

APCO Glass-Metal Material Stewardship Committee (MSC) Charter

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 Glass-Metal Packaging Material Stewardship Committee (MSC) is to enable the establishment of a thriving domestic circular economy for glass and metal packaging.

The Committee will play a convening and advisory role, working across the value chain, to identify and deliver legitimate and sustainable pathways to effective glass and metal packaging recycling and circularity by:

- facilitating an inclusive glass and metal packaging supply chain dialogue
- creating a shared understanding of sector challenges and opportunities
- developing consensus amongst the supply chain on actions to realize 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 Activities

The function of this committee is to:

- 2.1. Develop and implement a 3-5-year material roadmap for glass and metal packaging
- 2.2. Agree on an annual action plan (see Appendix 1: Action Plan Generation) to deliver or support priority projects identified in the material roadmap
- 2.3. Reflect identified processes, practices and guidance into their own organisations
- 2.4. Provide guidance, positioning and/or consensus on related sector topics and issues
- 2.5. Provide review and advice on technical issues relating to the operation of the [Australasian Recycling Label \(ARL\)](#)
- 2.6. Undertake all activities in the best interests of the sector for the purpose of delivering timely, robust and sustainable pathways to glass and metal packaging recycling and circularity.

3. Key Evidence Sources and Priority Planning Process

- 3.1. The MSC will initially use the Glass and Metal Packaging Material Factsheets to determine where interventions exist in the market.
- 3.2. The MSC will oversee development and implementation of a 3-5-year material roadmap, leveraging insights from APCO's annual Consumption and Recovery Report, material flow analyses, APCO Annual Reporting, the ARL Program, and other technical and best practice reference documentation.
- 3.3. The MSC will agree to 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: Action Plan Generation).
- 3.4. The MSC will meet at least twice annually to plan and review action plans and evaluate progress along the material roadmap. It will meet on an as-required basis in between.
- 3.5. Roadmaps and action plans will prioritise and align with:
 - best possible industry achievement the 2025 National Packaging Targets (2025 Targets), and
 - delivery of a shared vision for a circularity economy of glass and metal packaging by 2030.

4. Relationship to other Committees

- 4.1. The Glass-Metal MSC is authorised by and accountable to the Collective Action Group (CAG).
- 4.2. The CAG focuses on system enabling actions that will support all material streams to achieve the shared vision.
- 4.3. The MSC may form sub-committees and taskforces to deliver on high priority projects as identified by its material roadmap and annual action plan.
- 4.4. The MSC will be supported by other APCO resources as required including packaging technologists, marketing and engagement experts.

5. Standing Agenda (*subject to change*)

- a) Welcome / Acknowledgement of country (5 mins)
- b) Roadmap and annual action plan project status updates overview (10 mins)
- c) Industry insights / Member 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)

5.1. Each member of the MSC 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.

5.2. 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 sections of this document and will act accordingly in all meetings and activities associated with the MSC.

6. Members

Allison Barzen, SPC Global
Andrew Arduca, Interpack
Atichart Asavametha, Procter & Gamble
Cassie Duffy, a2 Milk Company
Christopher Gatto, Visy
David Burrows, Sims Metal
Jason Blackmore, Sims Metal
John Irwin, Irwin Packaging
Katherine Purdon-Gray, Unilever
Kitty Sandoval, Suntory Oceania
Lucia Harimanow, Unilever
Philip Fleming, Aerosol Association of Australia
Ralph Moyle, Australian Institute of Packaging
Shannon Doherty-Andall, Australian Beverages Council
Sophie Leitch, a2 Milk Company
Tim Hackett, Wine Industry Sustainable Packaging Alliance

7. Appendix 1: Action Plan Generation

The Glass-Metal MSC will:

- 7.1. Focus on developing a strategic 3-5-year material roadmap based on a shared vision of delivering the 2025 Targets and working towards a circular economy for packaging. The roadmap will consider:
 - a) Material flow analyses, modelled and actual market demand, and other data insights
 - b) Issues and opportunities for collections suited to highest and best end-markets
 - c) Emerging and developing technologies to enhance glass and metal packaging design
 - d) Sophisticated options modelling of possible industry interventions to identify best fit
- 7.2. Engage with key government stakeholders to create a mutual understanding of the challenges and potential solutions using private and public intervention mechanisms.
- 7.3. Ascertain the willingness of industry and government stakeholders to participate in stewardship/extended producer responsibility.
- 7.4. Provide recommendations based on insights and best practice for establishing large scale, high-quality stewardship pathways as soon as is practical.
- 7.5. Agree and action a 1-year action plan to create a supportive operating context. This will be devised based upon:
 - a) Agreed problem statement
 - b) Interventions required
 - c) Willingness to intervene
- 7.6. Assuming that a stewardship response can be established for glass and metal packaging, it will work to communicate that to consumers and businesses to bring sufficient scale and quality of recovery that meets reprocessing capability and market demand.
- 7.7. Explore business-to-business (B2B) stewardship program options with selected state governments.
- 7.8. Work with packaging design to ensure that glass and metal packaging design and composition supports highest and best recovery options without compromising product performance or consumer safety.