mechanism in relation to crediting the levy contribution or equivalent membership fee for tyres that are exported on vehicles and are not entering the Australian waste stream.

There will be a threshold for importers of small numbers of tyres. Tyre importers that import less than 1000 EPU annually will not be expected to contribute funds.

TSA uses funds raised in this manner for:

- organisational management costs
- implementation of its strategy for handling end-of-life tyres
- administration of the scheme, including costs associated with accreditation and audit of participants and reporting
- promotion of the scheme
- market development and research.

Funds raised to implement this scheme will be applied to measures set out above to benefit the whole industry in a manner that does not lead to unintended support for commercial operations of individual companies at the expense of others. TSA will publish an annual report on its website detailing expenditure in these areas.

Promotion of the scheme

It will be important for the success of the scheme for consumers to be aware of, and support, its goals. Especially in its initial period, TSA will promote the scheme to the tyre industry and the public to increase awareness of the impacts of end-of-life tyre disposal and encourage participation in the scheme.

As part of these efforts TSA will have a website that will list accredited participants, include information on the benefits of the scheme, and provide an easy and accessible on-line accreditation and reporting portal.

⁹ For the purposes of contributing funding the proportional amounts are to be calculated with reference to the scope of tyres to which the scheme applies as set out in section 2.4, and either the ratio provided in Appendix 1 or the weight of the imported tyres.

4.3 Strategy for handling end-of-life tyres

TSA also has a function in developing and implementing a strategy designed to facilitate the widest possible adoption of the scheme. TSA will consult with stakeholders on the development of the strategy. As key elements of the strategy, TSA:

- tailors its activities and investment strategies to ensure increased recycling and resource recovery on a local, regional and national basis, in recognition of the unique geographical and regional challenges in Australia, and
- works with governments to remove impediments to the establishment of a sustainable domestic tyre recycling industry and markets for tyre derived products. This would include advocating for complementary measures by government to support the scheme, such as developing sustainable government procurement policies for tyre derived products.

4.4 Tyre Stewardship Research Fund

Research funding provided by TSA is dedicated early stage through to proof of concept research and development for the utilisation of end-of-life tyres. Funds will not be available to companies or institutions to support commercialisation activities, i.e., where funding through venture capital and or debt/equity funding would normally apply.

The objectives of the Tyre Research Stewardship Fund are to:

- advance innovative technologies in Australia by supporting focused, collaborative research in high priority technologies;
- retain local expertise in, and attract international expertise to, Australia in technologies related to end-of-life tyres;
- support the growth of skills and capacity in Australia in technologies related to end-of-life tyres for the domestic and international markets; and
- share the results of that research with the wider industry as appropriate whilst respecting intellectual property rights.

The TSA Board will establish a Research Advisory Committee, comprising a TSA director as Chair and up to five members, to advise on priority areas for research, undertake robust assessments of any proposals, and provide expert advice to the Board as required. Collectively, the Research Advisory Committee members should include the following skills and experience:

- internationally recognised expertise in tyre technology, science and research;
- expertise in tyre recycling applications including value-added markets for tyre derived products;
- expertise in waste policy, economics and markets;
- expertise and experience in the commercialisation of technology; and
- sector specific expertise as relevant to the work program.

For the mining sector, the scheme acknowledges the geographic barriers to recycling off the road tyres (OTRs) in Australia, the need for specialised recycling equipment and the

need to stimulate markets for tyre derived products. Investment in OTR tyre recycling and resource recovery research and development will be guided by a dedicated working group of TSA. In addition, a minimum of 75% of funds contributed to TSA from the mining industry will go to facilitating the achievement of the scheme's objectives for the mining sector.

4.5 Protection of confidentiality and privacy

In compliance with relevant legislation, TSA has measures in place to:

- protect the privacy of Applicants and Participants in the scheme
- maintain the confidentiality of information obtained through the processes of verification and audit, and
- protect the privacy of parties involved with the processes involved with administering the Tyre Stewardship Research Fund and to maintain the confidentiality of all information acquired through those processes.

4.6 Process for amendment of Guidelines

This document may be amended from time to time.

For a major amendment, where there are potential impacts on Participants, a consultation process is to be undertaken on the proposed amendment and comments sought. Major amendments require approval from the TSA Board of Directors. The eventual amendment is to be announced on the scheme website.

For a minor amendment, where there are no or minor potential impacts on Participants, an announcement of the amendment may be made on the scheme's website with the authority of the Chief Executive Officer.

TSA's Chief Executive Officer will determine whether an amendment is minor or major.

5. Processes and compliance

5.1 Application and approval process

The following steps apply to the process for applying for status as a Participant in the scheme and the process for approving the application/s:

- An Applicant submits one or more application forms online on the scheme's website or by email or mail. Application forms are provided in Parts C to I of this document.
- A business or organisation is expected to undertake investigations, enquiries and due diligence to satisfy itself of the implications of becoming a Participant in the scheme before submitting an application to TSA.
- An application consists of: a completed application form signed by an Authorised Signatory, including an Action Plan. Action Plan templates are provided with each application form.

In signing the application form, the Authorised Signatory makes an organisational commitment to the scheme and to compliance with these Guidelines. Such commitment is a condition of approval of the application.

Guidance:

An Applicant can apply for Participant status in more than one category and, in some instances, is **required** to apply for Participant status in more than one category. (See Section 3.2.)

It is acknowledged that in local government areas solid waste is often managed at a regional level. The scheme allows for regional associations to apply on behalf of a number of local councils.

A full application package, as described above, should be submitted for each category applied for.

- TSA assesses the application/s and may contact third parties to verify information supplied in the application form. (See Section 5.2.)
- TSA assesses the Action Plan and may require amendments to the plan before giving approval.
- When satisfied with the application and the Action Plan, TSA gives approval for the Applicant to be given status as a Participant.
- When the application is approved, TSA advises the Applicant and issues:
 - a customised copy of the Participant Commitment signed by TSA

- an electronic template for the new Participant's entry in the relevant list/s on the scheme's website
- a template for notification of any change in the Participant's details, including any change to the arrangements to collect or recycle end-of-life tyres,
- an approval to use the TSA logo, and
- a template for annual self-certification (these templates will be developed by TSA).

A timeframe for the assessment of applications will be developed by TSA prior to commencement of the scheme. This will need to be balanced with staffing resources in the event of a large number of applications; however an indicative timeframe is 30 days from the time the application is received.

Guidance:

The Participant Commitment is in the form of a certificate that sets out the commitments that apply to the particular business or organisation. Where a Participant has status in more than one category, the customised certificate will include the full range of commitments that apply.

Templates for the Participant Commitment certificates are provided in Parts C to I of the Guidelines.

5.2 Compliance

5.2.1 Verification of information in applications

Verification is carried out when TSA assesses an application for Participant status and continues after Participant status is awarded.

As required, TSA contacts businesses or organisations that are named in applications to verify the information provided in the application. Thereafter, on a regular basis, TSA liaises with businesses or organisations named in the applications to ensure that the arrangements for collection and recycling of end-of-life tyres are still in place.

If verification checks prove arrangements are not in place, TSA will contact the Participant to seek an explanation. If the explanation is not satisfactory, then Participant status and benefits may be revoked by TSA.

Participants should inform TSA of any changes to arrangements for collection and recycling of end-of-life tyres at the earliest opportunity. This is to ensure that information about Participants that is held by TSA remain current.

5.2.2 Audits

As one of their commitments, Participants are required to cooperate with audits that will be undertaken in reasonable business hours and after reasonable notice.

TSA will invest resources in random and risk based audits of the activities of Participants to ensure compliance with commitments made as part of the scheme. A strong and well resourced audit regime is essential in order to protect the credibility of the scheme and the interests of Participants. This means that, in any one year, a significant subset of

Participants are likely to be audited. An audit involves an assessment of adherence with the requirements of this document. An audit handbook will be developed to provide more detail on how assessment of compliance with commitments made as part of the scheme will be applied consistently to all Participants.

A Participant who fails to cooperate with an audit will be asked to explain why their Participant status should not be revoked. An explanation which is either insufficient or inappropriate will result in action that may include revocation of Participant status.

Audit types

TSA will audit participants regularly or at specific dates during day time business hours. TSA will conduct desk reviews of accredited Participants, audits at the Participant's location or both where it deems this necessary.

Participant cooperation

During a desk review or audit, TSA may request access to key personnel and supporting documents that it deems necessary to substantiate the information provided by the Participant. The participant must facilitate the review/audit requirements in an effective and efficient manner. Failure to meet any of the review/audit requirements by the participants may result in action that may include revocation of Participant status.

The participant is required to make reasonable arrangements to accommodate the audit team during audits.

Audit frequency

The frequency of reviews/audits will be at the discretion of TSA.

Confidentiality disclosure

TSA will treat all information and documents obtained during the review/audit as confidential. Disclosure of sensitive audit findings and observations will be restricted to audit personnel and TSA senior management and will not be shared with other participants.

5.3 Revocation of Participant status

TSA, acting reasonably, may revoke Participant status, giving 30 calendar days' notice, where a Participant has materially breached the requirements of this document.

The audit handbook will provide full details of this process. An important principle is that Participants will be provided with warnings and opportunities to rectify non-compliance.

5.4 Resignation of a Participant

A Participant may resign from the scheme by giving 30 calendar days notice in writing to TSA.

A Participant may immediately resign from the scheme upon changes to the Guidelines (whether minor or major), which it believes may have a detrimental impact on it, by giving notice in writing to TSA.

5.5 Period before re-applying

When an application is rejected, TSA will determine the timeline for the application to be re-submitted.

Where Participant status is revoked, the business or organisation can re-apply for status as a Participant after at least 12 months have elapsed.

EQUIVALENT PASSENGER UNIT RATIOS

An equivalent passenger unit (EPU) is a standard passenger car tyre. The weight of an EPU for a new standard passenger car tyre is standardised as 9.5kg; and the weight of an EPU for an end-of-life standard passenger car tyre is standardised as 8 kg.

The following EPU ratios reflect the potential recoverable resources from the various types of tyres. The first set is to be used by tyre importers, vehicle manufacturers and importers and miners for reporting data to TSA as part of their specific commitments. The second set is to be used by recyclers for reporting data to TSA as part of their specific commitments. Each set reflects the categorisations used by the respective industries.

Reporting can be in EPUs or by weight.

EPUs for reporting by tyre importers, vehicle manufacturers and miners

Type of tyre	EPU ratio
Motorcycle	0.5
Passenger Car	1
Light Truck/SUV	2
Truck small (17.5" & 19.5")	3
Truck large (20" & 22.5")	5
Small Specialty/Ag (skid steer, forklift 8"-15", front tractor & backhoe 15" to 18")	3
Medium Specialty/Ag (20" – 30")	5-8
Large Specialty Ag (32" and above)	20-30
Small Earthmover (24" – 25")	50
Medium Earthmover (29" – 35")	100
Large Earthmover (above 35")	200

EPUs for reporting by recyclers

Type of tyre	EPU ratio
Motorcycle	0.5
Passenger	1
Light Truck	2
Truck	5

Super Single	10
Solid small (up to 0.3m high)	3
Solid medium (>0.3m up to 0.45m)	5
Solid large (>0.45 m up to 0.6m)	7
Solid extra large (> 0.6m)	9
Tractor small (up to 1m high)	15
Tractor large (>1m up to 2m)	25
Fork lift small (up to 0.3m high)	2
Fork lift medium (>0.3m up to 0.45m)	4
Fork lift large (>0.45m up to 0.6m)	6
Grader	15
Earth mover small (up to 1m high)	20
Earth mover medium (>1m up to 1.5m)	50
Earth mover large (>1.5 up to 2m)	100
Earthmover extra large (>2m up to 3.0m)	200
Earthmover giant (>3 up to 4m)	400
Bobcat	2

PART B – REQUIREMENTS FOR BRANDING OF THE TYRE PRODUCT STEWARDSHIP SCHEME

PLEASE NOTE:

Participation in the Tyre Product Stewardship Scheme is voluntary.

A business or organisation that joins the scheme is required to comply with commitments that apply to them.

The commitments are set out in these Guidelines:

- **Parts A and B** set out the general commitments.

All Participants are required to comply with the general commitments in Parts A and B.

- **Parts C to I** set out the specific commitments that apply to different types of Participants.

Participants are required to comply with at least one of the parts in Parts C to I.

1. Purpose of branding

The purpose of branding for the scheme is to:

- promote the scheme within the supply chain and to consumers
- enable Participants to communicate their commitment to recycling, or support for the recycling of end-of-life tyres.

It is important that the brand is applied consistently and appropriately in order to build a strong, recognisable and credible image of the scheme.

2. Who can use the tyre scheme's brand?

2.1 Participants

All Participants in the tyre scheme are required to promote the scheme.

The Guidelines for the Tyre Product Stewardship Scheme give permission for Participants in the scheme to use the scheme's logo and specify the conditions that apply to that usage. TSA may make other specified communication tools available for Participants to use.

Electronic versions of the logo, the Guidelines and any other specified communication tools provided by TSA are available to Participants free of charge.

Participants in the tyre scheme can use the scheme's logo and any other specified communication tools without further approval from TSA. The logo is provided to Participants on joining the scheme.

Cessation of Participant status

If a business or organisation ceases to be a Participant in the scheme, for whatever reason, then the business or organisation is required to stop using the logo and any other of the specified communication tools immediately. This will require removing the logo wherever it has been applied, e.g. on stationery and on vehicles and equipment. The business or organisation pays for removal of the logo.

2.2 Non-Participants

Non-Participants are not generally permitted to use the scheme's logo or specified communication tools. Non-Participants involved in the tyre supply chain that wish to use the logo should write to TSA to seek permission to use a separate specific logo for this purpose. For example, the separate specific logo could be provided to organisations, such as manufacturers of tyre-derived products, to acknowledge the environmentally sound use of end-of-life tyres.

The written request should describe the purpose, the target audience and the media to be used, specifying the publications in which the logo will be published. In deciding whether to give permission, TSA will consider the information provided and whether the proposed use will be in the interests of the tyre scheme.

TSA retains the right to revoke permission and to recover the logo provided as the result of such a request if the logo is not used in accordance with the scheme's Guidelines or with other conditions set by TSA.

3. How to use the logo

Use of the scheme's logo must comply with the appropriate uses and context set out in this Section and with the technical specifications set out in Section 5.

3.1 Appropriate uses

Stationery and publications

A Participant can incorporate the scheme's logo into a range of printed material including stationery, compliments slips, accounts, invoices, publications, promotional matter, electronic presentations such as PowerPoint, posters, banners, multimedia and websites.

Logo sticker

As appropriate to the business or organisation, stickers of the logo alone can be used on:

- new tyres or promotional material or packaging associated with new tyres
- containers dedicated to the collection and/or transport of end-of-life tyres
- internal signage e.g. on walls
- external signage e.g. on walls, equipment, vehicles and trailers.

Other uses

Other uses are permitted provided they are appropriate, taking into account issues of context discussed at 3.2. If there is any doubt about what constitutes an appropriate use, advice should be sought from TSA.

3.2 Context

Participants are required to consider the context in which the tyres scheme logo is displayed and to ensure that the logo is always used in a manner that is consistent with the spirit and objective of the scheme.

For example the disposal of end-of-life tyres to landfill is not consistent with the scheme's objective and any association between the tyre scheme's logo and the disposal of end-of-life tyres to landfill is to be avoided as it is counter to the scheme's objective.

Examples of contexts where a logo could be applied:

- in association with new tyres
- on a wall, beside a collection point dedicated to end-of-life tyres
- on the side of a truck operated by a Participant.

Examples of where a logo should not be applied are:

- in association with types of tyres that are not included in the scheme
- on the side of a skip or a truck that is, or may be, used to collect general waste
- on the side of vehicle that is, or may be, used to deliver end-of-life tyres to a landfill or to a skip used to collect general waste.

A Participant should seek advice from TSA if there is any doubt about the appropriateness of a context in which the logo is proposed to be used.

4. Other considerations

4.1 Permission to use tyre scheme materials

Participants have permission to:

- print and reproduce the scheme's logo and specified communication tools, including the Guidelines, in unaltered form, and
- use these materials for business activities they conduct as Participants in the scheme and for purposes connected with their participation in the scheme.

4.2 Audit

Adherence to the requirements that apply to the use of the tyre scheme's logo, and specified communication tools, will be examined as part of any audit of a Participant for the purposes of the scheme.

4.3 Costs

Participants are required to bear all of the costs of:

- using the tyre scheme's logo and other communication tools, including printing costs, and
- removing the scheme's logo.

4.4 Text and references

Description of the Tyre Product Stewardship Scheme

When describing the tyre scheme, the preferred text is:

‘Through the voluntary Tyre Product Stewardship Scheme, industry participants commit to increase the recycling and resource recovery of Australia's end-of-life tyres and minimise environmental, health and safety impacts.’

Standard text

From time to time, TSA may prepare standard text on specific topics and distribute the text to Participants for their use. In such instances, the standard text is not to be modified without the permission of TSA.

Quoting text

The text provided by TSA in communication tools is not to be changed when used in Participants' own publications. Attribution to the source should also be made under such circumstances, e.g. ‘Report on the recycling rate of Australia's end-of-life tyres, 2011, prepared by Tyre Stewardship Australia’ or the URL and the date it was accessed.

4.5 Application for trademark

An application for Trademark of the logo has been lodged with IP Australia.

5. Technical specifications

In the interests of building a strong, recognisable and credible brand, all use of the tyre scheme's logo must adhere to the technical specifications and constraints set out in this Section.

A copy of the requirements for branding of the Tyre Product Stewardship Scheme should be provided to graphic designers, printers and desktop publishers before they start relevant work.

(The technical specifications will be finalised by TSA and will relate to topics such as:

- the correct form/s of the logo, in colour and in black or mono
- requirement for clear space around the logo to protect its integrity
- specifications for the colour/s to be used
- reversed colouring, provided there is sufficient contrast
- rules about presentation, e.g. not using light or pastel colours that do not provide sufficient contrast; not placing the logo on a background image or photograph; not editing any wording that forms part of the logo; not changing the font/s used.)

PART C – TYRE IMPORTERS AND VEHICLE MANUFACTURERS AND IMPORTERS

Definition of Tyre importers and vehicle manufacturers and importers

Tyre importers and vehicle manufacturers and importers means businesses or organisations that are engaged in tyre importing, vehicle importing or vehicle manufacturing and are first to supply a tyre to the domestic Australian market.

There will be a threshold for importers of small numbers of tyres. Tyre importers that import less than 1000 EPU annually will not be expected to contribute funds.

This accreditation application includes the following sections:

Section 1: Explanation and Instructions for completion

Section 2: Commitments

2.1 General Commitments

2.2 Specific Commitments

2.3 Data Requirements and Reporting

Section 3: Audit Information

Section 4: Application Form

Part 1 – Business Details

Part 2 – Action Plan

Section 5: Sign off form

Section 1: Explanation and Instructions for Completion

Participation in the Tyre Product Stewardship Scheme is voluntary.

Current Australian Tyre Industry Council members do not need to complete Section 4, Part 1, ‘Types and Numbers of Tyres Imported’ as they have alternative reporting mechanisms in place.

Separate reporting will not be required from automotive importers and manufacturers as monthly sales numbers will be drawn from the monthly Vfacts data and EPU calculations will be made based on make and model reported.

A business or organisation that joins the scheme is required to comply with commitments that apply to them.

The commitments are set out in Section 3 of this document.

Please make your best effort to complete this application form. If you are unsure or unclear as to how to fill in various sections of this form please call (03) 9036 6360 or email secretary@tyrestewardship.org.au for assistance.

Section 2: Commitments

2.1 General Commitments

All Participants in the scheme commit to:

- support the objectives of the scheme;
- deal transparently and ethically with others involved in the tyre supply chain, including consumers;
- promote the scheme to the community, other businesses and organisations, including through the development and implementation of an individual Action Plan (a template Action plan is included in the application form);
- use the scheme's branding and logo and adhere to the conditions that apply to that use, as set out in Part B of the Guidelines;
- comply with relevant laws and practices, including those that apply to the environment and occupational health and safety; and
- co-operate with surveys that are undertaken from time to time, and with random or risk based audits as instigated by TSA. This includes retaining and, on request, providing to TSA the documentation specified in the relevant guidance on documentation in these Guidelines.

All Participants in the scheme also commit to contribute to:

- the environmentally sound use of end-of-life tyres;
- elimination of the inappropriate export of baled tyres from Australia;
- elimination of the illegal dumping of end-of-life tyres;

elimination of disposal of end-of-life tyres to landfill (except where no viable alternative is available and subject to state and territory legislation; for example, in rural and remote areas where appropriate recycling facilities are not available, or transportation costs are prohibitive).

2.2 Specific commitments

In addition to the general commitments in 2.1, tyre importers and vehicle manufacturers and importers commit to:

- a) contribute funding to support the administration and activities of TSA.
- b) provide data to TSA on the types and numbers sold in each reporting period
- c) only import tyres that are compliant with the relevant Australian standards, whether the tyres are imported as loose replacements or fitted to new vehicles.
- d) promote participation in the scheme to businesses and other organisations to which they supply tyres, including through the development of an Action Plan.

Guidance on meeting the commitments

Funding

The amount of funding to be contributed by a participant in this category will depend on the number of EPUs sold by the participant. Contributions will be based on a levy of 25 cents per EPU (see Appendix 1 in the Guidelines for EPU ratios), or an equivalent membership fee. The EPU ratio for larger tyres will be capped at 400 EPU.

Participants in this category must retain and, on request, provide to TSA all records and statements necessary for TSA to verify their tyre sales.

Standards

There are standards for loose replacement tyres fitted to vehicles under the Australian Design Rules. Previously industry, through the Tyre IWG, has called for greater enforcement of these standards by states and territories. Industry is taking responsibility for compliance with standards amongst its members.

Industry is now developing a new voluntary standard for energy efficiency and safety labelling for tyres through an industry-government working group. The working group comprises: the Australian Government Department of Infrastructure and Transport, the Queensland Department of Transport and Main Roads and the Australian Tyre Industry Council.

Application process

An applicant for participation in the scheme is required to submit an application accompanied by an Action Plan. The Action Plan outlines the timeline and the steps that the applicant proposes to undertake to meet the commitments of the Category/ies nominated by the applicant. This includes how the applicant will promote participation in the scheme to businesses and other organisations to which they supply tyres.

The application form, including the template for an Action Plan, is at Section 4 of this document.

2.3 Data requirements and reporting

Reporting schedule

Tyre importers and vehicle manufacturers and importers must submit their reports to TSA quarterly (see schedule below).

Reporting period	Reporting deadline
1 January to 31 March	30 June
1 April to 30 June	30 September
1 July to 30 September	31 December
1 October 31 December	31 March

Reporting data

Tyre importers and vehicle manufacturers and importers must report the types and numbers of tyres imported in each reporting period.

Reporting format

Reporting can be in EPU's or by weight.

The following format is a suggestion to illustrate the data to be reported.

Alternative formats, including electronic submission are acceptable.

Type	No.	EPU's
Motorcycle		
Passenger Car		
Light Truck/SUV/RV		
Truck small (17.5" & 19.5")		
Truck large (20" & 22.5")		
Small Specialty/Ag (skid steer, forklift 8"-15", front tractor & backhoe 15" to 18")		
Medium Specialty/Ag (20" – 30")		
Large Specialty Ag (32" and above)		
Small Earthmover (24" – 25")		
Medium Earthmover (29" – 35")		
Large Earthmover (above 35")		

Section 3: Audit Information

As part of your commitments, Participants are required to cooperate with audits that will be undertaken in reasonable business hours and after reasonable notice.

TSA will invest resources in random and risk-based audits of the activities of Participants to ensure compliance with commitments made as part of the scheme. A strong and well-resourced audit regime is essential in order to protect the credibility of the scheme and the interests of Participants. This means that, in any one year, a significant subset of Participants are likely to be audited. An audit involves an assessment of adherence with the requirements and commitments laid out in this application. An audit handbook will be developed to provide more detail on how assessment of compliance with commitments made as part of the scheme will be applied consistently to all Participants.

A Participant who fails to cooperate with an audit will be asked to explain why their Participant status should not be revoked. An explanation which is either insufficient or inappropriate will result in action that may include revocation of Participant status.

Audit types

TSA will audit participants regularly or at specific dates during day time business hours. TSA will conduct desk reviews of accredited Participants, audits at the Participant's location or both where it deems this necessary.

Participant cooperation

During a desk review or audit, TSA may request access to key personnel and supporting documents that it deems necessary to substantiate the information provided by the Participant. The participant must facilitate the review/audit requirements in an effective and efficient manner. Failure to meet any of the review/audit requirements by the participants may result in action that may include revocation of Participant status.

The participant is required to make reasonable arrangements to accommodate the audit team during audits.

Audit frequency

The frequency of reviews/audits will be at the discretion of TSA.

Confidentiality disclosure

TSA will treat all information and documents obtained during the review/audit as confidential. Disclosure of sensitive audit findings and observations will be restricted to audit personnel and TSA senior management and will not be shared with other participants.

Section 4: Application Form

Part 1 – Business details

Business name:	
Franchise name (if applicable):	
Business ABN/ACN:	
Business street address:	Street: Town/City: Postcode:
Business postal address:	PO Box: Town/City: Postcode:
Website address:	
Name and title of most senior person in the business or organisation (in Australia):	Name: Title:
Business contact person:	Name: Email: Office Phone: Mobile Phone:
Scope of application	Does the application relate to the entire business or organisation? Yes/No If 'No', please describe the elements of the business or organisation that are relevant to the application.
Scope of operations PLEASE NOTE: In some instances, additional applications are required for operations identified in the list. Please check these Guidelines or contact TSA for advice.	In the following list, please identify other operations that your organisation carries out: () Retailer () Fleet operator () Collector () Recycler
Other schemes	Is your business or organisation a member of any other scheme designed to manage waste? Yes/No If 'Yes', please provide the name of the scheme and its main purpose.

Tyre importers and vehicle manufacturers and importers

For the purposes of the scheme, ‘Tyre importers and vehicle importers and manufacturers’ are businesses or organisations that are engaged in tyre importing, vehicle importing or vehicle manufacturing and are first to supply a tyre to the domestic Australian market.

Note: The scheme is relevant to tyres for motorised vehicles and non-motorised trailers towed behind motorised vehicles including: motorcycles, passenger cars, box trailers, caravans, light commercial vehicles, trucks and truck trailers, buses, mining and earth moving vehicles, cranes, excavators, graders, farm machinery and forklifts. Please also refer to the definition of ‘tyre’ in the Guidelines Glossary.

Type of business Please tick the box/es that describe your role in bringing tyres to the Australian market.

- Importer of tyres to Australia
 Manufacturer of vehicles in Australia
 Importer of vehicles to Australia

Types and numbers of tyres imported Please tick all boxes that apply and provide the number of new tyres imported annually for each type.

*Current Australian Tyre Industry Council members do not need to complete Section 4, Part 1, ‘Types and Numbers of Tyres Imported’ as they have alternative reporting mechanisms in place.

*Separate reporting will not be required from automotive importers and manufacturers. Monthly sales numbers will be drawn from the monthly Vfacts data and EPU calculations will be made based on make and model reported.

	Type	No.
<input type="checkbox"/>	Motorcycle	
<input type="checkbox"/>	Passenger Car	
<input type="checkbox"/>	Light Truck/SUV	
<input type="checkbox"/>	Truck small (17.5” & 19.5”)	
<input type="checkbox"/>	Truck large (20” & 22.5”)	
<input type="checkbox"/>	Small Specialty/Ag (skid steer, forklift 8”-15”, front tractor & backhoe 15” to 18”)	
<input type="checkbox"/>	Medium Specialty/Ag (20” – 30”)	
<input type="checkbox"/>	Large Specialty Ag (32” and above)	
<input type="checkbox"/>	Small Earthmover (24” – 25”)	
<input type="checkbox"/>	Medium Earthmover (29” – 35”)	
<input type="checkbox"/>	Large Earthmover (above 35”)	

Action Plan to promote the scheme

Please provide a plan setting out the action the business/organisation will take to promote the scheme over the first 12 months of participation in the scheme, and which outlines the timeline and the steps that the applicant proposes to undertake to meet its commitments under the scheme. Applicants are encouraged to provide as much detail as possible in their Action Plans. A template is provided in the next page of this application.

Part 2 – Action Plan

Guidance on the Action Plan

Please provide a plan setting out the action the business/organisation will take to promote the scheme over the first 12 months of participation in the scheme, and which outlines the timeline and the steps that the applicant proposes to undertake to meet its commitments under the scheme.

Applicants are encouraged to provide as much detail as possible in their Action Plans. A template is provided below.

The Action Plan should be a simple document, setting out the actions that the organisation will take, and the proposed timeline for those actions, to promote the scheme.

It must also outline the timeline and the steps that the applicant proposes to undertake to meet its commitments under the scheme.

An applicant can use this template or present the information in any form, e.g. a table or spread sheet.

Participants in the scheme are required to report annually on the implementation of this Action Plan and what was achieved and submit a revised Action Plan for approval. TSA will specify the timeline for this process.

Action Plan for (insert name of business):

Business Street Address:

Town/City:

State:

Postcode:

1. Actions to promote the scheme

Briefly list actions to promote the scheme. The following examples are not mandatory:

- Incorporate the scheme's logo on the company's stationery (e.g. letterhead, business cards).
- Include the scheme's logo, information about the scheme and a link to the TSA website on the company's website.
- Include articles on the scheme in company newsletters.
- Mention the scheme in presentations at conferences and other forums, and include information about the scheme in conference material.
-
-
-

2. Please list your actions to promote the scheme here:

3. Proposed timeline for action (or N/A):

(Please insert here)

4. Actions to meet scheme commitments

Briefly outline the steps proposed to meet your commitments under scheme.

- Regular reviews of arrangements with recyclers
-
-

5. Proposed timeline for action (or N/A):

(Please insert here)

Section 5: Sign Off Form

Agreement to meet commitments	
<p>I have read the scheme's Guidelines and understand the commitments that this business/organisation is required to meet.</p> <p>I agree that the business/organisation that I represent will meet its commitments as a Participant in the scheme.</p> <p>I agree that the Authorised Signatory of the business/organisation has undertaken appropriate investigations, enquiries and due diligence to satisfy itself of the implications of becoming a Participant in the scheme, and agree that TSA can publicly acknowledge our participation in the scheme.</p> <p>I agree that TSA is not liable in the event of injury or harm arising as a result of carrying out duties related to Tyre Stewardship Product Stewardship.</p>	
Authorised signatory (Please sign)	Position (CEO/Director or equivalent)
Print name	Date (dd/mm/yyyy)
<u>Authorised signatory's contact details</u> Phone number: Mobile: Email address:	

For TSA office use only		
Date received (dd/mm/yyyy)	Commencement date (dd/mm/yyyy)	Confirmation mailed (dd/mm/yyyy)
Participant number:		

PART D – RETAILERS

Definition of a Retailer

Retailer means a business or organisation that offers products for sale at retail through any means, including sales outlets, catalogues, or the Internet. For the purposes of the scheme, tyre retreaders are Retailers.

This accreditation application includes the following sections:

Section 1: Explanation and Instructions for completion

Section 2: Application Form

Part 1 – Business Details

Part 2 – Action Plan

Section 3: Commitments

Section 4: Audit Information

Section 5: Sign off form

Section 6: Standard Scheme Docket

Section 1: Explanation and Instructions for Completion

Participation in the Tyre Product Stewardship Scheme is voluntary.

A business or organisation that joins the scheme is required to comply with commitments that apply to them.

The commitments are set out in Section 3 of this document.

Please make your best effort to complete this application form. If you are unsure or unclear as to how to fill in various sections of this form please call (03) 9036 6360 or email secretary@tyrestewardship.org.au for assistance.

Section 2: Application Form

Part 1 – Business details

Business name:	
Franchise name (if applicable):	
Business ABN/ACN:	
Business street address:	Street: Town/City: Postcode:
Business postal address:	PO Box: Town/City: Postcode:
Website address:	
Name and title of most senior person in the business or organisation (in Australia):	Name: Title:
Business contact person:	Name: Email: Office Phone: Mobile Phone:
Scope of application	Does the application relate to the entire business or organisation? Yes/No If 'No', please describe the elements of the business or organisation that are relevant to the application, e.g. the range of functions or the specific operational sites.
Information on arrangements with collectors and recyclers	For each site, please provide names and contact details of collectors and recyclers you have arrangements with. IMPORTANT NOTE: TSA may contact relevant parties to verify the information provided here. Copies of evidence, e.g. invoices, consignment notes or relevant clauses from contract/s, may be requested to demonstrate that you currently take responsibility for the environmentally sound use of end-of-life tyres.
Scope of operations PLEASE NOTE: Additional applications are required for operations identified in the list. Please check the Guidelines or contact TSA for advice.	In the following list, please identify any other operations your business or organisation is involved in. () Tyre importer or vehicle manufacturer or importer () Fleet operator () Local government () Collector () Recycler
Other schemes	Is your business or organisation a member of any other scheme designed to manage waste? Yes/No If 'Yes', please provide the name of the scheme and its main purpose.

<p>Retailer</p> <p>For the purposes of the scheme:</p> <ul style="list-style-type: none"> - ‘Retailer’ means a business or organisation that offers products for sale at retail through any means, including sales outlets, catalogues, or the internet, and - A tyre retreader is a retailer. 	
<p>Type of business Please tick the boxes that describe the activities your business or organisation is involved in.</p>	
<p style="text-align: center;">Tyre dealer*</p> <p><input type="checkbox"/> Dealer in wide range of products, including tyres (retailer with shop front)</p> <p><input type="checkbox"/> Dealer in wide range of products, including tyres (retailer with no shop front, operating through the Internet)</p> <p><input type="checkbox"/> Tyre dealer (retailer with shop front)</p> <p><input type="checkbox"/> Tyre dealer (retailer with no shop front, operating through the Internet)</p> <p><input type="checkbox"/> Auto service centre (including garages and petrol stations)</p> <p><input type="checkbox"/> Auto service chain</p> <p><input type="checkbox"/> Tyre retreader</p> <p><input type="checkbox"/> Other – please specify:</p> <p>*Where a tyre dealer is part of a vehicle dealership, please complete the Vehicle Dealer section.</p>	<p style="text-align: center;">Vehicle dealer¹⁰</p> <p><input type="checkbox"/> Car</p> <p><input type="checkbox"/> Light truck</p> <p><input type="checkbox"/> Truck</p> <p><input type="checkbox"/> Trailer</p> <p><input type="checkbox"/> Recreational vehicle</p> <p><input type="checkbox"/> Agricultural vehicle</p> <p><input type="checkbox"/> Industrial vehicle</p> <p><input type="checkbox"/> Off-the-road vehicle</p> <p><input type="checkbox"/> Other – please specify:</p>
<p>Types of tyres handled Please tick all boxes that apply.</p>	
<p><input type="checkbox"/> Passenger</p> <p><input type="checkbox"/> Truck</p>	<p><input type="checkbox"/> Off-the-road</p> <p><input type="checkbox"/> Other (please describe)</p>
<p>Action Plan to promote the scheme</p> <p>Please provide a plan setting out the action the business/organisation will take to promote the scheme over the first 12 months of participation in the scheme, and which outlines the timeline and the steps that the applicant proposes to undertake to meet its commitments under the scheme. Applicants are encouraged to provide as much detail as possible in their Action Plans. A template is provided in part 3 of this application.</p>	

Part 2 – Action Plan

Guidance on the Action Plan

¹⁰ The scheme is relevant to tyres for motorised vehicles and non-motorised trailers towed behind motorised vehicles including: motorcycles, passenger cars, box trailers, caravans, light commercial vehicles, trucks and truck trailers, buses, mining and earth moving vehicles, cranes, excavators, graders, farm machinery and forklifts. Please also refer to the definition of ‘tyre’ in the Glossary.

Please provide a plan setting out the action the business/organisation will take to promote the scheme over the first 12 months of participation in the scheme, and which outlines the timeline and the steps that the applicant proposes to undertake to meet its commitments under the scheme.

Applicants are encouraged to provide as much detail as possible in their Action Plans. A template is provided on the next page.

Action Plan for (insert name of business):

Business Street Address:

Town/City:

State:

Postcode:

1. Actions to promote the scheme

Briefly list actions to promote the scheme. The following examples are not mandatory:

- Incorporate the scheme's logo on the company's stationery (e.g. letterhead, business cards).
- Include the scheme's logo, information about the scheme and a link to the TSA website on the company's website.
- Include articles on the scheme in company newsletters.
- Mention the scheme in presentations at conferences and other forums, and include information about the scheme in conference material.
-
-
-

2. Please list your actions to promote the scheme here:

3. Proposed timeline for action (or N/A):

(Please insert here)

4. Actions to meet scheme commitments

Briefly outline the steps proposed to meet your commitments under scheme.

- Regular reviews of arrangements with recyclers
-
-

5. Proposed timeline for action (or N/A):

(Please insert here)

Section 3: Commitments

3.1 General Commitments

All Participants in the scheme commit to:

- support the objectives of the scheme;
- deal transparently and ethically with others involved in the tyre supply chain, including consumers;
- promote the scheme to the community, other businesses and organisations, including through the development and implementation of an individual Action Plan (a template Action plan is included in the application form);
- use the scheme's branding and logo and adhere to the conditions that apply to that use, as set out in Part B of the Guidelines;
- comply with relevant laws and practices, including those that apply to the environment and occupational health and safety; and
- co-operate with surveys that are undertaken from time to time, and with random or risk based audits as instigated by TSA. This includes retaining and, on request, providing to TSA the documentation specified in the relevant guidance on documentation in these Guidelines.

All Participants in the scheme also commit to contribute to:

- the environmentally sound use of end-of-life tyres;
- elimination of the inappropriate export of baled tyres from Australia;
- elimination of the illegal dumping of end-of-life tyres;
- elimination of disposal of end-of-life tyres to landfill (except where no viable alternative is available and subject to state and territory legislation; for example, in rural and remote areas where appropriate recycling facilities are not available, or transportation costs are prohibitive).

3.2 Specific commitments

In addition to the general commitments set out in 3.1, Retailers commit to:

- a) take responsibility for the environmentally sound use of end-of-life tyres left with retailers when consumers purchase tyres.
- b) deal only with collectors and recyclers accredited by TSA as Participants in the scheme when disposing of end-of-life tyres
or
where dealing with a non-accredited collector, ensure contractual arrangements specify that all end-of-life tyres are provided to an accredited tyre recycler for environmentally sound use.
- c) deal ethically and transparently with consumers, specifically in relation to the fees and charges associated with the environmentally sound use of end-of-life tyres, and
- d) undertake regular reviews of arrangements with collectors and recyclers.

Guidance on meeting the commitments

All end-of-life tyres to go to environmentally sound use

Before being approved by TSA to join the scheme, Retailers need to demonstrate they have arrangements in place that ensure all end-of-life tyres that consumers leave with the retailer will go to an environmentally sound use.

Claims about recycling end-of-life tyres

Retailers who are Participants in the scheme are in a position to substantiate any claims they make about dealing with end-of-life tyres responsibly, i.e. disposing of them so that they go to an environmentally sound use.

Where a recycling fee is charged separately to consumers, advice that explains how the fee is used in relation to the costs associated with the environmentally sound use of the end-of-life tyres must be provided to consumers – for example, a poster at the point of sale.

Where the recycling fee is included in the tyre price to consumers, advice that the recycling fee has been included and that the fee is used in relation to the costs associated with the environmentally sound use of the end-of-life tyres must be provided to consumers – for example, a poster at the point of sale.

Documentation

Retailers must retain copies of all dockets/receipts from collectors and recyclers for TSA auditing purposes, including where the Standard Scheme Docket is used (see Section 6 of this application). Use of the Standard Scheme Docket does not replace any obligation to complete a waste-tracking certificate when required by state and territory environment agencies.

The application form for retailers, including the template for an Action Plan, is at Section 4 of this document.

Application form and process

An applicant for participation in the scheme is required to submit an application accompanied by an Action Plan. The Action Plan outlines the timeline and the steps that the applicant proposes to undertake to meet the commitments of the Category/ies nominated by the applicant. This includes how the applicant will promote participation in the scheme to businesses and other organisations in the tyre supply chain.

Importers of tyres

Retailers that import tyres are also required to apply for status in the category of Tyre Importers and Vehicle Manufacturers and Importers.

Additional advice for retailers contracting with non-accredited collectors

Accredited retailers are responsible for ensuring end-of-life tyres are provided to an accredited tyre recycler for environmentally sound use. Where this is found not to occur the retailer will be required to rectify the non-compliance. Retailers will need to ensure they hold all the required documentation identified under ‘*Documentation*’. Their contractual arrangements with the non-accredited collector will need to provide for this documentation.

Retailers may wish to use the standard scheme docket to meet their documentation requirements. However, where existing documentation meets the data requirements, or can be easily modified to do so, this is acceptable. Electronic systems that meet the data requirements are also acceptable.

The standard scheme docket is provided at Section 6 of this application and it is also available for download on the TSA website in the Resources web page. The standard scheme docket is individually numbered and used for each consignment of end-of-life tyres that go from the retailer to the collector and to the recycler. It records the quantity of end-of-life tyres by type. It is designed to identify, and be signed by, the retailer, collector and the recycler.

If retailers choose to use the standard scheme docket to meet their documentation requirements they should ensure their contractual arrangements with non-accredited collectors specify that:

- the standard scheme docket is used and is signed by the collector and retailer with copies retained by each;
- the collector provides a copy of the signed standard scheme docket to the recycler who then signs it; a copy of the signed docket is returned to the retailer (possibly through the collector).

The TSA will review the option to contract with non-accredited collectors after one year. As part of this review the TSA will consider the situation of participants in areas where the availability of accredited collectors is limited, which could be the case in some rural and remote areas.

Section 4: Audit Information

As part of your commitments, Participants are required to cooperate with audits that will be undertaken in reasonable business hours and after reasonable notice.

TSA will invest resources in random and risk-based audits of the activities of Participants to ensure compliance with commitments made as part of the scheme. A strong and well-resourced audit regime is essential in order to protect the credibility of the scheme and the interests of Participants. This means that, in any one year, a significant subset of Participants are likely to be audited. An audit involves an assessment of adherence with the requirements and commitments laid out in this application. An audit handbook will be developed to provide more detail on how assessment of compliance with commitments made as part of the scheme will be applied consistently to all Participants.

A Participant who fails to cooperate with an audit will be asked to explain why their Participant status should not be revoked. An explanation which is either insufficient or inappropriate will result in action that may include revocation of Participant status.

Audit types

TSA will audit participants regularly or at specific dates during day time business hours. TSA will conduct desk reviews of accredited Participants, audits at the Participant's location or both where it deems this necessary.

Participant cooperation

During a desk review or audit, TSA may request access to key personnel and supporting documents that it deems necessary to substantiate the information provided by the Participant. The participant must facilitate the review/audit requirements in an effective and efficient manner. Failure to meet any of the review/audit requirements by the participants may result in action that may include revocation of Participant status.

The participant is required to make reasonable arrangements to accommodate the audit team during audits.

Audit frequency

The frequency of reviews/audits will be at the discretion of TSA.

Confidentiality disclosure

TSA will treat all information and documents obtained during the review/audit as confidential. Disclosure of sensitive audit findings and observations will be restricted to audit personnel and TSA senior management and will not be shared with other participants.

Section 5: Sign Off Form

Agreement to meet commitments	
<p>I have read the scheme's Guidelines and understand the commitments that this business/organisation is required to meet.</p> <p>I agree that the business/organisation that I represent will meet its commitments as a Participant in the scheme.</p> <p>I agree that the Authorised Signatory of the business/organisation has undertaken appropriate investigations, enquiries and due diligence to satisfy itself of the implications of becoming a Participant in the scheme, and agree that TSA can publicly acknowledge our participation in the scheme.</p> <p>I agree that TSA is not liable in the event of injury or harm arising as a result of carrying out duties related to Tyre Stewardship Product Stewardship.</p>	
Authorised signatory (Please sign)	Position (CEO/Director or equivalent)
Print name	Date (dd/mm/yyyy)
<u>Authorised signatory's contact details</u> Phone number: Mobile: Email address:	

For TSA office use only		
Date received (dd/mm/yyyy)	Commencement date (dd/mm/yyyy)	Confirmation mailed (dd/mm/yyyy)
Participant number:		

Section 6: Standard Scheme Docket

Docket Number _____

Retailers must retain copies of all dockets/receipts from collectors and recyclers for TSA auditing purposes.

Retailer/Fleet Operator/Local Government Authority	
Company Name	
TSA Accreditation Number	
Address	
Phone Number	
Name (Print)	
Signature	
Date	

Tyre type	Quantity
Motorcycle	
Passenger	
Light Truck/RV/SUV	
Truck	
Super Single	
Solid small (up to 0.3m high)	
Solid medium (>0.3m up to 0.45m)	
Solid large (>0.45 m up to 0.6m)	
Solid extra large (> 0.6m)	
Tractor small (up to 1m high)	
Tractor large (>1m up to 2m)	
Fork lift small (up to 0.3m high)	
Fork lift medium (>0.3m up to 0.45m)	
Fork lift large (>0.45m up to 0.6m)	
Grader	
Earth mover small (up to 1m high)	
Earth mover medium (>1m up to 1.5m)	
Earth mover large (>1.5 up to 2m)	
Earthmover extra large (>2m up to 3.0m)	
Earthmover giant (>3 up to 4m)	
Bobcat	
Total	

PART E – FLEET OPERATORS

Definition of Fleet Operators

Fleet operator is an entity that owns or operates a fleet of vehicles, including private and Australian and state and territory government fleet operators.

This accreditation application includes the following sections:

Section 1: Explanation and Instructions for completion

Section 2: Commitments

2.1 General Commitments

2.2 Specific Commitments

Section 3: Audit Information

Section 4: Application Form

Part 1 – Business Details

Part 2 – Action Plan

Section 5: Standard Scheme Docket

Section 6: Sign off form

Section 1: Explanation and Instructions for Completion

Participation in the Tyre Product Stewardship Scheme is voluntary.

A business or organisation that joins the scheme is required to comply with commitments that apply to them.

The commitments are set out in Section 3 of this document.

Please make your best effort to complete this application form. If you are unsure or unclear as to how to fill in various sections of this form please call (03) 9036 6360 or email secretary@tyrestewardship.org.au for assistance.

Section 2: Commitments

2.1 General Commitments

All Participants in the scheme commit to:

- support the objectives of the scheme;
- deal transparently and ethically with others involved in the tyre supply chain, including consumers;
- promote the scheme to the community, other businesses and organisations, including through the development and implementation of an individual Action Plan (a template Action plan is included in the application form);
- use the scheme's branding and logo and adhere to the conditions that apply to that use, as set out in Part B of the Guidelines;
- comply with relevant laws and practices, including those that apply to the environment and occupational health and safety; and
- co-operate with surveys that are undertaken from time to time, and with random or risk based audits as instigated by TSA. This includes retaining and, on request, providing to TSA the documentation specified in the relevant guidance on documentation in these Guidelines.

All Participants in the scheme also commit to contribute to:

- the environmentally sound use of end-of-life tyres;
- elimination of the inappropriate export of baled tyres from Australia;
- elimination of the illegal dumping of end-of-life tyres;
- elimination of disposal of end-of-life tyres to landfill (except where no viable alternative is available and subject to state and territory legislation; for example, in rural and remote areas where appropriate recycling facilities are not available, or transportation costs are prohibitive).

2.2 Specific commitments

In addition to the general commitments set out in 2.1, fleet operators, including government, commit to:

- a) take responsibility for the environmentally sound use of the end-of-life tyres they generate
- b) deal only with collectors and recyclers accredited by TSA as Participants in the scheme when disposing of end-of-life tyres

or

where dealing with a non-accredited collector, ensure contractual arrangements with specify that all end-of-life tyres are provided to an accredited tyre recycler for environmentally sound use.

- c) undertake regular reviews of arrangements with collectors and recyclers

Guidance on meeting the commitments

All end-of-life tyres to go to environmentally sound use

Before being approved by TSA to join the scheme, fleet operators need to demonstrate they have arrangements in place that ensure all end-of-life tyres generated by their fleets will go to an environmentally sound use.

Documentation

Fleet operators must retain copies of all dockets/receipts from collectors and recyclers for TSA auditing purposes, including where the Standard Scheme Docket is used (see Section 5 of this application).

Use of the Standard Scheme Docket does not replace any obligation to complete a waste tracking certificate when required by state and territory environment agencies.

Application form and process

An applicant for participation in the scheme is required to submit an application accompanied by an Action Plan. The Action Plan outlines the timeline and the steps that the applicant proposes to undertake to meet the commitments of the Category/ies nominated by the applicant. This includes how the applicant will promote participation in the scheme to businesses and other organisations in the tyre supply chain.

The application form for fleet operators, including the template for an Action Plan, is at Section 4 of this document.

Importers of tyres

Fleet operators that import tyres above the threshold are also required to apply for status in the category of Tyre importers and vehicle manufacturers and importers.

Additional advice for fleet operators contracting with non-accredited collectors

Accredited fleet operators are responsible for ensuring end-of-life tyres are provided to an accredited tyre recycler for environmentally sound use. Where this is found not to occur the fleet operator will be required to rectify the non-compliance. Fleet operators will need to ensure they hold all the required documentation identified under ‘*Documentation*’. Their contractual arrangements with the non-accredited collector will need to provide for this documentation.

Fleet operators may wish to use the standard scheme docket to meet their documentation requirements. However, where existing documentation meets the data requirements, or can be easily modified to do so, this is acceptable. Electronic systems that meet the data requirements are also acceptable.

The standard scheme docket is provided in Section 5 of this document and is available for download on the TSA Website under the Resources web page. The standard scheme docket is individually numbered and used for each consignment of end-of-life tyres that go from the local government to the collector and to the

recycler. It records the quantity of end-of-life tyres by type. It is designed to identify, and be signed by, the local government, the collector and the recycler.

If fleet operators choose to use the standard scheme docket to meet their documentation requirements they should ensure their contractual arrangements with non-accredited collectors specify that:

- the standard scheme docket is used;
- the standard scheme docket is signed by the collector and fleet operator with copies retained by each;
- the collector provides a copy of the signed standard scheme docket to the recycler who then signs it; a copy of the signed docket is returned to the fleet operator (possibly through the collector).

The TSA will review the option to contract with non-accredited collectors after one year. As part of this review the TSA will consider the situation of participants in areas where the availability of accredited collectors and recyclers is limited, which could be the case in some rural and remote areas.

Section 3: Audit Information

As part of your commitments, Participants are required to cooperate with audits that will be undertaken in reasonable business hours and after reasonable notice.

TSA will invest resources in random and risk-based audits of the activities of Participants to ensure compliance with commitments made as part of the scheme. A strong and well-resourced audit regime is essential in order to protect the credibility of the scheme and the interests of Participants. This means that, in any one year, a significant subset of Participants are likely to be audited. An audit involves an assessment of adherence with the requirements and commitments laid out in this application. An audit handbook will be developed to provide more detail on how assessment of compliance with commitments made as part of the scheme will be applied consistently to all Participants.

A Participant who fails to cooperate with an audit will be asked to explain why their Participant status should not be revoked. An explanation which is either insufficient or inappropriate will result in action that may include revocation of Participant status.

Audit types

TSA will audit participants regularly or at specific dates during day time business hours. TSA will conduct desk reviews of accredited Participants, audits at the Participant's location or both where it deems this necessary.

Participant cooperation

During a desk review or audit, TSA may request access to key personnel and supporting documents that it deems necessary to substantiate the information provided by the Participant. The participant must facilitate the review/audit requirements in an effective and efficient manner. Failure to meet any of the review/audit requirements by the participants may result in action that may include revocation of Participant status.

The participant is required to make reasonable arrangements to accommodate the audit team during audits.

Audit frequency

The frequency of reviews/audits will be at the discretion of TSA.

Confidentiality disclosure

TSA will treat all information and documents obtained during the review/audit as confidential. Disclosure of sensitive audit findings and observations will be restricted to audit personnel and TSA senior management and will not be shared with other participants.

Section 4: Application Form

Part 1 – Business details

Business name:	
Franchise name (if applicable):	
Business ABN/ACN:	
Business street address:	Street: Town/City: Postcode:
Business postal address:	PO Box: Town/City: Postcode:
Website address:	
Name and title of most senior person in the business or organisation (in Australia):	Name: Title:
Business contact person:	Name: Email: Office Phone: Mobile Phone:
Scope of application	Does the application relate to the entire business or organisation? Yes/No If 'No', please describe the elements of the business or organisation that are relevant to the application, e.g. the range of functions or the specific operational sites.
Information on arrangements with collectors and recyclers	Please provide names and contact details of collectors and recyclers you have arrangements with. IMPORTANT NOTE: TSA may contact relevant parties to verify the information provided here. Copies of evidence, e.g. invoices, consignment notes, may be requested to demonstrate that you currently take responsibility for the environmentally sound use of end-of-life tyres.
Scope of operations PLEASE NOTE: Your organisation may be required to submit an application for each category identified in the list.	In the following list, please identify other operations that your organisation carries out: () Tyre or vehicle importer () Collector () Recycler
Other schemes	Is your business or organisation a member of any other scheme designed to manage waste? Yes/No If 'Yes', please provide the name of the scheme and its main purpose.

Fleet operator	
For the purposes of this scheme, ‘Fleet operator’ is an entity that owns or operates a fleet of vehicles, including private and Australian and state and territory government fleet operators.	
Type of business	
Please tick the boxes that describe the nature of the fleet that this application applies to.	
<p style="text-align: center;">Nature of fleet</p> <p>() Taxis</p> <p>() Long haul carriers</p> <p>() Courier service</p> <p>() Bus service, municipal</p> <p>() Bus service, privately owned</p> <p>() Rental</p> <p>() Other – please specify: </p>	<p style="text-align: center;">Nature of vehicle</p> <p>() Car/light truck</p> <p>() Truck</p> <p>() Trailer</p> <p>() Bus</p> <p>() Recreational vehicle</p> <p>() Agricultural vehicle</p> <p>() Industrial vehicle</p> <p>() Off-the-road vehicle</p> <p>() Other – please specify: </p>
Types of tyres used Please tick all boxes that apply.	
<p>() Passenger</p> <p>() Truck</p> <p>() Off-the-road</p> <p>() Light Truck/SUV/RV</p> <p>() Other (please describe)</p>	
Replacing end-of-life tyres Please indicate whether your business or organisation replaces end-of-life tyres at its own service centre/s or elsewhere.	
<p>() Service centre/s owned by fleet operator</p> <p>() Service centre/s not owned by fleet operator</p>	
Action Plan to promote the scheme	
Please provide a plan setting out the action the business/organisation will take to promote the scheme over the first 12 months of participation in the scheme, and which outlines the timeline and the steps that the applicant proposes to undertake to meet its commitments under the scheme. Applicants are encouraged to provide as much detail as possible in their Action Plans. A template is provided in the next page of this application.	

Part 2 – Action Plan

Guidance on the Action Plan

Please provide a plan setting out the action the business/organisation will take to promote the scheme over the first 12 months of participation in the scheme, and which outlines the timeline and the steps that the applicant proposes to undertake to meet its commitments under the scheme.

Applicants are encouraged to provide as much detail as possible in their Action Plans. A template is provided below.

The Action Plan should be a simple document, setting out the actions that the organisation will take, and the proposed timeline for those actions, to promote the scheme.

It must also outline the timeline and the steps that the applicant proposes to undertake to meet its commitments under the scheme.

An applicant can use this template or present the information in any form, e.g. a table or spread sheet.

Participants in the scheme are required to report annually on the implementation of this Action Plan and what was achieved and submit a revised Action Plan for approval. TSA will specify the timeline for this process.

Action Plan for (insert name of business):

Business Street Address:

Town/City:

State:

Postcode:

1. Actions to promote the scheme

Briefly list actions to promote the scheme. The following examples are not mandatory:

- Incorporate the scheme's logo on the company's stationery (e.g. letterhead, business cards).
- Include the scheme's logo, information about the scheme and a link to the TSA website on the company's website.
- Include articles on the scheme in company newsletters.
- Mention the scheme in presentations at conferences and other forums, and include information about the scheme in conference material.
-
-
-

2. Please list your actions to promote the scheme here:

3. Proposed timeline for action (or N/A):

(Please insert here)

4. Actions to meet scheme commitments

Briefly outline the steps proposed to meet your commitments under scheme.

- Regular reviews of arrangements with recyclers
-
-

5. Proposed timeline for action (or N/A):

(Please insert here)

Section 5: Standard Scheme Docket

Docket Number _____

Fleet operators must retain copies of all dockets/receipts from collectors and recyclers for TSA auditing purposes.

Retailer/Fleet Operator/Local Government Authority	
Company Name	
TSA Accreditation Number	
Address	
Phone Number	
Name (Print)	
Signature	
Date	

Tyre type	Quantity
Motorcycle	
Passenger	
Light Truck/SUV/RV	
Truck	
Super Single	
Solid small (up to 0.3m high)	
Solid medium (>0.3m up to 0.45m)	
Solid large (>0.45 m up to 0.6m)	
Solid extra large (> 0.6m)	
Tractor small (up to 1m high)	
Tractor large (>1m up to 2m)	
Fork lift small (up to 0.3m high)	
Fork lift medium (>0.3m up to 0.45m)	
Fork lift large (>0.45m up to 0.6m)	
Grader	
Earth mover small (up to 1m high)	
Earth mover medium (>1m up to 1.5m)	
Earth mover large (>1.5 up to 2m)	
Earthmover extra large (>2m up to 3.0m)	
Earthmover giant (>3 up to 4m)	
Bobcat	
Total	

Section 6: Sign Off Form

Agreement to meet commitments	
<p>I have read the scheme's Guidelines and understand the commitments that this business/organisation is required to meet.</p> <p>I agree that the business/organisation that I represent will meet its commitments as a Participant in the scheme.</p> <p>I agree that the Authorised Signatory of the business/organisation has undertaken appropriate investigations, enquiries and due diligence to satisfy itself of the implications of becoming a Participant in the scheme, and agree that TSA can publicly acknowledge our participation in the scheme.</p> <p>I agree that TSA is not liable in the event of injury or harm arising as a result of carrying out duties related to Tyre Stewardship Product Stewardship.</p>	
Authorised signatory (Please sign)	Position (CEO/Director or equivalent)
Print name	Date (dd/mm/yyyy)
<u>Authorised signatory's contact details</u> Phone number: Mobile: Email address:	

For TSA office use only		
Date received (dd/mm/yyyy)	Commencement date (dd/mm/yyyy)	Confirmation mailed (dd/mm/yyyy)
Participant number:		

PART F – LOCAL GOVERNMENT

Definition of Local Government

Local government is a government entity with powers and geographical distribution established by a state or the Northern Territory. A 'Local government' can also be referred to as a local council, city, shire, town or municipality.

Guidance: In the Australian Capital Territory, the responsibilities usually handled by local government are administered by a department of the territory government. The relevant department can apply for Participant status in the Local government category.

It is acknowledged that in local government areas solid waste is often managed at a regional level. The scheme allows for regional associations to apply on behalf of a number of local councils.

This accreditation application includes the following sections:

Section 1: Explanation and Instructions for completion

Section 2: Commitments

2.1 General Commitments

2.2 Specific Commitments

Section 3: Audit Information

Section 4: Application Form

Part 1 – Business Details

Part 2 – Action Plan

Section 5: Standard Scheme Docket

Section 6: Sign off form

Section 1: Explanation and Instructions for Completion

Participation in the Tyre Product Stewardship Scheme is voluntary.

A business or organisation that joins the scheme is required to comply with commitments that apply to them.

The commitments are set out in Section 3 of this document.

Please make your best effort to complete this application form. If you are unsure or unclear as to how to fill in various sections of this form please call (03) 9036 6360 or email secretary@tyrestewardship.org.au for assistance.

Section 2: Commitments

2.1 General Commitments

All Participants in the scheme commit to:

- support the objectives of the scheme;
- deal transparently and ethically with others involved in the tyre supply chain, including consumers;
- promote the scheme to the community, other businesses and organisations, including through the development and implementation of an individual Action Plan (a template Action plan is included in the application form);
- use the scheme's branding and logo and adhere to the conditions that apply to that use, as set out in Part B of the Guidelines;
- comply with relevant laws and practices, including those that apply to the environment and occupational health and safety; and
- co-operate with surveys that are undertaken from time to time, and with random or risk based audits as instigated by TSA. This includes retaining and, on request, providing to TSA the documentation specified in the relevant guidance on documentation in these Guidelines.

All Participants in the scheme also commit to contribute to:

- the environmentally sound use of end-of-life tyres;
- elimination of the inappropriate export of baled tyres from Australia;
- elimination of the illegal dumping of end-of-life tyres;
- elimination of disposal of end-of-life tyres to landfill (except where no viable alternative is available and subject to state and territory legislation; for example, in rural and remote areas where appropriate recycling facilities are not available, or transportation costs are prohibitive).

2.2 Specific commitments

In addition to the general commitments set out in 2.1, local governments commit to:

- a) take responsibility for the environmentally sound use of the end-of-life tyres they generate through their own operations
- b) deal only with collectors and recyclers accredited by TSA as Participants in the scheme when disposing of end-of-life tyres generated by their own fleets
or
where dealing with a non-accredited collector, ensure contractual arrangements with specify that all end-of-life tyres generated by the local government fleet are provided to a an accredited tyre recycler for environmentally sound use, and
- c) undertake regular reviews of arrangements with collectors and recyclers

Guidance on meeting the commitments

All end-of-life tyres to go to environmentally sound use

Before being approved by TSA to join the scheme, recyclers need to demonstrate they have arrangements in place that ensure all end-of-life tyres they collect from scheme Participants will go to an environmentally sound use. Recyclers must also demonstrate their recycling activities are currently operational and they are already turning end-of-life tyres to environmentally sound use. Before recyclers are accredited TSA will make an assessment of their capacity to ensure the end-of-life tyres they have received or plan to receive go to environmentally sound use.

All end-of-life tyres to go to environmentally sound use

Before being approved by TSA to join the scheme, local governments need to demonstrate they have arrangements in place that ensure all end-of-life tyres generated by their fleets will go to an environmentally sound use.

Documentation

Local governments must retain copies of all dockets/receipts from collectors and recyclers for TSA auditing purposes, including where the Standard Scheme Docket is used (see Section 5 of this application).

Use of the Standard Scheme Docket does not replace any obligation to complete a waste tracking certificate when required by state and territory environment agencies.

Application form and process

Under the scheme, the commitments that apply to local governments are similar to the commitments for fleet operators. However, local governments should apply under their own category and should not apply under the category of fleet operators.

An applicant for participation in the scheme is required to submit an application accompanied by an Action Plan. The Action Plan outlines the timeline and the steps that the applicant proposes to undertake to meet the commitments of the Category/ies nominated by the applicant. This includes how the applicant will promote participation in the scheme to businesses and other organisations to which they supply tyres.

The application form for local governments, including the template for an Action Plan, is at Section 4 of this document.

Additional advice for local governments contracting with non-accredited collectors

Accredited local governments are responsible for ensuring end-of-life tyres are provided to an accredited tyre recycler for environmentally sound use. Where this is found not to occur the local government will be required to rectify the non-compliance. Local governments will need to ensure they hold all the required documentation identified under 'Documentation'. Their contractual arrangements with the non-accredited collector will need to provide for this documentation.

Local governments may wish to use the standard scheme docket to meet their documentation requirements. However, where existing documentation meets the data requirements, or can be easily modified to do so, this is acceptable. Electronic systems that meet the data requirements are also acceptable.

The standard scheme docket is provided in Section 5 of this document and is available for download on the TSA Website under the Resources web page. The standard scheme docket is individually numbered and used for each consignment of end-of-life tyres that go from the local government to the collector and to the recycler. It records the quantity of end-of-life tyres by type. It is designed to identify, and be signed by, the local government, the collector and the recycler.

If local governments choose to use the standard scheme docket to meet their documentation requirements they should ensure their contractual arrangements with non-accredited collectors specify that:

- the standard scheme docket is used;
- the standard scheme docket is signed by the collector and local government authority with copies retained by each;
- the collector provides a copy of the signed standard scheme docket to the recycler who then signs it; a copy of the signed docket is returned to the local government authority (possibly through the collector).

The TSA will review the option to contract with non-accredited collectors after one year. As part of this review the TSA will consider the situation of participants in areas where the availability of accredited collectors is limited, which could be the case in some rural and remote areas.

Roles of local government with end-of-life tyres

Local governments are encouraged to join the scheme as operators of vehicles and commit to take responsibility for the environmentally sound use of the end-of-life tyres they generate through their own operations. Local governments are also acknowledged as legal landfill managers and often act as custodians of illegally dumped and stockpiled end-of-life tyres (see below). It is recognised that governments are moving away from landfill as a solution for end-of-life tyres. This scheme is designed to help local governments by developing a market for end-of-life tyres so they are diverted from landfill.

Recognition of challenge of illegally dumped and stockpiled tyres

It is recognised that local government, and in some circumstances state/territory government, often assume responsibility for the clean-up of end-of-life tyres from stockpiles or illegal dumping in their jurisdictions. It is expected that, over time, investment by TSA in the domestic markets for tyre derived products and research into other impediments to resource recovery and recycling will reduce the cost associated with appropriate handling of tyres that have been stockpiled or illegally dumped.

It is also recognised that there are circumstances whereby local, state and territory governments assume responsibility for the clean-up of end-of-life tyres in areas where no collection services are available.

As a Participant in the scheme, a local government is required to make its best endeavours over time to ensure that all end-of-life tyres for which they take, or are required to take responsibility, are disposed in of in a way that represents environmentally sound use.

Section 3: Audit Information

As part of your commitments, Participants are required to cooperate with audits that will be undertaken in reasonable business hours and after reasonable notice.

TSA will invest resources in random and risk-based audits of the activities of Participants to ensure compliance with commitments made as part of the scheme. A strong and well-resourced audit regime is essential in order to protect the credibility of the scheme and the interests of Participants. This means that, in any one year, a significant subset of Participants are likely to be audited. An audit involves an assessment of adherence with the requirements and commitments laid out in this application. An audit handbook will be developed to provide more detail on how assessment of compliance with commitments made as part of the scheme will be applied consistently to all Participants.

A Participant who fails to cooperate with an audit will be asked to explain why their Participant status should not be revoked. An explanation which is either insufficient or inappropriate will result in action that may include revocation of Participant status.

Audit types

TSA will audit participants regularly or at specific dates during day time business hours. TSA will conduct desk reviews of accredited Participants, audits at the Participant's location or both where it deems this necessary.

Participant cooperation

During a desk review or audit, TSA may request access to key personnel and supporting documents that it deems necessary to substantiate the information provided by the Participant. The participant must facilitate the review/audit requirements in an effective and efficient manner. Failure to meet any of the review/audit requirements by the participants may result in action that may include revocation of Participant status.

The participant is required to make reasonable arrangements to accommodate the audit team during audits.

Audit frequency

The frequency of reviews/audits will be at the discretion of TSA.

Confidentiality disclosure

TSA will treat all information and documents obtained during the review/audit as confidential. Disclosure of sensitive audit findings and observations will be restricted to audit personnel and TSA senior management and will not be shared with other participants.

Section 4: Application Form

Part 1 – Business details

Name of local government:	
ABN/ACN:	
Street address:	Street: Town/City: Postcode:
Postal address:	PO Box: Town/City: Postcode:
Website address:	
Name and title of most senior person in the local government:	Name: Title:
Contact person:	Name: Email: Office Phone: Mobile Phone:
Scope of application PLEASE NOTE: Regional associations may apply on behalf of a number of councils.	Does the application relate to the entire business or organisation? Yes/No If 'No', please describe the elements of the Local government that are relevant to the application, e.g. the nature of the fleet.
Information on arrangements with collectors and recyclers	Please provide names and contact details of collectors and recyclers you have arrangements with. IMPORTANT NOTE: TSA may contact relevant parties to verify the information provided here. Copies of evidence, e.g. invoices, consignment notes, may be requested to demonstrate that you currently take responsibility for the environmentally sound use of end-of-life tyres.
Scope of operations PLEASE NOTE: Your organisation may be required to submit an application for each category identified in the list.	In the following list, please identify other operations that your organisation carries out: () Tyre or vehicle importer () Collector () Recycler
Other schemes	Is your Local government a member of any other scheme designed to manage waste? Yes/No If 'Yes', please provide the name of the scheme and its main purpose.

Local Government	
For the purposes of the scheme, 'Local government' is a government entity with powers and geographical distribution established by a state or the Northern Territory. A 'Local government' can also be referred to as a local council, city, shire, town or municipality. In the Australian Capital Territory, the relevant government department can apply for status as a Local government under the scheme.	
Type of fleet Please tick the boxes that describe the nature of the vehicles in the fleet that this application applies to.	
Nature of vehicle	
<input type="checkbox"/> Car <input type="checkbox"/> Light Truck/SUV/RV <input type="checkbox"/> Truck <input type="checkbox"/> Trailer <input type="checkbox"/> Bus	<input type="checkbox"/> Agricultural vehicle <input type="checkbox"/> Industrial vehicle <input type="checkbox"/> Off-the-road vehicle <input type="checkbox"/> Other – please specify:
Types of tyres used Please tick all boxes that apply.	
<input type="checkbox"/> Passenger <input type="checkbox"/> Truck	<input type="checkbox"/> Off-the-road <input type="checkbox"/> Other (please describe)
Replacing end-of-life tyres Please indicate whether your organisation replaces end-of-life tyres at its own service centre/s or elsewhere.	
<input type="checkbox"/> Service centre/s owned by local government <input type="checkbox"/> Service centre/s not owned by local government	
Action Plan to promote the scheme	
Please provide a plan setting out the action the business/organisation will take to promote the scheme over the first 12 months of participation in the scheme, and which outlines the timeline and the steps that the applicant proposes to undertake to meet its commitments under the scheme. Applicants are encouraged to provide as much detail as possible in their Action Plans. A template is provided in the next page of this application.	
Context for local government services Please provide the following information to describe the area, population size, types of industry and nature of local government services to provide some context for the application. A map that includes boundaries and identifies surrounding local government authorities should also be provided.	
Total area the local government is responsible for: sq km	
Total population in the local government area:	
Types of primary industry:	
Types of secondary industry:	
Describe the nature of services provided for the management of end-of-life tyres, including the number and size of landfill sites that accept tyres and whether whole, baled or shredded tyres are accepted; whether the sites are mixed waste or monofill sites; and the number and size of above ground stockpiles:	

.....
Nature of any additional services planned for the management of end-of-life tyres:

.....
Any additional information relevant to this application or the management of end-of-life
tyres in your local government area, including any additional services planned:
.....

Part 2 – Action Plan

Guidance on the Action Plan

Please provide a plan setting out the action the business/organisation will take to promote the scheme over the first 12 months of participation in the scheme, and which outlines the timeline and the steps that the applicant proposes to undertake to meet its commitments under the scheme.

Applicants are encouraged to provide as much detail as possible in their Action Plans. A template is provided below.

The Action Plan should be a simple document, setting out the actions that the organisation will take, and the proposed timeline for those actions, to promote the scheme.

It must also outline the timeline and the steps that the applicant proposes to undertake to meet its commitments under the scheme.

An applicant can use this template or present the information in any form, e.g. a table or spread sheet.

Participants in the scheme are required to report annually on the implementation of this Action Plan and what was achieved and submit a revised Action Plan for approval. TSA will specify the timeline for this process.

Action Plan for (insert name of business):

Business Street Address:

Town/City:

State:

Postcode:

1. Actions to promote the scheme

Briefly list actions to promote the scheme. The following examples are not mandatory:

- Incorporate the scheme's logo on the company's stationery (e.g. letterhead, business cards).
- Include the scheme's logo, information about the scheme and a link to the TSA website on the company's website.
- Include articles on the scheme in company newsletters.
- Mention the scheme in presentations at conferences and other forums, and include information about the scheme in conference material.
-
-
-

2. Please list your actions to promote the scheme here:

3. Proposed timeline for action (or N/A):

(Please insert here)

4. Actions to meet scheme commitments

Briefly outline the steps proposed to meet your commitments under scheme.

- Regular reviews of arrangements with recyclers
-
-

5. Proposed timeline for action (or N/A):

(Please insert here)

Section 5: Standard Scheme Docket

Docket Number _____

Local governments must retain copies of all dockets/receipts from collectors and recyclers for TSA auditing purposes.

Retailer/Fleet Operator/Local Government Authority	
Company Name	
TSA Accreditation Number	
Address	
Phone Number	
Name (Print)	
Signature	
Date	

Tyre type	Quantity
Motorcycle	
Passenger	
Light Truck/SUV/RV	
Truck	
Super Single	
Solid small (up to 0.3m high)	
Solid medium (>0.3m up to 0.45m)	
Solid large (>0.45 m up to 0.6m)	
Solid extra large (> 0.6m)	
Tractor small (up to 1m high)	
Tractor large (>1m up to 2m)	
Fork lift small (up to 0.3m high)	
Fork lift medium (>0.3m up to 0.45m)	
Fork lift large (>0.45m up to 0.6m)	
Grader	
Earth mover small (up to 1m high)	
Earth mover medium (>1m up to 1.5m)	
Earth mover large (>1.5 up to 2m)	
Earthmover extra large (>2m up to 3.0m)	
Earthmover giant (>3 up to 4m)	
Bobcat	
Total	

Section 6: Sign Off Form

Agreement to meet commitments	
<p>I have read the scheme's Guidelines and understand the commitments that this business/organisation is required to meet.</p> <p>I agree that the business/organisation that I represent will meet its commitments as a Participant in the scheme.</p> <p>I agree that the Authorised Signatory of the business/organisation has undertaken appropriate investigations, enquiries and due diligence to satisfy itself of the implications of becoming a Participant in the scheme, and agree that TSA can publicly acknowledge our participation in the scheme.</p> <p>I agree that TSA is not liable in the event of injury or harm arising as a result of carrying out duties related to Tyre Stewardship Product Stewardship.</p>	
Authorised signatory (Please sign)	Position (CEO/Director or equivalent)
Print name	Date (dd/mm/yyyy)
<u>Authorised signatory's contact details</u> Phone number: Mobile: Email address:	

For TSA office use only		
Date received (dd/mm/yyyy)	Commencement date (dd/mm/yyyy)	Confirmation mailed (dd/mm/yyyy)
Participant number:		

PART G – COLLECTORS

Definition of a Collector

Collector means an individual, business or organisation that collects and/or transports end-of-life tyres in any part of Australia for recycling, reuse or disposal. If you are a transporter you are also a Collector.

This accreditation application includes the following sections:

Section 1: Explanation and Instructions for completion

Section 2: Application Form

Part 1 – Business Details

Part 2 – Action Plan

Section 3: Commitments

Section 4: Audit Information

Section 5: Sign off form

Section 6: Standard Scheme Docket

Section 1: Explanation and Instructions for Completion

Participation in the Tyre Product Stewardship Scheme is voluntary.

A business or organisation that joins the scheme is required to comply with commitments that apply to them.

The commitments are set out in Section 3 of this document.

Please make your best effort to complete this application form. If you are unsure or unclear as to how to fill in various sections of this form please call (03) 9036 6360 or email secretary@tyrestewardship.org.au for assistance.

Section 2: Application Form

Part 1 – Business details

Business name:	
Franchise name (if applicable):	
Business ABN:	
Business street address:	Street: Town/City: Postcode:
Business postal address:	PO Box: Town/City: Postcode:
Website address:	
Name and title of most senior person in the business or organisation (in Australia):	Name: Title:
Business contact person:	Name: Email: Office Phone: Mobile Phone:
Scope of application	Does the application relate to the entire business or organisation? Yes/No If 'No', please describe the elements of the business or organisation that are relevant to the application, e.g. the geographical distribution.
Information on arrangements with recyclers	Please provide names and contact details of recyclers you have arrangements with. IMPORTANT NOTE: TSA may contact relevant parties to verify the information provided here. Copies of evidence, e.g. invoices, consignment notes, may be requested to demonstrate that you currently take responsibility for the environmentally sound use of end-of-life tyres.
Scope of operations	In the following list, please identify other operations that your organisation carries out:
PLEASE NOTE: Your organisation may be required to submit an application for each category identified in the list.	<input type="checkbox"/> Tyre or vehicle importer <input type="checkbox"/> Retailer <input type="checkbox"/> Fleet operator <input type="checkbox"/> Recycler
Other schemes	Is your business or organisation a member of any other scheme designed to manage waste? Yes/No If 'Yes', please provide the name of the scheme and its main purpose.

Type of business	
Is your business dedicated to collection of end-of-life tyres:	Yes/No
Does your business collect a wide range of waste products:	Yes/No
Numbers and types of vehicles used for collection of end-of-life tyres (please insert a number for each type of vehicle):	
() Light truck () Truck () Trailer	
Total number of employees (please include all staff, including office support):	
Geographical distribution of operation (a map can be attached if necessary):	
Location/s of drop-off points for recycling:	
Types of tyres handled	Please tick all boxes that apply.
() Passenger	() Off-the-road
() Truck	() Other (please describe)

Part 2 – Action Plan

Guidance on the Action Plan

Please provide a plan setting out the action the business/organisation will take to promote the scheme over the first 12 months of participation in the scheme, and which outlines the timeline and the steps that the applicant proposes to undertake to meet its commitments under the scheme.

Applicants are encouraged to provide as much detail as possible in their Action Plans. A template is provided below.

The Action Plan should be a simple document, setting out the actions that the organisation will take, and the proposed timeline for those actions, to promote the scheme.

It must also outline the timeline and the steps that the applicant proposes to undertake to meet its commitments under the scheme.

An applicant can use this template or present the information in any form, e.g. a table or spread sheet.

Participants in the scheme are required to report annually on the implementation of this Action Plan and what was achieved and submit a revised Action Plan for approval. TSA will specify the timeline for this process.

Action Plan for (insert name of business):

Business Street Address:

Town/City:

State:

Postcode:

1. Actions to promote the scheme

Briefly list actions to promote the scheme. The following examples are not mandatory:

- Incorporate the scheme's logo on the company's stationery (e.g. letterhead, business cards).
- Include the scheme's logo, information about the scheme and a link to the TSA website on the company's website.
- Include articles on the scheme in company newsletters.
- Mention the scheme in presentations at conferences and other forums, and include information about the scheme in conference material.
-
-
-

2. Please list your actions to promote the scheme here:

3. Proposed timeline for action (or N/A):

(Please insert here)

4. Actions to meet scheme commitments

Briefly outline the steps proposed to meet your commitments under scheme.

- Regular reviews of arrangements with recyclers
-
-

5. Proposed timeline for action (or N/A):

(Please insert here)

Section 3: Commitments

3.1 General Commitments

All Participants in the scheme commit to:

- support the objectives of the scheme;
- deal transparently and ethically with others involved in the tyre supply chain, including consumers;
- promote the scheme to the community, other businesses and organisations, including through the development and implementation of an individual Action Plan (a template Action plan is included in the application form);
- use the scheme's branding and logo and adhere to the conditions that apply to that use, as set out in Part B of the Guidelines;
- comply with relevant laws and practices, including those that apply to the environment and occupational health and safety; and
- co-operate with surveys that are undertaken from time to time, and with random or risk based audits as instigated by TSA. This includes retaining and, on request, providing to TSA the documentation specified in the relevant guidance on documentation in these Guidelines.

All Participants in the scheme also commit to contribute to:

- the environmentally sound use of end-of-life tyres;
- elimination of the inappropriate export of baled tyres from Australia;
- elimination of the illegal dumping of end-of-life tyres;

elimination of disposal of end-of-life tyres to landfill (except where no viable alternative is available and subject to state and territory legislation; for example, in rural and remote areas where appropriate recycling facilities are not available, or transportation costs are prohibitive).

3.2 Specific commitments

In addition to the general commitments set out in in 3.1, Collectors commit to:

- a) ensure all end-of-life tyres collected from retail and other outlets with a Recycling gate fee are passed to domestic tyre recyclers accredited by TSA as participants in the scheme, and
- b) deal ethically and transparently with retailers and other outlets, specifically in relation to the fees and charges associated with disposal of end-of-life tyres.

Where a Collector is also a Recycler, the Collector agrees to:

- a. guarantee that all end-of-life tyres received from Participants go to an environmentally sound use
- b. provide data to TSA on the number and fate of tyre EPU processed and sold or otherwise provided for an environmentally sound use.

Guidance on meeting the commitments

All end-of-life tyres to go to environmentally sound use

Before being approved by TSA to join the scheme, collectors need to demonstrate they have arrangements in place that ensure all end-of-life tyres they collect from scheme Participants will go to an environmentally sound use.

Claims about recycling end-of-life tyres

Collectors who are Participants in the scheme are in a position to explain any claims made to retailers and other outlets about the destination of end-of-life tyres they collect.

Documentation

Collectors must retain copies of all dockets/receipts from retailers, fleet operators, local governments and recyclers for TSA auditing purposes, including where the Standard Scheme Docket is used (see Section 6 of this application).

Use of the Standard Scheme Docket does not replace any obligation to complete a waste-tracking certificate when required by state and territory environment agencies.

Application form and process

Collectors that are also recyclers are required to apply for status in both categories. For the purposes of participation in the scheme, businesses that operate as both collectors and recyclers will need to be clear about how they are to meet the two sets of commitments.

An applicant for participation in the scheme is required to submit an application accompanied by an Action Plan. The Action Plan outlines the timeline and the steps that the applicant proposes to undertake to meet the commitments of the Category/ies nominated by the applicant. This includes how the applicant will promote participation in the scheme to businesses and other organisations they collect tyres from.

Section 4: Audit Information

As part of your commitments, Participants are required to cooperate with audits that will be undertaken in reasonable business hours and after reasonable notice.

TSA will invest resources in random and risk-based audits of the activities of Participants to ensure compliance with commitments made as part of the scheme. A strong and well-resourced audit regime is essential in order to protect the credibility of the scheme and the interests of Participants. This means that, in any one year, a significant subset of Participants are likely to be audited. An audit involves an assessment of adherence with the requirements and commitments laid out in this application. An audit handbook will be developed to provide more detail on how assessment of compliance with commitments made as part of the scheme will be applied consistently to all Participants.

A Participant who fails to cooperate with an audit will be asked to explain why their Participant status should not be revoked. An explanation which is either insufficient or inappropriate will result in action that may include revocation of Participant status.

Audit types

TSA will audit participants regularly or at specific dates during day time business hours. TSA will conduct desk reviews of accredited Participants, audits at the Participant's location or both where it deems this necessary.

Participant cooperation

During a desk review or audit, TSA may request access to key personnel and supporting documents that it deems necessary to substantiate the information provided by the Participant. The participant must facilitate the review/audit requirements in an effective and efficient manner. Failure to meet any of the review/audit requirements by the participants may result in action that may include revocation of Participant status.

The participant is required to make reasonable arrangements to accommodate the audit team during audits.

Audit frequency

The frequency of reviews/audits will be at the discretion of TSA.

Confidentiality disclosure

TSA will treat all information and documents obtained during the review/audit as confidential. Disclosure of sensitive audit findings and observations will be restricted to audit personnel and TSA senior management and will not be shared with other participants.

Section 5: Sign Off Form

Agreement to meet commitments	
<p>I have read the scheme's Guidelines and understand the commitments that this business/organisation is required to meet.</p> <p>I agree that the business/organisation that I represent will meet its commitments as a Participant in the scheme.</p> <p>I agree that the Authorised Signatory of the business/organisation has undertaken appropriate investigations, enquiries and due diligence to satisfy itself of the implications of becoming a Participant in the scheme, and agree that TSA can publicly acknowledge our participation in the scheme.</p> <p>I agree that TSA is not liable in the event of injury or harm arising as a result of carrying out duties related to Tyre Stewardship Product Stewardship.</p>	
Authorised signatory (Please sign)	Position (CEO/Director or equivalent)
Print name	Date (dd/mm/yyyy)
<u>Authorised signatory's contact details</u> Phone number: Mobile: Email address:	

For TSA office use only		
Date received (dd/mm/yyyy)	Commencement date (dd/mm/yyyy)	Confirmation mailed (dd/mm/yyyy)
Participant number:		

Section 6: Standard Scheme Docket

Docket Number _____

Collectors must retain copies of all dockets/receipts from retailers, fleet operators, local governments and recyclers for TSA auditing purposes.

Collector	
Company Name	
TSA Accreditation Number	
Address	
Phone Number	
Name (Print)	
Signature	
Date	

Tyre type	Quantity
Motorcycle	
Passenger	
Light Truck/SUV/RV	
Truck	
Super Single	
Solid small (up to 0.3m high)	
Solid medium (>0.3m up to 0.45m)	
Solid large (>0.45 m up to 0.6m)	
Solid extra large (> 0.6m)	
Tractor small (up to 1m high)	
Tractor large (>1m up to 2m)	
Fork lift small (up to 0.3m high)	
Fork lift medium (>0.3m up to 0.45m)	
Fork lift large (>0.45m up to 0.6m)	
Grader	
Earth mover small (up to 1m high)	
Earth mover medium (>1m up to 1.5m)	
Earth mover large (>1.5 up to 2m)	
Earthmover extra large (>2m up to 3.0m)	
Earthmover giant (>3 up to 4m)	
Bobcat	
Total	

PART H – RECYCLERS

Definition of a Recycler

Tyre recycler means a business or organisation recovering rubber, steel, textile and/or other materials and processing it into a form whereby it can be used as an intermediate product in the manufacture of tyre derived products, or to recover energy from end-of-life tyres.

This accreditation application includes the following sections:

Section 1: Explanation and Instructions for completion

Section 2: Commitments

2.1 General Commitments

2.2 Specific Commitments

2.3 Data Requirements and Reporting

Section 3: Audit Information

Section 4: Application Form

Part 1 – Business Details

Part 2 – Action Plan

Section 5: Standard Scheme Docket

Section 6: Sign off form

Section 1: Explanation and Instructions for Completion

Participation in the Tyre Product Stewardship Scheme is voluntary.

A business or organisation that joins the scheme is required to comply with commitments that apply to them.

The commitments are set out in Section 3 of this document.

Please make your best effort to complete this application form. If you are unsure or unclear as to how to fill in various sections of this form please call (03) 9036 6360 or email secretary@tyrestewardship.org.au for assistance.

Section 2: Commitments

2.1 General Commitments

All Participants in the scheme commit to:

- support the objectives of the scheme;
- deal transparently and ethically with others involved in the tyre supply chain, including consumers;
- promote the scheme to the community, other businesses and organisations, including through the development and implementation of an individual Action Plan (a template Action plan is included in the application form);
- use the scheme's branding and logo and adhere to the conditions that apply to that use, as set out in Part B of the Guidelines;
- comply with relevant laws and practices, including those that apply to the environment and occupational health and safety; and
- co-operate with surveys that are undertaken from time to time, and with random or risk based audits as instigated by TSA. This includes retaining and, on request, providing to TSA the documentation specified in the relevant guidance on documentation in these Guidelines.

All Participants in the scheme also commit to contribute to:

- the environmentally sound use of end-of-life tyres;
- elimination of the inappropriate export of baled tyres from Australia;
- elimination of the illegal dumping of end-of-life tyres;

elimination of disposal of end-of-life tyres to landfill (except where no viable alternative is available and subject to state and territory legislation; for example, in rural and remote areas where appropriate recycling facilities are not available, or transportation costs are prohibitive).

2.2 Specific commitments

In addition to the general commitments set out in Part A, Recyclers commit to:

- a) guarantee that all end-of-life tyres received from Participants go to an environmentally sound use.
- b) provide data to TSA on the number and fate of tyre EPU processed and sold or otherwise provided for an environmentally sound use.

Guidance on meeting the commitments

All end-of-life tyres to go to environmentally sound use

Before being approved by TSA to join the scheme, recyclers need to demonstrate they have arrangements in place that ensure all end-of-life tyres they collect from scheme Participants will go to an environmentally sound use. Recyclers must also demonstrate their recycling activities are currently operational and they are already turning end-of-life tyres to environmentally sound use. Before recyclers are accredited TSA will make an assessment of their capacity to ensure the end-of-life tyres they have received or plan to receive go to environmentally sound use.

Documentation

Recyclers must retain copies of all dockets/receipts from collectors, retailers, fleet operators, local governments and miners for TSA auditing purposes, including where the Standard Scheme Docket is used (see Section 5 of this application).

Use of the Standard Scheme Docket does not replace any obligation to complete a waste-tracking certificate when required by state and territory environment agencies.

Recyclers must retain and, on request, provide to TSA all records and statements necessary for TSA to verify the amount of end-of-life tyres and tyre derived products they receive. Recyclers must also retain, and on request, provide to TSA all records and statements necessary for TSA to verify the fate of end-of-life tyres.

Application form and process

Recyclers that are also collectors are required to apply for status in both categories. For the purposes of participation in the scheme, businesses that operate as both recyclers and collectors will need to be clear about how they are to meet the two sets of commitments.

An applicant for participation in the scheme is required to submit an application accompanied by an Action Plan. The Action Plan outlines the timeline and the steps that the applicant proposes to undertake to meet the commitments of the Category/ies nominated by the applicant. This includes how the applicant will promote participation in the scheme to businesses and other organisations they collect tyres from.

The application form, including the template for an Action Plan, is at Section 4 of this document.

2.3 Data requirements and reporting

Reporting schedule

Recyclers must submit their reports to TSA quarterly (see schedule below).

Reporting period	Reporting deadline
1 January to 31 March	30 June

1 April to 30 June	30 September
1 July to 30 September	31 December
1 October 31 December	31 March

Reporting data

Recyclers must report the types and numbers of end-of-life tyres received from each participant retailer/fleet operator/local government and from each mining site in each reporting period. Recyclers must also report on the fate of end-of-life tyres received in each reporting period. Reporting can be in EPU or weight.

An example is provided to show how to calculate EPU values by weight, noting that an end-of-life tyre EPU is standardised at 8kg.

Tyre type	Number of tyres	EPU value	Weight (kg)
Passenger	50	1	400
Truck	70	5	2800
Solid large	80	7	4480
Total			7680kg

Reporting format for the types and numbers of end-of-life tyres received

The following format is a suggestion to illustrate the data to be reported. Alternative formats, including electronic submission are acceptable.

Tyre type	Participant retailer/fleet operator/local government			Non-participants
	Quantity			Total
Name:	Name:	Name:		
Scheme identifier:-----	Scheme identifier:-----	Scheme identifier:-----		
Motorcycle				
Passenger				
Light Truck/RV/SUV				
Truck				
Super Single				
Solid small (up to 0.3m high)				
Solid medium (>0.3m up to 0.45m)				
Solid large (>0.45 m up to 0.6m)				
Solid extra large (> 0.6m)				
Tractor small (up to 1m high)				
Tractor large (>1m up to 2m)				
Fork lift small (up to 0.3m high)				
Fork lift medium (>0.3m up to 0.45m)				
Fork lift large (>0.45m up to 0.6m)				
Grader				
Earth mover small (up to 1m high)				
Earth mover medium (>1m up to 1.5m)				
Earth mover large (>1.5 up to 2m)				

Earthmover extra large (>2m up to 3.0m)				
Earthmover giant (>3 up to 4m)				
Bobcat				
Total				

Data classification for reporting the fate of end-of-life tyres

In providing data to TSA on the fate of end-of-life tyres received from scheme participants and non-participants, the following classification should be used. Reporting can be in EPU or weight.

Product description	Examples of fate	Weight (kgs) or EPUs
Part tyres (> 200mm) - cut tyres and rough shred	Civil engineering, domestic/export market for further processing	
Part tyres (< 200mm) - nominal 6" chip	Civil engineering, domestic/export market for further processing and tyre derived fuel	
Part tyres (< 60mm) - nominal 2" chip	Civil engineering, domestic/export market for further processing and tyre derived fuel	
Part tyres (< 20mm) - coarse granulate (steel removed)	Playgrounds and equestrian surfacing	
Part tyres (< 10mm) - fine granulate (steel removed)	Sports surfaces and carbon input for steel manufacture	
Part tyres (< 1mm) - powder or crumb (steel removed)	Adhesives, roads, moulding, carpet underlay, brake pads and paints. Potential future use as fuel in explosives and blending with virgin rubber &/or plastics	
Whole tyres	Civil engineering	
Whole tyres	Use as fuel (e.g. cement kilns)	
Whole tyres	Landfill	
Whole tyres	Export	
Steel	Steel manufacture	
Carbon black	Pigment, reinforcement in rubber and plastic products	
Silicon carbide	Abrasives, cutting tools	

Other tyre components	Textiles	
Fuel (oils and gases)	Energy generation	

Section 3: Audit Information

As part of your commitments, Participants are required to cooperate with audits that will be undertaken in reasonable business hours and after reasonable notice.

TSA will invest resources in random and risk-based audits of the activities of Participants to ensure compliance with commitments made as part of the scheme. A strong and well-resourced audit regime is essential in order to protect the credibility of the scheme and the interests of Participants. This means that, in any one year, a significant subset of Participants are likely to be audited. An audit involves an assessment of adherence with the requirements and commitments laid out in this application. An audit handbook will be developed to provide more detail on how assessment of compliance with commitments made as part of the scheme will be applied consistently to all Participants.

A Participant who fails to cooperate with an audit will be asked to explain why their Participant status should not be revoked. An explanation which is either insufficient or inappropriate will result in action that may include revocation of Participant status.

Audit types

TSA will audit participants regularly or at specific dates during day time business hours. TSA will conduct desk reviews of accredited Participants, audits at the Participant's location or both where it deems this necessary.

Participant cooperation

During a desk review or audit, TSA may request access to key personnel and supporting documents that it deems necessary to substantiate the information provided by the Participant. The participant must facilitate the review/audit requirements in an effective and efficient manner. Failure to meet any of the review/audit requirements by the participants may result in action that may include revocation of Participant status.

The participant is required to make reasonable arrangements to accommodate the audit team during audits.

Audit frequency

The frequency of reviews/audits will be at the discretion of TSA.

Confidentiality disclosure

TSA will treat all information and documents obtained during the review/audit as confidential. Disclosure of sensitive audit findings and observations will be restricted to audit personnel and TSA senior management and will not be shared with other participants.

Section 4: Application Form

Part 1 – Business details

Business name:	
Franchise name (if applicable):	
Business ABN/ACN:	
Business street address:	Street: Town/City: Postcode:
Business postal address:	PO Box: Town/City: Postcode:
Website address:	
Name and title of most senior person in the business or organisation (in Australia):	Name: Title:
Business contact person:	Name: Email: Office Phone: Mobile Phone:
Scope of application	Does the application relate to the entire business or organisation? Yes/No If 'No', please describe the elements of the business or organisation that are relevant to the application, e.g. the range of functions or the specific operational sites.
Information on recycling activities	For each site specified, please provide copies of evidence, e.g. invoices or consignment notes, that you currently recycle all end-of-life tyres received with a recycling gate fee. IMPORTANT NOTE: TSA may contact a collector or other relevant party to verify the information provided in this application.
Scope of operations PLEASE NOTE: Your organisation may be required to submit an application for each category identified in the list.	In the following list, please identify other operations that your organisation carries out: () Tyre or vehicle importer () Fleet operator () Collector () Local government
Other schemes	Is your business or organisation a member of any other scheme designed to manage waste? Yes/No If 'Yes', please provide the name of the scheme and its main purpose.

Recyclers	
Tyre recycler means a business or organisation recovering rubber, steel, textile and/or other materials and processing it into a form whereby it can be used as an intermediate product in the manufacture of tyre derived products, or to recover energy from end-of-life tyres.	
Type of business Please tick the boxes that describe the activities your business or organisation is involved in.	
<input type="checkbox"/> Recover constituent materials from end-of-life tyres <input type="checkbox"/> Recover energy from end-of-life tyres <input type="checkbox"/> Use the materials recovered from end-of-life tyres to produce other products	
Types of tyres handled Please tick all boxes that apply.	
<input type="checkbox"/> Passenger <input type="checkbox"/> Light truck/RV/SUV <input type="checkbox"/> Truck <input type="checkbox"/> Motorcycle <input type="checkbox"/> Super single <input type="checkbox"/> Solid small (up to 0.3 m high) <input type="checkbox"/> Solid medium (> 0.3m up to 0.45 m) <input type="checkbox"/> Solid large (> 0.45m up to 0.6 m) <input type="checkbox"/> Solid extra large (>0.6m) <input type="checkbox"/> Tractor small (up to 1 m high) <input type="checkbox"/> Tractor large (>1m up to 2m) <input type="checkbox"/> Fork lift small (up to 0.3 m high)	
<input type="checkbox"/> Fork lift medium (>0.3 m up to 0.45 m) <input type="checkbox"/> Fork lift large (>0.45 up to 0.6m) <input type="checkbox"/> Grader <input type="checkbox"/> Earth mover small (up to 1m high) <input type="checkbox"/> Earth mover medium (>1 m up to 1.5m) <input type="checkbox"/> Earth mover large (>1.5m up to 2 m) <input type="checkbox"/> Earth mover extra large (>2m up to 3.0m) <input type="checkbox"/> Earth mover giant (>3.0 m up to 4.0m) <input type="checkbox"/> Bobcat <input type="checkbox"/> Other (please describe)	
Action Plan to promote the scheme	
Please provide a plan setting out the action the business/organisation will take to promote the scheme over the first 12 months of participation in the scheme, and which outlines the timeline and the steps that the applicant proposes to undertake to meet its commitments under the scheme. Applicants are encouraged to provide as much detail as possible in their Action Plans. A template is provided in the next page of this application.	
Are you able to prepare data for submission to TSA on a regular basis?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
The data will relate to the number of tyre EPU processed and sold or otherwise provided for an environmentally sound use. The EPU ratios are standardised for the purposes of reporting and appear at Appendix 1 in the scheme's Guidelines.	
If yes, please provide details of your preferred form of submission (e.g. Excel spreadsheet, etc).	
.....	
If no, please advise if you are taking steps to enable the submission of data and how long this will take. Please advise TSA if you require any advice on the steps your business or organisation needs to take to be able to submit the data.	

Part 2 – Action Plan

Guidance on the Action Plan

Please provide a plan setting out the action the business/organisation will take to promote the scheme over the first 12 months of participation in the scheme, and which outlines the timeline and the steps that the applicant proposes to undertake to meet its commitments under the scheme.

Applicants are encouraged to provide as much detail as possible in their Action Plans. A template is provided below.

The Action Plan should be a simple document, setting out the actions that the organisation will take, and the proposed timeline for those actions, to promote the scheme.

It must also outline the timeline and the steps that the applicant proposes to undertake to meet its commitments under the scheme.

An applicant can use this template or present the information in any form, e.g. a table or spread sheet.

Participants in the scheme are required to report annually on the implementation of this Action Plan and what was achieved and submit a revised Action Plan for approval. TSA will specify the timeline for this process.

Action Plan for (insert name of business):

Business Street Address:

Town/City:

State:

Postcode:

1. Actions to promote the scheme

Briefly list actions to promote the scheme. The following examples are not mandatory:

- Incorporate the scheme's logo on the company's stationery (e.g. letterhead, business cards).
- Include the scheme's logo, information about the scheme and a link to the TSA website on the company's website.
- Include articles on the scheme in company newsletters.
- Mention the scheme in presentations at conferences and other forums, and include information about the scheme in conference material.
-
-
-

2. Please list your actions to promote the scheme here:

3. Proposed timeline for action (or N/A):

(Please insert here)

4. Actions to meet scheme commitments

Briefly outline the steps proposed to meet your commitments under scheme.

- Regular reviews of arrangements with recyclers
-
-

5. Proposed timeline for action (or N/A):

(Please insert here)

Section 5: Standard Scheme Docket

Docket Number _____

Recyclers must retain copies of all dockets/receipts from collectors, retailers, fleet operators, local governments and miners for TSA auditing purposes.

Retailer/Fleet Operator/Local Government Authority	
Company Name	
TSA Accreditation Number	
Address	
Phone Number	
Name (Print)	
Signature	
Date	

Collector	
Company Name	
TSA Accreditation Number	
Address	
Phone Number	
Name (Print)	
Signature	
Date	

Recycler	
Company Name	
TSA Accreditation Number	
Address	
Phone Number	
Name (Print)	
Signature	
Date	

Tyre type	Quantity
Motorcycle	
Passenger	
Light Truck/RV/SUV	
Truck	
Super Single	
Solid small (up to 0.3m high)	
Solid medium (>0.3m up to 0.45m)	
Solid large (>0.45 m up to 0.6m)	
Solid extra large (> 0.6m)	
Tractor small (up to 1m high)	
Tractor large (>1m up to 2m)	
Fork lift small (up to 0.3m high)	
Fork lift medium (>0.3m up to 0.45m)	
Fork lift large (>0.45m up to 0.6m)	
Grader	
Earth mover small (up to 1m high)	
Earth mover medium (>1m up to 1.5m)	
Earth mover large (>1.5 up to 2m)	
Earthmover extra large (>2m up to 3.0m)	
Earthmover giant (>3 up to 4m)	
Bobcat	
Total	

Section 6: Sign Off Form

Agreement to meet commitments	
<p>I have read the scheme's Guidelines and understand the commitments that this business/organisation is required to meet.</p> <p>I agree that the business/organisation that I represent will meet its commitments as a Participant in the scheme.</p> <p>I agree that the Authorised Signatory of the business/organisation has undertaken appropriate investigations, enquiries and due diligence to satisfy itself of the implications of becoming a Participant in the scheme, and agree that TSA can publicly acknowledge our participation in the scheme.</p> <p>I agree that TSA is not liable in the event of injury or harm arising as a result of carrying out duties related to Tyre Stewardship Product Stewardship.</p>	
Authorised signatory (Please sign)	Position (CEO/Director or equivalent)
Print name	Date (dd/mm/yyyy)
<u>Authorised signatory's contact details</u> Phone number: Mobile: Email address:	

For TSA office use only		
Date received (dd/mm/yyyy)	Commencement date (dd/mm/yyyy)	Confirmation mailed (dd/mm/yyyy)
Participant number:		

PART I – MINERS

Definition of a Miner

Miners mean businesses or organisations that are engaged in the exploration for, and extraction and primary processing of, minerals in Australia, including coal and petroleum. Primary processing is taken to include the processing of minerals up to the first pouring of refined metal but fabrication beyond that stage is excluded.

There will be a threshold for importers of small numbers of tyres. Miners that import less than 1000 EPU annually will not be expected to contribute funds.

This accreditation application includes the following sections:

Section 1: Explanation and Instructions for completion

Section 2: Commitments

2.1 General Commitments

2.2 Specific Commitments

2.3 Data Requirements and Reporting

Section 3: Audit Information

Section 4: Application Form

Part 1 – Business Details

Part 2 – Action Plan

Section 5: Sign off form

Section 1: Explanation and Instructions for Completion

Participation in the Tyre Product Stewardship Scheme is voluntary.

A business or organisation that joins the scheme is required to comply with commitments that apply to them.

The commitments are set out in Section 3 of this document.

Please make your best effort to complete this application form. If you are unsure or unclear as to how to fill in various sections of this form please call (03) 9036 6360 or email secretary@tyrestewardship.org.au for assistance.

Section 2: Commitments

2.1 General Commitments

All Participants in the scheme commit to:

- support the objectives of the scheme;
- deal transparently and ethically with others involved in the tyre supply chain, including consumers;
- promote the scheme to the community, other businesses and organisations, including through the development and implementation of an individual Action Plan (a template Action plan is included in the application form);
- use the scheme's branding and logo and adhere to the conditions that apply to that use, as set out in Part B of the Guidelines;
- comply with relevant laws and practices, including those that apply to the environment and occupational health and safety; and
- co-operate with surveys that are undertaken from time to time, and with random or risk based audits as instigated by TSA. This includes retaining and, on request, providing to TSA the documentation specified in the relevant guidance on documentation in these Guidelines.

All Participants in the scheme also commit to contribute to:

- the environmentally sound use of end-of-life tyres;
- elimination of the inappropriate export of baled tyres from Australia;
- elimination of the illegal dumping of end-of-life tyres;

elimination of disposal of end-of-life tyres to landfill (except where no viable alternative is available and subject to state and territory legislation; for example, in rural and remote areas where appropriate recycling facilities are not available, or transportation costs are prohibitive).

2.2 Specific commitments

In addition to the general commitments set out in 2.1, miners commit to:

- contribute funding to support the administration and activities of TSA, in particular funding to improve the logistics and technology required to recycle end-of-life tyres generated by miners
- provide data to TSA on the types and numbers imported in each reporting period
- promote participation in the scheme to businesses and other organisations, including those they engage to collect or recycle end-of-life tyres
- make best endeavours over time to ensure that all end-of-life tyres for which they take, or are required to take responsibility, are dealt with in a way that represents environmentally sound use.

<p><u>Guidance on meeting the commitments</u></p> <p><i>Funding</i></p> <p>The amount of funding to be contributed by a participant in this category will depend on the number of EPUs imported by the participant. Contributions will be based on a levy of 25 cents per EPU (see Appendix 1 of the Guidelines for EPU ratios for reporting by tyre importers, vehicle manufacturers and miners). The EPU ratio for larger tyres will be capped at 400 EPU.</p> <p>Participants in this category must retain and, on request, provide to TSA all records and statements necessary for TSA to verify their tyre imports.</p> <p><i>Application process</i></p> <p>An applicant for participation in the scheme is required to submit an application accompanied by an Action Plan. The Action Plan outlines the timeline and the steps that the applicant proposes to undertake to meet the commitments of the Category/ies nominated by the applicant. This includes how the applicant will promote participation in the scheme to businesses and other organisations to which they supply tyres.</p> <p>The application form for Miners, including the template for an Action Plan, is at Section 4 of this document.</p>

2.3 Data requirements and reporting

Reporting schedule

Miners must submit their reports to TSA quarterly (see schedule below).

Reporting period	Reporting deadline
1 January to 31 March	30 June
1 April to 30 June	30 September
1 July to 30 September	31 December
1 October 31 December	31 March

Reporting data

Miners must report the types and numbers of tyres imported in each reporting period.

Reporting format

Reporting can be in EPUs or by weight.

The following format is a suggestion to illustrate the data to be reported.

Alternative formats, including electronic submission are acceptable.

Type	No.	EPUs
Motorcycle		
Passenger Car		

Light Truck/SUV/RV		
Truck small (17.5" & 19.5")		
Truck large (20" & 22.5")		
Small Specialty/Ag (skid steer, forklift 8"-15", front tractor & backhoe 15" to 18")		
Medium Specialty/Ag (20" – 30")		
Large Specialty Ag (32" and above)		
Small Earthmover (24" – 25")		
Medium Earthmover (29" – 35")		
Large Earthmover (above 35")		

Recognition of challenge of mining tyres in rural and remote locations

It is recognised that mining operations in rural and remote areas where appropriate recycling facilities are not available, or transportation costs are prohibitive, often use landfill as there is no viable alternative available. It is lawful for miners to landfill their end-of-life tyres on site and according to legislation.

There are geographic barriers to recycling off the road tyres (OTR) in Australia and a need for specialised recycling equipment. Action is needed to stimulate markets for tyre derived products. Investment in OTR tyre recycling and resource recovery research and development will be guided by a dedicated working group of TSA. In addition, a minimum of 75% of funds contributed to TSA from the mining industry will go to facilitating the achievement of the scheme's objectives for the mining sector.

It is expected that, over time, investment by TSA in markets for tyre derived products and research into other specific impediments will reduce the costs associated with resource recovery and recycling of rural and remote mining tyres.

As participants in the scheme, miners are required to make best endeavours over time to ensure that all end-of-life tyres for which they take, or are required to take responsibility, are disposed in of in a way that represents environmentally sound use.

Safety and handling of mining tyres

OTR tyres used by the minerals industry can weigh up to 3.8 tonnes. The handling of these very large tyres poses significant safety hazards. Management of these risks is a key mining industry concern. Due to the large nature of these tyres, specialist handling equipment and professionals are required.

These aspects must be taken into account when considering ways to increase OTR tyre recycling and resource recovery.

Section 3: Audit Information

As part of your commitments, Participants are required to cooperate with audits that will be undertaken in reasonable business hours and after reasonable notice.

TSA will invest resources in random and risk-based audits of the activities of Participants to ensure compliance with commitments made as part of the scheme. A strong and well-resourced audit regime is essential in order to protect the credibility of the scheme and the interests of Participants. This means that, in any one year, a significant subset of Participants are likely to be audited. An audit involves an assessment of adherence with the requirements and commitments laid out in this application. An audit handbook will be developed to provide more detail on how assessment of compliance with commitments made as part of the scheme will be applied consistently to all Participants.

A Participant who fails to cooperate with an audit will be asked to explain why their Participant status should not be revoked. An explanation which is either insufficient or inappropriate will result in action that may include revocation of Participant status.

Audit types

TSA will audit participants regularly or at specific dates during day time business hours. TSA will conduct desk reviews of accredited Participants, audits at the Participant's location or both where it deems this necessary.

Participant cooperation

During a desk review or audit, TSA may request access to key personnel and supporting documents that it deems necessary to substantiate the information provided by the Participant. The participant must facilitate the review/audit requirements in an effective and efficient manner. Failure to meet any of the review/audit requirements by the participants may result in action that may include revocation of Participant status.

The participant is required to make reasonable arrangements to accommodate the audit team during audits.

Audit frequency

The frequency of reviews/audits will be at the discretion of TSA.

Confidentiality disclosure

TSA will treat all information and documents obtained during the review/audit as confidential. Disclosure of sensitive audit findings and observations will be restricted to audit personnel and TSA senior management and will not be shared with other participants.

Section 4: Application Form

Part 1 – Business details

Business name:	
ABN/ACN:	
Street address:	Street: Town/City: Postcode:
Postal address:	PO Box: Town/City: Postcode:
Website address:	
Name and title of most senior person:	Name: Title:
Contact person:	Name: Email: Office Phone: Mobile Phone:
Scope of application	Does the application relate to the entire business? Yes/No If 'No', please describe the elements of the business that are relevant to the application, e.g. the range of functions or the scope of operations.
Scope of operations PLEASE NOTE: Your organisation may be required to submit an application for each category identified in the list.	In the following list, please identify other operations that your business or organisation carries out: () Fleet operator () Collector () Recycler
Other schemes	Is your business a member of any other scheme designed to manage waste, including any scheme conducted by your industry? Yes/No If 'Yes', please provide the name of the scheme and its main purpose.

<p>Miners</p> <p>For the purposes of the scheme, ‘Miners’ mean businesses or organisations that are engaged in the exploration for, and extraction and primary processing of, minerals in Australia, including coal and petroleum. Primary processing is taken to include the processing of minerals up to the first pouring of refined metal but fabrication beyond that stage is excluded.</p> <p><u>Note:</u> The scheme is relevant to tyres for motorised vehicles and non-motorised trailers towed behind motorised vehicles including: motorcycles, passenger cars, box trailers, caravans, light commercial vehicles, trucks and truck trailers, buses, mining and earth moving vehicles, cranes, excavators, graders, farm machinery and forklifts. Please also refer to the definition of ‘tyre’ in the Guidelines Glossary.</p>	
<p>Type of business Please tick the box/es that describe your role in bringing tyres to the Australian market.</p> <p><input type="checkbox"/> Importer of tyres to Australia</p> <p><input type="checkbox"/> Manufacturer of vehicles in Australia</p> <p><input type="checkbox"/> Importer of vehicles to Australia</p>	
<p>Types and numbers of tyres imported Please tick all boxes that apply and provide the number of new tyres imported annually for each type.</p>	
Type	No.
Motorcycle	
Passenger Car	
Light Truck/SUV/RV	
Truck small (17.5” & 19.5”)	
Truck large (20” & 22.5”)	
Small Specialty/Ag (skid steer, forklift 8”-15”, front tractor & backhoe 15” to 18”)	
Medium Specialty/Ag (20” – 30”)	
Large Specialty Ag (32” and above)	
Small Earthmover (24” – 25”)	
Medium Earthmover (29” – 35”)	
Large Earthmover (above 35”)	
<p>Please describe any other types of pneumatic tyres used, including their height</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>Current arrangements for disposal of end-of-life tyres:</p> <p>Please provide annual estimates of the numbers of end-of-life tyres disposed:</p> <p><input type="checkbox"/> On-site as an energy source Volume (EPUs/weight):</p>	

() On-site disposal,
e.g. in disused mine shafts Volume (EPUs/weight):

() Collected to be recycled Volume (EPUs/weight):

() Other destinations (Please describe and provide estimated numbers for each destination.)

Any additional information relevant to this application or the management of end-of-life tyres for your site/s, including any additional product stewardship activities planned:

.....
.....

Action Plan to promote the scheme

Please provide a plan setting out the action the business/organisation will take to promote the scheme over the first 12 months of participation in the scheme, and which outlines the timeline and the steps that the applicant proposes to undertake to meet its commitments under the scheme. Applicants are encouraged to provide as much detail as possible in their Action Plans. A template is provided in the next page of this application.

Section 5: Sign Off Form

Agreement to meet commitments	
I have read the scheme's Guidelines and understand the commitments that this business/organisation is required to meet.	
I agree that the business/organisation that I represent will meet its commitments as a Participant in the scheme.	
I agree that the Authorised Signatory of the business/organisation has undertaken appropriate investigations, enquiries and due diligence to satisfy itself of the implications of becoming a Participant in the scheme, and agree that TSA can publicly acknowledge our participation in the scheme.	
I agree that TSA is not liable in the event of injury or harm arising as a result of carrying out duties related to Tyre Stewardship Product Stewardship.	
Authorised signatory (Please sign)	Position (CEO/Director or equivalent)
Print name	Date (dd/mm/yyyy)
<u>Authorised signatory's contact details</u>	
Phone number:	Mobile:
Email address:	

For TSA office use only		
Date received (dd/mm/yyyy)	Commencement date (dd/mm/yyyy)	Confirmation mailed (dd/mm/yyyy)
Participant number:		

Appendix 16 - Standard Scheme Docket

Docket Number _____

Standard Scheme Docket

Retailer/Fleet Operator/Local Government Authority

Company Name _____ TSA Registration Number _____
 Address _____ Phone Number _____
 Name (Print) _____ Signature _____
 Date _____

Collector

Company Name _____ TSA Registration Number _____
 Address _____ Phone Number _____
 Name (Print) _____ Signature _____
 Date _____

Recycler

Company Name _____ TSA Registration Number _____
 Address _____ Phone Number _____
 Name (Print) _____ Signature _____
 Date _____

Tyre type	Quantity
Motorcycle	
Passenger	
Light Truck	
Truck	
Super Single	
Solid small (up to 0.3m high)	
Solid medium (>0.3m up to 0.45m)	
Solid large (>0.45 m up to 0.6m)	
Solid extra large (> 0.6m)	
Tractor small (up to 1m high)	
Tractor large (>1m up to 2m)	
Fork lift small (up to 0.3m high)	
Fork lift medium (>0.3m up to 0.45m)	
Fork lift large (>0.45m up to 0.6m)	
Grader	
Earth mover small (up to 1m high)	
Earth mover medium (>1m up to 1.5m)	
Earth mover large (>1.5 up to 2m)	
Earthmover extra large (>2m up to 3.0m)	
Earthmover giant (>3 up to 4m)	
Bobcat	
Total	