



Waste reduction and recycling plan

2018-2021

Working towards White Ribbon accreditation



1. Introduction

The Department of Local Government, Racing and Multicultural Affairs (DLGRMA) Waste reduction and recycling plan 2018-2021 is developed in accordance with the [Waste Reduction and Recycling Act 2011](#), (Chapter 6, Part 3). 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.

Each of the departmental Plans will contribute to the achievement of the 10-year statewide targets set in Queensland's waste management strategy "[Waste – Everyone's Responsibility: Queensland Waste Avoidance and Resource Productivity Strategy \(2014-2024\)](#)" (the Strategy). DLGRMA's Plan sets the overall direction for waste management within the department for the period 1 July 2018 to 30 June 2021.

2. Overview of our organisation

Following the machinery of government changes announced by the Premier in December 2017, the former Department of Infrastructure, Local Government and Planning was renamed the Department of Local Government, Racing and Multicultural Affairs and the portfolio areas of infrastructure, planning and the Queensland Government's economic development arm—Economic Development Queensland—transferred to the Department of State Development, Manufacturing, Infrastructure and Planning. DLGRMA has the following portfolio responsibilities:

Local Government

The Local Government service area's objective is to provide high quality and timely administration of both the local government system and local government funding programs.

Racing

The Racing service area's objective is to administer the *Racing Act 2002* and manage programs that support a viable, prosperous racing industry in Queensland. The Racing service area excludes the Queensland Racing Integrity Commission and Racing Queensland, which are separate statutory bodies.

Multicultural Affairs Queensland

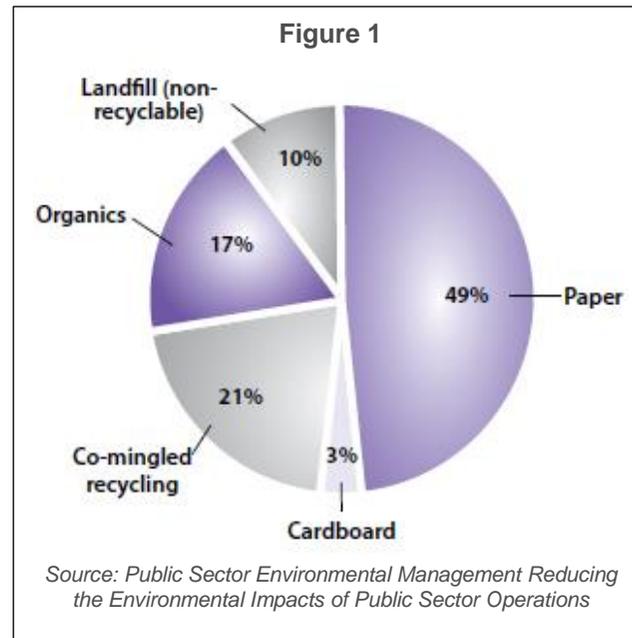
The Multicultural Affairs Queensland service area's objective is to promote Queensland as a unified, harmonious and inclusive community.

3. What wastes are generated from DLGRMA activities?

The department has approximately 180 staff members working in eight locations across the state. In February 2018, the majority of the department’s workforce was relocated to 1 William Street (1WS). 1WS has a 5 Green Star Office Design Rating (V3) and a 5 Star NABERS Energy Rating. Multicultural Affairs Queensland is located in 111 George Street. Data collection in 1WS will be reported at building level and ongoing in-depth waste management will be reported annually.

For the purposes of waste management, the department’s activities are based on office 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.

At the time of the release of this Plan, the total quantity and exact composition of office waste is unknown. 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 reduction (such as 1WS).



Note: 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.

3.1 Definition

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.

3.2 Scope

The department is not obliged to take on the statutory or contractual responsibilities of other bodies even though these may be closely associated with departmental activities. For example, the department is not legally responsible for, and this Plan does not address:

- 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) or privately leased premises such as 1WS where JLL Property Management (JLL) 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.

The department is responsible for:

- the activities of staff and other processes associated with performing departmental 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.

This Plan:

- addresses issues around waste reduction and recycling
- focusses on issues of agency-wide significance
- applies to all departmental employees
- aims to drive compliance with legislative obligations with respect to waste management
- has been developed within the context of the department's business operations and responsibilities and the facility management activities for which it has jurisdiction and control.

The department's focus is encapsulated in the 3Rs of waste management – Reduce, Reuse, Recycle.

4. 1WS Waste Management

1WS has a waste management approach that 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 three bin types in common areas:
 - general waste/landfill (red)
 - paper/secure (orange)
 - co-mingled recyclables (yellow).

In addition to promoting sustainable waste management, this approach promotes employee health in that staff are encouraged to take regular breaks from their desk to remove waste.

- Supporting bins provided in tea points and utility rooms:
 - paper/secure 240L bins, general waste/landfill 240L bins and co-mingle recyclable 240L bins in the utility rooms
 - general waste/landfill bins in all tea points
 - co-mingled recyclables bins in all tea points.
- Standard colour coding for waste streams, where signage, posters and where possible bin lids in basement areas have been standardised:
 - general waste/landfill (red)
 - paper/secure (orange)
 - co-mingled recyclables (yellow)
 - auditing of waste data regularly by independent consultants.

Additional waste/recycling removal for items including fluorescent tubes, e-waste (computers and screens), rechargeable batteries and mobile phones can occur on request, some at additional cost to the tenant.

5. DLGRMA's approach to waste management

5.1 Principles

The department will implement energy conservation and waste management initiatives in accordance with the following three principles:

- **It must be economic:** Returns (savings and/or potential benefits) must be commensurate with the level of investment required.
- **It must be feasible:** Initiatives will be funded from within the department's existing resource base. Consequently, initiatives which are relatively inexpensive to implement will be considered.
- **It must be practicable:** Staff must know what to do, have the time to do it and be able to do it.

5.2 Waste reduction and recycling targets

The *Waste Reduction and Recycling Act 2011* requires DLGRMA to set waste reduction and recycling targets for waste generated in carrying out its activities. Departmental initiatives, actions and targets are included in [Attachment 1](#). Departmental/whole-of-government initiatives, actions and benefits are outlined in [Attachment 2](#).

The department 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)* targets:

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

5.3 Initiatives and practices

Individuals have a significant part to play in reducing waste generation in the workplace. All staff are required, where appropriate to their work activities, to:

- as far as possible, avoid creating waste and be energy efficient
- comply with the paper-lite plan by reducing our reliance on, and consumption of, paper whilst ensuring information can be managed in sustainable and compliant ways
- reduce print requirements
- use black and white and double-sided printing
- reuse materials wherever possible
- separate recyclable materials from other waste and store it in the receptacles provided
- adopt a participative approach to carrying out the initiatives of this plan
- offer up suggestions for continual improvement.

5.4 Monitoring and reporting performance

In accordance with the Act, the Plan is to be published on the department's website and reviewed every three years. A performance report is to be provided to the Department of Environment and Science by the end of August of each year. The report must include:

- the types and amounts of waste generated, recycled or disposed
- any actions taken to reduce the amount of waste generated or to recover, reuse or recycle waste
- actions taken to increase the use of recycled materials
- progress made in relation to performance indicators outlined in the department's plan
- the department's contribution towards achieving the goals and targets under the State's waste management strategy.

6. Related documents

- DLGRMA [Financial Management Practices Manual](#)
- [DLGRMA Disposal schedule for the destruction of scanned physical temporary records](#)
- [Waste Reduction and Recycling Act 2011](#)
- Queensland Government Waste – [Everyone's responsibility: Queensland Waste Avoidance and Resource Productivity Strategy \(2014-2024\)](#)

Departmental initiatives, actions and targets		
Initiative	Staff actions	Performance targets
Paper reduction or reuse	<ul style="list-style-type: none"> • Double-sided printing and copying where possible • Reduce email printing: <ul style="list-style-type: none"> - ask yourself first, do I really need to print this email - read documents on screen instead of printing hard copies • Before printing or copying documentation, ensure you have set up the instructions for the print job for correct output • Reuse paper for draft document copies or as scribble pads 	Reduction of 1 per cent per annum in usage of paper for photocopying or printing. <i>(Measured against stationery supplier reports on paper usage)</i>
Waste reduction through reuse of general stationery equipment	<ul style="list-style-type: none"> • Reuse old binders, stationery, file folders, report covers and the like where possible • Repurpose furniture 	1 per cent annual reduction in stationery use (excluding paper used for photocopying and printing). <i>(Measured against stationery supplier reports)</i>
Waste reduction in the kitchen	<ul style="list-style-type: none"> • Reuse items as much as possible such as reusable containers, coffee mugs, permanent dishes and cutlery 	
Waste recycling	<ul style="list-style-type: none"> • Place recyclable material in the bin/receptacles provided around your workplace including: <ul style="list-style-type: none"> - paper/cardboard - empty glass/aluminium/plastic products - used toner cartridges from photocopiers/printers - battery recycling - zero bin system - staff to recycle all waste in bins provided – general waste bin, paper/secure bin and co-mingle bin located in utilities areas and tea points 	Local DLGRMA management or building management put in place, bins/receptacles to recycle material and encourage staff usage. <i>(Decrease in general waste against increase in recycling)</i>
Energy conservation	<ul style="list-style-type: none"> • Switch off where possible: <ul style="list-style-type: none"> - televisions, video equipment, electronic notices, data projectors when not in use - lights in training or meeting rooms when not in use 	Reduction of 1 per cent per annum in electricity consumption. <i>(Measured by DSDMIP Facilities and Business Services from reports on electricity usage provided by DHPW)</i>
Waste reduction and recycling plan	<ul style="list-style-type: none"> • Include waste management and energy conservation segments in the Corporate Induction Program. 	<i>(Manager, Human Resources, DLGRMA)</i>

Departmental initiatives, actions and targets		
Initiative	Staff actions	Performance targets
Education and promotion	<ul style="list-style-type: none"> Promote the Plan through the DLGRMA Intranet “MyFocus” Organise announcements to promote good practices in waste management and energy conservation 	<ul style="list-style-type: none"> Promotion of the Plan on intranet when released Announcements made on intranet every six months

Department/Whole-of-Government initiatives currently in place			
<i>Initiative</i>	<i>Action</i>	<i>Benefits</i>	<i>Responsibility</i>
Education and promotion	<ul style="list-style-type: none"> Promote waste-wise energy-conscious signage in appropriate locations in the workplace 	Staff adopt waste-wise and energy-conscious practices	Corporate Services, DLGRMA
Recycling collection program	<ul style="list-style-type: none"> Provide appropriate bins/receptacles in the workplace for recycling: <ul style="list-style-type: none"> - paper/cardboard - empty glass/aluminium/plastic products - used toner cartridges from photocopiers/printers - battery recycling 	All staff can recycle	Department of Housing and Public Works or Building Management <i>(organised by Divisional representatives in their respective buildings)</i>
Environment-friendly procurement practices	<ul style="list-style-type: none"> Purchase products and services which have less impact on the environment and human health compared with competing products or services that serve the same purpose 	Officers consider environmental factors when purchasing	DSDMIP Manager, Procurement
	<ul style="list-style-type: none"> Purchase office and electrical equipment with high Energy Star Ratings and energy saving features 	Energy usage is reduced	DSDMIP Manager, ITS
	<ul style="list-style-type: none"> Select vehicles to be leased based on emissions instead of the number of vehicle cylinders (having regard to operational and business requirements) 	Carbon dioxide emissions are reduced	DSDMIP Manager, Facilities and Business Services
Environment-friendly equipment disposal	<ul style="list-style-type: none"> Dispose of obsolete equipment in the most environmentally-friendly way Repurpose equipment and furniture where possible 	Percentage of obsolete equipment sent to landfill is reduced	DSDMIP Manager, Facilities and Business Services
Electronic media	<ul style="list-style-type: none"> Use electronic systems for most departmental processes 	Paper-based correspondence is reduced	All