

## APCO New Member Action Plan – FY2021/22

Please read introduction and instructions carefully before completing this document.

### Introduction

This **New Member Action Plan** sets out the packaging sustainability commitments your organisation should undertake to align with the goals of the Covenant. By signing this **New Member Action Plan**, your organisation commits to work towards the four targets set out within the table below, and will meet the [Australian Packaging Covenant](#) obligation (as set out in Section 10 Part C) to have an action plan within 3 months of becoming an APCO Member and Signatory to the Covenant.

### Instructions

1. Read the below targets.
2. Have your Executive Contact sign this document at the bottom of the page.  
**Note:** Signing this document indicates that your organisation commits to work towards the targets in the table below.
3. Return the signed copy to APCO: [memberservices@apco.org.au](mailto:memberservices@apco.org.au)  
**Note:** This should be returned within 3 months of joining APCO.
4. Retain a copy of for your records.
5. Begin working on the targets below.

New Member Action Plan - Targets		
Target	Actions	Due Date
1. Ensure that all APCO contacts for your organisation are aware of your Member obligations and the associated tools and resources offered by APCO.	<ul style="list-style-type: none"> <li>Ensure all relevant staff at your organisation are set up as APCO contacts.</li> <li>All APCO contacts to log into the <a href="#">APCO Member Centre</a>.</li> <li>All APCO contacts to read the <a href="#">Brand Owner New Member Pack</a> and <a href="#">Australian Packaging Covenant</a>.</li> </ul> <p><b>Note:</b> Primary Contacts can add additional contacts via 'Edit Profile &amp; Account' on the left hand tab within the <a href="#">APCO Member Centre</a>.</p>	Ongoing.  Any new contacts should login within 1 month of becoming a contact.
2. Begin reviewing your packaging using the Sustainable Packaging Guidelines.	<ul style="list-style-type: none"> <li>Read the <a href="#">Sustainable Packaging Guidelines</a> (SPGs).</li> <li>Determine how best to use the SPGs within your business processes. Refer to the Implementation section of the SPGs document for suggestions.</li> <li>Save your packaging reviews for future reference and to support with APCO Annual Reporting.</li> </ul>	Ongoing.
3. Begin collecting data for your first APCO Annual Report.	<ul style="list-style-type: none"> <li>Familiarise yourself with APCO Annual Report questions.</li> <li>Begin collecting information to answer APCO Annual Report questions.</li> </ul> <p>Supporting resources can be <a href="#">found here</a>.</p>	Ongoing.
4. Submit your organisation's first APCO Annual Report.	<ul style="list-style-type: none"> <li>Submit an APCO Annual report via the APCO Reporting Tool.</li> </ul> <p><b>Note:</b> If your organisation joined between July 2021 and February 2022, we encourage you to attempt an APCO Annual Report by 31 March 2022. This can be used as a baseline report.</p>	31 March 2023.

### Executive sign-off

Organisation: Foodco Group Pty. Ltd commits to work towards the targets listed above, effective as of the date of the signature below.

Full Name: Richard Goodman Position Title: Chief Executive Officer

Signature: Richard H Goodman Digitally signed by Richard H Goodman  
Date: 2022.04.01 10:41:22 +11'00' Date: 1/4/22