

2021-2024

Waste Reduction and Recycling Plan

Promoting waste avoidance and reduction



Waste Reduction and Recycling Plan

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Introduction

The Public Service Commission (PSC) Waste Reduction and Recycling Plan 2021-2024 (the Plan) is developed in accordance with the *Waste Reduction and Recycling Act 2011* (the Act) and the State's waste management strategy: *Waste Management and Resource Recovery Strategy for Queensland* (the Strategy).

The Act requires each State government entity 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
- continuous improvement in waste management

Scope

The Plan will address issues around waste reduction and recycling and will focus on issues of agency-wide significance. This Plan will apply to all PSC employees, and it 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 activities for which it has jurisdiction and control. The PSC's focus is on Reduce, Reuse and Recycle.

Objective

The Plan provides the framework and direction PSC has chosen to adopt as its commitment to promote waste avoidance and reduction, as well as resource recovery and efficiency actions.

The Plan aims to demonstrate PSC'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 generate 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.



Waste generated from PSC activities

PSC has approximately 70 staff members working on Level 27, 1 William Street, Brisbane. PSC is not the sole tenant on Level 27, which it shares with the Department of State Development, Infrastructure, Local Government and Planning, and as such has no control over this department's waste and recycling methods and habits. The 1 William Street building (1WS) is a 5 Green Star Office Design Rating (V3) and a 5 Star NABERS Energy Rating. The Queensland Integrity Commissioner (QIC) is part of PSC for administrative purposes only and shares PSC's policies and plans. QIC has an office at 53 Albert Street, Brisbane, and is not an area of focus for this Plan.

The majority of PSC's waste is generated from office-based activities as this is the nature of work performed by PSC. Annual waste and recycling data is reported to the Department of Environment and Science by the 31 August each year and is included under related documents within the Plan.

The types of waste generated include:

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
Furniture	Surplus or broken office equipment, prints and artefacts
Batteries	Used batteries
Light tubes and scrap metal	Lighting and unwanted scrap metal

PSC's approach to waste management

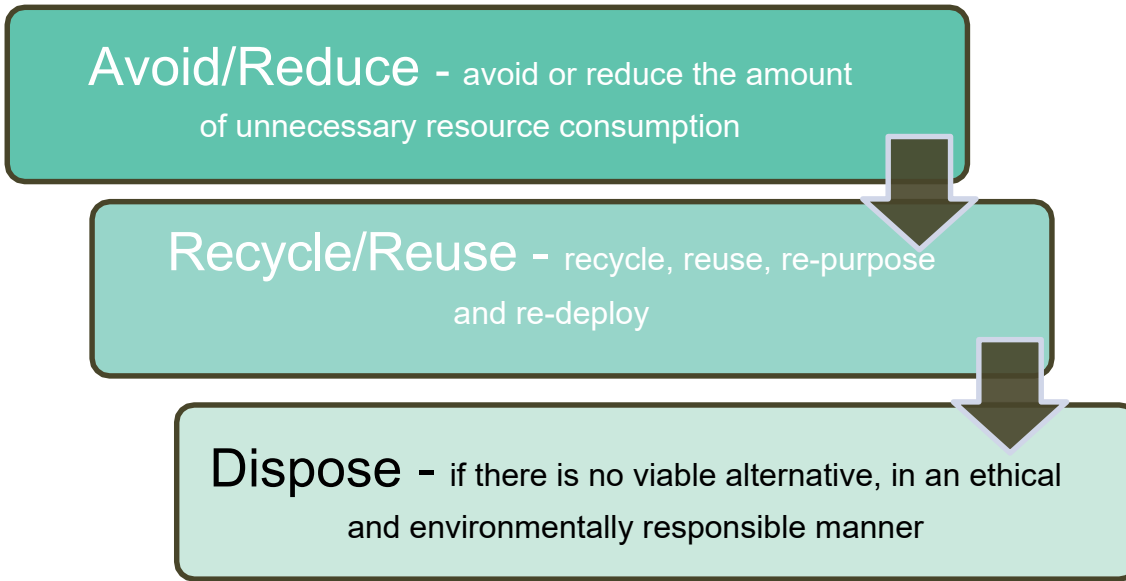
PSC is committed to encouraging and motivating all staff to actively participate in the delivery of the Plan's initiatives through staff awareness in an effort to reduce the department's impact on the environment. This includes avoiding unnecessary consumption and waste generation, adopting innovative resource recycling and recovery strategies, and valuing our finite resources.

For PSC to reduce and manage its waste outputs, consideration needs to be given to the waste and resource management hierarchy and the guiding principles as set out in the Waste Reduction and Recycling Act 2011.



The hierarchy:

Most Favourable



Least Favourable

Figure 1 – The waste and resource management hierarchy

The waste management hierarchy is a tool designed to assist decision makers to prioritise waste management activities to achieve the best environmental outcomes. It provides the preferred order of practices for dealing with waste products. Ideally actions should first be taken to avoid or reduce the amount of resource consumption. Consideration should then be given to re-use, recycle, re-purpose or re-deploy before any decision on eventual disposal is made. Disposal of waste should be the last resort.

The Governance and Business Services team are the PSC's waste champions and will actively work to promote waste awareness and measure the effectiveness of the Plan. They will work in partnership with Jones Lang LaSalle (JLL - building facilities managers) to reduce waste through improved waste reduction and recycling initiatives and strategies.

Roles and Responsibilities

Responsibilities for implementing this Plan are:

Commission Chief Executive, PSC	Sponsor for waste reduction and recycling activities and setting of waste and recycling targets.
Manager, Governance and Business Services, PSC	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 PSC.
PSC staff	To participate in the waste reduction and recycling activities outlined in the plan.



Managing our waste

2016-17 waste data will be the baseline data used for benchmarking future waste management performance.

Avoid/Reduce

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

The Paperlite Plan – this initiative aims to:

- reduce PSC's reliance on, and consumption of, paper whilst ensuring information can be managed in sustainable and compliant ways
- reduce printing requirements
- support Paperlite behaviours through reducing stored materials
- leverage digital technology to improve efficiency and reduce waste

The benefits of Paperlite include:

- reducing environmental impacts of paper production and printing
- increasing the adoption of digital technology to encourage staff to work within an electronic environment
- reducing the requirement to physically store paper after it has been digitised
- removing clutter and free up space in the workplace for more functional uses such as meeting areas
- reducing operational costs.


As well as the Paperlite plan, PSC has introduced other initiatives including:

- Scanning policy – to support and manage the early destruction of temporary original paper records. This reduces the need to physically store paper following digitisation.
- Technology – increased use of mobile devices and technology to improve productivity, including use of electronic records instead of paper records. Considering the purchase of rechargeable IT accessories to reduce consumption of disposable batteries.
- Embed a waste reduction culture – to encourage PSC to embrace waste reduction and recycling, and to support Paperlite behaviours.
- Avoid storing excess stock – to avoid storing excess stationery and products by reducing the volume of stock held and limiting variations of similar products. Manage centrally and use prompt suppliers to obtain non-standard items.
- Energy conservation – to avoid unnecessary use of electricity.

Recycle/Reuse

PSC will work closely with JLL to continue to develop, improve and refine existing recycling initiatives. We will maintain and improve the Paperlite plan and identify opportunities for new





initiatives such as battery recycling and organic waste and composting. We will share our learnings and build a cycle of continuous improvement.

A review of policies and procedures in relation to the disposal of obsolete IT devices will be undertaken, with a key focus on identifying new initiatives for reselling and recycling of these devices.

PSC will continue raise staff awareness of the 1WS approach of not having individual waste receptacles, and using a centralised waste management method which encourages staff to sort their own waste into recycle (paper and co-mingle) and general waste. This will be reinforced with the 1WS workplace etiquette which includes the support of sustainability.

PSC has undertaken a review and audit to identify surplus stationery, furniture and e-waste. PSC anticipates these reviews will continue on a bi-annual basis to ensure a continued reduction in stored surplus waste.

An initiative to reuse resources (stationery and office products) has been introduced, and this initiative aims to:

- return un-used and partly used stationery and products to store
- reuse obsolete printing and paper for scrap notepads
- purchase recycled products
- purchase environmentally friendly products.

Dispose

PSC 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 equipment and goods.

PSC's waste disposal goals are to:

- reduce the volume of waste going to landfill by increasing recycling and extending materials to be recycled
- manage e-waste in a responsible and efficient way
- create a de-cluttered and safer workplace
- gain a better understanding of our waste profile and what can be reused, redeployed and recycled.

Targets

Long term, PSC 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 PSC to continue to improve data collection, as well as gain further understanding of our waste profile. The subsequent plan will allow for continuous improvement and review, and refinement of waste management initiatives and strategies. Refer to Appendix A for PSC's waste management initiatives and further targets.

Reporting

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

Related documents

- [*PSC's Waste Reduction and Recycling Plan 2018-2021*](#)
- [*DPC/PSC Financial Management Practices Manual*](#)
- [*DPC/PSC Secure Desk Policy*](#)
- [*Waste Reduction and Recycling Act 2011*](#)
- [*Waste Management and Resource Recovery Strategy*](#)

Approval

Approved by the Commission Chief Executive on 30 September 2021



Appendix A – PSC’s Waste management initiatives

	Avoid/Reduce	Recycle/Reuse	Dispose	Targets
<i>Paperlite plan</i>	<ul style="list-style-type: none"> • Reduce reliance on and consumption of paper • Delete any pages of printing through follow-me-printing that are no longer required • Store documents electronically instead of printing • Encourage transition to digital format and reduce reliance on paper-based formats 	<ul style="list-style-type: none"> • Recycle surplus paper using paper recycling bins or secure bins if confidential 	<ul style="list-style-type: none"> • Dispose of any unwanted materials not able to be recycled 	<ul style="list-style-type: none"> • Reduce printing and imaging by 5% per annum.
<i>Secure desk policy</i>	<ul style="list-style-type: none"> • Comply with the Secure Desk Policy to reduce the requirement to physically store paper after it has been digitised 	<ul style="list-style-type: none"> • Recycle surplus paper using paper recycling bins or secure bins if confidential 		<ul style="list-style-type: none"> • Reduce adverse findings by 5% per annum when conducting Clear desk/security audits
<i>Technology</i>	<ul style="list-style-type: none"> • Embrace technology to improve productivity through increased use of mobile devices and technology • Educate staff in the use of technology and technical solutions • Continue training to increase use of the Records Management system (HPRM) • Purchase of electronic publications - newspapers, e-books etc. • Consider purchasing rechargeable IT accessories to reduce consumption of disposable batteries 	<ul style="list-style-type: none"> • Recycle toner cartridges • Recycle smart devices and accessories 	<ul style="list-style-type: none"> • Dispose of unusable technology in an environmentally responsible manner, if it is not possible to recycle 	<ul style="list-style-type: none"> • Provide technology tips and instructions on the intranet • Make training available to staff to improve technological skills
<i>Embed a waste reduction culture</i>	<ul style="list-style-type: none"> • Encourage and support Paperlite behaviours by using an electronic environment • Bi-annual clear desk audit to support the Secure Desk Policy and to reduce the accumulation of paper no longer used. 	<ul style="list-style-type: none"> • Increase staff awareness on sorting general waste from recyclable materials to avoid contamination • Encourage staff to utilise existing recycling receptacles for used 	<ul style="list-style-type: none"> • Dispose of materials not able to be recycled 	<ul style="list-style-type: none"> • Increase waste recycling by 5% per annum • Decrease contamination of recycling receptacles by 5% per annum



	Avoid/Reduce	Recycle/Reuse	Dispose	Targets
	<ul style="list-style-type: none"> Continue to provide staff with small desk-top bins to encourage waste reduction and recycling Educate staff on after-hours procedures for lighting and air-conditioning to reduce energy consumption 	<ul style="list-style-type: none"> batteries, paper, cardboard, toner cartridges etc. Purchase recycled products Purchase environmentally friendly products Reuse obsolete printing and paper for scrap notepads 		<ul style="list-style-type: none"> Annual reminders on waste reduction and recycling initiatives Ensure waste reduction and recycling initiatives are maintained on the intranet
<i>Avoid storing excess stock</i>	<ul style="list-style-type: none"> Avoid storing excess stationery and products to reduce the volume held in stock. Limit variations of similar products held in stock. Manage the purchase of stationery and products centrally and use prompt suppliers to obtain non-standard items when required. 	<ul style="list-style-type: none"> Return un-used, partly used, and reusable stationery and products to store 	<ul style="list-style-type: none"> Review stock bi-yearly and dispose of stock not being used. 	<ul style="list-style-type: none"> Only retain stationery and products regularly used.
<i>Energy conservation</i>	<ul style="list-style-type: none"> Switch devices/equipment to standby where possible Reduce load on air-conditioning by using window blinds to reduce sunshine entering the building Select relevant zones for after-hours lights, not the whole floor Use after-hours air-conditioning only when required and request only zones needed 			<ul style="list-style-type: none"> Reduce whole floor activation of after-hours lighting and air-conditioning

