



## Signatory Name: Nintendo Australia Pty Limited

*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:

**7. Please indicate your organisation's reporting period:**

- Financial Year: 1 July 2015 – 30 June 2016
- Calendar Year: 1 January 2016 – 31 December 2016

**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

Packaging Review Checklist  
 Environmental Policy: NP-013  
 Packaging Policy: NP-080  
 Packaging Vendor Selection Policy: NP-081  
 Green Procurement Policy: NP-082  
 Contract Management Manual: BA/CM-001M  
 Purchasing Manual: BA/PUR-001M  
 Vendor Management Manual: BA/VM-001M  
 Vendor Authorisation Form: NF-021

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.	1.1 Review current Packaging Review Checklist (PRC) and the PRC Process document and use the (updated) document to assess new product lines and products with changed packaging	<p><b>1.1</b>  <b>A Achieved:</b> In early August 2015 a sub-committee of the Environmental Committee was formed to rework the Packaging Review Checklist. The APC Packaging Assessment Program Gap Analysis Document and the Streamlined Packaging Assessment Template was considered during this review. The review was completed in September 2015 with the final decision of what to assess made in November 2015. This decision meant a change to current process where only new materials would now be assessed and would no longer include simple changes in packaging configuration, making the review process more efficient.</p> <p><b>B Achieved:</b> Based on the decision to only review new materials, the only new packaging material to be assessed was the packaging for 'Bravely Second - End Layer' as it had a metallic coating on the box packaging. This review was minuted each month but due to priorities it was deferred for several months and reviewed in September 2016.</p>
2.	1.2 Review Policies and Procedures that influence packaging procurement.	<p><b>1.2 Achieved:</b> The Packaging Policy and the Packaging Vendor Selection Policy were both reviewed in May 2016.</p>



3.	1.3 Document the selection process and criteria used for decision of shippers and inners material grade	<b>1.3 Achieved:</b> The process for material (cardboard) selection has been documented by the Director of Operations. This information will now be used as the basis for a formal process document. The formalisation of this document will be reported in the next reporting period.
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**14. Describe any constraints or opportunities that affected performance under this KPI**

During this reporting period we had a number of changes to the Environmental Committee structure that impacted the output of the Committee. This meant a delay in a small number of actions due to loss of knowledge and expertise.

**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.	3.1 Complete a review of the 'Second Hand' Packaging Document to ensure the process outlined remains suitable and relevant for the Business	<b>Achieved:</b> The Second Hand Packaging Document was reviewed by the Director of Operations. This was reviewed outside of this reporting period.
2.	3.2 Review information in both the Environmental Policy and the Company Handbook to ensure currency of information and relevance to heighten awareness to Employees.	<b>Achieved:</b> The Environmental Policy (dated June 2015) was reviewed in May 2016 and the Company Handbook was reviewed in July 2015 and again in May 2016.
3.	3.3 Monitor the packaging materials reuse program to identify opportunities to further reduce locally purchased packaging materials sent off site for recycling.	<b>Achieved:</b> The packaging materials reuse program is monitored and reported on a monthly basis by the Operations Team. This program is part of our standard monthly reporting process.
4.	3.4 Establish a measuring system to record and report on all waste generated and report the proportion that's recycled on a yearly basis.	<b>Achieved:</b> Generated waste data is collected and reported in the Operations Director's monthly board meeting report. The data collected is broken down by materials for Recycling: Office Paper, Plastic/Metal, Cardboard, Shrink wrap, Security Shred, Repair Waste vs Non Recyclable: Landfill & Repair Waste.
5.	3.5 Encourage staff participation in Environmental actions.	<b>Achieved:</b> The Suggestion Box initiative was replaced with a more practical solution. A number of Environmental Bulletins and communications were sent to all staff advising and encouraging participation in activities such as Business Clean Up Day 2016, Earth Day in April 2016 and in June we sent a request to all staff asking for volunteers to join our Environmental Committee - we now have two new members!

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

It was decided not to implement a suggestion box - as we may not be able to implement all ideas and this in turn could be de-motivating for staff. It was instead decided that we should encourage staff to participate in activities led by the Committee.

**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)

Packaging Policy: NP-080  
 Packaging Vendor Selection Policy: NP-081  
 Green Procurement Policy: NP-082  
 Purchasing Manual: BA/PUR-001 M  
 Vendor Management Manual BA-VM-001 M  
 All the above-mentioned documents contain information relating to purchasing from vendors who have a solid environmental stance and wherever practicable to purchase environmentally friendly products made from recycled materials and is in turn recyclable.

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.	4.1 Assess the effectiveness of our Green Procurement purchasing process across the business.	<b>Achieved:</b> Purchasing practises were compared with existing documented requirements with cost being identified as one reason why the environmental option was not always chosen. One opportunity was identified in the purchasing of cars: we only have one hybrid car in our company fleet. We also have several cars with larger engines, so the opportunity exists to encourage staff to research and purchase cars that are lower in emissions and use less fuel etc. For those products not centrally purchased, the Purchasing Officer spent time with individual departments to assess their purchasing practises: findings were that in the majority of cases, environmentally friendly vendors were sought. One example being the vendor who produces our Point Of Sale material - they have solid environmental credentials. As a result of this assessment, it was found that we need to work to ensure Environmental considerations remain at the forefront of peoples mind.
2.	4.2 Measure the % of product purchased via Central Purchasing that is environmentally friendly.	<b>Achieved:</b> A spreadsheet was maintained from June 2015 - June 2016 showing the percentage of products purchased via Central Purchasing that were environmentally friendly - such as photocopy paper and stationery items. A review of this spreadsheet was commenced in October 2016 to look for opportunities to increase the percentage. The progress will be reported in next year's report.
3.	4.3 Update Vendor Authorisation Form to reflect more user friendly questions.	<b>Achieved.</b> The Vendor Authorisation Form was updated on 19th June 2015 and in use for the start of this reporting period. The questions were reworded and placed on the front of the form for the user to complete. This was far more user friendly and was completed more frequently by users.



4.	4.4 Review existing Vendors for environmental standards	<b>Achieved.</b> A review of our existing top 8 most frequently used vendors was also undertaken in this reporting period- to ensure we continue to engage with environmentally friendly vendors (those who hold environmental accreditation) and/or vendors who can supply environmentally friendly products. We have now established this as an ongoing review to look to ensure we continue to engage with and increase the number of our vendors who hold environmental accreditation.
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21. Describe any constraints or opportunities that affected performance under this KPI

Nintendo Australia continues to purchase 100% recycled photocopy paper. We also still engage Close the Loop for the recycling of our toner cartridges. Our Purchasing Officer also purchased pens made from recycled materials. These pens were only slightly more expensive than standard pens so were purchased to assess their durability. The recycled cardboard pen barrels were found to be sturdy but unfortunately the pens did not perform well due to ink flow issues, so were not purchased again. Our Purchasing Officer is continually looking for other environmental options for consideration. Cost however can be a restrictive factor and often be the reason we do not always purchase the most environmentally friendly option available. But wherever possible we select products that are more environmentally friendly. Nintendo continues to select and build close working relationships with the vendors who produce our product packaging locally. These vendors are chosen with consideration to requirements as set out in the documents outlined in KPI 4.

**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)

Product Stewardship Process at Nintendo Australia  
 Product Stewardship Process from Cradle to Grave document  
 Product Stewardship Program at Nintendo Australia  
 Product Stewardship Statement  
 Nintendo Packaging Life-Cycle Analysis

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.	6.1 Review Product Stewardship documents to ensure the processes and practices reflected are accurate.	<b>Achieved:</b> All Product Stewardship documents were reviewed by our Planning Manager and were found to still be relevant to our business operations and requirements.
2.	6.2 Conduct annual review of NAL's Packaging Vendors who currently produce Secondary Packaging for Nintendo products.	<b>Achieved:</b> A review of our Secondary Packaging Vendor Visyboard is conducted on an annual basis and continues to meet all our environmental requirements.
3.	6.3 Review Company Employment Handbook to ensure re-use/recycle policies and information is current and highlights Nintendo's expectations of its Employees	<b>Achieved.</b> The Company Employment Handbook was reviewed and the information found to be relevant. In addition to this, a New Start Induction Pack has been set up for all new employees and included is a copy of the latest Environmental Bulletin as well as information outlining the Environmental Committees (Nintendo's) values and the Company's commitment to the environment.

4.	6.4 Promote awareness of Nintendo Australia's Environmental Committee, it's actions and goals to employees	<p><b>Achieved.</b> A number of communications were sent to all staff in the form of staff bulletins, and emails: the contents of these included an environmental update, upcoming environmental events for staff to participate in such as Business Clean Up Day, Earth Day and calling for new members to be part of the Environmental Committee. Tips were also sent to all staff for helping the environment during the festive season. Our message is being heard, as evidenced by Sales &amp; Marketing in a Tumblr post for our Animal Crossing game, where it referred to 'Keep Australia Beautiful' week. This Tumblr post was sent to all our Nintendo Animal Crossing fans.</p> <p>The Environmental Committee also organised the Biodiversity Officer from Knox Council to present to all staff at the November quarterly staff meeting. This will be reported on further in KPI 7.</p>
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**24. Describe any constraints or opportunities that affected performance under this KPI**

In addition to the above, the Environmental Committee also held an on-site workshop with 'Green Steps' to help with the relaunch of the Environmental Committee and better engage staff in environmental practices. This was followed up with a Brainstorming Session which has seen us implement several of the ideas from the session, such as the purchase and placement of plants in the office areas. It has also helped us in raising the awareness of the committee and demonstrating different ways we can keep environmental issues in front of mind with employees.

**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.	7.1 Work with local businesses to combine orders and deliveries of items such as photocopy paper	<p><b>Achieved.</b> Nintendo reached out to a number of other businesses on our estate to gauge their interest in pooling our purchasing power and placing larger and less frequent deliveries of photocopy paper - an item common to all businesses. This would not only be more cost effective, but would also reduce deliveries, thus reduce omissions with less transport requirements. However the neighbouring businesses were already on ordering plans with their suppliers so did not take up the offer.</p>
2.	7.2 Work to increase the uptake rates of our community environmental activities: Business Tree Planting Day	<p><b>Achieved.</b> The participation rate for this year's Corporate Tree Planting Day was 58% higher than the previous year, with 12 participants this year, vs last year's number of 7 budding gardeners. We are pleased with the numbers year on year for the last 3 years and are looking to increase further for the next Tree Planting Day.</p>
3.	7.3 Hold an activity celebrating World Environment Day requiring employee participation, to reduce the volume of waste generated by employees	<p><b>Achieved.</b> Nude Food Friday was held on Friday 5th June 2015. This day invited staff to participate and bring their lunch to work in containers that could be taken home, washed and used again, as apposed to paper or plastic wrap. This was a huge success: on average the cleaners collect 350 litres of waste each day, but on Nude Food Friday only 110 litres of waste was collected - a reduction of 75% or 240 litres of waste not going to land fill.</p>



4.	7.4 Expand the APC Networking group to include new members.	<b>Achieved.</b> APC members from PZ Cussons requested to join our Networking Group during this reporting period and are now part of the Group. APC members from three other organisations: Lululemon, Myer and TTI Brands have also joined the Group, however it was outside of this reporting period. So the Networking Group is growing, which is exciting!
5.	7.5 Energy efficiency and initiatives within the Nintendo building	<b>Not Achieved:</b> As the building was recently purchased by a new owner it was decided no upgrade of lights or changes would be requested / carried out.
6.	7.6 Hold discussions with our waste management provider to discuss opportunities for improved waste management.	<b>Achieved:</b> During discussions held with Visy, our waste management provider, they advised of a new recycling solution. This new streamlined process combines commingle and paper recycling materials into the one bin. Although advised during this reporting period, it was not implemented until 1st September, 2016 which is after this reporting period.

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

The \$1500 Replas award Nintendo won for the previous years Business Clean Up Day was donated to the Knox Environment Society - a volunteer group who work to ensure indigenous plants are propagated and thrive in the local Knox area. They run a nursery with all proceeds going back into the Community. We worked with Knox Environment Society (KES) and Replas during this reporting period, on products that would assist / enhance the nursery. However the products were not presented until Sunday 2nd October 2016, so the outcome will be reported in the next Annual Report.

The Environmental Committee organised a visit to Replas to be educated on how their plastic recycling efforts assist in reducing the volume of plastic going into land fill and to identify opportunities for us to work with Replas in the future.

This led to Ben from Replas presenting at the April Quarterly Staff Meeting and enlightening all staff to what Replas do and how destructive plastic can be when left in the environment.

Our affiliation with Replas then led to the suggestion of the next joint Networking Group venture: collection of scrunchable plastics at our workplaces. This was commenced in May, and continued into the next reporting period so the results will be reported in next year's APC Report, as will Replas presenting at the December 2016 Networking Group Meeting - which opened a potential opportunity for one Networking Group Member to send their discarded plastic containers to Replas for recycling - this will be reported in next year's report.

As a result of the good working relationship we have with Knox Council, the Knox Biodiversity Officer presented to all staff at the November quarterly staff meeting, and outlined the Gardens for Wildlife project which is a council run initiative. The Environmental Committee obtained approval from the Managing Director and so Nintendo has also been working with Knox City Council on a Garden for Wildlife project within the Nintendo grounds. This project involves key members of the council reviewing the designated Garden for Wildlife site and making recommendations on what should be planted to create it's own Eco-system. We are now only waiting for owner approval before proceeding, so this will be reported in next years report.

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

The change of building owner meant we could not carry out some actions during this reporting period.

**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.	8.1 Analyse the Cradle to Grave document and Packaging Lifecycle Analysis documents	<b>Achieved:</b> Both the Cradle to Grave document and the Packaging Life cycle Analysis documents were circulated to all Environmental Committee members for review. No changes or updates were required to either of these documents.

2.	8.2 Work to increase the uptake rates of our community environmental activities - Business Clean Up Day	<b>Achieved.</b> This was the third year we have participated in the Business Clean Up Day and numbers have increased each year: from 9 in the first year, 15 in the second and 21 staff members participating this year - so we have more than doubled our participant numbers in three short years!
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**29.** Describe any constraints or opportunities that affected performance under this KPI

**Opportunity:** As reported above, Nintendo Australia continues to participate in the annual Business Clean Up Day, with increasing numbers each year. We also have clear re-use and recycle processes in our warehouse that ensures maximum materials are reused for packing and packaging, or sent for recycling - this includes our plastic pallet wrap, which is sent to Visy for recycling.



## 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

Nintendo is very proud of two awards now on display in our Reception area: the first is the award presented to us in this reporting period for the highest number of bags of rubbish collected per participant in last year's Business Clean Up. The \$1500 voucher generously provided by Replas is reported in KPI 7 - 'other outcomes', and was donated to the Knox Environment Society. We were extremely pleased to be able to work with this team, who do such a great job in supporting the environment of Knox. The second award was achieved in this reporting period but presented just outside of this reporting period in August 2016, at the APC Awards Dinner.

This award represents the passion and commitment Nintendo staff have for the environment and the great team work shown to achieve our objectives.

We were excited to read in the September APC Newsletter, the case study featuring the Melbourne Networking Group! We achieved some great results with our first joint venture with Confoil and continue to share information and provide opportunities with members: examples such as sharing information regarding plastic pallet wrap recyclers, as well as having Replas present at one of our meetings (as reported in KPI 7) that then presented a potential opportunity for one Networking Group Member to recycle their containers through Replas (although this came from a meeting held outside of this reporting period).

New printers were installed in November of this reporting period and one of the reasons they were chosen was because of the environmental considerations: firstly printing does not print out automatically - you have to scan in and then select what you want to print. So if you hit the print button by mistake you can choose to delete that print job and only print what you want to print, thus reducing print copies. Secondly, all staff members receive a monthly report showing the number of prints for the month and the cost of the printing. This then triggers staff members to think about the quantity of printing they do and whether they really need to print. The less we print equates to less power consumed, less printing paper and less toner used.

As reported in KPI 6, via a Tumblr post on our Animal Crossing site, we were able to convey an environmental message to Consumers announcing the start of Keep Australia Beautiful Week in August 2015 as well as Nintendo's support of Business Clean Up and Tree Planting.

Environmental considerations when purchasing a new coffee machine led us to purchasing a Nespresso machine as Nespresso supports Sustainable Coffee farming and their coffee pods can be 100% recycled. The coffee machine was purchased in February 2016. We have also recently set up a Nespresso Coffee Pod Recycling Bin in our Cafe, inviting employees to bring in their Nespresso branded used coffee pods from home. Once full, Nespresso pick up the bin free of charge. However this bin was not set up until December 2016, so will be reported on in the next Annual Report.

One of the ideas that came from the Environmental Committees brainstorming session in December 2015 was introducing Office plants as it is proven to improve air quality and therefore is a health benefit for employees.

This was approved in this reporting period, however was implemented after this reporting period so will be fully outlined in next years report.

The paperless contract module was fully implemented during this reporting period and follows on from the Letters of Engagement implementation last reporting period, which has resulted in a 50% reduction in the paper generated with the contract circulation and approval process, as it's now all done electronically.

Environmentally friendly pens were also purchased as reported in KPI 4, however unfortunately these were not durable so were not purchased again.

We also researched the cost of placing an 'Aluminium Can Cage' Collection Point on site at Nintendo for all staff to bring their alluminium cans from home. However the size of the cage was too prohibitive to be placed on the premises.

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

