

Department of State Development, Infrastructure, Manufacturing and Planning

# Waste Reduction and Recycling Plan

## 2019-2021

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## 1. Introduction

The Department of State Development, Manufacturing, Infrastructure and Planning's (the department) Waste Reduction and Recycling Plan 2019-2021 (the Plan) has been developed in accordance with the:

- *Waste Reduction and Recycling Act 2011* (the Act)
- State's waste management strategy: Waste Strategy: Waste – Everyone's Responsibility: Queensland 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 improve waste reduction and recycling
- Management and monitoring of performance
- Information about continuous improvement in waste management.

The Plan sets the overall direction for waste management within the department for the period 1 July 2018 to 30 June 2021 and addresses issues around waste reduction and recycling from an agency-wide perspective.

## 2. Overview of the Organisation

The department's purpose is to improve the productivity and quality of life in Queensland by leading economic strategy, industry development and infrastructure and planning for the benefit of all.

The department brings together a diverse range of operations including the Coordinator-General, planning, development, industry attraction and incentive programs and regional activities to ensure a thriving and inclusive Queensland where the economy, industry and communities prosper.

## 3. Scope

The plan outlines waste reduction and recycling activities and initiatives and applies to all departmental employees. It aims to drive compliance with legislative obligations in respect to waste management.

This plan focuses on operations controlled by the department. This includes:

- The activities of staff and other processes associated with performing department operations
- The way facilities and services are used in that context
- The economy of its operations, including efficiency, effectiveness in energy conservation and the management of any waste generated in the process.

The plan does not incorporate elements of waste and recycling which are outside the control or responsibility of the department. This includes:

- The management of lighting, heating and waste disposal in premises owned by the State and serviced by the Department of Housing and Public Works (DHPW)
- Operation of privately leased premises such as 1 William Street (1WS), where Jones Lang Lasalle (JLL) Property Management has a building-wide waste management strategy
- Water management strategies, which are carried out separately through water efficiency management planning by DHPW
- Procurement of government vehicles for leasing, which is carried out by QFleet.

## 4. Definition of Waste

Waste is defined as anything that is:

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

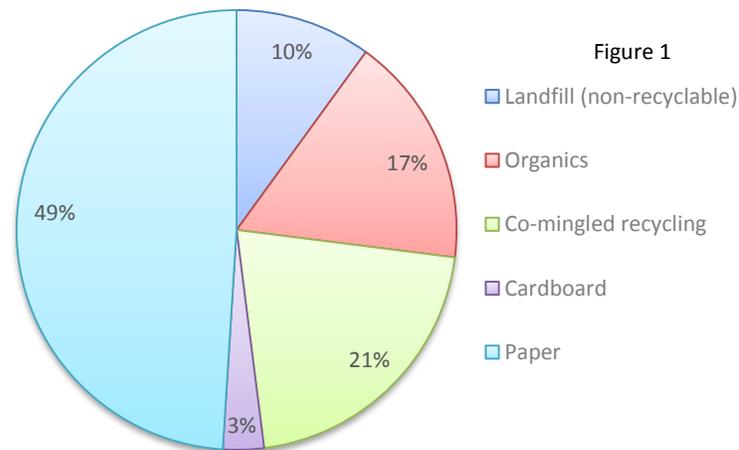
It can be a gas, liquid, solid or energy, or a combination of any of them. Anything can be waste, regardless of whether it is of value.

## 5. Waste Generated from DSDMIP activities

The department has approximately 1014 staff members working in eighteen locations across the state. The majority (approximately 78 per cent) of the department's staff are in 1WS, the general nature of duties conducted by staff is office based.

The initiatives and targets identified in the plan target office-based activities. The rationale behind this is that, in general, office-based functions will generate a generic waste stream irrespective of the geographical location or the specific role performed.

Research indicates it is likely that the profile of waste generated in the department's office environments is like the representation in Figure 1. However, this may vary for office-based activities carried out at buildings which incorporate technological solutions aimed at waste reductions (such as 1WS).



Source: Public Sector Environmental Management Reducing the Environmental Impacts of Public Sector Operations  
Co-mingled refers to mixed packaging material, such as glass, plastic and steel; organic refers to food and plant material that is readily biodegradable; and paper includes secure and unclassified paper.

The department is committed to effective waste management and seeks to actively encourage and motivate team members to participate in the delivery of this plan.

## 6. Hierarchy for Waste Management

The plan considers the waste hierarchy when developing actions and targets. The hierarchy is as depicted in Figure 2, and is a tool designed to assist decision makers to prioritise waste management activities to achieve the best environmental outcomes. It provides the preferred order of practices when dealing with waste products, including the best option to avoid or reduce creating waste and to re-purpose or recycle before disposing of waste.



Figure 2

## 7. Approach to Waste Management

The department has developed this plan to establish conservation and waste management initiatives in accordance with three key principles. The initiatives and targets must be:

- **Practicable:** The department and staff members must be able to undertake identified activities effectively (time, access, training).
- **Feasible:** Initiatives will be funded from within the department's existing resource base. Teams will be expected to consider the targets in all key decisions. Costs should be embedded in day-to-day operations to drive culture and ensure the plan is viable long-term.
- **Economic:** Staff should consider the cost/benefit when implementing targets, initiatives and activities. Returns should be aligned with investment and benefits.

The department also considers the key principles outlined in the Queensland Waste Avoidance and Resource Productivity Strategy (2014-2024) when establishing initiatives and targets.

Waste data for 2017-18 will be the baseline data used for benchmarking future waste management performance. It will also allow the department to focus on waste management efforts that will realise the greatest benefit.

The department's focus is encapsulated in the 3R's of waste management – Reduce, Reuse, Recycle. The department has developed energy conservation and waste management initiatives in line with three key principles:

## 7.1 Reduce

The department is committed to reducing the amount of waste it generates and seeks to be energy efficient and avoid crating waste where appropriate.

The department has established several key activities to drive this reduction:

- Paper Lite
  - This activity aims to reduce the use of paper while ensuring that information and records management practices are maintained.
  - The initiative includes a focus on reduced printing (use of electronic devices, systems and approval process, double-sided and black and white printing where necessary).
- Stationery
  - This activity aims to reduce the amount of unnecessary stationery and associated office products.
  - Stationery is ordered by central team members who collate and review requests from individuals.
- Procurement of Goods and Services
  - Staff are encouraged to purchase products and services which have less of an impact on the environment and human health were possible.
  - Purchase office and electrical equipment with high Energy Star Ratings and energy saving features.
  - Select vehicles to be leased based on emissions instead of the number of vehicle cylinders (having regard to operational and business requirements).
  - Staff members are encouraged to use electronic communication to the environmental impacts of travel.
- Education and promotion
  - The department encourages staff to embrace environmentally friendly practices.
  - This plan outlines key initiatives and targets across the department – all staff are expected to support and contribute to the plan.
  - The department promotes waste-wise and energy conscious signage in appropriate locations in the workplace.

## 7.2 Reuse

The department is committed to reusing materials wherever appropriate. This includes stationery, paper, storage, batteries and furniture. Items already available for reuse are considered when a need for an item arises. Where items must be disposed, the department seeks to dispose obsolete equipment in an environmentally friendly manner.

### 7.3 Recycle

The department has recycling opportunities for staff members.

Regional offices have recycling bins and procedures in place. Recycling in the regions is encouraged and the exact bins and layout are designed to meet the needs of each individual region.

The 1WS waste management approach consists of:

- Source separation
- Collection by cleaners and aggregation in the loading dock
- Disposal to waste facilities
- Diversion from landfill where possible.

The bin system includes:

- A zero-bin system, where there are no bins under workstations and four bin types in common areas
- Bins for general waste, paper/secure, co-mingled recyclables and battery receptacles and recyclables bins in kitchen areas
- Recycling of toner cartridges from photocopiers/printers
- Battery recycling processes.

In addition to promoting sustainable waste management, this approach promotes employee health, as staff are required to take breaks from their desk to remove waste.

Recycling removal for items such as fluorescent tubes, e-waste (computers and screens), rechargeable batteries and mobile phones can occur at 1WS upon request (for a cost) and are considered by the department on a case-by-case basis.

## 8. Development of Initiatives and Targets

The department has developed this plan to drive a best practice approach to waste and recycling and to support the State's waste management strategy: Waste – Everyone's responsibility: Queensland Waste Avoidance and Resource Productivity Strategy (2014–2024).

The department has developed a range of initiatives and eight targets (Appendix 1) focused on reducing waste throughout its operations. These initiatives are designed to help support two of the State's strategy targets:

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

This Plan will be used to establish baseline key waste data (in line with targets) for the department, which in the long-term will be utilised to encourage continuous improvement and a culture of effective waste management initiatives and strategies.

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## 9. Reporting

In accordance with the Waste Reduction and Recycling Act 2011, this Plan will be published on the department's website and reviewed every three years.

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

## 10. Related Documents

- DSDMIP's disposal schedule for the destruction of physical temporary DSDMIP Records.
- Waste Reduction and Recycling Act 2011.
- Queensland Government Waste - Everyone's responsibility: Queensland Waste Avoidance and Resource Productivity Strategy (2014-2024).

## Attachment 1 – Initiatives and Targets

The following table outlines the departments key initiatives and targets 2019-2021. The department’s initiatives and targets are designed to address general waste, and commercial and industrial waste State targets.

Departmental Actions	Performance Targets
<b>Initiative 1 – Paper Lite (paper reduction or reuse)</b>	
<p><b>Reduce</b></p> <ul style="list-style-type: none"> <li>• Default printing to black and white, and double sided for all 1WS devices.</li> <li>• Double-sided, black and white printer where possible.</li> <li>• Electronic approvals system for internal decisions.</li> <li>• Electronic filing system in place.</li> <li>• Staff encouraged to think ‘do I need to print this’ and read email or documents on screen instead of hard copy in the first instance.</li> <li>• Portable devices – staff are encouraged to take notes in in meeting on devices rather than paper.</li> <li>• Staff members are encouraged to use electronic communication to the environmental impacts of travel.</li> </ul> <p><b>Reuse</b></p> <ul style="list-style-type: none"> <li>• Staff are encouraged to reuse scrap paper and binders.</li> </ul> <p><b>Recycle</b></p> <ul style="list-style-type: none"> <li>• Where paper use is necessary dedicated recycling secure recycling bins are available for all staff.</li> </ul>	<p>1. one per cent per annum reduction in the usage of paper for photocopying or printing.</p>
<b>Initiative 2 – Reduction in General Stationery</b>	
<p><b>Reduce</b></p> <ul style="list-style-type: none"> <li>• Stationery is ordered by central team members who collate and review requests from individuals.</li> <li>• Team members are encouraged to minimise stationery use.</li> <li>• For general kitchen items – crockery is provided to reduce wastage with disposable items.</li> </ul> <p><b>Reuse</b></p> <ul style="list-style-type: none"> <li>• Reuse old binders, stationery, file folders, report covers and the like where possible</li> <li>• Repurpose furniture.</li> </ul> <p><b>Recycle</b></p> <ul style="list-style-type: none"> <li>• Recycling bins for various types of stationery (paper, plastic etc.) are available for all staff.</li> </ul>	<p>2. one per cent annual reduction stationery use *</p> <p>*Excludes paper used for photocopying and printing which will be tracked in target.</p>

<b>Initiative 3 – Waste Recycling</b>	
<p><b>Reduce</b></p> <ul style="list-style-type: none"> <li>• Crockery, glasses, cutlery provided to minimise single use items in kitchens</li> <li>• Electronic activities are encouraged to reduce waste</li> <li>• Bins have been removed from individual desks to reduce waste</li> <li>• Staff awareness programs to understand recycling options.</li> <li>• Staff are encouraged to purchase products and services which have less of an impact on the environment and human health were possible.</li> </ul> <p><b>Reuse</b></p> <ul style="list-style-type: none"> <li>• Staff are encouraged to reuse materials (see initiatives 1 and 2)</li> </ul> <p><b>Recycle</b></p> <ul style="list-style-type: none"> <li>• Recycling bins are provided throughout the departments locations. These include co-mingled recyclables, battery and toner recycling options and secure paper recycling bins.</li> </ul>	<p>3. 70 per cent of all waste is recycling.</p>
<b>Initiative 4 – Energy Conservation*</b>	
<p><b>Reduce</b></p> <ul style="list-style-type: none"> <li>• Where possible televisions, video equipment and other electronic articles will be switched off when not in use</li> <li>• Lights in office buildings (particularly 1WS) have automatic timers to reduce lighting after core work hours.</li> <li>• Computers and other electronic items switched off after-hours. Where lights are required, staff are encouraged to only select relevant zones were appropriate.</li> <li>• Where the purchase of equipment is required, staff are encouraged to select Purchase office and electrical equipment with high Energy Star Ratings and energy saving features</li> <li>• Vehicle leasing based on cylinders and select vehicles to be leased based on based on emissions (having regard to operational and business requirements)</li> </ul> <p>(Note: recycle and reuse elements are not relevant for this initiative. Management of core electronic elements, lights, fridges etc. is done centrally by building managers)</p>	<p>4. two per cent reduction in electricity consumption (aggregated across all departmental locations) for the life of the plan.</p>
<b>Initiative 5 – Education and Awareness (support activities)</b>	
<ul style="list-style-type: none"> <li>• Include waste management and energy conservation segments in the Corporate Induction Program</li> <li>• This Plan is available on internet and intranet throughout the year.</li> <li>• MyFocus Announcements are made bi-annually to ensure awareness amongst staff.</li> </ul>	<p>5. 100 per cent inclusion in Corporate Induction</p> <p>6. 90 per cent participation in Corporate Induction program</p> <p>7. This Plan is available on internet and intranet throughout the year.</p> <p>8. MyFocus Announcements are made bi-annually to ensure awareness amongst staff.</p>

\*Approximately 78 per cent of the departments personnel are based at 1WS. 1WS has a 5 Green Star Office Design Rating (V3) and a 5 Star NABERS Energy Rating.