



17 December 2012

The Secretary
Agriculture, Resources and Environment Committee
Parliament House
George Street
BRISBANE QLD 4000

Email: arec@parl.qld.gov.au

Dear Sir/Madam

Re Waste Reduction and Recycling and Other Legislation Amendment Bill 2012

The Motor Trades Association of Queensland (MTA Queensland) welcomes the opportunity to provide a submission to the Committee on the *Waste Reduction and Recycling Other Legislation Amendment Bill 2012* (The Bill).

MTA Queensland is the peak organisation in the State representing the specific interests of 2,500 businesses in the retail, repair and service sector of the Australia's automotive industry. It is an industrial association of employers incorporated pursuant to the Industrial Relations Act of Queensland.

We have considered the Bill from the perspective of the automotive trades and our responses reflect the views of MTA Queensland members. Our members were supportive of the Government's decision to abolish the waste levy early this year and continue to be supportive of the further measures to validate the repeal of the waste levy in the *Waste Act*.

Our support of these measures is in part owing to the fact that the industry has itself implemented its own measures to manage waste in the context of environmental management. These measures are outlined briefly below.

Green Stamp Plus Program

MTA Queensland's Green Stamp Plus Program (GSPP) assists and rewards Members to be responsible environmental stewards in terms of their own businesses operations. The GSPP was introduced to "assist small to medium businesses in the automotive trades to incorporate processes and practices that avoid, reduce, reuse, recycle and dispose of their wastes in an environmentally sensitive manner."

Motor Trades Association Of Queensland

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Eight Mile Plains Qld 4113
Postal PO Box 4530 Eight Mile Plains Qld 4113
Email info@mtaq.com.au
Website www.mtaq.com.au
Tel (07) 3237 8777 **Toll Free** 1800 177 951

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The GSPP originated from an environmental initiative developed by the MTA Queensland and other state Motor Trades Associations in conjunction with the former Commonwealth Department of Environment and Heritage to develop a fair and equitable environmental accreditation for the automotive trades. Since being introduced, the program has assisted hundreds of businesses to implement processes and procedures which act to limit the environmental impact of their operations.

Under GSPP, the key areas considered essential to reducing the environmental impact of the automotive industry are:

- Storage practices associated with chemicals and other hazardous substances;
- Pre-treatment of wastewater from the workshop prior to approved disposal;
- Spill management to prevent pollution of ground and stormwater systems;
- Correct disposal of waste products (preferably to recycling or reuse);
- Air quality management;
- Energy and resource conservation; and
- The development and implementation of environmental management plans.

Under the GSPP, businesses have the opportunity to meet, in chronological order, one or all of the three Accreditation levels. Each stage specifies particular requirements that a business needs to meet. Accreditation Certificates indicate compliance and displayed for customers to recognise an individual business' level of achievement. The GSPP Accreditation guide is provided as an appendix to this submission.

Education and Training

The Association's training arm, the MTA Institute of Technology (MIT) is the largest automotive apprentice trainer in Queensland, training more than 2000 automotive apprentices each year. Environmental education/training is a core unit for apprenticeships, traineeships and skills recognition in courses provided by MIT.

From the MTA Queensland's perspective, it is a priority to ensure that the automotive trades has access to or has a workforce with knowledge of relevant environmental regulations and codes coupled with the capability and knowledge to apply the information as sound practice in the workplace.

MIT delivers nationally endorsed apprenticeships and traineeships in the Automotive Light Vehicle, Automotive Mechanical, Automotive Electrical, Automotive (Mechanical Technology), Automotive Sales based on the nationally endorsed standards of the AUR05 Automotive Industry Retail, Service and Repair Training Package.

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By way of example, for Certificate II in Automotive mechanical (AUR20705) one of the following units of competence is compulsory:

- AURC272003A Apply environmental regulations and best practice in a workplace or business (*applicable to tyre fitters and others not involved in mechanical repairs*);
- AURT271781A Implement and monitor environmental regulations in the automotive mechanical industry (*applicable to mechanical repairers*).

Conclusion

In conclusion we reiterate our support for the legislative measures that validate the repeal of the waste levy on 1 July 2012 and the removal of references to the waste levy in the *Waste Act*.

We would be pleased to provide further comment on any matters in our submission that may require clarification and we would be pleased to participate in any further deliberation on ERA 21.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K. Dewar', is written over a light blue horizontal line.

Kellie Dewar
MTAQ General Manager

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OFFICE USE ONLY		
Trading Name _____	Membership Number _____	Date _____
Contact Name _____	Email _____	

Levels of Accreditation

Businesses can meet one or all of the three levels of Accreditation. Each level specifies particular requirements. After meeting the requirements of each stage a certificate of accreditation are issued which can be displayed to customers identifying **an individual business' level of** achievement.

Level 1 – Compliance

The basic entry requirement into the Green Stamp Plus Accreditation program. The environmental criteria in Level 1 Compliance establishes that businesses hold all relevant permits and licenses and operate in a manner that meets all legislative requirements. The criteria detailed in Level 1 have been designed to incorporate other important considerations contained within relevant industry Codes of Practice. See page 6. If particular criteria are not applicable to your business you can still receive accreditation by meeting all other relevant criteria.

Please note that achieving Level 1 – Compliance does not grant your business Accreditation. Accreditation is only awarded to businesses that achieve Level 2 – Beyond Compliance.

Level 2 – Beyond Compliance

Businesses must achieve the Level 1 requirements plus demonstrate that they have moved beyond compliance to incorporate a minimum number of sound environmental management practices into their day-to-day operations. This could include the recycling of particular wastes or installing energy efficient lighting. Thirteen areas in the Level 2 – Beyond Compliance checklist must be achieved to earn this level of accreditation.

Level 3 – Best Practice

This is the final level of accreditation. It is based on the principle of continuous improvement and requires businesses to develop and implement an environmental management plan to help monitor and review their current practices and set objectives or targets for further improvement. Four areas in the Level 3 – Best Practice checklist must be achieved to earn this level of accreditation. See page 8.

Self Assessment Accreditation Level 1 –Compliance

All applicable criteria in Level 1 must be met to be compliant with legislative requirements. Please note that achieving Level 1 – compliance does not grant your business Accreditation. Accreditation is only awarded to businesses that achieve at least Level 2 – Beyond compliance.

Assessment			Criteria	Additional information
Environmental Management				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Management and staff are aware of environmental responsibilities	This could be carried out by a staff induction, on the job training or staff meetings
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Material Safety Data Sheets (MSDS) are held onsite for all hazardous chemicals and are easily accessible by staff Copies must be sighted at time of audit	MSDS are available from your suppliers and provide information on the safety and environmental requirements for the chemicals
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Business has an environmental license	The Auditor will need to see the certificate License Number:
Resource Efficiency				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Lights are switched off after hours or when not required	Consider signs to remind staff to switch off lights when not required
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The compressor is turned off after hours	Consider signs to remind staff to switch off the compressor after hours
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Computers are switched off after hours	Consider signs to remind staff to switch off computers when they are not in use for over an hour
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	(If required) a permit is held for washing vehicles	In some areas water restrictions do not allow vehicles to be washed, in these circumstances a permit should be applied for
Preventing Water Pollution				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Stormwater drains are clear of oily plumes and litter	There should be no signs of contaminants near the stormwater drains
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	All vehicle washing is conducted in a bunded, undercover washdown bay that drains to an oil water separator	Vehicle runoff should not run onto land or into stormwater
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Large quantities (>250l) of hazardous liquids are stored in a bunded area	A bund is a low wall or construction that prevents liquid from leaving a liquid storage area. A bund needs to be capable of containing a spill if it were to occur
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	All hazardous substances are stored in a bunded undercover area on sealed ground	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Parts containing liquid are stored in a bunded, undercover area on sealed ground	
Preventing Air Pollution				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	If decommissioning air conditioning systems, an ARCTick licence is held by the business and relevant technicians Licenses must be sighted at time of audit	Licences are required for handling refrigerant and decommissioning air conditioning systems
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Reclaimed refrigerants are removed for appropriate disposal by a licenced company Copy of 3 receipts required	Store refrigerants in a recovery cylinder and return to a licenced wholesaler
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	LPG tanks are emptied by a licenced LPG mechanic Licenses must be sighted at time of audit	A licenced LPG mechanic can remove LPG from a tank. LPG should not be released into the atmosphere
Managing Wastewater				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Any wastewater from the workshop floor or a washbay is collected and removed for disposal by a licensed contractor <u>or</u> disposed of through an oil water separator to the sewer	All waste water must be collected for disposal or put through an oil water separator before going to sewer Copy of 3 receipts required
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	If waste water is sent to the sewer you should hold a trade waste permit Copy of permit required	Trade waste permits are issued by Local Council Authorities and permit the discharge of waste water to the sewer
Managing Wastes				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Liquid wastes are removed for disposal by a licensed contractor this includes: <input type="checkbox"/> coolant <input type="checkbox"/> waste oil <input type="checkbox"/> caustic <input type="checkbox"/> solvents <input type="checkbox"/> brake fluid <input type="checkbox"/> fuel	Liquid wastes must be disposed of appropriately to reduce soil and water contamination Receipts should be provided by the licenced contractor that removes the liquid wastes Copy of 3 receipts required
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Tyres are collected for recycling	Name of Company copy of 3 receipts required
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Batteries are stored in a bunded, undercover area on sealed ground or in a sealed battery box. Battery acid is left inside the batteries	Batteries can not be disposed of to landfill. . Batteries are collected by a licensed contractor Copies of three receipts required
Preventing Noise Pollution				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Noisy activity is limited to Council permitted hours	Only operating in normal business hours prevents noise complaints

Self Assessment Accreditation Level 2 – Beyond Compliance

To achieve Level 2 – beyond compliance, **thirteen** criteria must be met. Accreditation is only awarded to businesses that achieve at least Level 2 – Beyond Compliance.

Assessment			Criteria	Additional information
Environmental Management				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	COMPULSORY CRITERIA The business has an environmental management system in place Copy of EMS required	An EMS provides a business with goals and an action plan for environmental management. Contact the MTAQ for an EMS guide
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The business has and displays an environmental management policy Location: _____	An EMP declares a businesses commitment to the environment and can be displayed in a reception area or similar to demonstrate the commitment to customers and staff
Resource Efficiency				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Skylights or natural light is used to reduce energy consumption	Skylights can increase the natural light and reduce the need for artificial lighting
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Energy efficient equipment is used Equipment: _____	Equipment with a high energy rating can be used to reduce your energy consumption
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Recycled paper is used for printing Brand: _____	Printing paper made from recycled content reduces landfill
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Energy efficient lighting is used Type of globe: _____	Energy efficient globes such as T5 fluoro or LEDs reduce energy consumption
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Recycled parts from licensed Auto Parts Recyclers are used when possible Copies of receipts must be sighted	Using recycled parts from licensed Auto Parts Recyclers reduces the amount of waste sent to landfill
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Waterless car cleaning products are used to clean vehicles	There are a range of car cleaning products that do not require water
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Vehicles are washed with a 9 litre per minute high pressure low volume spray or bucket of water	These methods use less water
Preventing Water Pollution				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	All external openings of the workshop are bunded or the floor is sloped inwards	Bunding the external openings or sloping the floor inwards prevents liquids from leaving the workshop
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	An adequate number of emergency spill kits are available and easily accessible	Spill kits contain absorbents and protective equipment to aid in spill clean up
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Staff are trained in spill management and spill clean up instructions are easily accessible Spill instructions must be sighted at time of audit	For information on spill management request a Management plan from MTAQ
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Stormwater drains are clearly marked to discourage pollution disposal into drains	Drains can be marked using painted slogans such as "only rain goes down this drain"
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	All repair and servicing work is conducted inside the workshop or in a bunded undercover area	To prevent water pollution, all dismantling work should be conducted inside
Preventing Air Pollution				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Lids are kept on liquid containers	Air pollution can occur through odours and evaporation. To minimise this keep the lids on chemical containers such as solvent. If necessary display signs to remind staff
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Parts are washed in a water or steam based parts washer	Water or steam based parts washers don't use solvents
Managing Wastewater				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	If a separator is used to manage wastewater, it is serviced regularly and a log is kept of services Service log must be sighted	Most separators need to be serviced quarterly. Receipts of service can be kept as a log. Logs demonstrate responsible maintenance
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Phosphate free, biodegradable detergent is used. MSDS or label must be sighted	Phosphate free detergents are better for the environment as phosphates increase nutrient levels in water and promote algae bloom
Managing Wastes				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The following items are separated and collected for recycling: <input type="checkbox"/> scrap metal <input type="checkbox"/> paper and Cardboard <input type="checkbox"/> plastic bumper bars and headlights <input type="checkbox"/> rags <input type="checkbox"/> glass	By recycling wastes you will reduce the amount added to landfill and save energy as well Copy of 3 receipts required
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Waste drums and containers are clearly labelled	To aid waste separation label containers clearly
Preventing Noise Pollution				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Equipment is serviced and maintained to reduce noise	Well maintained equipment is less noisy

Self Assessment Accreditation Level 3 – Best Practice

Once Level 2 – Beyond compliance has been achieved, business can aim for Level 3 – Best Practice. To achieve Level 3 - Best Practice **four** criteria must be met.

Assessment			Criteria	Additional information
Environmental Management				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	COMPULSORY CRITERIA The environmental management system is used to ensure the ongoing environmental performance through a self assessment checklist that monitors environmental practices regularly and incorporates future improvements Copy of EMS plan and assessment required	An EMS provides a business with goals and an action plan for environmental management. Carrying out a self assessment will help identify ways you can improve your environmental management Contact the MTAQ for an EMS guide or assessment checklists.
Resource Efficiency				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The businesses' electricity is supplied from Green Power Copy of electricity company letter/bill required	Many electricity companies offer the option of obtaining electricity from clean production sources
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	An energy audit of the business has been conducted	An energy audit will identify where electricity is being consumed and where it can be reduced
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Water use reduction measures are used: _____	several options are available for reducing water consumption such as dual flush toilets, flow reducers on taps and trigger nozzles on hoses
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Water use reduction measures are used: _____	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Petrol is collected and recycled	Unused petrol from tanks is collected and stored appropriately and re-used or removed for recycling
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The business has measured its carbon footprint to determine ways to minimise its environmental impact	Several independent companies offer this service which identifies how much carbon is emitted by your company's activities
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	All fleet vehicles have a "Green Vehicle Guide" (GVG) star rating of 3 4 or 5	The GVG is available at www.greenvehicleguide.gov.au
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Greywater is recycled onsite	water from car wash bays or similar can be reused after onsite treatment
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Rain water is collected and used onsite	Use rainwater tanks to capture rain water and use it to reduce mains water consumption. Uses could include vehicle washing, or it could be connected to bathroom pipes
Managing Wastes				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Food waste is composted	Food waste can be composted in a compost bin, a bokashi basket or even a worm farm, the resulting compost can then be used on the garden, this reduces the waste going to landfill
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	A coolant recycling machine is used to recycle solvents internally	Solvent recycling stills can be used to recycle solvents on site
Other				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Initiative: _____	Additional initiatives in the spirit of environmental protection and conservation will be considered for level 3 - Best Practice and will be awarded solely at the discretion of MTAQ
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Initiative: _____	

Becoming Green Stamp Plus Accredited

Becoming Green Stamp Plus Accredited is a 4-step process.

Step 1.

Undertake a self assessment of your business using the assessment criteria in this information pack.

Assess the environmental management issues at your site and identify where you can make improvements to ensure you meet environmental compliance.

Proceed to step 2 if all the criteria in Level 1 – Compliance and 13 of the Level 2 – Beyond compliance have been met.

Step 2.

Fill out an application form on page 10 to register your interest in becoming a Green Stamp Plus Accredited business. Lodge your application form with a cheque or credit card details for the appropriate amount to:

Green Stamp Plus Accreditation MTAQ
PO Box 4530 Eight Mile Plains QLD 4113
F 07 38444488
E info@mtaq.com.au

Step 3.

When your application is received the MTAQ will contact you to arrange a visit to your site. An MTA Accreditation audit will be undertaken assessing the environmental issues associated with your business to ensure that you meet the accreditation criteria.

Step 4.

When the environmental audit is completed you will be given a level 1 - Compliance, Level 2 – Beyond Compliance or Level 3 – Best Practice Green Stamp Plus Accreditation.

Level 2 and 3 accredited businesses will receive a certificate of accreditation.

Cost of Accreditation

MTAQ Members	Initial application \$165.00 (inc. GST)
	Annual review audits \$50.00 (inc. GST)
Non-Members	Initial application \$ 260 (inc. GST)
	Annual review audits \$75.00 (inc. GST)

Initial fee includes:

- One accreditation audit of the business
- Certificate of accreditation for level achieved.
- The right to display the Green Stamp Plus logo anywhere on the premises or on any of the businesses stationery or signage
- **The right to promote the business as "Green Stamped"**
- The opportunity to benefit from any Green Stamp Plus marketing campaign

A

Green Stamp Plus Accreditation application form

Trading Name _____

Street Address _____

MTAQ member number _____

Telephone _____ Fax _____

Postal Address _____

Email _____

Full name(s) of proprietor (s)

Mr / Mrs / Ms

Surname _____ First name _____

Mr / Mrs / Ms

Surname _____ First name _____

Contact Person (If different from proprietor)

Surname _____ First name _____

Position _____

Level of Accreditation being applied for:

Level 1 - Compliance Level 2 - Beyond Compliance Level 3 – Best Practice

If a business fails to meet the accreditation criteria and chooses to retract their application after their audit inspection, the business will forfeit one third of the administration fee paid. Businesses are therefore encouraged to carefully ensure compliance before confirming the date of audit inspection. Additional compliance assistance is available at no cost by contacting MTAQ.

Payment Details

Amount _____ including GST

Cheque

Credit Card Please tick: Visa Mastercard American Express

Name on card _____

Card Number _____

Expiry ____ / ____

Return form and payment to the Motor Trade Association of QLD

PO Box 4530, Eight Mile Plains QLD 4113

info@mtaq.com.au

Green Stamp Plus declaration

I / We _____ hereby make application to become certified under the Green Stamp Plus Accreditation and solemnly declare that my / our business complies with the criteria for membership of the Accreditation.

I / we have read and understood the criteria requirements of the Accreditation and I / we willingly agree to the inspection of my / our premises, equipment and processes by duly authorised member of the Green Stamp Plus Program or MTAQ staff at any time during normal working hours for purposes of the accreditation.

I / we understand that annual review audits are required in order to maintain the currency and validity of my Accreditation, and that these annual reviews are charged at \$50.00 (inc. GST) for MTAQ members and \$75.00 (incl. GST) for non members.

I understand that the Accreditation – including the use of the Green Stamp Plus logos is not transferable between sites, and becomes void if the Accredited business is sold or ceases to operate.

If at any time I / we fail to meet the required standards of the Accreditation, the MTAQ reserves the right to withdraw either the Accreditation (or associated levels of Accreditation) as deemed necessary.

I / we agree that in the event of my / our ceasing to qualify for membership of the Accreditation I / we will immediately notify the MTAQ in writing of this fact and remove from display all promotional materials relating to the Green Stamp Plus Accreditation.

Signed _____

Print name _____

Date _____

Signed _____

Print name _____

Date _____