



Materials and Packaging Policy

GC2018

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1. HEADLINE SUMMARY AND KEY IMPACTS

1.1 Functional Areas/Partners Impacts

FA / External Partner	Outline of impact
All FA's	Requires all FA's to look at their supply chain and question Suppliers as to whether items of Materials and Packaging are compliant and required.
All GOLDOC Suppliers	Requires Supplies to GC2018 Venues and Village to assess their supply chains and current processes to ensure they are compliant with this Policy

2. POLICY DETAILS

2.1 Policy Objectives

This Materials and Packaging Policy is designed to provide Suppliers to GOLDOC a clear and precise understanding of what Materials and Packaging are acceptable to be brought into a GC2018 Venue and provides guidance on the procedures in place for non-compliant materials and packaging.

2.2 Policy Statement

The types of materials and packaging permitted to enter GC2018 Venues and Villages are listed as Acceptable Materials at section 4.1. Other types of material and packaging do not comply with this Policy and are broadly described as Non-Compliant Materials at section 4.2. A list of standing exceptions to this Policy is provided at section 5.4.1.

At the response stage of the Procurement Process, all Suppliers must provide GOLDOC with a list of any unavoidable Non-Compliant Materials that will enter GC2018 Venues and Villages as a result of their proposed supply. This list of Policy deviations must include details of all steps taken by the Supplier to reduce and where possible eliminate those Non-Compliant Materials. GOLDOC will consider the Supplier's proposed deviations on a risk assessment basis and may agree or decline such deviation at its sole discretion.

Despite any agreed deviations, the relevant contracting GOLDOC Functional/Program Area must work with Suppliers to reduce and where possible prevent Non-Compliant Materials from entering GC2018 Venues and Villages.

This Policy is applied differently in Front of House and Back of House areas. The specific requirements for each area are set out at section 3.0.

It is the responsibility of the Supplier to ensure their staff (and sub-contractors if applicable) are aware of the requirements of this Policy.

2.3 Policy Rationale & Guiding Principles

GOLDOC is committed to delivering a sustainable GC2018 in accordance with its sustainability vision:

“To show leadership in sustainability by delivering GC2018 to international standards of best practice, leaving positive economic, environmental, social and community legacies”

A key sustainability priority for GOLDOC is “to reduce waste to landfill through innovative waste management practices and adopting the ‘waste and recovery hierarchy’, i.e. avoid, reduce, reuse, recycle, recover and dispose”. This Policy has been written to reflect this hierarchy.

Significant waste reduction and waste diversion targets have been set in conjunction with this Policy to support GOLDOC’s sustainability vision and waste objectives.

One of GOLDOC’s key strategies to achieve its waste targets and increase diversion from landfill is to control the type of materials and packaging entering GC2018 Venues and Villages through this Policy.

This Policy should be read in conjunction with:

- GOLDOC’s Waste Streaming Policy CWM-001 (available July 2016), which sets out Supplier obligations with respect to waste separation and disposal methods; and
- GOLDOC’s Sustainable Sourcing Code (Code), which sets out GOLDOC’s minimum sustainability requirements for goods and services supplied to GOLDOC for GC2018.

2.4 Application of Policy

2.4.1 Front of House Areas

These Front of House requirements apply to all:

- a) Catering Contractors
- b) Merchandise Concessionaires
- c) Sponsor Showcasing
- d) Ceremonies

- e) Other Suppliers of goods and services to be consumed or delivered in Front of House areas.

Front of House waste will be collected and disposed of at a curb side Material Recovery Facility in Carrara. As such all materials and packaging must be made from materials which can be recycled in line with the domestic household collections. These materials are listed as Acceptable Materials at section 4.1.

(a) Catering Contractors

It is estimated that up to 85% of the Waste generated by the general public within the Front of House areas of GC2018 Venues will be from food and beverage packaging sold by GOLDOC's Catering Contractors. This means GOLDOC can maximise diversion from landfill by controlling this food and beverage packaging.

All packaging and disposable materials sold with food and beverage products in Front of House areas must be made of an Acceptable Material. For clarity Front of House packaging must not contain organic material as this adversely impacts the processing ability of current Gold Coast City Material Recovery Facilities.

Spectators must not be directly given any glass or aluminium cans. Glass will be restricted to use within Sponsor, Corporate and Games Family dining areas where all glass bottles shall be decanted prior to serving and bottles placed in a separate back of house Glass Waste Stream by Caterers.

Food and beverage concession stands that operate in Front of House areas are bound by all obligations set out in the Back of House section with regards to materials and packaging not sold over the counter i.e. raw food packaging and containers.

(b) Merchandise Concessionaires

GOLDOC will endeavour to make GC2018 a single use plastic bag free event and encourages Merchandisers to provide multi-use carrier bags that can be recycled at the end of their useful life. Merchandisers should also provide options for Spectators to buy souvenir carry bags if they desire.

Merchandisers should remove as much packaging materials as possible before merchandise items go on sale to allow that packaging to be disposed of in the more extensive Back of House waste streams.

(c) GC2018 Sponsor Family

The GC2018 Sponsor Family is encouraged to have a partnership approach to achieve the objectives of GOLDOC's Sustainability Vision and Policy.

All packaging materials and carry bags provided to patrons as part of a sponsor showcasing/activation inside GC2018 Venues and Villages should be made to the

same standard as merchandise carry bags. All promotional items forming part of any patron gift packs or giveaways at GC2018 Venues and Villages should be designed for maximum keepsake value and encourage patrons to take these items home.

(d) Ceremonies

All promotional items forming part of any patron gift packs or giveaways at opening and closing ceremonies should be designed for maximum keepsake value and encourage patrons to take these items home. All such promotional items and associated packaging must be made from Acceptable Materials. 4.1. All packaging associated with free gifts or gift packs at ceremonies must comply with GOLDOC's Sustainable Material and Packaging Policy unless previously agreed by GOLDOC.

Confetti, streamers, balloons and clappers of any form are prohibited and must not be used for any reason.

(e) Other Suppliers of Goods and Services

All packaging provided by any other Supplier of goods and services to be consumed in or delivered to Front of House areas must only supply packaging made from Acceptable Materials for Front of House Areas as described at section 4.1 unless otherwise agreed in writing.

2.4.2 Back of House Areas

These Back of House areas requirements apply to all Suppliers.

Back of House waste will be segregated much more thoroughly than Front of House waste to allow for recycling of additional waste streams that are not ordinarily available as part of the Gold Coast's curb side recycling collection, for example soft plastics and organic food waste. Please refer to GOLDOC's Waste Streaming Policy for further details.

Controls placed on the types and quantity of packaging materials entering GC2018 Venues and Village is an important first step to manage the various Back of House waste streams, reduce contamination, and reduce the operating costs of GOLDOC and its contractors. GOLDOC will set parameters for such controls and expects all stakeholders to support these requirements in the agreements with their own manufacturers and Suppliers.

2.4.3 Non-Essential Packaging

Every effort must be made to ensure unnecessary or non-essential packaging is not brought into GC2018 Venues and Villages. All Suppliers, GOLDOC Functional Areas and any other constituent groups who supply items for use within GC2018 Venues and Villages, including for sponsor activations, will be required to take

back all non-essential packaging upon delivery of product at their cost. Non-essential packaging can also be described as excess packaging, e.g. 10 boxes of items are transported in a larger box, the larger box would be considered non-essential.

2.4.4 Re-Pack

GOLDOC understands the requirement for some Suppliers to store empty packaging on site for the purpose of bump out. Where adequate facilities are available these items may be stored in a location prescribed by GOLDOC's Venue Logistics Manager. If there is inadequate storage an alternate solution will be agreed between GOLDOC and the Supplier. Whilst all attempts should be made to eliminate Non-Compliant Materials, a Policy exemption may be given for packaging that will be used to re-package goods.

2.4.5 Pallets

All Pallets are the responsibility of the Supplier to remove from GC2018 Venues and Villages.

3.0 ACCEPTABLE AND NON-COMPLIANT MATERIALS

Materials and packaging that may enter GC2018 Venues and Villages are listed below as Acceptable Materials. Acceptable Materials may be brought into GC2018 Venues and Villages.

Non-Compliant Materials may not be brought into GC2018 Venues and Villages unless GOLDOC has agreed the deviation in accordance with section 3.2.

3.1 GOLDOC Acceptable Materials

The following packaging materials are acceptable to enter GC2018 Venues and Villages. Please refer to section 9.0 for GOLDOC's Minimum Requirements for each material.

Material	Waste Stream	Front of House	Back of House
Paper and Cardboard	Paper and Cardboard	YES	YES
Glass (for use as described)	Glass	NO	YES
PET/RPET/HDPE/LDPE plastics (Resin Numbers 1-5)	Co-Mingle Recycling	YES	YES
Aluminium and Steel Cans	Co-Mingle Recycling	NO	YES
Liquid Paperboard	Co-Mingle Recycling	YES	YES
Clear LDPE/HDPE plastic Garbage Bags	Soft Plastics	NO	YES

3.2 GOLDOC Non-Compliant Materials

The following materials are Non-Compliant Materials:

- Expanded Polystyrene (EPS) – Including but not limited to catering food deliveries and packaging protective fillers.
- Composite (Multiple Material) Containers.
- Any other packaging material not specifically mentioned in this Policy.

4. MATERIALS AND PACKAGING MINIMUM REQUIREMENTS

This section sets out GOLDOC's Minimum Requirements for each type of Acceptable Material listed at section 4.1.

4.1 All Packaging

All packaging must:

- be fit-for-purpose;
- be resource efficient;
- include information about appropriate disposal (including the relevant recycling symbol for plastics);
- be purchased by GOLDOC and its Suppliers in bulk to achieve a reduction in outer shell container wrappings; and
- Otherwise aspire to the Sustainable Packaging Principles listed at Appendix A.

4.2 Primary and Secondary Packaging

4.2.1 Plastic Packaging

Any plastic packaging must:

- Use Polyethylene Terephthalate (PET) – plastic identification Code (PIC) 1, and High-Density Polyethylene (HDPE) – PIC 2, plastics in preference to other plastic codes that do not have widespread recycling infrastructure in Australia.
- Use only one material or materials that are compatible in the recycling process.
- Ensure polymers used for auxiliary components such as labels, closures, liners and seals match that of the container or are easily separated during the washing process. Metallic labels and aluminum closers and seals should be avoided.
- Use unpigmented polymers where possible and avoid black pigmentation.
- Incorporate recycled content wherever possible (subject to food contact requirements).
- Avoid pressure-sensitive adhesives that cover the entire back of the label as they are difficult to remove and contaminate the recycled polymer.

4.2.2 Cardboard Packaging

All cardboard packaging must:

- Aspire to contain a high percentage of post-consumer recycled content (subject to food contact requirements).

- Carry Chain of Custody certification for any virgin fibre content under the Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC) certification scheme.
- Must not use wax, laminate, ultraviolet varnish or aluminum coatings or layers, or any other coating that would inhibit end of life recycling.
- Minimise or avoid the use of non-paper/cardboard components (e.g. plastic windows or film).
- Minimise the use of inks and avoid the use of heavy metal based inks.
- Use water soluble adhesives.
- Avoid high wet strength paper (e.g. labels) or carton board – these generally don't break down, causing blockages in the pulping process.
- Ensure any additional labels are made of a paper-based material.
- Must be produced using at least Elemental Chlorine Free bleaching methods.

4.2.3 Glass

All glass packaging must:

- Meet or exceed industry averages for recycled content which are estimated at 30%.
- Avoid dark green, dark blue or black glass as these may contaminate the standard sorting categories (clear, brown and green glass).
- Ensure metal components are easily separable.

4.2.4 Metal and foil

Metal and foil packaging must meet or exceed industry averages for recycled content.

4.3 Tertiary Packaging

Tertiary packaging differs significantly from primary and secondary packaging in that it is only required for transport and storage. It is also more likely that portions of tertiary package are directly reusable without processing/cleaning as they do not come in to direct contact with the product and may be structurally sound due to their role in transport.

- Where carton is used it must comply with the requirements for primary and secondary packaging above.
- Pallets will be recovered by the Supplier for reuse in accordance with section 3.4.5.
- Plastic film or wrap must be avoided where possible. When unavoidable, use must be minimized and preference given to low-density polyethylene materials.

4.4 Litter Reduction

Design for litter reduction is important for products that are likely to be consumed away from the venue.

For goods likely to be unpacked outside of the venue, packaging must consist of minimal separable components that could end up as litter.

4.4.1 Policy Exemptions

Exception	Exception Summary
Shooting	Lead ammunition debris will be collected after the clay target shooting event and disposed of in a compliant manner using existing infrastructure at the Shooting Venue.
GOLDOC Headquarters	GHQ where possible will follow this Materials and Packaging Policy, however given the nature of the office environment this may not always be the appropriate approach.
Cairns/Townsville Regional Venues	It is likely that the convention centres in Cairns/Townsville and Gold Coast will maintain their current day to day materials and packaging policies in line with their waste streaming policies.
All GC2018 Venues and Village	Re-pack, i.e. product packaging that will be stored and re-used to re-package goods for transport post GC2018. This exemption is subject to the requirements at section 3.4.4. Film based plastics for limited use in Back of House areas only. This exemption is subject to the requirements at section 5.3.

5.0 DEFINITIONS

Acceptable Materials means the materials listed at Section 3.1 of this Policy.

Back of House means areas within a GOLDOC Venues and Villages that are not accessible to the general public and ticketed spectators.

Curb Side Collection means any items which can normally be disposed of and recycled in a domestic household setting e.g. PET Bottles, small cardboard boxes and glass.

GC2018 means the Gold Coast 2018 Commonwealth Games™.

GC2018 Venues and Villages means all GOLDOC controlled venues associated with GC2018, including the GC2018 Commonwealth Games Athlete's Village.

GOLDOC means the Gold Coast 2018 Commonwealth Games Corporation, a statutory authority of the Queensland Government formed with a sole purpose - to organise, plan and deliver GC2018.

Front of House means areas accessible to the general public and ticketed spectators within GOLDOC Venues and Villages.

Minimum Requirements means GOLDOC's Minimum Requirements for each Acceptable Material as described at section 4.0.

Non-Compliant Materials means the materials listed at section 3.2 of this Policy.

Policy means this GC2018 Materials and Packaging Policy.

Procurement Process means all procurement, sponsorship, direct award or any other form of acquisition or supply arrangement.

Suppliers means all organisations or individuals who supply products or services to GOLDOC for GC2018, including but not limited to suppliers, contractors, sponsors, and licensees and any sub-contractors or sub-licensees thereof.

Sustainable Packaging Principles means the guidance and packaging characteristics listed at Appendix A.

6.0 APPENDIX A - SUSTAINABLE PACKAGING PRINCIPLES

Packaging plays a crucial role in protecting manufactured products and perishable items. However, a significant proportion of packaging is over-specified and is single use e.g. PET Bottles, over the counter food/beverage packaging and merchandise wrapping. It is GOLDOC's approach to avoid unnecessary packaging waste to reduce costs, demand for raw materials and carbon emissions.

Sustainable packaging has the following general characteristics:

- **Fit-for-purpose:** packaging should be designed to meet market and consumer needs, while minimising net impact in a cost-effective way

Suppliers should consider:

- Does it protect the product as required?
- Is it easy to access?
- **Resource Efficient:** packaging should be designed to minimise the use of materials and other resources without compromising product quality and safety

Suppliers should consider:

- Can layers be removed?
- Can the size, thickness or weight of material be reduced?
- Can it be designed for reuse?
- Can it reduce transport space required?
- **Made from low-impact materials:** packaging should be designed to minimise the environmental and social impact of materials and components and should incorporate a whole-of-lifecycle approach

Suppliers should consider:

- Is it made from recycled materials (particularly relevant for glass, plastics and carton)?
- **Reusable or Recyclable:** packaging should be designed to maximise its potential for recovery and recycling and to minimise impacts associated with its disposal

Suppliers should consider:

- Are the materials recyclable?
- Is it made from one material or are the materials easily separable?



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