

Australian Packaging Covenant Action Plan Schedule

KPI	Action	Timeline	Completion by	Responsibility	Target/Goal	Baseline Data	
1	1: Optimise packaging to achieve resource efficiency and reduce environmental impact	Outer carton: develop criteria for most sustainable & suitable ctn and add to SAC	Oct-13	Oct-13	Purchasing	Criteria developed for outer carton	
1	1: Optimise packaging to achieve resource efficiency and reduce environmental impact	Inner sleeve: develop criteria for most sustainable & suitable ctn and add to SAC	Oct-13	Oct-13	Purchasing & Marketing	Criteria developed for inner sleeve	
1	1: Optimise packaging to achieve resource efficiency and reduce environmental impact	Develop Supplier Assessment Chart	Dec-13	Dec-13	Purchasing	Supplier assessment chart developed	No packaging assessed to date
3	3: Maintain and where relevant improve our onsite recovery systems for re-use of recycling of use of consumables	Conduct internal Waste Audit	WA December 2013 / NSW March 2014 / QLD March 2014	Dec-13	Office Manager / Purchasing manager	Waste audit completed. Ensure that data is captured showing the internal recycling and reduction in internal use of materials	No data
7	7: Demonstration of other product stewardship outcomes	Educate staff of the APC through existing training programs	From Dec 2013	Dec-13	MD / Warehouse manager / Office manager	Staff education and involvement through presentation and behaviour change program.	
1	1: Optimise packaging to achieve resource efficiency and reduce environmental impact	Review existing products based on criteria developed	50% June 2014	Jun-14	Purchasing & Marketing	Existing packing reviewed. Results used to drive future purchasing decisions	
4	4: Buying recycled consumables	Review existing use of consumables.	Jun-14	Jun-14	Office Manager/ Warehouse Manager	Existing product purchases reviewed and opportunities to increased recycled content purchased identified.	Current volume of waste
6	6: Formal processes to improve packaging design & increase the recycling of used packaging	Assess FPA's waste management system to demonstrate best practice in our market as an example to our customers	Assessment by June 2014 / Communicated to suppliers by June 2015	Jun-14	Office manager, Warehouse manager, Marketing	Implement the most economical and sustainably viable waste management system across FPA's warehouses and offices. Share with our customers via a formal process.	Currently volume of waste in each warehouse
6	6: Formal processes to improve packaging design & increase the recycling of used packaging	Review complete supply chain of our major suppliers with an aim to identify opportunities for better management	50% by June 2014 / 100% by June 2015	Jun-14	Purchasing	Manufacturer supply chain reviewed and engagement plan developed	
7	7: Demonstration of other product stewardship outcomes	Identify and implement opportunities to reduce the carbon footprint of FPA	Audit complete by June 2014 / Implementation by June 2015	Jun-14	MD / Warehouse manager / Office manager	Audit and review utilities, transport and services with an aim to reduce carbon footprint by 5%	
7	7: Demonstration of other product stewardship outcomes	Product: assess most sustainable materials & minimal materials in product design	50% by June 2014 / 100% by June 2015	Jun-14	Purchasing & Marketing	Products assessed & opportunities identified	
4	4: Buying recycled consumables	Develop policy that drives the procurement of recycled content products and packaging in areas deemed appropriate following review above.	Sep-14	Sep-14	Office Manager / Warehouse manager	Policy in place, with an aim to convert 10% of different items purchased to recycled products.	Invoices of consumables
1	1: Optimise packaging to achieve resource efficiency and reduce environmental impact	Integrate criteria above into procurement process ensuring environmental impacts are considered for new packaging	50% June 2015	Jun-15	Purchasing & Marketing	Criteria integrated and new packaging assessed at the point of development and/or procurement	
3	3: Maintain and where relevant improve our onsite recovery systems for re-use of recycling of use of consumables	Identify and implement strategies and systems to ensure re-use or recycling of used consumables	Jun-15	Jun-15	Warehouse manager / Office manager	Strategies developed with an aim to improve waste reduction by 10% volume and recycling at least 50% of waste.	
4	4: Buying recycled consumables	Review 100% of new products purchased	Jun-15	Jun-15	Office Manager/ Warehouse Manager	New purchases reviewed against policy above.	
8	8: Reduction in the number of packaging items in litter	Education of correct and most sustainable product disposal to customers and end users via labelling and website	Process embedded by Dec 2015 / Reported on Annually	Dec-15	Marketing	Disposal artwork consideration embedded in packaging design process and reported against annually.	