

## PARTICIPANT ACTION PLAN GUIDE

### What is a Participant Action Plan?

A Participant Action Plan is for Australian Bedding Stewardship Council (ABSC) Scheme Participants to set out the activities they plan to undertake to implement their responsibilities under the Scheme. The plan should also have a set of targets that will enable the activities to be measured.

### Why do Participants of the Bedding Stewardship Scheme need to complete an Action Plan?

The Action Plan is a requirement to become a Participant of the Scheme (refer to the Scheme Guidelines and the Participant Application Form).

In May 2022, the ABSC received ACCC authorisation to enable the Bedding Stewardship Scheme to commence (see [announcement](#)). The ABSC is required to report to the ACCC periodically on the progress of the Scheme and Participant Action Plans will inform this reporting.

In November 2022, the Federal Minister for the Environment and Water, Tanya Plibersek, MP, added mattresses to the Minister's product stewardship priority list for 2022–23 (see [media release](#)). The ABSC is required to report to the Minister for Environment by December 2023 on the action to increase participation and expand the scheme to include additional bedding products (see [listing and action](#)). The Participant Action Plans will align the steps the bedding industry is taking to increase participation in the Scheme.

### How do Participants complete the Action Plan?

Read this guide and then complete the Action Plan Template on page three. The Action Plan focus for 2023 is on actions and responsibilities to increase Industry participation in the Scheme. Your Action Plan can focus on what is important for your organisation to get the Scheme more established within your supplier and customer network.

We encourage the following examples of actions to be identified in your Action Plan:

- engage retail customers to start accepting pass-through of the Product Stewardship Fee (PSF) as soon as possible.
- engage mattress suppliers (manufacturers and importers) to participate in the Scheme by collecting and remitting the PSF as soon as possible.
- collaborate with the ABSC to engage marketplace platforms to participate in the Scheme.
- engage manufacturing supply chain to become ABSC members.
- establish a mattress take-back and recycling service where approved mattress recycling services are available.
- use ABSC approved mattress recyclers or encourage a non-approved recycler to become ABSC approved.
- identify agreement renewal opportunities with commercial customers (e.g. Federal and State government organisations or Hotels) and include pass through of the PSF in renewed or extended agreements.
- identify agreement renewal opportunities with franchisees and include pass through of the PSF in renewed or extended agreements.

## Communications actions

We encourage the following communications actions to be added to your Action Plan and recommend they are completed within the first month of joining the Bedding Stewardship Scheme.

- Review the ABSC marketing collateral and training materials and determine how you will communicate the scheme to your team, customers, suppliers etc.
- Update your website with the ABSC logo, Participant badge and consumer statement.
- Provide the ABSC with a list of your key organisation contacts e.g. marketing, finance, bedding category manager etc.
- Provide the ABSC with a contact list for your retail stores (franchise participants)
- Provide your mattress recycler details to the ABSC and if they have not applied for ABSC Approval, encourage that they do.

## Who is accountable for completing the actions?

You will need to outline in the Action Plan who in your organisation will lead the Action Plan process and who is responsible for completing each action.

The ABSC is not accountable for completing Participant actions.

## Who will see the Action Plan?

The ABSC will review your Action Plan when draft and final versions are submitted and again at the end of the Action Plan period. Action Plans will not be shared with other Participants.

## What are the key delivery dates for the Action Plan?

Task	Due date
Participant to submit Action Plan to <a href="mailto:membership@beddingstewardship.org.au">membership@beddingstewardship.org.au</a>	When submitting Participation Application form and Code of Conduct
ABSC to review Action Plan, discuss changes with your organisation and approve	Within 2 weeks of approving participation in the Scheme.
2023 Action Plan period	Monday 2 April 2023 – Friday 29 September 2023
Action Plan period completed and progress updates submitted to <a href="mailto:membership@beddingstewardship.org.au">membership@beddingstewardship.org.au</a>	5pm, Thursday 19 October 2023
ABSC to review completed Action Plans and meet to discuss your progress with your organisation lead.	November 2023
ABSC to establish 2024 Action Plan focus area based on 2023 progress and discussion with Participants.	December 2023
ABSC to report to ACCC and Federal Government on progress to increase participation in the Scheme.	December 2023

## More information

If you have any questions regarding the Action Plan, please contact us at [membership@beddingstewardship.org.au](mailto:membership@beddingstewardship.org.au) or call 02 8076 9325.

## PARTICIPANT ACTION PLAN TEMPLATE

Fill in the template below to complete your Participant Action Plan. Use the guide provided on pages 1 and 2 and contact [membership@beddingstewardship.org.au](mailto:membership@beddingstewardship.org.au) or call 02 8076 9325 if you have any questions or would like a word version of the template.

### Participant details

<b>Business Name</b>			
<b>Person responsible for Action Plan</b>	<b>Name</b>	<b>Email</b>	<b>Mobile number</b>
<b>Authorised representative</b>	<b>Name</b>	<b>Position</b>	<b>Date</b>
			<b>Signature</b>

### Participant Action Plan

Action	Target	Timing	Responsible organisation and person	Progress update
<i>Example: Encourage more franchisees to participate in the Bedding Stewardship Scheme.</i>	<i>Set-up meetings with at least 10 of the current 30 franchisees.</i>	<i>Set-up and complete the meetings by July 2023.</i>	<i>Jonathan Saunders, Operations Manager, Beds Head Office.</i>	<i>As of July 2023, the meetings are complete and the following 10 franchisees have committed to participating in the scheme:</i> <ul style="list-style-type: none"> <li><i>List franchisees and contact names</i></li> </ul>


**For ABSC office use only**

**Date received**  
 (dd/mm/yyyy)

**Date approved**  
 (dd/mm/yyyy)

**Progress Update received**  
 (dd/mm/yyyy)

**2023 Action Plan completed**  
 (dd/mm/yyyy)

**Notes:**