

APCO New Member Action Plan

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 CEO, Executive Contact, or equivalent, 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
Note: This document should be returned signed 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"> • Add all relevant staff at your organisation as an APCO contacts. • All contacts to log into the APCO Member & Signatory Centre attempt the APCO 101 Interactive Learning Tool course. • All APCO contacts to read the Brand Owner Welcome Pack and Australian Packaging Covenant. <p>Note: Primary Contacts can add additional contacts via 'Edit Profile & Account' on the left hand tab within the APCO Member & Signatory Centre.</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"> • Read the Sustainable Packaging Guidelines (SPGs). • Determine how best to use the SPGs within your business processes. Refer to the Implementation section of the SPGs document for suggestions. • Save your packaging reviews for future reference and to support with APCO Annual Reporting. 	Ongoing.
3. Begin collecting data for your first APCO Annual Report.	<ul style="list-style-type: none"> • Familiarise yourself with APCO Annual Report questions. • Begin collecting information to answer APCO Annual Report questions. <p>Supporting resources can be found here.</p>	Ongoing.
4. Submit your organisation's first APCO Annual Report.	<ul style="list-style-type: none"> • Submit an APCO Annual report via the APCO Reporting Tool. <p>Note: If your organisation joined between July and February, we encourage you to attempt an APCO Annual Report by 31 March of the following year. This can be used as a baseline report.</p>	31 March In the following financial year to which you joined APCO.

Executive sign-off

Organisation: _____ commits to work towards the targets listed above, effective as of the date of the signature below.

Full Name: _____ Position Title: _____

Signature: _____ Date: _____