



Australian Government

Department of Sustainability, Environment,
Water, Population and Communities

Co-Regulatory Arrangement Application Form for Administrators

Under the *Product Stewardship Act 2011* and
Product Stewardship (Televisions and Computers) Regulations 2011

Disclosure

In order to assess an application for the approval of a co-regulatory arrangement considerable detail is required on the financial and operational aspects of the arrangement. It is recognised that this information, if made publicly available, could have considerable adverse consequences on the commercial interests of the applicant. As such, the department will treat applications and associated attachments on a confidential basis.

Part I - Administrator and Arrangement Details

1. Please provide contact details (as the administrator) below:

Name of administrator	<input type="text"/>		
Trading names/s	<input type="text"/>		
Body Corporate	<input type="checkbox"/> Yes	ABN <input type="text"/>	ACN (or N/A) <input type="text"/>
Street address	<input type="text"/>		
	<input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>
Postal address	<input type="text"/>		
	<input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>

2. For the purpose of considering your application, please confirm whether or not the administrator:

	YES	NO
a. Has been convicted of an offence against the Act committed in the last 10 years	<input type="checkbox"/>	<input type="checkbox"/>
b. Has been convicted of an offence against another law of the Commonwealth, or a law of a State or Territory, if that offence was committed within the last 10 years	<input type="checkbox"/>	<input type="checkbox"/>
c. Has had a civil penalty order made against it for a contravention of a civil penalty provision in the Act or the Regulations, if that contravention occurred within the last 10 years	<input type="checkbox"/>	<input type="checkbox"/>
d. Is bankrupt, or has applied for bankruptcy	<input type="checkbox"/>	<input type="checkbox"/>
e. Is an externally-administered body corporate within the meaning given by section 9 of the <i>Corporations Act 2001</i>	<input type="checkbox"/>	<input type="checkbox"/>

Please note: Part VIIC of the Crimes Act 1914 includes provisions that, in certain circumstances, relieve persons from the requirement to disclose spent convictions and require persons aware of such convictions to disregard them.

If you answered YES to any of the above questions, please give details in a separate attachment.

Attachment Number:

3. Please attach an Executive Officer Declaration Form located at appendix 1.01 for each Executive Officer of the administrator.

Attachment Number:

Number of Officers:

4. Please provide the details of a contact person for day-to-day communication:

Title Full Name

Position

Work Number Mobile Fax

Email

Please tick your preferred method of contact

Postal address

State Postcode

5. Please indicate which class of products will be covered by this arrangement:

- a. Televisions
- b. Computers/printers/computer products

6. Does this arrangement provide for there to be one or more members: YES NO

For a single member arrangement, please fill in the details below. For multi member arrangements, please use the form located at appendix 1.02.

Member Name

Trading names/s

ABN ACN

Attachment Number: (If Applicable)

Please attach details of the substantial progress made towards membership.

Attachment Number:

Part II – Outcomes

7. Please attach documentation to demonstrate that the arrangement will provide reasonable access to collection services in metropolitan, inner regional, outer regional and remote areas as required by sub regulation 3.01(1)(a) (see regulation 3.03):

Attachment Number:	<input type="text"/>
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8. Please attach documentation to demonstrate that the arrangement will meet the recycling targets as required by sub regulation 3.01(1)(b) (see regulation 3.04):

Attachment Number:	<input type="text"/>
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9. Please attach documentation to demonstrate that the arrangement will have in place systems and processes (or agreements with service providers) to meet the material recovery target as required by sub regulation 3.01(1)(c) (see regulation 3.06).

Attachment Number:	<input type="text"/>
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Part III – Matters to be Dealt With

10. Please attach documentation to demonstrate that the arrangement has suitable governance systems in place, including systems for: i) achieving the outcomes and meeting the requirements of the *Product Stewardship (Televisions and Computers) Regulations 2011* (the Regulations); ii) managing risk; iii) resolving disputes; and iv) replacing the administrator:

Attachment Number:	<input type="text"/>
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11. Please attach documentation to demonstrate that the arrangement will have adequate financial arrangements and funding to achieve the outcomes and requirements in the Regulations:

Attachment Number:	<input type="text"/>
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12. Please attach documentation to demonstrate how the arrangement will effectively manage procedures in relation to membership including: i) requirements related to becoming or ceasing to be a member; and ii) maintenance of confidential information about members:

Attachment Number:	<input type="text"/>
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13. Please attach documentation to demonstrate how the arrangement will communicate information to the public, including the activities of the arrangement and how its services can be accessed and the steps taken to achieve this:

Attachment Number:	<input type="text"/>
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14. Please attach documentation to demonstrate how the arrangement will assess the adequacy of the environmental, health and safety policies and practices in relation to the collection, storage, transportation or recycling of products undertaken under the co-regulatory arrangement:

Attachment Number:	<input type="text"/>
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Part IV - Undertakings**Collection Services Undertaking**

15. Please complete the following undertaking:

I declare, that in providing the collection services, the administrator will ensure that:

- All reasonable steps are taken to ensure that the arrangement will meet the outcomes required by the *Product Stewardship (Televisions and Computers) Regulations 2011*;
- a person will not be charged for the collection of a product for recycling if the product was used only for personal, domestic or household purposes, or in relation to a small business; and.
- the collection of a product in the class of products covered by the arrangement will not be refused on the grounds of the type or the brand of the product.

Representative Signature

Representative Name

Date

Witness Signature

Witness Name

Date

Environment, Health and Safety Undertaking

16. Please complete the following undertaking:

I declare that the administrator will take all reasonable steps to ensure that:

- the adequacy of environmental, health and safety policies and practices in relation to the collection, storage, transportation or recycling of products undertaken under the arrangement will be assessed;
- the arrangement will not carry out or engage a third party to carry out collection, storage, transport or recycling activities unless it is satisfied that appropriate environmental, health and safety policies and practices are in place; and
- the arrangement will regularly monitor and review the conduct of service providers to ensure that collection, storage, transport and recycling is carried out in a safe and environmentally acceptable manner.

Representative Signature

Representative Name

Date

Witness Signature

Witness Name

Date

Administrator's Declaration

WARNING: Giving false or misleading information is a serious offence. The making of a false or misleading statement in an application will impact your approval and can result in the cancellation of the arrangement's approval.

17. Please complete the following undertaking in regards to your position as the administrator of a co regulatory arrangement:

I declare that:

- the administrator is authorised to apply for this approval on behalf of the arrangement's body;
- to the best of my knowledge, the information contained on this form, including the attachments, is true and correct in every detail; and
- I am aware of the administrator's obligations under the *Product Stewardship Act 2011* and *Product Stewardship (Televisions and Computers) Regulations 2011*.

Representative Signature

Representative Name

Date

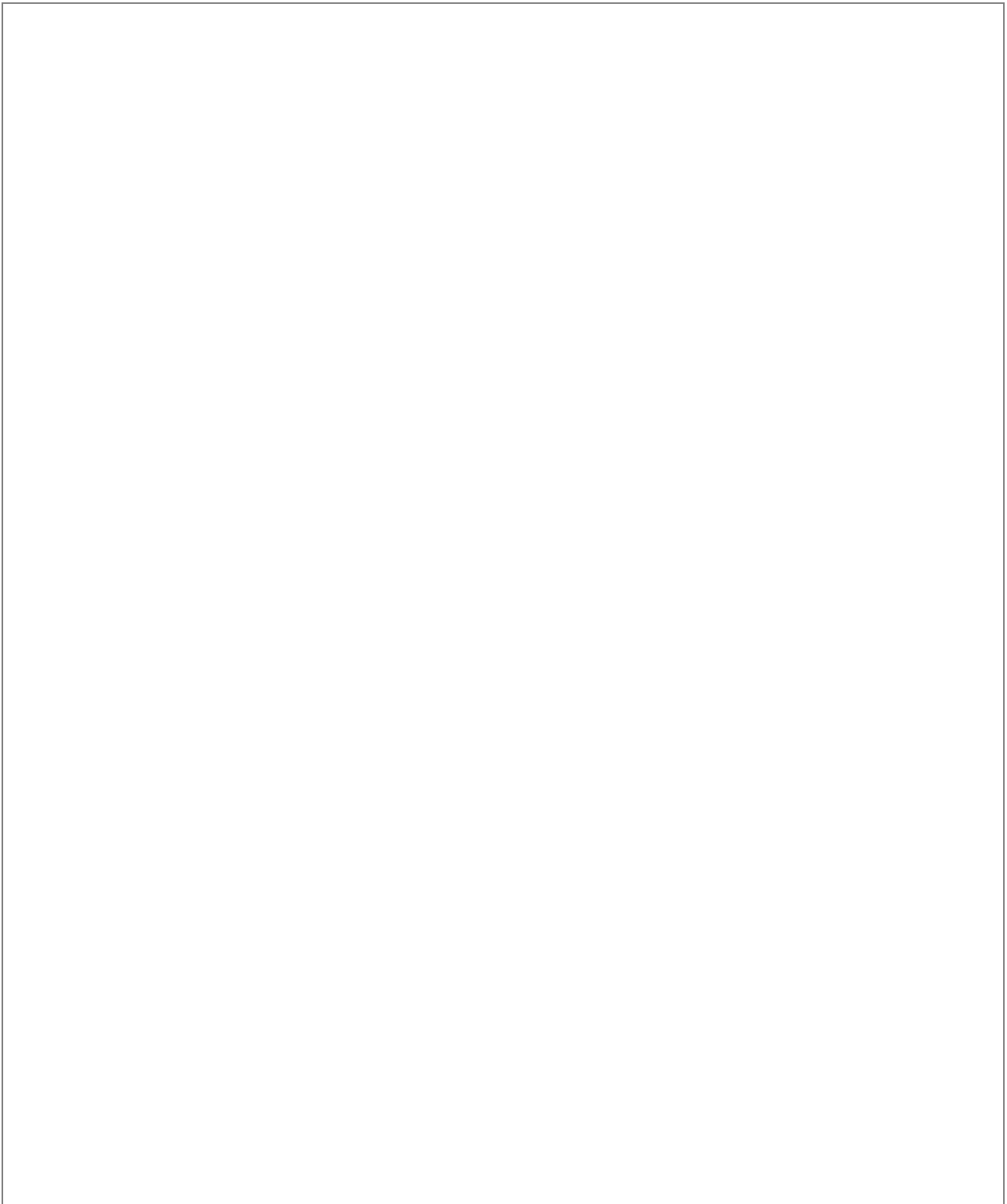
Witness Signature

Witness Name

Date

Attachments:

Please provide a list of attachments below:

A large, empty rectangular box with a thin black border, intended for the user to list their attachments. The box is currently blank.

Appendix 1.01

Executive Officer Declaration Form

Full name:

Office held within administrator:

For the purposes of considering the application under the *Product Stewardship Act 2011*, please confirm whether or not you:

Please check the appropriate boxes:

- | | YES | NO |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| a. Have been convicted of an offence against the Act committed within the last 10 years? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Have been convicted of an offence against another law of the Commonwealth, or a law of a State or Territory, if that offence was committed within the last 10 years? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Have had a civil penalty order made against you for a contravention of a civil penalty provision in the Act or the Regulations, if that contravention occurred within the last 10 years? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Are bankrupt, or have applied for bankruptcy? | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Have been disqualified from managing corporations under Part 2D.6 of the <i>Corporations Act 2001</i> ? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered YES to any of the above questions, please provide details below.

Please note: Part VIIC of the Crimes Act 1914 includes provisions that, in certain circumstances, relieve persons from the requirement to disclose spent convictions and require persons aware of such convictions to disregard them.

