



**RIBTEX INTERNATIONAL PTY LTD  
AUSTRALIAN PACKAGING COVENANT ACTION PLAN  
JANUARY 2013 – JANUARY 2017**

## **Executive Summary:**

In August 2012 Ribtex became a signatory to the Australian Packaging Covenant, demonstrating its' further commitment to reducing the impact on the environment by undertaking a review of all product packaging and the effect its' packaging has on the environment.

Over the past seven years Ribtex has taken a conscious approach to recycling and the impact waste materials have on the environment. Ribtex currently use recycling resources for cardboard, paper, toner cartridges and uses e-waste facilities to dispose of redundant computer equipment.

Our initial KPI to be achieved is to set-up a working group and educate it to undertake the requirements of the Australian Packaging Covenant and bring awareness throughout the organisation from design of the packaging through to the distribution of products.

A planning session will be set to determine timelines for classification of product groups and packaging currently used and their impact on the environment. Ribtex will then undertake discussions with suppliers to ascertain what recyclable packaging materials are available to be used to aid in reaching the KPI'S set out and establishing baseline data working towards procedures and processes that adhere to the Sustainable Packaging Guidelines.

By obligating to the Australian Packaging Covenant and the Sustainable Packaging Guidelines Ribtex is committed to improving its' impact on the environment.

Mark Rawolle  
Director

## COMPANY PROFILE

Ribtex International Pty Ltd is a privately owned wholesale company to the craft and packaging market, employing over 30 employees with the head office located in Noble Park.

Established in 1991 starting with gift packaging, through its implementation of marketing strategies Ribtex has had the ability to develop house brand ranges, alongside its own Ribtex and Value Craft brands to cater for differing retail and consumer markets. Our continued investment into product sourcing and development has seen its Ribtex and Value Brand ranges extend across a broad range of product categories including ribbon, beads, jewellery findings, scrapbooking, wedding accessories, craft and more recently a party range with over 3,000 sku's now available.

The Ribtex product range is primarily marketed to a large array of independent customers as well as to major retail chains including Spotlight and Lincraft. The Value Brands range was established for the Discount Variety market with long term relationships developed with The Reject Shop, Warehouse NZ, Hot Dollar and many \$2 and independent discount stores.

## COMPANY INFORMATION

<b>Name &amp; Address:</b>	Ribtex International Pty Ltd Unit 2, 158 – 168 Browns Road Noble Park Victoria 3174  T. 8793 5000 F. 8793 5050 E. <a href="mailto:sales@ribtex.com.au">sales@ribtex.com.au</a> & <a href="mailto:sales@valuebrands.com.au">sales@valuebrands.com.au</a> W. <a href="http://www.ribtex.com.au">www.ribtex.com.au</a> & <a href="http://www.valuebrands.com.au">www.valuebrands.com.au</a>
<b>Nature of Business:</b>	Importer, Wholesaler, Brand Owner
<b>Registered Businesses:</b>	Ribtex International Pty Ltd Value Brands Pty Ltd Flamango Imports Pty Ltd
<b>Brands:</b>	Ribtex Value Craft Vivaldi Jenni B Critters Play Jewels Flamango
<b>Typical Packaging:</b>	Cardboard, plastic, acetate
<b>Covenant Contact Officer:</b>	Grant Hickey Finance Manager  Unit 2, 158 – 168 Browns Road Noble Park Victoria 3174  T. 8793 5000 F. 8793 5050 E. <a href="mailto:grant.hickey@ribtex.com.au">grant.hickey@ribtex.com.au</a> W. <a href="http://www.ribtex.com.au">www.ribtex.com.au</a> & <a href="http://www.valuebrands.com.au">www.valuebrands.com.au</a>

*Ribtex*  
INSPIRING CREATIVITY

Value Craft

Critters

Vivaldi  
&



Play Jewels

Jenni B  
Collection

## KPI ACTION PLAN 2013

KPI	Target	Action	Status	Baseline Data	Responsibility	Time Frame
<b>1. Design - optimise packaging to achieve resource efficiency and reduce environmental impact</b>						
KPI 1 – Proportion of signatories in the supply chain implementing the SPGs for design or procurement of packaging	Attend APC Workshop to gain a better understanding of requirements.	Educate & develop expertise internally to understand the requirements of the APC.	Completed		Supply Chain Admin Manager – Product Dept	Ongoing
	Establish whose roles within the organisation are required to be a part of developing procedures and processes to undertake the APC requirements.	Meeting with key areas of the business to set-up APC Review Team and establish a schedule for meetings to assign responsibilities.	Completed	No Data	Admin Manager – Finance & Admin Product Manager	Completed on 21/2/13
	Set-up file structure on company's intranet and develop a process to ensure the documentation of review processes, initiatives undertaken, decisions, discussions and evidence is recorded.	Establish centralised filing system to maintain documentation in order to complete annual review and provide evidence for audit reviews if required.	Undertaking set-up		Admin Manager – Finance & Admin	Dec 2013
	Conduct an audit of all products to categorise and classify packaging so that the SPG can be reviewed efficiently.	Categorise product packaging groups to efficiently evaluate and review against SPGs.	Not Commenced		Product Manager & Purchasing Officer	June 2014
	Set-up timeline for the review of products.	Establish a timetable to assist with the implementation of APC KPI's without major disruption to workloads.	Completed			
	Develop procedures and processes to apply the Sustainable Packaging Guidelines (SPG) to all new packaging development including its documentation.	Documented policies and procedures for evaluating and procuring packaging using the SPGs or equivalent.	Review of Sustainable Packaging Guidelines	SPG	Product Manager	June 2014

	Implementation of developed SPG to all new packaging.	Start to apply procedures developed above to new ranges.	Not commenced	To be established	Product Manager/Supply Chain Manager/Purchasing Officer	Aug 2014
	Develop and implement procedures and process to review all existing packaging in line with the Sustainable Packaging Guidelines (SPG) including its documentation.	Documented policies and procedures for evaluating and procuring packaging using the SPGs	Review of Sustainable Packaging Guidelines	SPG	Product Manager	August 2014
	Implementation of developed SPG to all existing packaging	Start to apply procedures developed above to existing packaging ranges.	Not Commenced	Establish with suppliers quantities of existing packaging and timeframe for run-out before new packaging can be implemented.	Product Manager/Supply Chain Manager/Purchasing Officer	Apr 2014 10% Dec 2014 40% Dec 2015 75% Dec 2016 100%
<b>2. Recycling - the efficient collection and recycling of packaging</b>						
KPI 3 – Proportion of signatories with on-site recovery systems for recycling used packaging	Review office and packaging materials used throughout the organisation and the impact they are having on the environment.	Establish a formal process to make more informed environmentally based decisions with the purchase of office & packaging supplies were possible and cost effective use of recycling/recyclable products.	Not Commenced	Establish baseline data to measure by conducting a review of current buying processes.	Operations Manager & Admin Manager – Finance & Admin	Nov 2013
	Review of current waste management practices to ascertain further improvements in recycling throughout the organisation.	Establish contact with waste management companies to discuss more environmentally sound waste disposal practices.	Not Commenced		Operations Manager & Admin Manager – Finance & Admin	Nov 2013
	Ribtex will continue to recycle cardboard cartons through either Visy or JJ Richards through the hiring of special bins for recycling. Cartons received will continue to be reused for packing of customer orders. Toner cartridges will continue to be disposed via	Look for other alternatives to recycle, reuse and dispose of office and warehouse waste to lessen the impact on the environment.	Audit to be conducted of current practices.	Establish baseline data from existing reports from suppliers.	Operations Manager & Admin Manager – Finance & Admin	Ongoing

	Cartridges 4 Planet Ark. The use of a confidential wheelie bin for disposal of office paper that is shredded and recycled will carry on.					
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	Undertake discussions with our suppliers and manufacturers regarding sustainable packaging and available options for Ribtex, to establish ways we can reduce the impact our packaging has on the environment.	Gather information to establish formal policies for the buying and use of recyclable packaging materials for all new products ranges.	Not Commenced	No baseline data.	Product Manager & Purchasing Officer	March 2014
	Ascertain all current packaging specifications and perform cost analysis on recyclable materials being used as an alternative.	Ascertain where recyclable packaging materials can be used cost effectively on existing products.	Not Commenced	Baseline data will be established once information has been sourced and cost analysis has been completed.	Product Manager/Supply Chain Manager/Purchasing Officer	June 2014
<b>3. Product Stewardship - demonstrated commitment to product stewardship</b>						
KPI 6 – Proportion of signatories that have formal processes for working with others to improve design and recycling of packaging	Identify major customers who have also made a commitment to the APC and establish contacts within their organisation.	Develop formal policies and processes with identified customers to improve design, procurement and recovery of packaging within Trading Terms that align with the APC KPI's and SPG.	Not commenced.	Review current trading terms to ascertain data.	Product Manager, Sales Manager, Operational Manager	Dec 2013
	Develop an information guideline sheet for Sales/Account and Product Managers to use when discussing with customers the development of new ranges and Ribtex' commitment to APC and sustainable packaging to reduce the impact on the environment.	Bring awareness that new packaging will need to be assessed in accordance with SPG.	Not commenced	To be established	Operations Manager, Admin Manager – Finance & Admin, Product Manager, Sales Manager	May 2014
KPI 7 – Proportion of signatories demonstrating other product	Bring awareness to all personnel within key areas of business about APC, waste hierarchy, and our commitment to the action plan submitted.	Bring awareness and education by providing regular reports at the weekly operational meeting on the progress of the Action Plan	Ongoing		Operations Manager – Finance & Admin	Ongoing

stewardship outcomes						
	Prepare a presentation to bring awareness to all staff on the importance of recycling and why Ribtex has joined APC and its' commitment to the KPI's that have been established.	Promoting awareness throughout the organisation.	Preparation to commence once action plan has been submitted		Operations Manager & Admin Manager – Finance & Admin	Dec 2013
KPI 8 – Reduction in the number of packaging items in litter	Review what options are available for responsible recycling by end users for our packaging and then promote responsible recycling, reusing and disposing of packaging materials to our customers.	To promote responsible disposal of waste to end users and promote environmental awareness of the impact litter has on our environment investigate inclusion of appropriate disposal/recycling instructions on packaging and website.	Not Commenced	No data existing – research to be undertaken to establish data.	Product Manager/Supply Chain Manager/Purchasing Officer	June 2014

## PACKAGING GROUPS AND SCHEDULE FOR PACKAGING REVIEW

Ribtex currently has on range approximately 3,000 sku's over a variety of craft and bead products. As part of KPI 1 Ribtex will undertake a classification of all product packaging materials to classify/group them into like categories and then determine a timeline for their review and assessment to ensure 50% of existing packaging has been assessed by 2015.

Group	Products Included in this group	Assessment Scheduled
<b>Cardboard Header Cards</b>	TBC	2015
<b>Card Inserts</b>	TBC	2015
<b>Plastic Bags</b>	TBC	2015
<b>Acetate Packaging</b>	TBC	2015
<b>Plastic Ribbon Spools</b>	TBC	2015
<b>Cardboard Ribbon Spools</b>	TBC	2015