



Executive Summary

MiniJumbuk's is a signatory of the Australian Packaging Covenant and is committed to making a difference to minimize packaging within our company. At MiniJumbuk we manufacture in woollen quilts, underlays, mattress protectors, blankets, pillows and pillow protectors. We currently use cardboard boxes and PVC bags for packaging our products, as well as cardboard boxes for shipping our products.

This document is a detailed action plan for January 2014 - December 2014 to demonstrate MiniJumbuk's commitment to making a continuous improvement in all aspects of design and recycling. MiniJumbuk aims to educate customers to create a sustainable environmentally friendly environment.

Darren Turner - Managing Director



About MiniJumbuk

Proudly Australian, MiniJumbuk is a global leader in the design and manufacture of premium wool bedding products for over 30 years. MiniJumbuk produce a luxurious range of woollen quilts, underlay's, blankets and pillows that are designed to improve sleep. MiniJumbuk is located in Naracoorte, South Australia and employs around 70 locals.

MiniJumbuk is the leading wool bedding supplier to Australia top retailers including David Jones, Myer, Adairs and Harris Scarfe.





Brands

Southern Australia Wool Products

MiniJumbuk
Wooltara
Quality Always

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South Australia

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Departments responsible within MiniJumbuk
Managing Director - Darren Turner
Office Management - Sue Michell
Factory Manager - Leone Bunney
Marketing Assistant - Kate Gill
Stock Controller - Linton Weston



Long-term goal for MiniJumbuk

MiniJumbuk aim to use reusable bags for all quilt packaging instead of the current cardboard boxes. We plan to minimize the use of cardboard in all packaging and when it is needed ensure it is recycled cardboard.

We aim to keep encouraging all staff members at MiniJumbuk about recycling all necessarily items within the factory and educate the staff on the importance of being environmentally aware.

Reduce the amount of waste materials within the MiniJumbuk factory and recycle all content that can be recycled.

Performance Goals and KPI's	Actions	Responsibility	Baseline Data	Target	Milestone
1. DESIGN - optimise packaging to achieve resource efficiency and reduce environmental impact.					
KPI 1: Proportion of signatories in the supply chain implementing the SPG for design or procurement of packaging.	Review of underlay packaging resulting in packaging that has been assessed against the packaging development checklist.	Marketing assistant, production manager, stock controller	Company has a packaging development checklist, which incorporates the SPG.	Complete review against the packaging development checklist. Design new packaging format based on review findings that meets market and consumers' needs.	Review completed by end of 2014
	Review of pillow packaging	Marketing assistant, production manager, stock controller	Company has a packaging development checklist, which follows the SPG. Pillow packaging has not been reviewed yet.	Complete review against the packaging development checklist. Design new packaging format based on review findings that meets market and consumers' needs.	Review completed by February 2015

	Implement a design packaging process (checklist) to determine the environmental impact the new packaging will have.	Marketing assistant	We have created a design-packaging checklist, which all new packaging gets assessed against. Not all points can be ticked off, as packaging needs to meet several stages of transport and storage.	Checklist in place to formally check all APC packaging development guidelines when designing new packaging.	Checklist needs to be in place by August 2014. Checklist will be used for all new packaging
	Aim to design fully reusable packaging for key products (quilts, underlays, pillows)	Marketing assistant	Currently we have only transferred the quilt range into reusable packaging. By June 2015 we aim to have underlay in reusable packaging and aim to have pillows in reusable packaging by February 2016.	To improve and design reusable packaging for key products. Aim to have underlay packaging completed by June 2015 and pillow packaging completed by February 2016.	Aim to have key products (quilts, underlays, pillows) in reusable packaging by the end of 2016
2. RECYCLING - the efficient collection and recycling of packaging.					
KPI 3: Proportion of signatories with on-site recovery systems for recycling used packaging.	Monthly reminder at the factory meeting to continue to recycle materials.	Factory manager	MiniJumbuk continues to remind staff to recycle materials where necessary.	Monthly reminder delivered to all factory staff.	Monthly reminders



	Maintain existing packaging recovery systems and report volumes recovered annually.	Factory manager	MiniJumbuk continues to recycle majority of raw materials from the factory and office.	System in place and volumes are tracked and reported annually.	Report annually
	Continue to research and trial cost effective ways to improve recycling factory materials.	Factory manager	MiniJumbuk continues to recycle packaging from raw materials in the office and factory.	Continuing research and improve where necessary. Results are reported annually.	Research completed by 2015
	Continue to reuse and send back Nu-Wool Wadding cardboard cores.	Stock controller, factory manager	Continue current system, as it seems to work effectively. Research into efficient transport completed and cores are only sent back once we collect enough for it to be cost effective.	System in place maintained.	Report annually
	Formalise company policy and minimise weekly waste pick up to an 'as needed' disposal basis and reduce costs of waste pick up.	Stock controller, factory manager	The waste skip has been changed to get 1 out of the 3 skips emptied on a weekly basis. Other two are on 'as needed' disposal basis	Policy changed to become more cost effective for the company	Policy changed May 2014

<p>KPI 4: Proportion of signatories with a policy to buy products made from recycled packaging.</p>	<p>Identify opportunities to include recycled content in products and packaging purchased in the future.</p>	<p>Marketing assistant</p>	<p>Aim to purchase recycled materials for products and packaging in office and factory.</p>	<p>Opportunities identified to purchase packaging, products and office consumables made from recycled material.</p> <p>Strategy developed based on findings.</p>	<p>December 2014 February 2015</p>
	<p>Develop and implement policy to buy products made from recycled packaging.</p>	<p>Stock controller</p>	<p>A policy (checklist) has been put in place when designing all new packaging. The checklist is based on the APC packaging guidelines.</p>	<p>Policy in place. When buying new products in factory and office aim to buy recycled items.</p> <p>Recycled content purchases documented and reported annually.</p>	<p>Reported annually</p>

3. PRODUCT STEWARDSHIP - demonstrated commitment to product stewardship by the supply chain and other signatories.					
<p>KPI 6: Proportion of signatories that have formal processes for working with others to improve design and recycling of packaging.</p>	<p>Contact raw material suppliers to determine how environmentally aware they are and what sort of emphasis they place on recycling materials and minimising environmental impact.</p>	<p>Stock controller</p>	<p>The stock controller has contacted our current raw material suppliers to make sure they understand the importance of being environmentally aware.</p>	<p>Contact new raw material suppliers when they are contracted.</p>	<p>Raw material suppliers contacted when new suppliers are contracted</p>
	<p>Research ways to work together with our raw material suppliers to recycle and reduce our carbon footprint together while placing an emphasis on communication with raw material suppliers and improving relationship and partnership values.</p>	<p>Stock controller</p>	<p>Currently MiniJumbuk recycles all our raw material cardboard boxes in house, which have determined to be the most effective way.</p>	<p>Research for 12 months and report at 6 months to see if there are any better options. Contact raw material suppliers and discuss better solutions.</p>	<p>Complete report by June 2015</p>

<p>KPI 7: Proportion of signatories demonstrating other product stewardship outcomes.</p>	<p>Maintenance manager to continue recycling and reusing electrical goods. (Machinery parts)</p>	<p>Maintenance manager</p>	<p>Currently majority of electrical goods are either recycled or stored in factory for reuse.</p>	<p>Continue to be aware to recycle or reuse all electrical goods reporting on an annual basis. Monitor the amount of electrical goods that are currently recycled and aim to maintain the amount.</p>	<p>Report annually</p>
	<p>Review of shipping carton raw materials</p>	<p>Stock controller</p>	<p>Currently our shipping cartons are made from both recycled and virgin materials as they need to be strong enough to stack. Continue to research new solutions.</p>	<p>Research conducted to develop the best solution for our shipping cartons that are environmentally friendly and cost effective.</p>	<p>Research completed by December 2014</p>
	<p>Research/ formalise a process of recycling all computer parts</p>	<p>Marketing assistant</p>	<p>Parts from old computers are sent to Adelaide to be reused and recycled for other machines.</p>	<p>Research on a more cost effective way to recycle parts locally conducted and formal process developed.</p>	<p>Research report to be complete by end of 2014 Formal process developed June 2015</p>

	Review amount of materials that are given out to schools and kindergartens.	Marketing assistant	Materials such as cardboard boxes and fabric from the factory are given to schools and kindergartens.	Continue to review materials taken by organisations and research what they are used for. Make sure they are being recycled correctly after they have finished with the materials.	Review to be completed by end of 2014
	Implement a take back system in stores for new quilt packaging.	Marketing assistant	Research whether it is cost effective to implement a take back system in stores for the new cardboard topper. Report findings.	Create a system for customers that don't want cardboard topper.	Research and report 2015
	Take part in 'Mobile Muster'	Marketing assistant	Register on the 'Mobile Muster' website and encourage all staff to recycle their old mobile phones and accessories.	Old mobile phones recycled correctly. Mobile Muster has picked up all mobile phones and accessories.	Collection was completed on the 13th June
KPI 8: Reduction in number of packaging items in litter.	Continue to take part in Business Clean Up Day each year.	Marketing assistant	We participated in the event this year and plan to sign up for following years.	Take part in the annual clean up every year. Increase the bags collect from previous year by 10%.	Sign up each year

	<p>Formalise company policy to increase the factory outdoor sweeps to twice a week to ensure minimal litter around the factory.</p>	<p>Stock controller, factory manager</p>	<p>Research showed that the sweeps twice a week was not always necessary. Outdoor factory gets sweep when it is necessary.</p>	<p>Outdoor sweeps are conducted when necessary. Stock controller will keep a log of sweeps conducted.</p>	<p>Policy in place by June 2015</p>
	<p>Reduce the information booklets to avoid them being a litter problem.</p>	<p>Marketing assistant</p>	<p>Reduce information booklet to one and have it secure in the bag to avoid being a litter problem. We have taken out our warranty form and this can now only be completed online to reduce printing. We felt we still needed to keep one booklet as our customer base still like something to read and not all of them find the Internet easy to use.</p>	<p>Booklet reduced to one and paper savings monitored.</p>	<p>Completed by mid 2014</p>