

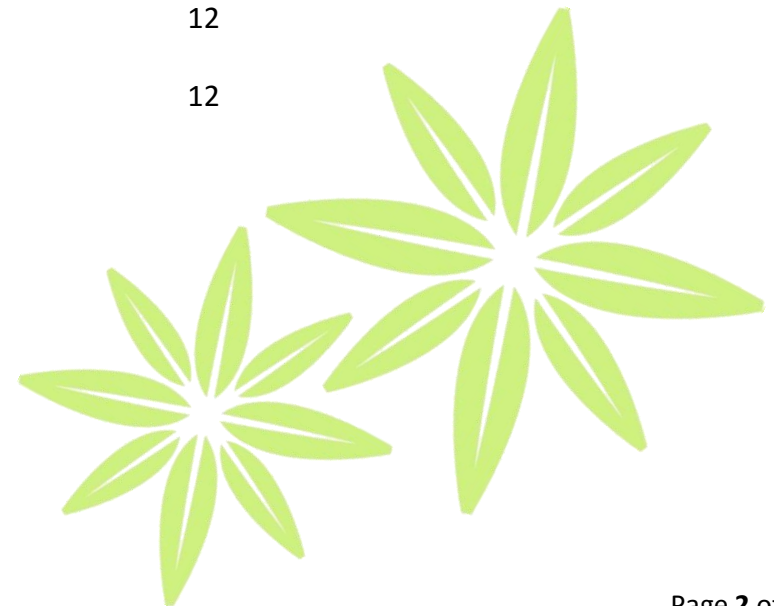


Australian Packaging Covenant  
Action Plan 2016 - 2019

July 2016

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## Company Overview

Baileys is a West Australian, family-owned and operated company which manufactures premium, quality endorsed lawn and garden fertilisers, controlled release fertilisers, potting mix, mulch, soil improvers and wetting agents from our manufacturing plant in Kwinana.

The Bailey family has been involved in the horticultural industry since 1926, originally based in Spearwood supplying commercial market gardeners, flower producers and orchardists. As product demand in agricultural and horticultural trades changes, Baileys became industry leaders in the development of premium quality products for both the local commercial turf and horticultural industry and later on the domestic market. Four generations of the Bailey family have been involved in getting the best out of WA's sandy soils. Today we manufacture a variety of premium quality and environmentally conscious products, widely used and recommended by professional grounds keepers, landscapers and growers across the state.

As part of our commitment to produce and supply quality products and service we comply with all AS/NZS ISO9001 standards and are a SAI Global Assurance Services registered company. The AS/NZS ISO9001 standard operating procedures are managed in house by our quality control managers and chemists, working from our on-site laboratory to ensure consistently quality products. The management of Baileys is committed to the ongoing provision of resources, expertise and trained personnel to continuously meet the requirements of this standard and provide the best possible products and highest standards of customer service. We adhere to our Environmental Policy (below) and take the goal of responsible environmental stewardship seriously. We strive to ensure all staff is trained in the national accreditation program Fertcare, aimed at reducing environmental and food health risks associated with our industry.

### Environmental Policy:

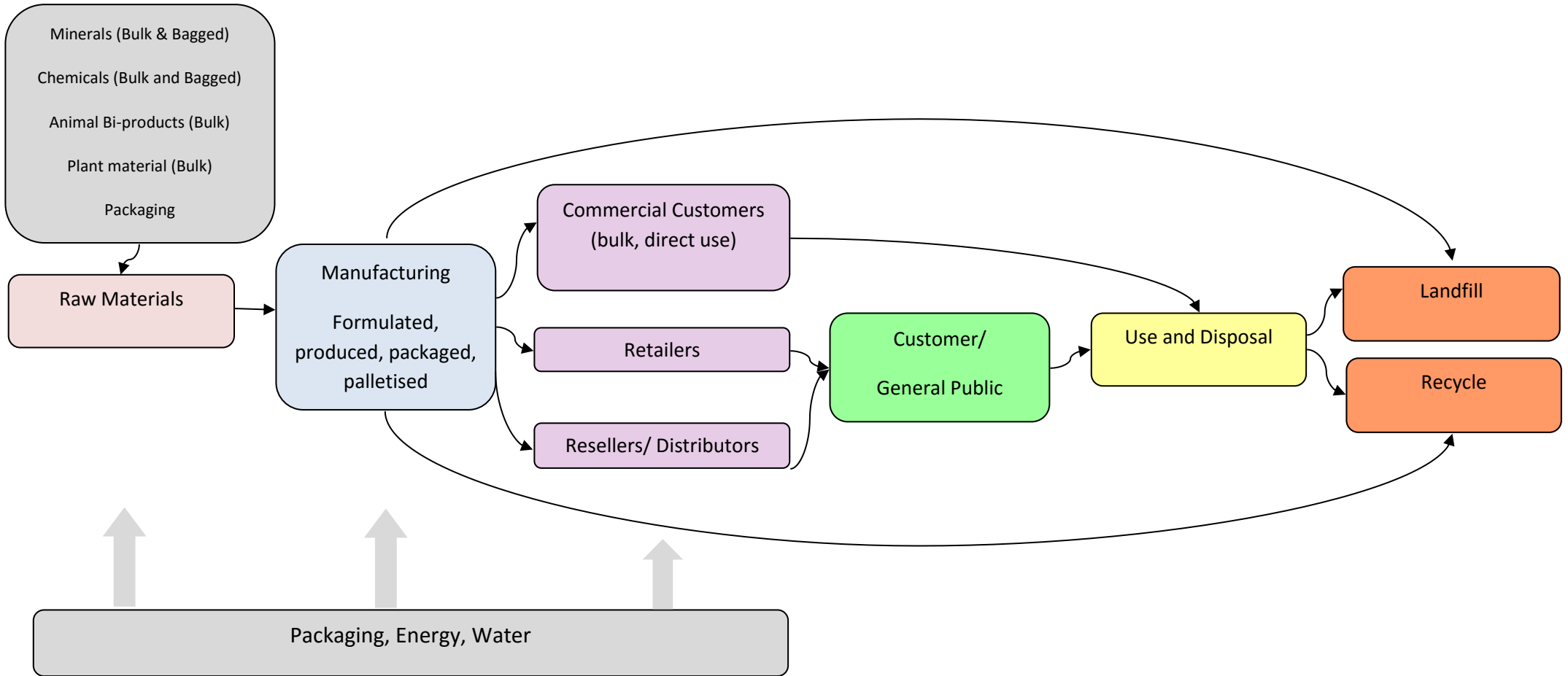
*We are committed to responsible natural resource and environmental management. Within our operations we identify and manage environmental risks and apply best practice principles to the prevention of adverse impacts. We work with customers, suppliers and other stakeholders to develop products and practices that enhance the environment of the wider community in which we operate.*

### Policy Objectives:

- Ensure that environmental considerations form part of our enterprise planning.
- Meet relevant government environmental and natural resource management legislation and industry regulations, guidelines and policies.
- Implement Ecohort™, an environmental management system which is independently audited through the Nursery Industry Accreditation Scheme Australia (NIASA) to manage and continually improve environmental performance.
- Ensure efficient use, reuse and recycling of appropriate resources and the minimisation of waste.
- Quantify our carbon output and implement strategies to reduce or offset our greenhouse gas emissions.
- Promote a culture of responsible environmental management to employees, suppliers and customers of Baileys Fertilisers.



# Baileys Packaging Value Chain



## Packaging at Baileys

Baileys products require a range of primary packaging types, from bags of various sizes through to containers and drums for liquid fertilisers. Secondary packaging such as boxes and shrink wrap is also used to ensure safe and efficient transport to our customers.

Our plastic bags which make up the majority of our retail and commercial product range are formed from rewind on form fill and seal machines and are made of either low density polyethylene, plastics code 4 or multilayered laminates, plastics code 7. They are not suitable for disposal in kerbside recycling bins (only certain councils and shires accept this packaging type) but may be recycled at specialised facilities across WA. Baileys endeavour to ensure all used or damaged bags onsite are gathered through our on-site recovery facility and collected by a waste management company, currently Remondis Australia . We also aim to have all staff trained to utilise this facility correctly.

Larger bags for bulk fertiliser supply (bulka bags) are made from woven polypropylene and are ordered to a one use or multi –use quality dependent on the material they will transport. Raw materials used in production or on-sold are also commonly packaged in woven polypropylene. Used and damaged woven polypropylene packaging is also gathered through our on-site recovery facility and collected by a waste management company, currently Remondis Australia .

Our 1lt, 2lt, 5lt, 20lt and 200lt liquid fertiliser drums are made from high density polyethylene - HDPE 2 and are suitable for recycling in kerbside yellow recycling bins. There is very little disposal of this packaging type on site.





Currently our rewind film and liquid drums are sourced from 100% virgin material to ensure product quality, printability and remove the possibility of product contamination. Where appropriate we do utilise recycled packaging.

Our 1lt and 2lt liquid range are secondary packaged in boxes made from 100% recycled cardboard.

Pallets of bagged raw materials used in production, and bagged or boxed product we distribute are wrapped in LDPE shrink wrap for safety during transit. All shrink wrap we take in or dispose of is also collected in our on-site recovery system and collected by Remondis Australia.



## Packaging Breakdown and Review Schedule

Primary Packaging Type	Supplier	Product Range	Current On-site Recovery System	Assessment Timeline
Low density polyethylene bags 	<ul style="list-style-type: none"> <li>Pope Packaging</li> <li>Econopak</li> </ul>	All non-laminated 10kg, 10lt, 20kg, 30lt rewind bags.  Energy Garden 10kg Bags  Apex and Best Range distributed and use in products. Raw materials supplied in LPDE bags we on-sell and use in products.	Gathered in on-site bulka bag recovery facility and collected by Remondis Australia for recycling.  Picked up fortnightly.	July – Dec 2016
Laminate multilayered bags 	<ul style="list-style-type: none"> <li>Pope Packaging</li> <li>Econopak</li> <li>Reitsema</li> <li>Integrated Packaging</li> </ul>	All laminate 10kg, 10lt, 20kg, 30lt rewind bags.  Energy Turf Bags  Veg and Herb 10lt  30lt soil new packaging trial	Gathered in on-site bulka bag recovery facility and collected by Remondis Australia for recycling.  Picked up fortnightly.	Jun – Dec 2018
High density polyethylene drums 	<ul style="list-style-type: none"> <li>Profile Injection Moulding</li> <li>Silverlock Packaging</li> <li>Gallant</li> </ul>	1lt, 2lt Hose On Grosorb Containers  5lt, 20lt Drums  200lt Drums	Very little on-site disposal/waste. Can be placed in kerbside recycling bin or sent to Remondis Australia dependent on size/quantity.	Jan – June 2017
Polypropylene Tubs 	<ul style="list-style-type: none"> <li>Silverlock Packaging</li> </ul>	Terra Start 15lt	Very little on-site disposal/waste. Can be placed in kerbside recycling bin or sent to Remondis Australia dependent on size/quantity.	July – Dec 2016
Woven polypropylene bags	<ul style="list-style-type: none"> <li>Polesy Packaging</li> <li>Colquouns</li> </ul>	Bulka Bags  Palletised Chicken Manure Bags	Gathered in on-site bulka bag recovery facility and collected by Remondis Australia for recycling.  Picked up fortnightly.	Jan – June 2017
IBC'S	Raw Material Supply	1000lt liquid containers	Re-used or on-sold	Jan – Dec 2018

Cardboard boxes.	Visyboard	Plant Pills – Haven't been purchased since prior to 2010	Sourced from 100% recycled cardboard. Used/damaged cardboard should be disposed of in kerbside recycling bins.	July – Dec 2017
Product Labels	<ul style="list-style-type: none"> <li>Printed in house</li> <li>Snap</li> <li>Slicker Sticker</li> </ul>	<p>All onsite product labelling (liquids)</p> <p>Plant Pills, UAE Labels</p> <p>Liquids container labels ( Gt Green Range, Grosorb)</p>	Used/damaged labels should be disposed of in kerbside recycling bins.	July – Dec 2017
<b>Secondary Packaging Type</b>	<b>Supplier</b>	<b>Product Range</b>	<b>Current On-site Recovery System</b>	<b>Assessment Timeline</b>
LPDE Plastic Film – Top-sheet LPDE Plastic Film – Shrink Wrap	<ul style="list-style-type: none"> <li>Integrated Packaging</li> <li>All Pack Packaging</li> </ul>	Pallet shrink wrap brought in with raw materials. Palletised retail and commercial bagged, bottled, boxed products sent to customers.	<p>Gathered in on-site bulka bag recovery facility and collected by Remondis Australia for recycling.</p> <p>Picked up fortnightly.</p>	Jan – Jun 2018
Cardboard Boxes	<ul style="list-style-type: none"> <li>Visy</li> </ul>	Grosorb 1lt and 2lt Hose On Boxes for CRF Tubs not purchased since	Sourced from 100% recycled cardboard. Used/damaged cardboard should be disposed of in kerbside recycling bins.	July – Dec 2017
Pallets	<ul style="list-style-type: none"> <li>Hired from Chep or Loscam</li> <li>Plain pallets accumulated from suppliers</li> </ul>	All bagged, bulka bag, boxed product that is palletised.	Collected onsite and dropped off to EMRC Hazelmere Resource Recovery.	Jan – Jun 2018

## APC Steering Committee

Position	Name
General Manager	Genevieve Bailey
Operations Manager	Craig Henderson
Production Manager	Richard Bailey
Purchasing Officer	Amanda Fletcher

## Action Plan 2016-2019

KPIS	ACTIONS	RESPONSIBILITY	BASELINE DATA	TARGET OR PERFORMANCE GOAL	TIMELINE OR MILESTONES MM/YY	AUDIT EVIDENCE
<b>Goal 1: Design</b>						
<b>Optimise packaging to use resources efficiently and reduce environmental impact without compromising product quality and safety.</b>						
KP1: Integration of Sustainable Packaging Guidelines in design or procurement of packaging.	1.1 APC committee to meet three times a year to review progress against action plan, assign tasks and evaluate performance.	Steering Committee	Previous Meeting Agenda and Minutes	1. Schedule and conduct committee meetings 3 times a year. 2. Review and report on action plan progress and goals. 3. Review membership of steering committee in first meeting of each calendar year.	February, June and October each year for the length of this action plan.	Copy of minutes and agenda of each meeting to be digitally saved on S Drive> Administration> APC> Committee Meeting Agenda and Minutes.
	1.2 Review and Update Baileys Standard Operation Procedure 10.02 APC Procedures and align with new Product Development Standard Operating Procedure.	General Manager R&D Manager Quality Manager	SOP 10.02 and Attachment SPG Packaging Review Sheet.	Update SOP 10.02 and SPG Packaging Review Sheet to improve and formalise product development procedure. Improve Governance and efficiency of process.	Completed Dec 2016.	Digital copy of SOP attachment 10.2 in S Drive> OHS& QA& SOP'S> Standard Operating Procedure> SOP10> Attachment 10.02 Sustainable Packaging Guidelines Packaging Review Sheet.
	1.3 Ensure correct labelling and classification of all packaging by evaluating using PREP Portal.	General Manager Purchasing Officer		100% Existing product range evaluated (as per packaging review schedule) by end of action plan – Dec 2018.	Refer to assessment timeline of packaging review schedule.	Digital copy of evaluation reports stored on S drive > Administration > APC > Evaluation reports
	1.4 Evaluate 100% of new product packaging against Baileys Sustainable Packaging Guidelines Review sheet and in the PREP Portal.	General Manager Purchasing Officer		100% of all new packaging to be evaluated against Baileys Sustainable Packaging Guidelines Review sheet as set out in SOP and using the PREP Portal to ensure correct classification and labelling.	During product development process for each new packaging type as outline in SOP.	Digital copy of evaluation reports stored on S drive > Administration > APC > Evaluation reports



Goal 2: Recycling Efficiently collect and recycle packaging						
KPI 3: On-site recovery systems for recycling used packaging.	3.1 Educate all staff on Baileys current recycling facilities to ensure consistent and appropriate use.	General Manager Operation Manager	On-site recovery available for LDPE bags, Laminated bags, shrink wrap, plastic tape, woven poly bags.	1. Hold segment on recycling at Baileys during yearly staff training day. 2. Hold segment on recycling biannually in toolbox meetings.	Once every year during annual staff training day.  Biannually in toolbox meetings	Training day agenda.  Toolbox Reports
	3.2 Record and Report on Recovery amounts in Quarterly Management Meetings with % comparisons to Quarterly purchase quantity.	Operations Manager Quality Manager		1. Recovery % < 0.1% Purchased Packaging. Reported on by OM in Management Meetings. 2. Recover 100% used packaging on site. Measurable only by visual audit 4 times per year. Reported on by QM in Management Meetings	Quarterly Management Meetings	Operations and Quality Report and Quarterly Management Meeting Minutes.
KPI 4: Implement policy to buy products made from recycled packaging.  (Not appropriate for primary product packaging due to printing and quality level. Secondary packaging – cardboard boxes already made from 100% recycled material. Look into other areas we could buy-recycled)	4.1 Research Opportunities to buy recycled throughout Baileys	Purchasing Officer	Current Environmental Policy and Baileys SPGu Review Sheet.	1. Review purchasing opportunities for recycled content products guidelines and highlight 3-5 areas we can aim to buy recycled. 2. Implement purchasing changes where practical.	October 2016  June 2017	Research to be kept on the S Drive > Admin >APC > Research > Opportunities to Buy Recycled

**Goal 3: Product Stewardship**  
**Demonstrate commitment to product stewardship**

<p>KPI 6: Employ formal processes for working with others to improve packaging design and recycling.</p>	<p>6.1 In line with Packaging Review Schedule consult correlating suppliers and communicate Baileys Sustainable Packaging Guidelines. Internally audit suppliers and give preference to organisations that either have a documented environmental management system or are signatories of the APC.</p>	<p>Purchasing Office General Manager</p>	<p>Baileys SPG review sheet and Product Review Schedule.</p>	<p>Consult and audit packaging suppliers in line with packaging review schedule.</p>	<p>Complete Dec 2018</p>	<p>Evaluation reports and supplier research/ policies on S Drive &gt; Administration&gt;APC&gt; Suppliers</p>
<p>KPI 7: Demonstrating other product stewardship outcomes for packaging.</p>	<p>7.1 Collect and Recycle all ink cartridges used at Baileys</p>	<p>Purchasing Officer Operation Manager</p>	<p>Currently not recycled</p>	<p>Recycle 100% of all used ink cartridges at Baileys</p>	<p>Dec 2016</p>	<p>Record in S Drive&gt; Admin&gt; APC &gt; APC Reporting Spreadsheet</p>
	<p>7.2 Collect and Recycle all mobile phones used at Baileys</p>	<p>Operations Manager</p>	<p>Currently not recycled</p>	<p>Recycle 100% of all out of use mobile phones at Baileys</p>	<p>Dec 2016</p>	<p>Record in S Drive&gt; Admin&gt; APC &gt; APC Reporting Spreadsheet</p>
	<p>7.3 Replace all warehouse lighting with LED to reduce energy use.</p>	<p>Operations Manager</p>	<p>27 lights in the warehouse, running for 10 hours per day at \$36.45 per day ~ \$9000 / year. With Led the cost would be \$7.29 ~ \$1900 / Year. A huge saving of ~\$7000 per year.</p>	<p>Install LED lighting in the warehouse to reduce electricity use by +70%</p>	<p>Dec 2016</p>	<p>Record in S Drive&gt; Admin&gt; APC &gt; APC Reporting Spreadsheet</p>

KPI 8: Reduce the number of packaging items in litter.	8.1 Evaluate all packaging in PREP and add the corresponding plastics ID code or recycling symbol and correct recycling advice to all new packaging or existing packaging that has not yet been updated.	General Manager	Current Proof Check Sheet  Most of Baileys plastic bags packaging is not accepted in kerbside recycling bins – only certain suburbs. It can be recycled at many facilities located around the metropolitan area)	Add to the proof check sheet for all bags PREP Evaluation Results.  Continue to add the Plastics ID code and the message ‘please dispose of this packaging responsibly. Visit <a href="http://recyclingnearyou.com.au">recyclingnearyou.com.au</a> for your nearest recycling facility.  Continue to add the recycling logo to all new packaging that is suitable for kerbside recycling.	To be printed on all new packaging and any reviewed existing packaging by Dec 2018.	Proof Check Sheet and displayed on bags.
	8.2 Research and implement a retail recovery system for non-recyclable bags like Nespresso do with Terracycle.	General Manager Operation Manager Marketing	Terra Cycle case study.	1. Market Research on the feasibility and acceptance of a retail recovery system for all non-recyclable bags. 2. Design Recovery boxes 3. Marketing. Develop locator and information page on website. 4. Roll out into stores. Testing with Dawsons and Large Independents.	Dec 2016  April 2017 June 2017  Aug/Sept 2017	Research, designs etc saved on S Drive > Admin > APC > Retail Recovery System
	8.3 Implement packaging disposal advice in communications and promotional material.	Marketing Manager General Manager	No baseline data.	1. Add packaging disposal advice to new website on products page. 2. Add retail packaging recycling advise for product ranges to new retail catalogue 3. Add commercial packaging recycling advise (including drum muster) to commercial catalogues	Aug 2016  Dec 2016  Dec 2017	On new website and in catalogues

## Formal commitment by the General Manager

Genevieve Bailey, the General Manager of Baileys Fertilisers supports the goals of the Australian Packaging Covenant to reduce the environmental impacts of consumer packaging. She has reviewed and endorsed this action plan and is a member of the Packaging Committee that will discuss, decide and review action required to support the three goals of the Australian Packaging Covenant.

## Covenant Contact Officer

Genevieve Bailey, *General Manager*

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