



Signatory Name: Dateline Imports 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 2013 – 30 June 2014
- Calendar Year: 1 January 2014 – 31 December 2014

8. Please indicate the entire period your accepted APC Action Plan covers (e.g. 2011-2014)

Start Date:

End Date:

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

Policy to review existing packaging, Recycling of Packaging and Product Stewardship.

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?

55 %

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

99 %

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.	<p>a.) Prepare a list of packaging to be reviewed using Sustainable Packaging Guidelines for imported and locally made products.</p> <p>b.) To establish communication with foreign suppliers; to encourage them to incorporate sustainability design strategies for packaging of a new products and to dispense where practicable extra layers of outer packaging.</p> <p>c.) To communicate with Local Suppliers on improvement of their packaging design using Sustainable Packaging Guidelines.</p>	<p>a.) A list has been completed and reviewed. Review of Packaging is always an on going project due to new products introduced during the reporting period. 99% of New Packaging had been reviewed.</p> <p>b.) Maintain an on going communication with suppliers. Packaging on new products introduced during the reporting period are compact and have less layers of packaging.</p> <p>c.) Maintaining communication with some Local Suppliers who have shown initiative to reduce packaging where practicable. Packaging of new products are now compact. Layers of unnecessary packaging were eliminated.</p>

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

Dealing with foreign suppliers are always a challenge.

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.	<p>a.) To review onsite recovery system for all sites. To continually review procedural steps on disposal of unwanted warehouse wrapping materials and other recyclable packaging materials.</p> <p>b.) Reduce disposal of unwanted packaging materials.</p> <p>c.) To improve current system of disposing unwanted and obsolete products.</p>	<p>a.) Approximately 90 % of used cartons are recycled.</p> <p>b.) On this reporting period, an average of 5 bales per month of compacted boxes were collected by a Private Company for recycling. Sita collected approximately 40 bins of comingled recycling materials for all sites.</p> <p>c.) Continuously educating staff not to dispose unwanted obsolete products through a periodic Environmental and Safety Meetings in the warehouse. A private company collects our obsolete and other unwanted products.</p>
2.	<p>A continuous program to recycle/re-use copy papers where practicable.</p>	<p>An on going procedure is maintain to encourage all sites to recycle used copy papers. A Bin is installed in all sites strictly for recycled papers. Signs promoting to recycle used copy papers are put closer to the photocopier machines for their convenience. Unwanted copy papers are shredded to be used as part of packaging in the warehouse.</p>

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

Getting cooperation from all staffs.

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)

We have a standing policy to buy products made from recycled materials where practicable.

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.	To review continually office and warehouse supplies using principles of SPG or similar.	Frequently purchased office and warehouse supplies from local suppliers are mostly made from recycled materials. Almost 100% of the Paper Towels used in our kitchen are made from recycled materials. Almost 50% of note books used for the office are made from recycled materials. We also purchased used cartons from local suppliers as part of our outer packaging.

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

Some suppliers do not carry products made from recycled materials. Most of their products are imported from overseas.

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)

We have a standing policy to buy products made from recycled materials where practicable; to buy office and warehouse supplies made from recycled materials where practicable.

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.	<p>a.) Collaborate with current Waste Management Provider on how to reduce general waste.</p> <p>b.) Strengthened alliance with local suppliers to achieve common goal of reducing packaging that will potentially end up in the litter stream.</p>	<p>a.) All contracts for Waste Management for all branches and Head Office have been reviewed. Under a new contract 1 General Waste Bin for the Head Office has been reduced from 3 cbm to 1.5 cbm for this reporting period. We have reduced our General Waste by 10% to 20%.</p> <p>b.) Most Local Suppliers have removed extra layers of unnecessary outer packaging without compromising product quality and safety .</p>

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

Getting local suppliers to share a common goal of reducing packaging that could potentially end up in the litter stream can be a challenged especially for local suppliers that imports their products from overseas as they don't have much control in the design of the product.

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.	<p>a.) To work with 2 Major Printing Suppliers to recycle empty ink cartridges.</p> <p>b.) To continually include environmental awareness during Safety Meetings for all states.</p> <p>c.) To choose environmental friendly printing company with FSC® and PEFC™ accreditation for brochures and catalogues.</p> <p>d.) To use an Eco friendly copy papers.</p>	<p>a.) Boxes are provided beside the printers for disposal of ink cartridges to be collected when full. Internal memos are sent out from time to time as reminders to users of printers to dispose empty ink cartridges into the boxes provided for their convenience. 100% of empty ink cartridges are disposed properly.</p> <p>b.) Periodic meetings are conducted for all states which include environmental issues, e.g. re-use of used outer packaging where practicable, proper disposal of packaging and to use minimal layers of packaging when packing orders without compromising quality and safety of the product.</p> <p>c.) Brochures and other marketing materials are printed by printing companies with green credentials.</p> <p>d.) We use an eco friendly fibers copy papers that is 100% chlorine-free.</p>
2.	<p>To investigate waste on energy and natural resources in the company including branches.</p>	<p>We have included in our periodic Safety Meetings the discussion on ways to conserve energy and natural resources, e.g. switching off lights in bathrooms after use; making sure to turn off faucets after use and to make sure to shut down air conditioners during weekends and public holidays.</p> <p>Our old air conditioner has been changed to a more energy efficient air conditioner plus a measure to ascertain that it is shut down during weekends and public holidays to conserve electricity.</p>

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

More involvement with local suppliers to cut down on extra layers of unnecessary outer packaging.

Better interaction with our Waste Management Service Provider on ways to reduce general waste disposal which resulted to a reduction of cost on the disposal of general waste.

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

Monitoring, coordinating and cooperation from staff.

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.	To include housekeeping program in our periodic Safety Meetings for all states.	We have incorporated in our Warehouse Safety Meetings not to litter including throwing of cigarette butts when smoking outside the warehouse. This is also incorporated in our Company Policy as part of our Safety Reminders. We encourage staff to bring the awareness of not to litter into their respective households. We have also put posters or signs "not to litter" in our warehouses for all states.
2.	To maintain list and monitor on new packacaging received during the reporting period for product labelling on proper disposal of packaging. The goal is to educate end users of the product to dispose packaging properly so that it does not end up in the litter stream.	The list records new products received for the reporting period. Safety Data Sheets are checked for Dangerous Goods so proper disposal on packaging can be checked. We have reviewed 100% of products classified as Dangerous Goods.

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

It is always a challenge dealing with foreign suppliers.

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

We have reduced our General Waste by approximately 10 to 20%. Our empty ink cartridges are 100% disposed properly. Improved collaboration result with local suppliers.

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

Not many local suppliers carry products that we need which are made from recycled materials.