



Signatory Name: Three Threes Condiments 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:

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

A policy and procedure, reflecting the existing practises which we have followed over the last six years in conducting an SPG assessment on our different packaging types, was signed off by our senior manager.

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.	Establish a documented policy and procedure for evaluating and procuring packaging using the SPG.	<p>Our senior manager has signed off on a formal policy following the existing procedures we have had in place for evaluating packaging using the SPG assessment methodology.</p> <p>We wrote to our five existing suppliers of packaging during this reporting period, requesting that they complete the SPG related questionnaires. This was to update our existing information held on file.</p> <p>Three of our suppliers have provided responses to the questionnaire which we are currently analysing.</p> <p>We are following up with reminders for the other two which have yet to respond.</p>
2.	Conduct SPG assessments on all new packaging.	No new packaging forms were introduced during the FY2015/16.
3.	Conduct SPG assessments on all existing packaging.	<p>We have a broader understanding of the operations and how our suppliers' packaging compares to the SPG requirements based on the responses received so far from our packaging suppliers.</p> <p>For example, one supplier has a supplier assurance program in place which reviews their suppliers to ensure that they are either ISO9001 or ISO14001 certified, or have an equivalent management system which incorporates these principles.</p> <p>Another packaging supplier is also a signatory to the APC and is well aware of its obligations in supporting its customers which also have APC obligations.</p>

4.	Implement adequate assessment procedures and tools to record the results of the SPG reviews.	All SPG assessment responses received from the latest interaction with our five packaging suppliers are now securely stored on a cloud based, management information tool. This tool manages our information requirements, not only for our immediate SPG assessment requirements, but our broader APC obligations. This ensures that we have easy and up to date access to the necessary information, as required.
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14. Describe any constraints or opportunities that affected performance under this KPI

Over this reporting period, Three Threes sent requests to our five main packaging suppliers to complete a SPG assessment to update our existing SPG assessment records.

So far we have received three responses and we are following up with those two suppliers which are yet to reply. One of our suppliers received a high achiever award from the APC for its efforts in the design, manufacture and recovery of its glass packaging products.

Three Threes has stored this SPG assessment information for our main packaging forms in a secure, online, information management tool.

Goal 1: Design

KPI 1: % of signatories with documented policies and procedures for evaluating and procuring packaging using the SPGs or equivalent.

Rating

3

Rating Comments

Congratulations on your achievements in reaching your targets. It is great to see that you have reviewed 100% of your current packaging. It would be beneficial to hear if any opportunities were identified as a result of packaging reviews or any changes were made/scheduled after identifying those opportunities. Even if opportunities were not identified, we recommend you detail what barriers or constraints you faced.

It is commendable that your company is collecting data from these reviews on a secure, cloud based system.

To gain a deeper understanding of best practice outcomes in this area, you may like to watch this video on Driving and Embedding Change within an organisation; <https://www.youtube.com/watch?v=kKxgXSNrzFs>

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.	Maintain the existing on site recycling systems to collect used packaging and other recyclables.	<p>We have introduced larger bins, as opposed to smaller sized bales, for the better management of paper and cardboard for recycling. This has been seen as a more practical solution making it easier for staff to recycle waste, resulting in more staff using this improved infrastructure.</p> <p>We always ensure that should any faulty packaging arrive at our site that it is sent back to the manufacturer for recycling.</p>

2.	Review and implement on site office waste and recycling facilities.	Three Threes now has a bin in place in the office for depositing used cartridges. These cartridges are collected by the photocopier servicer/provider and recycled as part of their company-wide program.
3.	Formalise employee education programs about recycling and waste reduction.	<p>All new production staff have been trained in the need to separate the waste arising onsite, helped by the location of easily available bins. This aims to ensure that there is the proper segregation of waste materials, so that a high percentage of the onsite waste can be directed to the recycling stream.</p> <p>This provides Three Threes with both financial and environmental benefits.</p>

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

We utilise the food grade plastic containers, which used to contain glue, to deposit food waste in the immediate production area. This is then transferred to the main bins which are taken away for recycling.

With regard to packaging related waste, we have contractors that collect the following for recycling:

- Glass
- Cardboard & paper and
- Plastic shrink wrap

Within the office, we have recycling bins at the desks to ensure that staff recycle paper and cardboard.

Three Threes have used printer cartridges picked up by the office machine provider for recycling.

We are currently working with three waste contractors to identify what improvements can be made to the waste and recycling options at our site, including process waste, to ensure that we can maximise the waste which goes to the recycling stream. The outcome of this exercise should be in place in the next FY.

Goal 2: Recycling

KPI 3: % signatories applying on-site recovery systems for used packaging.

Rating

3

Rating Comments

Well done on achieving on-site recovery systems for recycling on all of your facilities/ sites. You may like to consider collecting quantitative data in regards to the materials you are diverting from landfill. Continuing to record and store data will be beneficial to recognising long term trends and improvements achieved by your company.

To further increase recycling rates more generally, you may like to consider incorporating recycling targets into future tenders for waste contractors, or reviewing existing contracts to see if additional materials can be recovered.

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)

In dealing with food products, we must follow HACCP. This manual contains information around actions that can be taken when considering the purchase of packaging with recycled content.

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.	Develop a Buy Recycled Purchasing Policy and encourage implementation.	<p>Our buy recycled policy is contained in our HACCP manual which includes information about buying products that can contain recycled content.</p> <p>Three Threes has a very limited range of consumables, with the main purchases being packaging, due to the nature of our product. Our two main packaging suppliers are members of the APC and supply us with packaging that has a high recycled content.</p> <p>Indeed, one of our suppliers recently received a high achiever award from the APC for its efforts in the design, manufacture and recovery of its glass packaging products. Globally, our glass supplier produces products containing an average of 37% post-consumer recycled glass.</p> <p>Recent information from our supplier of secondary cardboard cartons indicates that these cartons have varying levels of recycled content in them (representing some 80% of the overall sales that our supplier undertakes to all its customers)</p> <p>We also purchase office paper with recycled content.</p>

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

Instructions in our HACCP manual enable us to identify what packaging we can purchase that can have recycled content.

Our secondary packaging supplier provides cartons with a range of recycled content percentages and we ensure we choose one that is fit for purpose.

Our two major packaging suppliers are both signatories to the APC, with our glass supplier having recently received a high achiever award from the APC for its efforts in the design, manufacture and recovery of its glass packaging products.

Goal 2: Recycling

KPI 4: Signatories implement formal policy of buying packaging made from recycled products.

Rating

4

Rating Comments

Great to see that your company is actively engaged with your suppliers when implementing your 'Buy Recycled Policy'. We encourage you to formalise agreements with your contractors/suppliers by implementing minimum recycled content clauses within your contract agreements. It is also great to see that you are engaged with suppliers who are also members of the APC.
We recommend that you continue to provide the quantitative outcomes of your recycled content purchasing to view your progression from year to year.
For more inspiration, APCO has released a Disruptive Design video with the Sustainable Change Maker, Dr Leyla Acaroglu; https://www.youtube.com/watch?v=aqvH5SvG_zk&t=71s

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)

Three Threes continues to work closely with our two long term suppliers of glass and cardboard, our two major packaging forms.

Both suppliers are signatories to the APC and we have worked with one supplier to implement a closed loop system whereby the pallets used to deliver the glass jars to Three Threes are picked up every fortnight and returned to the glass manufacturer for reuse.

We have also written to our five packaging suppliers with a questionnaire to update our SPG assessment information.

Three Threes is working with three different contractors to work out what opportunities there are to improve waste and recycling practices onsite, with the aim of proper implementation next FY.

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.	Formulate a documented policy to review all packaging against the SPG and develop a supplier's questionnaire to assist in answering the questions raised in the SPG.	<p>A documented policy has been signed off by senior management which sets out a procedure to review all packaging against the SPG assessment process.</p> <p>This policy reflects existing practices and procedures that we had in place, this year writing to our five main packaging suppliers requesting that they complete a standard questionnaire that seeks SPG assessment information from them. This was to update existing information from current suppliers, or to obtain new information from more recent packaging suppliers we engage with.</p> <p>We have received completed questionnaires from three of these suppliers and we are following up with the other two. The completed questionnaires are being reviewed for possible improvements to our packaging needs.</p>

2.	Work with suppliers around reducing waste arising from the delivery of packaging to the site.	<p>In a closed loop system approach, the pallets used to deliver the glass jars to Three Threes are picked up every fortnight and returned to the glass manufacturer for reuse.</p> <p>We re-use 240 litre plastic drums which contain vegetables. When emptied, these drums are washed and sterilised then sent to our local farmer who supplies us with vegetables for the production process.</p>
3.	Collaboration with waste and recycling contractors in regard to packaging and process waste removal.	We are currently in negotiation with three separate contractors to work out which contractor can offer possible improvements to the disposal and recycling of the on-site packaging materials, food waste and water sludge.

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

As part of our overall drive for operational efficiencies, Three Threes is liaising with three waste contractors to work out if we can further optimise how we handle waste (i.e. improve waste avoidance, reuse and recycling) and then carefully managing those materials that need to be sent to landfill.

Our interaction with our glass supplier has seen the implementation of a closed loop system with the return of the pallets, which bring the glass jars on-site, to the supplier for re-use if fit for purpose, or for recycling by the glass jar supplier.

Faulty packing, including glass, cardboard and labels received by Three Threes are returned to the respective supplier for recycling.

Goal 3: Product Stewardship

KPI 6: % signatories with formal processes to work collaboratively on packaging design and / or recycling.

Rating

4

Rating Comments

We commend you on having an active and formal policy to work with the supply chain on packaging sustainability issues. We congratulate you on your involvement in a closed loop system with one of your suppliers. You may consider employee or community education campaigns aimed at creating awareness of the values of supply chain collaboration.

See our members panel discussion video on the importance of Supply Chain Collaboration within their organisations to achieve best practice outcomes : <https://www.youtube.com/watch?v=ZzxxGUxulHo>

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.	Implement resource management opportunities within our operations.	<p>The company continues to monitor its energy and water use and costs to ensure that any opportunities for resource efficiency improvements are highlighted.</p> <p>We are currently in the process of setting up a trial of a food waste recycling system which can divert from landfill the food waste generated on-site by turning it into organic liquid waste.</p> <p>The system is both efficient and effective in separating the waste stream at the source, thus encouraging best practice for the management of waste. We anticipate that this trial will be in place in April 2017 and will be reported in the next Annual Report to the APC.</p>
2.	Implement other broader product stewardship initiatives including support of charities and local community groups.	<p>Three Threes is committed to supporting the local community. We regularly donate food products, as well as offer financial support, to various local community organisations, school P&F and sporting clubs and sponsor individuals that are striving to achieve. This gives Three Threes the opportunity to be proactively engaged with our customers.</p>

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

We support a number of charities, community and sporting organisations, including Roll 101, which is a charity based trust set up by Chad Graham and his supporters to provide assistance to young people affected by chronic or terminal illness or by catastrophic injuries. (<http://www.threethrees.com.au/community/>)

As well, any excess products not required in the short term are donated to foodbanks and charities.

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

The company continues to monitor its energy and water use and costs to ensure that any opportunities for efficiency improvements are highlighted.

We are in the process of setting up a trial of a food waste recycling system which can turn food waste generated on-site into organic liquid waste, thus diverting it from landfill. We anticipate that the trial will be implemented in April 2017.

Three Threes continues to provide sponsorship support (both product and financial) to a range of organisations and individuals, the number of which varies from year to year.

Goal 3: Product Stewardship

KPI 7: % signatories showing other Product Stewardship outcomes.

Rating

4

Rating Comments

You have demonstrated a company awareness of energy and recycling sustainability. Your company is making considerable efforts to reduce its' carbon footprint.
We commend you on your company involvement in community programs and charity support. We look forward to seeing the results of your trial with a food waste recycling system.
You may like to provide more detail on any employee education programs or memberships to sustainable organisations you are apart of.
To find out what current high performers are achieving in these areas, you can view the award winner case studies page on the APCO website:
<http://www.packagingcovenant.org.au/resources.php/76/2016-award-winner-case-studies>

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.	Identify parts of the site that have the highest litter potential and maintain litter management systems in those areas, including a litter patrol.	<p>Our HACCP and SQF status requires that Three Threes maintains a litter free environment where all waste and recycling is removed by our certified contractors on a regular basis. Thus ensuring that there is no build-up of litter of any sort on our premises.</p> <p>All our employees are given induction training which includes knowing how to meet SQF and HACCP requirements with regard to waste, and hence litter, management. This is included in written Standard Operating Procedures (SOP).</p> <p>As a requirement of our major customers, Three Threes is independently audited to ensure that we meet HACCP and SQF standards.</p> <p>Three Threes has not received any complaints from our local council or residents in the immediate vicinity of our property about litter originating from our site.</p>
2.	Manage litter in staff break and office areas on site.	Three Threes have installed waste and recycling bins around the premises and continues to educate staff on the importance of recycling and minimising waste, thus leading to reduced incidences of litter across the site.
3.	Add the appropriate recycling and litter disposal logos and phrases on all primary and secondary packaging.	Three Threes ensures that the jar is identifiable as recyclable and we request that consumers dispose of it responsibly.

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

As a food manufacturing company, we must meet stringent HACCP and SQF requirements, which includes the need to maintain a clean production facility and surrounds.

Three Threes primary packaging is glass, a highly recyclable packaging material. Although the majority of people understand that glass is recyclable, Three Threes continues to include labelling with the recycling logo to ensure our customers are aware of the recyclability of our packaging.

We have not received any complaints from our local Council or neighbours with regard to litter emanating from our site which we have occupied for over 60 years.

Goal 3: Product Stewardship

KPI 8: Reductions in packaging items in the litter stream.

Rating

3

Rating Comments

Congratulations on achieving all your targets. Another way you can reduce your company litter footprint is by organising a Business Clean Up Day. You can sign up here: <http://www.cleanupaustaliaday.org.au/about/about-the-event/clean-up-for-business>.

It is great to see that you have appropriate disposal guidance and recycling logos on at least some of your products.

The APC is currently working on the establishment of a consistent product-labelling scheme as a part of the new strategic plan. This aims to improve correct recycling behaviour and prevent fugitive packaging ending up in the environment. Keep your eye out for updates on this exciting project coming shortly. See the APC strategic plan overview here for more details. <https://www.youtube.com/watch?v=CJpRtQMkwVc>

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

By updating our existing Action Plan and submitting it to the APC, Three Threes has shown commitment to continued contribution to the achievement of the Covenant's performance goals and to meet our continued obligations under the existing Covenant arrangements until June 2017.

This year, we engaged consultants to assist us with better understanding our APC obligations.

We have developed and signed off on a policy which formalises our existing practices in regard to undertaking SPG assessments of our packaging. This included writing to our five packaging suppliers this year to update our existing SPG assessment records.

We are aware that one of our suppliers received a high achiever award from the APC for its efforts in the design, manufacture and recovery of its glass packaging products.

We are currently working with three waste contractors to identify what improvements can be made to the waste and recycling options, including process waste, to ensure that we can maximise the waste which goes to the recycling stream. We hope to implement their recommendations in early 2017.

Both our major packaging suppliers are signatories to the APC and we have worked with one supplier to implement a closed loop system whereby the pallets used to deliver the glass jars to Three Threes are picked up every fortnight and returned to the glass manufacturer for reuse.

Three Threes is committed to supporting the local community. We regularly donate food products, as well as offer financial support, to various local community organisations, school P&F and sporting clubs and sponsor individuals that are striving to achieve.

Finally, as a priority, we continue to ensure that we meet the cleanliness standards required of us as a food supplier, this also ensures that it is a safe working environment for all our employees.

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

Summary of ratings:

KPI	2017 Rating (0-5)	2016 comparison	2015 comparison	2014 comparison	2013 comparison	2012 comparison
KPI 1	3	3	3	3	3	3
KPI 3	3	4	3	4	4	3
KPI 4	4	3	3	3	2	3
KPI 6	4	3	3	3	3	4
KPI 7	4	3	4	4	3	2
KPI 8	3	3	3	3	3	3
Average rating for this signatory	3.5	3.2	3.2	3.3	3.0	3.0
<i>Average rating across all signatories</i>	<i>TBC</i>	3.2	3.0	2.8	2.9	2.8

You have shown great company commitment towards recycling and packaging sustainability.

It is great to see that you have reached and surpassed most of the targets you have set for yourself by the end of this reporting period.

We are excited to see the outcomes of your investigation in to an on site food waste recycling system and commend you on your recycling efforts thus far.

We encourage you to use a centralised data collection system, and record as much quantitative information as possible, to develop strong baseline data in respect to achievements made to date so that future outcomes can be easily reported.

The APC have developed a new Strategic Plan, which we recommend you view to inform you on the future direction of the APC and how you can continue to progress in the areas of resource efficiency, landfill minimisation and industry leadership: <http://www.packagingcovenant.org.au/pages/apc-strategic-plan.html>