

Committee Charter

Collective Action Group

Introduction

This APCO Committee Charter is specific to each committee and sets out, in broad terms, **what** the committee will do. It outlines the scope of actions within the remit of each committee. Specific actions undertaken by the committee will be guided by the relevant material roadmap and annual action plans.

The Terms of Reference outlines **how** APCO committees work, including structure, decision making and obligations of committee members. This document is to be read in conjunction with the Terms of Reference and other policies issued by APCO from time to time.

1 Committee purpose

The purpose of the Collective Action Group (CAG) is to enable the establishment of a thriving circular economy for packaging in Australia. The Committee will play a convening and advisory role, working across the whole packaging value chain, to identify, deliver and advocate for a system-level context that supports highest and best function and recovery for all packaging materials, by:

- facilitating an inclusive packaging supply chain dialogue,
- creating a shared understanding of sector challenges and opportunities,
- developing consensus amongst the supply chain on actions to realise APCO and broader sector objectives that work towards the realisation of packaging circularity, and
- delivering on priority actions as identified by the data and mutually agreed through the annual planning process.

2 Committee functions

The function of this committee is to:

- 2.1 Set the vision and scope for sustainability in the packaging sector over the coming 10 years.
- 2.2 Identify the big opportunities and barriers to achieving this vision.
- 2.3 Create a systems roadmap to deliver on the shared vision that responds to the findings of the 2025 National Packaging Targets (2025 Targets) Review.
- 2.4 Identify the data and standards required to drive change and evidence progress towards this vision.
- 2.5 Advocate for a Federal, State and Local policy context that encourages high quality recovery, encourages investment in innovation and simplifies consumer education and engagement.
- 2.6 Oversee the Materials Stewardship committees to develop and implement 3–5-year material roadmaps for the recovery of top five packaging materials by weight.
- 2.7 Agree an annual action plan (see Appendix 1 for Draft Action Plan 2023) to deliver or support priority projects identified in the systems roadmap.
- 2.8 Provide guidance, positioning and/or consensus on related sector topics and issues.

- 2.9 Provide review and advice on technical issues relating to the operation of the [Australasian Recycling Label](#) (ARL).

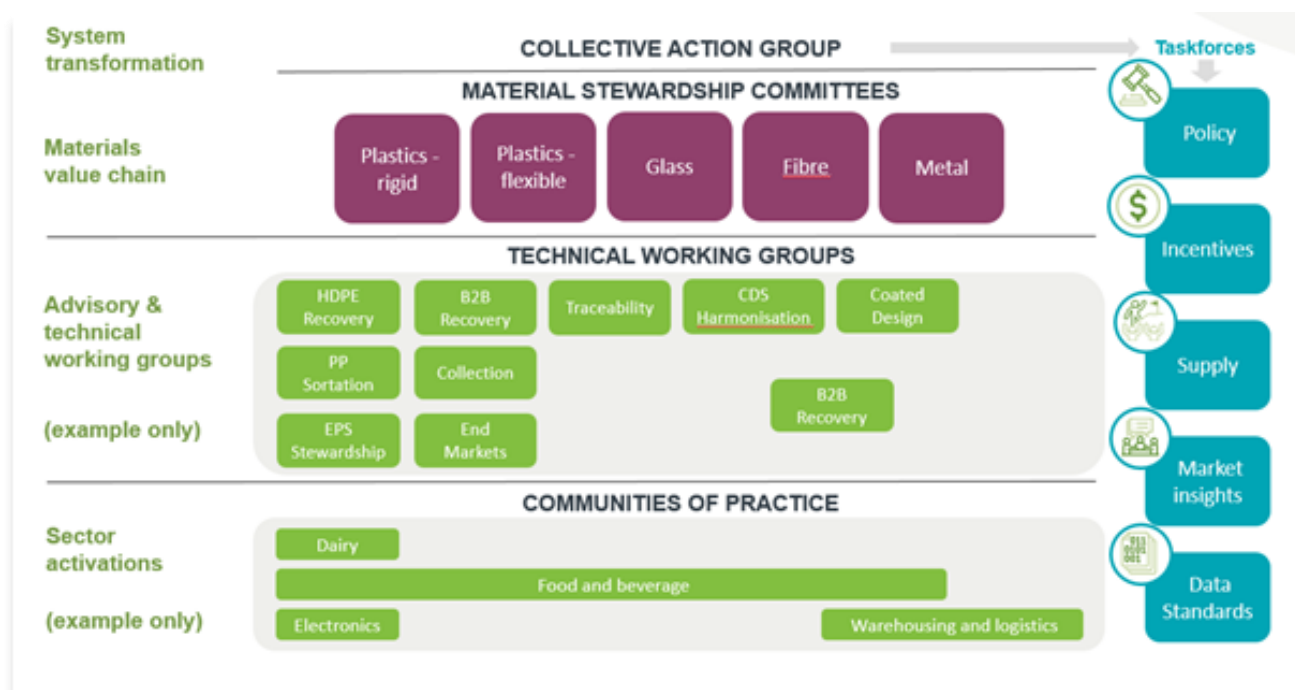


Figure 1: APCO Expert Committee Structure

3 Key Evidence Sources and Priority Planning process

- 3.1 The CAG will initially use the APCO Annual Production and Consumption Report, the 2025 Targets Review and the NEPM review to determine where system failures are preventing the establishment of effective markets for circular packaging solutions.
- 3.2 The CAG will explore scenarios and oversee development and implementation of a 3-5 year systems roadmap to remove system level barriers, realign incentives, improve market function.
- 3.3 It will work with the APCO government team, recovery sector and end markets to ensure aligned expectations and approaches.
- 3.4 The CAG will agree a 1-year action plan each year. This action plan will include actions that APCO may lead or support, and actions that it will advocate for others to take. (See Appendix 1 for Draft Action Plan 2023).
- 3.5 The committee will meet at least twice annually to plan and review action plans and evaluate progress along the systems roadmap. It will meet on an as-required basis in between.
- 3.6 Roadmaps and action plans will prioritise and align with:
- Best possible industry achievement the 2025 Targets.
 - Delivery of a shared vision for circularity of packaging by 2030.

4 Relationship to other Committees

- 4.1 The CAG is authorised by and accountable to the APCO Management.
- 4.2 The CAG may form sub-committees and taskforces to deliver on high priority projects as identified by its systems roadmap and annual action plan.
- 4.3 The CAG will be supported by other APCO resources as required including packaging technologists, marketing and engagement experts.

5 Standing Agenda (example only)

5.1 Example agenda:

- (a) Welcome / Acknowledgement of country (5 mins)
- (b) Systems roadmap and annual plan project status updates (10 mins)
- (c) News / Industry insights / International leadership showcase (10 mins)
- (d) Priority project spotlights and deep dives x 2 (40 mins)
- (e) ARL Technical Advice and recommendations (15 mins)
- (f) Next steps / AOB / Forward agenda planning (10 mins)

5.2 Each member is encouraged to propose to the Chair any matter for inclusion on the agenda for any meeting and is free to raise at any meeting any relevant matter that is not on the agenda for that meeting, subject to time available.

5.3 Members are encouraged to come prepared and put forward the perspective of the organisations and stakeholders they represent. However, members will undertake all activities in the best interests of the sector as outlined with the Functions and Purpose of the CAG and will act accordingly in all meetings and activities associated with the CAG.

6 Appendix 1: Draft Action Plan 2023

In 2023 the CAG will:

- 6.1** Focus on developing a strategic 3-5 year systems roadmap based on a shared vision of delivering the 2025 Targets and working towards a circular economy for packaging. The systems roadmap will consider:
- Trends and changes in the regulatory and market context.
 - International best practice.
 - Progress and blockers to leading action.
 - Issues and opportunities for enabling highest and best end-markets.
 - Appropriate data and sustainability indicators to evidence progress and impact.
 - Options modelling of interventions to identify best fit in a complex system.

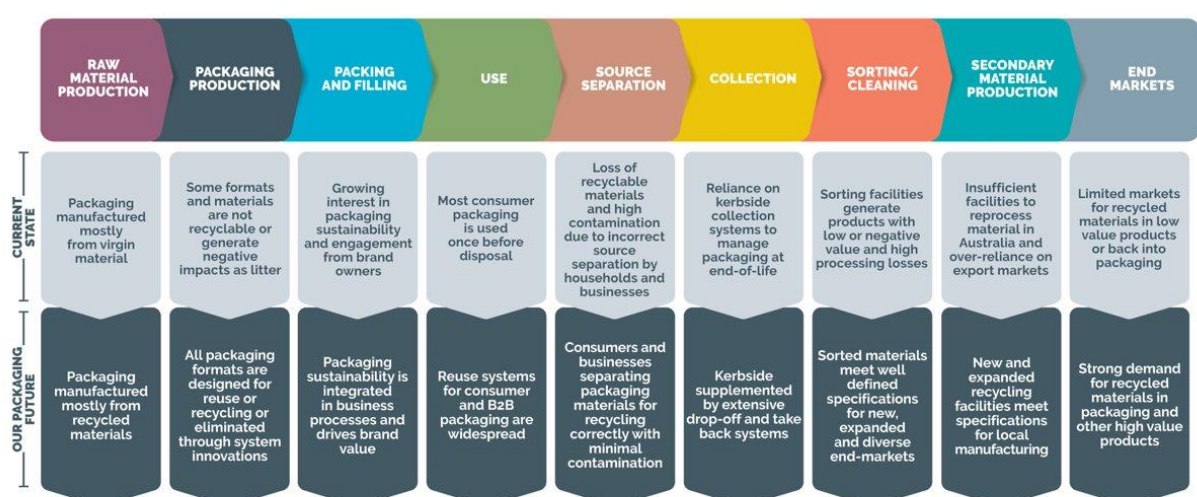


Figure 2: Transformation the packaging value change. [Our Packaging Future](#), page 10.

- 6.2** Develop and implement a 1-year action plan that might include some or all of the following, subject to committee endorsement:

System Enabler	Sample Project	Strategic Alignment
Shared Vision	Agree the vision and program logic for achieving circularity for packaging in Australia by 2030 (including scope and timelines and further work required to establish a systems roadmap).	Federal Government, Member and APCO strategy 2025 Targets Review Action 1
Data	Agree and align to common data frameworks and nomenclature to enable easier exchange and aggregation of data and comparable reporting.	Ellen McArthur, APCO data strategy

	Integrate with other data sources to better demonstrate progress towards packaging circularity and support environmental social governance outcomes.	Circular economy for packaging
	Support the Resource Recovery Reference Group (RRRG) data work on data standards and taxonomies.	National consistency
Policy	Develop shared advocacy position paper to support constructive government policy position leveraging insights from other markets and economic modelling.	CAG and 2025 Targets Review
	Give recommendations about infrastructure and regulatory enablers to Government Officials Group including reduction of free riders.	Fair and equitable system function
	Work to remove barriers to preferencing recycled content over virgin materials.	Accelerating circular markets
	Develop position on removal of toxins that inhibit packaging recovery and reuse.	Human health
Stewardship	Develop and implement material roadmaps of the materials stewardship committees and provide peer review, data and implementation support.	Shared vision and prioritisation framework
	Support RRRG work towards national harmonisation in collection systems.	National consistency Consumer education
Market Demand	Design and implement a market insights report exploring the economics challenges and opportunities for implementing circular pathways for materials.	Accelerating circular markets
	Identify market failures in need of additional incentives to catalyse market action under 2-3 scenarios.	Accelerating circular markets