

Waste Reduction and Recycling Plan

Promoting waste avoidance and reduction 2025 to 2030



Contents

Introduction	1
Scope	1
Objective.....	1
Definition of Waste	1
Waste generated from PSC activities	1
PSC’s approach to waste management	2
Roles and Responsibilities	3
Managing our waste	3
Avoid/Reduce	3
Recycle/Reuse	4
Dispose	4
Reporting.....	4
Approval	4
Appendix A – PSC Waste Management Initiatives	5

Introduction

The Public Sector Commission (PSC) Waste Reduction and Recycling Plan 2025 to 2030 (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 agency-wide issues of 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.

Objective

The Plan provides the framework and direction the 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

Section 8AA of the Act defines waste to include anything that:

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

Waste generated from PSC activities

The PSC has approximately 80 staff members working on Level 27, 1 William Street, Brisbane. The PSC shares the level 27 tenancy with the Department of State Development, Infrastructure, Local Government and Planning, and as such does not have complete control over the waste and recycling methods and habits for level 27. The 1 William Street building (1WS) is a five Green Star Office Design Rating (V3) and a five Star NABERS Energy Rating.

The majority of PSC's waste is generated from office-based activities. Annual waste and recycling data is reported to the Department of Environment, Tourism, Science and Innovation by September each year.

The types of waste generated include:

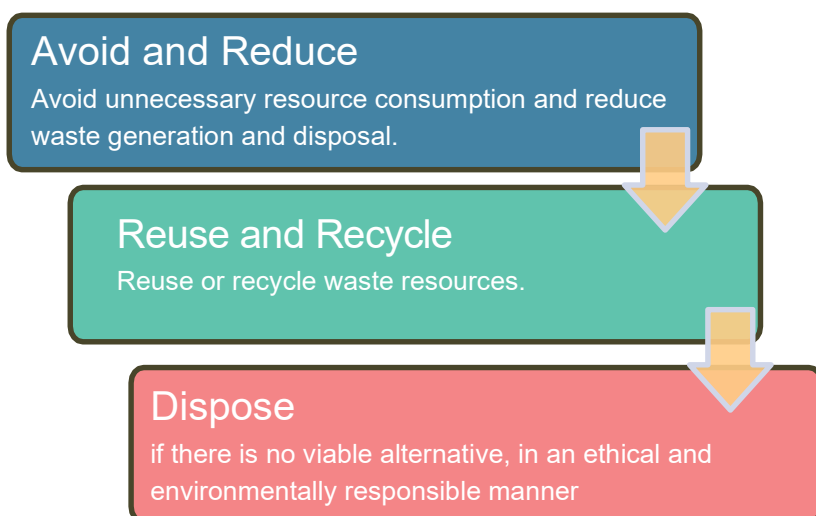
Paper	Outdated publications, corporate letterheads, printed copies, confidential documents
Co-mingled	Plastic bottles and containers, milk and juice cartons, glass bottles and jars, aluminium and steel cans.
General waste	Items that will be landfill and not recyclable.
Cardboard	Cardboard boxes.
Toner 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

The 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:



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 (GBS) team are the PSC's waste champions and actively work to promote waste awareness and measure the effectiveness of the Plan. GBS 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

- Public Sector Commissioner
 - Sponsor for waste reduction and recycling activities.
 - Setting of waste and recycling targets.
- Director, Governance and Business Services
 - 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
 - Participate in the waste reduction and recycling activities outlined in the plan.

Managing our waste

Avoid/Reduce

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

Paperlite:

- Reduce PSC's reliance on, and consumption of, paper whilst ensuring information can be managed in sustainable and compliant ways.
- Reduce printing requirements such as printing double sided and in black and white.
- 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.

Other initiatives include:

- Scanning policy – to support and manage the early destruction of temporary original paper records, where appropriate. 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.
- Embed a waste reduction culture – encourage the PSC to embrace waste reduction and recycling. For example, using re-usable coffee cups for the coffee machine and the coffee shop located in 1 William Street.

Recycle/Reuse

The PSC will work closely with JLL to continue to develop, improve and refine existing recycling initiatives.

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

When ordering stationery, the PSC will purchase recycled products and environmentally friendly products where possible. For example, recycled paper notebooks and biodegradable wipes.

Dispose

The 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.

See appendix A for PSC Waste Management Initiatives.

Reporting

PSC will meet annual reporting requirements for waste planning and reporting under section 148 of the Act.

Approval

Approved by the Public Sector Commissioner on 05/08/2025 and will be reviewed on 01/08/2030.

Appendix A – PSC Waste Management Initiatives

	Avoid/Reduce	Recycle/Reuse	Dispose	Targets
Paperlite plan	<ul style="list-style-type: none"> • Reduce reliance on and consumption of paper • Print double sided where possible • Store documents electronically 	<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.
Secure desk policy	<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"> • Dispose of any unwanted materials not able to be recycled 	<ul style="list-style-type: none"> • Reduce adverse findings by 5% per annum when conducting Clear desk/security audits
Technology	<ul style="list-style-type: none"> • Embrace technology to improve productivity through increased use of mobile devices • Educate staff in the use of technology and technical solutions • Continue training to increase use of the Records Management system (TRIM) • Purchase 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

	Avoid/Reduce	Recycle/Reuse	Dispose	Targets
Embed a waste reduction culture	<ul style="list-style-type: none"> • Encourage and support Paperlite behaviours by using an electronic environment • Bi-monthly clear desk audit to support the Secure Desk Policy and to reduce the accumulation of paper. • Educate staff on after-hours procedures for lighting and air-conditioning to reduce energy consumption 	<ul style="list-style-type: none"> • Increase staff awareness on sorting general waste, recycling and organic to avoid contamination. • Encourage staff to utilise existing recycling containers for used batteries, paper, cardboard and toner cartridges • Purchase recycled products • Purchase environmentally friendly products 	<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 • Annual reminders on waste reduction and recycling initiatives • Ensure waste reduction and recycling initiatives are maintained on the intranet
Avoid storing excess stock	<ul style="list-style-type: none"> • Avoid storing excess stationery and products • 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"> • Encourage the use of partly used, and reusable stationery where possible. • Review stock bi-annually and recycle stock not being used. 	<ul style="list-style-type: none"> • Review stock bi-annually and dispose of stock not being used if it cannot be recycled. 	<ul style="list-style-type: none"> • Only retain stationery and products regularly used.
Energy conservation	<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

