



## Signatory Name: Arlec Australia Pty Ltd

*The question numbers in this report refer to the numbers in the report template. Not all questions are displayed in this report.*

Status: Completed

The content in this APC Annual Report is hereby endorsed by the Chief Executive Officer, or equivalent officer of the organisation.

Yes

**5. Industry sector** (please select 1 only):

- Brand Owner / Wholesaler / Retailer
- Packaging Manufacturer
- Waste Management
- Other - Commercial Organisation
- Community Group
- Industry Association
- Government
- Raw Material Supplier
- Other:

**6. Industry type** (please select 1 only):

- Food & Beverage
- Pharmaceutical / Personal Care / Medical
- Hardware
- Homewares
- Communications / Electronics
- Clothing / Footwear / Fashion
- Chemicals / Agriculture
- Fuel
- Large Retailer
- Tobacco
- Shipping Company
- Airline
- Other:

**7. Please indicate your organisation's reporting period:**

- Financial Year: 1 July 2012 – 30 June 2013
- Calendar Year: 1 January 2013 – 31 December 2013

## Goal 1: Design

### KPI 1: % of signatories with documented policies and procedures for evaluating and procuring packaging using the SPGs or equivalent.

8. Does your company have documented policies and procedures for evaluating and procuring packaging using the SPGs or equivalent?

Yes  No

Provide details of policies and procedures

100% - Packaging Policy - available on Arlec website and in company management system, SPG guidelines and worksheet template in company management system.

9. Of the types of packaging **existing at the beginning of the reporting period**, what percentage had been reviewed using the Sustainable Packaging Guidelines (SPG) by the end of the reporting period?

%

10. Have any new types of packaging been introduced during the reporting period?

Yes  No

11. If yes, of the **new types of packaging introduced during the reporting period**, what percentage have been reviewed using the Sustainable Packaging Guidelines (SPG) by the end of the reporting period?

%

12. Please indicate your progress this year towards achieving your annual targets and milestones for KPI 1

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Ensure Staff and Suppliers understand Policies	All company policies re: SPG have been reviewed and the procedures to include the SPG requirements were reviewed also. No changes made. Policies available on internet site. All new staff inductions include an overview of the SPG, Policies and APC ideals.
2.	All new packaging to be assessed against the SPG, progressive review of existing product as opportunity arises.	SPG reviews have not yet commenced due to restructuring of packaging department personnel. Have recently set-up Packaging Team comprising members from packaging, engineering, sales & quality, members are currently in the process of evaluating the guidelines and gathering information.

13. Describe any constraints or opportunities that affected performance under this KPI

The sudden demise of the Packaging Manager has led to a position restructure in the packaging department, which had taken the focus away from the SPG as the personnel were concentrating on their new responsibilities.

## Goal 2: Recycling

### KPI 3: % signatories applying on-site recovery systems for used packaging.

14. Do you have on-site recovery systems for recycling used packaging?

- Yes at all facilities/ sites  
 Yes at some, but not all facilities/ sites  
 No

15. Please indicate your progress this year towards achieving your annual targets and milestones for KPI 3

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	All paper and cardboard packaging material reused or recycled at the Warehouse	100% - All used paper and cardboard packaging from the warehouse is sent for recycling and is ongoing, the volume of used packaging approx. 15000 kg/annum. The amount of copy paper equates to approx. 5000 kg/annum.
2.	All paper and cardboard packaging material reused or recycled at Head Office	100% - All used paper and cardboard packaging is sent for recycling and is ongoing. As most is comprised of copy paper and "samples" packaging. Based on bin volumes and "full bin" pick-ups we send approx. 30000 kg of waste paper / cardboard for recycling per annum.

16. Describe any constraints or opportunities that affected performance under this KPI

### KPI 4: Signatories implement formal policy of buying packaging made from recycled products.

17. Does your company have a formal policy of buying packaging made from recycled packaging?

- Yes  No

Please explain why not

It is extremely difficult to enforce the Use Recycled Policy with our suppliers, as we are a small volume customer to them in the scheme of things. They are very reluctant to adopt special arrangements for small volume items.

18. Is this policy actively used?

- Yes  No

19. Please indicate your progress this year towards achieving your annual targets and milestones for KPI 4

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Establish Recycled material usage with improved quality	As all product is sourced from overseas suppliers, survey results reflect that 48% use recycled paper / plastics, however monitoring of actual usage is not possible at this time. Some quality issues are apparent with several suppliers which affect customer perceptions of our product, we may need to revert back to using new materials from these suppliers.
2.	Operate under a documented Policy	No progress to-date, as it is extremely difficult to enforce the Use Recycled Policy with our suppliers, as we are a small volume customer to them in the scheme of things. They are very reluctant to adopt special arrangements for small volume items.

**20. Describe any constraints or opportunities that affected performance under this KPI**

As covered above, it is extremely difficult to enforce the Use Recycled Policy with our suppliers, as we are a small volume customer to them in the scheme of things. They are very reluctant to adopt special arrangements for small volume items.

**Goal 3: Product Stewardship**

**KPI 6: % signatories with formal processes to work collaboratively on packaging design and / or recycling.**

**21. Does your company have formal processes in place for collaborating with other companies or organisations on improved packaging designs and/or recycling which aims to reduce or eliminate waste?**

Yes  No

**22. Please indicate your progress this year towards achieving your annual targets and milestones for KPI 6**

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Audit suppliers for compliance to SPG	Latest survey results reflect that 48% have a use recycled policy in place, 26% use recycled paper and 11% use recycled plastics
2.	Develop agreements with suppliers	0% - Due to internal changes, progress has stalled, a new survey to be instigated and will analyse and work on updated results.
3.	Review waste contacts for improvement opportunities	0% - not yet begun

**23. Describe any constraints or opportunities that affected performance under this KPI**

Internal changes and a number of suppliers changes have caused this KPI to stall, aim is to re-focus in 2014.

**KPI 7: % signatories showing other Product Stewardship outcomes.**

**24. Please indicate your progress this year towards achieving your annual targets and milestones for KPI 7**

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Continued participation in greenhouse Gas Stewardship program	100% - All new product containing greenhouse gases imported during the period were reported. All returned product containing greenhouse gases were decommissioned in line with legislative and GHG stewardship guidelines.
2.	Review battery & e-waste recycling programs	100% - All our batteries and e-waste related product is sent for recycling, we are currently looking at ways to calculate the volume of e-waste so future reports may include some metrics. We also encourage our staff to bring in their batteries and e-waste.

25. Since the beginning of the reporting period, has your company had any other outcomes related to product stewardship?

Yes

No

If yes, please give examples of other product stewardship outcomes

We have commenced a mobile phone recycling partnership with a mobile phone buy-back company, this includes company and personal mobile phones, data as to numbers collected will be available at the next reporting period.

26. Describe any constraints or opportunities that affected performance under this KPI

**KPI 8: Reductions in packaging items in the litter stream.**

27. Please indicate your progress this year towards achieving your annual targets and milestones for KPI 8

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Include recycling markings on shipper cartons	100% of shipper cartons are marked with recycling markings i.e. Mobius loop. on-going
2.	Formulate standard markings for all new product	Formulation of standard markings for new and existing product is underway, aim is to have a unique "Tidy Man" style marking for our paper / cardboard packaging and recycle number markings and logo for our plastic packaging. Some plastic packaging, approx. 5%, already incorporates the plastic recycling logo / number system.

28. Describe any constraints or opportunities that affected performance under this KPI

**Your Experiences**

This section lets you share with us any achievements, good news stories and areas of difficulties in making progress against your plan and the Covenant goals and KPIs.

29. Key achievements or good news stories

Increased use of shelf ready and PDQ packaging systems to reduce packaging and allow ease of product selection. Based on a one pack principle that allows quick access to the product inside, with minimal wastage of packaging material.

30. Areas of difficulties in making progress against your plan, Covenant goals or KPIs

Supplier reluctance to adopt SPG strategies for us, as a small volume customer, we have little influence over their packaging raw material sourcing.