



AUSTRALASIA PTY LTD



**MATTING
SOLUTIONS**

ROAD GEAR AUSTRALASIA PTY LTD

Australian Packaging Covenant Action Plan

July 2013 – June 2018



Executive Summary

Road Gear Australasia is a quality endorsed company that procures and distributes a diverse range of matting products, including automotive, industrial, safety, anti-fatigue and entrance matting, and working with our supplier base to develop products that meet the needs of our customers. We also aspire to meet the requirements of the environmental management system standard.

All employees are encouraged to recognize that they are responsible to perform their duties in a manner which assures that only quality products and services are supplied to our customers, that they are provided in a manner that can reduce our impact on the environment and also demonstrate we are committed to participating in quality, environmental and productivity improvements.

Road Gear Australasia management has worked with all areas of our organisation as well as suppliers and major customers to establish an action plan that provides a strategic outlook into how we will support and complement the principles of the Australian Packaging Covenant.

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Organisational Overview / History

Road Gear Australasia is a well-established, privately owned Australian company servicing our customers throughout Australia and New Zealand. Road Gear Australasia specialises in the procurement and sale of automotive car mats and accessories, and industrial, anti-fatigue, safety and entrance matting for commercial, industrial and domestic uses. The latter has been enhanced through the establishment of both “Safetygear” (a Division of Road Gear Australasia Pty Ltd) and more recently “Matting Solutions WA”.

Since Road Gear Australasia’s inception, it has maintained a rapid sales growth and expansion program. This sales growth will continue with the introduction of new product lines, providing parts direct from supplier to automotive companies, major retailers and independent distributors, or distributed nationally from warehouses to meet the needs and expectations of our clients and end users.

It is the responsibility of each and every team member of the company to ensure these requirements are understood, implemented and maintained.

Road Gear Australasia continues to provide products and services that meet or exceed the needs of our customers. We will relentlessly pursue continuous improvement and innovation in everything we do to create significant competitive advantage.

Road Gear Australasia uses a limited number of packaging materials which includes cardboard and plastics.

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Packaging Groups and Schedule for Packaging Reviews

Group	Products Included in this group	Assessment Scheduled
Cardboard outers	Cardboard packaging (primary and secondary) used to protect / wrap products	1 st half 2014
Cardboard Header cards	Header Cards used to identify specific product types	2 nd half 2014
Hard Plastic Hangers	Plastic hangers used to assist in product displays	1 st half 2015
Plastic product outers	Plastic used as primary packaging to cover products and support accessories	2 nd half 2015
Plastic Film	Pallet wrap / stretch film as secondary packaging for cartons when placed on pallets for deliveries	1 st half 2016



Covenant Contact Officer

Name	Milton Rothwell
Position	Managing Director
Company name	Road Gear Australasia Pty Ltd
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Web site	www.roadgear.com.au and www.safetygear.com.au



Action Plan KPI Table

Performance Goals and KPIs	Actions	Responsibility	Baseline Data	Milestone	Target	
Goal 1. Design – optimise packaging to achieve resource efficiency and reduce environmental impact without compromising product quality and safety						
KPI 1 – Proportion of signatories in the supply chain implementing the SPGs for design or procurement of packaging.	1A: To incorporate the Sustainable Packaging Guidelines into the development of all new products	Managing Director for anti-fatigue and safety matting products	Current packaging is designed to comply with government regulations and resist product damage only	All new products designed from October 2013	All new products designed with packaging that complies with the SPGs	<p>Georgia Carthey 26/6/13 4:20 PM</p> <p>Comment [1]: I have swapped the labels you used on the Target and Milestone columns, to more closely align with the way they're recommended to be used. The target is meant to identify the changes which the actions attempts to achieve, with the milestone being the date that this is achieved.</p>
		Manager OE Automotive Projects for OEM products	Current packaging is designed to comply with government regulations, customer specified requirements and resist product damage only	All new products designed from October 2013	All new products designed with packaging that complies with the SPGs	<p>Georgia Carthey 26/6/13 3:53 PM</p> <p>Comment [2]: This is a perfectly acceptable action, but you may find it most effective to incorporate the SPGs into an existing design / development process – if it is embedded in this process, its use will become automatic.</p>
		National Sales Manager for aftermarket products	Current packaging is designed to comply with government regulations and resist product damage only	All new products designed from October 2013	All new products designed with packaging that complies with the SPGs	<p>Georgia Carthey 27/6/13 10:38 AM</p> <p>Comment [3]: You don't need to isolate out actions for each person responsible, unless you feel this is valuable – as the targets to be reached by each of these managers are virtually identical, you can identify them all as responsible for each action and target. Remembering that the Action Plan will be a public document, this level of detail could be a bit over the top.</p>
	1B: To review existing cardboard packaging (primary and secondary) used to protect / wrap products against the SPGs and evaluate for compliance	Managing Director for anti-fatigue and safety matting products	Current packaging is designed to comply with government regulations and resist product damage only	30 th June 2014	All existing products meet the requirements of the SPGs	
		Manager OE Automotive Projects for OEM products	Current packaging is designed to comply with government regulations, customer specified requirements and resist product damage only	30 th June 2014	All existing products meet the requirements of the SPGs	<p>Georgia Carthey 26/6/13 4:18 PM</p> <p>Comment [4]: This list of actions is acceptable, however a more efficient way of presenting it would be to have an action to review all existing packaging (i.e. including all items in the breakdown of actions 1B-1F), and then provide the breakdown of items and the timeline in the milestones column – this should lessen the repetition of information.</p>
		National Sales Manager for aftermarket products	Current packaging is designed to comply with government regulations and resist product damage only	30 th June 2014	All existing products meet the requirements of the SPGs	



Action Plan KPI Table

Performance Goals and KPIs	Actions	Responsibility	Baseline Data	Milestone	Target
Goal 1. Design – optimise packaging to achieve resource efficiency and reduce environmental impact without compromising product quality and safety					
KPI 1 – Proportion of signatories in the supply chain implementing the SPGs for design or procurement of packaging.	1C: To review existing Header Cards used to identify specific product types against the SPGs and evaluate for compliance	Managing Director for anti-fatigue and safety matting products	Current packaging is designed to comply with government regulations and resist product damage only	31 st December 2014	All existing products meet the requirements of the SPGs
		Manager OE Automotive Projects for OEM products	Current packaging is designed to comply with government regulations, customer specified requirements and resist product damage only	31 st December 2014	All existing products meet the requirements of the SPGs
		National Sales Manager for aftermarket products	Current packaging is designed to comply with government regulations and resist product damage only	31 st December 2014	All existing products meet the requirements of the SPGs
	1D: To review plastic hangers used to assist in product displays against the SPGs and evaluate for compliance	Managing Director for anti-fatigue and safety matting products	Current packaging is designed to comply with government regulations and resist product damage only	30 th June 2015	All existing products meet the requirements of the SPGs
		Manager OE Automotive Projects for OEM products	Current packaging is designed to comply with government regulations, customer specified requirements and resist product damage only	30 th June 2015	All existing products meet the requirements of the SPGs
		National Sales Manager for aftermarket products	Current packaging is designed to comply with government regulations and resist product damage only	30 th June 2015	All existing products meet the requirements of the SPGs



Action Plan KPI Table

Performance Goals and KPIs	Actions	Responsibility	Baseline Data	Milestone	Target
Goal 1. Design – optimise packaging to achieve resource efficiency and reduce environmental impact without compromising product quality and safety					
KPI 1 – Proportion of signatories in the supply chain implementing the SPGs for design or procurement of packaging.	1E: To review plastic used as primary packaging to cover products and support accessories against the SPGs and evaluate for compliance	Managing Director for anti-fatigue and safety matting products	Current packaging is designed to comply with government regulations and resist product damage only	31 st December 2015	All existing products meet the requirements of the SPGs
		Manager OE Automotive Projects for OEM products	Current packaging is designed to comply with government regulations, customer specified requirements and resist product damage only	31 st December 2015	All existing products meet the requirements of the SPGs
		National Sales Manager for aftermarket products	Current packaging is designed to comply with government regulations and resist product damage only	31 st December 2015	All existing products meet the requirements of the SPGs
	1F: To review pallet wrap / stretch film as secondary packaging for cartons when placed on pallets for deliveries against the SPGs and evaluate for compliance	Managing Director for anti-fatigue and safety matting products	Current packaging is designed to comply with government regulations and resist product damage only	30 th June 2016	All existing products meet the requirements of the SPGs
		Manager OE Automotive Projects for OEM products	Current packaging is designed to comply with government regulations, customer specified requirements and resist product damage only	30 th June 2016	All existing products meet the requirements of the SPGs
		National Sales Manager for aftermarket products	Current packaging is designed to comply with government regulations and resist product damage only	30 th June 2016	All existing products meet the requirements of the SPGs



Action Plan KPI Table

Performance Goals and KPIs	Actions	Responsibility	Baseline Data	Milestone	Target
Goal 2. Recycling – the efficient collection and recycling of packaging					
KPI 3 – Proportion of signatories with on-site recovery systems for recycling used packaging	2A: To incorporate a recycling collection system in warehouse and office for used cardboard and paper	Warehouse Manager for warehouse	No baseline data	31 st July 2013	All on site used paper and cardboard recycled
		Office Manager for office and administration	No baseline data	31 st July 2013	All on site used paper and cardboard recycled
KPI 4 – Proportion of signatories with a policy to buy products made from recycled packaging. All Covenant signatories will have a formal, documented policy of buying recycled products or materials.	2B: Develop policy to preferentially purchase products in sustainable packaging.	Managing Director and Management System Facilitator	Policy has not yet been developed	30 th June 2014	Purchasing / procurement decisions to be influenced by the policy
	2C: Develop a policy to preferentially purchase items containing recycled material for office use wherever possible	Managing Director and Management System Facilitator	Policy not written, unknown levels of recycled content in purchasing	June 2014	Annually increasing the percentage of purchases containing recycled materials

Georgia Carthey 26/6/13 4:37 PM
Comment [5]: Is there a reason you have proposed only paper and cardboard recycling? If these are the only items you currently recycle on site, there is huge potential to introduce additional recycling streams on site, addressing materials including glass, plastic, and potentially metal.

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Action Plan KPI Table

Performance Goals and KPIs	Actions	Responsibility	Baseline Data	Milestone	Target
Goal 3. Product Stewardship – demonstrated commitment to product stewardship					
KPI 6 – Proportion of signatories that have formal processes for working with others to improve design and recycling of packaging.	3A: To <u>develop an official policy which preferentially purchases products using recyclable / sustainable packaging, and convey this to suppliers when issuing tenders</u>	Managing Director for anti-fatigue and safety matting products	No baseline data, however larger suppliers manufacture products and supply in packaging from overseas.	30 th June 2015	Annual increase in suppliers issuing items in recyclable or sustainable packaging
		Manager OE Automotive Projects for OEM products	No baseline data, however larger suppliers manufacture products and supply in packaging from overseas.	30 th June 2015	
		National Sales Manager for aftermarket products	No baseline data, however larger suppliers manufacture products and supply in packaging from overseas.	30 th June 2015	
KPI 7 – Proportion of signatories demonstrating other product stewardship outcomes.	3B: To encourage suppliers to incorporate a recycling collection system for used cardboard and paper as well as other recyclables	Managing Director for anti-fatigue and safety matting product factories	No baseline data	31 st December 2015	50% of suppliers with active recycling programs
		Manager OE Automotive Projects for OEM product factories	No baseline data	31 st December 2015	
		National Sales Manager for aftermarket product factories	No baseline data	31 st December 2015	

Georgia Carthey 27/6/13 10:42 AM
Comment [7]: I would suggest having some shorter term milestones for this target to encourage progress – the policy could probably be completed by the end of the year, and conveyed to suppliers within a month or so, even if it does not begin to influence new contracts until existing contracts begin ending.

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Comment [8]: What if 50% of your suppliers already have active recycling programs? You might want to change your target to increasing the number of suppliers with recycling programs annually. This also would help in having something to report annually.



Action Plan KPI Table

Performance Goals and KPIs	Actions	Responsibility	Baseline Data	Milestone	Target
Goal 3. Product Stewardship – demonstrated commitment to product stewardship					
KPI 7 – Proportion of signatories demonstrating other product stewardship outcomes.	3C: To promote the Australian Packaging Covenant and recycling by displaying Road Gear Australasia Pty Ltd's Action Plan on our website	Managing Director for anti-fatigue and safety matting products	Not yet on website	31 st December 2013	Action Plan included on web site
KPI 8 – Reduction in the number of packaging items in litter.	3D: To review all product labelling to <u>include disposal information and recycling information where applicable.</u>	Managing Director for anti-fatigue and safety matting products	Consumer recycling messages no currently on packaging however products not normally have packaging associated with public litter stream.	31 st December 2014	Consumer messages to promote disposal option on packaging
		Manager OE Automotive Projects for OEM products	Consumer recycling messages no currently on packaging however products not normally have packaging associated with public litter stream.	31 st December 2014	Consumer messages to promote disposal option on packaging
		National Sales Manager for aftermarket products	Consumer recycling messages no currently on packaging however products not normally have packaging associated with public litter stream.	31 st December 2014	Consumer messages to promote disposal option on packaging

Georgia Carthey 26/6/13 4:39 PM
Comment [9]: While the actions you've included under KPI 7 are acceptable, there's also a lot of space here to incorporate other environmental programs you may have in place. KPI 7 isn't restricted to packaging considerations; you can report any other environmental initiatives you have in place – these may include water and energy use reduction programs, donations to environmental organisations, certification to ISO 14001 or equivalent, etc.

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Comment [10]: While the products may not be major components in the litter stream, we still ask you to commit to including disposal or recycling information on your packaging.

However, if your packaging is genuinely not a major component of public litter streams, you may wish to include an action to address litter occurring on site, such as in break spots or popular smoking areas, or else to support staff participation in an activity such as Clean Up Australia Day or Business Clean Up Day. These will help improve the local litter stream.