

Waste Reduction and Recycling Plan 2017-2020

June 2017



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1 Introduction

The Department of Housing and Public Works (HPW) is committed to the efficient and effective use of resources and the minimisation of its waste when delivering services. To achieve this, HPW will focus on the avoidance of waste in the first instance with the reuse and recycling of materials and the increased use of recycled materials where cost effective and appropriate.

As part of the HPW's obligation under the State's *Waste Reduction and Recycling Act 2011* (the Waste Act), HPW has prepared, adopted, and is implementing this Waste Reduction and Recycling Plan 2017-2020 (the plan) to help it manage the waste it generates and is directly responsible for. This plan has been produced in accordance with the requirements of the Waste Act and replaces HPW's *Waste Reduction and Recycling Plan 2015-2018 (31 August 2015)*. This plan is aimed to support departmental reporting obligations and is reported on annually.

2 Overview of our organisation

The HPW is responsible for delivering benefits to Queensland through a diverse range of services to people, communities, industry and government in the areas of housing, building, fleet and asset management and procurement services. As an organisation, we are also committed to achieving better outcomes for Aboriginal and Torres Strait Islander peoples and their communities.

- We provide and/or regulate housing assistance and homelessness services for those who are in need
- We deliver, manage, construct and maintain government assets, office accommodation, fleet and employee housing
- We develop and administer policy, legislation and standards for building and residential industries
- We enable more efficient procurement across government.

HPW not only delivers services for the people of Queensland, but also provides services to other Queensland Government departments and agencies. These services include policy, advice and delivery of services in the areas of construction, asset and facilities management, procurement and fleet management.

3 Waste generated by HPW

HPW does not directly generate a substantial amount of waste. Although HPW provides a diverse range of services, the majority of HPW's direct waste is typically office-based, such as general waste, co-mingle recycling and paper.

In compliance with the *Waste Reduction and Recycling Act 2011* (Waste Act), HPW is obligated to reducing the amount of waste that goes into landfill. This applies to the management of waste it directly generates. However, where possible HPW also encourages waste minimisation activities in areas it may not control but may be able to influence.

Much of HPW's service delivery activity relates to government buildings. However, almost all construction, renovation, maintenance and demolition of Queensland Government owned buildings is undertaken by third parties (e.g. external contractors) on behalf of other building owner departments and agencies. Likewise, all maintenance of the Government's vehicle fleet is contracted out to external service providers. Although HPW is not directly responsible for the associated waste generation, in these instances, HPW may be able to influence waste minimisation activities. For example, through HPW's role

as a service procurer and/or contract manager, clients and contractors will be encouraged to minimise or divert as much waste as possible from landfill through the effective use, reuse and recycling of materials.

4 HPW’s approach to waste management

In the development of HPW’s Waste Reduction and Recycling Plan 2017-2020, HPW has been guided by the waste and resource management hierarchy and resource management principles outlined under the Waste Act.

4.1 Waste and resource management hierarchy and resource management principles

HPW’s plan adopts the more applicable principles of the commonly used waste and resource management hierarchy (Figure 1 below). HPW’s first priority is to reduce the amount of potential future waste through appropriate procurement policies and management, followed by, in decreasing order of preference: reuse, recycling and disposal methods.

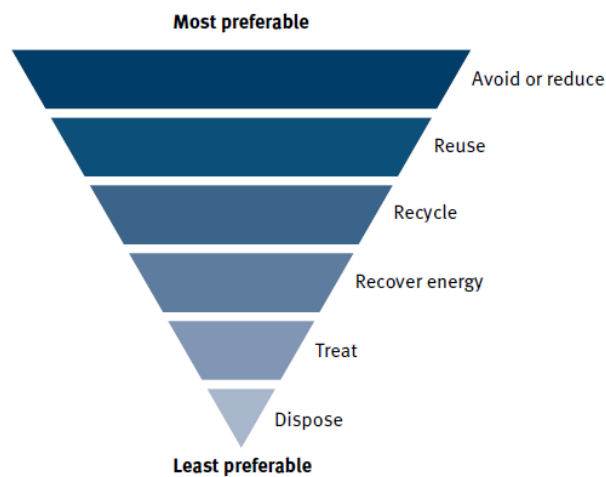


Figure 1: The waste and resource management hierarchy

To guide HPW in its decisions in the management of its waste, the following resource management principles will apply.

Principle	Definition	Example of activities
Polluter Pays	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.	The Department of Housing and Public Works (HPW) on-charges the waste cost to each tenant department occupying HPW leased or owned premises.
Proximity	Waste and recovered resources should be managed as close to the source of generation as possible.	Reviewing waste management arrangements to ensure that we use local service providers where possible.
Product Stewardship	There is a shared responsibility between all persons who are involved in the life cycle of a product for managing the environmental, social and economic impact of the product	Reviewing procurement procedures.

4.2 Links to HPW's Environmental Sustainability Policy

In November 2016, HPW approved its whole-of-department *Environmental Sustainability Policy* which identifies a number of underpinning sustainability objectives and examples of activities that will guide the behaviour and decision-making of HPW's staff when delivering services.

HPW's Policy statement is as follows:

HPW cares about the environmental, social and economic impact of its decisions and services. It is committed to sustainable services that provide an appropriate balance between environmental, social and economic outcomes; and align with and support government priorities.

HPW will ensure that natural, cultural and heritage resources are respected and conserved for future generations.

The identification and management of environmental sustainability issues and associated risk are important considerations for HPW. Therefore, as part of its business activities when delivering services HPW will aim to:

- *minimise its environmental footprint*
- *integrate environmental sustainability into its decision-making and business activities*
- *encourage and promote environmental sustainability*
- *adopt the principles of ecologically sustainable development.*

Under the *Environmental Sustainability Policy* employees of HPW have a responsibility to ensure that, in carrying out their duties, they take all practicable and reasonable steps to minimise adverse environmental impacts. One example of an activity that would demonstrate performance in accordance with the policy is "minimising waste through reduction, reuse and recycling strategies."

5 HPW's action plan

HPW has identified a range of strategies, initiatives and targets aimed at improving the waste management practices across HPW's diverse services. The basis of this action plan relates to:

- waste avoidance
- separation of waste streams to facilitate resource recovery
- sustainable procurement practices
- sustainable asset management practices.

Full details of the strategies and initiatives to be progressed by HPW are in **Attachment 1**.

5.1 HPW's targets

HPW is committed to focusing on the increased recycling and reduction of office waste (such as general waste, co-mingle recycling and paper). HPW aims to reach the following targets for waste reduction and recycling by 30 June 2017:

- diverting 40% of its general office waste from landfill in Brisbane CBD tenancies that HPW occupy (from 2015-2016 baseline)
- reducing the HPW's paper consumption by 5% (from 2015-2016 baseline)

These targets will be reviewed periodically against HPW's actual performance.

6 Ten-year state-wide targets

The *Queensland Waste Avoidance and Resource Productivity Strategy (2014-2024)* is an industry-led strategy that outlines the opportunities and challenges ahead for Queensland to improve its waste avoidance and recovery performance. This strategy provides a high-level vision and direction for Queensland over the remaining seven years and sets a range of state-wide targets for reducing waste generation and improving recycling rates.

These targets to be achieved by 2024 include:

- 5% reduction in general waste generated (from 2012-13 levels)
- 55% of commercial and industrial waste generated in Queensland will be recycled.

HPW, through its strategies and initiatives will contribute to the above state-wide strategy targets.

7 Continuous improvement

HPW is committed to continuously improving its management of waste. An example is establishing the HPW's internal working group for waste reduction and recycling as part of HPW's Sustainability and Climate Change Coordination Committee. This working group will be responsible for:

- managing and monitoring HPW's performance under the plan
- reviewing HPW's waste reduction and recycling plan, including the ability to update strategies/initiatives and make minor administrative changes
- coordinating annual reporting to the Department of Environment and Heritage Protection (EHP).

8 Reporting

Under the Waste Act, departments are required to report within two months after the end of each financial year to EHP on the status of their plans.

HPW will produce an annual report in accordance with the requirements of the Waste Act, including progress made against its strategies and initiatives.

9 Approval

Liza Carroll
Director-General

Date: 20/06/2017

Attachment 1: Action Plan

1.0 Waste reduction					
Ref	Waste type	Strategy or Initiative	Lead area	Target or measure	Target date
1.1	Office waste	a) Identify opportunities for replacing paper-based procedures with on-line processes (reducing printer usage and paper consumption), encourage and support digital business and facilitate implementation through initiatives including: <ul style="list-style-type: none"> • transition to e-lodgements through the Human Resources forms moving on-line via Aurion • implement electronic document management and record keeping across HPW. • roll out an education campaign across HPW to staff in respect to high paper usage tasks such as record keeping (i.e. what needs to be printed and placed on a hard copy file versus what can be saved on line with no hard copy necessary). • encourage all business units to utilise on-line and in-application editing of ministerial and executive correspondence in Mincor rather than printing drafts. • increase use of dual monitors for workstations to reduce need to work from hard copies when editing documents. • increase use of mobile devices (laptops and tablets) to reduce the need for printed material at meetings • implement print and imaging as a service to enable better monitoring of printing and paper usage, and use swipe card technology which will reduce paper usage • implement the HPW's component of the whole-of-government One Stop Shop improvements, including increasing use of digital service transactions rather than hard copy • facilitate a digital business community of practice to identify, support and implement digital business strategies • increase use of video conferencing to reduce travel requirements • implement WiFi in HPW offices. 	Corporate Services	Reduction in paper consumption of 5% (from 2015-16 baseline) Further reduction targets will be set as part of annual reviews of this action plan.	30.06.2017
		b) Develop 2015-2016 baseline for HPW's paper consumption.	Building Industry and Policy	Baseline developed	30.04.2017

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Ref	Waste type	Strategy or Initiative	Lead area	Target or measure	Target Date
1.2	Building fittings (e.g. fluorescent or incandescent lamps)	<p>a) Investigate use of longer lived alternatives where available (e.g. replace fluorescent or incandescent lamps with LED fittings).</p> <ul style="list-style-type: none"> Undertake whole-of-building upgrade projects to replace fluorescent lamps with light emitting diode (LED) lamps in departmental owned office buildings; and where practical, replace existing fluorescent and incandescent light fittings in departmental owned office buildings with LED lamps. For social housing projects, ensure that new light fittings installed contain replaceable LED light fittings. When undertaking bulb replacements (e.g. to communal lighting) install LED lamps where compatible. <p>b) Develop energy efficiency and waste reduction considerations as part of whole-of-life asset management strategies</p>	Accommodation Office	Number of whole-of-building upgrade projects completed	30.06.2017
			Housing and Homelessness Services	Embed as standard practice (through standards, specifications and service agreements)	30.06.2017
			Public Works and Asset Management	Strategy developed	30.06.2018
1.3	Various	a) Publish an updated Queensland Procurement Policy that helps advance the government's environmental objectives, and help the Department of Environment and Heritage to develop targeted policy and practice.	Queensland Government Procurement	Updated Queensland Procurement Policy published	31.12.2017
1.4	Building and construction	<p>a) Develop waste reduction strategies for inclusion where appropriate in policies, guidelines or other advisory material relating to government building projects.</p> <p>b) Develop waste reduction strategies for inclusion where appropriate in the HPW's operational policies, guidelines and/or other advisory material relating to government building projects.</p>	Building Industry and Policy	Number of strategies or other advice provided	30.06.2018
			Public Works and Asset Management	Number of strategies or other advice provided	30.06.2018

2.0 Waste recovery and re-use or recycling					
Ref	Waste type	Strategy or Initiative	Lead area	Target or measure	Target Date
2.1	Office waste (waste stream monitoring and reporting)	a) Re-establish and expand data collection arrangement from waste collection contractors for office waste.	Accommodation Office	Data collection arrangement reinstated	30.06.2017
		b) Develop 2015-2016 baseline data for office waste for Brisbane CBD tenancies that HPW occupies and measure continuous improvement annually for diverting general office waste from landfill.	Accommodation Office	Baseline data established	30.04.2017
				Diverting 40% of HPW's general office waste from landfill in Brisbane CBD tenancies that HPW occupy.	30.06.2017
		c) Include obligation on building owners to have waste stream monitoring and reporting arrangements in place for new leases or as leases come up for renewal.	Accommodation Office	Number of leased office buildings where waste streams are being monitored and reported	30.06.2017
		d) Incorporate obligations regarding waste separation into new cleaning contracts.	Building and Asset Services	Waste separation obligations incorporated into new contracts.	Ongoing from 30.06.2017
e) Implement arrangements within work spaces for separation of waste into four main streams of general/co-mingle/paper/confidential waste.	Accommodation Office	Number of buildings with waste separation arrangements in place	30.06.2017		
2.2	e-waste	a) Disposal of all departmental printers, screens, laptops, tablets and PCs by an ICT lifecycle management supplier.	Information Services Directorate	Number of products sent to an ICT lifecycle management supplier for disposal	30.06.2017

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Ref	Waste type	Strategy or Initiative	Lead area	Target or measure	Target Date
2.3	Motor vehicle fleet waste materials	<p>a) Establish new whole-of-Government <i>Tyre and Associated Services</i> Standing Offer Arrangement (SOA).</p> <p>Utilise tyre suppliers from this SOA, which ensures that all contracted tyre suppliers are active members of Tyre Stewardship Australia. This scheme discourages the inappropriate dumping of old tyres as well as encouraging their reuse/recycling.</p>	QFleet	<p>Standing Offer Arrangement established</p> <p>Number of SOA participants that are members of Tyre Stewardship Australia</p>	<p>30.06.2017</p> <p>01.07.2017</p>
2.4	Emergency and exit light batteries	a) Participate in Exitcycle, a pilot program for recycling emergency and exit lighting batteries.	Accommodation Office	Number of buildings participating in Exitcycle	30.06.2017
2.5	Fluorescent tubes/lamps	a) Participate in the Fluorocycle scheme, a voluntary national product stewardship scheme for mercury-containing lamps.	Accommodation Office	Number of buildings that provide a collection point for fluorescent tubes and LED lights	30.06.2017
2.6	Building and construction	<p>a) Develop waste recycling strategies for inclusion where appropriate in policies, guidelines or other advisory material relating to government building projects.</p> <p>b) Develop waste recycling strategies for inclusion where appropriate in HPW's operational policies, guidelines and/or other advisory material relating to government building projects.</p>	<p>Building Industry and Policy</p> <p>Public Works and Asset Management</p>	<p>Number of strategies or other advice provided</p> <p>Number of strategies or other advice provided</p>	<p>30.06.2018</p> <p>30.06.2018</p>
2.7	Office Furniture	a) Develop a whole-of-government strategy to collect, store, re-assign, re-purpose and re-cycle surplus office furniture from office fit-out projects managed by Accommodation Office.	Accommodation Office	75% of furniture diverted from landfill for each fit-out project	30.6.2018

3.0 Increased use of recycled materials

Ref	Recycled material	Strategy or Initiative	Lead area	Target or measure	Target date
3.1	Copy paper	a) Investigate the feasibility of increasing the use of recycled copy paper.	Building Industry and Policy	Investigation complete	30.06.2017

4.0 Planning and reporting

Ref	Strategy or Initiative	Lead area	Target or measure	Target date
4.1	a) Continue to work with business units to identify specific waste streams and, where practicable, develop quantifiable measures for waste generated, recycled or disposed of (particularly for non-office waste), with a view to establishing baselines and future targets.	Sustainability and Climate Change Coordination Committee	Number of quantifiable measures for specific waste streams identified/implemented	30.06.2017
4.2	a) Ensure HPW Waste Reduction and Recycling Plan is reviewed at least every three years or as required.	Sustainability and Climate Change Coordination Committee	Waste Reduction and Recycling Plan reviewed as required or at least every three years.	30.06.2020
4.3	a) Undertake progress reporting (on behalf of HPW) for submission each year to the Department of Environment and Heritage Protection (EHP).	Sustainability and Climate Change Coordination Committee	Annual report provided from HPW to EHP	By 31 August each financial year