

# Department of Justice and Attorney-General

## Waste Reduction and Recycling Plan – 2017-2020



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# 1. Executive summary

## 1.1. Background

The Department of Justice and Attorney-General (DJAG) is committed to efficiently using resources and minimising waste. To achieve this, we focus on avoiding waste in the first instance, and reusing and recycling materials where this is cost effective.

The State's [Waste Reduction and Recycling Act 2011](#) requires all government departments to have a waste reduction and recycling plan addressing all waste management aspects. Departments must also report annually on their performance against targets set in these plans. DJAG has produced this *DJAG Waste Reduction and Recycling Plan 2017-2020* (Plan) in compliance with the Act. It replaces the [DJAG Strategic Waste Management Plan 2004](#).

DJAG, through its functions and operations, consumes significant material resources, such as paper, much of which is eventually disposed of as waste. Historically, most of this material went direct to landfill, resulting in waste of valuable resources and contributing to air and water pollution. Waste management has evolved from a primary focus on disposal towards greater attention to waste minimisation, resource use and maximising material recovery. Resource recovery, reuse and recycling diverts waste from landfill, saving scarce materials and avoiding extraction and manufacturing impacts.

The [National Waste Policy: Less waste, More resources \(Policy\)](#) sets Australia's waste management and resource recovery agenda for the period to 2020. In November 2009, all Australian environment ministers agreed to the Policy and in October 2010, the Council of Australian Governments endorsed the Policy. This commits all governments to a range of actions that underpin sustainable waste management. For instance, Strategy 2 of the Policy is:

*All governments as significant procurers of goods, services and infrastructure, will embody and promote sustainable procurement principles and practices within their own operations and delivery of programs and services to facilitate certainty in the market.*

In particular:

*Waste management, use of reprocessed materials, resource recovery and responsibility for goods and materials at end of life, are taken into account as far as practicable in decision making.*

## National and State legislation and policy

The following policy, legislation and plans guided development of this Plan:

- [National Waste Policy: Less waste, More resources \(NWP\) – November 2009 - DEWHA](#)
- [Queensland Waste Avoidance and Resource Productivity Strategy \(2014-2024\), December 2014, DEHP](#)
- [Waste Reduction and Recycling Act 2011 \(Qld\)](#)
- [Waste Reduction and Recycling Regulation 2011 \(Qld\)](#)
- [DHPW Waste Reduction and Recycling Plan 2017-2020.](#)

## 2. Environmental policy statement

DJAG cares about the environmental impact of its policies, activities, products and services. We recognise that the performance of DJAG is important in maintaining and improving the quality of our human and global environment.

## 3. Scope, objectives and focus

This Plan encompasses identification of current (and predicted) waste, current waste management practices, management options assessment (including avoidance) and strategy definition, actions, performance indicators and overall requirements covering all DJAG waste streams.

DJAG builds and maintains courthouses and fitouts in leased buildings. External contractors engaged by the Department of Housing and Public Works (DHPW) perform construction, renovation, maintenance and demolition of DJAG-owned buildings. DJAG endorses the [DHPW Waste Reduction and Recycling Plan 2017-2020](#).

Similarly, DJAG contracts maintenance of its vehicle fleet to external service providers. There are already national product stewardship measures in place for the two key waste streams emanating from the vehicle servicing trade; used oil and tyres. Consequently this is out of scope for this Plan.

The **objectives** are to implement a plan ensuring DJAG addresses all requirements and maintains a review process aiding continuous improvement in its waste management, fostering a departmental culture that goes beyond legislative compliance.

The Plan's actions focus on:

- avoiding waste (e.g. reducing paper usage);
- practicing sustainable procurement;
- practicing waste management and recycling;
- managing energy;
- separating waste streams to facilitate resource recovery; and
- developing performance measures to measure how well we are doing.

Any waste reduction can only be achieved with staff participation, through regular education programs and diligence. This Plan:

- formalises waste management initiatives;
- establishes objectives to better manage DJAG's waste; and
- provides the framework and direction that DJAG will adopt as its commitment to waste management.

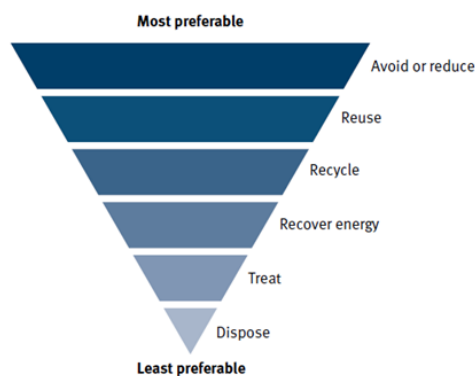
## 4. Review

DJAG will review this Plan at least every three years to determine the effectiveness of the strategies and need for modification.

## 5. Waste reduction and recycling strategy

The DJAG waste reduction strategy is based on the waste hierarchy principles (below), where the first priority is to reduce potential future waste through appropriate procurement policies and management followed by, in decreasing order of importance: reuse, recycling and disposal. This Waste Management Hierarchy outlines waste management practices listed in the preferred adoption order to achieve the best environmental outcome.

Figure 1: Queensland's waste and recycling strategy - Waste management hierarchy



Source: <https://www.ehp.qld.gov.au/waste/qld-waste-strategy.html>

DJAG will reduce and recycle its waste using the action plan on page 4.

## 6. Action plan

The action plan consists of a series of changes to existing waste management practices aligned with the strategies identified in this plan.

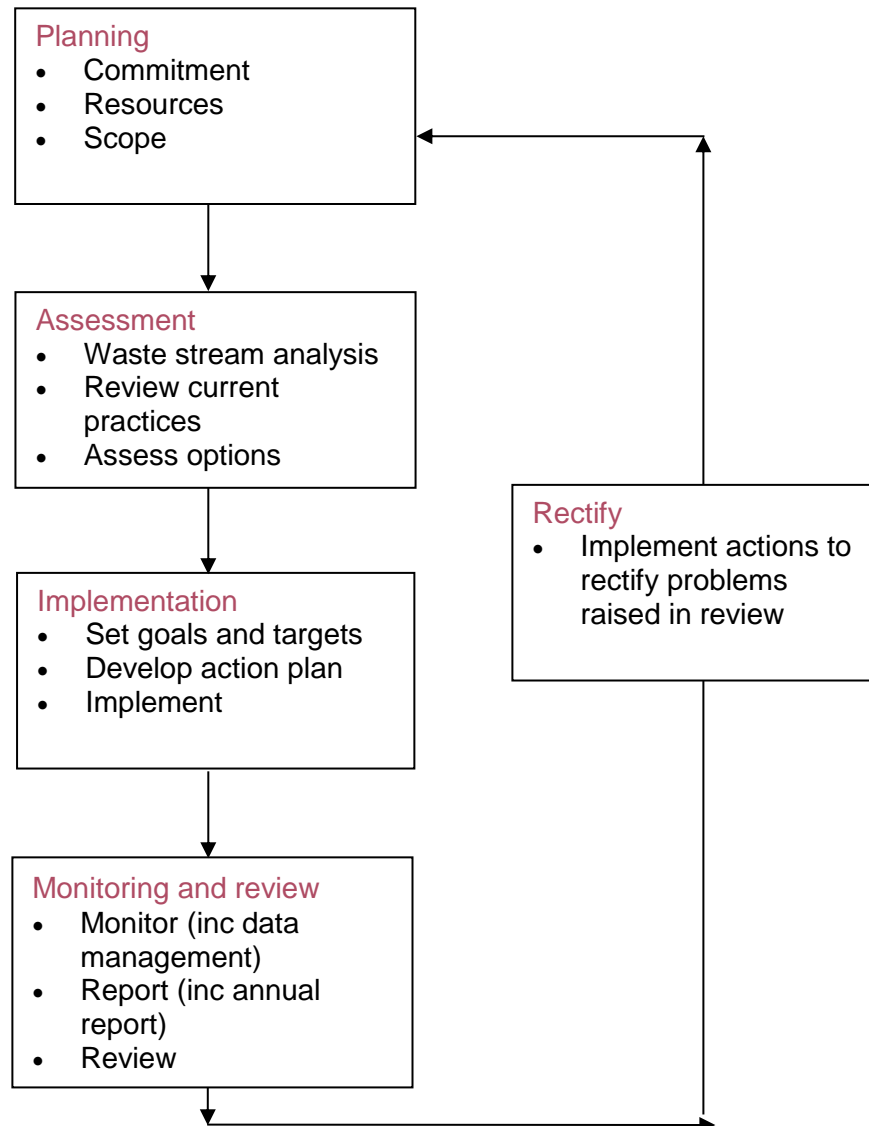
Item	Strategy or Initiative	Lead Business Unit	Target	Target Date
<b>1</b>	<b>Waste stream monitoring, reporting and recycling (office waste)</b>			
	<ul style="list-style-type: none"> <li>Consult with DHPW to ensure they establish data collection arrangements in cleaning contracts.</li> </ul>	Facilities Services	Data collection arrangements established	30 Jun 17
	<ul style="list-style-type: none"> <li>Consult with DHPW to ensure DJAG can access their baseline data.</li> </ul>	Facilities Services	Baseline data for 2016-2017 established	30 Jun 17
	<ul style="list-style-type: none"> <li>Consult with DHPW to ensure they review cleaning contracts in regard to waste separation.</li> </ul>	Facilities Services	Cleaning contracts reviewed	30 Jun 17
	<ul style="list-style-type: none"> <li>Consult with DHPW to ensure they include obligation on building owners to have waste stream monitoring, reporting and recycling arrangements in place for new leases or as leases come up for renewal.</li> </ul>	Facilities Services	Waste at leased sites monitored, reported and recycled.	30 Sept 18
	<ul style="list-style-type: none"> <li>Negotiate with DHPW to cost effectively measure the volume of recycled material generated in leased office accommodation and to identify opportunities to improve waste management activities.</li> </ul>	Facilities Services	Recycled material volumes measured	30 Jun 18
	<ul style="list-style-type: none"> <li>Identify sites where DHPW do not manage cleaning contracts and investigate feasibility of transferring management to DHPW to determine cost/benefit of gathering waste data.</li> </ul>	Facilities Services	Sites identified and transferred	30 Jun 18
<b>2</b>	<b>Waste avoidance</b>			
	<ul style="list-style-type: none"> <li>Identify and implement opportunities for replacing paper-based procedures with online processes and facilitate implementation (reduce printer usage, paper consumption):                             <ul style="list-style-type: none"> <li>Transition to e-lodgements through the HR forms moving on-line via Aurion;</li> <li>Implement edocs electronic record keeping across all DJAG areas;</li> <li>Roll out education campaign across department re 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);</li> <li>Encourage all business units to use on-line and in-application editing of ministerial and executive correspondence rather than printing drafts;</li> <li>Increase use of dual monitors for workstations to reduce need to work from hard copies when editing documents;</li> <li>Increase use of mobile devices (laptops and tablets) to reduce the need for printed material at meetings;</li> </ul> </li> </ul>	P&E  ITS  P&E  P&E  ITS	Reduction in reams of paper ordered.	30 Sep 17     30 Sep 20

Item	Strategy or Initiative	Lead Business Unit	Target	Target Date
	<ul style="list-style-type: none"> <li>– 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;</li> <li>– Increase use of video conferencing to reduce travel requirements;</li> <li>– Liaise with DHPW to expand the recycling program where appropriate.</li> </ul>	ITS ITS/Financial Services Branch Facilities Services	Program expanded	30 Dec 18
	<ul style="list-style-type: none"> <li>• Use long-life alternatives where available (e.g. replace fluorescent or incandescent lamps upon failure with LED fittings).</li> </ul>	Facilities Services	Implementation of identified opportunities	Ongoing
	<ul style="list-style-type: none"> <li>• Investigate use of an electronic meeting papers medium (e.g. <a href="#">BoardVantage</a>, Skype, OneNote) across the department to reduce printing and paper costs, and streamline meeting preparation process.</li> </ul>	ITS	Newsletter article Electronic meeting papers medium implemented in DJAG	30 Jun 17
	<ul style="list-style-type: none"> <li>• Investigate auto-shutdown of PCs and screens when idle</li> </ul>	ITS	Rollout of SCCM	31 Dec 17
	<ul style="list-style-type: none"> <li>• Ensure e-waste and toner cartridges are recycled</li> </ul>	ITS	Agreements with Greenbox, ACT logistics, etc	31 Sep 17
	<ul style="list-style-type: none"> <li>• Monitor and benchmark electricity usage in departmental buildings to identify and act on areas for improvement;</li> <li>• Install Solar Energy panels on courthouses where appropriate.</li> </ul>	Facilities Services and DJAG business areas	Reduction of energy consumption	Ongoing
<b>3</b>	<b>Product stewardship and sustainable procurement</b>			
	<ul style="list-style-type: none"> <li>• Ensure that DJAG's purchasing procedures comply with <a href="#">Principle 4</a> of the Queensland Procurement Policy.</li> </ul>	Procurement Services	DJAG conducts business with ethical and socially responsible suppliers.	30 Sep 17
<b>4</b>	<b>Maintenance works (CAPEX and OPEX)</b>			
	<ul style="list-style-type: none"> <li>• Investigate and report on feasibility of requiring DHPW and private contractors undertaking construction, renovation or demolition for DJAG to provide a Construction Waste Management Plan for projects.</li> </ul>	Facilities Services	Investigation completed and outcomes reported.	30 Sep 17
	<ul style="list-style-type: none"> <li>• Consult with DHPW to ensure that where practicable and affordable, their contractors apply ecologically sustainable principles to capital works projects.</li> </ul>	Facilities Services	Capital works projects adopt ecologically sustainable development principles.	30 Dec 17
<b>5</b>	<b>Staff awareness of waste management best practices</b>			
	<ul style="list-style-type: none"> <li>• Develop an education program/guidance documents for departmental staff which includes: <ul style="list-style-type: none"> <li>– information on how DJAG manages waste and the relevant legislative requirements;</li> </ul> </li> </ul>	P&E	Education program is in place	30 Sep 17

Item	Strategy or Initiative	Lead Business Unit	Target	Target Date
	<ul style="list-style-type: none"> <li>- publicised initiatives and programs relating to resource use/waste management;</li> <li>- circulating education material relevant to energy saving measures;</li> <li>- providing access to the DJAG Waste Reduction and Recycling Plan to all management and staff in the Department; and</li> <li>- a waste management component in the corporate staff induction program.</li> </ul>			
<b>6</b>	<b>Planning and reporting</b>			
	<ul style="list-style-type: none"> <li>• Facilitate intra-departmental discussions regarding opportunities to implement and report on DJAG's Waste Reduction and Recycling Plan.</li> </ul>	Facilities Services	All divisions consulted and familiar with the Plan	30 Sep 17
	<ul style="list-style-type: none"> <li>• Ensure a progress report is produced for submission each year to the Department of Environment and Heritage Protection.</li> </ul>	Facilities Services	Annual report provided from the department to EHP	By 31 Aug each year
	<ul style="list-style-type: none"> <li>• Ensure the department's Waste Reduction and Recycling Plan is reviewed every three years and updated if required.</li> </ul>	Facilities Services	Waste Reduction and Recycling Plan is up-to-date.	31 Aug 20

## 7. Attachment 1: Action Plan development process

Waste Management Action Plan development process



Process of development of a Waste Management Action Plan

This system is based on ISO 14001:1996, Environmental Management System specifications (Standards Australia 1996)

