



Signatory Name: James Glen 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: fasteners

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

Sustainable Packaging Policy and Minimum Packaging Requirement Procedures

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.	Establish APC team to review existing packaging against S.P.G.	APC Team has established and monthly reviews are conducted.
2.	Implement processes to review all new packaging via a packaging decision checklist consistent with the SPG	Checklist established. Existing packaging being reviewed. No new packaging has been sourced during this Action plan duration.
3.	Review all current packaging against SPG	Reviewing existing packaging continually. 90% reviewed

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

Because of the nature of our product, mainly steel bolts and fasteners the current packaging satisfies our requirements with regards to the structure of the packaging in line with the SPG.

Goal 1: Design

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

Rating

Rating Comments

Well done on having a policy and procedures for evaluating and procuring packaging using the SPGs and reviewing 90% of existing packaging. You have established an APC team and a packaging decision checklist consistent with the SPGs.

To improve in this area, you may want to consider researching the key impacts associated with the packaging formats your organisation uses and identifying a range of better practice options for internal discussion. The Design Smart Material Guides, which can help with this, are available at: <http://bit.ly/1m1urPX>.

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.	Conduct waste audit to establish and identify opportunities to improve packaging recycling rates	Audit conducted for this KPI and the audit process is ongoing to continually improve our recycling rates
2.	Increase on-site recycling rate from to 90% for all cardboard, 90% for clear plastics and 70% for strapping	Achieved 90% recyclable rate for cardboard and established a recycling regime for plastic. 90% of all plastic is now recycled.ongoing investigations are in place to achieve 100% recycling for both cardboard and plastic.
3.	Investigate cost effective alternatives to current recycling/landfill regimes.	Established contractual arrangements with an APC COMPLIANT company to remove our general waste and recyclables

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

Employee enthusiasm to improve our current recycling regimes is hard to enforce. Some people do not have the same concern for the activities of the company or the APC. Opportunities will arise with the development of new technologies which we can access to achieve our goals.

Goal 2: Recycling

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

Rating

4

Rating Comments

You have met the key requirement of this KPI by having on-site recovery systems at all facilities. Great work on tracking and reporting your recycling rate which demonstrates your commitment to 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

Provide details of policies and procedures (including names of policies/ procedures)

Sustainable Packaging Policy and Minimum Packing Requirement Procedures

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.	90% of all stationary purchased to contain recycled content	90% achieved . investigating alternatives from suppliers to bring up to 100%
2.	Ensure that packaging is 90% recoverable. Investigate and implement alternative designs if not.	90% achieved. Currently contacting suppliers to ascertain whether 100% is achievable. if this is not possible with current suppliers investigate alternative suppliers to acheive this goal
3.	Liaise with suppliers to obtain guarantees that source material is from a sustainable source and has recycled content.	Currently negotiating with manufacturers / suppliers to obtain this guarantee re recycled content
4.	Packaging developed to reduce the possibility of it entering the litter stream because it is reusable and recyclable.	Packaging developed to satisfy this criteria plus ongoing investigation of alternative materials used in our packaging in line with points 2 and 3 above for this KPI
5.	All new packaging incorporates information on recyclability	Notified all suppliers that criteria must be incorporated in any new packaging that we source from our suppliers

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

Strapping used to safely secure pallets is not readily accepted by recycling companies

Goal 2: Recycling

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

Rating

Rating Comments

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

Provide details of policies and procedures (including names of policies/ procedures)

James Glen Sustainable Packaging Policy and Minimum Packing Procedures

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.	Involvement of suppliers of sustainable materials in the procurement/design process	liaising with suppliers with regards to the design and procurement of new packaging from sustainable sources as required. no new packaging has been required at this stage
2.	Meetings with suppliers to consider the goals of the SPG to discuss opportunities for improve	Nearly all of our suppliers overseas, however our Supply Chain team hold regular meetings with our suppliers both over Skype and face to face on visits, to improve this criteria.
3.	Contractual obligations with waste management facilities for environmentally sustainable removal of our land fill and recyclables.	Set in place with Transpacific/Cleanaway. on a regular basis

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

Overseas suppliers are an issue for us re guarantees of sustainable materials. ALL Australian companies that we deal with have an alignment with the APC which has made our goals very easy to achieve

Goal 3: Product Stewardship

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

Rating 4

Rating Comments Great job on having a formal process in place for working with others to improve packaging design and recycling. To support further progress, consider setting specific, measurable, and time bound targets.
In future reporting, please include any outcomes resulting from these discussions are clearly described and placed in context.

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.	Support and encourage other product development schemes initiated by suppliers	Regular contact with current suppliers re any improvements in packaging technologies re possible new packaging in line with the SPG.
2.	Collaborate with global packaging suppliers for alternative packaging solutions.	As almost all packing is in line with the SPG, no new viable sustainable packaging have been developed by our suppliers with the SPG in mind

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

e-waste regime in place with local recyclers, for both toner cartridges and obsolete computer equipment.

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

Although almost all packing is in line with the SPG and we lead the way in our industry, we will continue to look at suitable alternatives on an ongoing basis.

Goal 3: Product Stewardship

KPI 7: % signatories showing other Product Stewardship outcomes.

Rating

Rating Comments

You are making progress in your product stewardship initiatives by having regular contact with suppliers regarding any improvements in packaging technologies. You have demonstrated your commitment to this KPI by having an e-waste regime in place with local recyclers for both toner cartridges and obsolete computer equipment.

Consider reviewing the APC's suggested targets to identify other areas where you can set targets for improvement. A resource is available here:
http://www.packagingcovenant.org.au/data/Resources/Better_practice_actions_and_targets-29.08.13.pdf

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.	Labelling of packaging to encourage responsible disposal/recycling and reuse.	Current packaging are clearly identified as recyclable. Some old packaging prior to this action plan is unidentified as recyclable but all of our packaging is reusable. We have notified all customers of this.
2.	Actively encourage our customers to encourage their clients to dispose of packaging responsibly	Current customers have been notified any new customers will be informed of correct disposal of packaging.
3.	Investigate sponsorship of anti-litter campaign	Investigating current anti-litter organisations to benefit from our sponsorship.

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

Many opportunities to educate the greater community of their responsibilities towards recycling our packaging to stop it from entering the litter stream. Our main constraint in this area is the perceived attitude some people who do not place the same importance as we do.

Goal 3: Product Stewardship

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

Rating

3

Rating Comments

You appear to be making progress in managing your litter impacts by ensuring that recycling labels are incorporated into packaging where appropriate. You can also improve by identifying actions to reduce your organisation's potential litter impacts onsite (e.g. food and beverage containers from employees/customers) or participating in litter reduction activities in your local community. Please ensure you provide context in your actuals to allow your performance to be assessed.

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

We have achieved improvements in our sustainable packaging regime through our efforts to promote greater awareness from our customers and in the amount of recycling/reuse that they now achieve compared to the regime we had prior to this action plan taking effect.

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

Public apathy to ensuring packing is recycled needs to continue to change.

Summary of ratings:

KPI	2014 Rating (0-5)	2013 comparison
KPI 1	4	3
KPI 3	4	5
KPI 4	5	4
KPI 6	4	4
KPI 7	3	4
KPI 8	3	4
Average rating for this signatory	3.8	4.0
<i>Average rating across all signatories</i>	<i>TBC</i>	<i>2.9</i>

Overall, you have demonstrated a strong understanding of the objectives of the APC, and commitment to improving your packaging. Your achievements in forming an APC team, ensuring that 90% of stationary products contain recycled content, and having a 90% recyclable rate for cardboard and plastic are commendable.

To facilitate engagement with overseas suppliers, which is a constraint you highlighted in KPI 6, it is recommended that you provide a summary document of the SPGs that is relevant to your business to articulate the APC goals and objectives.

To further improve employee engagement, a constraint outlined in KPI 3, you may find it valuable to consider identifying ways to more broadly communicate the APC and your action plan commitments within the organisation. One simple way could be sharing the new APC video, available here: <http://bit.ly/1dFguC8>.