



Waste Reduction and Recycling Plan

2022-2024



Introduction

The Department of Employment, Small Business and Training (DESBT) Waste Reduction and Recycling Plan (the plan) outlines DESBT's waste management practices. It has been developed in accordance with the *Waste Reduction and Recycling Act 2011* (the Act) and the state's waste management strategy: *Waste – Everyone's responsibility: Queensland Waste Avoidance and Resource Productivity Strategy (2014 – 2024)*.

The Act requires departments to prepare, adopt and implement a waste reduction and recycling plan which includes information on:

- Waste reduction and recycling targets
- Actions to be taken to improve waste reduction and recycling
- Management and monitoring of performance
- Continuous improvement in waste management.

Scope

The Plan addresses the waste reduction and recycling practices and focuses on issues of agency-wide significance. The Plan applies to all DESBT staff including employees, temporary staff and contractors.

The Plan has been developed within the context of business operations and facilities management for which it has control. The Plan demonstrates DESBT's commitment to waste management through reducing, reusing and recycling.

Objectives

The Plan provides the framework and direction DESBT has chosen to adopt in its commitment to promote waste avoidance and reduction.

The Plan aims to demonstrate DESBT'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 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 DESBT's operational activities

The majority of waste produced by DESBT staff is generated from office-based activities as this is the nature of the work performed by staff.

DESBT has approximately 620 staff located both in Brisbane CBD and approximately 20 regional locations. Majority of DESBT staff is located at 85 George Street. The total quantity and composition of office waste is calculated based on occupied floor space in the building by the Department of Energy and Public Works (DEPW) in collaboration with Charter Hall, the building manager. The annual waste data is reported to the Department of Environment and Science by the 31 August each year.

The type of waste generated includes:

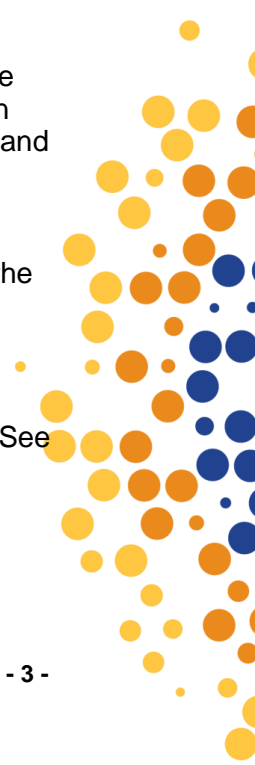
Paper and cardboard	Outdated publications, printed copies, confidential documents and cardboard boxes
Co-mingled	Plastic bottles and containers, milk and juice cartons, glass bottles and jars, aluminium and steel cans
General waste	Items that will be landfill and not recyclable
Toner cartridges	Printer cartridges
Organics	Food and plant material, coffee beans, paper towel
Pens and biros	Used pens, highlighters and whiteboard markers
E-waste	Outdated mobile and desktop devices, broken or unserviceable equipment, printers and other electronic equipment
Furniture	Surplus or broken office equipment including chairs and desks
Coffee cups	Used paper coffee cups
Batteries	Used batteries

DESBT's approach to waste management

DESBT is committed to encouraging and motivating staff to actively participate in the delivery of the Plan's initiatives through staff awareness with the aim to effectively reduce DESBT's impacts on the environment. This includes avoiding unnecessary consumption and waste generation, adopting innovative resource recycling and recovering strategies and the valuing our finite resources.

For DESBT to reduce and manage its waste outputs and increase its recycling, consideration needs to be given to the waste and resource management hierarchy and the guiding principles as set out in the Act.

The waste and resource management hierarchy provides the preferred order of management practices for dealing and waste products. It provides a framework for prioritising waste management practices to achieve the best environmental outcomes. (See Figure 1).



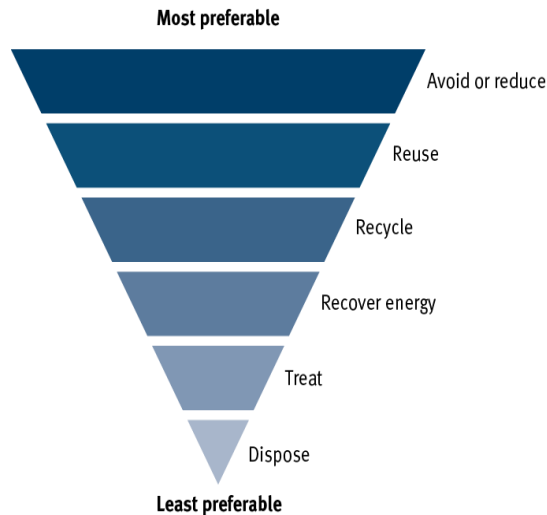


Figure 1: The waste and resource management hierarchy

Waste and resource management actions employed by DESBT should, wherever practicable, be in line with the waste and resource management hierarchy. Ideally, actions should first be taken to reduce the amount of waste produced. Consideration should be given to reusing, recycling, recovery or treating of waste before any decision on eventual disposal is made. The following strategies can support the waste and resource management hierarchy:

- AVOID unnecessary resource consumption
- REDUCE waste generation and disposal
- RE-USE waste resources without further manufacturing
- RECYCLE waste resource to make the same or different products
- RECOVER waste resources, including the recovery of energy
- TREAT waste before disposal, including reducing hazardous nature of waste
- DISPOSE of waste only if there is no viable alternative

DESBT has developed this plan to establish conservation and waste management initiatives in accordance with three key principles.

The initiatives and targets must be:

- **Practicable:** DESBT and staff members must be able to undertake identified activities effectively (time, access, training).
- **Feasible:** Initiatives will be funded from within the DESBT'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.

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

The following principles will guide the decisions we make in the management of our waste.

Principle	Definition	Examples of waste reduction and recycling activities
The polluter pays principle	<i>All costs associated with the management of waste should be borne by the persons who generated the waste. The costs associated with the management of waste may include the costs of minimising the amount of waste generated; containing, treating and disposing of waste; and rectifying environmental harm caused by waste.</i>	Educating staff on the full implications of inappropriate waste activities – e.g. once a co-mingled recycling bin is contaminated, the contents of the whole bin will go to landfill. This has an environmental cost as well as an added financial cost to the organisation.
The proximity principle	<i>Waste and recovered resources should be managed as close to the source of generation as possible.</i>	Reviewing waste management arrangements to ensure that we use local service providers where possible. (Note: This will be particularly relevant to the management of waste in regional and remote locations.)
The product stewardship principle	<i>There is a shared responsibility between all persons who are involved in the lifecycle of a product for managing the environmental, social and economic impact of the product</i>	Reviewing procurement procedures.

The diagram below illustrates how the activities that we propose for this Plan will align with a cycle of continuous improvement.



Facilities team within Corporate Services actively works to promote waste awareness and measure the effectiveness of the Plan. They will work in partnership with DEPW, other government agencies and Charter Hall to reduce waste through improved waste reduction and recycling initiative and strategies.

Roles and Responsibilities

Roles and responsibilities for implementing this Plan are:

Executive Leadership Team (ELT)	Support the Plan for managing DESBT's waste reduction and recycling in a way that best achieves the objectives of the <i>Waste Reduction and Recycling Act 2011</i> .
Senior Management	Ensure that all business groups comply with the Plan and all applicable statutory requirements
Manager, Facilities and Business Services	Manage the promotion of waste awareness, development of new initiatives, continuous improvement and measurement of effectiveness of the Plan. Coordinate and consolidate waste and recycling initiatives and reporting for DESBT.
DESBT staff/	Have an obligation to ensure that they understand the objectives of the Strategic Waste Reduction and Recycling Plan and work towards achieving those objectives. Some responsibilities of DESBT staff include but are not limited to: <ul style="list-style-type: none"> • Being aware of the appropriate environmental legislation required for workplace activities • Bringing potential or known environmental issues (such as incidents, accidents, potential breaches, etc) to the notice of their management • Taking reasonable steps to ensure that DESBT complies with its statutory environmental obligations.

Managing our waste

DESBT will promote the importance of waste management and waste reduction strategies across its Brisbane based and regional teams.

DESBT will continue working with DEPW and various building managers (where appropriate) to reducing the amount of waste it produces by introducing and continuing the following initiatives:

Paperlite

- Reduce DESBT's reliance on and consumption of paper whilst ensuring information is managed in a sustainable and compliant ways
- Reduce printing requirements
- Support Paperlite behaviours through reducing stored materials
- Improving ICT solutions

Benefits of Paperlite include:



- Reducing environmental impacts of paper production and printing through follow-you printing
- Introducing ICT devices and software that encourage and support staff to work within an electronic environment
- Reducing the requirement to physically store paper after it has been digitised
- Reducing operational costs

Centralised stationery

- Reduce the amount of excess stationery
- Reduce the cost of stationery
- Be managed centrally and only ordered by approved staff
- Restrict types of stationery ordered

Benefits of centralised stationery

- Reducing storage requirements
- Reducing the purchase of unwanted items
- Reducing the spend on stationery items

DESBT will for the duration of this Plan continue to develop, improve and refine existing recycling initiatives, particularly the Paperlite initiative while working closely with DEPW and Charter Hall. We will embrace opportunities for new initiatives such as organic waste and composting.

DESBT will continue to increase staff awareness in relation to a centralised approach to waste management including staff sorting their own waste into recycling (both paper and co-mingled) with general waste receptacles at central location on each floor of 85 George Street.

DESBT is committed to disposing 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.

DESBT's waste disposals goals are to:

- Reduce the volume of waste going to landfill by increasing recycling and utilising materials that can be recycled
- Manage e-waste in a responsible and efficient way
- Gain a better understanding of the DESBT's waste profile and what can be reused, redeployed and recycled.

Targets

Long term, DESBT will strive towards best practice as a means of contributing towards the state's waste management strategy: *Waste – Everyone's responsibility* [Queensland Waste Avoidance and Resource Productivity Strategy 2014-2024](#) as follows:



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

This strategy provides a high-level vision and direction for Queensland and set a range of state-wide targets for reducing waste generation and improving recycling rates.

It is envisaged that this Plan will enable DESBT to establish waste and recycling baseline in collaboration with DEPW and building managers across its tenancy sites. The plan will also assist to monitor waste against the above state targets and to gain further understanding of our waste profile.

Reporting and Review

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

In accordance with section 136 of the Act, this Plan will be formally reviewed every three years (at a minimum).

Related documents

[Waste Reduction and Recycling Act 2011](#)

[Waste Management and Resource Recovery Strategy](#)

[Queensland Waste Avoidance and Resource Productivity Strategy 2014-2024](#)