

ATTACHMENT 1

Waste Reduction and Recycling Plan 2025-2029



Waste Reduction and Recycling Plan

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1. Purpose and Authority

The [Queensland Waste Reduction and Recycling Act 2011](#) requires each State entity to prepare, adopt and implement a Waste Reduction and Recycling Plan (Waste 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
- Information about continuous improvement in waste management

Each of these plans will contribute to the achievement of the 10-year state-wide targets set in the [Queensland's new resource recovery and waste strategy](#).

The Department of Trade, Employment and Training (the Department) Plan for Waste Reduction and Recycling sets the overall direction for waste management within the Department. The Waste Plan is developed in accordance with the requirements of the [Queensland Waste Reduction and Recycling Act 2011](#) and the [Waste Management and Resource Recovery Strategy](#)

2. Scope

The primary focus of the Plan is to develop an understanding of the types of waste generated through the Department's business activities and implement a range of initiatives to help improve the way the Department manages and reduces waste.

It aims to drive compliance with legislative obligations in waste management. The Plan has been developed within the context of business operations and responsibilities and facility management activities for which it has jurisdiction and control. The Department's focus is on Reduce, Reuse and Recycle.

Statutory authorities within the Ministerial portfolio are not included in this Plan. Statutory authorities are responsible for their own waste reduction and reporting plans.

This Plan focuses on operations controlled by the Department including:

- The activities of staff and other processes associated with performing Department operations
- The way facilities and services are used in that context
- The economy of its operations, including efficiency, effectiveness in energy conservation and the management of any waste generated in the process.

The plan does not incorporate elements of waste and recycling which are outside the control or responsibility of the Department. This includes:

- The management of lighting, heating and waste disposal in premises owned by the State and serviced by the Department of Housing and Public Works (DHPW)
- Operation of privately leased premises such as 150 Mary Street, 1 William Street (1WS), where contracted building managers are responsible for building-wide waste management strategies and initiatives.
- Procurement of government vehicles for leasing, which is carried out by QFleet.

3. Definition of Waste

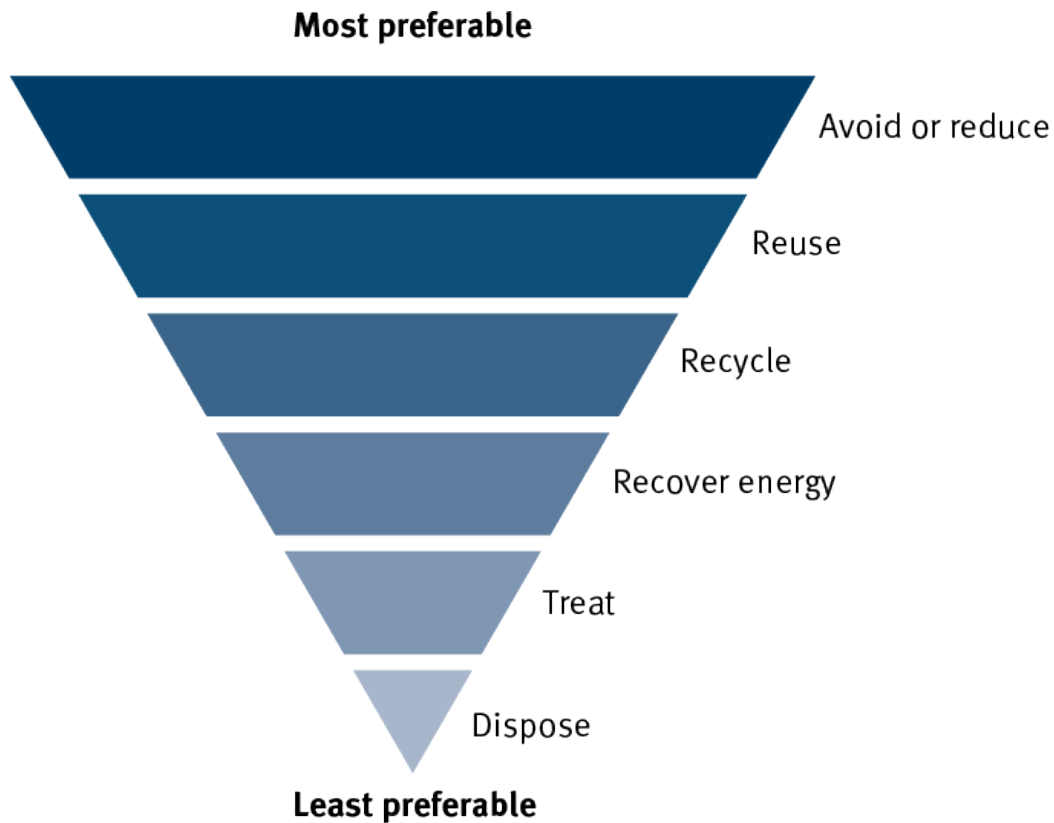
The Act defines waste as anything that is:

- left over, or an unwanted by-product, from an industrial, commercial, domestic or other activity.
- Surplus to industrial, commercial, domestic or other activity generating the waste.

It can be a gas, liquid, solid or energy, or a combination of any of them. A thing can be waste, regardless of whether it is of value.

4. Waste Management Hierarchy

The waste and resource management hierarchy sets the order of preference for managing waste in order to inform decision-makers. The hierarchy shapes the vision, principles, objectives, and priorities in the strategy, and provides the basis for the development of waste management plans across Government. Fundamentally, the approach is to encourage greater use of recycling methods and progressively minimise the amount of waste that ends up in landfill.

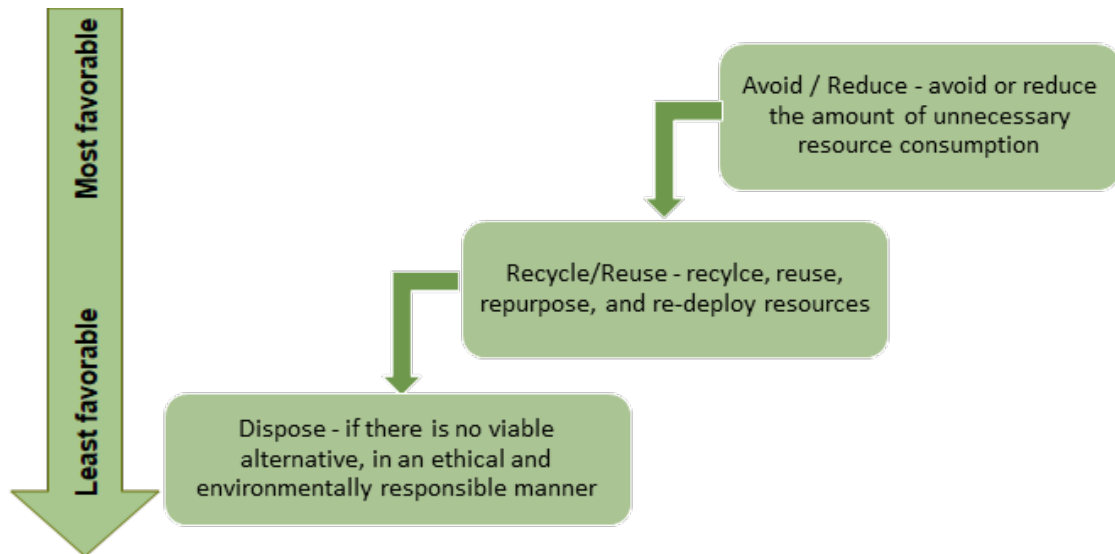


5. Objective

The Plan provides the framework and direction the Department has chosen to adopt as part of their commitment to promote waste avoidance and reduction, as well as resource recovery and efficiency actions. The Plan aims to demonstrate the Department's commitment to managing the impact of its own activities through embracing effective, ethical and environmentally responsible approaches to waste reduction and recycling.

6. Waste management framework

The waste and resource management hierarchy is a framework that guides the order of preference for managing waste. Waste should be avoided as a first priority, after which options for reuse and recycling should be explored and disposal of waste should be the last resort.



6.1 Avoid and Reduce

Avoid unnecessary resource consumption and reduce waste generation and disposal

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

- reducing reliance on, and consumption of, paper whilst ensuring information can be managed in sustainable and compliant ways
- reducing printing requirements with born digital stay digital initiatives such as electronic agendas and papers for meetings
- continually reviewing paper based processes for opportunities to migrate to electronic only processes.

Operational practices supporting to avoid/reduce waste:

- scanning paper documents, for improved retrieval and searching of public records
- embedding a waste reduction and recycling culture – encouraging employees to embrace waste reduction and recycling
- technology – increasing the use of mobile devices and technology to improve productivity, including use of electronic records instead of paper records (where possible)
- reducing excess stationery by limiting the volume and costs associated with unnecessary stationery stock and storage such as folders
- printing letterhead electronically as required, rather than over ordering letterhead from stationery or print suppliers.

Benefits 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 digitalised
- removing clutter and free up space in the workplace for more functional uses such as meeting areas
- reducing operational costs.

6.2 Recycle and Reuse

Turning waste resources into similar or different products and reuse waste resources without further manufacturing

The Department continues:

- to develop, improve and refine existing recycling initiatives, particularly working closely with the Qld Government Accommodation Office and building facilities managers
- to embrace initiatives such as battery recycling and organic waste such as composting
- to will investigate whether these initiatives can be rolled out to more office locations
- to raise staff awareness in relation to the centralised waste management approach including staff sorting their own waste into recycle (paper, co-mingle, containers for change and organics) and general waste receptacles at central locations where available
- to reuse excess and partly used stationery and products including furniture and equipment.

6.3 Dispose

Dispose of waste only if there is no viable alternative

The Department 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 and goods.

The Department'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
- Resource/waste management principles.

7. Waste Management Principals

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

Principle	Definition	Examples of waste reduction and recycling activities
The polluter pays principle	<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• 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.
Circular economy	<ul style="list-style-type: none">• A whole-of-life view of the production and consumption of products and materials is promoted as a means to reduce or eliminate the need to send waste to landfill, ensuring that through design, procurement, and logistics, resources are	<ul style="list-style-type: none">• Procurement of sustainable carpet tiles:• Purchase natural materials for example are non-toxic and do not add to the presence of microplastic toxicity in the environment.• Where possible, using reusable rather than disposable items is preferred.

Principle	Definition	Examples of waste reduction and recycling activities
	reused or recycled to their maximum capacity.	<ul style="list-style-type: none"> Where possible, purchasing items that are recyclable in preference to items that are not recyclable. Purchasing long-life products. Product care and maintenance programs to increase equipment lifetimes. Increase resource use productivity, e.g. double sided printing
The proximity principle	<ul style="list-style-type: none"> Waste and recovered resources should be managed as close to the source of generation as possible. 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> There is a shared responsibility between all persons who are involved in the lifecycle of a product for managing the environmental, social, and economic impact of the product 	<ul style="list-style-type: none"> Reviewing procurement procedures. Re enforcement of education and sharing of good news stories through regular SharePoint posts advising effective use of waste streams

The Department is committed to the continual identification of initiatives and targets aimed at improving waste management practices, based on four main strategies:

1. waste avoidance
2. waste management to improve reuse and recycling
3. waste reduction
4. planning, evaluation and reporting

8. Waste reduction and recycling targets

Department of Trade, Employment and Training (DTET's) targets are consistent with the Queensland Waste Management and Resource Recovery Strategy targets which were developed to support the Strategy's vision, drive market growth and deliver the benefits associated with improved waste management:

- 25 per cent reduction in household waste by 2050
- 90 per cent of waste is recovered and does not go to landfill by 2050
- 75 per cent recycling rates across all waste types by 2050.

9. Management and monitoring of performance

Roles and responsibilities	
Executive Leadership Team (ELT)	Support the Plan for managing the Department's waste reduction and recycling in a way that best achieves the objectives of the Queensland Waste Reduction and Recycling Act 2011 .
Executive Directors, Directors, Managers, Team leaders	Ensure that all business groups comply with the Plan and all applicable statutory requirements
Manager (or Director) Corporate Governance	Collect and consolidate ideas for waste and recycling management 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 the Department
Departmental staff:	Awareness of the Plan and ensuring that personal behaviours and team decisions are compatible with the spirit and intent of the Plan.

10. Reporting requirements

DTET will produce an annual report on its waste management activities in accordance with the Act (section 148).

11. Information about continuous improvements in waste management

DTET is committed to continuous improvement in waste management and will refresh the action plan annually over the lifecycle the Plan. Where targets have been met or exceeded the department will develop new targets to further improve outcomes in waste reduction. DTET will report annual waste management achievements to the Audit and Risk Committee to provide governance and assurance of activities and garner insights for how performance and targets may be improved

12. Data collection considerations

While the Department currently has developed a reasonably good understanding of the types of waste generated from its operations, better information can be collected on the volumes of the waste types. A major issue facing the accurate reporting of waste is the quality of available data.

The current practice at most sites is to record the quantum of waste collected through the number of 'lifts' of particular sized bins by the waste service operator. This provides volumetric data, which is then converted to weight-based data. For instance, each lift of a 240-litre bin is recorded as a volume of 0.24 cubic metres with a weight of 65 kilograms, irrespective of the fullness of the bin or density of the waste material.

Recent analysis of government office waste data suggests that there is considerable variability between sites, which may result in over-servicing at some sites and over-payment of the Waste Levy.

Several the Department's operations are based in multi-tenanted buildings. In general, waste is managed for the whole building at these sites. It can therefore be difficult to ascertain an individual tenant's contribution to the waste generated in the building. For each multi-tenanted location, a decision will have to be made on the appropriate determination of the Department's proportion of the total amount of waste generated. Waste audits of the Department's waste generation may be required to improve the granularity of data.

The detailed information that can be obtained from audits can also be used to accurately determine the effectiveness of any waste reduction and recycling activities. For instance, the Department may decide to implement waste reduction and recycling activities targeting reduced office paper waste generation at a specific location. By relying solely on "whole-of-building" data, the Department will not be able to measure the effectiveness of the waste reduction and recycling activities on its own operations, since the data on the improvement effort will be diluted in total volumes.

Due to the size of our department and frequent MOG changes, our data reporting and datasets may occasionally be impacted. Depending on the scale of these changes, our results in relation to the Waste Management Resource Recovery Strategy targets could be significantly affected.

13. Action Plan

The DTET Action Plan 2025-29 is based on four main strategies:

1. waste avoidance
2. waste management to improve reuse and recycling
3. waste reduction
4. planning, evaluation and reporting

The DTET Action Plan 2025-29 includes specific KPIs and delivery deadlines supporting the overarching Waste Reduction and R

14. Review

The Department will Ensure Waste Reduction and Recycling Plan is reviewed at least every three years and Action Plan reviewed annually.

Waste Reduction and Recycling Action Plan 2025-2029

Ref	Lead Area	Action	Waste Type	KPI/Measure/Outcome	Target date
1. Waste Avoidance					
1.0	Corporate Services	Reduce: - reliance on and consumption of paper - delete any pages of printing not required through 'Follow-me-print' - provide staff with the functionality and capability to transition from paper or digital information and records management - continue ongoing support to the department to utilise Microsoft 365 collaboration and tools Reuse: - encourage staff to reuse scrap paper Recycle: - dedicated secure recycling bins available to all staff to encourage the recycling of printed material.	Office waste (paper)	Reduce printing and photocopying by 1 per cent per annum	Annually by 30 June 2029
2. Waste Management to improve reuse and recycling					
2.1	Corporate Services (Lead for all divisions)	Liaise with waste collection contractors to encourage phase-out of volumetric based data and adoption of weight-based data.	Office waste (data quality)	Weight-based data provided for all DTET sites (except where a Local Government-only service is available)	Ongoing
2.2	Corporate Services (Lead for all divisions)	Develop strategies to improve access to data from confidential waste service providers across DTET portfolio	Office waste (Confidential waste)	Conduct annual audits of the confidential waste contractor	Ongoing
2.3	Corporate Services (Lead for all divisions)	Ensure the proper disposal of ICT assets, including printers, screens, laptops, tablets, and PCs.	E-waste	Number of items sent for disposal that are classified as e-waste	Ongoing

Ref	Lead Area	Action	Waste Type	KPI/Measure/Outcome	Target date
3. Waste Reduction					
3.1	Corporate Services (Lead for all divisions)	<p>Reduce:</p> <ul style="list-style-type: none"> - amount of stationery ordered by central team members who collate and review requests from individuals to be considered - team members encouraged to minimise stationery use. <p>Reuse:</p> <ul style="list-style-type: none"> - reuse old binders, stationery, file folders, report covers and the like, where possible <p>Recycle:</p> <ul style="list-style-type: none"> - ensure recycling bins for various types of stationery (paper, plastic etc.) are available for all staff. 	Office waste (Stationery)	Annual reduction in stationery uses by 1 per cent	Ongoing
3.2	Corporate Services (Lead for all divisions)	<p>Reduce:</p> <ul style="list-style-type: none"> - crockery, glasses, cutlery provided to minimise single use items in kitchens - electronic activities are encouraged to reduce waste - bins not supplied at individual desks to reduce waste - staff awareness programs to understand recycling options. - staff are encouraged to purchase products and services which have less impact on the environment and human health, where possible. <p>Reuse:</p> <ul style="list-style-type: none"> - staff are encouraged to reuse materials - repurpose furniture. <p>Recycle:</p> <ul style="list-style-type: none"> - ensure recycling bins are provided at the department's locations - include co-mingled recyclables, battery and toner recycling options and secure paper recycling bins. 	Office waste (Other)	60 per cent of waste is recycled	Ongoing
4. Planning, evaluation and reporting					
4.1	Corporate Services	Ensure Waste Reduction and Recycling Plan is reviewed at least every three years and Action Plan reviewed annually	Not applicable	Plan reviewed (3 yearly) / Action Plan reviewed (annually)	June 2027
4.2	Corporate Services	Report progress against the Waste Reduction and Recycling Plan annually	Not applicable	Reporting completed (annually)	Annual

Ref	Lead Area	Action	Waste Type	KPI/Measure/Outcome	Target date
4.3	Corporate Services	<p>Increase awareness by actively promoting waste reduction and recycling initiatives across the department, including:</p> <ul style="list-style-type: none"> - develop and implement a targeted education campaign to raise the awareness of waste management - work with divisions to identify specific waste streams and, where practicable, develop quantifiable measures for waste generated, recycled, or disposed of (particularly non-office waste), with a view to establishing initiatives, baselines and future targets - refresh signage undertake internal communications. 	Not applicable	Improved quantifiable measure of waste streams identified / implemented	Ongoing