



Single-Use Plastic Working Group Terms of Reference

Purpose

To provide perspectives to inform actions to reduce single-use plastics.

Scope

The McGowan Government announced actions in November 2020 to reduce single-use plastic impacts in *Western Australia's Plan for Plastics*. To ensure government actions are well-considered and do not have unintended adverse consequences, the Department of Water and Environmental Regulation (the department) will consult with the community, peak bodies and key stakeholders to identify and manage any unintended consequences of change.

The Plastic Straws Working Group was established to consider plastic straws, and in particular designing exemptions to ensure that people living with disability, health and other needs can maintain access. The group included members from the disability, health, environment and retail sectors.

Following the Western Australian Government's announcement to bring forward the timetable for phasing out specified single use plastics in June 2021, the scope of the working group was expanded to advise the department and government on the design of the phase out of all single-use plastics identified for action in *Western Australia's Plan for Plastics*.

To support action, representatives from the organisations identified below have been invited to a Single-use Plastics Working Group. The working group's role is to advise the department and government on the design of the phase out.

The Minister for Environment and the department are committed to ensuring that manufacturers, retailers and the community are supported in the phase out, and that actions are designed to be effective and practical.

Working group members will provide independent advice as representatives of their organisation or sector and engage with their members and constituents to capture concerns and issues. Members are committed to contributing their insights and expertise to enable delivery of proposed actions to reduce single-use plastics, recognising the benefits of achieving outcomes through a shared and collaborative approach based on their own knowledge and experience.

The role of the Single-use Plastic Working Group role is to:

- Provide advice and insight into the needs of sectors represented.
- Act as a conduit for the exchange of reliable information between the represented sectors and the Chair on issues of concern.
- Provide guidance on the development of exemptions for regulatory actions proposed to phase-out single-use plastics.
- Identify unintended consequences to implementing reductions on single-use plastic items.
- Provide feedback on the effectiveness of measures and considerations for adaptation if measures are insufficient.
- Share experiences and information with members and sector contacts where appropriate.
- Provide in-principle support and work cooperatively to support government initiatives to reduce the use of single-use plastics.

- Inform development and rollout of non-regulatory action, complementing any planned phase-out through education and technical assistance.
- Review the development of communications and stakeholder engagement materials to raise awareness of actions to phase-out single-use plastics.

Membership

Sectors:

- Disability
- Health
- Aged care
- Aboriginal health
- Hospitality and food services
- Catering
- Pharmacy
- Retail
- State Government
- Environment
- Packaging

Administration

The Single-use Plastic Working Group will be chaired by the Director General of the department, or a nominated proxy. The department will facilitate the administration of the working group meetings including preparation and circulation of agenda papers, recording of minutes, and providing related materials from actions addressing single-use plastics.

Members may contribute agenda items and facilitate relevant presentations for consideration by the group.

The quorum for a meeting to proceed is when greater than half of the members of the working group can attend. The quorum must always include at least one representative of the disability, health and aged-care sectors, and at least one representative of the hospitality and food services, pharmacy or retail sector and at least one representative of the environment sector.

Members will not receive remuneration for their participation on the Single-use Plastic Working Group.

The Single-use Plastic Working Group will remain active until actions to reduce the use of single-use plastics are implemented. The working group is expected to meet every two months during the implementation process. Out of session consideration may also be required where deadlines are to be met. The term of the Single-use Plastic Working Group is anticipated to be two years but may be reduced or extended as necessary.

Roles and responsibilities

The department will:

- co-ordinate and organise the meetings
- distribute meeting agendas and supporting documents at least one week prior to meetings
- provide and assist with teleconferencing where needed
- record and distribute records of meetings
- develop a communication and awareness strategy with input from the working group
- provide advice to working group members concerning the confidentiality and distribution of papers and information
- co-ordinate any out-of-session business and associated records
- share knowledge with interstate jurisdictions to assist plastic reduction goals in other states/territories and nationally
- maintain records of all group matters.

Working group members will:

- attend bimonthly meetings of the Single-use Plastic Working Group
- organise a suitable proxy if unable to attend
- provide advice that represents members' views
- contribute information and data
- maintain confidentiality in relation to information or papers (where required)
- declare conflict(s) of interest
- provide feedback on the communication and engagement strategy
- agree to the terms of a code of conduct.

Confidentiality

Matters to be kept confidential to the working group will be identified at each meeting.

Communications

Members may not make public comment on matters discussed by the group, or on behalf of the group, to the media, outside organisations, or close contacts unless approved by the Chair. Working group members commit to using agreed messaging on single-use plastics.

Review cycle

Terms of Reference are to be reviewed once key milestones for policy actions are achieved through sign off by the Director General of the department, or as determined via agreement by members where any changes occur.

Attachment A – List of members

Organisation	Member
Department of Water and Environmental Regulation	Michelle Andrews Director General – Chair
Australian Hotels Association WA	Bradley Woods Chief Executive Officer
Australian Medical Association (WA) Inc	Dr Tony Ryan Physician
Australian Packaging Covenant Organisation	Peter Brisbane Government Partnership Manager
Australian Retailers Association	Jason Robertson Director Sustainability
Brightwater	Janet Wagland General Manager Community
Carers Advisory Council	Esme Bowen Chair
Council on the Ageing WA	Christine Allen Chief Executive Officer
Department of Communities	Bronwynn Comerford Sector Support Manager
Department of Health	Neil Keen Director
Developmental Disability WA	Leticia Grant Senior Advocate
Master Grocers Association	Jos de Bruin Chief Executive Officer
National Disability Services	Julie Waylen State Manager – Western Australia
National Retail Association	David Stout Director, Policy
Pharmacy Guild of Australia	Melissa Benson Business Support Pharmacist
Plastic Free Foundation	Rebecca Prince-Ruiz Executive Director
People with Disabilities (WA) Inc	Brendan Cullinan Executive Director
Restaurant and Catering Industry Association	Tom Green Manager – Policy and Government
South West Aboriginal Medical Service	Lesley Nelson Chief Executive Officer
WA Local Government Association	Rebecca Brown Manager, Waste and Recycling
WWF Australia	Katinka Day No Plastics in Nature Policy Manager