

DRAFT – FOR CONSULTATION

**GUIDELINES FOR THE TYRE PRODUCT
STEWARDSHIP SCHEME**

20 June 2012

Status of this document

These are draft Guidelines for the purposes of public consultation. They were developed by an industry-government working group.

This version includes “Question Boxes” throughout the document that ask specific questions about important aspects of the Guidelines. These are intended to assist stakeholders focus their submissions. They are not intended to limit the scope of issues stakeholders can address in their submissions and it is not necessary to address all or even any of these questions in your submission.

It is anticipated that the final version of 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

Note: This version of the Guidelines was approved by the Tyre Implementation Working Group on 14 June 2012 for consultation with key stakeholders.

This document was approved by Tyre Stewardship Australia on XX XX 201X.

The Tyre Product Stewardship Scheme is a voluntary, industry-led scheme that aims, primarily, to increase the recycling rate of end-of-life tyres. A wide range of businesses or organisations can join the scheme. Their commitments to the scheme vary, depending on what role the business or organisation has in the supply chain.

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 apply 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 – Collectors
- Part G – Recyclers
- Part H – Local governments
- Part I – Miners

Parts C to I include advice on:

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

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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 scheme accredited by the Australian Government under the voluntary product stewardship provisions of the Australian Government's *Product Stewardship Act 2011*.

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 and includes a fleet operator and a member of the general public. As the owner, a Consumer is responsible for the appropriate disposal of a tyre when it reaches its end of life.

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:

- 1) Environmentally sound use:
 - a) means the use of end-of-life tyres for:
 - (i) recycling into tyre crumb, shred, chips, granules, steel and other tyre components;
 - (ii) use as a fuel (other than in direct incineration) or other means to generate energy;
 - (iii) production of tyre derived products, including tyre derived fuel;
 - (iv) civil engineering (including the civil engineering use of tyre derived products to improve the functioning of landfill sites);

- b) but excludes:
- (i) disposal through dumping, landfill, incineration or burning;
 - (ii) stockpiling as an end point;
 - (iii) export of whole baled tyres for operations listed under (b)(i) and (ii).
- 2) The export of whole baled tyres is considered to fall under paragraph (1)(b)(iii) in the absence of evidence for the environmentally sound use of end-of-life tyres as defined in paragraphs (1)(a)(i)-(iv).
- 3) For the purpose of paragraph (2), evidence for the environmentally sound use of end-of-life tyres as defined in paragraphs (1)(a)(i)-(iv) may include a copy of a written contract between the relevant parties, or other evidence as determined by Tyre Stewardship Australia. Where the export of whole baled tyres is for the purpose of energy recovery under (1)(a)(ii), Tyre Stewardship Australia will require evidence as determined by Tyre Stewardship Australia.

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.

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 70.

Miners means 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 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 consumers 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 means 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 re-use, 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.

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.

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

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, forklifts and aircraft.

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.

VACC means the Victorian Automobile Chamber of Commerce.

Question Box 1 for the consultation process

Are these definitions adequate? Do they raise any concerns with regards consistency with other processes or legislation? Please note that the definition of “environmentally sound use” is very significant in this scheme as it is included in some of the most important commitments for participants, for example the General Commitment “All Participants in the scheme also commit to contribute to the environmentally sound use of end-of-life tyres”.

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 2006-07. 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 whole 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 source³ 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 eliminate the risk of fire and breeding grounds for mosquitoes and other vermin.

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

- lack of viable markets for 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 roads and other infrastructure projects;
- demand for whole 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 COAG Standing Council on Environment Water in September 2011. Environment

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

³ When incinerated under the right conditions

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

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.

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.

This will be achieved through the establishment of:

- a series of commitments requiring tyre importers, retailers, collectors, transporters, recyclers, governments, fleet operators and other consumers 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
- 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.

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.

The expectation is that the scheme will be put forward for accreditation under the voluntary product stewardship provisions of the *Product Stewardship Act 2011*.

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
- 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 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 2012 or early 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 and recyclers after one year.

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 (see shaded box, page 9) 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
- 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 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, forklifts and aircraft.

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 scheme. 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 is likely to be guided by a dedicated working group of TSA.

2.4 Performance measures

The performance of the scheme in achieving its objectives is to be measured by the following means⁵:

- 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 100% 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) reduction in the total number of end-of-life tyres that are not going to an environmentally sound use.
- f) the quantity of tyre derived products sold or otherwise provided for environmentally sound use.

The performance measures and data requirements will be refined with experience. They will improve understanding of the scheme's performance and recycling rates and inform decisions about the scheme's strategic direction.

⁵ To the greatest extent possible performance will be based upon jurisdictional and/or regional data

3. General commitments

Participants in the scheme are businesses or organisations accredited by TSA as having established systems and procedures in place that fulfil the commitments set out below.

This section sets out the general commitments that apply to all Participants. Participants will also be required to meet the specific commitments that are 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 Action Plan;
- 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;
- abide by relevant policies and legislation and support compliance 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 the documentation specified in the relevant data requirements advice in the Guidelines and provide this documentation to TSA on request to support audit and reporting functions.

All Participants in the scheme also commit to contribute to:

- the environmentally sound use of end-of-life tyres;
- elimination of the export of whole 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, for example, in rural and remote areas where recycling facilities are not available, or transportation costs are prohibitive).

Question Box 2 for the consultation process

Are these general commitments appropriate, particularly in reference to the principles and objectives of the scheme? Do they impose an unreasonable burden on those that might consider becoming participants? Should there be additional general commitments?

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 an unregulated 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.

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 to be determined by the Board of TSA.

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 tyres⁶ imported 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.

⁶ 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 2.3.

The level of contribution is to be agreed by the parties to the scheme contributing funds and is subject to review. Initial indications are that the contributions will be based on a levy of 25 cents per EPU.

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
- communication, education and awareness raising to support 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.

4.3 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 may 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; and
- expertise and experience in the commercialisation of technology.

4.4 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. 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.

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 Chief Executive Officer determines 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.

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.

Advice:

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.

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, and
 - a template for annual self-certification (these templates will be developed by TSA).

Advice:

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

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 a business or organisation advises that a Participant is no longer a customer, 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.

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.

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.

Question Box 3 for the consultation process

Are the processes for audits, revocation, resignation and re-applying clear and reasonable?
Will the audit processes impose an unreasonable burden on those that might consider becoming participants?

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 standards 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 and vehicle manufacturers and importers for reporting data to TSA. The second set is to be used by recyclers for reporting data to TSA. Each set reflects the categorisations used by the respective industries.

EPUs for reporting by tyre importers and vehicle manufacturers

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, eg 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. An individual - or a business or organisation that is not a Participant - that wishes to use the logo separate from any scheme publication, should write to TSA to seek permission.

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 eg on walls
- external signage eg on walls, equipment, vehicles and trailers.

Other uses

Other uses are permitted provided they are appropriate, taking into account issues of context discussed at 3.3. 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:

‘The product stewardship scheme for tyres is voluntary and aims to increase the recycling of Australia's end-of-life tyres. The scheme is administered by Tyre Stewardship Australia, a company established specifically for this purpose by the Australian Tyre Industry Council.’

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, eg ‘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 will be/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, eg 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

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. Tyre importers and vehicle manufacturers and importers

1.1 Definition

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.

1.2 Specific commitments

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

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

Advice

Funding

The amount of funding to be contributed by a participant in this category will be determined by TSA and will depend on the number of EPU's imported by the participant. Participants in this category should retain documentation on their tyre imports for TSA auditing purposes.

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 informal 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.

Compliance with existing standards and the development of a new voluntary standard is not within the scope of the administration of the scheme by Tyre Stewardship Australia.

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, which includes an Action Plan template, is at Appendix 2. The certificate template that sets out the Participant Commitments is at Appendix 3.

The application process is described in Section 5.1 of Part A.

1.3 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

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		
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")		

Question Box 4 for the consultation process

Are these specific commitments for importers appropriate, particularly in reference to the principles and objectives of the scheme? Do they impose an unreasonable burden on importers that might consider becoming participants? Should there be additional commitments? Are the data requirements and reporting requirements appropriate and reasonable? Is the advice clear and complete?

APPLICATION FORM FOR TYRE IMPORTERS AND VEHICLE MANUFACTURERS AND IMPORTERS

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: 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.
Related bodies corporate	Please provide a comprehensive list of all related bodies corporate (as defined in section 50 of the <i>Corporations Act 2001</i>) that have a relationship with your business or organisation:

Part 2 – Commitments

<p>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.</p> <p><u>Please 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, forklifts and aircraft. Please also refer to the definition of ‘tyre’ in the 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.
<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”)	
<p>Please describe any other types of pneumatic tyres used, including their height, and provide an estimate of the number of end-of-life tyres generated annually, for each type.</p> <p>.....</p> <p>.....</p> <p>.....</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>		
<p>Agreement to meet commitments</p> <p>I have read the scheme’s Guidelines and understand the commitments that this business/organisation is required to meet.</p>		

I agree that the business/organisation that I represent will meet its commitments as a Participant in the scheme.

(TSA will also insert text that:

- seeks confirmation from the Authorised Signatory that 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
- seeks agreement from the Authorised Signatory to indemnify TSA.)

Authorised signatory (Please sign)	Position
--	----------

Print name	Date (dd/mm/yyyy)
------------	-------------------

Authorised signatory's contact details

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 3 – Action Plan template

Action Plan for (insert name of business): _____	
Business street address: Street: _____ Town/City: _____ Postcode: _____	
<p><u>Guidance on the Action Plan:</u> 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, eg a table or spreadsheet. 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.</p>	
<p>Actions to promote the scheme Briefly list actions to promote the scheme. The following examples are not mandatory:</p> <ul style="list-style-type: none"> • Incorporate the scheme’s logo on the company’s stationery (eg 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. <p>Others – please specify:</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p>Proposed timeline for action (or N/A)</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ • _____
<p>Actions to meet scheme commitments Briefly outline the steps proposed to meet your commitments under scheme.</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ 	<p>Proposed timeline for action (or N/A)</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____

(Insert TSA logo)
**PARTICIPANT COMMITMENTS FOR TYRE IMPORTERS AND
VEHICLE MANUFACTURERS AND IMPORTERS**
Product Stewardship Scheme for Tyres

(Insert name of Participant)
(Insert name of relevant category/ies)
(Insert date that status as a Participant was awarded)

As a Participant, we support the objectives of the Product Stewardship Scheme for Tyres 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.

We are committed to meet our obligations as a Participant in the scheme, as set out in the Guidelines.

1. We commit to:

- 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 Action Plan
- 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
- abide by relevant policies and legislation and support compliance with relevant laws and practices, including those that apply to the environment and occupational health and safety
- co-operate with surveys that are undertaken from time to time, and with random or risk based audits, as instigated by Tyre Stewardship Australia. This includes retaining the documentation specified in the relevant data requirements advice of the Guidelines and providing this to Tyre Stewardship Australia on request to support audit and reporting functions.
- undertake the specific actions required of Participants in our category or categories, as listed below.

2. We commit to contribute to:

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

Specific commitments

Tyre importers and vehicle manufacturers and importers

- contribute funding to support the administration and activities of Tyre Stewardship Australia
- only import tyres that are compliant with the relevant Australian standards, whether the tyres are imported as loose replacements or fitted to new vehicles
- promote participation in the scheme to businesses and other organisations to which they supply tyres, including through the development and implementation of an Action Plan.

Retailers

(These specific commitments apply where a business is both a retailer and a tyre importer)

- 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 Tyre Stewardship Australia as Participants in the scheme when disposing of end-of-life tyres
or
ensure contractual arrangements with a collector or recycler specify that all end-of-life tyres are provided to a domestic 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.

(Where relevant, the specific commitments for additional categories will be added to the certificate.)

PART D – RETAILERS

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 that 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. Retailers

1.1 Definition

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.

1.2 Specific commitments

In addition to the general commitments set out in Part A, 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
ensure contractual arrangements with a collector or recycler specify that all end-of-life tyres are provided to a domestic 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.

Advice

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, ie disposing of them so that they go to an environmentally sound use.

Documentation

Retailers should retain copies of all dockets/receipts from collectors and recyclers for TSA auditing purposes, including where the Standard Scheme Docket is used (see Appendix 16). 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 Retailers, which includes an Action Plan template, is at Appendix 4 and the template for the certificate that sets out the Participant Commitments is at Appendix 5. The application process is described in Section 5.1 of Part A.

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. (See Part C.)

Additional advice for retailers contracting with non-accredited collectors and recyclers

Accredited retailers are responsible for ensuring end-of-life tyres are provided to a domestic 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 collector and/or domestic recycler 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 Appendix 16 and it is expected to be made available by TSA. 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 domestic 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 domestic recycler. The recycler verifies on the docket that all the end-of-life tyres will go to an ‘environmentally sound use’ and a definition of environmentally sound use is provided. A copy of the docket with the domestic recycler’s verification is provided to the retailer who retains it for TSA auditing purposes.

If retailers choose to use the standard scheme docket to meet their documentation requirements they may wish to have contractual arrangements with collectors and/or domestic recycler that specify that:

- the standard scheme docket is used;
- the standard scheme docket 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 signs to verify that all the end-of-life tyres have gone to an environmentally sound use and returns a copy of the signed docket to the retailer (possibly through the collector).

The TSA will review the option to contract with non-accredited collectors and recyclers 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.

Question Box 5 for the consultation process

Are the specific commitments for retailers appropriate given the principles and objectives of the scheme? Do they impose an unreasonable burden? Should there be additional commitments? Are the data requirements appropriate and reasonable? Is the advice clear and complete? Are the requirements for retailers contracting with non-accredited collectors and recyclers reasonable and clear? Is the standard scheme docket useful?

APPLICATION FORM FOR RETAILERS

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: 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, eg 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, eg 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: In some instances, 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 () Collector () Recycler () 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.
Related bodies corporate	Please provide a comprehensive list of all related bodies corporate (as defined in section 50 of the <i>Corporations Act 2001</i>) that have a relationship with your business or organisation:

Part 2 – Commitments

<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><small>*Where a tyre dealer is part of a vehicle dealership, please complete the Vehicle Dealer section.</small></p>	<p style="text-align: center;">Vehicle dealer⁷</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"/> Light truck</p> <p><input type="checkbox"/> Truck</p> <p><input type="checkbox"/> Motorcycle</p> <p><input type="checkbox"/> Super single</p> <p><input type="checkbox"/> Solid small (up to 0.3 m high)</p> <p><input type="checkbox"/> Solid medium (> 0.3m up to 0.45 m)</p> <p><input type="checkbox"/> Solid large (> 0.45m up to 0.6 m)</p> <p><input type="checkbox"/> Solid extra large (>0.6m)</p> <p><input type="checkbox"/> Tractor small (up to 1 m high)</p> <p><input type="checkbox"/> Tractor large (>1m up to 2m)</p>	<p><input type="checkbox"/> Fork lift small (up to 0.3 m high)</p> <p><input type="checkbox"/> Fork lift medium (>0.3 m up to 0.45 m)</p> <p><input type="checkbox"/> Fork lift large (>0.45 up to 0.6m)</p> <p><input type="checkbox"/> Grader</p> <p><input type="checkbox"/> Earth mover small (up to 1m high)</p> <p><input type="checkbox"/> Earth mover medium (>1 m up to 1.5m)</p> <p><input type="checkbox"/> Earth mover large (>1.5m up to 2 m)</p> <p><input type="checkbox"/> Earth mover extra large (>2m up to 3.0m)</p> <p><input type="checkbox"/> Earth mover giant (>3.0 m up to 4.0m)</p> <p><input type="checkbox"/> Bobcat</p> <p><input type="checkbox"/> Other (please describe)</p>

⁷ 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.

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 part 3 of this application.	
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.	
(TSA will also insert text that:	
<ul style="list-style-type: none"> • seeks confirmation from the Authorised Signatory that 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 • seeks agreement from the Authorised Signatory to indemnify TSA.) 	
Authorised signatory (Please sign)	Position
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 3 – Action plan

Action Plan for (insert name of business): _____	
Business street address: Street: _____ Town/City: _____ Postcode: _____	
<p><u>Guidance on the Action Plan:</u> 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, eg a table or spreadsheet. 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.</p>	
<p>Actions to promote the scheme Briefly list actions to promote the scheme. The following examples are not mandatory:</p> <ul style="list-style-type: none"> • Incorporate the scheme’s logo on the company’s stationery (eg 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. <p>Others – please specify:</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p>Proposed timeline for action (or N/A)</p> <ul style="list-style-type: none"> • _____
<p>Actions to meet scheme commitments Briefly outline the steps proposed to meet your commitments under scheme.</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ • _____ 	<p>Proposed timeline for action (or N/A)</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____

(Insert TSA logo)
PARTICIPANT COMMITMENTS FOR RETAILERS
Product Stewardship Scheme for Tyres

(Insert name of Participant)
(Insert name of relevant category/ies)
(Insert date that status as a Participant was awarded)

As a Participant, we support the objectives of the Product Stewardship Scheme for Tyres 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.

We are committed to meet our obligations as a Participant in the scheme, as set out in the Guidelines.

1. We commit to:

- 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 Action Plan
- 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
- abide by relevant policies and legislation and support compliance with relevant laws and practices, including those that apply to the environment and occupational health and safety
- co-operate with surveys that are undertaken from time to time, and with random or risk based audits, as instigated by Tyre Stewardship Australia. This includes retaining the documentation specified in the relevant data requirements advice of the Guidelines and providing this to Tyre Stewardship Australia on request to support audit and reporting functions.
- undertake the specific actions required of Participants in our category or categories, as listed below.

2. We commit to contribute to:

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

Specific commitments

Tyre importers and vehicle manufacturers and importers

(These specific commitments apply where a business is both a retailer and a tyre importer)

- contribute funding to support the administration and activities of Tyre Stewardship Australia
- only import tyres that are compliant with the relevant Australian standards, whether the tyres are imported as loose replacements or fitted to new vehicles
- promote participation in the scheme to businesses and other organisations to which they supply tyres, including through the development and implementation of an Action Plan.

Retailers

- e. take responsibility for the environmentally sound use of end-of-life tyres left with retailers when consumers purchase tyres
- f. deal only with collectors and recyclers accredited by Tyre Stewardship Australia as Participants in the scheme when disposing of end-of-life tyres
or
ensure contractual arrangements with a collector or recycler specify that all end-of-life tyres are provided to a domestic tyre recycler for environmentally sound use
- g. 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
- h. undertake regular reviews of arrangements with collectors and recyclers

(Where relevant, the specific commitments for additional categories will be added to the certificate.)

PART E – FLEET OPERATORS

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 that 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. Fleet operators

1.1 Definition

Fleet operator is an entity that owns or operates a fleet of vehicles.

1.2 Specific commitments

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

ensure contractual arrangements with a collector or recycler specify that all end-of-life tyres are provided to a domestic tyre recycler for environmentally sound use

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

Advice

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 should retain copies of all dockets/receipts from collectors and recyclers for TSA auditing purposes, including where the Standard Scheme Docket is used (see Appendix 16).

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 tyre importers, which includes an Action Plan template, is at Appendix 6 and the template for the certificate that sets out the Participant Commitments is at Appendix 7. The application process is described in Section 5.1 of Part A.

Importers of tyres

Fleet operators that import tyres are also required to apply for status in the category of Tyre importers and vehicle manufacturers and importers. (See Part C.)

Additional advice for fleet operators contracting with non-accredited collectors and recyclers

Accredited fleet operators are responsible for ensuring end-of-life tyres are provided to a domestic 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 collector and/or domestic recycler 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 at Appendix 16 and it is expected to be made available by TSA. The standard scheme docket is individually numbered and used for each consignment of end-of-life tyres that go from the fleet operator to the collector and to the domestic recycler. It records the quantity of end-of-life tyres by type. It is designed to identify, and be signed by, the fleet operator, the collector and the domestic recycler. The recycler verifies on the docket that all the end-of-life tyres will go to an ‘environmentally sound use’ and a definition of environmentally sound use is provided. A copy of the docket with the domestic recycler’s verification is provided to the fleet operator who retains it for TSA auditing purposes.

If fleet operators choose to use the standard scheme docket to meet their documentation requirements they may wish to have contractual arrangements with the collector and/or domestic recycler that 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 signs to verify that all the end-of-life tyres have gone to an environmentally sound use and returns a copy of the signed docket to the fleet operator (possibly through the collector).

The TSA will review the option to contract with non-accredited collectors and recyclers 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.

Question Box 6 for the consultation process

Are the specific commitments for fleet operators appropriate given the principles and objectives of the scheme? Do they impose an unreasonable burden? Should there be additional commitments? Are the documentation requirements appropriate and reasonable? Could currently used documentation be easily adapted for these requirements? Is the advice clear and complete? Are the requirements for fleet operators contracting with non-accredited collectors and recyclers reasonable and clear? Is the standard scheme docket useful?

APPLICATION FORM FOR FLEET OPERATORS

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: 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, eg 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, eg 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 () 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.
Related bodies corporate	Please provide a comprehensive list of all related bodies corporate (as defined in section 50 of the <i>Corporations Act 2001</i>) that have a relationship with your business or organisation: ...

Part 2 – Commitments

<p>Fleet operator For the purposes of this scheme, ‘Fleet operator’ is an entity that owns or operates a fleet of vehicles.</p>			
<p>Type of business Please tick the boxes that describe the nature of the fleet that this application applies to.</p>			
<p style="text-align: center;">Nature of fleet</p> <p><input type="checkbox"/> Taxis</p> <p><input type="checkbox"/> Long haul carriers</p> <p><input type="checkbox"/> Courier service</p> <p><input type="checkbox"/> Bus service, municipal</p> <p><input type="checkbox"/> Bus service, privately owned</p> <p><input type="checkbox"/> Rental</p> <p><input type="checkbox"/> Other – please specify:</p>	<p style="text-align: center;">Nature of vehicle</p> <p><input type="checkbox"/> Car/light truck</p> <p><input type="checkbox"/> Truck</p> <p><input type="checkbox"/> Trailer</p> <p><input type="checkbox"/> Bus</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>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> Passenger <input type="checkbox"/> Light truck <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) </td> <td style="width: 50%; border: none; vertical-align: top;"> <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) </td> </tr> </table>		<input type="checkbox"/> Passenger <input type="checkbox"/> Light truck <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)
<input type="checkbox"/> Passenger <input type="checkbox"/> Light truck <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)		
<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>			
<p><input type="checkbox"/> Service centre/s owned by fleet operator</p> <p><input type="checkbox"/> 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 part 3 of this application.	
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.	
(TSA will also insert text that:	
<ul style="list-style-type: none"> seeks confirmation from the Authorised Signatory that 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 seeks agreement from the Authorised Signatory to indemnify TSA.) 	
Authorised signatory (Please sign)	Position
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 3 – Action Plan

Action Plan for (insert name of business): _____	
Business street address: Street: _____ Town/City: _____ Postcode: _____	
<p><u>Guidance on the Action Plan:</u> 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, eg a table or spreadsheet. 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.</p>	
<p>Actions to promote the scheme Briefly list actions to promote the scheme. The following examples are not mandatory:</p> <ul style="list-style-type: none"> • Incorporate the scheme’s logo on the company’s stationery (eg 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. <p>Others – please specify:</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p>Proposed timeline for action (or N/A)</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ • _____
<p>Actions to meet scheme commitments Briefly outline the steps proposed to meet your commitments under scheme.</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ 	<p>Proposed timeline for action (or N/A)</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____

(Insert TSA logo)
PARTICIPANT COMMITMENTS FOR FLEET OPERATORS
Product Stewardship Scheme for Tyres
(Insert name of Participant)
(Insert name of relevant category/ies)
(Insert date that status as a Participant was awarded)

As a Participant, we support the objectives of the Product Stewardship Scheme for Tyres 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.

We are committed to meet our obligations as a Participant in the scheme, as set out in the Guidelines.

1. We commit to:

- 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 Action Plan.
- 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.
- abide by relevant policies and legislation and support compliance with relevant laws and practices, including those that apply to the environment and occupational health and safety.
- co-operate with surveys that are undertaken from time to time, and with random or risk based audits, as instigated by Tyre Stewardship Australia. This includes retaining the documentation specified in the relevant data requirements advice of the Guidelines and providing this to Tyre Stewardship Australia on request to support audit and reporting functions.
- undertake the specific actions required of Participants in our category or categories, as listed below.

2. We commit to contribute to:

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

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

Specific commitments

Fleet operators

- take responsibility for the environmentally sound use of the end-of-life tyres generated by their fleets
- deal only with collectors and recyclers accredited by Tyre Stewardship Australia as Participants in the scheme when disposing of end-of-life tyres
or
ensure contractual arrangements with a collector or recycler specify that all end-of-life tyres are provided to a domestic tyre recycler for environmentally sound use

Tyre importers and vehicle manufacturers and importers

(These specific commitments apply where a Fleet operator is also a Tyre importer)

- contribute funding to support the administration and activities of Tyre Stewardship Australia
- only import tyres that are compliant with the relevant Australian standards, whether the tyres are imported as loose replacements or fitted to new vehicles
- promote participation in the scheme to businesses and other organisations to which they supply tyres, including through the development and implementation of an Action Plan.

(Where relevant, the specific commitments for additional categories will be added to the certificate.)

PART F – COLLECTORS

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 that 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. Collectors

1.1 Definition

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 this document, a transporter is a Collector.

1.2 Specific commitments

In addition to the general commitments set out in Part A, 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.

Advice

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.

Documentation

Collectors should 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 Appendix 16).

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 they collect tyres from.

The application form for collectors, which includes an Action Plan template, is at Appendix 8 and the template for the certificate that sets out the Participant Commitments is at Appendix 9.

The application process is described in Section 5.1 of Part A.

Question Box 7 for the consultation process

Are the specific commitments for collectors appropriate given the principles and objectives of the scheme? Do they impose an unreasonable burden? Should there be additional commitments? Are the documentation requirements appropriate and reasonable? Could currently used documentation be easily adapted for these requirements? Is the advice clear and complete? Is the standard scheme docket useful?

APPLICATION FORM FOR COLLECTORS

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: 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, eg 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, eg 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: () Tyre or vehicle importer () Retailer () Fleet operator () Recycler
PLEASE NOTE: Your organisation may be required to submit an application for each category identified in the list.	
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.
Related bodies corporate	Please provide a comprehensive list of all related bodies corporate (as defined in section 50 of the <i>Corporations Act 2001</i>) that have a relationship with your business or organisation:

Part 2 – Commitments

<p>Collectors</p> <p>For the purposes of the scheme, a ‘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.</p>	
<p>Type of business</p> <p>Business dedicated to collection of end-of-life tyres: Yes/No</p> <p>Business collects wide range of waste products: Yes/No</p> <p>Numbers and types of vehicles used for collection of end-of-life tyres:</p> <p style="padding-left: 20px;"> <input type="checkbox"/> Light truck <input type="checkbox"/> Truck <input type="checkbox"/> Trailer (Please insert a number for each type of vehicle.) </p> <p>Total number of employees:</p> <p>(Please include all staff, including office support.)</p> <p>Geographical distribution of operation:</p> <p>(A map can be attached.)</p> <p>Location/s of drop-off points for recycling:</p>	
<p>Types of tyres handled Please tick all boxes that apply.</p>	
<input type="checkbox"/> Passenger <input type="checkbox"/> Light truck <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)
<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>	

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>(TSA will also insert text that:</p> <ul style="list-style-type: none"> • seeks confirmation from the Authorised Signatory that 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 • seeks agreement from the Authorised Signatory to indemnify TSA.) 	
Authorised signatory (Please sign)	Position
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 3 – Action Plan

Action Plan for (insert name of business): _____	
Business street address: Street: _____ Town/City: _____ Postcode: _____	
<p><u>Guidance on the Action Plan:</u> 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, eg a table or spreadsheet. 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.</p>	
<p>Actions to promote the scheme Briefly list actions to promote the scheme. The following examples are not mandatory:</p> <ul style="list-style-type: none"> • Incorporate the scheme’s logo on the company’s stationery (eg 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. <p>Others – please specify:</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p>Proposed timeline for action (or N/A)</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ • _____
<p>Actions to meet scheme commitments Briefly outline the steps proposed to meet your commitments under scheme.</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ 	<p>Proposed timeline for action (or N/A)</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____

(Insert TSA logo)
PARTICIPANT COMMITMENTS FOR COLLECTORS
Product Stewardship Scheme for Tyres
(Insert name of Participant)
(Insert name of relevant category/ies)
(Insert date that status as a Participant was awarded)

As a Participant, we support the objectives of the Product Stewardship Scheme for Tyres 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.

We are committed to meet our obligations as a Participant in the scheme, as set out in the Guidelines.

1. We commit to:

- 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 Action Plan.
- 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.
- abide by relevant policies and legislation and support compliance with relevant laws and practices, including those that apply to the environment and occupational health and safety.
- co-operate with surveys that are undertaken from time to time, and with random or risk based audits, as instigated by Tyre Stewardship Australia. This includes retaining the documentation specified in the relevant data requirements advice of the Guidelines and providing this to Tyre Stewardship Australia on request to support audit and reporting functions.
- undertake the specific actions required of Participants in our category or categories, as listed below.

2. We commit to contribute to:

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

Specific commitments

Collectors

- ensure all end-of-life tyres collected from retail and other outlets with a Recycling gate fee are passed only to domestic tyre recyclers accredited by TSA as Participants in the scheme, and
- 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.

Recyclers

(These specific commitments apply where a business is both a Collector and a Recycler.)

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

(Where relevant, the specific commitments for additional categories will be added to the certificate.)

PART G – RECYCLERS

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 that 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. Recyclers

1.1 Definition

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.

1.2 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 with a Recycling gate fee 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.

1.3 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 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 EPUs or weight.

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
	Name: _____ Scheme identifier:-----	Name: _____ Scheme identifier:-----	Name: _____ Scheme identifier:-----	Total
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				

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's or weight.

Product description	Examples of fate	Weight (Kgs) or EPU's
Part Tyres (> 200mm) - Cut Tyres and Rough Shred	Civil engineering, export for further processing	
Part Tyres (< 200mm) - Nominal 6" Chip	Civil engineering, export for further processing and tyre derived fuel	
Part Tyres (< 60mm) - Nominal 2" Chip	Civil engineering, export 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 (eg 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	

Advice

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 should retain copies of all dockets/receipts from collectors, retailers, fleet operators and local governments for TSA auditing purposes, including where the Standard Scheme Docket is used (see Appendix 16).

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 they collect tyres from.

The application form, including the template for an Action Plan, is at Appendix 10 and the template for the certificate that sets out the Participant Commitments is at Appendix 11.

The application process is described in Section 5.1 of Part A.

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.

Question Box 7 for the consultation process

Are the specific commitments for recyclers appropriate given the principles and objectives of the scheme? Do they impose an unreasonable burden? Should there be additional commitments? Are the documentation and reporting requirements appropriate and reasonable? Could currently used documentation be easily adapted for these requirements? Is the advice clear and complete? Is the standard scheme docket useful?

APPLICATION FORM FOR RECYCLERS

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: 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, eg the range of functions or the specific operational sites.
Information on recycling activities	For each site specified, please provide copies of evidence, eg 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.
Related bodies corporate	Please provide a comprehensive list of all related bodies corporate (as defined in section 50 of the <i>Corporations Act 2001</i>) that have a relationship with your business or organisation:

Part 2 – Commitments

<p>Recyclers</p> <p>For the purposes of the scheme, ‘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.</p>	
<p>Type of business Please tick the boxes that describe the activities your business or organisation is involved in.</p> <p style="margin-left: 40px;"> <input type="checkbox"/> Recover constituent materials from end-of-life tyres <input type="checkbox"/> Use the materials recovered from end-of-life tyres to produce other products </p>	
<p>Types of tyres handled Please tick all boxes that apply.</p>	
<input type="checkbox"/> Passenger <input type="checkbox"/> Light truck <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)
<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>	
<p>Are you able to prepare data for submission to TSA on a regular basis, ie at least quarterly?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>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 to the scheme’s Guidelines.</p> <p>If yes, please provide details of your preferred form of submission (eg Excel spreadsheet, etc).</p> <p>.....</p> <p>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.</p> <p>.....</p>	

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>(TSA will also insert text that:</p> <ul style="list-style-type: none"> • seeks confirmation from the Authorised Signatory that 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 • seeks agreement from the Authorised Signatory to indemnify TSA.) 	
Authorised signatory (Please sign)	Position
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 3 – Action Plan

Action Plan for (insert name of business): _____	
Business street address: Street: _____ Town/City: _____ Postcode: _____	
<p><u>Guidance on the Action Plan:</u> 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, eg a table or spreadsheet. 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.</p>	
<p>Actions to promote the scheme Briefly list actions to promote the scheme. The following examples are not mandatory:</p> <ul style="list-style-type: none"> • Incorporate the scheme’s logo on the company’s stationery (eg 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. <p>Others – please specify:</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p>Proposed timeline for action (or N/A)</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ • _____
<p>Actions to meet scheme commitments Briefly outline the steps proposed to meet your commitments under scheme.</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ 	<p>Proposed timeline for action (or N/A)</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____

(Insert TSA logo)
PARTICIPANT COMMITMENTS FOR RECYCLERS
Product Stewardship Scheme for Tyres
(Insert name of Participant)
(Insert name of relevant category/ies)
(Insert date that status as a Participant was awarded)

As a Participant, we support the objectives of the Product Stewardship Scheme for Tyres 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.

We are committed to meet our obligations as a Participant in the scheme, as set out in the Guidelines.

1. We commit to:

- 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 Action Plan.
- 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.
- abide by relevant policies and legislation and support compliance with relevant laws and practices, including those that apply to the environment and occupational health and safety.
- 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 the documentation specified in the relevant data requirements advice of the Guidelines and providing this to Tyre Stewardship Australia on request to support audit and reporting functions.
- undertake the specific actions required of Participants in our category or categories, as listed below.

2. We commit to contribute to:

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

Specific commitments

Recyclers

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

Collectors

(When a business that is both a recycler and a collector applies to join the scheme, it is required to apply for Participant status as both a Recycler and a Collector.)

- ensure all end-of-life tyres collected from retail and other outlets with a Recycling gate fee are passed only to domestic tyre recyclers accredited by TSA as Participants in the scheme, and
- 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 relevant, the specific commitments for additional categories will be added to the certificate.)

PART H – LOCAL GOVERNMENTS

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 that 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. Local governments

1.1 Definition

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.

Advice: 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.

1.2 Specific commitments

In addition to the general commitments set out in Part A, 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
ensure contractual arrangements with a collector or recycler specify that all end-of-life tyres generated by the local government fleet are provided to a domestic tyre recycler for environmentally sound use, and
- c) undertake regular reviews of arrangements with collectors and recyclers

Advice

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 should retain copies of all dockets/receipts from collectors and recyclers for TSA auditing purposes, including where the Standard Scheme Docket is used (see Appendix 16).

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 to which they supply tyres.

The application form for Local governments, which includes an Action Plan template, is at Appendix 12 and the template for the certificate that sets out the

Participant Commitments is at Appendix 13. The application process is described in Section 5.1 of Part A. 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.

Importers of tyres

Local governments that import tyres are also required to apply for status in the category of Tyre importers and vehicle manufacturers and importers. (See Part C.)

Additional advice for local governments contracting with non-accredited collectors and recyclers

Accredited local governments are responsible for ensuring end-of-life tyres are provided to a domestic 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 collector and/or domestic recycler 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 at Appendix 16 and it is expected to be made available by TSA. 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 domestic 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 domestic recycler. The recycler verifies on the docket that all the end-of-life tyres will go to an 'environmentally sound use' and a definition of environmentally sound use is provided. A copy of the docket with the domestic recycler's verification is provided to the local government who retains it for TSA auditing purposes.

If local governments choose to use the standard scheme docket to meet their documentation requirements they may wish to have contractual arrangements with collectors and/or domestic recycler that specify that:

- the standard scheme docket is used;
- the standard scheme docket is signed by the collector and local government with copies retained by each;
- the collector provides a copy of the signed standard scheme docket to the recycler, who signs to verify that all the end-of-life tyres have gone to an environmentally sound use and returns a copy of the signed docket to the local government (possibly through the collector).

The TSA will review the option to contract with non-accredited collectors and recyclers 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.

2. Recognition of challenge of illegally dumped and stockpiled tyres

It is recognised that local governments, and in some circumstances state/territory governments, 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.

Question Box 8 for the consultation process

Are the specific commitments for local governments appropriate given the principles and objectives of the scheme? Do they impose an unreasonable burden? Should there be additional commitments? Are the documentation requirements appropriate and reasonable? Could currently used documentation be easily adapted for these requirements? Is the advice clear and complete? Are the requirements for local governments contracting with non-accredited collectors and recyclers reasonable and clear? Is the standard scheme docket useful?

APPLICATION FORM FOR LOCAL GOVERNMENTS

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: Phone:
Scope of application	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, eg 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, eg 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: () Tyre or vehicle importer () Fleet operator () 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.

Part 2 – Commitments

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.	
Types of tyres handled Please tick all boxes that apply.	
<input type="checkbox"/> Passenger <input type="checkbox"/> Light truck <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 part 3 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:	
Nature of services provided for the management of end-of-life tyres, including the number of landfill sites:	
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:	

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>(TSA will also insert text that:</p> <ul style="list-style-type: none"> • seeks confirmation from the Authorised Signatory that 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 • seeks agreement from the Authorised Signatory to indemnify TSA.) 	
Authorised signatory (Please sign)	Position
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 3 – Action Plan

Action Plan for (insert name of Local government): _____	
Business street address: Street: _____ Town/City: _____ Postcode: _____	
<p><u>Guidance on the Action Plan:</u> 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, eg a table or spreadsheet. 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.</p>	
<p>Actions to promote the scheme Briefly list actions to promote the scheme. The following examples are not mandatory:</p> <ul style="list-style-type: none"> • Incorporate the scheme’s logo on the company’s stationery (eg 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. <p>Others – please specify:</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p>Proposed timeline for action (or N/A)</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ • _____
<p>Actions to meet scheme commitments Briefly outline the steps proposed to meet your commitments under scheme.</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ 	<p>Proposed timeline for action (or N/A)</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____

(Insert TSA logo)
PARTICIPANT COMMITMENTS FOR LOCAL GOVERNMENTS
Product Stewardship Scheme for Tyres
(Insert name of Participant)
(Insert name of relevant category/ies)
(Insert date that status as a Participant was awarded)

As a Participant, we support the objectives of the Product Stewardship Scheme for Tyres 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.

We are committed to meet our obligations as a Participant in the scheme, as set out in the Guidelines.

1. We commit to:

- 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 Action Plan.
- 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.
- abide by relevant policies and legislation and support compliance with relevant laws and practices, including those that apply to the environment and occupational health and safety.
- 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 the documentation specified in the relevant data requirements advice of the Guidelines and providing this to Tyre Stewardship Australia on request to support audit and reporting functions.
- undertake the specific actions required of Participants in our category or categories, as listed below.

2. We commit to contribute to:

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

Specific commitments

Local governments

- take responsibility for the environmentally sound use of the end-of-life tyres they generate through their own operations
- 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 through their own operations

or

ensure contractual arrangements with a collector or recycler specify that all end-of-life tyres generated by the local government fleet are provided to a domestic tyre recycler for environmentally sound use.

- undertake regular reviews of arrangements with collectors and recyclers

(Where relevant, the specific commitments for additional categories will be added to the certificate.)

PART I – MINERS

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 that 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. Miners

1.1 Definition

Miners means 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.

1.2 Specific commitments

In addition to the general commitments set out in Part A, 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
- promote participation in the scheme to businesses and other organisations, including those they engage to collect or recycle end-of-life tyres.

Advice

Funding

The amount of funding to be contributed by a participant in this category will be determined by TSA and will depend on the number of EPUs imported by the participant. Participants in this category should retain documentation on their tyre imports for TSA auditing purposes.

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 for miners, which includes an Action Plan template, is at Appendix 14. The template for the certificate that sets out the Participant Commitments for Miners is at Appendix 15. The application process is described in Section 5.1 of Part A.

2. Recognition of challenge of mining tyres in rural and remote locations

It is recognised that mining operations in rural and remote areas where 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.

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.

Question Box 8 for the consultation process

The Tyre Implementation Working Group (IWG) has had some liaison with mining industry representatives but is keen to discuss the draft Guidelines further with miners. Currently the Guidelines provide a basic framework for the involvement of miners in the scheme which the Tyre IWG is keen to build on in consultation with the mining industry. In this context, are the specific commitments for miners appropriate given the principles and objectives of the scheme? Do they impose an unreasonable burden? Should there be additional commitments?

APPLICATION FORM FOR MINERS

Part 1 – Business details

Name of Miner:	
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: 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, eg 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: () Tyre or vehicle importer () 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.
Related bodies corporate	Please provide a comprehensive list of all related bodies corporate (as defined in section 50 of the <i>Corporations Act 2001</i>) that have a relationship with your business or organisation:

Part 2 – Commitments

Miners					
For the purposes of the scheme, ‘Miners’ means 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.					
Types and numbers of tyres handled Please tick all boxes that apply and estimate the number of end-of-life tyres generated annually for each type.					
	Type	No.		Type	No.
()	Passenger		()	Fork lift small (up to 0.3 m high)	
()	Light truck		()	Fork lift medium (>0.3 m up to 0.45 m)	
()	Truck		()	Fork lift large (>0.45 up to 0.6m)	
()	Motorcycle		()	Grader	
()	Super single		()	Earth mover small (up to 1m high)	
()	Solid small (up to 0.3 m high)		()	Earth mover medium (>1 m up to 1.5m)	
()	Solid medium (> 0.3m up to 0.45m)		()	Earth mover large (>1.5m up to 2 m)	
()	Solid large (> 0.45m up to 0.6 m)		()	Earth mover extra large (>2m up to 3.0m)	
()	Solid extra large (>0.6m)		()	Earth mover giant (>3.0 m up to 4.0m)	
()	Tractor small (up to 1 m high)			Bobcat	
()	Tractor large (>1m up to 2m)				
Please describe any other types of pneumatic tyres used, including their height, and provide an estimate of the number of end-of-life tyres generated annually, for each type. <div style="float: right; margin-top: 10px;"> </div>					

Context: Please provide the following information to describe the size and nature of mining activity undertaken and to provide some context for the application. A map that gives the location and area of mining activity should also be provided.

Type of activity (*Classification to be resolved*):

- Exploration
- Extraction
- Primary processing etc

Resource mined and annual yield:

- Coaltonnes
- Iron oretonnes
- Goldkg
- Other mineral/s

Please specify types and amounts:

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:

.....
.....

Current arrangements for disposal of end-of-life tyres:

Please provide estimates of the numbers of end-of-life tyres disposed:

- On-site as an energy source Estimated number:
- On-site disposal,
eg in disused mine shafts Estimated number:
- Collected to be recycled Estimated number:
- Other destinations (Please describe and provide estimated numbers for each destination.)

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 part 3 of this application.

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.	
(TSA will also insert text that:	
<ul style="list-style-type: none"> • seeks confirmation from the Authorised Signatory that 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 • seeks agreement from the Authorised Signatory to indemnify TSA.) 	
Authorised signatory (Please sign)	Position
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 3 – Action Plan

Action Plan for (insert name of business): _____	
Business street address: Street: _____ Town/City: _____ Postcode: _____	
<p><u>Guidance on the Action Plan:</u> 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, eg a table or spreadsheet. 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.</p>	
<p>Actions to promote the scheme Briefly list actions to promote the scheme. The following examples are not mandatory:</p> <ul style="list-style-type: none"> • Incorporate the scheme’s logo on the company’s stationery (eg 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. <p>Others – please specify:</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p>Proposed timeline for action (or N/A)</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ • _____
<p>Actions to meet scheme commitments Briefly outline the steps proposed to meet your commitments under scheme.</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ 	<p>Proposed timeline for action (or N/A)</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____

(Insert TSA logo)
PARTICIPANT COMMITMENTS FOR MINERS
Product Stewardship Scheme for Tyres
(Insert name of Participant)
(Insert name of relevant category/ies)
(Insert date that status as a Participant was awarded)

As a Participant, we support the objectives of the Product Stewardship Scheme for Tyres 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.

We are committed to meet our obligations as a Participant in the scheme, as set out in the Guidelines.

1. We commit to:

- 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 Action Plan.
- 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.
- abide by relevant policies and legislation and support compliance with relevant laws and practices, including those that apply to the environment and occupational health and safety.
- 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 the documentation specified in the relevant data requirements advice of the Guidelines and providing this to Tyre Stewardship Australia on request to support audit and reporting functions.
- undertake the specific actions required of Participants in our category or categories, as listed below.

2. We commit to contribute to:

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

Specific commitments

Miners

- 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
- promote participation in the scheme to businesses and other organisations, including those they engage to collect or recycle end-of-life tyres.

(Where relevant, the specific commitments for additional categories will be added to the certificate.)

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 _____

Domestic recycler

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

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

Domestic Recycler verification (for non-accredited recyclers only)

I verify that all of the above end-of-life tyres will go to an environmentally sound use*

Signature _____ Name _____ Date _____

- 1) * Environmentally sound use:
 - a) means the use of end-of-life tyres for:
 - (i) recycling into tyre crumb, shred, chips, granules, steel and other tyre components;
 - (ii) use as a fuel (other than in direct incineration) or other means to generate energy;
 - (iii) production of tyre derived products, including tyre derived fuel;
 - (iv) civil engineering (including the civil engineering use of tyre derived products to improve the functioning of landfill sites);
 - b) but excludes:
 - (i) disposal through dumping, landfill, or incineration or burning;
 - (ii) stockpiling as an end point;
 - (iii) export of whole baled tyres for operations listed under (b)(i) and (ii).
- 2) The export of whole baled tyres is considered to fall under paragraph (1)(b)(iii) in the absence of evidence for the environmentally sound use of end of life tyres as defined in paragraphs (1)(a)(i)-(iv).
- 3) For the purpose of paragraph (2), evidence for the environmentally sound use of end of life tyres as defined in paragraphs (1)(a)(i)-(iv) may include a copy of a written contract between the relevant parties, or other evidence as determined by Tyre Stewardship Australia. Where the export of whole baled tyres is for the purpose of energy recovery under (1)(a)(ii) Tyre Stewardship Australia will require evidence as determined by Tyre Stewardship Australia.