



Signatory Name: Fellowes (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: 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: Office Products

7. Please indicate your organisation's reporting period:

- Financial Year: 1 July 2014 – 30 June 2015
- Calendar Year: 1 January 2015 – 31 December 2015

8. Was your action plan extended or updated to cover the APC transitional year (01/07/2015 -30/06/2016)?

- Yes
- No

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

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.	Devise and implement a process to ensure all new locally sourced packaging meets SPG guidelines	The sustainable packaging commitments for locally sourced products have been communicated to relevant staff. No new locally sourced products were introduced during CY2015
2.	Maintain correct recycling symbol on all locally sourced packaging	This was achieved in 2013 There have been no new locally sourced products during 2014 and 2015
3.	Review to identify possible improvements to packaging of locally sourced products	98% of packaging for locally sourced products is sourced as recycled fibreboard. There has been no change in locally sourced product in 2015. Five (5) of the top eight (8) products sold (units sold) in 2015 were made from fully recycled materials including the packaging (where present).
4.	Review to identify possible improvements to packaging of non-locally sourced products in the top 80% of units shipped during 2015	This review is co-ordinated by our global head office in the USA. The team has continued to collate information on recycled content and recyclability of packaging materials used in Fellowes products globally. Considerable progress has been made in 2015. Statistical results for the top 80% of units sold in the Australian market are: OUTER PACKAGING: (products comprising top 80% of units shipped) % of Products reviewed: 68% Average Recycled Content of reviewed items: 74.2% Average Packaging Recyclability of reviewed items: 99.5% RETAIL PACKAGING (products comprising top 80% of units shipped) % of Products reviewed: 68% Average Recycled Content of reviewed items: 67.0% Average Packaging Recyclability of reviewed items: 96.3%

5.	Explore the extent to which the Global Business Teams review of packaging now meets the level required within the SPG	As stated in the 2014 report, Fellowes Head Office (USA) has created guidelines to ensure all marketing claims in relation to sustainability are in accordance with the US Trade Commission and International Standards for Environmental Labels and Declarations (ISO 14020, 14021, 14024 and 14025). The number of active Australian items (all SKU#s) that have been classified according to these guidelines and standards are 221 (up from 159)
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14. Describe any constraints or opportunities that affected performance under this KPI

The review of locally sourced product is 90% complete and the global review has progressed significantly. The local review of all products continues to be limited by the progress of the corporate review.

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.	Ensure all recyclable materials are placed in correct recycling bins	On site recycling continues with the same segregation of materials as in previous years. <ul style="list-style-type: none"> • 2015 Paper & Cardboard: 6.94T (up from 5.97T in 2014) • Shredded Office Waste • Reclamation of cardboard boxes for re-use in outbound despatch • Unwanted machines are sent for recycling of plastic and metal • Discarded shrinkwrap is placed into bales for recycling
2.	Review on-site metal /machine recycling to establish quantity data	The process has continued unchanged in 2015. No data was available from the recycler of the volumes/weights of plastic and metal recovered from our recycling
3.	Review new options for recycling other packaging and office waste	The following were completed and reported in previous years: Printer Cartridges (2013) Shrinkwrap (2014) An additional initiative is that where report printers have multiple feeder trays, one tray is reserved for reports that are printed on one side only and used to print to the blank side for non-critical business reports.

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

Nil

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

Please explain why not

While there is no formal policy, the decision to move to using fully recycled materials as the base for all locally sourced packaging was made in 2007. This is now a core feature of our product range and will continue to be so.

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.	Develop a policy for purchase of recycled packaging for locally sourced products	As detailed in Q18, a formal policy is not deemed necessary as the recycled content is a key feature of the product marketing and will continue. As stated in the 2014 report, sourcing of recycled office paper has been reviewed and rejected due to variations within the paper. Sourcing of office paper from sustainably managed forests under the Australian Forestry Standard has been made as an alternative. That decision has been complied with in 2015 for all paper purchases.

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

None

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

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.	Schedule at least one annual packaging review with each supplier for locally sourced products to investigate packaging improvements	A review in 2015 was not necessary as: <ul style="list-style-type: none">• there have been no changes to products in 2015• All packaging design was previously determined in consultation with the supplier using their advanced packaging software and is already at it's most efficient

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

Nil

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.	Eliminate unnecessary POS materials and ensure recyclability and to maximise recycled content	POS brochure purchase increased in 2015 to 552kg. All purchases were on print stock with a combination of 60% post consumer waste and 40% FSC certified virgin fibre. The increase was due to additional ranges (non-locally sourced) added to the Fellowes suite of products. Where possible soft copy version of all brochures are used however there is still a requirement for printed materials for trade shows and product training events We have continued to work with our customer base to reduce the number of catalogues printed and distributed to the market. Traditionally this has been their major point of contact with the market. We continue to shift our support to online catalogues rather than printed ones. There are now two major customers who have shifted completely to online catalogues. Both of them are signatories to the APC.

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

To support our sustainability initiatives, Fellowes has provided funds to the Friends of Newells Paddock (FoNP) environmental group (<https://www.facebook.com/newells.paddock/>). Newells Paddock is an inner urban wetland area in Footscray Victoria and FoNP is a community organisation working with Maribyrnong City Council in the restoration of this wetland area which has been designed as filtration system for storm water from the local streets before it passes into the Maribyrnong River. Street litter is one of the issues for this wetland area. FoNP is a voluntary organisation with no funding and relies on grant applications to fund planting, weeding and community events in Newells Paddock. Fellowes staff also provide governance support to assist FoNP in its regulatory requirements and to foster the long term viability of the organisation.

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

Nil

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.	Drive awareness of APC commitment at global Business Team level	<p>Sustainability is a continued focus of the global Fellowes organisation. On a global basis, Fellowes has continued to gather data on the packaging materials used in our products, their recycled content and their recyclability. This is for both the outer (shipper) cartons and the packaging used in retail display/security.</p> <p>Packaging continues to be reviewed as part of our total product cost strategy and reduced and/or eliminated where possible.</p>

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

Fellowes Australia P/L is situated on the Melbourne Airport Business Estate. A requirement of the airport estate is to minimise waste that can enter the public litter stream. Drains and gardens are regularly inspected and wind-blown rubbish removed.

Commercial waste vehicles are the only commercial vehicles permitted to be driven inside the warehouse facility where they then tip their waste bins protected from the weather. This reduces the possibility of waste being blown from the vehicle/bin during the tipping process.

We have also approached neighbouring businesses to improve their waste removal process because we have found their 'paperwork' in our gardens. They have adopted new practices to reduce their waste impact and it was also seen by them as a potential issue for customer confidentiality.

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

The financial assistance provided to FoNP (<https://www.facebook.com/newells.paddock/>) was warmly received and is being used in a variety of areas that support the work of the group. FoNP received the Mayoral Award at the 2015 Maribyrnong Council Civic Awards (http://www.maribyrnong.vic.gov.au/Page/Page.aspx?Page_Id=11732) for their work in Newells Paddock.

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

As suggested by the reviewer of our 2014 report, Fellowes has reviewed the 2014 APC reports for several of our customers who are also subsidiaries of global organisations. Many of them cite the difficulties of driving and reporting on the specifics of improvements in the APC KPIs when decisions on product packaging are controlled by a global head office based external to Australia. The Australian market is small in comparison and the decisions are predominantly driven by the requirements of the global business. We continue to drive our commitments to the APC for locally sourced products, but this is a small portion of the total product range.