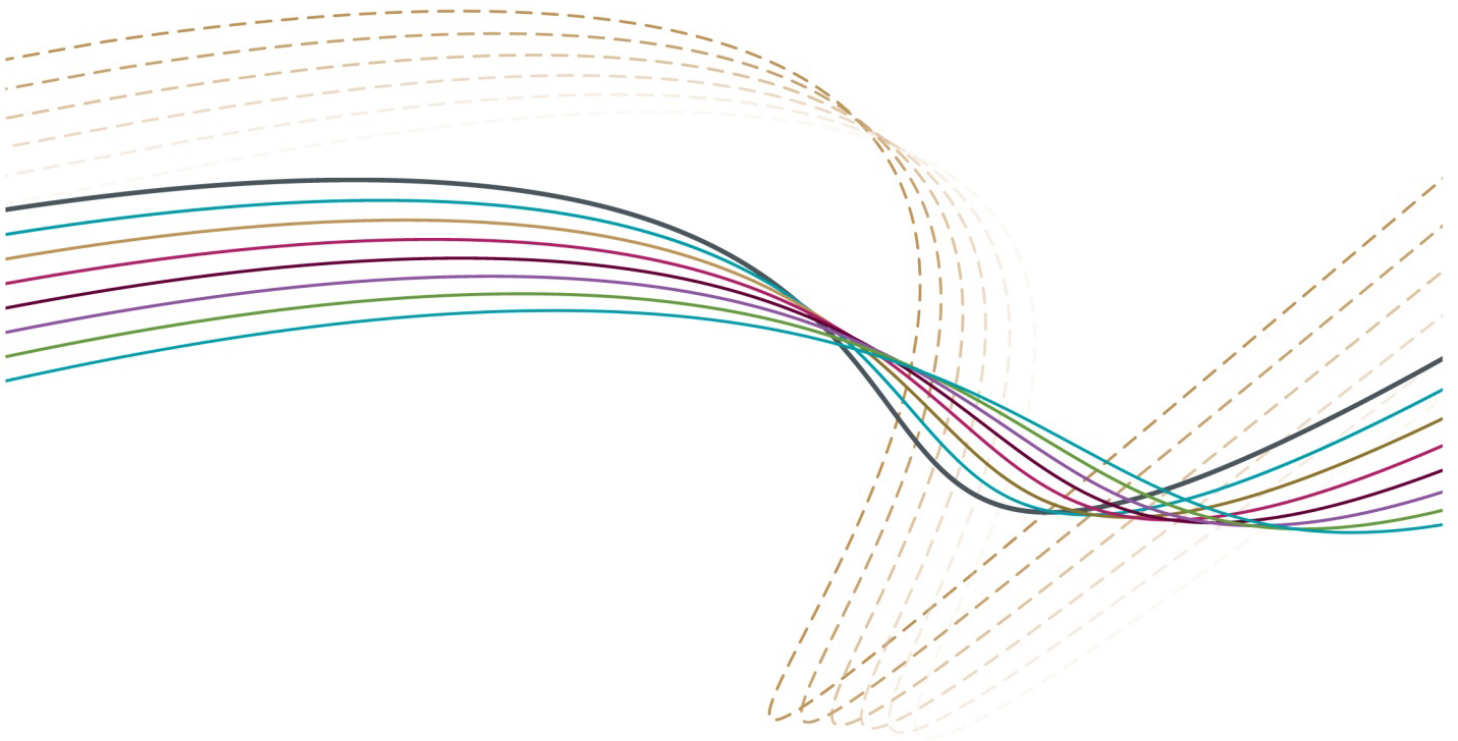


QUEENSLAND TREASURY

# Strategic waste reduction and recycling plan 2022-2024

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 outlines the guiding principles for 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, reuse and recycling.

## 3.0 Objectives

The Plan provides the framework and direction Treasury has adopted 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.

The key objectives of this Plan are to:

- re-establish key roles and networks
- empower all staff to engage in appropriate waste management behaviours
- drive behavioural change across the department
- develop targeted locally based Action Plans aimed at:
  - waste avoidance
  - waste reduction
  - maximising reuse and recycling where reduction is not an option
  - managing priority wastes
- supporting transparency and continuous improvement.



## 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 1500 employees located in the Brisbane central business district, as well as approximately 300 staff based at other regional offices in Southport, Maroochydore, Ipswich, and Townsville. Waste management in 1 William Street (1WS), where most Treasury staff are located and which has a 5 Green Star Office Design Rating (V3) and a 5 Star NABERS Energy Rating, can have waste data recorded more accurately per floor, including printing, and is therefore the area of focus for this plan.

Most of the 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 Energy and Public Works (DEPW) and Jones Lang LaSalle (JLL – 1WS building facility managers) based on occupied floor space in the building as individual departmental data is unavailable.

Annual waste data is reported to the Department of Environment and Science (DES) by the 31 August each year. Information provided to DES is analysed 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 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

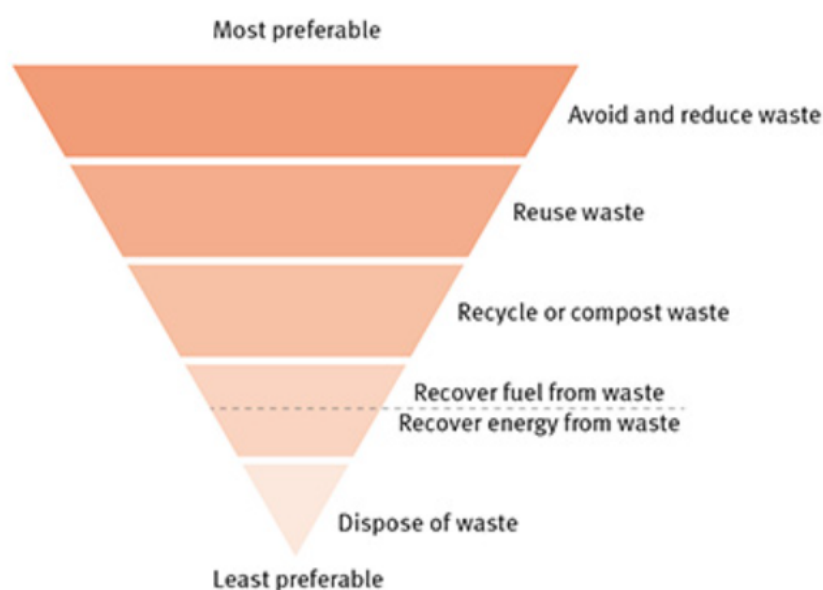
Stationery	Surplus office supplies and consumables, cardboard
E-waste	Outdated mobile and desktop devices, broken or unserviceable equipment and printers, toner cartridges
Furniture	Surplus or broken office equipment, prints and artefacts
Batteries	Used batteries
Light tubes and scrap metal	Lighting and unwanted scrap metal

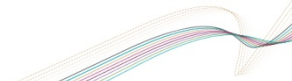
## 6.0 Treasury's approach to waste management

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 summarises 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 Team actively works to promote waste awareness and measure the effectiveness of the Plan. The team works in partnership with the DEPW, other government agencies, and JLL to reduce waste through improved waste reduction and recycling initiatives and strategies. The department has waste champions on each floor it occupies in 1 William Street to help promote waste reduction and promote new initiatives.

## 7.0 Roles and Responsibilities

Roles and responsibilities for implementing this Plan are:

Executive leadership Team (ELT)	<ul style="list-style-type: none"> <li>• Support and endorse the Plan for managing the Department's waste reduction and recycling in a way that best achieves the objectives of the <i>Act</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> <li>• 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.</li> </ul>
Facilities Team	<ul style="list-style-type: none"> <li>• Manage the promotion of waste awareness, develop new initiatives for continuous improvement, and measure the effectiveness of the Plan.</li> <li>• Ensure that the Plan is updated as required, reviewed within the legislated timeframe, and is accessible by all Treasury staff.</li> <li>• Coordinate and consolidate waste and recycling initiatives and reporting for Treasury</li> </ul>
Treasury staff	<ul style="list-style-type: none"> <li>• 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"> <li>○ being aware of the appropriate environmental legislation required for workplace activities</li> <li>○ bringing potential or known environmental issues (such as incidents, accidents, potential breaches, etc) to the notice of their management</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>o taking all reasonable steps to ensure the department complies with its statutory environmental obligations.</li> </ul>
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## 8.0 Managing our waste

The data provided by JLL from 2016-17 is being used as the benchmark for future waste management performance for the department, noting that the report, at the time, was based on the total waste per building and calculated on occupied floor space per department. With more accurate data and reporting now provided by 1WS Facilities Management on total waste per floor, Treasury can focus on waste management efforts that directly impact Treasury's recycling efforts.

Treasury is committed to reducing the amount of waste it produces by introducing and continuing ongoing initiatives.

### 8.1 Avoid/Reduce

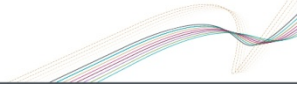
Treasury is committed to reducing the amount of waste it produces by introducing and enforcing initiatives and strategies, including:

- reduce Treasury's reliance on, and consumption of paper, whilst ensuring information is managed in a sustainable and compliant manner
- reduce printing requirements by continually improving ICT solutions
- Continually review paper-based processes for opportunities to migrate to an electronic only process
- Centralisation of stationery ordering to limit the volume and costs associated with unnecessary stationery stock and storage
- Printing letterhead electronically as required, as opposed to ordering letterhead from print suppliers
- Ensuring printers are set to double-sided printing as default

Benefits of these initiatives include:

- reducing environmental impacts of paper production and
- increasing the adoption of digital technology to encourage staff to work within a digital environment
- reducing our accommodation footprint and thereby costs by reducing the requirement to physically store paper
- reducing operational costs.





## 8.2 Recycle/reuse

Treasury will continue to develop, improve, and refine existing recycling initiatives, particularly the Paper lite initiative while working closely with DEPW and JLL. Opportunities for new initiatives such as organic waste and composting will be embraced.

The 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) and general waste receptacles at central locations on each floor. This process is further supported by the supply of desktop Eco Bins and the restrictions in place disallowing workstation and meeting room bins which encourages staff to sort their waste appropriately.

DEPW has introduced a 'marketplace' initiative to facilitate the reuse of surplus office equipment. Treasury reuses excess and partly used stationery, including out of date letter heads and envelopes, and products including furniture and equipment.

Recycling will be practiced 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.

Recycled paper cups are an initiative introduced by DEPW for 1WS and supported by Treasury which provides recycled cups on the atrium floors throughout 1WS for use in the coin operated coffee machines.

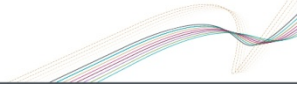
## 8.3 Dispose

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 manner
- gain a better understanding of the department's waste profile and what can be reused, redeployed, and recycled.





## 8.4 Energy efficiency

As part of DEPW'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.

## 8.5 Water consumption

Water conservation is currently being addressed by the DEPW 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.

## 8.6 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. A learning module, outlining Treasury's Strategic Waste Reduction and Recycling Plan and the ways in which all Treasury staff can help Treasury meet and exceed its waste and recycling targets, is offered to all staff via our online learning platform.

# 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 percent reduction in state-wide general waste generation by 2024
- 55 percent 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.

Refer to [Appendix A](#) for Treasury's waste management initiatives and further targets.

## 10.0 Monitoring and Reporting

Treasury will meet annual reporting requirements for waste planning and reporting under the Waste Reduction and Recycling Act 2011.

The Treasury Facilities team will provide the Executive Leadership Team with quarterly reports on Treasury's performance and progress towards meeting our targets.

## 11.0 References

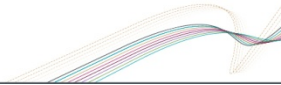
In Queensland, the key pieces of legislation relating to waste management are the:

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



## 12.0 Appendix A – Treasury's Waste Management Initiatives

Initiative	Avoid/Reduce Actions	Recycle/Reuse Actions	Dispose Actions	Targets
Paper lite: reduction in the use of paper	<ul style="list-style-type: none"> <li>Reduce reliance on and consumption of paper</li> <li>Print double sided with MDF printers defaulting to double sided printing</li> <li>Print only necessary pages in a document</li> </ul>	<ul style="list-style-type: none"> <li>Purchasing recycled paper</li> <li>Laminating templates that can be wiped down and reused</li> </ul>	<ul style="list-style-type: none"> <li>Dispose of documents by recycling in the confidential document disposal or comingle recycling bins</li> </ul>	<ul style="list-style-type: none"> <li>Reduce printing and imaging by <b>1% per annum</b>.</li> </ul>
Clear desk policy	<ul style="list-style-type: none"> <li>Comply with Treasury's Clear Desk Policy and reduce the amount of hard copy paperwork produced</li> </ul>	<ul style="list-style-type: none"> <li>Recycle non confidential documents for notetaking</li> </ul>	<ul style="list-style-type: none"> <li>Digitalise and/or store documents centrally before disposing of paper-based material</li> </ul>	<ul style="list-style-type: none"> <li>Reduce adverse findings by <b>1% per annum</b> when conducting clear desk/security audits</li> </ul>
Workplace Culture and staff awareness	<ul style="list-style-type: none"> <li>Encourage the use of electronic</li> <li>Continue implementing a centralised waste management strategy, including the no desk bin policy (with small Eco Bins) to reduce the amount of general waste</li> <li>Continue with Centralised Stationery model to reduce the amount of stationery being wasted</li> </ul>	<ul style="list-style-type: none"> <li>Educate staff with information on how to sort their waste into the available waste streams</li> <li>Encourage and support the purchase of environmentally friendly products through department's suppliers</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Keep online waste and recycling learning module updated <b>yearly</b> with targets and initiatives/information</li> <li>Ensure information on Treasury internet is updated with relevant information and checked <b>quarterly</b> for accuracy of information</li> <li>Update the Qld Treasury Strategic Waste Reduction and Recycling Plan 2022-24 published on Treasury's website with waste data <b>annually</b></li> </ul>



Technology	<ul style="list-style-type: none"> <li>• Comply with Treasury's Digitisation Procedure</li> <li>• Continually improve ICT solutions that reduce the need to print</li> <li>• Electronically produce and sign documents without printing</li> <li>• Education and training of technology and technical solutions to avoid paper use</li> </ul>	<ul style="list-style-type: none"> <li>• Centralise IT equipment and the process for acquisition to ensure IT equipment is being utilised to end of life</li> <li>• Redistribution of IT equipment that is out of warranty for refurbishment through external suppliers</li> <li>• Recycling of toner cartridges, batteries, and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Dispose E-waste items so that they are sent for either recycling or refurbishing, where possible</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake E-waste clean ups every 6 months or as required</li> </ul>
Energy Conservation	<ul style="list-style-type: none"> <li>• Switch off equipment when not in use</li> <li>• Use zoning lighting for after-hours lighting instead of turning on all lights on the floor</li> <li>• Use after-hours air conditioning only for approve after hours work and in zones, when required</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to implement procedure for accessing after hours lighting and air conditioning.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Dispose of light bulbs in an eco-friendly manner and not in general waste/landfill</li> </ul>	<ul style="list-style-type: none"> <li>• Work with Building Management to consistently improve NABERS ratings</li> </ul>

