ABRI
ANNIUAL GENERAL MEETING
24TH March, 2020

1

ABRI
Welcome and attendance

2

Attendance

3

Agenda

Time	Agenda item	Presenter / Lead
11:30	**Welcome and attendance**	Ben
11:35	**Review of Competition & Consumer Act Compliance**	Ben
11:40	**Approval of minutes of the previous meeting**	Libby
11:45	**ADG 7.7 Update and Associated Projects**	Debra Kirk, National Transport Commission
12:45	**Update on World Circular Economy Forum**	Michael Eales
1:15	**Appointment of Executive Committee and Office Bearers**	All
1:30	**Correspondence**	All
1:40	**Treasurer's report**	Libby
2:00	**Presidents report**	Daryl
2:10	**Policy review**	Ben
2:40	**CEO report**	Libby
3:10	**Other business**	Libby
3:20	**Review of proposed 2020 calendar**	All
3:25	**Meeting evaluation**	All
3:30	**Close**	All

4

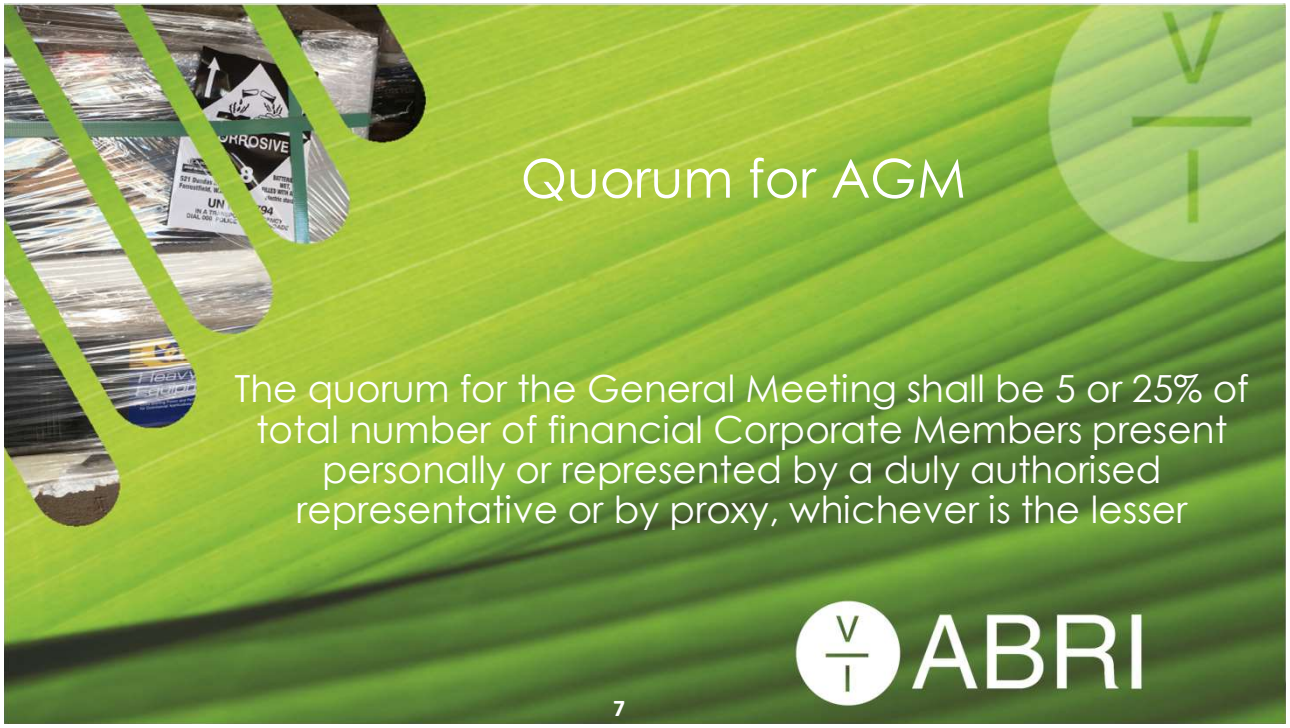
5

Competition & Consumer Act 2010 (The Act) Compliance Statement

- The Act prohibits anti-competitive and restrictive trade practices.
- ABRI is committed to compliance with the Act and seeks to minimise the risk of a breach of the Act arising from its meetings and activities, particularly where members competing in the same market are involved.

- **Representatives of ABRI, directors, members and guests taking part in ABRI meetings must take care not to conduct business involving:**
  - **Sharing of information in relation to prices / mechanisms for setting of prices**
  - **Agreements not to deal with a particular business or class of business**
  - **Collective negotiations that have an anti-competitive effect**
  - **Attempts to influence competitors or supplier or customer behaviour in an anti-competitive behaviour.**

6



7

Meeting logistics

Meeting is being recorded for the purposes of notetaking and will be deleted once notes are approved

8

back
BATTERback
back
ADG 7.7 Update &
Associated Projects
Debra Kirk, National Transport
Commission
ABRI

9

Update on World Circular
Economy Forum
Michael Eales
ABRI

10

Appointment of Executive Committee Members and Office Bearers

President

Ben Pritchard
Ramcar

Treasurer

Daryl Moyle
EcoCycle

Executive Member

Andy Jackson
Lex Enviro Services

Independent Observer

Kylie Hughes
QLD Dept of Env. & Science

Executive Member

Janet Leslie
Canon

Executive Member

Andrew McKenzie
EnviroStream

Executive Member

Will LeMessurier
MRI

Executive Member

Troy Rowe
Resource

Motion:	To appoint ABRI Executive Committee members	Motioned:	Seconded:	All in favour?

ABRI 11 AUSTRALIAN BATTERY RECYCLING INITIATIVE

11

MINUTES OF THE PREVIOUS MEETING

Motion:	To approve the minutes of the previous meeting	Motioned:	Seconded:	All in favour?

12

Minutes of the previous meeting - Actions Arising

ACTIONS	WHO	Due	Status
Next meeting to include a report of total of membership dues	Libby	March	Completed: included in Treasurers Report
Ensure Resource receives a membership invoice	Libby	ASAP	Completed
Anand to email Libby fire safety report	Anand	ASAP	Completed – on website
Ben to contact ACTEWAL to encourage membership and clarify appropriate category	Ben	ASAP	Completed, part of AGL
Talk to Rose at NWRIC regarding synergies for addressing harmonization issue	Libby	Q1	Completed
Prepare an MOU with BSC clarifying roles	Libby	Q1	Underway
Members to email Libby with information that can demonstrate the potential scale of the stockpiling issue and impact on initial collections, Definition of a stockpile, risks and hazards, and collection strategy	All	Dec	?
Review ASIC classifications to see if there is one specific for battery recycling or recycling or broader scope for management of used electronics	Libby	Q1	Reviewed ASIC website, but could not find classifications – Need more information
Engage with NWRIC, Vic WMA and ACOR	Libby	Q1/Q2	Discussions with NWRIC and meeting with ACOR.
Create a best practice guideline – high level	Libby	Q2	Pending
Write to UNSW and ask for an update	Libby	Q1	Completed
Seek sponsors for guidelines from members and broader industry	Libby	Q1	Ongoing
ABRI to prepare a submission to the House of Representatives Inquiry into Waste based on the presentation to the Minister	Libby	Jan	Completed
Request Planet Ark to provide an update on the Market Place.	Libby	Q1	Completed

ABRI 13 AUSTRALIAN BATTERY RECYCLING INITIATIVE

13

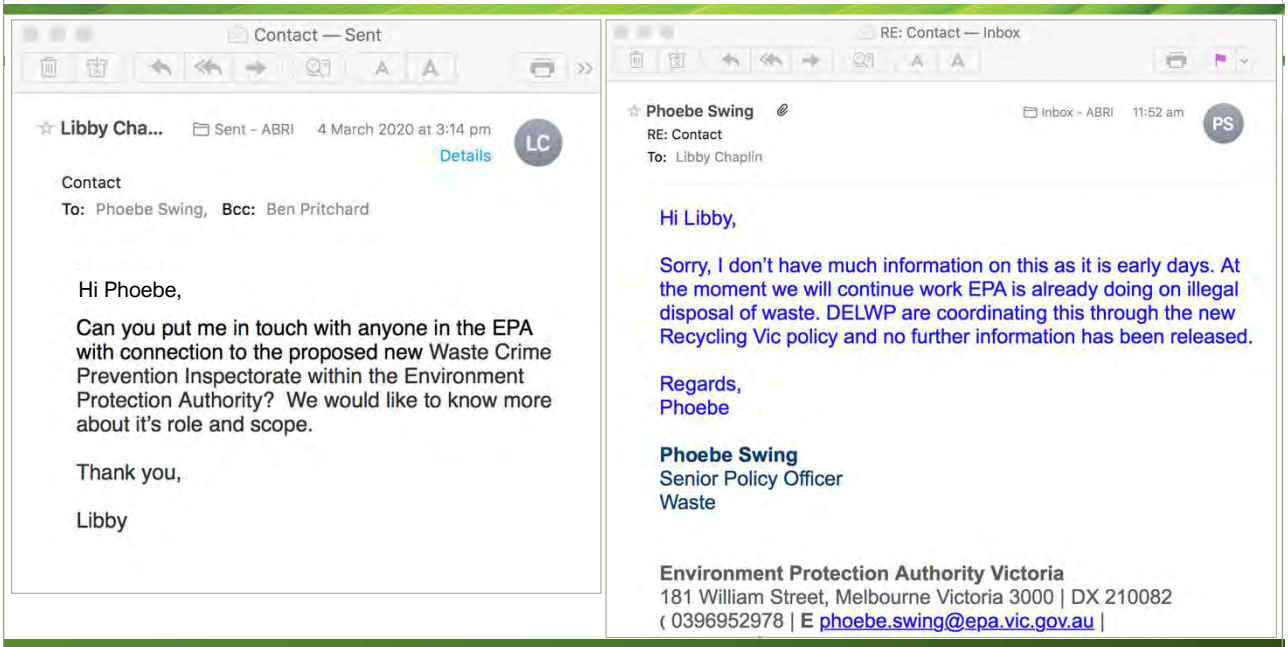
ABRI

CORRESPONDENCE

14

14

Correspondence



Contact — Sent

☆ Libby Cha... Sent - ABRI 4 March 2020 at 3:14 pm Details LC

Contact
To: Phoebe Swing, Bcc: Ben Pritchard

Hi Phoebe,

Can you put me in touch with anyone in the EPA with connection to the proposed new Waste Crime Prevention Inspectorate within the Environment Protection Authority? We would like to know more about it's role and scope.

Thank you,

Libby

RE: Contact — Inbox

☆ Phoebe Swing Inbox - ABRI 11:52 am PS
RE: Contact
To: Libby Chaplin

Hi Libby,

Sorry, I don't have much information on this as it is early days. At the moment we will continue work EPA is already doing on illegal disposal of waste. DELWP are coordinating this through the new Recycling Vic policy and no further information has been released.

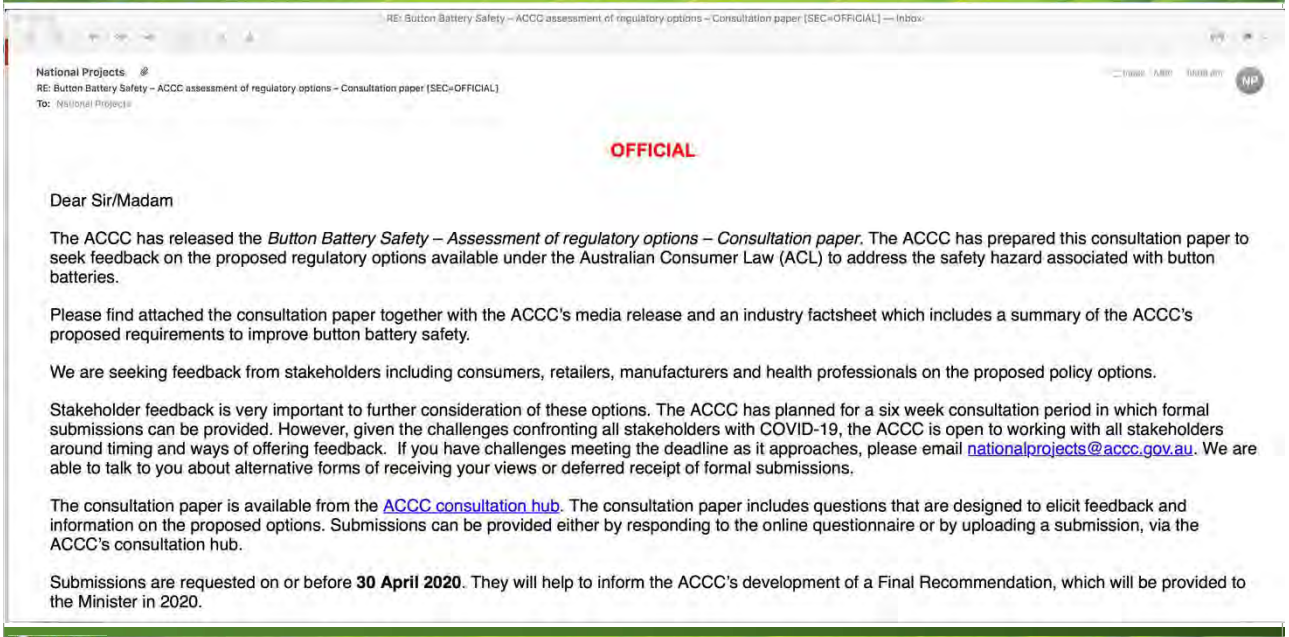
Regards,
Phoebe

Phoebe Swing
Senior Policy Officer
Waste

Environment Protection Authority Victoria
181 William Street, Melbourne Victoria 3000 | DX 210082
(0396952978 | **E** phoebe.swing@epa.vic.gov.au |

15

Correspondence



RE: Button Battery Safety – ACCC assessment of regulatory options – Consultation paper [SEC=OFFICIAL] — Inbox

National Projects
RE: Button Battery Safety – ACCC assessment of regulatory options – Consultation paper [SEC=OFFICIAL]
To: National Projects

OFFICIAL

Dear Sir/Madam

The ACCC has released the *Button Battery Safety – Assessment of regulatory options – Consultation paper*. The ACCC has prepared this consultation paper to seek feedback on the proposed regulatory options available under the Australian Consumer Law (ACL) to address the safety hazard associated with button batteries.

Please find attached the consultation paper together with the ACCC's media release and an industry factsheet which includes a summary of the ACCC's proposed requirements to improve button battery safety.

We are seeking feedback from stakeholders including consumers, retailers, manufacturers and health professionals on the proposed policy options.

Stakeholder feedback is very important to further consideration of these options. The ACCC has planned for a six week consultation period in which formal submissions can be provided. However, given the challenges confronting all stakeholders with COVID-19, the ACCC is open to working with all stakeholders around timing and ways of offering feedback. If you have challenges meeting the deadline as it approaches, please email nationalprojects@accc.gov.au. We are able to talk to you about alternative forms of receiving your views or deferred receipt of formal submissions.

The consultation paper is available from the ACCC consultation hub. The consultation paper includes questions that are designed to elicit feedback and information on the proposed options. Submissions can be provided either by responding to the online questionnaire or by uploading a submission, via the ACCC's consultation hub.

Submissions are requested on or before **30 April 2020**. They will help to inform the ACCC's development of a Final Recommendation, which will be provided to the Minister in 2020.

16

Correspondence

17

ABRI

TREASURERS REPORT

Daryl Moyle

18

Profit & Loss - 2019

1 January 2019 – 31 December 2019
Cash Basis

	31 Dec 19
Income	
Batteryback	25,274.36
Interest Income	727.65
Membership Fees	132,500.00
Sales	0.17
Total Income	**158,502.18**
Less Cost of Sales	
Commissions	1,747.73
Secretariat Services	87,083.30
Total Cost of Sales	**88,831.03**
Gross Profit	**69,671.15**
Less Operating Expenses	
ABRI Meetings	1,672.97
ABRI Website	1,246.98
Accounting/Financial Services	2,980.91
Bank Fees	111.00
BatteryBack Expense	25,274.36
BSC Consulting - AS	16,840.15
Digital Services	1,327.43
General Expenses	1,283.87
Government Meetings Expenses	1,625.18
ICBR	2,306.91
Insurance	2,863.75
Marketing & Communications	2,445.32
Reimbursed Expenses	(7,500.00)
Subscriptions	2,045.60
Travel - International	4,844.90
Travel - National	22,014.24
Total Operating Expenses	**81,383.57**
Net Profit	**(11,712.42)**

Profit & Loss

Quarterly Report **as at 17th February 2020**
Cash Basis

	Jun-19	Sep-19	Dec-19	Mar-20	YTD
	Actual	Actual	Actual	Actual	
Income					
Batteryback	18,476.36	6,798.00	0.00	0.00	0.00
Interest Income	288.31	96.83	42.83	42.43	42.43
Membership Fees	9,500.00	4,500.00	71,500.00	9,000.00	9,000.00
Sales	0.17	0.00	0.00	0.00	0.00
Total Income	**28,264.84**	**11,394.83**	**71,542.83**	**9,042.43**	**9,042.43**
Less Cost of Sales					
Commissions	0.00	0.00	772.73	0.00	0.00
Secretariat Services	31,180.00	23,749.98	15,833.32	15,833.32	15,833.32
Total Cost of Sales	**31,180.00**	**23,749.98**	**16,606.05**	**15,833.32**	**15,833.32**
Gross Profit	**(2,915.16)**	**(12,355.15)**	**54,936.78**	**(6,790.89)**	**(6,790.89)**
Less Operating Expenses					
ABRI Meetings	0.00	0.00	854.79	2,921.97	2,921.97
ABRI Website	466.98	0.00	780.00	0.00	0.00
Accounting/Financial Services	1,170.00	1,000.00	810.91	130.00	130.00
Bank Fees	24.00	24.00	39.00	8.00	8.00
BatteryBack Expense	18,476.36	6,798.00	0.00	0.00	0.00
Digital Services	247.86	0.00	664.42	216.31	216.31
General Expenses	1,115.60	0.00	168.27	0.00	0.00
Government Meetings Expenses	1,625.18	0.00	0.00	50.91	50.91
ICBR	0.00	0.00	2,306.91	0.00	0.00
Insurance	0.00	670.00	0.00	2,247.49	2,247.49
Marketing & Communications	1,840.79	261.42	83.13	164.26	164.26
Subscriptions	2,045.60	0.00	0.00	0.00	0.00
Travel - International	0.00	0.00	4,844.90	0.00	0.00
Travel - National	5,173.18	5,438.11	3,097.86	4,243.36	4,243.36
Total Operating Expenses	**32,185.55**	**14,191.53**	**13,650.19**	**9,982.30**	**9,982.30**
Net Profit	**(35,100.71)**	**(26,546.68)**	**41,286.59**	**(16,773.19)**	**(16,773.19)**

19

19

Balance Sheet - Annual

	31 Dec 2019	31 Dec 2018
Assets		
Bank		
ABRI Card Ac 3815	165.32	34.48
ABRI Savings Ac 3810	972.24	30,650.42
ABRI Transaction Ac 3813	76,835.58	41,839.52
BSC Account	0.00	5,581.57
Total Bank	**77,973.14**	**78,105.99**
Total Assets	**77,973.14**	**78,105.99**
Liabilities		
Current Liabilities		
GST	6,050.40	(5,529.39)
Rounding	(0.22)	0.00
Total Current Liabilities	**6,050.18**	**(5,529.39)**
Total Liabilities	**6,050.18**	**(5,529.39)**
Net Assets	**71,922.96**	**83,635.38**
Equity		
Current Year Earnings	(11,712.42)	25,616.12
Retained Earnings	83,635.38	58,019.26
Total Equity	**71,922.96**	**83,635.38**

20

20

List of 2020 paid up members
As at 17th February 2020
Pre-GST

Membership Fees		
21 Nov 2019	Lex Enviro Services	
28 Nov 2019	Century Yuasa Batteries Pty Ltd	
28 Nov 2019	Century Yuasa Batteries Pty Ltd (BatteryWorld)	
29 Nov 2019	TES-AMM Australia Pty Ltd	
29 Nov 2019	Dodd & Dodd	
29 Nov 2019	Club Assist Pty Ltd	
02 Dec 2019	GNB Industrial Power (Network Power Australasia)	
03 Dec 2019	CSIRO	
12 Dec 2019	Planet Ark Environmental Foundation	
13 Dec 2019	R&J Batteries	
13 Dec 2019	Australia and New Zealand Recycling Platform Limited (ANZRP)	
17 Dec 2019	Enirgi Power Storage Recycling	
17 Dec 2019	Resource	
19 Dec 2019	Samsung	
20 Dec 2019	Supercharge Batteries Pty Ltd	
20 Dec 2019	Supercharge Batteries Pty Ltd (Ramcar)	
20 Dec 2019	Supercharge Batteries Pty Ltd (Alco Batteries)	
20 Dec 2019	Australian Mobile Telecommunications Association	
24 Dec 2019	University of Technology - Institute for Sustainable Futures	
30 Dec 2019	Powercell	
31 Dec 2019	Zero Waste SA	
31 Dec 2019	AGL New Energy (ACTEWAGL)	
09 Jan 2020	Canon Australia Pty Ltd	
04 Feb 2020	Ecocycle Pty Ltd	
04 Feb 2020	Ecocycle Pty Ltd (EcoBatt)	
27 Feb 2020	Neometals Ltd	
04 Mar 2020	EnviroStream Australia Pty Ltd	
04 Mar 2020	EnviroStream Australia Pty Ltd (Lithium Australia)	
Total Membership Fees		$87,250

21

21

Aged Receivables Summary
As at 19th March 2020

Contact	< 1 Month	1 Month	Older	Total
Australia Post	-	-	6,050.00	6,050.00
City of Sydney	-	-	825.00	825.00
Department of Environment and Science	-	-	1,650.00	1,650.00
Department of Planning, Industry and Environment	-	-	1,650.00	1,650.00
Infoactiv Australia	-	-	3,300.00	3,300.00
Macintype Design Pty Ltd	-	-	825.00	825.00
MRI (Aust) Pty Ltd	-	-	5,958.78	5,958.78
Ocean Batteries Pty Ltd Trading as Seil Recycling	-	-	2,200.00	2,200.00
Solax Power Australia	-	-	2,200.00	2,200.00
Sustainability Victoria	-	-	1,650.00	1,650.00
Total	**-**	**-**	**26,308.78**	**26,308.78**

22

22

Budget Year Ending 31 Dec 2020	Budget 2019	Actual 2019	Budget 2020
	GST Ex	GST Ex	GST Ex
BatteryBack	18,900	25,274	-
Interest income	-	728	700
Membership fees	94,500	132,500	140,000
Training and education	-	-	5,000
Total cash revenue	94,500	132,500	145,000
	-		
Expenses	-		
Secretariat Services	85,500	87,083	95,000
Commissions	1,800	1,748	2,000
ABRI Meetings	-	855	
ABRI Website	1,800	1,247	2,000
Accounting Financial services	1,800	2,981	2,000
Bank fees		111	
Battery Back	18,900	25,274	
BSC Consulting		16,840	
Digital services	3,960	1,327	2,200
General expenses	450	1,116	
Government meeting expenses	-	1,625	
ICBR Registration	-	2,864	3,000
Insurance	3,150	2,864	3,500
Marketing & communications	2,700	2,445	
Printing & copying	900		
Travel Expenses	13,500	14,862	15,000
Travel - International	-	4,845	8,000
Subscriptions (Assoc Forum & Lithium eBook)	-	2,046	
Postage & delivery	900	-	1,000
Total cash expenses	**135,360**		**133,700**
Total with GST			
Total Expenses			
Revenue over Expenses			11,300

23

23

Motion:	To approve the Treasurers Report	Motioned:	Seconded:	All in favour?

ABRI AUSTRALIAN BATTERY RECYCLING INITIATIVE

24

25

Report on Activities from 2019

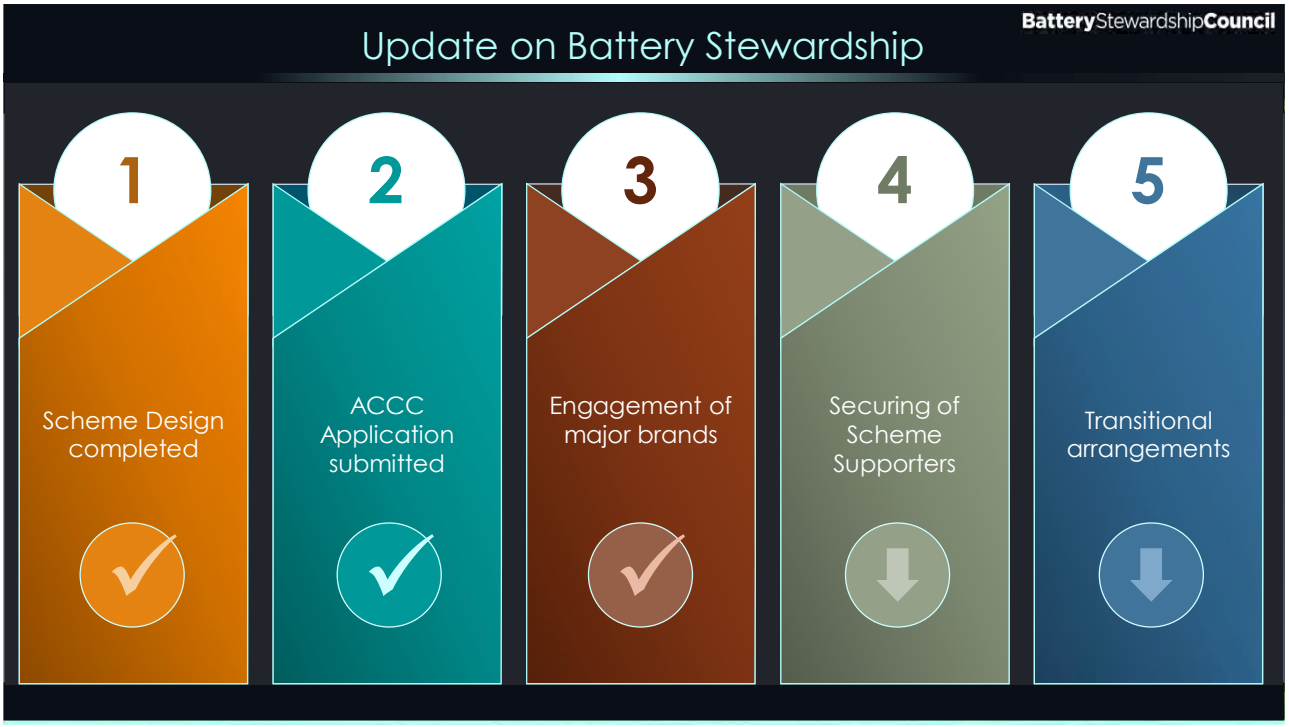
- Review of Governance
  - Reviewed the Rules
  - ExCo Training
  - ExCo Register of Interests
  - ExCo Risk Assessment
- Member survey – Insurance | Harmonisation | Enforcement
- Battery Stewardship
- Connecting with Federal Government
  - Ministers
  - Department
- Redefined our direction | Festival of Ideas
- Redefined membership categories
- Focus on financial stability
- Corona Protocol

26

Additional Brand Policy

Voting rights	×
Membership certificate	×
Separate member profile on the website	✓
Listed as service provider on the website	✓
Logo included as a corporate member on the website	✓
Receives newsletters, bulletins, and meeting invitations	✓

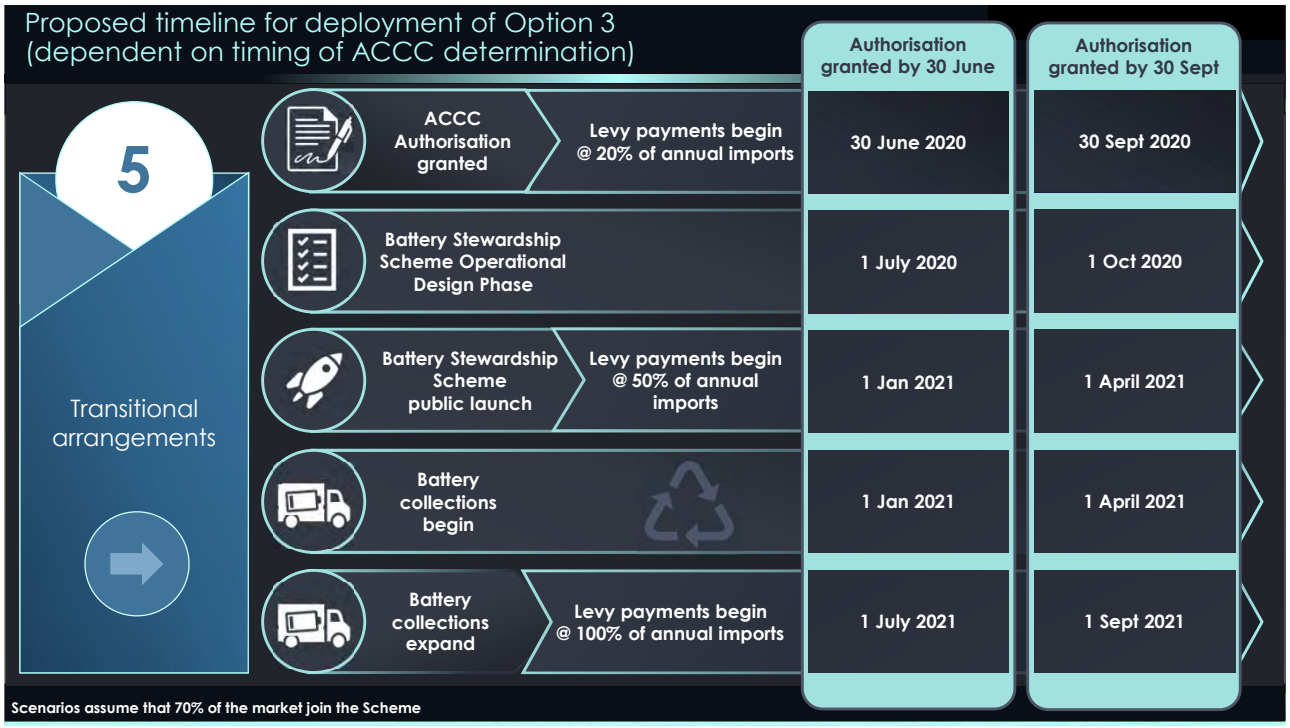
27



28

BatteryStewardshipCouncil
Initiators have written letters of support for the proposed scheme design
4
Securing of Scheme Supporters
INDUSTRY ASSOCIATIONS
Australian Battery Recycling Initiative
Australian Battery Industry Association
Australian Council of Recycling
Australian Mobile Telecommunications Association (MobileMuster)
Australian Industry Group
Clean Energy Council
Consumers Federation of Australia
Electric Vehicle Council
National Retailers Association
Outdoor Power Equipment Association
National Waste and Recycling Industry Council
Waste Contractors Industry Association (NSW)
COMPANIES
BatteryRescue
Canon
Cleanaway
Coles Group
EcoCycle
ECycle
Envirostream
Harvey Norman
Kidsafe
Lex Enviro Services
Makita
Panasonic
Ramcar
R&J Batteries
ReSource
Sell & Parker
Sonnen
Stanley Black & Decker (DeWalt, Craftsman, ...)
Tes
Tooltechnic Systems (Australia)
TradeTools
Valen
Visy
Woolworths Group
GOVERNMENT
Coomalie Community Government Council
East Arnhem Regional Council
Local Government Association Northern Territory
NSW Department of Planning Industry & Environment
Roper Gulf Regional Council
Southern Waste Solutions
WA Department of Environment
South Australian Environmental Protection Authority (EPA)
Green Industries South Australia (GISA)

29

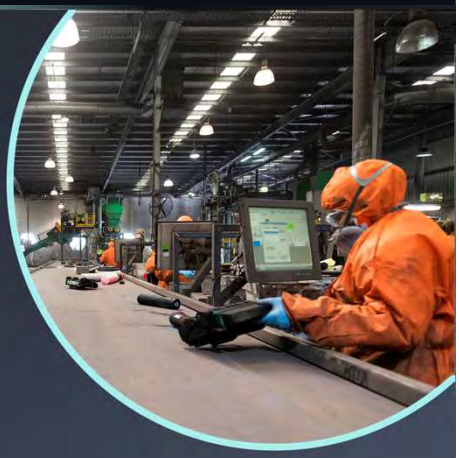

Proposed timeline for deployment of Option 3 (dependent on timing of ACCC determination)
5
Transitional arrangements
Authorisation granted by 30 June
Authorisation granted by 30 Sept
ACCC Authorisation granted
Levy payments begin @ 20% of annual imports
30 June 2020
30 Sept 2020
Battery Stewardship Scheme Operational Design Phase
1 July 2020
1 Oct 2020
Battery Stewardship Scheme public launch
Levy payments begin @ 50% of annual imports
1 Jan 2021
1 April 2021
Battery collections begin
1 Jan 2021
1 April 2021
Battery collections expand
Levy payments begin @ 100% of annual imports
1 July 2021
1 Sept 2021
Scenarios assume that 70% of the market join the Scheme

30

BSC/ABRI MOU

BatteryStewardshipCouncil

- In development
  - Complimentary goals
  - Overlapping areas of interest
  - Identify lead & resources on different topics
    - Harmonisation
    - Standards
    - Guidelines
    - Training



31

31

32

Harmonisation strategy

February / March	Continue to develop the regulatory landscape table – send a link to the document for people to update	Working group members
March 24th	Review table with members	
April	Write to the federal/state/territory departments (Worksafe / EPA / Fire and Rescue) asking for clarification of: ▪ Requirements for storage and transport of each different battery chemistry & mixed loads ▪ Requirements to store and transport batteries in the state/territory and into other jurisdictions ▪ Identify upcoming changes including efforts to harmonisation with other states including changes arising from ADG 7.7 ▪ We would like an update on requirements including: ▪ Waste codes ▪ Forms ▪ Costs	Libby
May	Complete table of requirements and challenges	Working Group
June	Prepare a white paper documenting Harmonisation 2020 Challenge	Working Group
June	Send out an invitation to a workshop with white paper attached inviting a Minister to launch	Libby
August	Facilitate a workshop to explore issues arising from white paper	Libby/WG

Please let me know if you wish to be on this working group

Policy Review: **ABRI Policy Battery Stewardship (2019)**

This policy confirms that the Australian Battery Recycling Initiative is in full support of actions to ensure that a national product stewardship scheme for batteries is established as a matter of priority.

Our commitment

We are uniquely situated to transform this problematic waste stream into a success story for this government and for Australia. Now is the time to move from discussion to action on the ground. Our commitment is to provide pro-active support for:

- **the scheme being designed by the Battery Stewardship Council,**
- ***a scheme scope that covers ALL batteries subject to market failure,***
- ***a scheme design that addresses market failures, currently considered to the high cost of collection and sorting, with the acknowledgement that market failures may change over time,***
- ***preference for a dedicated voluntary scheme for batteries to minimise the cost of the scheme***
- ***changes to the Product Stewardship Act to* require importers of problematics wastes such as batteries either join a voluntary scheme, establish their own, or pay a fee 4 times the voluntary levy amount to the government,**
- **increased employment and economic opportunities that would result from a national scheme,**
- **increase onshore processing to enhance Australia's waste management security and reduce exposure to changes in international willingness to receive waste batteries, and**
- ***ongoing research in the form of stocks and flows, and best practices for collection, transport, storage, handling, and recycling.***
- **Lead acid batteries are currently being collected at a very high rate and as such as not proposed for inclusion in a scheme.**

34

Policy Review: **ABRI Policy on Reuse (2016)**

While ABRI endorses the general principle of reuse to prolong material life and minimise waste to landfill, it is not in a position to provide commentary, advice or recommendations to individual processes and projects.

While these strategies have the potential to extend battery life and reduce waste, they need to be undertaken safely and only by qualified professionals.

Membership has determined that reuse and repurposing is not a priority for ABRI. Our current focus is to promote collection of used batteries for recycling.

Management strategies vary depending on the battery type and chemistry and ABRI is not resourced to provide such specific technical, management and/or risk reduction strategies.

Policy Review: **ABRI Policy on facility & exporting ~~used batteries~~ permits (2013)**

Companies generating or collecting used batteries for recycling must have a system in place to ensure that the receiving facility (in Australia or overseas) is:

- **fully compliant with all local environmental and workplace health and safety laws**
- **meets the requirements of relevant best practice standards such as ISO 14001 (environmental management), ISO 18001 (occupational health and safety), ISO 9000 (quality), AS/NZS 5377 (e-waste management) and equivalent standards in other jurisdictions.**

ABRI will not take a position to oppose or support individual applications to export used batteries for recycling. Our role is to:

- **provide background information, if requested, to ~~the Australian~~ Government agencies to support their evaluation of permit applications**
- **ensure, as far as possible, that ABRI members are informed about permit applications as they arise so that they can make a submission if they choose to do so**
- **make submissions to the Australian Government on broader industry issues relating to the design and operation of ~~the Hazardous Waste Act~~ government regulation**

Suggested change: Expand this policy focus on both Facility and Export permits

37

Influence effective & harmonised government policy

ACTION (new actions in bold)	Q1	Q2	Q3	Q4	RESOURCES	COMMENTS
Meetings with Ministers Ley & Evans to present key issues and request participation in the permit review process	●				Secretariat/ExCo	Completed
Promote harmonisation of single point waste tracking system	●				Secretariat/ExCo	Ongoing
Response to reporting of illegal exports – how can we help?	●				Secretariat/ExCo	Ongoing
Prepare members only webpage on state legislative requirements		●	●		Secretariat	See website
Presentation to local government regional groups (Melbourne, start) Battery recycling, Stewardship, safety, & join)	●	●			Daryl and Secretariat	Waste 2020 cancelled
Facilitate roundtable for battery policy initiatives with all state EPAs and Work Safe invited			●		Secretariat & sponsors	
Collaborate with ABIA to influence new and ULAB policy	●	●	●	●	Secretariat	Ongoing
Contribute to update of Australian interpretation of international model transport regulations	●				**Secretariat**	**Completed**
Prepare summary of regulations	●				**Secretariat & WG**	**Well underway**
Write to state departments and fire service re compliance requirements in each state/territory	●				**Secretariat & WG**	**Underway**
Facilitate forum on Harmonisation with state/territory agencies			●		**Secretariat & WG**	**Underway**

38

Facilitate national stewardship & circular economy

ACTION (new actions in bold)	Q1	Q2	Q3	Q4	RESOURCES	COMMENTS
Invite BSC to present final scheme elements and decide whether to be an initiator	●				Secretariat	Complete
Represent ABRI on BSC Board	●	●	●	●	Secretariat	Ongoing
Continue to participate in circular economy activities	●	●	●	●	Secretariat	Ongoing
Participate in the review of the PSA & NTRCS and encourage regulation if BSS is not successful	●	●	●	●	Secretariat	As needed
Participate in NSW Circular Economy Network	●	●	●	●	Secretariat	Pending
Prepare MOU with BSC		●			**Secretariat**	**Underway**
Prepare a submission to the House of Representatives Inquiry into waste and recycling industry	●				**Secretariat**	**Complete – on website**

Foster best practice in Australia & internationally

ACTION (new actions in bold)	Q1	Q2	Q3	Q4	RESOURCES	COMMENTS
▪ Continue to contribute to the development of AS 5377	●	●	●	●	Secretariat	Ongoing
▪ Invite Benchmark (EU) to partner in a market update webinar	●				Webinar fees	Pending
▪ Partner with CEC to conduct an ESS Forum		●			Secretariat	Pending
▪ Attend ICBR 2020 (if budget approved)			●		Secretariat	Pending
▪ **Participate in ICBR Steering Committee activities**	●				**Secretariat**	**Ongoing**
▪ Email to associations letting them know about our website button to report fires	●				Secretariat	Pending
▪ Seek funding for update guidelines / training / webinars	●				All	Seeking but not finding
▪ **Work with National Transport Commission on ADG requirements and guideline**	●	●	●		**Secretariat**	**Underway**
▪ Update mixed battery, button cell battery guidelines & others as time allows if funding is not obtained	●	●	●	●	Secretariat with member input	Ongoing
▪ Arrange insurance presentation at GM - include a broker and an insurer and allow time for members to express their barriers	●				Secretariat	Completed
▪ Seek funding to develop checklist for safe and responsible facility management/ environmental compliance		●	●		Secretariat	Seeking but not finding
▪ Seek funding for development of advice on storage transport and licensing requirements for different chemistries		●			Secretariat	Seeking but not finding
▪ **Work with NSW Fire and Rescue on Test Burn**		●			**Secretariat**	**Cancelled for now**

Expand ABRI's membership & revenue base

ACTION (new actions in bold)	Q1	Q2	Q3	Q4	RESOURCES	COMMENTS
Include membership categories and value proposition in brochure and website	●				Secretariat	Completed
Update membership fees for 2020 invoicing in 2019	●				Secretariat	Completed
Develop a 1 pager starter kit for sectors. Start with PR, risk, line of site and key messages and then some simple tools on what each division can be doing.	●	●	●	●	Secretariat	Pending
Publish regular member bulletins on key issues	●	●	●	●	Secretariat	Ongoing
Develop ABRI services page				●	Secretariat	
Provide paid events with member discounts		●	●	●	Secretariat	To follow guidance
Include a requirement for Executive members to bring in one new member each meeting.		●	●	●	ExCo	Ongoing
Appoint a VP of membership at AGM		●			ExCo	Pending
Identify revenue generating ideas	●				ExCo	**Sponsorship** of guidelines & events (ABRI meetings/golf day) **Webinar:** Guidelines **Informative events** (Lithium fire safety symposium, ULAB licensing, Plant tours, Market Analysis)

ABRI 41 AUSTRALIAN BATTERY RECYCLING INITIATIVE

41

Promote battery stewardship solutions

ACTION (new actions in bold)	Q1	Q2	Q3	Q4	RESOURCES	COMMENTS
What does it cost to have person managing our social media strategy e.g. True Local and for animated video.	●				?	500 per month plus $15/m for Buffer subscription
If funding allows, create a story of batteries animated video for social media		●				Story board complete, quote in hand
Develop an EV Accident Safety Webinar (Australian Metal Recycling Industry Association)			●			
Seek funding to develop education materials		●	●			Seeking but not finding
Facilitate an ABRI workshop mid next year to focus on Risk Presentation from EPAs on mitigating risk around fires			●		Event fees	
Facilitate an ABRI Fire Safety webinar targeting local government and fire departments		●			Event fees	
Maintain the website	●	●	●	●	Secretariat	Updates ongoing
Submit an abstract for Waste Conference 2020 in Coffs Harbour	●				Secretariat	Completed
Prepare monthly newsletter	●	●	●	●	Secretariat	On track
Prepare battery economy info graphics similar to Call2Recycle			●		Secretariat	
Seek funding to create a battery stewardship animated video to tell the story of batteries				●	TBD	
Facilitate circular economy panel discussion at AWRE 2020			●		Secretariat	
What does it cost to have person managing our social media strategy e.g. True Local and for animated video.	●				**Secretariat**	**500 per month plus $15/m for Buffer subscription**
Updated the website – government resources	●				**Secretariat**	**Well underway**

ABRI 42 AUSTRALIAN BATTERY RECYCLING INITIATIVE

42

Effective secretariat governance & operations

ACTION (new actions in bold)	Q1	Q2	Q3	Q4	RESOURCES	COMMENTS
Facilitate ExCo Meetings	●				Secretariat	Ongoing
Facilitate ExCo nominations	●				Secretariat	Completed
Facilitate AGM	●				Secretariat	Completed
Facilitate other ABRI meetings	●	●	●	●	Secretariat	Ongoing
Follow up on invoicing	●	●			Secretariat	Ongoing
Issuing member certificates	●				Secretariat	Completed
Update members register and website logins	●				Secretariat	Completed
Fixed the website so only primary member contacts can change the corporate profile	●				Secretariat	Completed
Apply to become a registered Australian body		●			Treasurer	Underway

43

ABRI

Other Business

44

Calendar review and next meeting

Meeting	Date (Tues)	Time	Location	Venue	Sponsor(s)
Annual General Meeting	Mar 24th	11:30 – 2:30	Melbourne	CSIRO	CSIRO
Exco	May 19th	11:30 – 2:30	Online		
General Meeting	Jul 7th	11:30 – 2:30	Online		
Exco	Sep 8th	11:30 – 2:30	Sydney	Ramcar, Smithfield	Ramcar
General Meeting	Oct 29th	11:30 – 2:30	Sydney		
Exco	Nov 12th	11:30 – 2:30	Melbourne		
Festival of Ideas, General Meeting & Christmas drinks	Dec 1st	9:30am – 6:30pm	Sydney	Breakfast Creek or?	
Exco	Dec 17th	11:30 -2:30	Webmeeting		

45