

Waste reduction and recycling plan

2018-2021

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Introduction

The Queensland Waste Reduction and Recycling Act 2011 (the Act) requires each State entity to prepare, adopt and implement a waste reduction and recycling plan. Each plan will contribute to achievement of the 10 year state-wide targets set in the Queensland Waste Avoidance and Resource Productivity Strategy (2014-2024) [the Strategy].

The Department of Child Safety Youth and Women (CSYW) plan for waste reduction and recycling sets the department's direction for waste management for the three year period ending in June 2021.

CSYW will continue to identify and implement waste minimisation and recycling opportunities to ensure that it plays its part in achieving the Queensland Government's objectives.

Overview of the organisation

The department works to enable children, young people, women and families to be safe and to thrive in culture and communities, and to prevent and respond to crime, violence, abuse and neglect. The department's objectives are to:

- Enable Queensland children and young people to be safe, thriving and connected in families and communities
- Enable young Queenslanders to have positive life choices and opportunities, and to reduce offending
- Enable Queenslanders to be safe and recover from domestic, family and sexual violence
- Enable young Queenslanders to be heard and to thrive
- Enable the rights, interests and well-being of Queensland women and girls to be respected and promoted
- Enable our valued staff and the service system to deliver great results

What wastes are generated from CSYW activities

CSYW employs over 4,500 staff working from over 200 locations across the state. Although not limited to, the vast majority of the waste that CSYW staff members generate is office-based and it is on this waste that the plan focuses.

However, CSYW generates, directly or indirectly, relatively low volumes of non-office-related waste. An example where such waste is generated is through its building construction activities.

A previous survey into the office-based waste stream indicated that it is consistent with the profile of waste generated in a typical office environment, as represented in Figure 1.

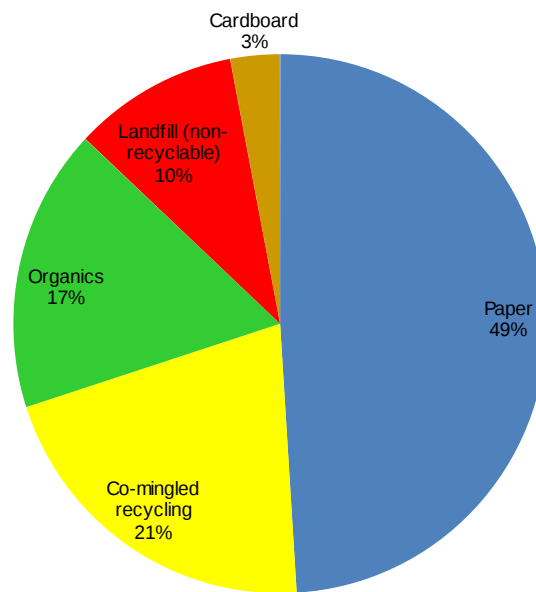


Figure 1: Components of a typical office based waste stream

CSYW approach to waste management

In line with the objectives of the Act, CSYW is committed to avoiding unnecessary consumption and waste generation – where possible and appropriate, adopting innovative resource recovery approaches, and managing all products and materials as valuable and finite resources.

Our approach to waste management is informed by principles stated in the Act and reflected in the lead agency's plan on which CSYW has drawn heavily in developing its plan.

The waste management hierarchy

The waste and resource management hierarchy (Figure 2 below) sets the order of preference for options to manage waste—from avoiding, to re-using, recovering, treating and disposing of waste.

The hierarchy is a tool to help decision makers prioritise waste management activities. Where avoidance is not possible, options should be investigated for the reuse, and then recycling of waste materials. As the next available option, waste could be used as a source of energy. Disposal of waste should be the last resort.

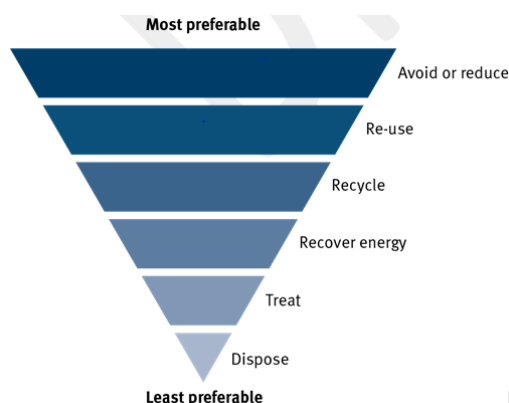


Figure 2: The waste and resource management hierarchy

The table below details how CSYW will use the hierarchy in managing its waste.

Management option	Definition	Examples of activities that could be applied by staff across the department
Avoid	Avoid unnecessary resource consumption	Avoid the generation of paper waste by encouraging the increased use of digital mobile technologies to enable access to information in electronic formats and using electronic copies (not hardcopies) of documentation.
Reduce	Reduce waste generation and disposal	Ensure all printers are set to double-sided printing as a default. Buy in bulk to reduce volume of paper and plastic packaging. Reduce the requirement (where appropriate) for hardcopy filing of departmental records through use of an electronic document and records management system (EDRMS).
Reuse	Reuse waste resources without further manufacturing	Review policies on the disposal of obsolete ICT (or other) equipment with a focus on identifying alternative uses or users.

Management option	Definition	Examples of activities that could be applied by staff across the department
Recycle	Turning waste resources into similar or different products	Increase staff awareness in order to maximise recycling and avoid contamination of recycling bins.
Disposal	Dispose of waste only if there is no viable alternative	Ensure that our waste will only be disposed of at landfill facilities that are operated in accordance with prescribed legislation.

Resource management principles

The following principles will guide the decisions we make in the management of our waste.

Principle	Definition	Examples of activities that could be included in action plans
The polluter pays principle	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.	Educating staff on the full implications of inappropriate waste activities – e.g. once a co-mingled recycling bin is contaminated, the contents of the whole bin will go to landfill. This has an environmental cost as well as an added financial cost to the organisation.
The proximity principle	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. (Note: This will be particularly relevant to the management of waste in regional and remote locations.)
The product stewardship principle	There is a shared responsibility between all persons who are involved in the life cycle of a product for	Reviewing procurement procedures.

Principle	Definition	Examples of activities that could be included in action plans
	managing the environmental, social and economic impact of the product.	

Continuous improvement

The continuous improvement steps identified below reflects CSYW's strategic approach to improving how it manages its waste. CSYW will encourage staff to understand and embrace the financial and environmental benefits of applying good waste reduction and recycling practices.

An adjunct to this philosophy will be encouragement to staff to champion best practice in waste management and to contribute ideas and innovative approaches so that we continually improve on our achievements.

Long-term objectives

Waste—Everyone's responsibility: Queensland Waste Avoidance and Resource Productivity Strategy (2014–2024) sets a range of targets to be achieved by 2024.

By adopting best practice waste management and reduction practices over the life of this plan and into the future, and in accordance with targets set in the Strategy, CSYW's objective is to maximise its contribution to achieving state targets, within the context of the wider public interest. Through implementation and application of this plan, CSYW will contribute to achieving a five per cent p.a. reduction (from 2012-2013 levels) as identified by the former Department of Environment and Heritage Protection in the production of general waste.

In addition, the Strategy states that the Queensland Government will work with industry and the community to identify problem or priority wastes and determine the most appropriate management option for each waste stream. Action plans developed under the Strategy will include methods for the improved management of Queensland's priority wastes.

For its part, CSYW will identify and manage waste in accordance with future state-wide action plans.

Activities planned for the period of this report

An important objective of the 2018-2021 waste plan is to maximise the department's contribution to achieving the state-wide strategy's waste reduction and management targets by 2024. In doing this, we will strive toward best practice waste management and reduction practices most relevant to CSYW's waste profile and operating environment.

While this plan outlines the department's strategic approach to waste management, and identifies initiatives, practices and activities, which when implemented will guide

departmental staff, it will be the responsibility of employees and management to action initiatives at a local level and develop tailored responses in consideration of 'local' issues.

The activities that the department will undertake during the time period of this plan are as follows.

Policies and procedures

Property Services will engage with other business areas of the department to ensure that departmental operating policies and procedures take account of requirements of related Queensland Government waste management legislation, strategies and plans.

Resource materials

Property Services will engage with the department's Communications and Engagement area in the development of resource and promotional materials to be deployed as part of a broader communication plan.

It is envisaged that the material will include a "What can I do" sheet that identifies practices and opportunities in office waste reduction and recycling, and other promotional materials tailored to departmental offices across the state.

These resources will be regularly reviewed and provided to all employees (e.g. via intranet news bulletins). This will incorporate initiatives and new developments in waste management as they present.

Waste management communication plan

Property Services will engage with the department's Communications and Engagement area to develop and manage a communication strategy that promotes and provides information about contemporary waste management and minimisation practices across the duration of the plan.

Performance assessment

The department's performance in waste management will be assessed against the successful completion / implementation of the activities committed to in this plan.

Although not proposing to undertake detailed measurement of waste produced across the department or by targeted offices the department will participate in any waste assessment activity appropriate to the department's circumstances that may be required by Government.

Waste reduction and recycling targets

The *Waste Reduction and Recycling Act 2011* requires each agency to meet waste reduction and recycling targets for the waste generated by the department in carrying out its activities.

Waste generation target

In line with the state-wide reduction target for all general waste, CSYW will strive towards best practice, relevant to each of its sites, as a means of contributing towards the whole-of-government reduction targets for reducing state-wide waste generation.

Recycling target

In line with the state-wide target for commercial and industrial waste, CSYW will work towards best recycling practice (as relevant to individual locations) by increasing staff awareness as a means of contributing towards a state-wide recycling rate of 55 per cent in the commercial and industrial waste stream by 2024.

Endorsement and resource allocation

The Director-General has endorsed the content of this plan and agrees with the overall direction of waste reduction and recycling activities within the department.

Roles and responsibilities

Director-General

The Director-General is the 'accountable officer' and has ultimate responsible for:

- approving the department's waste reduction and recycling activities and ensuring that a waste plan is developed and implemented
- ensuring that the department meets its reporting requirements

Business area management

(Regional Directors, Executive Directors, Directors and Managers)

These officers are responsible for ensuring that waste reduction practices are implemented and reviewed in accordance with the requirements of this and supporting plans.

Director Property and Procurement Services

The Director, Property and Procurement Services is responsible for:

- developing, updating and implementing the waste plan
- managing, monitoring, coordinating and evaluating departmental waste management initiatives to ensure that the department contributes toward meeting waste reduction and recycling policy requirements
- reporting on activities related to waste reduction and recycling policy requirements
- providing the central contact point for expert advice and assistance to departmental officers and to supplier organisations on all aspects of waste reduction and recycling

Employees

Under the Queensland Government Code of Conduct, all employees are required to give effect to official public sector priorities, policies and decisions. In relation to this plan, employees are required to:

- apply waste reduction practices in accordance with the department's waste reduction and recycling plan and whole-of-government strategy
- act to minimise or prevent waste
- participate in identifying and recommending waste reduction and recycling initiatives

Reporting

To meet state waste management legislative obligations, CSYW will report annually to the Department of Environment and Science (DES) on its progress. The form that the report takes will be determined by DES and will be aligned to the requirements of the Waste Reduction and Recycling Act 2011.

Glossary of terms

Avoidance: Is simply avoiding the production of waste. It is often associated with the terms 'waste reduction' and 'waste minimisation'.

Best practice: A method or technique that has consistently shown results superior to those achieved with other means, and that is used as a benchmark.

General waste: Waste that is not a 'regulated waste' under Schedule 7 – Environmental Protection Regulation 2008. (everyday waste requiring no treatment and sent to landfill).

Minimisation: See 'Reduction'

Priority wastes: Wastes with high disposal impacts (such as toxicity or greenhouse gas emissions), social impacts (such as community concern or amenity), or whose recovery would present resource savings or business opportunities.

Recycling: Recycling is a process whereby waste material is collected, sorted, reprocessed or re-manufactured in order to make a new product

Reduction: A process of elimination that involves reducing the amount of waste produced.

Resource recovery: The extraction of useful materials or energy from solid waste.

Reuse: The practice of reapplying a substance to its original or different use

Waste/s: includes:

- Any substance (whether solid, liquid or gaseous) that is discharged, emitted or deposited in the environment in such a volume, constituency or manner as to cause an alteration in the environment
- Any discharged, rejected, unwanted, surplus or abandoned substance
- Any otherwise discarded, rejected, unwanted surplus, or abandoned substance intended for sale or recycling, reprocessing, recovery or purification by a separate operation from that which produced the substance
- Any substance prescribed by the regulations to be a waste. A substance is not precluded from being a waste merely because it can be reprocessed, re-used or recycled.