



Signatory Name: Markitforce 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:

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

Markitforce have documented in a standard operating procedure (SOP SA-05 KEY SUPPLIER CONTROL) " Where possible, packaging materials are sourced from suppliers that use recycled materials, produce items that are recyclable or are degradable".

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.	Review all packaging formats using SPG guidelines. 100% of existing packaging reviewed by 2013	As of December 2013 all packing had been reviewed for compliance to SPG guidelines. During 2014 no new packaging formats have been introduced into the business by Markitforce.
2.	Increase recycled packaging within the business. Increase recycled packaging from 75% to 85% by 2013.	This target had been obtained in 2013. The vast majority of packaging materials purchased by Markitforce continue to be paper or cardboard based and are sourced from manufacturers that use 100% recycled board/paper.

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

Markitforce being a third party logistics company, works within the constraints set by our clients and the freight companies we use. Much of the product Markitforce pack for our clients are odd sized and of various shapes. For example, we may be required to pack surfboards, premium perfume display units, life size fibreglass animals down to booklets and flyers. Obviously, the packaging requirements for each needs to be vastly different to ensure the items are packed robustly for transit through the freight chain safely and are received by the client in pristine condition. In addition to the packaging being robust it must be the smallest and lightest possible so as to keep the cost of freight to a minimum.

Markitforce having a diverse range of products coming into the business also means a range of packaging materials which we always endeavour to reuse for the packaging of goods that are to be sent to clients. Examples of reusing packing include air filled pillows, bubble wrap and starch void fillers along with cardboard cartons, timber crates and pallets.

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.	Develop waste baseline and on-going measurement program. Measurement baseline for all sites by 2013	Baseline measurement was achieved in 2012. During the current reporting period (2014) the weight of cardboard and plastic sent out for recycling has increased significantly. The total weight across all sites Cardboard/paper - 80 tonnes, increase by 250% on the baseline figures Plastic - 5 tonnes, increase by 400% on baseline figures from 2012. A reduction in timber sent for recycling has occurred over the last twelve months as Markitforce aims to reuse timber pallets, skids and crates rather than send them for recycling. Timber for recycling reduced from 4 tonne in 2013 to 2 tonne in 2014.
2.	Reduce packaging and other landfill waste across all sites. Absolute reduction in landfill waste by 2015.	Markitforce has had a significant increase in the amount of waste sent to recycling and as such the amount sent to landfill has reduced accordingly. To facilitate the collection of waste items throughout the warehouses and offices collection points for cardboard/paper and plastic for recycling are located in close proximity to where the materials are generated.
3.	Enhance recycling programs across all company sites. Absolute reduction in land fill by 2015.	Markitforce has shown commitment to recycle and reuse where ever possible as shown by the large increase in recycling of materials. The diversity of the packaging and other materials which come onto the site result in changing practices and new ways of dealing with items that can be reused or recycled.

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

Markitforce cannot always recycle or reuse packaging items as some clients require that goods deemed to be commercially sensitive must be destroyed and not made available for recycling or reuse.

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)

Markitforce's Purchase Requisition form has two columns one, "Recycled" and two "can be Recycled". The preferred supplier's use recycled cardboard and paper products. A Standard Operating Procedure SOP SA-05 Key Supplier Control also stipulates that recycled goods are to be source where ever possible.

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.	Ensure business consumables are made with recycled content where possible (eg. office paper). Demonstrate examples of this.	Recycled office supplies such as paper and envelopes continue to be purchased where they are cost neutral or better. Markitforce also arranges to have many to the printer ink cartridges used throughout the business to be refilled for reuse rather than sending them to landfill.
2.	Update green procurement policy to include preference for recycled materials.	Policy had been communicated to 100% of staff and suppliers by 2013. Markitforce also communicate our involvement with the APC to clients and suppliers during the tender process and business reviews. As part of that communication we encourage our suppliers and clients not only to use recycled materials for their products but where ever possible reduce the amount of packaging.

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

Markitforce can not always use recycled materials if the client requests that only new materials are sourced for the packaging of select products or suitable recycled materials are not available.

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)

Markitforce include in many tenders with clients an option to work together to identify over production of stock via inventory management and reporting systems.

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.	Help clients acheive their APC goals.	Markitforce work with all our clients to reduce and reuse where ever possible. To encourage our clients to this end Markitforce does not charge clients the cost of a packaging materials being reused, nor the collection cost of the waste destine for recycling.
2.	Identify opportunities to reduce the impact of clients promotional materials.	Every quarter, or as otherwise agreed, Markitforce's Client service team prepares business brief for clients in which the amount of non-moving stock is presented. This stock typically includes promotional material which was not required by the client for a launch, ie excessive materials. Obviously this over production of materials is expensive to produce, store and dispose of, as well as an unnecessary use of resource. By highlighting this stock to the client they are better able to plan the requirements for future promotional activities.

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.	Partner with a client on a sustainability project. Target of publish a case study on the implementation by 2015.	<p>Early 2014 Markitforce together with Campell Arnott's and with the assistance of Active Display Graphics partnered in a project to reduce the amount of cardboard used to manufacture display bins for Arnotts. The bins were also intended to be multi-purpose and multi-use items in which it was envisioned the bins would be used for display purposes for at least 6 months and be used for a variety of promotional activities, rather than the previous single use bins which were only used for several weeks.</p> <p>Several design options were supplied by Active and the final design was a compromise in cardboard reduction, strength and robustness. The saving in cardboard alone are provided below.</p> <p>For 50,000 BINS</p> <p>Based on 1 set consisting of; 1 x Dumpbin 1 x Easel 1 x Collar (plus internal/unprinted inserts to suit)</p> <p>The amount of board required to produce the original design would be approx. 277,000 sq metres.</p> <p>The amount of board required to produce the new design would be approx. 240,000 sq metres.</p> <p>Therefore there is an approximate board saving of 13% on the new design.</p> <p>To date a small number of bins have been placed in the market for assessment with respect to durability and functionality.</p>
2.	Communicate with suppliers and customers on progress and achievements, Publish APC action plans and sustainability reports annually.	Markitforce's APC 2013 report is available for those interested to view on the Markitforce website.
3.	Join green supply chain groups.	To date we have been unable to find a relevant group that can offer value to Markitforce's needs.

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

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

The opportunity to partner with Campbell Arnotts came about with CA agreeing that Markitforce would supply and co-ordinate their print requirements for promotional materials. This is the first time Markitforce has been involved in such a partnership and it is an area in which we will continue to develop and be better able to assist in the reduction of resources used to produce, store and transport these type of items.

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.	Participation in Business Clean up Day Annually	Markitforce once again had a group of volunteers on February 25, 2014 collect rubbish from the outside of our site. Collected items were separated into general waste and recyclable waste. To eliminate the possibility of the migration of waste materials from our site in to the surrounding streets, Markitforce have rubbish bins close at hand in all lunch and recreation areas. Bins are lidded and emptied regularly to prevent overflow. Markitforce also conduct a weekly yard clean up in which rubbish blown in from the surrounding area is collected from disposal and helps us to maintain a clean environment for all staff to be proud.

29. 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.

30. Key achievements or good news stories

In 2014 Markitforce updated the on-line ordering program used by clients to order their products. The updated version includes a method in which individual orders placed by a client over the period of a week are consolidated into one order. The benefits of order consolidation include one order sheet is produced hence, paper reduction, all orders are packed together, hence reduction in packaging materials and consumables like labels, ink, invoice pouches etc. The consolidation results in less transport so the reduction in the use of fossil fuels.

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