

# Annual Report and Action Plan

Company Name: **Electrical Agencies Pty Ltd**

Trading As: **Electaserv Trading**

ABN: **15009687076**

## About APCO

Australian Packaging Covenant Organisation (APCO) is a co-regulatory not-for-profit organisation leading the development of a circular economy for packaging in Australia. APCO's vision is a packaging value chain that collaborates to keep packaging materials out of landfill and retains the maximum value of the materials, energy and labour within the local economy.

Each year, APCO Brand Owner Members are required to submit an APCO Annual Report and an APCO Action Plan. This document is the Annual Report and Action Plan output for the organisation listed above. This document provides the overall performance level of the organisation, as well as any commitments they have made to work towards on their packaging sustainability journey. This document may also include additional information provided by the Member in their report.

## Overall Performance **Beyond Best Practice**

The chart below indicates the overall performance level of this organisation listed above in the 2022 APCO Annual Report. The organisation's reporting period was **July, 2020 - June, 2021**

1 Getting Started    2 Good Progress    3 Advanced    4 Leading    5 Beyond Best Practice

### Understanding APCO Annual Reporting performance levels:

- |   |                              |  |
|---|------------------------------|--|
| 1 | <b>Getting Started:</b>      | You are at the start of your packaging sustainability journey.   |
| 2 | <b>Good Progress:</b>        | You have made some first steps on your packaging sustainability journey.   |
| 3 | <b>Advanced:</b>             | You have taken tangible action on your packaging sustainability journey.   |
| 4 | <b>Leading:</b>              | You have made significant progress on your packaging sustainability journey.   |
| 5 | <b>Beyond Best Practice:</b> | You have received the highest performance level and have made significant progress on your packaging sustainability journey. |

### Contact

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### Additional Information

The information below indicates additional information that the organisation included in their APCO Annual Report.

Please tell us of any constraints you may have had during your chosen 12 month reporting period that has impacted on your packaging sustainability initiatives and Covenant obligations.

Business interruptions caused by COVID-19. Our business was impacted by unpredictability due to COVID-19 lockdowns overseas (as 99% of our products come from overseas suppliers) and COVID-19 lockdowns in different states of Australia. A lot of employees overseas were forced by the overseas Governments to work from home (or/ and temporarily close their manufacturing facility) -> this resulted in additional challenges when trying in achieving our packaging reduction goals.

### APCO Action Plan Commitments

For each of the Packaging Sustainability Framework criteria listed below, a description is provided along with the commitments made by the organisation in their APCO Action Plan.

Criteria 1:

#### Governance & Strategy:

This criteria considers actions to integrate packaging sustainability into business strategies.

- Develop a strategy that includes goals for packaging sustainability that addresses the Sustainable Packaging Guidelines (SPGs) or equivalent.
- Include a commitment to the 2025 National Packaging Targets and aim to integrate it within business processes.
- Communicate and promote packaging sustainability objectives and targets within your organisation and to external stakeholders (suppliers, final consumers, community groups etc.).

Criteria 2:

#### Design & Procurement:

This criteria considers actions taken to ensure that sustainability principles are considered in the design or procurement of both new and existing packaging through use of the Sustainable Packaging Guidelines (SPGs).

- Use the Sustainable Packaging Guidelines to review our packaging to identify opportunities for improvement.
- Record the outcomes of reviews or packaging using the Sustainable Packaging Guidelines so that any team member can refer back to them in future and for auditing purposes.
- Conduct packaging reviews using the SPGs for **51%** of our packaging.

Criteria 3:

#### Recycled Content:

This criteria considers actions taken to increase or optimise the amount of recycled material used by your organisation.

- Develop a policy or procedure to buy products and/or packaging made from recycled materials.
- Aim to use recycled materials in any packaging where this is feasible, including:
  - Primary packaging
  - Secondary packaging
  - Tertiary packaging

Criteria 4:

**Recoverability:**

This criteria considers actions taken to improve the recovery of packaging at end-of-life and increase use of reusable packaging.

- Investigate whether all of our packaging is recyclable at end-of-life and identify any gaps and opportunities for greater reuse or recycling.

Criteria 5:

**Disposal Labelling:**

This criteria considers the extent to which packaging has been labelled to help consumers determine what to do with packaging at end-of-life.

- As packaging is updated or refreshed, add on-pack information for consumers on recyclability or correct disposal.

Criteria 6:

**On-site Waste:**

This criteria considers progress in increasing the amount of on-site solid waste being diverted from landfill.

- Develop a system to collect and recycle used packaging generated at our facilities.

Criteria 7:

**Problematic Materials:**

This criteria considers the extent to which organisations are actively phasing out problematic and unnecessary single-use plastic packaging and preventing/reducing litter.

- Undertake the following to help reduce the impact of litter:
  - Conduct regular clean-ups on-site

- Plan to participate in Business Clean-Up Day
- Look for opportunities to redesign packaging to eliminate components that may have the propensity to become litter
- As reported previously, we re-use usable shipper cartons, approx 45%. We significantly reduced our business's paper footprint by implementing reuse and recycling practices for non-confidential documents. We utilize an industrial shredder to shred paper waste, condensing it while keeping sensitive information confidential.

"Sorting bags" in each aisle of our warehouse are a reminder to all our employees that regular clean-ups in the warehouse and outside are a must. For effective waste minimization, all warehouse employees are well trained and know how packaging is to be classified and sorted. We make sure our packaging guidelines and packaging reduction goals are communicated to all our overseas suppliers. However, as 99% of our suppliers are overseas and language is an issue for many of them, complete redesign of the product packaging to ensure the minimum amount of materials are used can be challenging.

#### Further commitments:

These commitments look at additional actions the organisation may take to improve reporting.

No commitments have been made for this criteria this year.