



Australian Packaging Covenant
Smarter packaging, less waste, cleaner environment

Signatory Name: Oldfields Holdings Ltd

The question numbers in this report refer to the numbers in the report template. Not all questions are displayed in this report.

Status: Complete

The content in this APC Annual Report is hereby endorsed by the Chief Executive Officer, or equivalent officer of the organisation.

☒ Yes

5. Industry sector (please select 1 only):

- ☒ Brand Owner / Wholesaler / Retailer
- ☐ Packaging Manufacturer
- ☐ Waste Management
- ☐ Other - Commercial Organisation
- ☐ Community Group
- ☐ Industry Association
- ☐ Government
- ☐ Raw Material Supplier
- ☐ Other:

6. Industry type (please select 1 only):

- ☐ Food & Beverage
- ☐ Pharmaceutical / Personal Care / Medical
- ☒ Hardware
- ☐ Homewares
- ☐ Communications / Electronics
- ☐ Clothing / Footwear / Fashion
- ☐ Chemicals / Agriculture
- ☐ Fuel
- ☐ Large Retailer
- ☐ Tobacco
- ☐ Shipping Company
- ☐ Airline
- ☐ Other:

7. Please indicate your organisation's reporting period:

- ☐ Financial Year: 1 July 2014 – 30 June 2015
- ☒ Calendar Year: 1 January 2015 – 31 December 2015

Goal 1: Design

KPI 1: % of signatories with documented policies and procedures for evaluating and procuring packaging using the SPGs or equivalent.

9. Does your company have documented policies and procedures for evaluating and procuring packaging using the SPGs or equivalent?

☒ Yes ☐ No

Provide details of policies and procedures

Australian Packaging Covenant - Oldfields Holdings Limited Packaging Policy

10. Of the types of packaging **existing at the beginning of the reporting period**, what percentage had been reviewed using the Sustainable Packaging Guidelines (SPG) by the end of the reporting period?

55 %

11. Have any new types of packaging been introduced during the reporting period?

☒ Yes ☐ No

12. If yes, of the **new types of packaging introduced during the reporting period**, what percentage have been reviewed using the Sustainable Packaging Guidelines (SPG) by the end of the reporting

100 %

13. Please indicate your progress this year towards achieving your annual targets and milestones for KPI 1

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Reviewed a further 10% of packaging SKU's (65-70% in total)	Reviewed and introduced new products into Masters Home Improvement where guidelines were adhered to.

14. Describe any constraints or opportunities that affected performance under this KPI

Goal 2: Recycling

KPI 3: % signatories applying on-site recovery systems for used packaging.

15. Do you have on-site recovery systems for recycling used packaging?

- ☒ Yes at all facilities/ sites
☐ Yes at some, but not all facilities/ sites
☐ No

16. Please indicate your progress this year towards achieving your annual targets and milestones for KPI 3

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Increase the quantity and use of recycling bins throughout all locations.	We now have recycling bins located at all sites/offices throughout Australia. This has been an increase from 83% to 100% since last year.

2.	All recycling bins are to be labelled correctly within the office/warehouses.	All recycling bins have been labelled clearly throughout the offices' to differentiate between general waste and recycling. The recycling area has been line marked outside the main warehouse to ensure packaging and general recycling is disposed of accordingly. Signs has been created and displayed where applicable to ensure staff are aware which bin is for recycling.
3.	Ensure all boxes in the warehouse are used accordingly or recycled appropriately.	When we receive our supplies from overseas, 80% of the boxes are reused to deliver stock to our customers. The remaining 20% is recycled due to the boxes being damaged or unusable.
4.	Create a process to dispose of old toner cartridges.	We have recently implemented a process through Close The Loop. Close the loop sends out bags and ties for us to store our empty toner cartridges. Once the cartridges have been accumulated we organise for them to collect and recycle.

17. Describe any constraints or opportunities that affected performance under this KPI

KPI 4: Signatories implement formal policy of buying products made from recycled packaging.

18. Does your company have a formal policy of buying products made from recycled packaging?

☒ Yes ☐ No

Provide details of policies and procedures (including names of policies/ procedures)

Australian Packaging Covenant - Oldfields Holdings Limited Packaging Policy

19. Is this policy actively used?

☒ Yes ☐ No

20. Please indicate your progress this year towards achieving your annual targets and milestones for KPI 4

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Centralised location for office supplies	We have a centralised location for our office supplies which is monitored by customer service. This contains unused/unwanted stock from other staff members along with new stock. A stock take is performed before an order is placed to ensure we do not over purchase on unwanted items. We have seen a decrease in expenditure and are not ordering as frequently.
2.	Purchase recycled paper products (where feasible)	When items need to be purchased for the office, we ensure that we look at recycled paper products if it falls under the category of purchase.

21. Describe any constraints or opportunities that affected performance under this KPI

Goal 3: Product Stewardship

KPI 6: % signatories with formal processes to work collaboratively on packaging design and / or recycling.

22. Does your company have formal processes in place for collaborating with other companies or organisations on improved packaging designs and/or recycling which aims to reduce or eliminate waste?



Yes



No

Provide details of policies and procedures (including names of policies/ procedures)

Supplier Packaging Procedure.

23. Please indicate your progress this year towards achieving your annual targets and milestones for KPI 6

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Contact our key designers and packaging suppliers (who are located overseas) to review and discuss our current packaging.	All suppliers have been made aware of our current policy on how we can reduce packaging costs and materials. Our products are reviewed case by case and for any new product that requires packaging, they will be reviewed to improve packaging sustainability.

24. Describe any constraints or opportunities that affected performance under this KPI

KPI 7: % signatories showing other Product Stewardship outcomes.

25. Please indicate your progress this year towards achieving your annual targets and milestones for KPI 7

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Implement a process for all offices to have double sided printing.	We have worked with our IT department to standardise printing options throughout all offices. All emails/documentation are now printed double sided and permanently set to print black.
2.	Encourage our supply chain partners to be part of the APC where applicable.	Communication has previously been sent to our partners to demonstrate the benefits of being part of the APC. We touch base with our partners to help reinforce the benefits when possible.
3.	Reduce the way we promote our specials to customers.	We no longer send our promotions through a letter box drop process. All promotional activity is sent to our customers via email or faxed accordingly. This has decreased our paper/envelopes usage.

26. Since the beginning of the reporting period, has your company had any other outcomes related to product stewardship?



Yes



No

If yes, please give examples of other product stewardship outcomes

27. Describe any constraints or opportunities that affected performance under this KPI

KPI 8: Reductions in packaging items in the litter stream.

28. Please indicate your progress this year towards achieving your annual targets and milestones for KPI 8

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Update our branding strategy.	We have recently updated our branding strategy. We have stated that packaging that requires to be created or re branded, will aim to have the recycling information included going forward.
2.	Create reusable packaging for brush products.	For our better quality brushes, we have designed our cardboard packaging to be reusable to assist in maintaining the shape of the bristles on the brush. Information of this is provided on the packaging.

29. Describe any constraints or opportunities that affected performance under this KPI

Your Experiences

This section lets you share with us any achievements, good news stories and areas of difficulties in making progress against your plan and the Covenant goals and KPIs.

30. Key achievements or good news stories

We have achieved a large reduction in paper waste by cutting out our letter box drop process each month for our specials to customers.
Statements and correspondence are emailed to customers where possible.

31. Areas of difficulties in making progress against your plan, Covenant goals or KPIs

No significant difficulties encountered.