
AMENDMENTS TO THE GUIDELINES

Having regard to its three years' experience in running the Scheme and the outcome of the Independent Review, TSA proposes to amend the Guidelines in the manner outlined below, concurrently with the re-authorisation of the Scheme by the ACCC. For convenience and ease of review, TSA has included references to the applicable sections of the Guidelines.

7 Background and overview

- 7.1 The original form of the Guidelines, as submitted to and authorised by the ACCC (**Original Guidelines**), were prepared by ATIC prior to the launch of the Scheme or the establishment of TSA. In these circumstances, the Original Guidelines were drafted in a manner that required ATIC to anticipate the commercial realities associated with operating the Scheme and without any context or material reference points to use as a benchmark.
- 7.2 TSA's experience in administering the Scheme, gained subsequent to the launch of the Scheme and granting of the Authorisation, has revealed the following major limitations caused by the form and substance of the Original Guidelines:
- Many of the targets set by the Original Guidelines were overly optimistic having regard in particular to:
 - the commercial realities relating to the disposal of EOLTs in Australia, which are outlined in more detail in paragraph 22.2 below; and
 - the voluntary nature of the Scheme.
 - The Original Guidelines contained a greater focus on process rather than outcomes, which has impeded TSA's ability to adapt management and direction of the Scheme as necessary to best achieve the Scheme's objectives.
- 7.3 In these circumstances, the amended form of the Guidelines (**Amended Guidelines**) in large part seek to remove what TSA considers to be unnecessary detail relating to TSA's processes and procedures. In this manner, TSA seeks greater flexibility and fluidity in administering the Scheme so that, over time, as TSA develops greater knowledge and experience, TSA is able to adapt the operation of the Scheme in a manner that is best able to achieve the objectives of the Scheme. Where possible, this is balanced by:
- (a) ensuring certainty in relation to the core obligations (being the general and specific commitments) of participants to the Scheme (**Participants**); and
 - (b) the fact that TSA remains transparent and accountable for its actions in administering the Scheme.

8 Substituted applicant

- 8.1 TSA has determined that it is the most appropriate entity to make the application for Authorisation (**Application**) (rather than ATIC, which made the original application) on the basis that:
- (a) TSA was established to administer the Scheme so, for example, its corporate objects include, among other things:
 - (i) Implementing the Scheme.

- (ii) Monitoring, auditing and reporting on the development of the Scheme.
 - (iii) Undertaking education, awareness and information activities to promote the Scheme and the value of EOLTs.
 - (iv) Providing a forum to discuss ideas and promote multidisciplinary research and institutional collaboration.
- (b) TSA has been directly responsible for the administration of the Scheme since its inception;
- (c) TSA is in direct receipt of all data relevant to its performance measures and reporting obligations; and
- (d) TSA has the requisite knowledge and financial resources relevant to the preparation of the Application.
- 8.2 In particular, TSA notes that the initial application was made by ATIC on the basis that TSA had not yet been incorporated.
- 8.3 ATIC has also confirmed its acknowledgement to TSA that it would be appropriate for TSA to prepare and submit the Application.

9 Introduction of the Scheme (Part A, section 1)

- 9.1 The introductory sections of the Guidelines have been amended to include a more detailed explanation of the corporate objects of TSA, given that these are directly relevant to the administration of the Scheme.
- 9.2 Primarily, this amendment has been made to balance other amendments which, in TSA's view, strip out unnecessary detail, in order to provide a greater degree of certainty to Participants, the industry and the wider public, in terms of providing assurance that the Scheme will be administered in accordance with TSA's constitution.

10 Performance measures and targets (Part A, section 2.5)

- 10.1 Amendments to the key performance measures and targets of the Scheme are outlined in the table below.

Original performance measures	Amended performance measures
<ol style="list-style-type: none"> 1. the number of participants in the Scheme 2. the percentage of tyre importers and vehicle manufacturers and importers that are participants in the Scheme – the aim being to have 90 per cent of tyre and vehicle importers in the Scheme within 5 years; 3. the resource recovery and recycling rates of end of life tyres that can be 	<ol style="list-style-type: none"> 1. The number of Participants in the Scheme increases as follows: <ol style="list-style-type: none"> a. The percentage of tyre importers that are participants/members in the scheme increases to 75% by 2020, 85% by 2023 and 90% by 2028 (measured as market share of total tyre imports). b. The percentage of vehicle manufacturers/importers that are participants/members in the scheme increases to 50% by 2020, 75% by 2023 and 90% by 2028

<p>attributed to the Scheme;</p> <p>4. the national resource recovery and recycling rates of end of life tyres;</p> <p>5. the increase in the percentage of end of life tyres that are going to an environmentally sound use – the Scheme's performance target is to increase this percentage from 16 per cent (currently) to 50 per cent of tyres going to an environmentally sound use by the end of 5 years;</p> <p>6. the volume of tyre derived products sold or otherwise provided for an environmentally sound use; and</p> <p>7. the number of users of TSA's website.</p>	<p>(measured as market share of total new vehicle sales).</p> <p>c. The percentage of tyre retailers that are participants/members in the scheme increases to 65% by 2020, 75% by 2023 and 90% by 2028 (measured as market share of total tyre sales).</p> <p>d. The percentage of tyre recyclers that are participants in the scheme increases to 80% by 2020, 85% by 2023 and 95% by 2028 (measured as market share of EOLTs).</p> <p>2. The volume of EOLTs collected by TSA accredited Participants, or accounted for over time, increases annually.</p> <p>3. The volume of EOLTs exported via TSA accredited recyclers and collectors that have been verified as going to environmentally sound use increases annually.</p> <p>4. The percentage of EOLTs that are going to an environmentally sound use increases to 50% by 2020, 75% by 2023 and 90% by 2028.</p> <p>5. Users seeking accreditation through the TSA website and general website traffic increases annually.</p> <p>6. The market capacity of Australian tyre derived products associated with market development activities promoted, funded and/or supported by TSA increases annually.</p>
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Explanation

10.2 Broadly speaking, the amendments to the performance measures and targets reflect the data that TSA is able to collect from its Participants to more accurately measure the Scheme's success in furthering its objectives. In particular, TSA notes as follows:

- (a) The targets relating to the percentage increase of Participants is to be measured by reference to market share. This amendment has been made in response to the recommendations arising out of the Independent Review, which in particular acknowledged that a focus on market share would provide a better reflection of the total number of tyres impacted by Scheme Participants.
- (b) In circumstances where the Scheme seeks to continue to operate for at least the next 10 years, TSA has set incremental targets in relation to participation levels as well as the quantity of EOLTs going to an environmentally sound use. These will allow TSA to assess and report on its progress as measured against those targets on an interim basis and to adapt accordingly.
- (c) TSA intends to report on rates of accreditation through the TSA website, as well as website traffic generally, as a means to measure the effectiveness of its marketing and communication strategies.

- (d) By now measuring the volume of EOLTs accepted by Participants, or otherwise accounted for, TSA will be encouraged to enhance its data collection activities, as well as to understand the reach of the Scheme by reference to tyre volume and not just participation levels.
- (e) Similarly, TSA has included a metric for measuring the end of life destinations of tyre exports, noting that this has previously caused issues in understanding the percentage or rates of EOLTs going to an environmentally sound use in circumstances where those EOLTs are exported.
- (f) TSA has removed the performance measures requiring a '*breakdown of how levy funds were spent*' and '*an explanation of how the funds being spent is contributing to achieving the Schemes objectives it does not contain any referable target*' as neither included referable targets against which TSA could measure its progress. TSA confirms that it will otherwise continue to report on the spending of levy funds in its annual reports.
- (g) TSA has also removed the requirement to report on the volume of TDPs sold or otherwise provided for environmentally sound use, noting that this metric is difficult to measure as it requires TSA to collect data that is outside the scope of its activities under the Scheme. Rather, TSA intends to measure the potential market demand for Australian TDPs associated with the market development activities with which TSA has been involved (whether it be through support, funding or other awareness-raising campaigns). TSA considers that this is a more meaningful target which better reflects the objectives of the Scheme
- (h) TSA has removed the requirement to measure data in relation to EOLTs **not** going to an environmentally sound use. To this end, TSA confirms that it intends to report on these figures (as it has done in previous annual reports), but otherwise considers that the need for this performance measure is obviated by the positive targets seeking to increase the percentage of EOLTs going to an environmentally sound use, in circumstances where TSA cannot report on one measure without having regard to the other.

11 Funding of market development and research (Part A, section 4.3)

Overview of amendments

- 11.1 An overview of the proposed amendments to the provisions of the Guidelines relating to funding of market development and research are outlined below:

	Original Guidelines	Amended Guidelines
Allocation of funding	<p>The objectives of the Tyre Research Stewardship Fund are to:</p> <ul style="list-style-type: none"> 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 	<p>On an annual basis, TSA will allocate a portion of the levy funds to support initiatives and projects which:</p> <ul style="list-style-type: none"> increase the consumption of Australian TDPs from locally generated EOLTs; contribute to market development activities that are consistent with the goal of increased and enhanced

	<p>capacity in Australia in technologies related to end-of-life tyres for the domestic and international markets; and</p> <ul style="list-style-type: none"> share the results of that research with the wider industry as appropriate whilst respecting intellectual property rights. 	<p>utilisation of EOLTs; and</p> <ul style="list-style-type: none"> support growth in skills, expertise and capacity in the Australian EOLTs and associated end user markets.
Restrictions on funding	<p>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.</p> <p>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.</p>	<p>Corporate objects of TSA.</p> <p>A copy of the Constitution of TSA is enclosed at Appendix E.</p>

Explanation

- 11.2 Notwithstanding that the Original Guidelines appeared to provide for the establishment of a 'Tyre Stewardship Research Fund', once TSA was established, it was determined that, given the nature of projects being funded, there was no utility in establishing a discrete funding body. Accordingly the language has been modified to reflect the reality that TSA is committed to provide funding to certain activities and processes involving the use of EOLT and TDPs, but there is no separate administration of those levy funds applied to market development and research verses those funds utilised to support the implementation and administration of the Scheme.
- 11.3 Experience has shown that the parameters of funding as dictated by the Original Guidelines restricted TSA's ability to contribute to the overall efficiency of the Scheme and achievement of the Scheme's objectives through its funding activities.
- 11.4 In particular, it has become apparent that the original objectives and parameters of the 'Fund' were inconsistent with the objectives of the Scheme. For example, the support of technologies or projects seeking to commercialise is impermissible under the terms of the Original Guidelines, notwithstanding that such technologies or projects may be most efficient in increasing the use and consumption of TDPs and/or reducing the environmental impacts of EOLTs, both of which are key objectives of the Scheme. The term 'Funding Priorities' has therefore been used in place of 'objectives' in the Amended Guidelines to seek to avoid confusion between the priorities of funding and the objectives of the Scheme
- 11.5 The Funding Priorities seek to complement, rather than limit, achievement of the objectives of the Scheme; particularly in prioritising initiatives that increase the consumption and utilisation of TDPs sourced from EOLTs and enhancement of the markets associated with these products.
- 11.6 Naturally, this also necessitates a removal of the restrictions which prohibit TSA from contributing funds to companies to support commercialisation activities. In this regard, TSA notes that the following safeguards exist to ensure that all funding provided by TSA is applied first and foremost to support the objectives of the Scheme:
- (a) Applications for funding are assessed on the basis of whether the project or initiative fits within the Funding Priorities and the objectives of the Scheme.

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- (b) While recommendations for funding are referred by the Research Advisory Council, the ultimate decision as to whether or not funding should be granted to a particular organisation rests with the Board of TSA. This ensures all decisions are:
- (i) made in accordance with the corporate objects of TSA; and
 - (ii) delimited by the Board's statutory and fiduciary duties; meaning that all Directors with a vested interest in a particular proposal/application for funding must absent themselves from the decision-making process in relation to that proposal.

In this regard, TSA is prevented from applying funds in such a way as to prioritise certain industry interests over others.

12 Application and accreditation process (Part A, section 5.1)

- 12.1 Application forms have been removed from the Amended Guidelines to allow for greater flexibility in the applications process. In particular, TSA recognises that as the Scheme progresses and the market for EOLT disposal and use of TDPs develops, certain aspects of the application forms and Action Plan templates may become obsolete.
- 12.2 However, the Guidelines now explicitly identify the objective criteria against which all applicants will be assessed; namely, their capacity and commitment to meet the general and specific commitments under the Scheme. This provides greater clarity to prospective Participants in understanding their eligibility for participation in the Scheme.

13 Suspension of accreditation (Part A, section 5.3)

- 13.1 The Amended Guidelines introduce a framework for the suspension of Participants who fail to comply with their general and/or specific commitments under the Scheme.
- 13.2 TSA is concerned with balancing the need for sanctions and a rigorous regulatory framework against the need to enhance and grow rates of participation in the Scheme. In particular, a key obstacle apparent in the Original Guidelines was that a Participant whose accreditation is revoked may not apply for re-accreditation for 12 months from the date of revocation. This 'all or nothing' predicament has caused issues when sanctioning minor instances of non-compliance; particularly in circumstances where participation levels in the Scheme are key to the Scheme being able to achieve its objectives.
- 13.3 Accordingly, the option of suspending a Participant's accreditation gives TSA the flexibility to sanction non-compliance without the need to necessarily exclude Participants from the Scheme for a full 12 months.
- 13.4 TSA believes that the introduction of the suspension mechanism will lead to a higher instance of compliance with the Amended Guidelines by Participants than would otherwise be the case. Ultimately, TSA believes that this will increase the likelihood of the performance measures and targets being met.

14 Interpretation of general commitments (Part D, section 1.2, Part E, section 1.2)

- 14.1 The Amended Guidelines expressly provide that retailers and fleet operators are expected to prioritise dealings with accredited tyre importers and manufacturers over their non-accredited counterparts. While to some extent this has always been implicit in the nature of the general commitments as they apply to retailers and fleet operators, TSA considers that making this expectation explicit is more likely to assist to grow the rates of participation among tyre importers. To date, there has been a lack of commercial incentives for tyre importers to seek accreditation under the Scheme, particularly in circumstances where tyre importers are required to pay a levy on the number of EPUs imported into Australia.
- 14.2 On the other hand, it is not currently a viable option for TSA to require accredited retailers to deal only with accredited importers, because, among other things:
- (a) TSA does not have the resources to enforce such an obligation, noting that the number of retailers accredited under the Scheme would make it extremely difficult to monitor compliance on an ongoing basis; and
 - (b) many retailers have various ongoing contractual arrangements in place for the supply of tyres from both accredited and non-accredited tyre importers. TSA is concerned that requiring accredited retailers to terminate any such arrangements with non-accredited importers may cause a reduction in levels of participation and accreditation under the Scheme, in circumstances where retailers presently make up the significant majority of Participants.
- 14.3 Accordingly, TSA considers that in enunciating the expectation that retailers and fleet operators should preference accredited tyre importers and manufacturers over their non-accredited counterparts, it is able to best strike a balance between creating an enhanced commercial incentive for importers to seek accreditation under the Scheme, while attempting to avoid any correlated disincentives for accredited retailers.

15 Specific commitments - reporting obligations (Parts C - I)

- 15.1 The Amended Guidelines remove the specific data and reporting requirements imposed on each category of Participant, while maintaining a high-level obligation to report to TSA.
- 15.2 Specific reporting requirements for each Participant are instead outlined on TSA's online portal. This allows TSA to modify Participants' reporting requirements from time to time to ensure that reporting is made as efficient as possible by removing the necessity for Participants to provide data that will not further the principles or objectives of the Scheme. In particular, over the past three years, TSA has determined that:
- (a) much of the data provided by certain Participants does not necessarily allow TSA to monitor performance of the Scheme (as outlined in section 4 above); and
 - (b) many Participants are reticent to comply with reporting obligations, such that the greatest results are likely to be achieved if reporting obligations are not viewed by Participants as being too onerous.

16 Specific commitments - Fleet operators (Part E)

As outlined in more detail in paragraph 21.20 below, fleet operators do not generally have any direct dealings with recyclers or collectors, notwithstanding that the specific commitments in the Original Guidelines seem to imply that this is the case. The specific commitments of fleet operators have therefore been updated in the Amended Guidelines to reflect the reality of their relationships with other Participants in the Scheme; namely, that these categories of Participants deal mostly with retailers in connection with the replacement tyres of their fleets.

17 Specific commitments - Local government (Part F)

Similar to fleet operators, TSA considers that the Original Guidelines did not accurately reflect the manner in which local governments interact with the Scheme, which is detailed in paragraph 21.18 below. In these circumstances, the specific commitments of local governments have been amended to ensure that these commitments reflect their operations under the Scheme, namely:

- (a) ensuring that replacement tyres for their fleets are purchased from accredited retailers; and
- (b) collecting EOLTs through hard rubbish collections or transfer stations, which must then be passed on to accredited collectors or recyclers.

18 Removal of levy exceptions

18.1 The Original Guidelines provided for the following exceptions to the imposition of the \$0.25 levy per EPU:

- (a) The EPU ratio for larger tyres is capped at 400 EPU.
- (b) Tyre importers who import less than 1000 EPU annually will not be expected to contribute funds to the Scheme.

18.2 These exceptions have been removed from the Amended Guidelines on the basis that they impede the Scheme's ability to be financially self-sufficient, in circumstances where the voluntary nature of the Scheme is such that tyre importers, vehicle manufacturers and miners willingly submit to payment of the levy on the terms outlined in the Amended Guidelines.

GUIDELINES FOR THE TYRE PRODUCT STEWARDSHIP SCHEME

3 May 2018

Status of this document

These Guidelines were initially developed at the inception of the Scheme by an industry-government working group, and have been further amended by Tyre Stewardship Australia.

These Guidelines will continue to be implemented by Tyre Stewardship Australia (TSA), a not-for-profit company limited by guarantee.

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About this document

This document was approved by [TSA](#) on [10 November 2017](#).

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 [to be a Participant](#). The document also helps businesses and organisations to identify any preparations they need to make before they apply.

[This](#) document takes the form of a manual, designed to direct businesses and organisations to the parts most relevant to them:

Parts A and B applies to all Participants in the [Scheme](#).

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

Part B sets out the requirements that apply to the use of the [Scheme's](#) logo. All Participants in the [Scheme](#) need to comply with these requirements.

Parts C to I set out the specific commitments that apply to each category of Participants in the [Scheme](#):

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

[TSA will continue to categorise, monitor and adjust Participant categories as required by the Scheme.](#)

Parts C to I include advice on:

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

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Glossary and acronyms

For the purposes of this document:

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

Action Plan means the timeline and the steps that the applicant proposes to undertake to meet the commitments of the Category/ies nominated by the applicant. This includes how the applicant will promote participation in the [Scheme](#) to businesses and other organisations.

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

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

Baler – means an individual, business or organisation that compacts end-of-life tyres into dense bales for the purposes of aggregation and transport. Balers may bale tyres for transport within Australia or to overseas destinations for further reprocessing. For the purposes of TSA participant categories, a baler is classified as a Collector.

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

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

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

Down Stream Vendor (DSV) – means an individual, business or organisation that processes output (in the form of EOLTs) from Australian tyre recyclers and/or collectors. A DSV is usually the last facility to reprocess an EOLT.

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

Environmentally sound use means the use of whole, part or recovered components of [EOLTs](#) for applications that minimise or prevent environmental, health and safety damage or harm. Further guidance on this definition is provided [in section 1.1 of Part A](#) of the Guidelines.

Equivalent Passenger Unit (EPU) means a standardised measure for the quantity of tyres. One EPU contains as much rubber and other materials as a ‘typical’ passenger tyre. For the purposes of this [Scheme](#), the assumed weight of one new EPU is taken to be 9.5 kg and one

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Deleted: ATIC means Australian Tyre Industry Council.
ATRA means Australian Tyre Recyclers Association.¶

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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 [tyre](#) recyclers under the [Scheme](#).

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Export means export from Australia.

FCAI means the Federal Chamber of Automotive Industries.

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

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

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

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

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

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

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

Off-the-road (OTR) means [tyres for mining sites and heavy industry applications](#).

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](#).

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

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

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

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Recycler, see **Tyre recycler**.

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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.

Deleted: 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 [EOLTs](#).

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

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‘Where a body corporate is:

(a) a holding company of another body corporate; or

(b) a subsidiary of another body corporate; or

(c) a subsidiary of a holding company of another body corporate;
the first-mentioned body and the other body are related to each other’.

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

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

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Retreader means an entity that gives new tread to a tyre. For the purposes of the [Scheme](#), a tyre retreader is a Retailer.

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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.

Scheme means the Tyre Product Stewardship scheme administered by TSA, being 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.

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

Transporter, see **Collector**

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

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

Deleted: <object>¹ Refer to the *Corporations Act 2001* for further detail.[¶]

Tyre derived product (TDP) means any product produced from rubber, steel, textile or other material recovered from recycling [EOLTs](#).

^{3¶} Tyre Stewardship Australia will consider whether aircraft tyres should be included in the scheme. It is understood that many aircraft tyres are leased and do not enter the waste stream in Australia at end of life, but certain types of aircraft tyres may be an important part of the end-of-life tyre waste stream in Australia. ¶

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

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 [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 [TDPs](#), or to recover energy from end-of-life tyres.

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Deleted: 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.¶

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

PART A – THE SCHEME AND GENERAL COMMITMENTS

PLEASE NOTE:

Participation in the 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.

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1. The Scheme

1.1 Introduction

▼ Tyre Stewardship Australia Limited (TSA) is a not-for-profit company limited by guarantee, established to deliver the Scheme. The aim of the Scheme is to reduce the amount of EOLTs negatively impacting the environment via landfill, illegal dumping or undesirable export while increasing the recycling rate of end of life tyres.

In 2015-16, Australia generated some 447,000 tonnes or 56.3 million EPUs (equivalent passenger units) of EOLTs, an increase of 16% since data collection began in 2009-10².

A significant number of Australia's EOLTs are currently disposed of through landfill, exported, stockpiled, illegally dumped or have an unknown fate. Only a small proportion of EOLTs are recycled or used as a fuel for energy in Australia. The export of EOLTs in particular has risen dramatically in recent years. Available evidence suggests that some exported tyres are primarily burned for fuel in an environmentally unsustainable fashion.

▼ Disposal through landfill, dumping or export of baled tyres represents the loss of a valuable resource. EOLTs and TDPs can be put to environmentally sound use in many ways including the manufacture of new rubber products, as a constituent in asphalt roads and in surfaces such as sporting fields and playgrounds. They are also valuable as a fuel source when incinerated under the right conditions for industries such as producers of energy and cement and as a substitute for diesel in explosives.

When EOLTs 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; reduce the risk of fire and other health risks and support the resources recovery and recycling industry.

Environmentally sound use –

For the purposes of the Scheme environmentally sound use includes:

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

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

- (v) disposal through dumping, landfill, direct incineration or burning;
- (vi) stockpiling as an end point;

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² Randell 2017, Final National market development strategy for used tyres 2017-2022, page vii

- (vii) unsustainable burning for energy recovery
- (viii) export of baled tyres for operations listed under (v), (vi) and (vii) above.

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

- the need to develop viable markets for the environmentally sound use of EOLTs and TDPs;
- limited, and geographically concentrated, tyre recycling infrastructure;
- low aggregated volumes of tyres in remote and regional areas and high cost of collection in such areas;
- lack of standards for the use of EOLTs and TDPs in a range of areas, including in roads and other infrastructure projects;
- the high costs of processing tyres to create TDP to sell to market
- demand for baled tyres from international energy markets, and
- regulatory regimes governing the handling of EOLTs that are inconsistent between Australian jurisdictions.

In recognition of these potential benefits and constraints the Environment Protection and Heritage Council³ agreed, in November 2009, to work with the tyre industry on the establishment of a voluntary industry-led product stewardship scheme for EOLTs. The development of a product stewardship initiative was to assist in overcoming impediments to markets for EOLTs and TDPs and to gain more value from the EOLTs generated in Australia each year.

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

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

Voluntary accreditation of schemes encourages product stewardship without the need for regulation and provides the community with certainty that accredited schemes are actually achieving what they claim. Product stewardship organisations that are accredited under the

³ The Environment Protection and Heritage Council (EPHC) consisted of environment ministers representing Australian governments. It reported to COAG. In September 2011, the EPHC was replaced by the Standing Council on Environment and Water (SCEW) which also reports to COAG.

Deleted: <object>² Hyder May 2012, Final report, Study into the domestic and international fate of end-of-life tyres, page i¹
³ Hyder May 2012, Final report, Study into the domestic and international fate of end-of-life tyres, page i¹
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<object>Tyre Stewardship Australia may change this list from time to time.¶ Sustainable burning for energy recovery means that variables such as combustion temperature, residence time, turbulence, oxygen concentration and particle diameter are strictly controlled and technology is used to reduce harmful emissions. Tyre Stewardship Australia will be guided by the Basel Convention October 2011 'Revised technical guidelines for the environmentally sound management of used and waste pneumatic tyres' in determining whether a practice is unsustainable burning for energy recovery.¶ The export of baled tyres is considered to fall under paragraph (vii) in the absence of evidence for the environmentally sound use of end of life tyres as defined in paragraphs (i) - (iv). Evidence for the environmentally sound use of end of life tyres may include a copy of a written contract between the relevant parties, or other evidence as determined by Tyre Stewardship Australia.¶

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legislation must meet specific requirements that ensure they carry out their activities in a transparent and accountable manner.⁵

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

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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 EOLTs generated in Australia; and develop Australia's tyre recycling industry and markets for TDPs.

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TSA is responsible for administering the Scheme and for working to remove impediments to the development of a sustainable domestic tyre recycling industry.

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an organisation called Tyre Stewardship Australia (

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The corporate objects of TSA are to:

- implement the Scheme for EOLTs;
- 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 EOLT utilisation;
- contribute to technology and market development activities that are consistent with the goal of increased utilisation of EOLTs;
- pro-actively invest in research and development projects, skills development, national outreach and international engagement for the benefit of the Australian community and the Australian public at large;
- advance and accelerate innovative technologies in Australia by supporting focused collaborative research in high priority technologies;
- retain local expertise in, and attract international expertise to, Australia;
- support growth in skills and capacity in Australian technologies for the domestic and international markets;
- engage with government, industry and the community in promoting, developing and implementing EOLT technologies and the interests of the Australian research and development community;
- provide a forum to discuss ideas and promote multidisciplinary research and institutional collaboration.

Consistent with these objects, the Scheme is administered as follows:

- Participants to the Scheme are required to adhere to a series of general and specific commitments in ensuring that EOLTs are disposed of in a manner that constitutes an environmentally sound use, as a condition of accreditation under the Scheme

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

- Participants' compliance with the commitments is enforced via a regime of random and risk based audits; failure to adhere to the commitments may lead to revocation or suspension of a Participant's accreditation.
- Participants are required to deal only with other accredited Participants, or otherwise to enter into enterprise to enterprise agreements or contractual arrangements which give effect to the general commitments and the object of the Scheme
- Levies collected pursuant to the Scheme are utilised by the TSA to support the activities of the Scheme and are applied to research and development for new technologies and market development which further the purposes of the Scheme, and
- The efficiency of the Scheme is measured and reported on annually

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 benefits 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 EOLTs and TDPs
- increased capacity to handle EOLTs in Australia
- creation of new markets for EOLTs and TDPs through research and development
- an improved business environment particularly for tyre collectors and recyclers
- increased consumer awareness of the impacts of EOLT disposal, and
- enhanced credibility for the tyre industry through demonstrated leadership in environmental management and adoption of corporate social responsibility strategies.

1.4 Commencement, duration and review

The Scheme was first authorised on 3 May 2013 and officially came into operation on 20 January 2014.

The Scheme was independently reviewed in April 2017. It is expected that the Scheme, in the form contained within these Guidelines, will continue to operate for at least a further 10 years.

A further review of the efficiencies and operations of the Scheme will be undertaken in or around 2022 and again in or around 2026.

2. Objectives, principles and scope

2.1 Objectives

The objectives of the Scheme are to:

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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.¶

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- increase resource recovery and recycling and minimise the environmental, health and safety impacts of EOLTs generated in Australia, and
- develop Australia's tyre recycling industry and markets for TDPs.

2.2 Principles

The Scheme:

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

Promotion of the Scheme

TSA promotes the Scheme to the tyre industry and the public for the purposes of increasing awareness of the impacts of EOLT disposal and encouraging participation in the Scheme.

TSA's website lists accredited Participants, including information on the benefits of the Scheme, and provides an easy and accessible online accreditation and reporting portal.

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As stated in

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EOLT collection and recycling costs

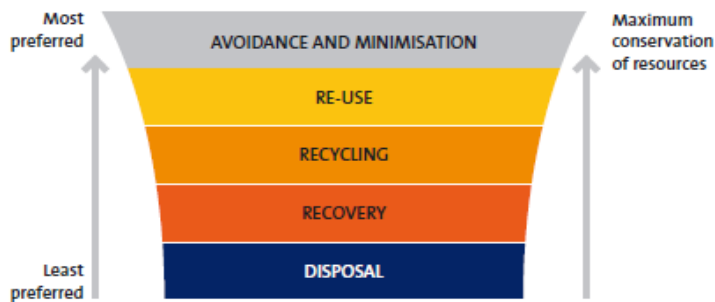
As stated in the principles of the Scheme (Section 2.2) there is a cost associated with ensuring the environmentally sound use of EOLTs. It is expected that this cost will be reflected primarily in charges imposed on consumers by tyre retailers when they assume responsibility for the appropriate management of consumers' EOLTs. 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 TDPs and research into other impediments to resource recovery and recycling will reduce the cost to consumers of ensuring the environmentally sound use of EOLTs.

2.3 Waste hierarchy

The [Scheme](#) is consistent with the 'waste hierarchy' of strategies for dealing with waste. The waste hierarchy is referenced in many Australian jurisdictions' legislative and policy instruments that protect the environment and conserve resources.

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



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

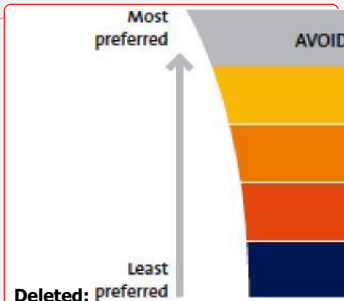
2.4 Scope

The [Scheme](#) is national in scope. 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 tyres for motorcycles, passenger cars, box truck

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trailers, buses, mining and earth moving vehicles, cranes, excavators, graders, farm machinery, and forklifts.

Retreaded and off the road tyres

Retreaded tyres

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

For the purposes of the [Scheme](#), retreaders are [considered to be](#) retailers.

Off the road tyres

Off the road tyres (OTRs), including those used in agriculture and mining, constitute [a significant portion of the](#) the total annual consumption of tyres in Australia each year and are included within the scope of the [Scheme](#)⁶. 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 [TDPs](#).

2.5 Performance measures [and aspirational targets](#)

The [effectiveness](#) of the [Scheme](#) in achieving its objectives is to be measured [as follows](#), [by reference to](#) the following [aspirational targets](#):

- [The](#) number of Participants in the [Scheme](#) [increases as follows](#):
 - [The](#) percentage of tyre importers [that are participants/members in the scheme](#) [increases to 75% by 2020, 85% by 2023 and 90% by 2028 \(measured as market share of total tyre imports\)](#).
 - [The percentage of](#) vehicle manufacturers/ importers that are [participants/members](#) in the scheme [increases to 50% by 2020, 75% by 2023 and 90% by 2028 \(measured as market share of total new vehicle sales\)](#).
 - [The percentage of tyre retailers that are participants/members in the scheme](#) [increases to 65% by 2020, 75% by 2023 and 90% by 2028 \(measured as market share of total tyre sales\)](#).
 - [The percentage of tyre recyclers that are participants](#) in the scheme [increases to 80% by 2020, 85% by 2023 and 95% by 2028 \(measured as market share of end of life tyres\)](#).
- [The volume](#) of EOLTs collected by TSA accredited participants, or accounted for over [time](#), [increases annually](#).
- [The volume](#) of EOLTs exported via TSA accredited tyre recyclers and collectors [that have been verified as going to environmentally sound use](#) [increases annually](#).
- [The percentage](#) of end of life tyres that are going to an environmentally sound use [increases to 50% by 2020, 75% by 2023 and 90% by 2028](#).
- [Users seeking accreditation through the TSA website and general website traffic](#) [increases annually](#)

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

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Deleted: <#>volume of tyre derived products sold or otherwise provided for environmentally sound use¶ <#>number of users of TSA website.¶ The performance measures and data requirements will be refined with experience, and this will require a baseline to be established. They will improve understanding of the scheme's performance and recycling rates and inform decisions about the scheme's strategic direction.¶ <object>⁶ Hyder May 2012, Final report, Study into the domestic and international fate of end-of-life tyres, page ii⁷ To the greatest extent possible performance will be based upon jurisdictional and/or regional data¹

- The potential market demand for Australian TDPs associated with market development activities promoted, funded and/or supported by TSA increases annually.

TSA publishes reports on the progress of the Scheme having regard to these performance measures on the TSA website on an annual basis.

3. General commitments for all participants

This section sets out the general commitments that apply to all Participants. In addition, Participants are also required to meet the specific commitments set out in Parts C to I, as applicable according to their Participant category.

3.1 General commitments

All Participants in the Scheme must 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, as directed by TSA.
- use the Scheme's branding and logo and adhere to the conditions that apply to that use, as directed by TSA.
- comply with relevant laws and practices, including those that apply to the environment and occupational health and safety; and
- co-operate with audits, provision of required documents and undertake surveys as directed by TSA.
- report requested data to TSA as directed by TSA.

All Participants in the Scheme must also commit to contribute to:

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

Rural and remote areas

TSA will collaborate with other product stewardship schemes and industry in rural and remote areas from time to time.

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

In assessing compliance of Participants located in rural and remote areas, TSA may take into account the capabilities and requirements of such Participants, including barriers to accessing accredited collectors and/or retailers (if any).

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It is anticipated that TSA will make a contribution to this issue by collaborating with other product stewardship schemes and industry on campaign clean-ups in rural and remote areas from time to time.¶
The scheme is designed to operate nationally. It is recognised that in some rural and remote areas where the availability of accredited collectors and recyclers is limited, it may take more time to increase recycling rates than in metropolitan areas.¶

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13¶

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<object>Enterprise to enterprise agreements and other forms of contractual arrangements¶

Enterprise to enterprise agreements and other forms of contractual arrangements

Participants in the Scheme can be confident of meeting their commitments on an ongoing basis and maintaining their accreditation if they formalise their relationships with other Participants through enterprise to enterprise agreements or other contractual arrangements regarding the disposal of EOLTs.

Such agreements and contracts play an important role in the implementation of the Scheme. They assist to ensure that EOLTs 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:

- requiring the appropriate disposal of EOLTs to accredited recyclers, thereby helping to address the inappropriate disposal of tyres, and
- ensuring compliance with existing regulatory controls under relevant Commonwealth and State legislation and local by-laws.

3.2 Participants with multiple roles

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

- An Applicant who 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 whose business activities include, but are not limited to, the import of tyres into Australia, the manufacture of vehicles in Australia or the import of vehicles into Australia.
- An Applicant who satisfies the definitions of both 'tyre recycler' and 'collector' is required to seeking accreditation for both these Participant categories.
- Local governments are encouraged to seek accreditation under the 'local government' category as operators of vehicles, and to take responsibility for the environmentally sound use of the EOLTs generated through their own operations.
- Local governments are also acknowledged to be legal landfill managers and often act as custodians of illegally dumped EOLTs. Australian and state and territory government agencies are encouraged to seek accreditation as 'Fleet operators' if they own or operate vehicle fleets, and to take responsibility for the environmentally sound use of the EOLTs they generate.

4. Administration of the Scheme

4.1 Governance - TSA

TSA has been established to administer the Scheme. As set out in section 1.2 of the Guidelines, the principal corporate object of TSA are to:

- implement the Scheme;
- administer the accreditation of Participants in the Scheme;
- monitor, audit and report on the development of the Scheme;

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- undertake education, awareness and information activities to promote the Scheme and the value of EOLT utilisation; and
- support market development and research in the field of EOLT utilisation for the benefit of industry.

TSA is a public company limited by guarantee. The Constitution of TSA requires the Board to consist of:

- A minimum of 4 and up to 5 representatives of member organisations involved in the importation of tyres into Australia as elected by the Members.
- A minimum of 1 and up to 2 representatives from the tyre recycling industry with suitable knowledge and experiences as elected by the Members.
- A minimum of 1 and up to 2 representatives from the tyre retail industry with suitable knowledge and experience as elected by the Members.
- At least 2 and up to 3 Independent Directors as mutually agreed by a majority of the Directors.

The Chairperson of the Board is required to be one of the Independent Directors.

TSA may from time to time establish advisory committees to provide specialist or expert advice to the Board.

Full details of governance arrangements are set out in TSA's Constitution and the governance policies published on the TSA website.

4.2 Strategy for handling EOLTs

TSA is also responsible for developing and implementing the strategy to facilitate the widest possible adoption of the Scheme. TSA will consult with stakeholders on the development of this strategy. As key elements of this 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 TDPs. This includes advocating for complementary measures by government to support the Scheme, such as developing sustainable government procurement policies for TDPs.

4.3 Funding

TSA is funded by a levy imposed on tyre importers, vehicle manufacturers, and miners (voluntarily becoming Participants of the Scheme) at a rate proportional to the number of tyres imported into Australia, as set out in Part C and Part I of these Guidelines.

TSA applies funds raised in this manner to:

- organisational management costs
- implementation of its strategy for handling EOLTs

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<#>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

Deleted: with expertise from major industry sectors, to be determined by the Board of Tyre Stewardship Australia, and up to a maximum of ten Directors in total.¶
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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 ...

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- administration of the Scheme, including costs associated with accreditation and audit of Participants and reporting
- promotion of the Scheme; and
- market development and research projects as outlined in section 4.4 below.

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TSA publishes an annual report on its website detailing the application of levied funds.

4.4 Market development and research funding

On an annual basis, TSA allocates a portion of its levied funds to support initiatives and projects which:

- increase the consumption of Australian tyre-derived product from locally generated EOLTs;
- contribute to market development activities that are consistent with the goal of increased and enhanced utilisation of EOLTs; and
- support growth in skills, expertise and capacity in the Australian EOLTs and associated end user markets.

(collectively, **Funding Priorities**).

To be eligible to make an application for funding, an entity must:

- be an organisation, institution, authority or registered Australian business, that has the capability and capacity to undertake the project proposed in the application; and
- have ownership of, access to or the beneficial use of any background intellectual property necessary to carry out the project.

The process for making an application for funding is outlined on the TSA website.

All applications for funding are accepted and assessed by the Research Advisory Committee in accordance with objective criteria published on the TSA website.

This criteria will be determined by TSA from time to time in accordance with the commercial realities of EOLT disposal in an ever-adapting market. However, at all times, the criteria will be defined by reference to:

- the objectives of the Scheme as outlined in section 2.1;
- the Funding Priorities set out above; and
- ensuring an open, transparent and competitive process.

Grants of funding are ultimately determined by the TSA Board on the recommendation of the Research Advisory Committee.

Research Advisory Committee:

TSA convenes a Research Advisory Committee to provide advice and recommendations to the Board in relation to priority areas for research and assessments of proposals and applications for funding.

At least one TSA Board member will be represented on the Research Advisory Committee. The Board will determine the constitution of the Research Advisory Committee, to ensure the committee has an appropriate skill base.

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- 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.¶
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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 [by TSA](#).

For a major amendment, where there are potential impacts on Participants, a consultation process is to be undertaken [with relevant stakeholders to the Scheme in relation to the](#) proposed amendment and comments sought. 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 [or other Scheme stakeholders](#), an announcement of the amendment may be made [the Chief Executive Officer](#) on the [Scheme's](#) website with the authority of [TSA](#).

TSA's [Board of Directors](#) will determine whether an amendment is minor or major.

[The TSA may not amend the objectives of Scheme.](#)

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

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

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17¶

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

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5. Processes and compliance

5.1 Application and accreditation process

The application process for accreditation under the Scheme is outlined on the TSA website. Applicants are required to complete and submit an application form along with an 'Action Plan' which details how they will promote the Scheme and meet its general and specific commitments, including its arrangements for collection and recycling of EOLTs. If an Applicant fits into more than one Participant category, the Applicant must apply to all Participant categories that apply to that Applicant.

Upon completing and submitting the application form (either online or hard copy signed) the Authorised Signatory for the Applicant makes an organisational commitment to the Scheme and to compliance with these Guidelines.

TSA assesses the application/s and may contact the Applicant or third parties to verify information supplied in the application form. TSA will notify an Applicant in writing as to whether their application for accreditation has been accepted or rejected.

Applicants will be accredited on the basis of an assessment by TSA, to its satisfaction, as to whether:

- the Applicant demonstrates a current capacity to meet their general and specific commitments under the Scheme; or
- the Action Plan demonstrates that the Applicant will meet the general and specific commitments under the Scheme.

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

Refer to TSA website www.tyrestewardship.org.au for applications forms.

Guidance:

An Applicant can apply for accreditation in more than one category and, in some instances, will be required by TSA to apply for accreditation in more than one category. (See Section 3.2.)

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

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

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<#>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

Deleted: an application to TSA.¶

An application consists of: a completed

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In signing the application form, the Authorised Signatory

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

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

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

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<#>When satisfied with the application and the Action Plan, TSA gives approval for ...

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The Participant Commitment is in the form of a certificate that sets out the ...

5.2 Enforcement & Compliance

Accredited Participants are expected to meet their general and specific obligations under the Scheme at all times. To ensure that this occurs, TSA:

- verifies information submitted by Applicants and conducts informal reviews of this information from time to time; and
- conducts audits of Participants' activities and processes.

Participants are required to inform TSA of any changes to their arrangements for the collection and recycling of EOLTs at the earliest opportunity. A Participant must also notify TSA immediately if it can no longer meet its general and specific commitments under the Scheme and may be required to withdraw from the Scheme.

5.2.1 Verification of information in applications

TSA will make all reasonable efforts to verify information supplied by Applicants and Participants on an ongoing basis.

TSA contacts Applicants to verify the information provided in the application. Thereafter, TSA continues to verify this information either informally, or through the formal audit process outlined in section 5.2.2 below.

5.2.2 Audits

TSA will from time to time undertake random and risk based audits of the activities of Participants to ensure compliance with the Scheme. Audits involve an assessment as to whether Participants are adhering to their general and specific commitments under 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.

The audit handbook provides more detail on how assessment of compliance with Scheme commitments is applied consistently to all Participants. Participants are required to cooperate with audits undertaken by the TSA as one of the general commitments under the Scheme.

A Participant who fails to cooperate with an audit will be asked to explain why their accreditation should not be revoked. If TSA, acting reasonably, determines that the Participant's explanation is either insufficient or inappropriate, TSA may suspend and/or revoke the Participant's accreditation.

Participant cooperation

During an audit, TSA may request access to key personnel and supporting documents that it deems necessary to substantiate the information provided by a Participant. Participants must facilitate the audit requirements in an effective and efficient manner. Failure to meet any of the audit requirements by a Participant may result in action that may include suspension or revocation of a Participant's accreditation.

The Participant is required to make reasonable arrangements to accommodate TSA's audit team during audits.

Audit frequency

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

Confidentiality disclosure

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As required,

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If verification checks prove arrangements are not in place, TSA will contact the Participant to seek an explanation. If the explanation is not satisfactory, then Participant status and benefits may be revoked by TSA.¶
Participants should inform TSA of any changes to arrangements for collection and recycling of end-of-life tyres at the earliest opportunity. This is to ensure that information about Participants that is held by TSA remain current.¶

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TSA will treat all information and documents obtained during a 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 or the public.

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5.3 **Enforcement - Suspension and Revocation of accreditation**

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Where a Participant has breached the requirements of this document TSA, may:

- suspend a Participant's accreditation immediately by giving notice in writing; or;
- or revoke a Participant's accreditation by giving 30 days notice in writing.

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Whilst a Participant's accreditation is suspended, TSA reserves the right to revoke the accreditation of a Participant if necessary.

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Participants will first be provided with a reasonable opportunity to rectify the non-compliance. If the breach is not rectified within that period, TSA may elect to immediately suspend or revoke the Participant's accreditation.

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Where a Participant's accreditation is suspended, the Participant does not need to re-apply again for accreditation. The Accreditation may be reinstated once TSA determines the compliance issue is resolved and TSA is satisfied there is evidence to support the restatement of the accreditation.

Where Participant accreditation is revoked, the business or organisation can re-apply for accreditation after 12 months have elapsed

5.5 **Resignation of a Participant**

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

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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.

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When an application is rejected, TSA will determine the timeline for the application to be re-submitted.¶
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Where Participant status is revoked, the business or organisation can re-apply for status as a Participant after at least 12 months have elapsed.¶
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Appendix 1

EQUIVALENT PASSENGER UNIT RATIOS

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

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

Reporting can be in EPUs or by weight.

EPUs for reporting by tyre importers, vehicle manufacturers and miners

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

EPUs for reporting by recyclers

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

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

. The application form can be found at www.tyrestewardship.org.au

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When describing the tyre scheme...cheme, the preferred text for use by Participants is:¶ 'Through the voluntary Tyre Product Stewardship Scheme, industry participants commit to increase the recycling and resource recovery of Australia's end-of-life tyres and minimise environmental, health and safety impacts.' ¶

Standard text ¶

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

Quoting text ¶

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

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PART D – RETAILERS

PLEASE NOTE:

Participation in the 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.

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Guidance on the Action Plan

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

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

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

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

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

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

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Action Plan for (insert name of business):

Business Street Address:

Town/City: State:

Postcode:

1. Actions to promote the scheme

Briefly list actions to promote the scheme.

The following examples are not mandatory:

<#>Incorporate the scheme's logo on the company's stationery (e.g. letterhead, business cards).

<#>Include the scheme's logo, information about the scheme and a link to the TSA website on the company's website.

<#>Include articles on the scheme in company newsletters.

<#>Mention the scheme in presentations at conferences and other forums, and include information about the scheme in conference material.

•

•

•

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

<#>Proposed timeline for action (or

N/A): (Please insert here)

<#>Actions to meet scheme commitments

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

<#>Regular reviews of arrangements with recyclers

•

•

<object>5. Proposed timeline for action (or N/A): (Please insert here)

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Section 5: Sign Off Form

Agreement to meet commitments

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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.

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.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 EOLTs left with _retailers when consumers purchase tyres.

b) deal only with collectors and recyclers accredited by TSA when disposing of EOLTs

or

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

c) Regularly provide data (report) to TSA on the types and numbers of EOLTs provided to tyre collectors and/or recycler and /or their alternative disposal route, as directed by TSA.

d) deal ethically and transparently with consumers, specifically in relation to the fees and charges associated with the environmentally sound use of EOLTs, and

e) undertake regular reviews of arrangements with collectors and recyclers.

Guidance on meeting the commitments

Prioritisation of accredited importers and manufacturers

In meeting their General Commitments, accredited Retailers are expected to prioritise the retail sale of tyres sourced from manufacturers and/or importers accredited under the Scheme, over those tyres sourced from non-accredited entities.

All EOLTs to go to environmentally sound use

Before receiving accreditation from TSA, Retailers need to demonstrate they have arrangements in place that ensure all EOLTs that consumers leave with the Retailer will go to an environmentally sound use.

Claims about recycling EOLTs

Retailers who are Participants must be in a position to substantiate any claims they make about dealing with EOLTs responsibly, i.e. disposing of them so that they go to an environmentally sound use.

Where a recycling fee is charged separately to consumers, advice that explains how the fee is used in relation to the costs associated with the environmentally sound use

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Section 2: Application Form
Part 1 – Business Details
Part 2 – Action Plan
Section 3: Commitments
Section 4: Audit Information
Section 5: Sign off form
Section 6: Standard Scheme Docket

<object>Section 1: Explanation and Instructions for Completion

Participation in the Tyre Product Stewardship Scheme is voluntary.

A business or organisation that joins the scheme is required to comply with commitments that apply to them.
The commitments are set out in Section 3 of this document.

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

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Section 2: Application Form

Part 1 – Business details

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of the [EOLTs](#) must be provided to consumers – for example, a poster at the point of sale.

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Where the recycling fee is included in the tyre price to consumers, advice that the recycling fee has been included and that the fee is used in relation to the costs associated with the environmentally sound use of the [EOLTs](#) must be provided to consumers – for example, a poster at the point of sale.

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Documentation

Retailers must retain copies of all dockets/receipts from collectors and recyclers for TSA auditing purposes, including where the Standard Scheme Docket is used (see [the TSA website](#)). 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.

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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 process is described in Section 5.1 of Part A.](#)

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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 [at the time of accreditation](#)

Accredited [Retailers](#) are responsible for ensuring [EOLTs](#) are provided to an accredited tyre recycler for environmentally sound use. Where this is found not to occur the [Retailer](#) will be required to rectify the non-compliance. Retailers will need to ensure they hold all the required documentation identified under ‘*Documentation*’ [above](#). Their contractual arrangements with the non-accredited collector will need to provide for this documentation.

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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 available on the TSA website. The standard [Scheme](#) docket is individually numbered and used for each consignment of [EOLTs](#) that go from the retailer to the collector and to the recycler. It records the quantity of [EOLTs](#) by type. It is designed to identify, and be signed by, the retailer, collector and the recycler.

If retailers choose to use the standard [Scheme](#) docket to meet their documentation requirements they should ensure their contractual arrangements with non-accredited collectors specify that:

- the standard [Scheme](#) docket is used and is signed by the collector and retailer with copies retained by each;

• the collector provides a copy of the signed standard [Scheme](#) docket to the recycler who then signs it; a copy of the signed docket is returned to the retailer (possibly through the collector).

TSA will review [a Participant's](#) option to contract with non-accredited collectors after [the first year of accreditation](#). As part of this review the TSA will consider the situation of [Participants](#) in areas where the availability of accredited collectors is limited, which could be the case in some rural and remote areas.

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Section 4: Audit Information

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

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

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

Audit types

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

Participant cooperation

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

Audit frequency

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

Confidentiality disclosure

TSA will treat all information and documents obtained during the review/audit as confidential. Disclosure of sensitive audit findings and observations will be restricted to audit personnel and TSA senior

PART E – FLEET OPERATORS

PLEASE NOTE:

Participation in the 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.

Australian and state governments should apply under the category of fleet operators.
Local governments should apply under their own category.

1. Fleet operators

1.1 Definition

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

1.2 Specific commitments

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

- take responsibility for the environmentally sound use of the EOLTs they generate; and
- deal only with retailers or importers accredited by TSA when purchasing or replacing new tyres for their fleets

Guidance on meeting the commitments

Prioritisation of accredited importers and manufacturers

In meeting their General Commitments, accredited fleet operators are expected to prioritise the use of tyres sourced from manufacturers and/or importers accredited under the Scheme, over those tyres sourced from non-accredited entities.

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A business or organisation that joins the scheme is required to comply with

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Section 2: Commitments

2.1 General Commitments

All Participants in the scheme commit to:

- support the objectives of the scheme;
- deal transparently and ethically with others involved in the tyre supply chain, including consumers;
- promote the scheme to the community, other businesses and organisations, including through the development and implementation of an individual Action Plan (a template Action plan is included in the application form);
- use the scheme's branding and logo and adhere to the conditions that apply to that use, as set out in Part B of the Guidelines;
- comply with relevant laws and practices, including those that apply to the

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All EOLTs 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 [EOLTs](#) generated by their fleets will go to an environmentally sound use.

Application form and process

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

The application form for fleet operators, [which includes](#) an Action Plan [template](#), is [available on the TSA website](#). [The application process is described in](#) Section [5.1](#) of [Part A](#).

Importers of tyres

Fleet operators [who](#) 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 at the time of accreditation

Accredited fleet operators are responsible for ensuring [EOLTs](#) are provided to an accredited tyre recycler for environmentally sound use. Where this is found not to occur the fleet operator will be required to rectify the non-compliance. Fleet operators will need to ensure they hold all the required documentation identified under 'Documentation'. Their contractual arrangements with the non-accredited collector will need to provide for this documentation.

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

The standard [Scheme](#) docket is [available on the TSA website at](#) <http://www.tyrestewardship.org.au/resources>. The standard [Scheme](#) docket is individually numbered and used for each consignment of [EOLTs](#) that go from the [fleet operator](#) to the collector and to the [recycler](#). [It records the quantity of EOLTs by type. It is designed to identify, and be signed by, the fleet operator, the collector and the recycler.](#)

[If fleet operators choose to use the standard Scheme docket to meet their documentation requirements they should ensure their contractual arrangements with non-accredited collectors specify that:](#)

- [• the standard Scheme docket is used;](#)
- [• the standard Scheme docket is signed by the collector and fleet operator with copies retained by each;](#)

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Fleet operators must retain copies of all dockets/receipts from collectors and recyclers for TSA auditing purposes, including where the Standard Scheme Docket is used (see Section 5 of this application).¶
Use of the Standard Scheme Docket does not replace any obligation to complete a waste tracking certificate when required by state and territory environment agencies.¶

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• the collector provides a copy of the signed standard Scheme docket to the recycler who then signs it; a copy of the signed docket is returned to the fleet operator (possibly through the collector).

TSA will review a Participant's option to contract with non-accredited collectors after the first year of accreditation. 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.

PART F – LOCAL GOVERNMENT

PLEASE NOTE:

Participation in the 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.

Local government should apply under this category and should not apply under the category of fleet operators.

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Section 3: Audit Information¶

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

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

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

Audit types¶

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

Participant cooperation¶

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

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

Audit frequency¶

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

Confidentiality disclosure¶

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

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Section 4: Application Form¶

Part 1 – Business details¶

Business name:

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1. Local government

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.

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

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

1.2 Specific commitments

In addition to the general commitments set out in [Part A](#), local governments commit to:

- take responsibility for the environmentally sound use of the [EOLTs](#) they generate through their own operations
- deal only with [retailers](#) accredited by TSA when [purchasing or replacing new](#) tyres for their own fleets
- ensure tyres being collected by [hard rubbish collectors or being dropped off at transfer stations are being appropriately managed, and where possible are being recycled by a TSA accredited tyre collector or recycler](#)
[or](#)
where dealing with a non-accredited collector, ensure contractual arrangements specify that all [EOLTs are](#) provided to an accredited tyre recycler for environmentally sound use, and
- undertake regular reviews of arrangements with collectors and recyclers

Guidance on meeting the commitments

All [EOLTs](#) to go to environmentally sound use

Before being [accredited by TSA](#), local governments need to demonstrate they have arrangements in place that ensure all [EOLTs collected by hard rubbish collectors or being dropped off at transfer stations](#) will go to an environmentally sound use.

[Documentation](#)

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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

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Earth mover large (>1.5 up to 2m)
Earthmover extra large (>2m up to 3.0m)
Earthmover giant (>3 up to 4m)
Bobcat

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Section 6: Sign Off Form

Agreement to meet commitments

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GOVERNMENT

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It is acknowledged that in local government

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

Use of the Standard Scheme Docket ([which can be found at http://www.tyrestewardship.org.au/resources](http://www.tyrestewardship.org.au/resources)) does not replace any obligation to complete a waste tracking certificate when required by state and territory environment agencies.

Application form and process

Under the [Scheme](#), the commitments that apply to local governments are similar to the commitments for fleet operators. However, local governments should apply under their own category.

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, [is available on the TSA website. The application process is described in Section 5.1 of Part A.](#)

Additional advice for local governments contracting with non-accredited collectors [at the time of accreditation](#)

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

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

[The standard Scheme docket is available on the TSA website at http://www.tyrestewardship.org.au/resources. The standard Scheme docket is individually numbered and used for each consignment of EOLTs that go from the local government to the collector and to the recycler. It records the quantity of EOLTs by type. It is designed to identify, and be signed by, the local government, the collector and the recycler.](#)

[If local governments choose to use the standard Scheme docket to meet their documentation requirements they should ensure their contractual arrangements with non-accredited collectors specify that:](#)

- [the standard Scheme docket is used;](#)
- [the standard Scheme docket is signed by the collector and local government authority with copies retained by each;](#)

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

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

If local governments choose to use the standard scheme docket to meet their documentation requirements they should ensure their contractual arrangements with non-accredited collectors specify that:¶
<#>the standard scheme docket is used;¶
<#>the standard scheme docket is signed by the collector and local government authority with copies retained by each;¶
<#>the collector provides a copy of the signed standard scheme docket to the recycler who then signs it; a copy of the signed docket is returned to the local government authority (possibly through the collector).¶

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

• the collector provides a copy of the signed standard Scheme docket to the recycler who then signs it; a copy of the signed docket is returned to the local government authority (possibly through the collector).

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

2. Roles of local government with EOLTs

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

3. 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 EOLTs from stockpiles or illegal dumping in their jurisdictions. It is expected that, over time, investment by TSA in the domestic markets for TDPs 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 EOLTs 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 EOLTs for which they take, or are required to take responsibility, are disposed of in a way that represents environmentally sound use.

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Section 3: Audit Information¶

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

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

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

Audit types¶

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

Participant cooperation¶

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

PART G – COLLECTORS

PLEASE NOTE:

Participation in the 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.

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Definition of a Collector¶

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

<object>This accreditation application includes the following sections:¶

Section 1: Explanation and Instructions for completion¶

Section 2: Application Form¶

Part 1 – Business Details¶

Part 2 – Action Plan¶

Section 3: Commitments¶

Section 4: Audit Information¶

Section 5: Sign off form¶

Section 6: Standard Scheme Docket¶

<object>Section 1: Explanation and Instructions for Completion¶

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Section 2: Application Form¶

Part 1 – Business details¶

Business name:

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- support the objectives of the scheme;¶
- deal transparently and ethically with others involved in the tyre supply chain, including consumers;¶
- promote the scheme to the community, other businesses and organisations, including through the development and implementation of an individual Action Plan (a template Action plan is included in the application form);¶
- use the scheme's branding and logo and adhere to the conditions that apply to that use, as set out in Part B of the Guidelines;¶
-

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Deleted: - co-operate with surveys that are undertaken from time to time, and with random or risk based audits as instigated by TSA. This includes retaining and, on request, providing to TSA the documentation specified in the relevant guidance on documentation in these Guidelines.¶

All Participants in the scheme also commit to contribute to:¶

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

1. Collectors

1.1 Definition

Collector means an individual, business or organisation that collects and/or transports EOLTs 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:

- ensure all [EOLTs](#) collected from retail and other outlets with a Recycling gate fee are passed to domestic tyre recyclers accredited by TSA.
- [provide regular data \(report\) to TSA as directed by TSA, and](#)
- deal ethically and transparently with retailers and other outlets, specifically in relation to the fees and charges associated with disposal of [EOLTs](#).

[Guidance on meeting the commitments](#)

All [EOLTs](#) to go to environmentally sound use

Before being [accredited](#) by TSA, [Collectors](#) need to demonstrate they have arrangements in place that ensure all [EOLTs](#) they collect from [Scheme](#) Participants will go to an environmentally sound use.

[Claims about recycling \[EOLTs\]\(#\)](#)

Collectors who are Participants in the [Scheme](#) must be in a position to explain any claims made to retailers and other outlets about the destination of [EOLTs](#) they collect.

[Documentation](#)

[Collectors](#) must retain copies of all dockets/receipts from retailers, fleet operators, local governments and recyclers for TSA auditing purposes, including where the Standard Scheme Docket is used (see <http://www.tyrestewardship.org.au/resources>).

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

[Application form and process](#)

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

An [Applicant](#) 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 process is described in Section 5.1 of Part A.](#)

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<#>guarantee that all end-of-life tyres received from Participants 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.
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PART H – RECYCLERS

PLEASE NOTE:

Participation in the 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.

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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.¶

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Section 5: Sign Off Form¶

Agreement to meet commitments

1. Tyre 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 TDPs, or to recover energy from EOLTs.

1.2 Specific commitments

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

a) guarantee that all EOLTs received from Participants go to an environmentally sound use.

b) provide data to TSA on the number and fate of tyre EPU processed and sold or otherwise provided for an environmentally sound use, as directed by TSA.

Guidance on meeting the commitments

All EOLTs to go to environmentally sound use

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

Documentation

Tyre recyclers must retain copies of all dockets/receipts from collectors, retailers, fleet operators, local governments and miners, including where the Standard Scheme Docket is used (see <http://www.tyrestewardship.org.au/resources>).

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.

Tyre recyclers must retain and, on request, provide to TSA all records and statements necessary for TSA to verify the amount of EOLTs and TDPs they receive. Tyre recyclers must also retain, and on request, provide to TSA all records and statements necessary for TSA to verify the fate of EOLTs.

Application form and process

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2.3 Data Requirements and Reporting
Section 3: Audit Information
Section 4: Application Form
Part 1 – Business Details
Part 2 – Action Plan
Section 5: Standard Scheme Docket
Section 6: Sign off form

<object>Section 1: Explanation and Instructions for Completion

Participation in the Tyre Product Stewardship Scheme is voluntary.

A business or organisation that joins the scheme is required to comply with

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Please make your best effort to complete this application form. If you are unsure or unclear as to how to fill in various sections of this form please call (03) 9036 6360 or email_secretary@tyrestewardship.org.au for assistance.
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Section 2: Commitments

2.1 General Commitments

All Participants in the scheme commit to:
- support the objectives of the scheme;
- deal transparently and ethically with others involved in the tyre supply chain, including consumers;
- promote the scheme to the community, other businesses and organisations, including through the development and implementation of an individual Action Plan (a template Action plan is included in the application form);

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Guidance on meeting the commitments

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Company Name

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

An Applicant 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 available on the TSA website.

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

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

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 [EOLTs](#) generated by miners
- provide data [as directed by TSA](#) [regarding](#) the numbers [of tyres being imported](#) [and reaching end of life](#)
- promote participation in the [Scheme](#) to businesses and other organisations, including those they engage to collect or recycle [EOLTs](#)
- make best endeavours over time to ensure that all [EOLTs](#) for which they take, or are required to take responsibility, are dealt with in a way that represents environmentally sound use.

[Guidance on](#)

[meeting the commitments](#)

[Funding](#)

[The amount of funding to be contributed by a participant in this category will depend on the number of EPU's imported by the participant. Contributions will be based on a levy of a minimum of 25 cents per EPU imported into Australia \(see Appendix 1 for EPU ratios for reporting by tyre importers, vehicle manufacturers and miners\).](#)

[Participants in this category must retain and, on request, provide to TSA all records and statements necessary for TSA to verify their tyre imports.](#)

[Application process](#)

[An Applicant 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 available on the TSA website. The application process is described in Section 5.1 of Part A.](#)

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2.3 Data Requirements and Reporting
Section 3: Audit Information
Section 4: Application Form
Part 1 – Business Details
Part 2 – Action Plan
Section 5: Sign off form

<object>Section 1: Explanation and Instructions for Completion

Participation in the Tyre Product Stewardship Scheme is voluntary.

A business or organisation that joins the scheme is required to comply with

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Please make your best effort to complete this application form. If you are unsure or unclear as to how to fill in various sections of this form please call (03) 9036 6360 or email_secretary@tyrestewardship.org.au for assistance.
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Section 2: Commitments

2.1 General Commitments

All Participants in the scheme commit to:
- support the objectives of the scheme;
- deal transparently and ethically with others involved in the tyre supply chain, including consumers;
- promote the scheme to the community, other businesses and organisations, including through the development and implementation of an individual Action Plan (a template Action plan is included in the application form);

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

It is recognised that mining operations in rural and remote areas where appropriate recycling facilities are not available, or transportation costs are prohibitive, often use landfill as there is no viable alternative available. It is lawful for miners to landfill their [EOLTs](#) on site and according to legislation.

There are geographic barriers to recycling [OTR](#) tyres in Australia and a need for specialised recycling equipment. Action is needed to stimulate markets for [TDPs](#).

It is expected that, over time, investment by TSA in markets for [TDPs](#) 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 [EOLTs](#) for which they take, or are required to take responsibility, are disposed in of in a way that represents environmentally sound use.

3. Safety and handling of mining tyres

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

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

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Section 3: Audit Information¶

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

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

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

Audit types¶

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

Participant cooperation¶

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

Audit frequency¶