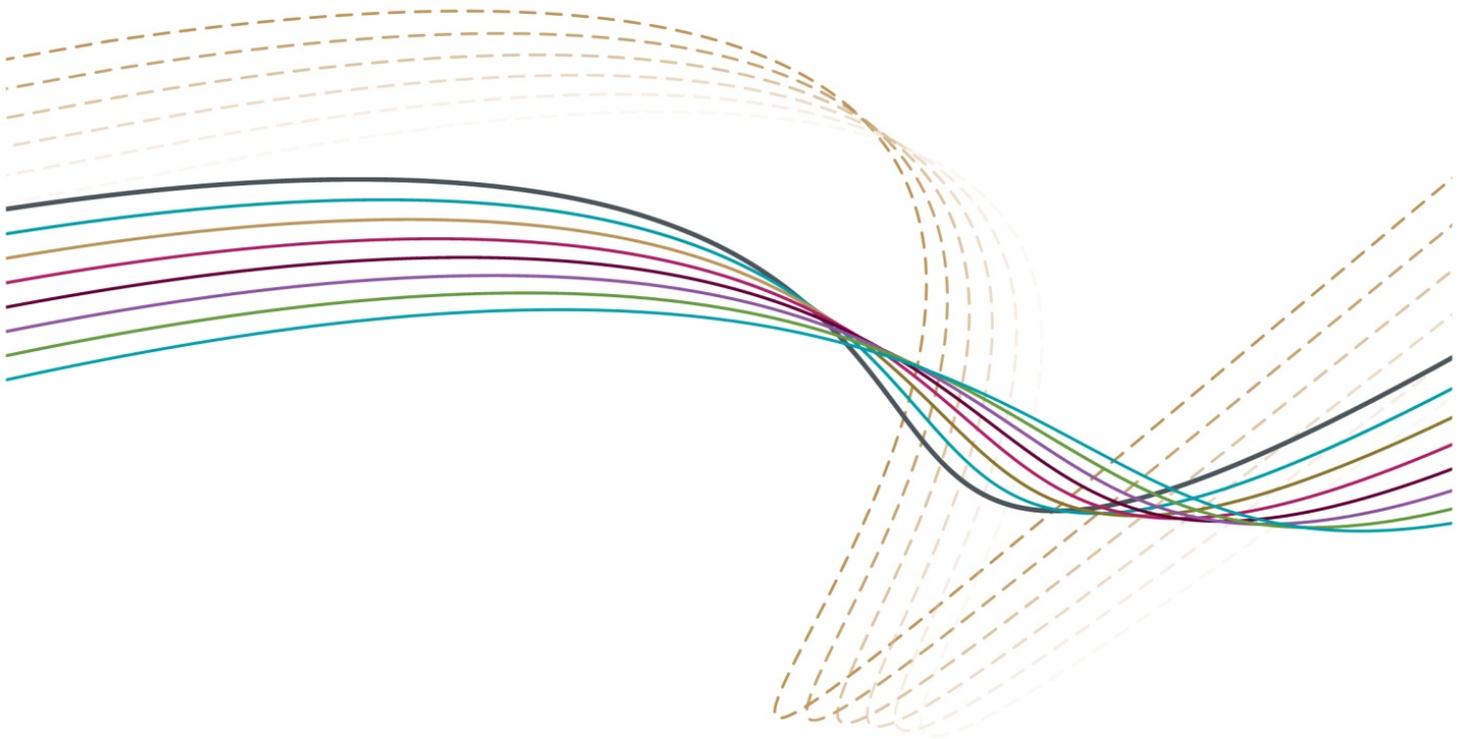


QUEENSLAND TREASURY

Strategic waste reduction and recycling plan 2018-2021

Promoting waste avoidance and reduction





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1.0 Introduction

The Queensland Treasury Strategic Waste Reduction and Recycling Plan (the Plan) outlines the department'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 states that state government departments are 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.

2.0 Scope

This plan covers issues around waste reduction and recycling and focuses on issues of agency-wide significance. The plan applies to all Queensland Treasury (Treasury) employees including temporary staff and contractors and aims to drive compliance with legislative obligations with respect to waste management.

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

3.0 Objectives

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

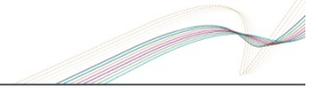
The Plan aims to demonstrate Treasury's commitment to managing the impact of its own activities through embracing effective, ethical and environmentally responsible approaches to waste reduction and recycling.

4.0 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 the 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 and does not need to be of value.



5.0 Waste generated from Treasury's operational activities

Treasury has approximately 1000 employees located in the Brisbane central business district, with the exception of approximately 10 officers. This Plan will focus on waste management in 1 William Street (1WS), which has a 5 Green Star Office Design Rating (V3) and a 5 Star NABERS Energy Rating.

The majority of waste produced by Treasury officers is generated from office-based activities as this is the nature of the work performed by the department. The total quantity and composition of office waste is calculated by the Department of Housing and Public Works (DHPW) and Jones Lang LaSalle (JLL – 1WS building facility managers) based on occupied floor space in the building as individual departmental data is unavailable. This annual waste data is reported to the Department of Environment and Science by the 31 August each year.

The types of waste generate includes:

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

6.0 Treasury's approach to waste management

Treasury is committed to encouraging and motivating all staff to actively participate in the delivery of the Plan's initiatives through staff awareness with the aim to effectively reduce the impacts of the department on the environment. This includes avoiding unnecessary

consumption and waste generation, adopting innovative resource recycling and recovering strategies, and valuing our finite resources.

For Treasury 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 with waste products. It provides a framework for prioritising waste management practices to achieve the best environmental outcomes. (See Figure 1).

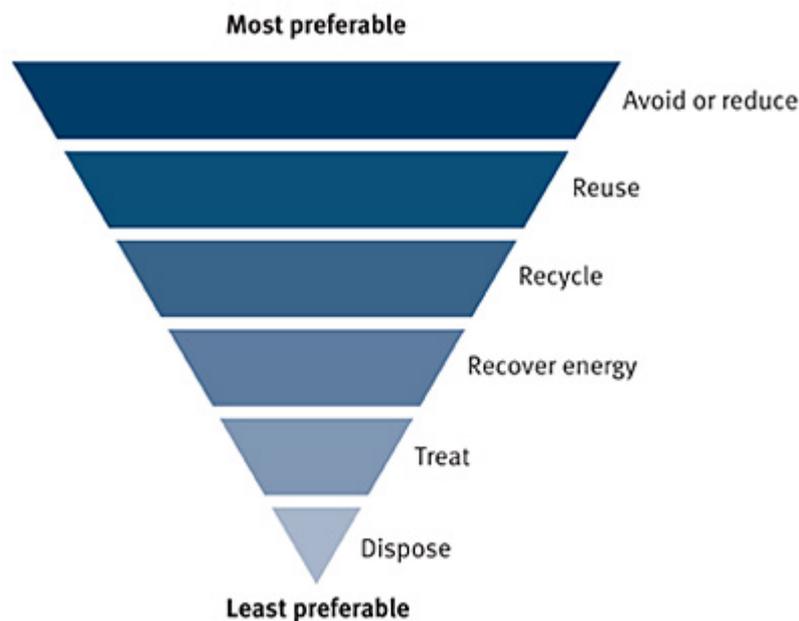


Figure 1: The waste and resource management hierarchy

Waste and resource management actions employed by Treasury 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 then be given to reusing, recycling, recovery or treating waste before any decision on eventual disposal is made. Below summaries how these actions may be undertaken.

- 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

Treasury's Facilities Unit actively work to promote waste awareness and measure the effectiveness of the Plan. They will work in partnership the DHPW, other government agencies and JLL to reduce waste through improved waste reduction and recycling initiatives and strategies.



7.0 Roles and Responsibilities

Roles and responsibilities for implementing this Plan are:

Under Treasurer	<ul style="list-style-type: none"> • Endorse 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>. • Ensure strategies are implemented. • Review the department’s plan at least every three years. • Amend the plan if changing waste reduction and recycling opportunities occur and/or if circumstances in which the plan operates change. • Report annually on the department’s waste reduction and recycling to the Director-General, Department of Housing and Public Works.
Senior Management	<ul style="list-style-type: none"> • Ensure that all business groups comply with the Plan and all applicable statutory requirements. • Ensure that waste reduction and recycling projects are developed that have the potential to make meaningful reductions in waste produced by the department’s activities.
Facilities Unit	<ul style="list-style-type: none"> • Prepare and develop strategies for implementation of the Strategic Waste Reduction and Recycling Plan. • Ensure that the Plan is updated as required, reviewed within the legislated timeframe and accessible by all Treasury staff. • Analyse data and formulate an annual report to the Director-General, Department of Housing and Public Works.
Treasury staff	<ul style="list-style-type: none"> • Have an obligation to ensure that they understand the objectives of the department’s Strategic Waste Reduction and Recycling Plan and work towards achieving those objectives. Some responsibilities of Treasury officers 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 all reasonable steps to ensure the department complies with its statutory environmental obligations.

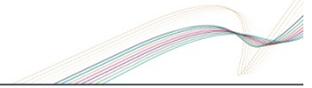
8.0 Managing our waste

Although Treasury does not directly manage waste disposal in 1WS the data provided by JLL from 2016-17 is being used as the benchmark for future waste management performance for the department.

Treasury is committed to reducing the amount of waste it produces by introducing and continuing ongoing initiatives, for example:

Paperlite

- reduce Treasury’s reliance on and consumption of paper whilst ensuring information is managed in 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 to 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 officers
- restrict types of stationery ordered.

Benefits of centralised stationery include:

- reducing storage requirements
- reducing the purchase of unwanted items
- reducing spend on stationery items.

Recycle coffee cups

- recycled paper cups are provided on the atrium floors throughout 1WS for use in the coin operated coffee machines
- an initiative introduced by DHPW for 1WS and supported by Treasury

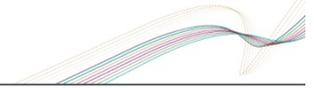
Benefits of recycled coffee cups include:

- reducing the volume of waste going to landfill

Treasury will for the duration of this plan continue to develop, improve and refine existing recycling initiatives, particularly the Paperlite initiative while working closely with DHPW and JLL. We will embrace opportunities for new initiatives such as organic waste and composting.

This department 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-mingle) with general waste receptacles at central locations on each floor.

Treasury 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 / goods.



Treasury's waste disposal 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 department's waste profile and what can be reused, redeployed and recycled.

9.0 Targets

Long term, Treasury 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 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 Treasury to monitor waste against the pre-determined waste and recycling baseline, as well as gain further understanding of our waste profile.

10.0 Proposed initiatives

10.1 Paper minimisation

Over recent years Treasury's campaign to reduce paper and the requirement for additional physical storage has been very effective. However, ongoing communication campaigns are required to remind staff to:

- utilise and share electronic copies of documentation
- reduce unnecessary printing
- scan incoming documentation to the reduce the requirement for physical storage.

10.2 Energy efficiency

As part of DHPW's overall energy efficiency program, occupant light sensors and timed switches have been installed in 1WS.

Staff can assist in the reduction of energy consumption in the workplace by actions such as:

- turning off their computer monitor when going to meetings and lunch
- turning off the computer at the end of the day
- doing photocopying in batches
- closing doors to rarely used rooms
- purchasing energy star rated office equipment.



10.3 Waste recycling

Recycling will be practised whenever waste prevention is not possible provided the recycling of products is cost effective and takes into consideration the environmental benefits. Some examples of waste recycling options which are available within Treasury buildings include:

- the provision of paper recycling collection bins in all 1WS Utility Rooms
- re-use of internal mail envelopes
- recycling bins provided at central locations for the recycling of glass, aluminium and plastic products in all 1WS kitchen areas
- Treasury has implemented options for recycling batteries and mobile phones.

10.4 Water consumption

Water conservation is currently being addressed by the DHPW initiative, Water Smart Buildings: The Government Buildings Water Conservation Program will deliver a strategy and associated policies to reduce water consumption in new and existing Government owned buildings. Staff can assist to conserve water by:

- turning off taps after use
- reporting leaks immediately to facilities
- using the half flush toilet option, where available
- reducing shower time to four minutes when using the 1Ws end of trip facility.

10.5 Education and training

Treasury is committed to promoting staff awareness in relation to waste management and enabling staff to meet agency obligations for effective waste management as part of conducting core business.

Information on these initiatives is available on Nexus and from the Facilities team.

11.0 Reporting

Treasury will meet annual reporting requirements for waste planning and reporting under the Act.

12.0 Conclusion

The purpose of Treasury's Strategic Waste Management Plan is to provide a framework for the management of waste that is best practice and meets the requirements of the [Waste Reduction and Recycling Act 2011](#) and respective subordinate legislation.

13.0 References

In Queensland, the key pieces of legislation relating to waste management are the:

- [Waste Reduction and Recycling Act 2011](#)
- [Waste Reduction and Recycling Regulation 2011](#)
- [Queensland Waste Avoidance and Resource Productivity Strategy \(2014-2024\)](#)

