Australian Government
2011–2012 Annual Report
on the
Australian Packaging Covenant
Action Plan 2010–2015

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TABLE OF CONTENTS

LIST OF ATTACHMENTS

ABBREVIATIONS AND ACRONYMS

APC	Australian Packaging Covenant
CEI	Chief Executive Instruction
DoE	Department of the Environment
FMA Act	*Financial Management and Accountability Act 1997*
FTE	Full-time equivalent (staff)
ICT	Information and Communication Technology
ISO	International Organization for Standardization
NEPM	National Environment Protection Measure

The Australian Government is a founding signatory to the Australian Packaging Covenant (APC) and has developed an APC Action Plan for the period 1 July 2010 to 30 June 2015 (Attachment A). The Action Plan sets goals for Government agencies to improve the sustainable procurement of packaging, increase packaging recycling and reduce packaging waste and litter.

This is the Australian Government's annual report on Action Plan progress for the period 1 July 2011 to 30 June 2012, the second year of the Action Plan. The annual report has been prepared by the Department of the Environment on behalf of the Australian Government. It presents results from an online survey of Australian Government agencies about their Action Plan activities.

KEY ACHIEVEMENTS IN 2011–12

The following achievements relating to key performance goals in the Action Plan were reported in 2011–12[1]:

- 100 per cent of agencies submitted reports, increasing from 84 per cent in 2010–11.

- 89 per cent of agencies reported examples of implementing the Sustainable Packaging Guidelines, increasing from 60 per cent in 2010–11.

- 100 per cent of agencies have office-based recycling systems, with 93 per cent implementing recycling across all office sites.

- Of those agencies with non office-based sites, 76 per cent have recycling systems at these sites, increasing from 51 per cent in 2010–11. 49 per cent of these agencies implement recycling across all of their non office-based sites.

- 59 per cent of agencies have a policy or instruction outlining how to consider environmental impacts when procuring goods and services. Of those agencies governed by the *Financial Management and Accountability Act 1997 (*FMA Act), 35 per cent implement this through a Chief Executive Instruction (CEI).

- 79 per cent of agencies use at least 50 per cent recycled office paper, increasing from 78 per cent in 2010–11.

- 44 per cent of agencies use 100 per cent recycled office paper, increasing from 37 per cent in 2010–11.

- 66 per cent of agencies are on track to fully implement the *Australian Government ICT Sustainability Plan 2010–2015*, including packaging-related actions, by 2015.

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[1] This data has been aggregated from the reports of 122 Australian Government agencies.

1. Australian Government 2011–12 Report on the *Australian Packaging Covenant Action Plan 2010–2015*

- 41 per cent of agencies include sample green ICT clauses in Request for Tender and ICT procurement that promote packaging minimisation, recyclability and recycled content and take-back for re-use or recycling. A further 16 per cent of agencies noted this was not applicable, indicating they did not undertake relevant procurement.

- Of those agencies with public places, 98 per cent implemented litter reduction measures, an increase from 73 per cent in 2010–11. Of those agencies which staged public events, 100 per cent implemented litter reduction measures, as well as recycling and other efforts such as using recyclable promotional materials.

The Results section (page 6) provides further information.

The *National Waste Policy: Less Waste, More Resources* was agreed by all Australian environment ministers in the Environment Protection and Heritage Council (EPHC) in November 2009 and endorsed by the Council of Australian Governments in October 2010. The National Waste Policy sets the agenda for reducing waste, increasing resource recovery and safely managing waste to reduce environmental impacts until 2020. Strategy 3 of the National Waste Policy is:

> "The Australian Government, in collaboration with state and territory governments, industry and the community will better manage packaging to improve the use of resources, reduce the environmental impacts of packaging design, enhance away-from-home recycling and reduce litter." (EPHC 2009, p. 10)

The Australian Packaging Covenant (APC), established as the National Packaging Covenant in 1999, is a key mechanism for implementing Strategy 3 of the National Waste Policy. The APC is a voluntary agreement between all levels of government, companies operating in the packaging supply chain and relevant environment and community groups to reduce the environmental impacts of packaging waste and litter. Negative environmental impacts of packaging waste include failure to recover and re-use resources and litter pollution of the environment and oceans.

The following performance goals are outlined in the APC agreement:

- Design—optimising packaging to use resources efficiently and reduce environmental impacts, without compromising product quality and safety
- Recycling—efficiently collecting and recycling packaging from households and away from home
- Product Stewardship—demonstrating commitment by all signatories
- Litter—taking action to reduce the incidence and impacts of litter.

The APC pursues shared responsibility by all business operating in the packaging supply chain for managing environmental impacts. This includes raw material suppliers, packaging manufacturers and suppliers, brand owners and retailers and wholesalers. As of 30 June 2013 there were 925 APC signatories. All APC signatories must develop Action Plans which detail how they will improve the sustainable management of packaging in their business. Signatories must also report performance in meeting Action Plan goals annually to the APC, which aggregates the results and undertakes auditing to report overall performance against the APC's Strategic Plan objectives. The APC also funds an annual grant program of projects which contribute to its goals.

The APC is underpinned by the National Environment Protection (Used Packaging Materials) Measure 2011 (the NEPM), a regulation made under the *National Environment Protection Council Act 1994* by Australia's environment ministers. The NEPM aims to ensure that APC signatories are not competitively disadvantaged in their efforts to address packaging waste and litter. Under the NEPM all packaging brand owners with an annual turnover greater than $5 million must recover and recycle their packaging, unless they are APC signatories. This ensures that like APC signatories they also contribute to reducing the environmental impacts of packaging. If an eligible packaging brand owner is not meeting NEPM or APC requirements, they are referred to the relevant state or territory government for enforcement action under the NEPM, which may include penalties.

AUSTRALIAN PACKAGING COVENANT COMMITMENTS

As an APC signatory, the Australian Government has developed an Action Plan for the period 1 July 2010 to 30 June 2015, which outlines the activities agencies will undertake to implement APC objectives in their operations. Agencies are responsible for implementing the commitments in the Action Plan.

The Government has made commitments in its Action Plan to improve sustainable procurement, recycling and waste and litter prevention in relation to packaging and packaged products. The key commitments are:

- implement the APC's Sustainable Packaging Guidelines, which provide guidance on environmental considerations when designing and procuring packaging
- implement recycling systems for used packaging and office paper across both office-based and non office-based sites
- undertake and foster sustainable procurement, including purchasing products that contain recycled materials or are recyclable
- facilitate national, effective product stewardship policies and initiatives, including implementation of relevant initiatives under the National Waste Policy and *Product Stewardship Act 2011*
- implement relevant requirements of the *Australian Government ICT Sustainability Plan 2010–2015*, such as purchasing recycled office paper and sustainable procurement of ICT products
- implement initiatives to reduce litter in public places used by or within Government agencies
- establish efficient reporting mechanisms to assist agencies.

The Government aims to continuously improve performance against these goals. In addition, from 2011–12 the Action Plan requires identification of agencies that have not established office-based recycling and the reasons.

ROLE OF THE AUSTRALIAN GOVERNMENT

The Australian Government became a founding signatory to the APC to support the packaging industry in its product stewardship efforts. The APC is a key national mechanism for implementing Strategy 3 of the National Waste Policy—'better management of packaging to improve use of resources, reduce the environmental impacts of packaging design, enhance away-from-home recycling and reduce litter'.

The primary role of the Government in the packaging supply chain is that of a procurer, consumer and disposer of packaged products, such as stationary or office equipment. The Government also uses packaging in distributing items such as information kits and mail. The Government does not design or produce packaging.

Due to the large scale of its procurement activities, the Government also seeks to demonstrate leadership in fostering sustainable procurement of goods and services throughout the economy. This leadership has continued with the Department of the Environment publishing a *Sustainable Procurement Guide* for Australian Government agencies.

The Australian Government is an active APC signatory, regularly contributing to strategic and policy discussions and sharing information through its position on the APC Council. The APC Council comprises representatives from all levels of government, the packaging industry, environment groups and the community to oversee the implementation of the APC's objectives. The Government currently contributes funding of $206,250 (GST exclusive) each year to support the APC Secretariat in delivering the APC's objectives, which include building the capacity of the packaging industry to address environmental impacts across the entire packaging supply chain.

ROLE OF THE DEPARTMENT OF THE ENVIRONMENT

During the 2011–12 reporting period the Department was known as the Department of Sustainability, Environment, Water, Population and Communities, however will be referred to as the Department of the Environment throughout this report. The Department facilitates the implementation of the Australian Government Action Plan and prepares the annual report to the APC on behalf of the Government. This involves providing advice to agencies to ensure they are aware of APC commitments and to assist them to complete annual reporting.

In addition, the Department has several responsibilities in the Action Plan. Implementation of these responsibilities is reported in Appendix 1.

DATA COLLECTION

In order to collect data to inform this report, the Department prepared a survey of Australian Government agencies. This excluded Australia Post, which is also a signatory to the APC and reports separately as it is the sole packaging brand owner in the Australian Government's jurisdiction.

The survey asked questions to determine agencies' progress in implementing Action Plan commitments to improve sustainable procurement, recycling and litter reduction. Actions were reported for both office-based sites and non office-based sites such as service delivery sites, laboratories, national parks, reserves and gardens, warehouses and sheds, barracks and public places including cafés. Agencies were also asked to provide qualitative case studies of successful, innovative actions to supplement their quantitative waste and recycling results.

The survey was designed using the SurveyMonkey(R) online survey tool and SurveyMonkey(R) guides for creating effective questionnaires. Agencies were emailed a Microsoft Word version of the survey to assist with compilation and approvals, but were required to submit answers to the online survey.

The online survey approach was introduced in 2010–11 and is an effective and efficient means of collecting data. Agencies generally indicated that it was easy to use and very few technical errors were experienced. Conducting the survey and storing data electronically has also sought to minimise paper consumption.

However, many 'micro agencies' within portfolios and smaller agencies provided feedback that the survey is burdensome for them to complete and suggested that it should be streamlined for their circumstances. Many of the reporting actions are less relevant to smaller agencies as their corporate and contractual functions may be outsourced, or handled on their behalf by a larger portfolio agency or whole-of-government procurement and contracting arrangements. In addition, several agencies

provided feedback that there is overlap with reporting under the ICT Sustainability Plan and this could be streamlined.

In total, 122 agencies responded to the survey and for the first time a 100 per cent response rate was achieved. Survey responses were collated and analysed in Microsoft Excel to provide the aggregated data presented in this report.

<div align="center">RESULTS</div>

In total, 122 Australian Government agencies reported. The 100 per cent response rate exceeds the benchmark of 92 per cent set in 2009–10. As 100 per cent of agencies reported implementing office-based recycling systems, no agencies have been identified as failing to meet this requirement.

The reporting demonstrates that the Australian Government has performed well in implementing the Action Plan commitments and the objectives of the APC. Progress in implementing Action Plan milestones is further summarised in Appendix 1.

The agencies covered by this annual report provide a diverse range of services, including government administration, defence and the management of public buildings, cultural institutions and specialised sites like Australian Antarctic bases and national parks. This diversity is reflected in the large scale of operations captured by the annual report. Approximately 2,321[2] Australian Government agency sites were covered in the responses, of which 42 per cent were office-based[3] and 58 per cent were non office-based[4]. Represented across these sites were 168,850 Full-time Equivalent[5] staff.

Reporting agencies	Office based	Non-office based	Total
Number of sites	970 (42%)	1,350 (58%)	2,321

While the APC covers packaging waste only, many agencies also indicated that they recycle other items such as toner cartridges, office paper, mobile phones and batteries. This demonstrates a positive shift in culture as these recycling approaches become increasingly common across the Australian Government. In providing information on recycling rates, not all agencies are able to provide specific information on the proportion of recycling that is used packaging.

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[2] This figure is based on agency responses which summed accurately. Three responses which did not sum accurately have been excluded.

[3] An office-based site is a premise where desks, chairs and computers are used to carry out business operations.

[4] Non office-based sites include: laboratories, warehouses and sheds, shopfronts, barracks, multi-use dwellings, national parks and gardens, Antarctic bases, ships, broadcasting studios, sports training facilities, cafés etc.

[5] The definition of FTE reported by agencies varies. For some agencies, one FTE refers to one person working full-time all year round, with part-time staff being 0.5 of an FTE. Some of these agencies included non-payroll contractors, secondments and agency staff. In contrast, other agencies reported actual numbers of staff rather than FTEs.

The following achievements relating to key performance goals in the Action Plan were reported in 2011–12[6]:

- 100 per cent of agencies submitted reports, increasing from 84 per cent in 2010–11.

- 89 per cent of agencies reported examples of implementing the Sustainable Packaging Guidelines, increasing from 60 per cent in 2010–11.

- 100 per cent of agencies have office-based recycling systems, with 93 per cent implementing recycling across all office sites.

- Of those agencies with non office-based sites, 76 per cent have implemented recycling systems at these sites, increasing from 51 per cent in 2010–11. 49 per cent of these agencies implement recycling across all of their non office-based sites.

- 59 per cent of agencies have a policy or instruction outlining how to consider environmental impacts when procuring goods and services. Of those agencies governed by the FMA Act, 35 per cent implemented this through a Chief Executive Instruction (CEI).

- 79 per cent of agencies use at least 50 per cent recycled office paper, increasing from 78 per cent in 2010–11.

- 44 per cent of agencies use 100 per cent recycled office paper, increasing from 37 per cent in 2010–11.

- 66 per cent of agencies are on track to fully implement the *Australian Government ICT Sustainability Plan 2010–2015*, including packaging-related actions, by 2015. This includes non-FMA Act agencies who voluntarily undertake initiatives such as the Australian Hearing Service.

- 41 per cent of agencies reported including sample green ICT clauses in Request for Tender and ICT procurement that promote packaging minimisation, recyclability and recycled content and take-back for re-use or recycling. A further 16 per cent of agencies noted this was not applicable, indicating they did not undertake relevant procurement.

- Of those agencies with public places, 98 per cent implemented litter reduction measures, an increase from 73 per cent in 2010–11. Of those agencies which staged public events, 100 per cent implemented litter reduction measures, as well as recycling and other efforts such as using recyclable promotional materials. In addition 21 per cent of agencies are considering further litter reduction initiatives.

Survey responses indicated that some of the performance indicators used in the Action Plan are complex to implement and some may require review. Agencies understand the recycling and litter reduction obligations in the Action Plan well and achieve high rates of implementing these requirements.

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[6] This data has been aggregated from the reports of 122 Australian Government agencies.

The commitment under the ICT Sustainability Plan to use 100 per cent recycled content paper by 2015 has been relatively complex to implement. Many agencies have undertaken significant testing and trialling of this product to ensure compatibility with their ICT systems, with mixed results for productivity and value for money in some instances. In some cases, 100 per cent recycled paper could not be introduced until the agency refreshed their ICT equipment due to frequent jamming and fibre dust contamination of machines. In addition, agencies cannot use recycled paper for archiving as it is not of archival quality. Finally, there are competing products that may represent value for money such as 50–80 per cent recycled content paper or 'carbon neutral' paper, which may contain virgin fibre from managed plantations. Despite the challenges, the majority of agencies are committed to implementing this requirement and continue to consider how to do so.

Many agencies noted that they are required to weigh up value for money requirements under the FMA Act against the environmental impacts of products over the life cycle when undertaking procurement. The new Sustainable Procurement Guide for Australian Government agencies will assist in providing further guidance. The Sustainable Procurement Guide could also assist agencies to focus implementation of the APC's Sustainable Packaging Guidelines on the Government's procurement role, as the Government is not a packaging designer, manufacturer or brand owner.

A decreasing proportion of agencies reported using a Chief Executive Instruction (CEI) to provide advice on how to consider environmental impacts when procuring goods and services. This is due to changes in Australian Government policy and operations which mean that such matters are dealt with under the Commonwealth Procurement Rules rather than CEIs, which typically only refer to directions given within the FMA Act. If a CEI is not used, agencies are likely to have an internal policy, executive directive or instruction of some kind regarding sustainable procurement or waste rather than a CEI specifically. The CEI performance indicator in the Action Plan needs to be assessed in this context and may require review.

CASE STUDIES

The Action Plan seeks examples of best practice and innovation in implementing APC objectives from agencies. This also provides an opportunity for agencies to highlight successful approaches and share lessons learned. The case studies selected illustrate examples of packaging waste and litter minimisation across the following key areas of the Action Plan:

- implement the APC Sustainable Packaging Guidelines
- implement office-based and non office-based recycling
- undertake and foster sustainable procurement
- implement relevant commitments of the *Australian Government ICT Sustainability Plan 2010–2015*
- improve waste collection and reduce litter in public places used by or within agencies.

SUSTAINABLE PACKAGING GUIDELINES

The Sustainable Packaging Guidelines (Schedule 2 of the APC agreement) assist APC signatories and others to review and optimise packaging design, manufacture, supply and end-of-life management to make efficient use of resources and reduce environmental impacts, without compromising product quality and safety.

CASE STUDY 1: AUSTRALIAN CRIME COMMISSION

During the 2011–12 financial year the Australian Crime Commission purchased all of its office stationery supplies from Corporate Express, a company that complies with the Australian Packaging Covenant. Corporate Express undertook the following actions in 2010 and has continued in 2011–12 to demonstrate its commitment to minimising packaging:

- analysis of the materials and quantities used for a variety of packaging mediums including cartons, air pillows, satchels, tapes and labels
- development of a sustainable packaging solution based on this analysis
- partnering with packaging solutions company, Amcor, to standardise carton sizes and material (100 per cent recycled content)
- launch of the Packaging Take-back Program.

CASE STUDY 2: AUSTRALIAN WAR MEMORIAL

Product packaging, in particular boxes and plastic bubble wrap, is re-used by the Australian War Memorial Shop and E-Sales Shop for outgoing products wherever possible. This is supplemented by re-use of non-secure waste office paper, which is shredded on-site.

OFFICE-BASED RECYCLING

In addition to clear goals for sustainable design and product stewardship of packaging, the current APC agreement has an increased focus on workplace and public place recycling and litter reduction initiatives. All reporting agencies have on-site office recycling facilities, with 93 per cent of agencies implementing recycling across 100 per cent of their offices. Many examples of innovation in improving recycling were reported.

CASE STUDY 3: DEPARTMENT OF HUMAN SERVICES

During 2011–12, the Department replaced 376 decentralised uninterrupted power supply units (UPSs), which are closed lead acid battery units. These are used to provide power backup for telecommunications and computer equipment. Provisions within the UPS contract meant that the supplier was responsible for taking back the UPSs for remanufacture and/or recycling. The supplier was also responsible for recycling used packaging.

To enable and promote the recycling of discarded fluorescent lamps, the Department joined the FluoroCycle scheme. FluoroCycle aims to increase the recycling rate of fluorescent lamps, and by doing so, reduces the amount of hazardous waste (mercury) from fluorescent lamps entering the environment. The Department will use the scheme as an instrument to influence the Department's supply chain towards better practice environmental management and to ensure all fluorescent lamps are recycled.

CASE STUDY 4: EQUAL OPPORTUNITY FOR WOMEN IN THE WORKPLACE AGENCY

The Equal Opportunity for Women in the Workplace Agency is a small agency with approximately 36 FTE staff in 2011–12. An example of best practice during 2011–2012 was the implementation of a classified waste disposal service. This has enabled the recycling of classified waste, which was previously not possible when shredders were used.

NON OFFICE-BASED RECYCLING

Recycling in non office areas poses some challenges as these areas can be vast and subject to diverse uses. The Department of Defence, for instance, is the responsible steward of several million hectares of land. Nonetheless, agencies continue to increase their non office-based recycling systems and performance.

CASE STUDY 5: DEPARTMENT OF INFRASTRUCTURE AND REGIONAL DEVELOPMENT (KNOWN IN 2011–12 AS DEPARTMENT OF REGIONAL AUSTRALIA, LOCAL GOVERNMENT, ARTS AND SPORT)

In isolated areas, local electricians utilise parts from old items to repair whitegoods (such as ovens and washing machines in staff accommodation).

The National Portrait Gallery held a public activity called "Cardboard Creations" as part of the Big Draw (a worldwide celebration of drawing) where old boxes were used to create structures by architectural students that were then drawn on by the public. Once completed, the boxes were recycled. Art is also packaged in reusable boxes so there is very little waste in its transportation.

CASE STUDY 6: AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

A Waste Management Plan has been developed for improved collection, separation and management of waste materials throughout the operation of the building. As a result, the following strategies have been implemented:

- establishment of a waste management area on-site for the collection and separation of materials
- waste segregation to facilitate recycling.

It is estimated that 70 per cent of used packaging materials and paper are currently recycled.

CASE STUDY 7: DEPARTMENT OF THE ENVIRONENT

Improved labelling and provision of waste sorting facilities at all tearooms and copy rooms at the Kingston Head Office of the Australian Antarctic Division have improved recycling significantly. Office paper is now 100 per cent recycled content and better sorted for recycling. Clean soft plastics, especially the large quantities used to wrap cage pallets for shipping to Antarctica, are now collected for recycling at Head Office, the Cargo Facility and from stations. The Station and Field Waste Management Guide provides guidance for sorting, storing, transporting and disposing of all waste generated at stations and on field expeditions according to waste streams (recycling/reuse, incineration, landfill). Regular meetings are held with the waste management contractor to focus on improving waste outcomes.

11. Australian Government 2011–12 Report on the *Australian Packaging Covenant Action Plan 2010–2015*

ICT SUSTAINABILITY PLAN

Under the *Australian Government ICT Sustainability Plan 2010–2015*, the Government aims to utilise Information and Communication Technology (ICT) resources more effectively, improve efficiency, increase productivity, and reduce the environmental impacts of its ICT operations. This will be achieved by focusing on the responsible acquisition, installation, maintenance, use and disposal of ICT products and their packaging. This includes the development and use of Green ICT clauses in Request for Tender and procurement documents and supplier contracts, which assist agencies to assess environmental outcomes along with value for money requirements.

CASE STUDY 8: AUSTRALIAN SECURITIES AND INVESTMENTS COMMISSION (ASIC)

ASIC used the following Request for Tender text in a recent procurement for ICT:

Request for tender 2012-001878—Fixed Voice and Dark Fibre Carriage Services:

"29. Environmental management. ASIC is committed to environmental management including: identifying, promoting and striving to approach best practice in environmental management systems and operations; making reasonable efforts to operate in an ecologically sustainable manner by preventing pollution, reducing waste and the use of energy and resources; complying with all relevant Commonwealth and State/Territory environmentally sound work practices and initiatives as well as any other applicable requirements; and striving to provide an environmentally sound workplace and progressively implementing a range of environmentally sound practices. The successful tenderer is expected to be committed to sound environmental management practices."

CASE STUDY 9: SOCIAL SECURITY APPEALS TRIBUNAL (SSAT)

The SSAT currently purchases paper either from 100 per cent recycled material or from well managed forests. However, the SSAT will endeavour to ensure all paper purchased is 100 per cent recycled by 2015.

SUSTAINABLE PROCUREMENT

All APC signatories are required to implement design and procurement processes that drive sustainable design of packaging, consistent with the Sustainable Packaging Guidelines. In particular, brand owner signatories are expected to evaluate all new packaging against the Guidelines, and to review all existing packaging within a reasonable timeframe. The Australian Government is not a packaging designer or manufacturer so is best placed to implement the Guidelines through its procurement activities. Many agencies provided examples of sustainable procurement processes and use of Green clauses for both general and ICT procurement.

CASE STUDY 10: AUSTRALIAN TAXATION OFFICE (ATO)

The Suite of ATO Contracts include the following clauses:

- Environmental Requirements: Goods should be energy efficient, e.g. use energy efficient components, be capable of entering into low power modes, etc.
- Goods should be capable of being recycled at the end of their life cycle.
- The manufacturing of the Goods should be done in a way that minimises the impact on the environment, e.g. minimises use of toxic / hazardous materials.
- Goods must meet the requirements of EPEAT Silver or equivalent level.
- Goods must meet the requirements / comply with the current version of ENERGY STAR.   Packaging should be resource-efficient but sufficient to ensure the safe delivery of the Goods, minimise transport impacts, be made from low-impact materials, and be reusable or recyclable at the end of its useful life.
- Packaging should, where possible, be taken back and reused.
- IT Goods: The Contractor must: have an EMS Certified or aligned to ISO 14001; or align business processes to the ISO 14001 within 6 months of the Contract being signed; and must maintain EMS certification or alignment to ISO 14001 during the term of the Contract, and be a signatory to the Australian Packaging Covenant or comply with the requirements of the National Environment Protection (Used Packaging Materials) measure (unless exempt by legislation).

WASTE COLLECTION AND LITTER REDUCTION AT PUBLIC PLACES AND EVENTS

Litter has a number of negative environmental and social impacts: it reduces the visual amenity of public places, poses a potential hazard to wildlife and ecosystems, results in the loss of valuable recyclable resources and imposes collection and disposal costs on local government and the community. Agencies with public places or staging public events provided best practice examples of implementing the Sustainable Packaging Guidelines to reduce the litter potential of packaging and contribute to litter reduction.

CASE STUDY 11: DEPARTMENT OF FOREIGN AFFAIRS AND TRADE (DFAT)

Café Brindabella at DFAT has introduced a cup levy attached to all takeaway cups sold. This is used as an incentive to reduce the takeaway cups being used. All monies raised from this initiative go to Greening Australia, a not for profit organisation aimed at protecting and restoring the health, diversity and productivity of the Australian landscape. Along with the cup levy, Café Brindabella reduces its organic waste to landfill by providing local worm farms with its organic waste and sells Keep Cups to further reduce its waste.

CASE STUDY 12: AUSTRALIAN BROADCASTING CORPORATION (ABC)

For ABC Tours and Exhibition Trailer public events a paperless system is not possible for registration or ticketing due to the need to provide audience access to registration numbers. However the ABC addressed this through a thermal sticker registration card that is small in size and recyclable. The thermal sticker ticket is also a souvenir and cross-promotional marketing tool, and minimises paper handed out to the audience.

CONCLUSION

The 2011–12 reporting indicates that the Australian Government is performing well against its Action Plan commitments and is achieving continuous improvement in the goals. The Department acknowledges the significant effort being undertaken by agencies to address packaging waste and litter and to implement and lead in sustainable procurement. The Department also thanks all agencies for their assistance in reporting.

It is recommended that the Government's reporting approach be reviewed for 2012–13 and future years to accommodate the feedback received from smaller and micro-agencies regarding difficulty reporting on outsourced arrangements and the resource constraints imposed by the reporting. The Action Plan should also be reviewed to ensure that its requirements remain relevant and feasible, based on feedback from agencies about changes in Government procedures such as the legislative requirements for Chief Executive Instructions.

FURTHER INFORMATION

For further information, please refer to:

Australian Government Action Plan and Reporting:
www.environment.gov.au/topics/environment-protection/national-waste-policy/packaging-covenant

Australian Packaging Covenant agreement:
www.packagingcovenant.org.au/data/Resources/Aust_Packaging_Covenant_amended_10_October_2011.pdf

Australian Packaging Covenant homepage: www.packagingcovenant.org.au

Sustainable Packaging Guidelines:
www.packagingcovenant.org.au/data/Resources/Sustainable_Packaging_Guidelines.pdf

PROGRESS AGAINST ACTION PLAN COMMITMENTS

This table is taken from the *Australian Packaging Covenant Action Plan 2010–2015*. The first six columns detail the performance goals, outcomes, key performance indicators, actions, timelines, and key performance measures. The final column records progress as at 30 June 2012.

Performance Goal	Outcomes	Key Performance Indicators	Actions	Timeline	Key Performance Measures	Results 2011–12
Reporting	Establishment of mechanism for reporting covenant performance.	KPIs 1, 3, 4, 6, 7 & 8	To assist agencies in the reporting process, DoE will: • develop an electronic reporting template and an information pack on the Covenant	2011	Reporting template developed	Information on APC provided and reporting template developed using the online survey tool SurveyMonkey[(R)].
			• update this template and information pack to align with the requirements of the Covenant	As required	Continuous improvement in percentage of agencies submitting reports	100% submitted completed reports within the allocated timeframe.
			• publish an annual report which identifies non-reporting agencies, and	Annually	100 per cent of agencies reporting using the template by 2015	On track, to be addressed in 2014–15 annual report.
			• circulate the annual report through relevant fora.	Annually	Non-reporting agencies identified in the annual report	All agencies reported.
			Departments will submit completed templates (including for portfolio agencies) to DoE by the deadline.	Annually	Baseline: 92 per cent of all agencies submitted reports in 2009–10	Baseline exceeded at 100%.

Performance Goal	Outcomes	Key Performance Indicators	Actions	Timeline	Key Performance Measures	Results 2011–12
Design Optimise packaging to use resources efficiently and reduce environmental impact without compromising product quality and safety	Packaging designed to avoid or minimise the use of materials and other resources, optimise its recyclability and recycled content, and reduce the impact of litter.	KPI 1	The Australian Government will abide by the principles embedded in the Sustainable Packaging Guidelines (SPGs) for packaging design and procurement.	Ongoing	100 per cent of relevant agencies reporting implementation of the SPGs by 2015	On track: 89% of agencies reported on implementation.
			Relevant government agencies (i.e. agencies that use packaging in their operations) will promote and report on the sustainable packaging design and procurement by:		Examples of effective implementation of relevant principles of the SPGs published	See case studies on page 9.
			• implementing the SPGs in their packaging design and procurement practices (from 2011–12)	Ongoing	Relevant agencies not implementing SPGs identified in 2014–15 annual report	To be addressed in 2014–15 annual report.
			• reporting annually on implementation of the SPGs, and	Annually		
			• providing examples of effective implementation of relevant principles of the SPGs.	Ongoing	Baseline: to be established in annual report	2010–11 baseline results of 60% exceeded.
			DoE will provide all agencies with guidance on implementing the SPGs.	2011	DoE will provide all agencies with guidance on implementing the SPGs.	Information on SPGs provided with survey and AG Sustainable Procurement Guide published.
			DoE will publish an annual report identifying relevant agencies not implementing SPGs from 2014–15.	Annually commencing 2014-15	DoE will identify relevant agencies not implementing SPGs from 2014–15.	To be addressed in 2014–15 annual report.

16. Australian Government 2011–12 Report on the *Australian Packaging Covenant Action Plan 2010–2015*

Performance Goal	Outcomes	Key Performance Indicators	Actions	Timeline	Key Performance Measures	Results 2011–12
Recycling Efficiently collect and recycle packaging	Improved recovery of packaging from away from home sources	KPI 3	**Office-based recycling** All Australian Government agencies will: • implement on-site materials recovery systems for recyclable materials (including used packaging) for all office-based staff (excluding remote localities) by 2015 (or provide a reason for non-implementation)	By 2015	Continuous improvement in per cent of reporting agencies with on-site recovery systems (including for used packaging)	100% of agencies have office-based recycling systems.
			• report annually on implementation of office-based recycling, and	Annually	Continuous improvement in per cent of office-based staff with access to on-site recovery systems	Agencies expanded staff access to recycling, with 93% implementing recycling across 100% of office sites and increased non office-based recycling from 2010–11 (see next page).
			• provide examples of best practice and innovation in office-based recycling. DoE will publish an annual report which identifies agencies that have not implemented office-based recycling and their reasons for non-implementation (from 2011–12).	Annually	Examples of best practice and innovation published	See case studies on page 10.
			Note: Agencies that choose to collect quantitative waste and recycling data and/or use the NABERS Waste tool are encouraged to report this data as examples of best practice and innovation.	Annually	Agencies without office-based recycling and reasons identified in annual report (from 2011–12)	100% of agencies implement office-based recycling systems.
					Baseline: 91 per cent of reporting agencies had on-site recovery systems for used packaging in 2009-10	Baseline exceeded at 100%.

Performance Goal	Outcomes	Key Performance Indicators	Actions	Timeline	Key Performance Measures	Results 2011–12
Recycling Efficiently collect and recycle packaging			**Non office-based recycling** All Australian Government agencies will: • implement non-office recycling, where practicable, such as in public areas of government premises	Ongoing	Percentage of agencies reporting implementation and operation of non-office recycling systems and practices	76% of agencies with non office-based sites implement recycling systems and practices at these sites.
			• report annually on implementation of non-office recycling, and	Annually	Examples of best practice and innovation published	See case studies on page 11.
			• provide examples of best practice and innovation in non-office recycling and or waste minimisation in public areas of government premises or when staging events.	Annually	Baseline: to be established in annual report	2010–11 baseline results of 58% exceeded.
Sustainable Procurement	Increased secondary markets for recycled materials	KPIs 4 & 6	All Australian Government agencies will work to promote the government's sustainable procurement goals though such actions as: • creating a Chief Executive Instruction (CEI) on procurement outlining how it will consider environmental impacts when procuring goods and services	Ongoing	Percentage of agencies with a CEI on sustainable procurement	59% of all agencies have a policy or instruction outlining how to consider environmental impacts when procuring goods and services. Of agencies governed by the FMA Act, 35% had a CEI. The CEI performance measure may require review as CEIs do not apply to matters beyond the scope of the FMA Act.

Performance Goal	Outcomes	Key Performance Indicators	Actions	Timeline	Key Performance Measures	Results 2011–12
			• implementing the *Australian Government ICT Sustainability Plan 2010–2015* requirement that general use office copy paper have a minimum of 50 per cent post-consumer recycled content by July 2011, with a progression to 100 per cent post-consumer recycled content by July 2015	Ongoing	Percentage of agencies reporting use of at least 50 per cent post-consumer recycled content for general use office copy paper	79% of agencies use at least 50 per cent post-consumer recycled office copy paper.
			• reporting annually on implementation of the sustainable procurement actions, and	Annually	Percentage of agencies reporting use of 100 per cent post-consumer recycled content for general use office copy paper	44% of agencies use 100 per cent post-consumer recycled office copy paper.
			• providing examples of best practice and innovation in sustainable procurement.	Annually	Examples of best practice and innovation published	See case studies on pages 12–13.
					Baseline: to be established in annual report	All relevant 2010–11 baseline results exceeded, see page 7.

Performance Goal	Outcomes	Key Performance Indicators	Actions	Timeline	Key Performance Measures	Results 2011–12
Sustainable Procurement			DoE will: • ensure that guidance on sustainable procurement, such as standard specifications and model contract clauses, is available to procurement officers by 2014, and	2014	Guidance on sustainable Procurement available to Procurement officials by 2014	DoE, in conjunction with the Department of Finance and Deregulation, developed a Sustainable Procurement Guide for the Australian Government, now published.
			• develop improvement indicators once guidance on sustainable procurement is established.	2015	Improvement indicators developed	To be addressed in 2014–15 annual report.
Product Stewardship Demonstrated commitment to product stewardship	Signatories in the supply chain working with others to improve design and recycling of packaging	KPIs 4, 6 & 7	All Australian Government agencies will implement the following packaging-related actions under the *Australian Government ICT Sustainability Plan 2010–2015*: • requiring ICT suppliers be signatories to the Australian Packaging Covenant (the Covenant) by July 2011 or comply with the requirements of the National Environment Protection (Used Packaging Materials) Measure	Ongoing	Percentage of agencies reporting implementation of the packaging-related actions under the ICT Sustainability Plan	66% of agencies reported they are on track to fully implement the ICT Sustainability Plan, including packaging-related actions, by 2015. The ICT Sustainability Plan applies to FMA Act agencies, although other agencies also voluntarily implement commitments.

Performance Goal	Outcomes	Key Performance Indicators	Actions	Timeline	Key Performance Measures	Results 2011–12
			• requiring relevant ICT equipment to comply with ISO 14024 or ISO 14021 standard at the level of EPEAT silver (eco-label) or equivalent as a minimum environmental performance standard. These standards include criteria for packaging such as material selection and design for end of life, and	Ongoing	Agencies implementing the packaging-related actions under the ICT Sustainability Plan identified in 2014–15 annual report	To be addressed in 2014–15 annual report.
			• providing sample Request for Tender and Green ICT clauses for ICT procurement contracts that promote the outcomes of minimising packaging, optimising recyclability and recycled content, and the take back and re-use or recycling of packaging, where possible.	Ongoing		41% of agencies reported providing sample Request for Tender and Green ICT clauses. A further 16% noted this was not applicable, indicating they did not undertake relevant procurement.
			All Australian Government agencies will report annually on implementation of the above actions under the ICT Sustainability Plan.[7]	Annually		All agencies reported.

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[7] Note: Reporting under this Action Plan is not a substitute for reporting requirements under s516A of the *Environment Protection and Biodiversity Conservation Act 1999*.

Performance Goal	Outcomes	Key Performance Indicators	Actions	Timeline	Key Performance Measures	Results 2011–12
			DoE will publish an annual report which identifies agencies not implementing the above actions of the ICT Sustainability Plan in 2014–15.	2014–15		To be addressed in 2014–15 annual report.
					Baseline: to be established in annual report	Agencies implementing the ICT Sustainability Plan increased from 61% in 2010-11.
Product Stewardship Demonstrated commitment to product stewardship		KPI 7	DoE, on behalf of the Australian Government, will continue to implement the National Waste Policy. This will include supporting product stewardship policies and programs for packaging waste and litter under Strategy 3. DoE is also committed to establishing frameworks to facilitate education and communication of Covenant principles. It will continue to undertake some activities with external parties, such as: • supporting the Publishers National Environment Bureau by developing and publishing advertisements in national publications that promote newsprint recycling to the community. These	Ongoing	Information on relevant actions published in annual report	DoE continued to implement the National Waste Policy, including by participating in the APC and developing the Packaging Impacts Consultation Regulation Impact, which was released for public consultation in December 2011. A summary of consultation feedback was published in June 2012. DoE supported the Government Agency Environment Network with regular presentations at meetings to engage

Performance Goal	Outcomes	Key Performance Indicators	Actions	Timeline	Key Performance Measures	Results 2011–12
			advertisements also promote recycling in general, highlighting the benefits of kerbside recycling and encouraging the purchasing of products manufactured from recovered materials. DoE will continue to explore education, communication and community engagement projects linked to national waste priorities as opportunities arise.			stakeholders and raise awareness. DoE also maintained the GAEN mailing list and online forum, using it as a tool to keep members informed. DoE continued to support implementation of the Australian Sustainable Schools Initiative (AuSSI), assisting states and territories to build on the success of AuSSI through information sharing and other actions. DoE also launched a new Education Centre portal to provide students, teachers, businesses and communities with source material on topics relevant to sustainability.
Litter Reduction	Reduction in litter	KPI 8	All Australian Government agencies will: • implement litter reduction measures in public places, where practicable, such as	Ongoing	Percentage of agencies reporting implementation litter reduction measures in public places	98% of agencies with public places in government premises implemented litter reduction measures. 100% of

Performance Goal	Outcomes	Key Performance Indicators	Actions	Timeline	Key Performance Measures	Results 2011–12
			in public areas of government premises			agencies staging public events implemented litter reduction measures.
			• consider ways to minimise waste in public areas of Government premises or when staging events, through improved procurement and waste management	Ongoing		
			• report annually on implementation of litter reduction measures, and	Annually	Examples of best practice and innovation published	See case studies on page 13.
			• provide examples of best practice and innovation in litter reduction.	Annually	Baseline: to be established in annual report	2010–11 baseline results of 73% exceeded.