



# **EXITCYCLE**

# **GUIDELINES**

## About this document

These Guidelines outline the operation of the EXITCYCLE scheme in general terms. They provide a description of how the scheme works, its objective, principles and scope. They also outline the roles and commitments of Signatories, how the scheme is administered and how performance is measured. They are intended to serve as the central reference point for all stakeholders involved in EXITCYCLE, and those considering involvement in the scheme.

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# EXITCYCLE Guidelines

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## Glossary

### **Applicant**

An Applicant is a business, company or organisation that has applied to become a Signatory to EXITCYCLE.

### **Recycling**

(a) The preparation of recovered items and pieces so that they may be used directly (for example, in direct remelt or sent for reclamation).

(b) The series of activities, including collection, separation and processing, by which products or other materials are recovered from the solid end-of-life stream for use in the form of raw materials in the manufacture of new products, other than fuel for producing heat or power by combustion.

All references to 'recycling' in these Guidelines are to be read as references to recycling that is carried out in accordance with the legislative and regulatory requirements of the jurisdiction where the recycling occurs.

## **EXITCYCLE Guidelines**

### **About EXITCYCLE**

On 7 October 2015, a twelve month pilot was officially launched by the Hon Dr Steven Miles MP, Queensland Minister for Environment and Heritage Protection, to encourage recycling of emergency and exit lighting batteries.

In Australia, it is estimated that approximately 95 per cent of emergency and exit lighting batteries currently end up in landfill each year.

The objective of EXITCYCLE is to reduce the amount of cadmium and lead entering the environment from end-of-life emergency and exit lighting batteries by continuously increasing the recycling of these batteries.

The objective will be achieved through:

- A voluntary scheme established in Queensland that recognises businesses and organisations that commit to recycling of their end-of-life emergency and exit lighting batteries.
- An active communications strategy targeting businesses, government organisations, peak bodies, media partners, electrical contractors, battery recyclers and collectors, emergency and exit lighting suppliers and key stakeholders to:
  - recruit Signatories to the scheme
  - work directly with Signatories to develop recycling programs appropriate to their business models. Signatories are given access to technical advice, tools and networks to help them participate in battery recycling.
- Implementation of a promotional and recognition strategy to highlight the commitments and achievements of Signatories.

### **Emergency and exit lighting batteries**

- It is estimated that 90% of batteries used in emergency lighting are nickel cadmium (Ni-Cd) with a small proportion of sealed lead acid (SLA) and nickel metal hydride (Ni-MH) batteries.
- Approximately 5 million nickel cadmium (Ni-Cd) batteries are sent to landfill each year which equates to approximately 90 tonnes of cadmium.
- Emergency lighting batteries are a priority for recycling because they are amongst the most hazardous of all batteries.
- Cadmium and lead are toxic heavy metals that need to be carefully managed to minimise their potential impacts on humans and the natural environment.
- Recycling ensures that these materials are safely recovered rather than disposed to landfill.

# 1. Objective, Principles and Scope

## 1.1 Objective

The objective of the EXITCYCLE scheme is to reduce the amount of cadmium and lead entering the environment from end-of-life emergency and exit lighting batteries by continuously increasing the recycling of these batteries.

## 1.2 Principles

The EXITCYCLE scheme is an industry-led voluntary product stewardship scheme that:

- is based on voluntary participation
- is designed to be as simple as possible, with minimal associated costs in terms of administration and participation, and imposing the minimum burden on participants in the scheme, for example, reporting requirements
- focuses on the commercial and government sectors
- supports compliance with relevant laws and practices, including those that apply to occupational health and safety

## 1.3 Scope

The EXITCYCLE scheme and Guidelines apply only to end-of-life emergency and exit lighting batteries generated by the commercial and government sectors. Collectively, these sectors are the major generators of end-of-life emergency and exit lighting batteries in relation to:

- commercial and government buildings (including offices, retail outlets, hotels and entertainment venues)
- industrial operations (including mines, industrial facilities and warehouses), and
- institutions (including universities, hospitals, schools and sports venues).

The scheme does not apply directly to householders.

## 1.4 Performance measures

The performance of the EXITCYCLE scheme in achieving its objective is to be measured by the following means:

- (1) the number of Signatories
- (2) the recycling rate of emergency and exit lighting batteries that can be attributed to EXITCYCLE
- (3) the number of inquiries by phone and email, downloads from the EXITCYCLE website, publications distributed, media inquiries and articles printed, as proxy measures of the level of awareness of the need to recycle emergency and exit lighting batteries and the EXITCYCLE scheme. The number of email inquiries and downloads are to be based on unique user identity or internet address.

The performance measures and data requirements will be refined with experience in order to improve understanding of the scheme's performance and recycling rates and inform any decisions on the scheme's strategic direction.

## 2. Signatories

Signatories to the EXITCYCLE scheme are businesses and organisations that make a commitment to adhere to these Guidelines and contribute to the achievement of the scheme's objective. There are no fees charged for becoming a Signatory.

### 2.1 Categories of Signatories

Section 4.3 sets out the process that Applicants for Signatory status are required to complete.

There are two groups of Signatories to the EXITCYCLE scheme - 'Commercial Users' and 'Facilitators'. A Signatory can be both a Commercial User and a Facilitator.

A **Commercial User** is a business or organisation that has committed to recycle all the end-of-life emergency and exit lighting batteries generated by one or more specified sites over which it exercises operational control. In this context, 'site' refers to a building, factory, industrial facility, institution, retail space or location.

**Facilitators** have a range of roles in ensuring that end-of-life emergency and exit lighting batteries are recycled, ie collected and processed. A Facilitator belongs to one or more categories. The list of categories, which may be expanded or amended over time, is provided below:

- 'Battery collector' meaning: companies and other arrangements for collection of end-of-life emergency and exit lighting batteries.
- 'Battery recyclers' meaning: companies that are licensed under applicable legislation to process end-of-life emergency and exit lighting batteries and separate their components for re-use in other products.
- 'Champion' meaning: businesses and organisations that actively promote EXITCYCLE to other businesses or organisations.
- 'Electrical contractors'.
- 'Emergency and exit lighting suppliers' meaning: the manufacturers of emergency and exit lighting, or their representatives in Australia; and the importers, wholesalers and retailers of such lighting.
- 'Government' meaning: Australian, state, territory and local government portfolios, departments and agencies.
- 'Media partners' meaning: media outlets that promote the scheme through, for example, free-of-charge advertisements or editorial.
- 'Peak body' meaning: associations and other bodies that have a representative role in the private sector.

A Facilitator is encouraged to also become a Commercial User.

## 2.2 Recognition of Signatory status

Signatories receive recognition through:

- listing on the EXITCYCLE website

The entry for a Signatory is listed under one or more categories with the organisation's logo and link to its website (if available). The expectation is that the listing will facilitate contact with relevant service providers and strengthen the networks that have an important role in increasing the recycling of end-of-life emergency and exit lighting batteries.

- a certificate issued by the Administrator acknowledging Signatory status
- use of the EXITCYCLE logo

Signatories may wish to use the EXITCYCLE logo, for example, as a sticker on a receptacle of end-of-life emergency and exit lighting batteries or on the side of a collection vehicle, or on stationery or in publications.

In addition, Signatories:

- may be the subject of case studies in newspaper and journal articles and in media releases, when the opportunities arise.

## 2.3 Commitments

Please note that Lighting Council Australia may from time to time approve new forms of Signatory Commitments. Should it do so Lighting Council Australia within a reasonable time will make the new forms of the Signatory Commitments available on the EXITCYCLE website ([www.exitcycle.org.au](http://www.exitcycle.org.au)).

### Commercial Users

An applicant for Signatory status as a Commercial User is required to demonstrate that ongoing arrangements to recycle at least 95% (and preferably all) of their end-of-life emergency and exit lighting batteries are in place and are consistent with these Guidelines.

Within six months of becoming a Signatory, the Commercial User will provide documentation to Lighting Council Australia as evidence that those arrangements are in place.

The applicant for Signatory status is required to provide a signed statement of commitment as a condition of becoming a Signatory. The Signatory Commitment document is available on the EXITCYCLE website.

A Commercial User is to meet the following commitments to the EXITCYCLE scheme:

- within six months of applying for Signatory status have a requirement in relevant contracts for at least 95% (and preferably all) of their end-of-life emergency and exit lighting batteries to be recycled
- adhere to the Signatory commitments set out in these Guidelines
- cooperate with a document audit of a small sample of randomly selected EXITCYCLE Signatories at the conclusion of the 12 month pilot.

## Facilitators

No pre-requisite applies to an Applicant for Signatory status as a Facilitator, other than a battery collector or a battery recycling company.

As a pre-requisite, a recycling company applying for Signatory status as a Facilitator is required to self-certify and, if required by Lighting Council Australia, to demonstrate that it is licensed to recycle emergency and exit lighting batteries and operates under the relevant licence conditions. In addition battery recyclers are required to provide monthly data to Lighting Council Australia outlining the volumes of emergency and exit lighting batteries collected during the pilot identified by brand and by chemistry. Battery recyclers are also required to cooperate with a document audit of a small sample of randomly selected EXITCYCLE Signatories at the conclusion of the 12 month pilot.

For the purposes of reporting on the performance of EXITCYCLE, battery collectors are required to provide monthly documentation to Lighting Council Australia. The documentation should confirm that all emergency and exit lighting batteries collected have been passed on to a battery recycler in a timely fashion and that a battery collector does not dispose of any such batteries to landfill.

The Applicant is required to provide a signed statement of commitment as a condition of becoming a Signatory. The Signatory Commitment document is available on the EXITCYCLE website.

A Facilitator, upon becoming a Signatory, is required to meet the following commitments to the EXITCYCLE scheme:

- provide information about EXITCYCLE and promote the scheme to suppliers, customers or members, and potential suppliers, customers or members
- adhere to the Signatory commitments set out in these Guidelines
- cooperate with a document audit of a small sample of randomly selected EXITCYCLE Signatories at the conclusion of the 12 month pilot.

Category	Commitments
Battery Collector	<p>For the purposes of reporting on the performance of EXITCYCLE, battery collectors are required to provide monthly documentation to Lighting Council Australia. The documentation should confirm that all emergency and exit lighting batteries collected have been passed on to a battery recycler in a timely fashion and that a battery collector does not dispose of any such batteries to landfill.</p> <p>Actively promote the scheme to other businesses, organisations and networks.</p> <p>Treat information relating to Applicants and Signatories, and designated by them as confidential, that is received from, and provided to, Lighting Council Australia as private and confidential.</p>

<p>Battery Recycler</p>	<p>For the purposes of reporting on the performance of EXITCYCLE, battery recyclers are required to provide monthly data on volume of batteries collected by brand and chemistry.</p> <p>Operate in compliance with licence conditions.</p> <p>Recycle all collected emergency and exit lighting batteries and do not dispose of any such batteries to landfill.</p> <p>Liaise with Lighting Council Australia on the verification of information provided by Applicants as to recycling action being taken.</p> <p>Treat information relating to Applicants and Signatories, and designated by them as confidential, that is received from, and provided to, Lighting Council Australia as private and confidential.</p> <p>To the extent that it is practical and cost effective, ensure that all materials recovered from recycled emergency and exit lighting batteries are reused.</p>
<p>Champion</p>	<p>Actively promote the scheme to other businesses, organisations and networks.</p> <p>Encourage clients to include a requirement in relevant contracts for the recycling of end-of-life emergency and exit lighting batteries, thereby assisting clients to become eligible as a Signatory of EXITCYCLE.</p>
<p>Electrical Contractor</p>	<p>Actively promote the scheme to other businesses, organisations and networks.</p> <p>Encourage clients to include a requirement in relevant contracts for the recycling of end-of-life emergency and exit lighting batteries, thereby assisting clients to become eligible as a Signatory of EXITCYCLE.</p> <p>Where a contract requires recycling, ensure that all end-of-life emergency and exit lighting batteries collected during maintenance are recycled.</p>

Emergency and Exit Lighting Supplier	Provide information about recycling and the EXITCYCLE pilot to customers in accompanying documentation within Queensland (where possible or appropriate).
Government	Encourage establishment and implementation of a policy to recycle end-of-life emergency and exit lighting batteries generated in government-owned or leased buildings.  Provide information and encourage other agencies, networks or suppliers to establish and implement policies to recycle end-of-life emergency and exit lighting batteries and to become Signatories to EXITCYCLE.
Media Partner	Make a significant contribution to the promotion of EXITCYCLE.
Peak Body	Actively promote the scheme to members and networks to encourage them to become Signatories to EXITCYCLE.

### Different roles within an organisation

The individual elements of an organisation such as a bank, supermarket chain, mining company or government portfolio can be either a Commercial User or Facilitator, or both.

For example, a central office undertakes a Facilitator role when it establishes a policy for the organisation as a whole to recycle its end-of-life emergency and exit lighting batteries and takes steps to ensure that its business units take appropriate action to implement the policy. Examples of business units are the branches of a bank, retail outlets, mines and entities in a government portfolio.

When the business units take action to recycle their end-of-life emergency and exit lighting batteries, they are undertaking the role of a Commercial User. An individual business unit can apply for recognition as a Signatory to EXITCYCLE. Even if an organisation does not have such a policy in place, an individual business unit can still apply to become a Signatory if it is eligible.

### 2.4 Revocation of Signatory status

The EXITCYCLE Governance Committee, acting reasonably, may revoke Signatory status giving 30 calendar days' notice, where a Signatory has:

- materially breached these Guidelines, or
- come under one of the forms of external administration referred to in Chapter 5 of the Corporations Act 2001 (Cth) or equivalent provisions in legislation of the States and Territories pertaining to incorporated associations or in the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth).

## **2.5 Resignation of Signatory**

A Signatory may immediately resign from the scheme by giving notice in writing to Lighting Council Australia.

A Signatory may immediately resign from the scheme upon changes to the Guidelines (whether minor or major), which it believes may have a detrimental impact on it, by giving notice in writing to Lighting Council Australia.

## **2.6 Termination of EXITCYCLE**

The EXITCYCLE scheme can be terminated at the direction of the Queensland Department of Environment and Heritage Protection.

Upon termination, the scheme will end and Signatories will have no claim for compensation or otherwise from Lighting Council Australia, the Queensland Department of Environment and Heritage Protection or its successors, or any other person or entity.

## **3. Communications Strategy**

The Communications Strategy, which is delivered by Lighting Council Australia and Facilitators, aims to increase:

- participation in the EXITCYCLE scheme and
- the recycling of end-of-life emergency and exit lighting batteries .

The Communications Strategy is designed to build capacity by extending and strengthening existing networks within the supply and disposal chains by increasing awareness and facilitating communications both between Signatories as well as between Signatories and potential Signatories.

Key elements of the Communications Strategy are the communication tools that have been designed to:

- raise awareness of the EXITCYCLE scheme and its objectives
- provide practical suggestions on the steps that need to be taken to recycle end-of-life emergency and exit lighting batteries, and
- provide ready access to battery recyclers and collectors to make appropriate arrangements for collection and recycling of end-of-life batteries.

### **3.1 Communication tools**

Communication tools have been designed to:

- raise awareness of the EXITCYCLE scheme and its objectives
- provide practical suggestions on the steps that need to be taken to recycle end-of-life emergency and exit lighting batteries, and
- provide ready access to battery recyclers and collectors to make appropriate arrangements for collection and recycling of end-of-life batteries.

The communication tools include:

- a website with an important role in:
  - the application process
  - providing information through online publications, and
  - listing Signatories by Category, thereby supporting strengthened networks and providing contact details for battery recyclers and collectors
- a logo to be used extensively on, for example, stationery and publications as well as on receptacles to identify them as collection points for end-of-life emergency and exit lighting batteries
- fact sheets that provide information on a range of topics including the different types of emergency and exit lighting batteries and their content.

#### **4. Administration of the Scheme**

##### **4.1 Administration**

Lighting Council Australia shall appoint an EXITCYCLE Project Manager.

The EXITCYCLE Project Manager's administrative functions include:

- day-to-day project management, administration and implementation of the scheme
- recruitment of Signatories
- as necessary, induction of Signatories
- liaison with industry bodies
- preparation of reports to the Governance Committee
- financial management of the scheme
- ensuring confidentiality of information about Applicants and Signatories is maintained and their privacy is protected
- conducting a random audit of adherence to these Guidelines at the conclusion of the 12 month pilot.

The decisions of the EXITCYCLE Project Manager are to be overseen in accordance with the governance arrangements set out below.

##### **4.2 Application and approval process**

The application process consists of the following steps:

- Applications and the Signatory Commitment are available for download from the EXITCYCLE website.
- The application includes a 'Signatory Commitment' signed by the most senior person in the business or organisation – for example, the Chief Executive Officer. The intention is to ensure that there is organisational commitment to the scheme.

- The Applicant uploads the signed document on the EXITCYCLE website application page or emails, faxes or posts the signed application to the EXITCYCLE Project Manager.
- The EXITCYCLE Project Manager assesses the application and may contact third parties and verify information supplied in the application form.
- When satisfied with the application the EXITCYCLE Project Manager gives approval for the Applicant to be given Signatory status.
- The EXITCYCLE Project Manager forwards an online welcome pack that includes:
  - a certificate acknowledging Signatory status
  - an electronic copy of the scheme logo

### **4.3 Verification and Audits**

Lighting Council Australia will undertake a document audit of a small sample of randomly selected EXITCYCLE Signatories at the conclusion of the 12 month pilot.

As one of their commitments, Signatories are required to cooperate with the audit if randomly selected. The document audit will be undertaken after reasonable notice.

### **Confidentiality and privacy**

Lighting Council Australia has measures in place to protect the privacy of Applicants and Signatories and to maintain the confidentiality of information obtained through the processes of verification and audit.

Members of the Governance Committee also maintain the confidentiality of information relating to Applicants and Signatories.

### **4.4 Process for amendment**

These Guidelines may be amended from time to time. For a major amendment, where there are potential impacts on Signatories, a consultation process is to be undertaken on the proposed amendment and comments sought. Major amendments require approval from the Governance Committee. The amendment is to be announced on the EXITCYCLE website. For a minor amendment, where there are no or minor potential impacts on Signatories, an announcement of the amendment may be made on the EXITCYCLE website with the authority of the Governance Committee.

The Governance Committee determines whether an amendment is minor or major.

### **4.5 Governance arrangements**

The EXITCYCLE Governance Committee, drawn from Lighting Council Australia's Board of Directors and including the CEO, carries out the following functions:

- oversees the implementation of EXITCYCLE and provides policy and strategic direction
- oversees the financial management of the scheme

- reports to the Board of Lighting Council Australia.

In undertaking these functions, the Governance Committee:

- approves processes employed in managing the scheme
- approves budgets and acquittals
- reviews reports submitted by the Secretariat
- reviews financial reports and any additional reports and data the board requests
- approves content and any amendments to key supporting documents, including the EXITCYCLE Guidelines and application forms
- determines whether amendments to the Guidelines are major or minor, approving minor amendments and progressing major amendments to the Board for approval
- reports quarterly to the Board of Lighting Council Australia on the progress and performance of the scheme
- monitors application of the EXITCYCLE Guidelines
- fulfils other roles as they arise.

Day-to-day administrative matters are dealt with by Lighting Council Australia's Secretariat.

Agendas, agenda papers, reports and discussions that relate to meetings of the Governance Committee are confidential. Unless otherwise directed or permitted by the Chair, members must not distribute papers or discuss proceedings outside the Committee's membership.

#### **4.6 Lighting Council Australia**

Lighting Council Australia was formed to represent Australia's strong, united and ethical lighting industry. As a powerful advocate for the industry, its key goal is to encourage the use of appropriately designed and manufactured high-quality lighting systems and components in the commercial, outdoor, industrial and residential sectors.

Lighting Council Australia:

- Fosters and promotes an environment in which the importance of high-quality, low-environmental impact lighting is understood and appreciated;
- Represents the Australian lighting industry to policymakers and other key stakeholders;
- Influences international and Australian performance, safety and environmental standards relating to the lighting industry;
- Promotes the use of electrically safe lighting that complies with the relevant Australian and international standards.