



## Signatory Name: Leader Computers 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

Procedure# BR02 (included as part of Quality Management accreditation ISO9001:2008)

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?

80 %

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

%

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.	APC 2 member team established	Scheduled review of sourcing existing packaging. Review carton sizes to minimize sizing (cut down on filler and less raw materials)

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

Constrained by the ability to obtain information on boxes use for import cases from some suppliers.

## 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.	Review of quantities and types of outgoing recycled materials	Meeting target of recycling incoming targets thereby reducing outgoing collections. Replaced the 6 cub m bins with 4.5 cub m bins being collected once per week. Cost savings to company & less outgoing recyclables from approx. 600 cub m per annum to 460 cub m  Two separate bins implemented (previously 2 x recycles) now "Cardboard" only and "Cardboard, metal, plastic bin" for more efficient recycling, and lower cost to company
2.	Target of 90% use of cartons from incoming stock deliveries	This is assessed as met. Re-using supplier cartons for our out going stock shipments

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

Re-using filling from inward stock (eg foam in harddrive boxes) for filler in our outgoing shipments rather than using our available padpack filling, and reducing quantity going to outwards recycling.

### 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)

Procedure# BR02 (included as part of Quality Management accreditation ISO9001:2008)

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.	Review sources of cartons (local) for systems	Confirmed local supplier using sustainable materials
2.	Office paper	Office National brand, uses fibre from sustainable plantations, elemental chlorine free processes. PEFC certified.
3.	Review of sources of overseas suppliers in accordance with Purchasing policy	Ongoing efforts to obtain information from suppliers (China)

20. 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.**

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)

Procedure# BR02 (included as part of Quality Management accreditation ISO9001:2008)

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.	Review of waste management practices	Annual review of recycling practices. Confirmed efficient use of recycle bins and minimum waste going to "general waste" bin for collection. Collections are recorded (for SPG & payment reasons)  Identified issue of staff binning paper rather than putting in a box for recycling & corrected this practice

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

**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.	Segregation of mixed recyclables	Achieved - Contractor providing 3 separate bins now.
2.	Printing of invoices etc for reference only.	Print engines (accounting system) changed from default of 2 copies to 1 only.

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

Planet Ark recycling of toners / cartridges. Staff made aware of facility rather than disposing of items in general waste. Changing local PC print engines to print only 1 copy (default is 2 copies) of invoices etc cutting down on unnecessary prints.

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.	Participate in annual Business Clean Up day	No formal participation, but as owners of adjacent property in CBD had staff clean-up parking lot, gardens and in general vicinity on same day
2.	VIP cleaners	Review of amount of recyclable materials (namely paper) going in general waste. Educating staff as to appropriate recycling practices

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

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