



Tyrewise

Tyrewise

Regulated Product Stewardship Scheme
Technical Advisory Group Terms of
Reference – Tyre Transport

Released 04 August 2024

Definitions

In this document, unless the context requires otherwise, the following definitions shall apply:

"ASNZ Board of Trustees" means the Board of Trustees which governs the Product Stewardship Scheme, Tyrewise.

"Confidential Information" means information in relation to this Technical Advisory Group and the RPS Scheme Delivery whether provided before, during or after the term of the TAG that:

- (a) is by its nature confidential;
- (b) is marked by either Party as 'confidential', 'in confidence', 'restricted', 'commercial in confidence' or with a similar designation;
- (c) is provided by either Party or a third party 'in confidence';
- (d) either Party knows or ought to know is confidential; or
- (e) is of a sensitive nature or commercially sensitive to either Party;

"Conflict of Interest" A conflict of interest arises if a Party or its personnel's personal or business interests, or obligations, do or could conflict, or be perceived to conflict, with its obligations under this TAG. It means that its independence, objectivity or impartiality can be called into question. A Conflict of Interest may be:

- (a) actual: where the conflict currently exists;
- (b) potential: where the conflict is about to happen or could happen; or
- (c) perceived: where other people may reasonably think that a person is compromised.

A registration of interest register collects key personnel interests to enable risk review of any conflicts of interest prior to an event occurring.

"Deed" means the legal agreement between the Ministry and ASNZ.

"Hierarchy of Authority" means the authority and function(s) of the Recipient/PSO; the Chartered Accountancy Firm; the Finance, Audit and Risk Committee; the RPS Scheme Manager; the Steering Group; and the Technical Advisory Group.

"Operational Delivery Plan" means the Operational Delivery Plan (ODP) agreed between Ministry for the Environment and ASNZ as part of the Fee process.

"Priority Product" means a product or category of goods described in the Declaration of Priority Products 2020. All Priority Products must have Regulated Product Stewardship schemes developed to address the harmful effects of the product or goods to the environment or people. Tyres are a Priority Product.

"Regulated Product Stewardship Scheme" or **"RPS Scheme"** means the accredited Regulated Product Stewardship scheme pertaining Tyrewise, co-designed by industry and the Ministry according to the Waste Minimisation Act 2008 s 22, s 23, and the Declaration of Priority Products 2020.

"RPS Scheme Delivery" means the operation of an accredited scheme for a Priority Product to be delivered by ASNZ in accordance with the Operational Delivery Plan;

"RPS Scheme Manager" means the Tyrewise Scheme Manager appointed by ASNZ.

"RPS Steering Group" means the group appointed by ASNZ Board for the duration of the RPS Scheme delivery that consists of appropriately trained, qualified, and experienced personnel to provide recommendations that ensure the RPS Scheme Delivery is successful. The Crown may appoint a representative.

“**Technical Advisory Group(s)**” means stakeholder advisory groups that represent the interests of producers and consumers of the priority product and the wider community (<https://gazette.govt.nz/notice/id/2020-go3342>)

“**Tyrewise**” or “**Tyrewise Scheme**” is Aotearoa New Zealand’s first regulated product stewardship scheme for recycling used tyres that is the subject of this Deed.

“**WMA**” means the Waste Management Act 2008.

Document Control

Date	Version	Document	Author
Issued to interested parties 08 Jan 2025	Final	Tyrewise – TAG – Tyre Transport – ToR – 1-3-27 CR v1	RSP Scheme Manager

Tyrewise Regulated Product Stewardship Technical Advisory Group Terms of Reference

Tyre Transport

1. Purpose of the document

This document defines the Terms of Reference (TOR) for the Tyrewise Technical Advisory Group (the TAG), convened by the board of Auto Stewardship New Zealand (ASNZ).

This document sets out the purpose and appointment of the TAG, the scope of TAGs role, the approach to its work, and support arrangements. It also sets out the relationship between the Board of ASNZ, the RPS Scheme Manager, the Regulated Product Stewardship (RPS) Scheme Steering Group and the TAGs.

2. Background

2.1 Role of the ASNZ Board of Trustees (Governance)

ASNZ's Board of Trustees hold the governance functions and are accountable for the delivery of the RPS. In respect of the Deed of Delivery (inclusive of an Operational Delivery Plan) between the Ministry for the Environment (The Product Stewardship Fee hold) and ASNZ, the Board is the decision-making authority.

ASNZ has a Finance, Audit and Risk Committee whose function is to provide advice to the Board on the appropriateness of the RPS's financial and performance reporting, system of risk oversight and management, and systems of internal control.

A full description of the Board's authority as it relates to the ODP is found in Attachment 4.

2.2 The RPS Steering Group

Tyrewise is the regulated product stewardship scheme for tyres which, in 2020, were declared a priority product under the Waste Minimisation Act 2008. ASNZ is the Product Stewardship Organisation (PSO) that operates the scheme on behalf of the liable parties.

The Operational Delivery Plan (ODP) is a negotiated agreement between the Ministry for the Environment and ASNZ. The ODP underpins the operational delivery of the Regulated Product Stewardship Scheme (RPS), known as Tyrewise. The ODP sets out how the funds collected, for the purposes of managing the RPS, are to be used to deliver on the operational targets and KPIs of the RPS.

The ODP requires a Steering Group to be put in place to represent the interests of all stakeholders, including the Ministry for the Environment.

In respect of the operational delivery of the RPS, the role of the RPS Steering Group is to provide valuable insights into work undertaken by others as Tyrewise is developed and progresses. Appointees of this steering group will use their experiences, skills, and knowledge of specific topics of sectors to provide recommendations to the ASNZ Board and RPS Scheme Manager to ensure the RPS scheme delivery is successful.

The respective Chairs of the Technical Advisory Groups form appointees of the RPS Steering Group.

ASNZ will establish the RPS Steering Group on such date the TAG Chair's are appointed.

2.3 Activities of the RPS Steering Group

A full description of their authority as it relates to the Operational Delivery Plan (ODP) is found in Attachment 4 – hierarchy of authority.

The scope of the RPS Steering Group encompasses the following:

Function	Activities
Operational Delivery Plan (ODP)	<ul style="list-style-type: none"> • Receive any pre-release OPD and updates. • Review and provide any recommended changes to scheme delivery to the ASNZ Board and RPS Scheme Manager. • Receive and review any relevant external audit reports. • The ASNZ Chair is to determine relevance for RPS steering group.
Operational Delivery Budgets	<ul style="list-style-type: none"> • Receive a draft of the annual OPD forecast. • Review and provide any recommended changes to the ASNZ Board and RPS Scheme Manager.
Operational Performance Reporting	<ul style="list-style-type: none"> • Receive and review quarterly RPS scheme delivery reports. • Provide recommendations on planned future activity to assist the RPS scheme delivery in accordance with the OPD and/or relevant annual OPD update(s).
Risk Identification and Management (inclusive of Health & Safety practices)	<ul style="list-style-type: none"> • Receive risk reporting from the Finance, Audit and Risk Committee representative in respect of the OPD. • Review the risks, seek clarification, and make recommendations on the control of any operational risks to the RPS Scheme Manager.
Financial Reporting, Financial Statements, Audits	<ul style="list-style-type: none"> • Receive quarterly financial performance reports and provide feedback to ASNZ Board Chair and RPS Scheme Manager. • Work with External Auditor where requested. • Receive Audited Financial Statements.
Sector and Technical Representation	Receive expert opinion and advice on specific technical areas of the RPS scheme delivery through the Technical Advisory Group representatives and the RPS Scheme Manager.
OIA Requests	Provide assistance or information to the PSO in relation to Ministerial and Parliamentary questions and requests under the Official Information Act 1982, the Local Government Official Information and Meetings Act 1987 or as required by Parliamentary convention.

3. Role of the Technical Advisory Groups

Through the design and implementation of the RPS (2012 – 2024), stakeholder working/advisory groups and a series of technical advisory groups collectively undertook a significant role in reaching consensus between the interest groups, topic specific sectors and the tyre value chain. These forums ensured timely and influential input and feedback directly to ASNZ, the RPS Scheme Managers and the Ministry for the Environment (MfE).

The Trust has authorised a continuation of the technical advisory groups (TAGs) to provide recommendations to the Board and the RPS Scheme Manager upon such terms of reference as the Board see fit. These TAGs are operational from October 2024. The participants (who are to be approved by the Board) are representative of stakeholders, including but not limited to the tyre supply chain ranging from large corporates to small entities and including not for profit organisations.

The TAGs are appointed by the ASNZ Board and are anticipated as representing the following sectors (but not limited to):

- 1) Product and markets (processors and end markets)
- 2) Grants (market stimulation, R&D)
- 3) Tyre importers (loose and on vehicles)
- 4) Tyre Transport (integrated and non-integrated providers)
- 5) Tyre Stewardship Fee Review Committee
- 6) Representatives of tyres outside current scheme scope but inside regulation

In respect of the operational delivery of the RPS, the role of the TAGs is to provide valuable insights and technical expertise into work undertaken by others, as Tyrewise is developed and progresses. Appointees of the TAGs will use their experiences, skills and knowledge of specific commercial sectors to provide recommendations to the RPS Scheme Manager and/or the ASNZ Board as relevant to ensure the RPS scheme delivery is successful.

A full description of their authority as it relates to the ODP is found in Attachment 4 – Hierarchy of Authority.

A full description of the scope of each TAG is found in Schedule 1

3.1 Membership of the Technical Advisory Group(s)

ASNZ seeks to build a diverse TAG, representative of the entire tyre supply chain. The selection process will draw from the registrations of interest for the TAG as well as appointment from sectors not well represented. It will favour organisations and individuals able to demonstrate, and leverage, a broad range of expertise. This will include that the future appointee demonstrates:

- Organisational expertise in the specific sector or one of more areas of work relating to the RPS Scheme and that organisation has the ability to identify and appoint a senior technical resource to be an appointee to the TAG; and/or
- Has expertise that compliments others in the TAG;
- Strong personal motivation to contribute to the vision of the RPS Scheme and to the effectiveness of TAG as an advisory group;
- Committed to participating in at least two face-to-face meeting per year, ad-hoc Teams calls and face-to-face meetings.

For TAGs where commercial advantage could be gained through participation, abide by the ASNZ Trust Statement on the Commerce Act 1996 relating to anti-competitive behaviour.

3.2 Appointment and Tenure of Chair

The Chair shall be appointed by the TAG as the first order of business at the first formal meeting of the TAG. The appointment shall be for a period not exceeding two years. Upon expiration of this term, the Chair shall be required to seek formal re-election from the TAG members if s/he wishes to be reappointed. Appointees of the TAG must be notified at least one month in advance of the formal consideration of appointment or reappointment of the Chair.

The TAG Chair can hold two consecutive two-year terms. The Chair shall lead the TAG and shall engage TAG appointees on issues arising from the agenda.

3.3 Principles for working together

The TAGs will support the effective operation of the RPS. This will involve working together openly and constructively to achieve consensus where possible, and, in minutes/records of discussion, to outline and explain differences including where no consensus is reached.

The ASNZ Board wish to conduct a working relationship between all parties in good faith and in accordance with the following principles:

- a) **shared intention:** the shared intention of supporting the RPS, including ensuring a smooth transition from current state (regulated) to future state as markets develop.
- b) **mutual trust and respect:** build and foster working relationships and communication practices that are based on, and value, mutual respect and high trust, so as to address any issues and concerns that might arise, early and constructively, to ensure that process expectations are clear and aligned and to act and respond in ways that reflect a fair assessment of the importance or materiality of the matters requiring an action or a response.
- c) **constructive:** non-adversarial dealings between the parties, and constructive mutual steps to avoid differences and disputes and to identify solutions that advance the shared interests and objectives of the RPS.
- d) **open and fair:** open, prompt, and fair notification and resolution of any differences or disputes which may arise, and the identification of potential risks and/or issues (including potential causes of delay) that could adversely impact the timely completion of the activities within the timeframes specified in any agreed programme of activities.
- e) **no surprises:** adopt a 'no surprises' approach in respect of their respective communications to stakeholders and their public statements and to ensure they are consistent with the spirit and intent of these Terms of Reference.

3.4 Code of Ethics

Appointees of the TAG will be bound by the Code of Ethics Policy 26-1-2 PD for Appointees of Committees of ASNZ.

3.5 Conflict of Interest Policy

Appointees of the TAG will be bound by ASNZ's Conflict of Interest Policy 26-1-1 PD and must declare potential or perceived conflicts of interest prior to the discussion of the agenda items. Any such declarations will be recorded in the minutes of the meeting.

At the voluntary initiation of an appointee, or the absolute discretion of the Chair, any appointee with a serious conflict of interest may be excluded from the discussion of relevant agenda items.

3.6 Relationship between the TAG and the Board

- The TAG Chair reports to the ASNZ Chair (or allocated ASNZ Trustee)
- The Board may endorse revisions to the TAG Terms of Reference
- The Board endorses new TAG appointees' selection – on recommendation from the TAG Chair
- The minutes of TAG meetings are shared with the ASNZ Board.

3.7 Issue Escalation

Issue escalation is a process that is undertaken if the progression of discussions about an Issue being raised to higher levels of authority is deemed unsuccessful. If a majority of TAG appointees agree that the TAG Chair is not responding properly to the group's advice, or that they are unresponsive to it, the group may request that the RPS Scheme Manager representative communicates the matter(s) to the Chair of ASNZ.

3.8 Composition, Chairing and Tenure

The TAG is composed of:

1. The RPS Scheme Manager management representative
2. Up to 15 supply chain representatives.

Appointees are selected based on their respective role in the TAG, their role in the ODP delivery, their personal experience and expertise, and their ability to provide constructive, independent, and frank advice. An important consideration is their availability of time to review documentation and meet biannually face to face, and electronically if more frequent contact is needed.

Following recommendation from the RPS Scheme Manager, the ASNZ Board shall formally review registrations of interest and nominations and select its preferred appointees and will then formally confirm admission of such appointees to the respective TAG. A TAG will not have less than 5 appointees or more than 15 appointees.

Appointees who depart from the TAG for any reason will be replaced after considering the needs of the group and the sector, and as approved by the ASNZ Board. Advice on appropriate new appointees will be sought from the TAGs.

An appointee of the TAG may not, whilst an appointee, be appointed as a Trustee for ASNZ.

A appointee of the TAG shall cease to be such a appointee if s/he is removed by the ASNZ Board of Trustees for any breach of the Code of Conduct, becomes incapable by reason of mental disorder, illness or injury of managing and administering his/her own affairs; resigns his/her appointment by notice to the Chair of the TAG; is absent without permission of the Chair from two formal consecutive meetings of the TAG; takes up employment with the RPS Scheme Manager.

A appointee of the TAG may not be a member of any RPS independent auditor or a peer reviewer for a accreditation assessment. Any TAG nominee who has previously served in these capacities must make that work known to the ASNZ Board prior to action on his/her nomination.

The TAG will appoint a Chair from their representatives at their first meeting. The Secretariat will document agreed communications using BoardPro (electronic meeting record).

TAG appointees shall be appointed for such periods not exceeding two years. On or prior to the termination of the period of his or her appointment, a TAG appointee may be re-appointed for a further term(s) of two years.

3.9 Accountabilities and decision-making

Participation

Appointees are expected to attend as many meetings as they can. If an appointee cannot attend a delegate is not able to be sent in their place.

Representation

Appointees are representative of the sector, organisation, or group, and are also there as individuals appointed for their particular experience and expertise.

Decision-making

The TAG is advisory only and does not hold decision-making responsibilities on any aspect of the ODP.

Quorum

A quorum means the Chair, the RPS Scheme Manager, and at least four of the appointees. If the Chair of the TAG is unable to chair, the appointees present have the right to delegate this role to another group appointee for the duration of the meeting.

Remuneration

The ASNZ Remuneration and Expenses Policy 26-1-4 PD for appointed appointees of committees, advisory groups, the RPS Steering Group and the TAGs is published on www.autostewardship.org.nz. This covers the maximum daily allowance for Chairing a TAG and reimbursement for reasonable travel, accommodation, and other disbursements as well as the process for making a claim for reimbursement.

External Consultants

ASNZ may commission analysis or primary research from external consultants to assist the TAG. This may include advice from persons with specific technical expertise.

3.10 Duration and review periods

The term of the RPS is 7 years from the commencement of regulations 1 March 2024. The TAG will remain active throughout that term. The individual term of appointees should be up to four years maximum however that term can be renewed by the ASNZ Board if the appointee is prepared to continue in that role.

To ensure the TAG remains fit-for-purpose, any aspect of the TAG including its role, membership, efficacy, and ways of working will be reviewed annually or earlier if a majority of members requests it.

3.11 Assessment Arrangements

The Chair of the TAG, in consultation with the ASNZ Chair will initiate a review of the performance of the TAG at least once every two years. The review will be conducted as determined by the ASNZ Board, with appropriate input from external auditors and any other relevant stakeholders.

3.12 Review of Terms of Reference

At least once every three years the TAG will review their terms of reference. Any substantive changes will be recommended by the TAG to the ASNZ Board through the ASNZ Chair. Formal approval of any changes will be undertaken by the ASNZ Board.

3.13 Confidentiality

All TAG appointees are expected to agree to confidentiality and registrations of interest requirements to enable participation in discovery and consultation processes and for the TAG Chair to manage any actual or perceived conflicts of interests prior to disclosure to appointees. All considerations of the TAG are to remain confidential to the appointees and the Board, although they will be subject to the Official Information Act 1982. The Conflicts of Interest Policy 26-1-1 PD applies.

3.14 Secretariat

The RPS Scheme Manager will provide secretarial support including documentation and logistical support for the TAG meetings. Draft minutes of the TAG meetings will be recorded and circulated to the TAG appointees for correctness following a meeting. Minutes will be confirmed at the following meeting. Points noted as approved for action will be forwarded to relevant people. ASNZ uses BoardPro as their electronic governance platform, the TAG will be set up as a Committee in BoardPro.

Draft agendas are to be prepared by the secretariat and approved by the Chair of the TAG no less than 28 clear days' notice prior to the face to face meeting.

3.15 Official Information Act

Appointees must provide assistance or information to ASNZ in relation to Ministerial and Parliamentary questions and requests under the Official Information Act 1982, the Local Government Official Information and Meetings Act 1987 or as required by Parliamentary convention.

Attachments

1. ASNZ Code of Ethics Policy - 26-1-2 PD
2. ASNZ Conflicts of Interest Policy – 26-1-1 PD
3. ASNZ Remuneration and Expenses Policy – 26-1-9 PD
4. Tyrewise Hierarchy of Authority - Controlled Record 1-1-1 CR

Schedule 1

The Technical Advisory Groups are (but not limited to):

1) Product and markets

To provide specific technical and sector advice to the ASNZ Board and the RPS Scheme Manager:

- on setting incentives (price list) based on market conditions
- on new technology / processes / investments entering the market
- Work with Grants Technical Advisory Group and the RPS Scheme Manager on targeted R&D funding rounds, to be recommended to the ASNZ Board of Trustees. (Grants / R&D funding not available until April 2025)

Reporting: Chair of TAG reports to Chair of PSO; Chair of TAG is an invited appointee of the RPS Steering Group, no additional external reporting requirements / responsibilities.

Secretarial Services: Provided by the RPS Scheme Manager

Meet 2 x per year Face to Face (outside of that remotely and if need dictates)

2) Grants (market stimulation, R&D) (not required until April 2025 when funding commences)

To provide specific technical and sector advice to the ASNZ Board and the RPS Scheme Manager, noting that information provided to this group is commercially sensitive and appointees will have to demonstrate that their operations/interests are at arm's length from the RPS Scheme:

Review of completed funding applications prepared by the RPS Scheme Manager

- Recommendation for more information about an application to the RPS Scheme Manager.
- Recommendation to ASNZ Trustees for awarding funding based on prepared application.
- Work with Product & Markets Technical Advisory Group and the RPS Scheme Manager on targeted R&D funding rounds, to be recommended to the ASNZ Board.

Reporting: Chair of TAG reports to Chair of PSO; Chair of TAG is an invited appointee of the RPS Steering Group, no additional external reporting requirements / responsibilities.

Secretarial Services: Provided by the RPS Scheme Manager

Meet 2 x per year Face to Face (outside of that remotely and if need dictates)

3) Tyre importers (loose and on vehicles)

To provide specific technical and sector advice to the ASNZ Board and the RPS Scheme Manager:

- To make recommendations about import trends which could indicate increase / reduction in funding from the Tyre Stewardship Fee (TSF)
- To work with the RPS Scheme Manager on technical advice as it relates to the importation declaration process and interface with NZTA and NZ Customs
- To provide advice to the regulator (MfE) when variations in some of the loose tyre fees categories mapped to respective Tariff number and statistical key's present (following on from the work undertaken by the Tariff Item alignment TAG which completes October 2024)
- Review of the NZ / Aus Quality Standards (this may entail being part of a broader international working group).
- On innovative tyre products entering the market which may impact on the scheme (positive & negative) (in current scope of scheme and outside scope)

Reporting: Chair of TAG reports to Chair of PSO; Chair of TAG is an invited appointee of the RPS Steering Group, no additional external reporting requirements / responsibilities.

Secretarial Services: Provided by the RPS Scheme Manager

Meet 2 x per year Face to Face (outside of that remotely and if need dictates)

4) Tyre Transport (integrated and non-integrated providers)

To provide specific technical and sector advice to the ASNZ Board and the RPS Scheme Manager:

- On changes in transport capacity and innovation which may impact on the scheme (positive & negative)
- On servicing all regional areas (systems and processes)
- To work with the RPS Scheme Manager on technical advice as it relates to the transport and delivery of oversize and non-standard tyre collection and deliveries to processors.

Reporting: Chair of TAG reports to Chair of PSO; Chair of TAG is an invited appointee of the RPS Steering Group, no additional external reporting requirements / responsibilities.

Secretarial Services: Provided by the RPS Scheme Manager

Meet 2 x per year Face to Face (outside of that remotely and if need dictates)

5) Tyre Stewardship Fee Review Committee (meets annually date TBA)

Includes Chair of each TAG for input into effectiveness of the TSF and input into quantum review

- Review recommendations on TSF (or similar, also for non-motorised vehicles (see 6)
- RPS Scheme Manager CEO

- Trustees
- Finance, Audit and Risk Committee Chair
- ASNZ Chartered Accountancy Firm nominated person
- Govt. appointed representative (Ministry for the Environment)

Reporting: Chair of TAG reports to Chair of PSO; Chair of TAG is an invited appointee of the RPS Steering Group, no additional external reporting requirements / responsibilities.

Secretarial Services: Provided by the RPS Scheme Manager

Meet 1 x per year prior to AGM (or similar function where auditors appointed, and final report presented to Ministry on Scheme Performance)

6) Representatives of tyres outside current scheme scope but inside regulation (b), (c)

To provide specific technical and sector advice to the ASNZ Board and the RPS Scheme Manager on incorporating tyres in (b) and (c) into Tyrewise considering fair and appropriate method of paying the TSF and any specific collection and processing needs for this group of tyres.

Schedule from Gazette notice. Tyres: All pneumatic (air-filled) tyres and solid tyres for use on:

- (a) motorised vehicles (for cars, trucks, buses, motorcycles, all-terrain vehicles, tractors, forklifts, aircraft and off-road vehicles);
- (b) *bicycles (manual or motorised); or*
- (c) *non-motorised equipment.*

Reporting: Chair of TAG reports to Chair of PSO; Chair of TAG is an invited appointee of the RPS Steering Group, additional external reporting requirements / responsibilities may be required to socialise recommendations to the broader impacted scheme participants prior to formal public consultation.

Secretarial Services: Provided by the RPS Scheme Manager

Meet 2 x per year Face to Face (outside of that remotely and if need dictates)

Schedule 2

This Technical Advisory Group is Tyre Transport

The work plan for this TAG will be set at the first meeting of the TAG directly after the agenda item, appointment of the TAG Chair.



Tyrewise

Manaaki whenua
manaaki tangata
haere whakamua

Care for the land
care for the people
move forward

www.tyrewise.co.nz | 0800 897 394

Code of Ethics Policy (26-1-2-PD)

1. Purpose and Scope

Auto Stewardship New Zealand (ASNZ), an incorporated charitable trust, is committed to ethical conduct, accountability, and responsible stewardship. This Code of Ethics Policy outlines the principles and standards that guide our actions as trustees and stakeholders. This policy applies to ASNZ and its Limited Liability companies.

2. Core Values

We uphold the following core values:

- **Integrity:** We act honestly, transparently, and ethically in all our dealings.
- **Compassion:** We demonstrate empathy and care for those we serve.
- **Accountability:** We take responsibility for our actions and decisions.
- **Equity:** We treat all individuals fairly and without discrimination.
- **Stewardship:** We manage resources wisely to fulfil our objectives listed on www.autostewardship.org.nz/about/

3. Duties and Responsibilities

3.1 Trustees

As trustees, we commit to:

- **Fiduciary Duty:** Act in the best interests of the trust and its stakeholders
- **Avoid Conflicts of Interest:** Disclose and manage conflicts transparently.
- **Prudent Management:** Exercise due diligence in financial matters.
- **Objectives Alignment:** Ensure trust activities align with our objectives.
- **Comply** with all relevant laws, regulations, and guidelines. Any suspected violations of this Code of Ethics Policy should be reported promptly to the trust's Chair.

Trustees shall:

- Act honestly and in good faith and honesty always in the best interests of ASNZ
- Declare all interests that could result in a conflict between personal and organisational priorities in accordance with the Conflicts of Interest policy 26-1-1- PD.
- Exercise diligence and care in fulfilling the functions of Trustees.
- Make reasonable enquiries to ensure that the trust is operating efficiently, effectively, legally and ethically in the pursuit of its planned purpose and objectives.

POLICY	ASNZ - Code of Ethics Policy - 26-1-2 PD.docx	Effective Date	28-3-2024	Version #	1
Authorised by	Chair	Review Date	31-3-2026	Page	1 of 3
Warning	This document printed on 4/08/24 is uncontrolled. The current version of this document is available online.				

- e) Maintain sufficient knowledge of the trusts business and performance to make informed decisions.
- f) Not agree to the trust incurring obligations unless he or she believes that such obligations can be met as and when they fall due.
- g) Attend meetings and devote sufficient time to preparation for meetings to allow for full and appropriate participation in the trusts decision making.
- h) Ensure scrupulous avoidance of deception, unethical practice or any other behaviour that is, or might be construed as, less than honourable in the pursuit of the trusts purpose and objectives.
- i) Not disclose to any other person confidential information other than as agreed by the Chair, or as required under law.
- j) Act in accordance with their fiduciary duties, complying with the spirit as well as the letter of the law, recognising both the legal and moral duties of the role.
- k) Abide by decisions once reached notwithstanding a trustees' right to pursue a review or reversal of a decision.
- l) Not make, comment, issue, authorise, offer or endorse any public criticism or statement having or designed to have an effect prejudicial to the best interests of the trust.
- m) Demonstrate respectful behaviour towards both fellow trustees and stakeholders and those they come into contact within the course of enacting trust business.
- n) Act in a politically impartial manner irrespective of our political interests; conduct ourselves in a way that enables us to act effectively under current and future governments. We do not make political statements or engage in political activity in relation to the functions of the Crown.
- o) Not pursue our own interests at the expense of the trusts interest.
- p) Never seek gifts, hospitality or favours for us or for our families or other close associates. We inform the respective appointed Chair in relation to any offers of gifts or hospitality.

3.2 Stakeholders

Our stakeholders include contractors and members of committees, advisory and steering groups. They pledge to:

- **Professionalism:** Uphold high standards of conduct and competence.
- **Confidentiality:** Safeguard sensitive information.
- **Non-Discrimination:** Treat all individuals equally.
- **Whistleblowing:** Report any unethical behaviour.

POLICY	ASNZ - Code of Ethics Policy - 26-1-2 PD.docx	Effective Date	28-3-2024	Version #	1
Authorised by	Chair	Review Date	31-3-2026	Page 2 of 3	
Warning	This document printed on 4/08/24 is uncontrolled. The current version of this document is available online.				

- a) Make every reasonable effort to ensure that the trust does not raise community, supplier or stakeholder expectations that cannot be fulfilled.
- b) Meet their responsibility to ensure that all contractors engaged by the trust are treated with due respect including those shared responsibilities.
- c) Carry meetings in such a manner as to ensure fair and full participation of all attendees.
- d) Use information properly that we gain in the course of their duties only for its intended purpose and never to obtain an advantage for themselves or others or to cause detriment to the trust.
- e) Not act in a way that unjustifiably favours or discriminates against individuals or interests. We help create an environment where diverse perspectives and backgrounds are encouraged and valued.

Responsibilities

It shall be the responsibility of the Chair to implement this policy and monitor its effects. The Chair shall be responsible for enforcing this policy. This Policy will be reviewed periodically to ensure its relevance and effectiveness. Amendments will be communicated to all stakeholders.

Chair Endorsement

The Chair of Auto Stewardship New Zealand is committed to endorsing this policy; will provide periodic reviews and will ensure all understand its implementation:

Mark Gilbert

Chairman

This policy has been approved by the Board of Trustees as per Board Minute dated 28 March 2024

POLICY	ASNZ - Code of Ethics Policy - 26-1-2 PD.docx	Effective Date	28-3-2024	Version #	1
Authorised by	Chair	Review Date	31-3-2026	Page 3 of 3	
Warning	This document printed on 4/08/24 is uncontrolled. The current version of this document is available online.				

Conflict of Interest Policy (26-1-1-PD)

1. Purpose and Scope

Auto Stewardship New Zealand (ASNZ) maintains a high level of trust with its stakeholders. The Trustee's place great importance on making clear any existing or potential conflicts of interest for Trustees and members of committees, steering and/or advisory groups.

We protect the interests of our stakeholders as well as our own professional integrity and should not engage in activities that create actual, apparent or potential conflicts of interest.

2. Policy Statement

The intent of this policy is to avoid activities that are in conflict or appear to be in conflict with our Code of Ethics Policy 26-1-2 PD.

3. When/where applicable

- a) Any business or personal matter which could lead to an actual or perceived conflict of interest of a material nature involving a member and his/role and relationship with ASNZ or its operating companies, must be declared. This must be registered in the Register of Interest located in our governance management system (BoardPro) for the trustees and attendees of committees, steering and/or advisory groups.
- b) All such entries in the Register shall be presented to the respective meeting and minuted at the first meeting following entry in the records.
- c) All actual or perceived interests which may lead to conflict must be declared by the attendee concerned at the earliest time after the interest is identified. Normally there will be the opportunity at the commencement of each meeting for interests to be declared.
- d) The Chair and attendees shall determine whether the interest is of a material nature and shall advise the individual accordingly.
- e) Where a conflict of interest is identified and/or registered, and the Chair and attendees have declared that it is of material benefit to the individual or material significance to ASNZ, the attendee concerned shall not vote on any resolution relating to that conflict or issue.
- f) The attendees shall only remain in the room during any related discussion with the respective Chair's approval.
- g) The Chair will determine what records and other documentation relating to the matter will be available to the attendee.
- h) All such occurrences will be minuted.
- i) Individual attendees, aware of a real or potential conflict of interest of another attendee, have a responsibility to bring this to the notice of the meeting.

POLICY	ASNZ - Conflict of Interest Policy - 26-1-1 PD.docx	Effective Date	28-3-2024	Version #	1
Authorised by	ASNZ Chair	Review Date	31-3-2026	Page	1 of 2
Warning	This document printed on 4/08/24 is uncontrolled. The current version of this document is available online.				

Responsibilities

It shall be the responsibility of the Chair to implement this policy and monitor its effects. The Chair shall be responsible for enforcing this policy. This Policy will be reviewed periodically to ensure its relevance and effectiveness. Amendments will be communicated to all stakeholders.

Chair Endorsement

The Chair of Auto Stewardship New Zealand is committed to endorsing this policy; will provide periodic reviews and will ensure all attendees understand its implementation.

Mark Gilbert

Chair

This policy has been approved by the Board of Trustees as per Board Minute dated 28 March 2024

POLICY	ASNZ - Conflict of Interest Policy - 26-1-1 PD.docx	Effective Date	28-3-2024	Version #	1
Authorised by	ASNZ Chair	Review Date	31-3-2026	Page	2 of 2
Warning	This document printed on 4/08/24 is uncontrolled. The current version of this document is available online.				

Remuneration and Expenses Policy

Technical Advisory Groups & Committees (26-1-9-PD)

1. Purpose and Scope

Auto Stewardship New Zealand (ASNZ), an incorporated charitable trust and this policy guides the principals of the trust's remuneration and expenses activities. ASNZ maintain a skills-based board and this policy serves as a crucial aspect of good governance.

The trust sets its remuneration and expenses policy taking into consideration:

- Attracting and Retaining Experienced Board Members
- Diversity and Inclusion
- Skills and Expertise
- Professionalism and Accountability
- Market Competitiveness

2. Core Values

This policy balances the need for attracting talent, promoting diversity, and maintaining transparency—all while aligning with the Trusts overall governance framework. This policy sets the Trust's remuneration and reimbursement of reasonable expenses for appointees of Technical Advisory Groups and Committees from time to time.

3. Schedule of Payments and Fees for Services

Position	Remuneration
Independent Chair, Tyrewise Regulated Product Stewardship (RPS) Scheme Steering Group	<p>Remuneration is set at \$5,000 (excluding GST) per meeting to cover attendance, meeting preparation and reporting to the ASNZ Board and [potentially to the Crown].</p> <p>This Steering Group is expected to meet formally four times per year, and outside of that by agreement. Meetings are typically four hours in length and may be held online or at an agreed meeting space in Auckland.</p> <p>Any additional days are by prior approval of the ASNZ Chair.</p> <p>Reimbursable expenses incurred are to be included with the invoice, and paid subject to approval by the ASNZ Chair.</p>
Appointees Tyrewise Regulated Product Stewardship (RPS) Scheme Steering Group	<p>Remuneration is set at \$750 (excluding GST) per meeting to cover attendance and meeting preparation.</p> <p>This Steering Group is expected to meet formally four times per year, and outside of that by agreement. Meetings are typically</p>

POLICY	ASNZ - Remuneration and Expenses Policy - TAGs-Comm - 26-1-9 PD.docx	Effective Date	01-05-2024	Version # 1
Authorised by	Chair	Review Date	30-04-2026	Page 1 of 3
Warning	This document printed on 4/08/24 is uncontrolled. The current version of this document is available online.			

Position	Remuneration
	<p>four hours in length and may be held online or at an agreed meeting space in Auckland.</p> <p>Any additional days are by prior approval of the ASNZ Chair in consultation with the Crown representative.</p> <p>Reimbursable expenses incurred are to be included with the invoice, and paid subject to approval by the ASNZ Chair.</p>
<p>Independent Chair, Tyrewise Technical Advisory Group (TAGs) (various purposes)</p>	<p>Remuneration is set at \$1,500 (excluding GST) per meeting to cover attendance, meeting preparation and reporting to the ASNZ Board.</p> <p>TAGs are expected to meet formally two times per year, and outside of that by agreement. Meetings are typically six hours in length and may be held online or at an agreed meeting space in Auckland.</p> <p>Any additional days are by prior approval of the ASNZ Chair in consultation with the Tyrewise Scheme Manager.</p> <p>Reimbursable expenses incurred are to be included with the invoice, and paid subject to approval by the ASNZ Chair.</p>
<p>Appointees, Tyrewise Technical Advisory Group (TAGs) (various purposes)</p>	<p>Remuneration is set at \$750 (excluding GST) per meeting to cover attendance and meeting preparation.</p> <p>TAGs are expected to meet formally two times per year, and outside of that by agreement. Meetings are typically six hours in length and may be held online or at an agreed meeting space in Auckland.</p> <p>Any additional days are by prior approval of the ASNZ Chair in consultation with the Tyrewise Scheme Manager.</p> <p>Reimbursable expenses incurred are to be included with the invoice, and paid subject to approval by the ASNZ Chair.</p>

4. Reasonable Expenses

It is the Trust’s aim to reimburse all appointees for reasonable expenses incurred as a direct result of ASNZ business except for flights, accommodation and some sustenance which will be paid on your behalf.

Attendees travelling to and from meetings, or on the business of the Trust where the attendees are required to be away from their normal places of residence, are entitled to reimbursement of out of pocket travelling, meal and accommodation expenses actually and reasonably incurred.

POLICY	ASNZ - Remuneration and Expenses Policy - TAGs-Comm - 26-1-9 PD.docx	Effective Date	01-05-2024	Version # 1
Authorised by	Chair	Review Date	30-04-2026	Page 2 of 3
Warning	This document printed on 4/08/24 is uncontrolled. The current version of this document is available online.			

The expectation is that standards of travel, accommodation, meals and other expenses are modest and appropriate to reflect stakeholder expectations. In addition, the preference is that flexible or refundable bookings are made for travel and accommodation to reflect the dynamic and changing needs of the business.

Actual and reasonable travel, meals, accommodation, and other expenses incurred by the attendee may be reimbursed provided they are supported by appropriate documentation. For clarity, the Trust will not reimburse any person for expenditure related to the consumption of alcohol.

Where it would not be reasonable to travel by public transport and a member's private motor vehicle is used for travel to and from meetings, reimbursement will be at the mileage rate specified by Inland Revenue.

As the specific Tyrewise activities of ASNZ are funded using public funds, appointees are reminded that additional scrutiny is placed on reasonable and properly incurred expenses.

5. Appointees

Membership of and the Chair of trust committees or groups are subject to Board approval on a case-by-case basis).

Responsibilities

It shall be the responsibility of the Chair to implement this policy and monitor its effects. The Chair shall be responsible for enforcing this policy. This Policy will be reviewed annually to ensure its relevance and effectiveness. Amendments will be communicated to all stakeholders. The policy is published on www.autostewardship.org.nz for transparency and fairness. ASNZ Trustee's exercise their right to set the amount that the Chair and meeting attendees are reimbursed for attendance at meetings.

Chair Endorsement

The Chair of Auto Stewardship New Zealand and the Chair of the Finance, Audit and Risk Committee is committed to endorsing this policy; will provide periodic reviews and will ensure all appointees understand its implementation.

Mark Gilbert

Chair

This policy has been approved by the Board of Trustees as per Board Minute dated 28 March 2024

POLICY	ASNZ - Remuneration and Expenses Policy - TAGs-Comm - 26-1-9 PD.docx	Effective Date	01-05-2024	Version # 1
Authorised by	Chair	Review Date	30-04-2026	Page 3 of 3
Warning	This document printed on 4/08/24 is uncontrolled. The current version of this document is available online.			

Hierarchy of Authority. Key Documents: Operational Delivery Plan (OPS) between the Crown and the PSO & Scheme Manager Key Personnel (covers use of the Tyre Stewardship Fee). Deed of Funding between the Crown and the PSO (mechanism for transfer of the Tyre Stewardship Fee based on a series of forecasts)

	Auto Stewardship New Zealand	Chartered Accountancy Firm	Finance, Audit & Risk Committee	Tyrewise (RPS) Scheme Manager	Tyrewise Steering Group	Tyrewise Technical Advisory Groups
Authority	Action	Inform, Recommend, Report to PSO & Action (within delegated authorities)	Inform, Recommend, Report to PSO & Action (within delegated authorities)	Inform, Recommend, Report to PSO & Action (within delegated authorities)	Inform, Recommend, Report to PSO & Action (within delegated authorities)	Inform, Recommend, Report to/from sector & Action (within delegated authorities)
Function(s)	<ul style="list-style-type: none"> Product Stewardship Organisation (PSO) that owns Tyrewise. Primary Decision-Making Body (Board) Primary responsibility for delivery of the Expected Product Stewardship Scheme Effects and Contents (Gazette notice 2020-go3342)ⁱ 	Provides the financial oversight and reporting for the PSO including receipting in funds from the Crown and reporting on their distribution.	Provides independent assurance and assistance to the PSO on risk, control, and compliance framework, and assurance responsibilities for the regulated product stewardship scheme (RPS).	Is responsible for the operational execution RPS in accordance with the Expected Product Stewardship Scheme Effects and Contents (Gazette notice 2020-go3342) ⁱⁱ	Provide recommendations to ASNZ and RPS Scheme Manager	Provides specific technical and sector advice to ASNZ and Scheme Manager and back to their sectors on the RPS.
Binding Document(s)	<ul style="list-style-type: none"> Deed of Trust Position Descriptions Crown Deed of Funding and Operational Delivery Plan (OPD). 	Contract for Service Provision	Terms of Reference	Contract for Services (Service Level Agreement) Crown Operational Delivery Plan.	Terms of Reference	Terms of Reference
1. Governance	<ul style="list-style-type: none"> Appointed Board and ind. Chair. Key Personnel in the OPD Responsible to the Crown, the Liable Parties and Regulated Participants. 	Reports to the ASNZ Board (through the Chair) and the Finance Audit and Risk Committee.	Appointed by? Chaired by ?	Key Personnel in the OPD.	<ul style="list-style-type: none"> Appointed by ASNZ Independent Chair Crown appointed representative(s) Perform such functions as the PSO agrees should be performed 	Appoint Chairs
2. Operational Delivery Plan (OPD)	<ul style="list-style-type: none"> Receive the OPD and annual updates in final draft, review and provide any recommended changes to those documents to the Scheme Manager for finalisation as pre-release for Tyrewise Steering Group and TAGs. Approve OPD/annual updates, documents, and budgets. Make sure that impartial review is provided for assurance activities for the most critical aspects of the RPS Scheme delivery's performance and deliverables. 	Receive the OPD	Receive the OPD	<ul style="list-style-type: none"> Receive the OPD and any annual updates, review, incorporate recommended changes to scheme delivery and prepare to final draft for PSO for finalisation. Prepare annual updates, documents, and budgets for PSO. Agree arrangements for RPS scheme delivery with PSO. Work with independent auditors nominated by PSO. 	<ul style="list-style-type: none"> Receive any pre-release OPD and updates. Review and provide any recommended changes to scheme delivery to the ASNZ Chair and Tyrewise Scheme Manager. Receive and review any external audit reports. 	Receive the OPD and any external audit reports relative to the sector.

Controlled Record	ASNZ - Scheme Manager and Committees - Hierarchy of Authority 1-1-1 CR V1.docx	Effective Date	01 March 2024	Version #	1
Authorised by	Chief Executive, RPS Scheme Manager	Review Date	Ongoing	Page 1 of 5	
Warning	This document printed on 8/01/25 is uncontrolled. The current version of this document is available online.				

Hierarchy of Authority. Key Documents: Operational Delivery Plan (OPS) between the Crown and the PSO & Scheme Manager Key Personnel (covers use of the Tyre Stewardship Fee). Deed of Funding between the Crown and the PSO (mechanism for transfer of the Tyre Stewardship Fee based on a series of forecasts)

	Auto Stewardship New Zealand	Chartered Accountancy Firm	Finance, Audit & Risk Committee	Tyrewise (RPS) Scheme Manager	Tyrewise Steering Group	Tyrewise Technical Advisory Groups
Authority	Action	Inform, Recommend, Report to PSO & Action (within delegated authorities)	Inform, Recommend, Report to PSO & Action (within delegated authorities)	Inform, Recommend, Report to PSO & Action (within delegated authorities)	Inform, Recommend, Report to PSO & Action (within delegated authorities)	Inform, Recommend, Report to/from sector & Action (within delegated authorities)
	<ul style="list-style-type: none"> Agree management arrangements and RPS scheme delivery activities through the annual planning process and/or updates. 					
3. Operational Delivery Budgets	<ul style="list-style-type: none"> Receive and approve the quarterly updates and annual forecast that supports the execution of the OPD for submission to the Crown for evidencing future expenditure under the Deed of Funding. Approve payments for service provision and grants / R&D payments as forecast. Action materials flows payments as submitted by the Scheme Manager following the 2-step verification process with the Chartered Accountant. 	<ul style="list-style-type: none"> Prepare the quarterly updates and annual forecast that supports the delivery (both Governance budget for the PSO and scheme delivery forecasts from the Scheme Manager) Action materials flows payments submitted by the Scheme Manager in line with delegated authorities (2-step verification) (in line with forecast). Prepare for the PSO payments for service provision based on invoices received (non-materials flow) and Grants and R&D payments as approved by others. 	<ul style="list-style-type: none"> Receive the final draft of the OPD forecast (quarterly updates and annual) Review and provide any recommended changes to the ASNZ Chair and Tyrewise Scheme Manager. 	<ul style="list-style-type: none"> Prepare the OPD scheme delivery forecasts (quarterly and annual). Include advice from TAG TSF. Receive the approved forecast as result of approval process from Crown Deed of Funding. 	<ul style="list-style-type: none"> Receive the final draft of the annual OPD forecast. Review and provide any recommended changes to the ASNZ Chair and Tyrewise Scheme Manager. 	Tyre Stewardship Fee Review Committee provide expert opinion and advice on the review of the Tyre Stewardship Fee to the Trustees and the Scheme Manager (annually, as required).
4. Operational Performance Reporting	Receive and review regular RPS scheme delivery (performance) reports from the Scheme Manager and provide recommendations to assist to deliver the RPS scheme delivery successfully according to the objectives, scope, time, quality and cost in accordance with the	Receive the quarterly RPS scheme delivery report.	<ul style="list-style-type: none"> Receive the quarterly RPS scheme delivery report. Review planned activity for the coming quarter for any uncontrolled risks and 	Prepare and provide quarterly RPS scheme delivery (performance) reports in accordance with the OPD and/or relevant annual update(s).	<ul style="list-style-type: none"> Receive and review quarterly RPS scheme delivery reports. Provide recommendations on planned future activity to assist the RPS scheme delivery in accordance 	<ul style="list-style-type: none"> Receive and review quarterly RPS scheme delivery reports. Receive any sector specific reports for distribution to representative groups.

Controlled Record	ASNZ - Scheme Manager and Committees - Hierarchy of Authority 1-1-1 CR V1.docx	Effective Date	01 March 2024	Version #	1
Authorised by	Chief Executive, RPS Scheme Manager	Review Date	Ongoing	Page 2 of 5	
Warning	This document printed on 8/01/25 is uncontrolled. The current version of this document is available online.				

Hierarchy of Authority. Key Documents: Operational Delivery Plan (OPS) between the Crown and the PSO & Scheme Manager Key Personnel (covers use of the Tyre Stewardship Fee). Deed of Funding between the Crown and the PSO (mechanism for transfer of the Tyre Stewardship Fee based on a series of forecasts)

	Auto Stewardship New Zealand	Chartered Accountancy Firm	Finance, Audit & Risk Committee	Tyrewise (RPS) Scheme Manager	Tyrewise Steering Group	Tyrewise Technical Advisory Groups
Authority	Action	Inform, Recommend, Report to PSO & Action (within delegated authorities)	Inform, Recommend, Report to PSO & Action (within delegated authorities)	Inform, Recommend, Report to PSO & Action (within delegated authorities)	Inform, Recommend, Report to PSO & Action (within delegated authorities)	Inform, Recommend, Report to/from sector & Action (within delegated authorities)
	OPD and/or relevant Annual OPD update(s).		communicate these to the Scheme Manager.		with the OPD and/or relevant Annual OPD Update(s).	
5. Risk Identification and Management (inclusive of Health & Safety practices)	<ul style="list-style-type: none"> Manage high level risks. Manage Health & Safety risks in respect of PCBUⁱⁱⁱ undertakings. Manage internal controls for risk reduction. Receive risk reporting from the Finance, Audit and Risk Committee representative in respect of the OPD. Discuss any recommendations or points of clarification. Include in annual report(s) 	In respect of the OPD and the Crown Deed of Funding, report to the Finance Audit and Risk Committee Chair any change in financial and/or internal control risks or new risks identified.	<ul style="list-style-type: none"> In respect of the OPD, develop with ASNZ Board, the Chartered Accountancy Firm nominee and the Scheme Manager a risk reporting framework that covers risk management, control framework, external accountability and legislative compliance. Review risks, seek clarification, make recommendations on the control of risks. 	<ul style="list-style-type: none"> Manage high level delivery risks through elimination and controls. Manage Health & Safety risks in respect of PCBU undertakings. In respect of the OPD and the Crown Deed of Funding, report any change in operational delivery risks, internal control or legislative risks to the Finance Audit and Risk Committee Chair. Include in quarterly performance reports. 	<ul style="list-style-type: none"> Receive risk reporting from the Finance, Audit and Risk Committee representative in respect of the OPD. Review the risks, seek clarification, and make recommendations on the control of any risks to the RPS Scheme Manager. 	<ul style="list-style-type: none"> Receive risk reporting from the Finance, Audit and Risk Committee representative in respect of the Operational Delivery Plan. Review the risks, seek clarification, and make recommendations on the control of any risks to the RPS Scheme Manager.
6. Financial Reporting, Financial Statements, External Auditor (Financial Statements)	<ul style="list-style-type: none"> Take advice from the Finance, Audit and Risk Committee Oversee financial reporting. Report to Crown in respect of the Deed of Funding and OPD. Appoint the Financial Accounts External Auditor Receive the Audited Financial Statements and adopt any recommendations for improvement. 	<ul style="list-style-type: none"> Operate to GAAP^{iv} Tier 1, Public Benefit Entities Standards Accounting Framework Retrieve detailed transactions for payment of waste tyre materials flow (direct access to MYOB Advanced) Prepare financial reports for the PSO including year-end financial accounts in 	<ul style="list-style-type: none"> Receive quarterly financial report, provide advice to PSO and Chartered Accountancy Firm Satisfy themselves that financial transactions are supported by appropriate management / internal controls (PSO and Scheme Manager) Review draft year-end financial statements, 	<ul style="list-style-type: none"> Prepare detailed financial reports on the performance of the scheme delivery including TSF disbursement for the materials flow activities of collection, transport, processing, and manufacturing incentives (monthly, quarterly, annually). Work with the External Auditor where requested. 	<ul style="list-style-type: none"> Receive quarterly financial performance reports. Work with External Auditor where requested. Receive Audited Financial Statements 	<ul style="list-style-type: none"> Receive six-monthly financial performance reports. Receive Audited Financial Statements

Controlled Record	ASNZ - Scheme Manager and Committees - Hierarchy of Authority 1-1-1 CR V1.docx	Effective Date	01 March 2024	Version #	1
Authorised by	Chief Executive, RPS Scheme Manager	Review Date	Ongoing	Page 3 of 5	
Warning	This document printed on 8/01/25 is uncontrolled. The current version of this document is available online.				

Hierarchy of Authority. Key Documents: Operational Delivery Plan (OPS) between the Crown and the PSO & Scheme Manager Key Personnel (covers use of the Tyre Stewardship Fee). Deed of Funding between the Crown and the PSO (mechanism for transfer of the Tyre Stewardship Fee based on a series of forecasts)

	Auto Stewardship New Zealand	Chartered Accountancy Firm	Finance, Audit & Risk Committee	Tyrewise (RPS) Scheme Manager	Tyrewise Steering Group	Tyrewise Technical Advisory Groups
Authority	Action	Inform, Recommend, Report to PSO & Action (within delegated authorities)	Inform, Recommend, Report to PSO & Action (within delegated authorities)	Inform, Recommend, Report to PSO & Action (within delegated authorities)	Inform, Recommend, Report to PSO & Action (within delegated authorities)	Inform, Recommend, Report to/from sector & Action (within delegated authorities)
		<p>preparation for external audit.</p> <ul style="list-style-type: none"> Work with External Auditor in preparation of the audited Financial Statements. 	<p>work with Chartered Accountancy Firm nominated person in preparation for external audit.</p> <ul style="list-style-type: none"> Meet with External Auditor in preparation of the audited Financial Statements. Satisfy themselves that appropriate action has been taken in response to External Audit adjustments and recommendations). 			
7. Sector and Technical Representation	<ul style="list-style-type: none"> Represent the interests of producers and consumers of the priority product (tyres) and the wider community as informed by Technical Advisory Groups Utilise the Steering Group and Technical Advisory Groups to provide expert opinion and advice on specific technical areas of the RPS scheme delivery. Provision for services to be provided to the Tyrewise Steering Group and Tyrewise Technical Advisory Groups or other such committees / groups from time to time 	Receive / provide information to/from the Technical Advisory Groups that review the Tyre Stewardship Fee and review Grants & R&D applications for funding.	No specific responsibility	Work with the groups that represent the interests of producers and consumers of the priority product (tyres) and the wider community such as the Technical Advisory Groups (but not exclusively so).	Receive expert opinion and advice on specific technical areas of the RPS scheme delivery through the Technical Advisory Group representatives and the Scheme Manager.	Provide expert opinion and advice on specific technical areas of the RPS scheme delivery to the Trustees and the Scheme Manager. TAG's not limited to: <ol style="list-style-type: none"> Product and markets Grants (market stimulation, R&D) Tyre importers (loose and on vehicles) Transporters (integrated and non-integrated providers) Tyre Stewardship Fee Review Committee Representatives of tyres outside current scheme

Controlled Record	ASNZ - Scheme Manager and Committees - Hierarchy of Authority 1-1-1 CR V1.docx	Effective Date	01 March 2024	Version #	1
Authorised by	Chief Executive, RPS Scheme Manager	Review Date	Ongoing	Page	4 of 5
Warning	This document printed on 8/01/25 is uncontrolled. The current version of this document is available online.				

Hierarchy of Authority. Key Documents: Operational Delivery Plan (OPS) between the Crown and the PSO & Scheme Manager Key Personnel (covers use of the Tyre Stewardship Fee). Deed of Funding between the Crown and the PSO (mechanism for transfer of the Tyre Stewardship Fee based on a series of forecasts)

	Auto Stewardship New Zealand	Chartered Accountancy Firm	Finance, Audit & Risk Committee	Tyrewise (RPS) Scheme Manager	Tyrewise Steering Group	Tyrewise Technical Advisory Groups
Authority	Action	Inform, Recommend, Report to PSO & Action (within delegated authorities)	Inform, Recommend, Report to PSO & Action (within delegated authorities)	Inform, Recommend, Report to PSO & Action (within delegated authorities)	Inform, Recommend, Report to PSO & Action (within delegated authorities)	Inform, Recommend, Report to/from sector & Action (within delegated authorities)
						scope but inside regulation (b), (c)
8. OIA Requests	Provide assistance or information in relation to Ministerial and Parliamentary questions and requests under the Official Information Act 1982, the Local Government Official Information and Meetings Act 1987 or as required by Parliamentary convention.	Provide assistance or information to the PSO in relation to Ministerial and Parliamentary questions and requests under the Official Information Act 1982, the Local Government Official Information and Meetings Act 1987 or as required by Parliamentary convention.	Provide assistance or information to the PSO in relation to Ministerial and Parliamentary questions and requests under the Official Information Act 1982, the Local Government Official Information and Meetings Act 1987 or as required by Parliamentary convention.	Provide assistance or information to the PSO in relation to Ministerial and Parliamentary questions and requests under the Official Information Act 1982, the Local Government Official Information and Meetings Act 1987 or as required by Parliamentary convention.	Provide assistance or information to the PSO in relation to Ministerial and Parliamentary questions and requests under the Official Information Act 1982, the Local Government Official Information and Meetings Act 1987 or as required by Parliamentary convention.	Provide assistance or information to the PSO in relation to Ministerial and Parliamentary questions and requests under the Official Information Act 1982, the Local Government Official Information and Meetings Act 1987 or as required by Parliamentary convention.

ⁱ <https://gazette.govt.nz/notice/id/2020-go3342>

ⁱⁱ <https://gazette.govt.nz/notice/id/2020-go3342>

ⁱⁱⁱ A PCBU means a Person Conducting a Business or Undertaking. It's a broad concept used throughout Health & Safety at Work Act to describe all types of modern working arrangements which we commonly refer to as businesses. Most New Zealand businesses, whether large corporates, sole traders, or self-employed, are classed as PCBUs. The difference between a business and an undertaking is: businesses are usually conducted with a view to making a profit and have a degree of organisation, system and continuity; undertakings will have elements of organisation, systems, and possible continuity, but are usually not profit-making or commercial in nature. Source <https://www.worksafe.govt.nz/>

^{iv} Accounting standards issued by the XRB Board or the NZASB and are the primary indicators of generally accepted accounting practices (GAAP) in New Zealand. They set out the recognition, measurement, presentation and disclosure requirements for transactions and events that are important in the preparation of financial reports—including those that may arise in specific industries. In general, entities with statutory reporting requirements must prepare financial reports based on GAAP. XRB standards are widely accepted as appropriate to accounting practice and necessary in order that financial statements are meaningful, comparable and consistent across a wide variety of businesses and industries.

Controlled Record	ASNZ - Scheme Manager and Committees - Hierarchy of Authority 1-1-1 CR V1.docx	Effective Date	01 March 2024	Version #	1
Authorised by	Chief Executive, RPS Scheme Manager	Review Date	Ongoing	Page 5 of 5	
Warning	This document printed on 8/01/25 is uncontrolled. The current version of this document is available online.				