



## Signatory Name: Master Distributors 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: Complete

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 2015 – 30 June 2016
- Calendar Year: 1 January 2016 – 31 December 2016

## Goal 1: Design

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

9. 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

Business Services - Operations and Procedures - Section 9Bviii Australian Packaging Covenant New and Existing Product Assessment ( this policy introduces the APC, the SPG and details procedures with regard to processing and assessment of new and existing products against the SPG) Inventory - Operations and Procedures - Section 7G - Recycled content Purchasing Policy (This policy introduces the APC, outlines the policy and method of the assessment of packaging materials and raw materials)

10. 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?

%

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

Yes  No

12. 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

%

13. 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.	Communicate APC to staff at Master Distributors	Objectives and goals of the APC are regularly communicated and reinforced to staff at induction and meetings throughout the year.
2.	Continuation of process of review of new and current packaging against the SPG for local production, internationally sourced product and international represented brands.	SPG review tool remains part of the part of the product development process, new Business Managers are instructed in its use. The use of this tool is reinforced by a stage gate process within the New Product Development process linked with product barcode generation.
3.	Maintenance of central storage system for packaging review reports	SPG review tool and results are filed in the company computer network and available for review by Business Managers. Packaging audit results and summary sheets are filed in the company computer network and available for review by Business Managers
4.	Implement the findings of Packaging Review of Home Leisure division brands.	The packaging review detailed in the Master Distributors Pty. Ltd. Action Plan - October 2013 - October 2018 and undertaken over the past 3 years is now complete and the leanings from the review are ongoing.

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

Intra-company procedures remain in place and are communicated to new team members as required.

## Goal 2: Recycling

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

15. 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

16. 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.	Continue to work with distribution centre and manufacturing facility to review and improve work flows, minimise waste material and excess energy use.	Distribution team implements recycling tasks as part of their normal duties. Recycling bins for cardboard, pallet shrink wrap and plastic strapping are placed at the end of each picking aisle.
2.	Training for staff at Induction on recycling facilities in office/warehouse.	During induction distribution staff are directed on the correct use of recycling skips. Office staff are directed to use double sided photocopying and the clean paper recycling bins at each work station throughout the administration area.
3.	Conduct waste audit to assess CY2016 recycling and waste disposal amounts.	Assessment results Cardboard packaging - 591.5 cubic metres sent for recycling Packaging film and Polypropylene strapping - 7500kg sent for recycling Increase in material going to landfill of 14.9% to 92 cubic metres over CY2015. Comprised of non-recyclable hard rubbish and general office and kitchen waste.
4.	Maintain office paper recycling facility across the business.	Each work station has a bin designated recycling for recycling of office paper.
5.	Reiterate office printing policy to print double sided where possible.	Policy is reinforced digitally and verbally on a regular basis.
6.	Emails continue to carry statements discouraging unnecessary printing.	All company internal and outgoing emails carry the statement "Please consider the environment before printing this email".

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

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

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

- Yes  No

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

Inventory - Operations and Procedures - Section 7G - Recycled Content Purchasing Policy (This policy introduces the APC, outlines the policy and method on the assessment of packaging materials and raw materials)

19. Is this policy actively used?

- Yes  No

20. 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.	Maintain a policy of buying recycled product and materials where this does not affect marketability of product.	Formally documented into company policies and procedures manual and implemented on a daily basis. Company purchased 43.3% more raw material in CY2016 than CY2015 from the supplier of recycled materials.
2.	Office materials recycling	The company has a culture of multiple use of office stationary. Many paper and polymer based stationery items are recycled multiple times minimising purchases of new items wherever possible.
3.	Track and Report recycled content purchases	Information available through existing company documentation.  Recycled packaging purchases decreased in CY2016 to \$33000. This is a decrease of \$21000 over CY2015 due to the implementation of a strategy of removing outer carton packing on an upgraded range of product  Resources not available to track recycled purchases on a continual basis throughout the year. Analysis will continue to be performed on an annual basis.

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

**Goal 3: Product Stewardship**

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

22. 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)

9B - xii Improved Packaging Design and Recycling through working with others policy Policy extract  
 1. Master Distributors will establish and maintain a supplier database in relation to this policy.  
 2. Master Distributors will communicate internally to inform relevant Master Distributors staff of this policy.  
 3. Master Distributors will communicate externally to inform suppliers of packaging materials of this policy.  
 4. In day to day operations Master Distributors staff will challenge suppliers to achieve best possible results in the appropriate use and application of, and question the size of packaging materials.  
 5. In day to day operations Master Distributors staff will consider design and recycling issues in order to determine the best solution for the business and the environment.  
 6. In day to day operations Master Distributors staff will apply best practise design principles to packaging to minimise resource use and optimise opportunities for recycling.

23. 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.	Continue the formalised program for working with others to improve design and recycling of packaging.	Product Inventory Team consider the policy as part of the decision making process
2.	Develop a list of suppliers as part of policy.	List of suppliers maintained and up to date.

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

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

25. 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.	Educate company staff about the APC and its aims.	Objectives and strategy of the APC are regularly communicated and reinforced to staff at meetings throughout the year.
2.	Create a dedicated "recycling information" section on the company website with specific information for consumers.	Carried forward from 2016 due to resource constraints and business priorities. currently under evaluation for implementation in second half of 2017.
3.	Continue resource consumption minimization procedures throughout administration, manufacturing and distribution facilities.	Ongoing as below: - Evaluation of further water storage capacity to reduce mains water usage on site is continuing. Product continues to be shipped without outer cartons on pallets to minimize use of cardboard packaging

26. 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

1. Continued marketing and sales of Eco Concepts brand of environmentally friendly cleaning products.
2. Continued marketing and sales of FSC timber in Leggz brand products.
3. Recycled polymer is used as much as possible in production of locally moulded plastic products. In CY2016 the amount of polymer purchased from the supplier of recycled raw material increased by 43.3% over CY2015.
4. Ongoing ranging at major customer of Madico surface protection products that use recycled polyester content.
5. Polypropylene scrap from injection moulding manufacturing process is sent for recycling. CY 2016 estimated volume sent for recycling was 6000kg.

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

The distribution of international brands remains a large part of the business and the limitations as to what can be achieved as we are not the designer or developer of the product remain in place. The size of the Australian market continues to impact on this as the economy of scale is not able to drive packaging developed specifically for the Australian market.  
Focus remains on the company's own production and brands where measurable results can be realised.

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

28. 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.	Packaging review as detailed in the Action Plan is now complete.	The process of consolidation of packaging information onto one label continued where possible throughout CY2016. The consolidation of packing information onto one label continues as new labels are ordered on case by case review basis.
2.	Act on findings of SPG evaluation to refine and reduce packaging where it does not adversely affect marketability of product.	The packaging review process and consolidation of product information onto one label for existing product has influenced packaging development on all new product.

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

Opportunities for cost saving as a result of the packaging review are realised where possible and remain ongoing.

**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.

30. Key achievements or good news stories

Ongoing detailed assessment of all levels of product packaging in brands targeted for review performed during 2015 has reinforced our understanding of the benefits of consolidating information onto one packaging element. The cost benefits arising from this can be significant when applied to the volume of product sold. Applying a profit centre model to manufacturing scrap and packaging recycling continues to reduce company fixed costs while ensuring that the resource is reused.

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