



# Waste Reduction and Recycling Plan 2021–2024

Promoting waste avoidance  
and reduction



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## Introduction

The Department of the Premier and Cabinet's (DPC) Waste Reduction and Recycling Plan 2021–2024 (the Plan) is developed in accordance with the *Waste Reduction and Recycling Act 2011* (the Act) and *Queensland's Waste Avoidance and Resource Productivity Strategy (2014–2024)*

The Act requires each State Government department to prepare, adopt and implement a waste reduction and recycling plan which must include information about:

- Waste reduction and recycling targets
- Actions to be taken to improve waste reduction and recycling
- Management and monitoring of performance
- Information about continuous improvement in waste management

## Scope

The Plan addresses waste reduction and recycling in DPC and applied to all departmental employees. It aims to drive compliance with legislative obligations in waste management.

The Plan has been developed within the context of business operations and responsibilities and facility management activities for which it has jurisdiction and control. The department's focus is on Reduce, Reuse and Recycle.

## Objective

The Plan provides the framework and direction DPC has chosen to adopt as part of their commitment to promote waste avoidance and reduction, as well as resource recovery and efficiency actions.

The Plan aims to demonstrate DPC's commitment to managing the impact of its own activities through embracing effective, ethical and environmentally responsible approaches to waste reduction and recycling.

## Definition of Waste

Waste is defined as anything that is:

- Left over, or an unwanted by-product, from an industrial, commercial, domestic or other activity
- Surplus to industrial, commercial, domestic or other activity generating the waste

It can be a gas, liquid, solid or energy, or a combination of any of them. A thing can be waste, regardless of whether it is of value.

## Waste generated from DPC activities

DPC's portfolio includes the Office of the Queensland Parliamentary Counsel (OQPC).

Consequently, DPC is responsible for managing waste activities for the central agency, including OQPC. DPC has approximately 380 staff members working in various locations in Brisbane,

Ipswich, Toowoomba, Longreach, Maryborough, Rockhampton, Mackay, Townsville and Cairns. This staff number includes OQPC and does not include Future Policy Graduates.

Waste management in 1 William Street will be an area of focus for this Plan as the building is a 5 Green Star Office Design Rating (V3) and a 5 Star NABERS Energy Rating and the waste reporting can be recorded more accurately per floor including printing. OQPC is also able to measure accurately printing quantities.

The majority of DPC's waste is generated from office-based activities as this is the nature of work performed by the department. Under DPC's previous Waste Management Plan, the total quantity and composition of office waste was calculated based on occupied floor space per building since individual departmental data was unavailable. This process will continue for OQPC with the exception of printing as they capture actual data for printing.

Annual waste and recycling data is reported to the Department of Environment and Science (DES) by the 31 August each year. Information provided by agencies is analysed by DES to inform the annual *Queensland Government Recycling and Waste Report* on waste management initiatives by government departments. This is reported as an aggregate and not by individual agencies.

The types of waste generated include:

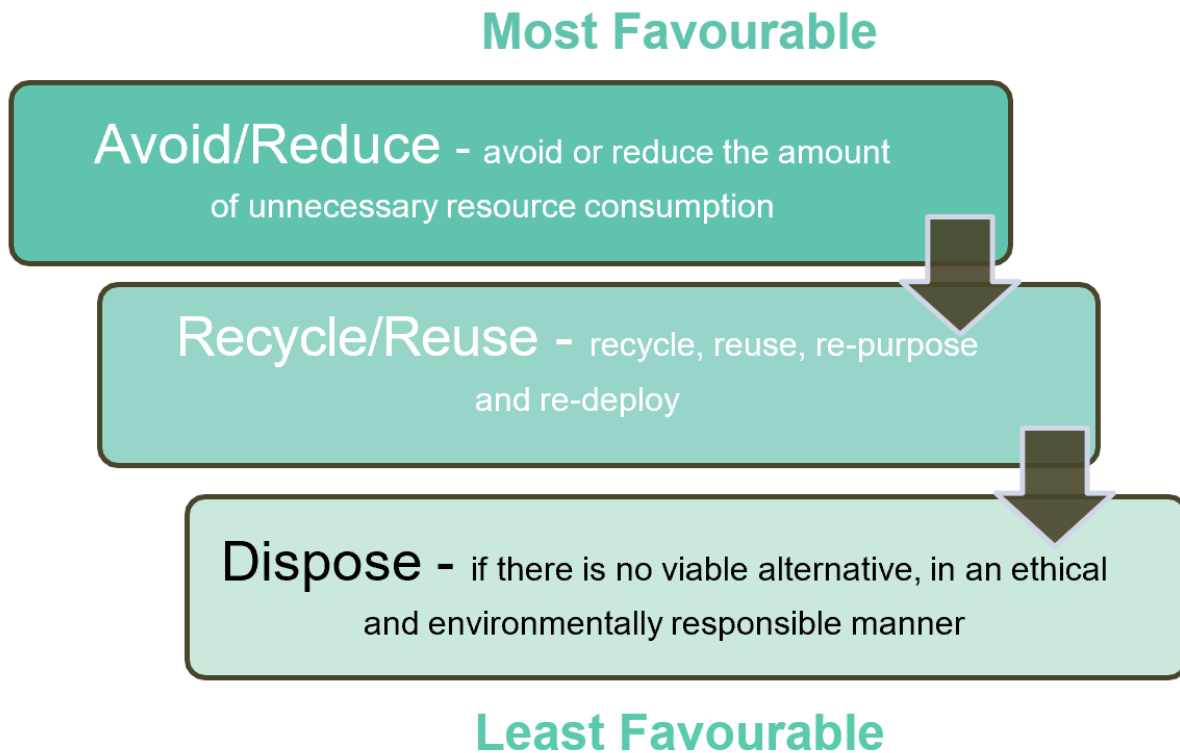
Paper	Outdated publications, corporate letterheads, printed copies, confidential documents
Co-mingled	Plastic bottles and containers, milk and juice cartons, glass bottles and jars, aluminium and steel cans
General waste	Items that will be landfill and not recyclable
Cardboard	Cardboard boxes
Toner cartridges	Printer cartridges
Organics	Food and plant material, coffee beans, plant cuttings
Stationery	Surplus office supplies and consumables, cardboard
E-waste	Outdated mobile and desktop devices, broken or unserviceable equipment and printers, toner cartridges
Furniture	Surplus or broken office equipment, prints and artefacts
Batteries	Used batteries
Light tubes and scrap metal	Lighting and unwanted scrap metal

## DPC's approach to waste management

DPC is committed to encouraging and motivating all staff to actively participate in the delivery of the Plan's initiatives through staff awareness across all levels of the department in an effort to reduce the department's impact on the environment. This includes avoiding unnecessary consumption and waste generation, adopting innovative resource recycling and recovery strategies, and valuing our finite resources.

For DPC to reduce and manage its waste outputs, consideration needs to be given to the waste and resource management hierarchy and the guiding principles as set out in the *Waste Reduction and Recycling Act 2011*.

*The hierarchy:*



*Figure 1 – The waste and resource management hierarchy*

The waste and resource management hierarchy is a framework that guides the order of preference for managing waste. Waste should be avoided as a first priority, after which options for reuse and recycling should be explored and disposal of waste should be the last resort.

DPC’s Facilities Team actively work to promote waste awareness and measure the effectiveness of the Plan. The department has waste champions to help promote waste reduction specifically for the floor they occupy. Facilities will work in partnership with the Department of Energy and Public Works (DEPW), other government agencies and building facilities managers to reduce waste through improved waste reduction and recycling initiatives and strategies.

## Roles and Responsibilities

Responsibilities for implementing this Plan are:

Executive Leadership Team (ELT), DPC	<ul style="list-style-type: none"> <li>Support the Plan for managing the department’s waste reduction and recycling in a way that best achieves the objectives of the <i>Waste Reduction and Recycling Act 2011</i>.</li> </ul>
Senior Management	<ul style="list-style-type: none"> <li>Ensure that all business groups comply with the Plan and all applicable statutory requirements</li> </ul>

Manager, Facilities Coordination, DPC	<ul style="list-style-type: none"> <li>• Manage the promotion of waste awareness, development of new initiatives, continuous improvement and measurement of effectiveness of the Plan.</li> <li>• Coordinate and consolidate waste and recycling initiatives and reporting for DPC including OQPC.</li> </ul>
Manager, Corporate Services Office of the Queensland Parliamentary Counsel (OQPC)	<ul style="list-style-type: none"> <li>• Collect and consolidate ideas for waste and recycling management for OQPC and report to Manager Facilities, DPC.</li> </ul>
DPC and OQPC staff	<ul style="list-style-type: none"> <li>• Ensure there is an understanding of the objectives of the department's Waste Reduction and Recycling Plan and work towards achieving those objectives that they understand</li> </ul>

## Managing our waste

2016-17 waste data is the baseline data used for benchmarking future waste management performance, noting the annual waste reporting provided by DEPW is based on the total waste per building and calculated on occupied floor space per building. However, more accurate reporting is provided by the appointed facilities management provider in 1WS and this also allows DPC to focus on waste management efforts that will realise the greatest benefit.

### Avoid/Reduce

DPC is committed to reducing the amount of waste it produces by introducing initiatives and strategies including:

- reducing DPC's reliance on, and consumption of, paper whilst ensuring information can be managed in sustainable and compliant ways
- reducing printing requirements with born digital stay digital initiatives such as electronic agendas and papers for meetings
- continually reviewing paper based processes for opportunities to migrate to electronic only processes

Other benefits include:

- reducing environmental impacts of paper production and printing
- increasing the adoption of digital technology to encourage staff to work within an electronic environment
- reducing the requirement to physically store paper after it has been digitalised
- removing clutter and free up space in the workplace for more functional uses such as meeting areas
- reducing operational costs.

DPC has introduced other initiatives including:

- scanning paper documents, for improved retrieval and searching of public records
- digitisation of designated temporary records that are assessed as low risk, low value, combined with early disposal of these temporary records (subject to authorised approval of designated processes), thus reducing the ongoing storage of paper records
- embedding a waste reduction and recycling culture – encouraging DPC to embrace waste reduction and recycling
- technology – increasing the use of mobile devices and technology to improve productivity, including use of electronic records instead of paper records (where possible).

- reducing excess stationery by limiting the volume and costs associated with unnecessary stationery stock and storage such as folders – this will be achieved by ordering stationery through Facilities centrally who will be in a position to advise if there is existing stock in other locations.
- printing letterhead electronically as required, rather than over ordering letterhead from stationery or print suppliers

## Recycle/Reuse

For the duration of the Plan, DPC will continue to develop, improve and refine existing recycling initiatives, particularly working closely with DEPW and building facilities managers. DPC will continue to embrace initiatives such as battery recycling and organic waste such as composting and will investigate whether these initiatives can be rolled out to more office locations.

DPC will continue to raise staff awareness in relation to the centralised waste management approach including staff sorting their own waste into recycle (paper, co-mingle, containers for change and organics) and general waste receptacles at central locations on each floor.

DPC reuses, where possible excess and partly used stationery and products including furniture and equipment. DPC also reuses out-of-date ministerial and departmental letterhead as notepads.

## Dispose

DPC is committed to disposing of waste in an ethical and environmentally responsible way. Disposal is always considered as a last resort and every effort is made to reuse and recycle departmental equipment and goods.

DPC's waste disposal goals are to:

- reduce the volume of waste going to landfill by increasing recycling and extending materials to be recycled
- manage e-waste in a responsible and efficient way
- create a de-cluttered and safer workplace
- gain a better understanding of our waste profile and what can be reused, redeployed and recycled.

## Targets

Long term, DPC will strive towards best practice as a means of contributing towards the State's waste management strategy: *Queensland Waste Avoidance and Resource Productivity Strategy (2014–2024)* as follows:

- 5 per cent reduction in state-wide general waste generation by 2024
- 55 per cent recycling rate of commercial and industrial waste by 2024

It is envisaged that this Plan will enable DPC to develop a baseline for data collection, as well as gain further understanding of our waste profile. The subsequent plan will allow for continuous improvement and review and refinement of waste management initiatives and strategies. Refer to Appendix A for DPC's waste management initiatives and further targets.

## Reporting

DPC will meet annual reporting requirements for waste planning and reporting under the *Waste Reduction and Recycling Act 2011* (section 148) including OQPC.

## Related documents

- [Waste Reduction and Recycling Act 2011](#)
- [Queensland's Waste Management and Resource Recovery Strategy](#)
- [Queensland Waste Avoidance and Resource Productivity Strategy \(2014-2024\)](#)
- [DPC's Financial Management Practices Manual](#)
- [DPC Secure Desk Policy](#)



## Appendix A – DPC’s Waste management initiatives

	<b>Avoid/Reduce</b>	<b>Recycle/Reuse</b>	<b>Dispose</b>	<b>Targets</b>
<b><i>Reduction of the use of paper</i></b>	<ul style="list-style-type: none"> <li>Reduce reliance on and consumption of paper</li> <li>Delete any pages of printing through Follow-me-print that are no longer required.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage transition to digital format and reduction of reliance on paper based formats</li> <li>Education and training of technology and technical solutions</li> </ul>	<ul style="list-style-type: none"> <li>Disposal of surplus paper based material</li> </ul>	<ul style="list-style-type: none"> <li>Reduce printing and imaging by 1% per annum.</li> </ul>
<b><i>Secure desk policy</i></b>	<ul style="list-style-type: none"> <li>Comply with <a href="#">Secure Desk Policy</a> to reduce the requirement to physically store paper after it has been digitalised.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage staff to have a clear desk and reduce paper</li> <li>Recycle surplus paper using</li> </ul>	<ul style="list-style-type: none"> <li>Dispose of any unwanted items if possible by recycling</li> </ul>	<ul style="list-style-type: none"> <li>Reduce adverse findings by 1% per annum when conducting clear desk/security audits</li> </ul>
<b><i>Workplace Culture and staff awareness</i></b>	<ul style="list-style-type: none"> <li>Encourage and support paper reduction behaviours in the use of an electronic environment</li> <li>Purchase of environmentally friendly products</li> <li>Continue with a</li> </ul>	<ul style="list-style-type: none"> <li>Encourage use of file retrieval services through DPC Information Management Unit</li> <li>Encourage and support the purchase of environmentally friendly products</li> </ul>	<ul style="list-style-type: none"> <li>Encourage use of file retrieval services through DPC Information Management Unit</li> <li>Encourage and support the purchase of environmentally friendly products</li> </ul>	<ul style="list-style-type: none"> <li>Increase waste recycling by 1% per annum</li> <li>Provide information sessions on waste initiatives annually</li> <li>Ensure information on the intranet is kept up-to-date and is useful</li> <li>Publish waste</li> </ul>

	<b>Avoid/Reduce</b>	<b>Recycle/Reuse</b>	<b>Dispose</b>	<b>Targets</b>
	<p>centralised waste management strategy such as use of small desk bins to encourage both waste reduction and recycling</p> <ul style="list-style-type: none"> <li>Continue with the centralised management of stationary within the department</li> </ul> <p>Recycle batteries, comix, paper, cardboard and electronic waste (e-waste).</p>	<p>through department's suppliers</p> <ul style="list-style-type: none"> <li>Increase staff awareness on sorting general waste into recycling to avoid contamination</li> <li>Promotion of re-useable stationery and the continued central management of ordering stationery and having a fortnightly vendor refill program in place</li> <li>Encourage staff to utilise existing recepticals for battery, comix, paper, cardboard recycling and organic waste</li> </ul>	<p>through department's suppliers</p> <ul style="list-style-type: none"> <li>Increase staff awareness on sorting general waste into recycling</li> </ul>	<p>reporting on Compass each quarter</p>
<b>Technology</b>	<ul style="list-style-type: none"> <li>Embrace technology to improve productivity through increased use of mobile device and technology</li> <li>Continued training and increased use in the Records Management</li> </ul>	<ul style="list-style-type: none"> <li>Education and training of technology and technical solutions</li> <li>Training in HPRM system</li> <li>Recycling of toner cartridges</li> <li>Recycling of smart devices and</li> </ul>	<ul style="list-style-type: none"> <li>Dispose E-waste items are recycled and refurbished where possible</li> </ul>	<ul style="list-style-type: none"> <li>Undertake e-waste clean ups every 6 months or adhoc as required</li> </ul>

	<b>Avoid/Reduce</b>	<b>Recycle/Reuse</b>	<b>Dispose</b>	<b>Targets</b>
	system (HPRM) <ul style="list-style-type: none"> <li>• QQPC will continue to embrace the legislative drafting and publishing system (QuILLS) to deliver enhancements to legislative drafting and publishing processes</li> </ul>	accessories		
<i><b>Energy conservation</b></i>	<ul style="list-style-type: none"> <li>• Switch off equipment where possible</li> <li>• Only select relevant zones for after hours lights – not the whole floor</li> <li>• Use after hours air-conditioning on when required and request zones</li> </ul>	<ul style="list-style-type: none"> <li>• Education to staff on after hours procedures for lighting and air-conditioning</li> </ul>	<ul style="list-style-type: none"> <li>• Light tubes disposed not within landfill</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce whole floor activation of after hours lighting and air-conditioning</li> </ul>