



## **AUSTRALIAN PACKAGING COVENANT ACTION PLAN**

**1<sup>st</sup> January 2013 to 31<sup>st</sup> December 2015**

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## 1. Executive Summary

Sheldon & Hammond Pty Limited is a privately owned company, founded in 1935.

Currently the company is involved in marketing, selling and distribution of over 4000 products throughout Australia, to a variety of wholesale and retail customers, including major department stores.

Our Head Office is located at 24 Salisbury Rd, Asquith NSW 2077, with warehouses located at Mt. Kuring-gai and Asquith, and Sales Offices in all States.

We employ 120 people throughout Australia.

Sheldon & Hammond market and sell a range of giftware, homeware and outdoor products.

By definition of the Australian Packaging Covenant, we are classified as Brand Owners within the supply chain.

We import 25 brands of products, imported from many countries worldwide.

Sheldon & Hammond are actual brand owners of Avanti products. Other brands are as follows:

Scanpan, Cuisinart, Global, Chasseur, Now Designs, Glasslock, Brabantia, Prepara, Pro-Balance, Celestron, Tamahagane, Miik, Miikimoo, Fiesta, Olde Thompson, Maglite, Zippo, Barska, Microban, Victorinox, Mundial, Avanti Stockholm, Serroni, Wilkie Brothers.

We do not manufacture any of the products we sell.

Import consignments are received into our warehouses, then picked for orders and distributed throughout Australia.

Currently we do not have an in-depth understanding of packaging used throughout our range. All products come to us in corrugated fibreboard shippers, with a variety of internal packings, including single faced corrugated material, plastic bags and bubble wrap.

As we gain a better understanding of the packaging used throughout our business, we will update our Action Plans.

With such a diverse product range, sourced globally, we are a small customer to our suppliers and we have limited influence to drive change, with most of our suppliers.

Sheldon & Hammond aims to continually improve our environmental performance, through design improvement strategies, use of recycled materials where possible, improving on-site recovery of discarded packaging, office waste paper, and promotion of consumer recycling and re-use.

## 2. Covenant Contact Person

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Our Australian Packaging Covenant management team is made up of a cross-section of management, sales, marketing, warehousing and technical consultant.

These personnel are identified within our Action Plans table.

### 3. Action Plan KPI Summary Table

Covenant Performance Goals and KPIs	Actions	Responsibility	Baseline Data	Target or Performance Goal	Timeline / Milestones (MM/YY)
<b>Goal 1. Design – optimise packaging to achieve resource efficiency and reduce environmental impact without compromising quality and safety</b> (Target: 70% of Covenant signatories with documented policies and procedures for evaluating and procuring packaging using the SPG or equivalent Target: 70% of Covenant signatories assessing 100% of new packaging and 50% of existing packaging against the guidelines)					
KPI 1 Proportion of signatories in the supply chain implementing the SPG for design or procurement of packaging	Ensure packaging that we design complies with SPG guidelines where possible, as well as our requirements, for reduction of environmental impact.	John Whitmore relevant Brand Managers	No data available	Monitor process with suppliers	12/13
	Development of policies and procedures defining procurement processes for packaging materials	Ron Mines (consultant) Ken Angus John Whitmore	Procedure implemented	System change to collect information from overseas suppliers, requires revision to procedures, then training and implementation	12/13
	Review existing packaging, then from data collected, review the types and designs of packaging used.	John Whitmore Ron Mines	Review targets for 2012 met	Review 100% of existing packaging that is within our control.  Review 10% of existing packaging that is not controlled by us	100% by 12/13  10% by 12/13
<b>Goal 2. Recycling – the efficient collection and recycling of packaging</b>					
KPI 3 Proportion of signatories with on-site recovery systems for recycling used packaging	A system is in place to recover used corrugated board and other paper, for recycling. Systems are to be developed for recovery of other forms of packaging waste, for recycling if possible	Ken Angus	129m3 plastic waste now recycled Apr – Nov 2012	Continue to work with waste contractors for plastics waste	70% by 12/13
	Develop plans to encourage suppliers to identify the recyclability of packaging materials supplied with the products we purchase	Bev Eslick Anne Lean Amanda Venecourt	Commenced.	Roll out of new packaging spec sign off for products we control, in 1 <sup>st</sup> quarter 2013. Continue to monitor	3/13 then 12/13
KPI 4 Proportion of signatories with a policy to buy products made from recycled packaging	Development of policies defining processes for buying packaging made from recycled materials, where possible	Ron Mines Ken Angus John Whitmore	Policy implemented	Buy recycled policy implemented. Monitor and report annually % of recycled content in packaging that we purchase	12/13

Covenant Performance Goals and KPIs	Actions	Responsibility	Baseline Data	Target or Performance Goal	Timeline / Milestones (MM/YY)
<b>Goal 3. Product Stewardship – a demonstrated commitment to product stewardship by the supply chain and other signatories</b> (Target 70% of covenant signatories are implementing formal policies and procedures in working with others to improve design, procurement and recovery of packaging)					
KPI 6 Proportion of signatories that have formal processes for working with others to improve design and recycling of packaging	Prepare plans and possible recommendations that can be provided to suppliers and supply chain, for potential future design and other environmental improvements	Ken Angus Ron Mines John Whitmore	Procedure implemented	System change to collect information from overseas suppliers, requires revision to procedures, then training and implementation	12/13
KPI 7 Proportion of signatories demonstrating other product stewardship outcomes	Investigate opportunities for other product stewardship actions, to support the Covenant's objectives and goals	Ken Angus Ron Mines John Whitmore	No success so far	Continue to investigate opportunities with suppliers and others	12/13
KPI 8 Reduction in number of packaging items in the litter	Investigate whether used packaging is likely to enter the litter stream then, if this is the case, develop processes to minimise this	Ken Angus Ron Mines Kevin Kenny	Investigations have shown that our packaging is unlikely to become litter.	Ensure on-site litter is provided for in smoking areas and lunch rooms. Promote Clean Up Australia Day within the business and encourage employees to participate.	12/14

#### **4. Executive Authority**

Sheldon & Hammond is committed to the principles of the Australian Packaging Covenant and the opportunities presented by participating as a signatory.

To achieve our aims of continual improvement, I will provide appropriate resources and authority to the employees, listed in our Actions Plans, with responsibility for aspects of our Australian Packaging Covenant project.

Ken Angus  
Managing Director