

Department of Justice and Attorney-General

Waste Reduction and Recycling Plan 2023-2026



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1. Executive Summary

The Department of Justice and Attorney-General (DJAG) is committed to using resources efficiently and minimising waste. As a large and diverse organisation, the department generates different types of waste in providing services to Queensland. Avoiding or reducing this waste, or recycling it where possible, is a high priority.

2. Introduction

The DJAG Waste Reduction and Recycling Plan 2023-2026 (the DJAG plan) has been developed in accordance with Queensland's [Waste Reduction and Recycling Act 2011](#) (the Act). The Act requires all government departments to have a waste reduction and recycling plan addressing:

- ♻️ waste reduction and recycling targets
- ♻️ actions to improve waste reduction
- ♻️ management and monitoring of performance
- ♻️ information about achieving continuous improvement in waste management.

The DJAG plan aligns with the [Queensland Government's Waste Management and Resource Recovery Strategy](#) (the Strategy) which provides the strategic framework for Queensland to become a zero-waste society, where waste is avoided, reused and recycled to the greatest possible extent. The Strategy's priorities guide the transition to a more circular economy, reduce the amount of waste disposed of to landfill and provide a more sustainable source of end-of-life products and materials to create new products.

The Strategy lists the following targets to support the Strategy's vision, drive market growth and deliver benefits associated with improved waste management:

Targets for 2050

- 25% reduction in household waste
- 90% of waste is recovered and does not go to landfill
- 75% recycling rates across all waste types

Three strategic priorities have been identified to help drive a fundamental shift in the way waste is managed in Queensland and support the transition to a zero-waste society:

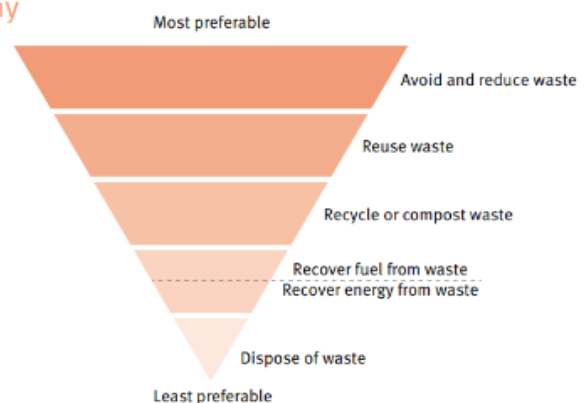
- ♻️ **Reducing** the impact of waste on the environment and communities.
- ♻️ **Transitioning** towards a circular economy for waste.
- ♻️ **Building** economic opportunity.

The DJAG Plan also takes into consideration the [Queensland Organics Strategy and Action Plan](#) which sets out the key strategies for avoiding, diverting and recycling organic and food waste product streams in Queensland.

The DJAG Plan sets the overall direction for waste management within the department for the period 1 July 2023 to 30 June 2026 and addresses issues around waste reduction and recycling from an agencywide perspective. It replaces the *DJAG Strategic Waste Reduction and Recycling Plan 2019-22*.

Figure 1. Waste and resource management hierarchy

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. The options of fuel production, energy production or disposal should be reserved for residual waste that is unsuitable for higher order options. The hierarchy shapes the Strategy's priorities and provides the basis for the development of actions.



3. Scope

The plan addresses the types of waste generated through DJAG’s business activities and specifies a range of initiatives to help improve the way the department manages and reduces waste.

This plan focuses on waste management activities for operations controlled by the department. This includes:

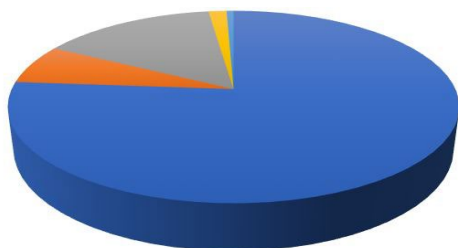
- ♻️ Activities of staff and other processes associated with performing department operations
- ♻️ Economy of operations, including energy efficiency, energy conservation, and the management of waste generated in the process.

The plan does not include waste management activities for operations outside of the department’s control, such as:

- ♻️ Construction and maintenance of DJAG courthouses and fit out of office spaces. DJAG engages the Department of Energy and Public Works (DEPW) to perform these works under managed construction and maintenance contracts.
- ♻️ Maintenance of the DJAG vehicle fleet - DJAG leases QFleet vehicles, which are managed by established external service providers. National product stewardship measures are in place for the two key waste streams emanating from the vehicle servicing trade; used oil and tyres.

4. Waste generated by DJAG

DJAG’s staff perform mostly office-based functions. Office-based activities generate a number of typical waste streams, including paper, cardboard, stationery, e-waste and kitchen waste.



■ Landfill ■ Co-mingle ■ Paper/cardboard ■ Organic ■ Confidential

DJAG waste data is helpfully provided by DEPW in the *Annual Agency Office Waste Report 2022-23*. This data was collected from a sample* set of DJAG buildings and provides a snapshot of waste

generated through the following waste streams for 2022-23*:

♻️ Landfill	128.0 tonnes
♻️ Co-mingle	11.2 tonnes
♻️ Paper/cardboard	25.1 tonnes
♻️ Organic**	2.6 tonnes
♻️ Confidential**	0.5 tonnes

*Data is a sample of DEPW managed sites, covering around 60% of the managed office space.

**Confidential and organic wastes only in a limited number of the sample sites

In 2022-23, **23.5%** of DJAG’s waste was diverted from landfill, which is an improvement on the 2021-22 figure of 23%. Through this plan, DJAG is developing strategies to further increase the amount of waste diverted from landfill.

5. DJAG’s approach to waste management

The DJAG plan considers the *waste and resources hierarchy* (Figure 1, previous page) when developing actions and targets. It provides a clear order of preference for waste and resource management activities. The first priority is to avoid and reduce waste, followed by reuse, recycle and dispose. Prioritising waste reduction and recycling practices in accordance with the hierarchy will enable DJAG to achieve a better environmental outcome.

Source: [Waste Management and Resource Recovery Strategy \(www.qld.gov.au\)](http://www.qld.gov.au)

Our approach to improve waste management, consistent with that of most agencies and organisations, is to **reduce, re-use and recycle**, informed by the following strategies, as outlined in the lead agency’s (DEPW) plan, the [EPW Waste reduction and recycling plan](#):

- ♻️ waste avoidance through procurement
- ♻️ waste avoidance through operations
- ♻️ waste management to improve reuse and recycling, and
- ♻️ planning, evaluation and reporting

These waste management initiatives will assist DJAG in monitoring its waste management activities and are contained in the action plan.

Waste reduction can only be achieved with staff participation and DJAG is committed to encouraging and motivating staff to actively participate in waste management activities through regular education programs and diligence.

6. Significant new opportunities

6.1 DJAG Sustainability Working Group



The DJAG Sustainability Working Group (SWG) is made up of DJAG staff from across the State, with a vision to create a sustainable workplace where ecological impact is an important consideration in day-to-day workplace practices, with the aim of minimising the need to use natural resources and the creation of an environment where people and nature can thrive together. The SWG was established to explore options such as:

- ♻️ identifying environmentally friendly practices for the workplace
- ♻️ establishing a baseline of identified activities to measure green benefits and or associated savings and
- ♻️ implementing environmentally friendly strategies where suitable.

The SWG supports and enables delivery of the strategies and actions in the DJAG plan.

6.2 State Law Building (SLB) refurbishment

The SLB refurbishment project, running from 2022 to 2026, and including the full refurbishment of 25 office floors, presents opportunities to improve waste management through the following initiatives:

- ♻️ Transitioning to **paper-lite**
 - Planning for each floor move will include a concerted effort to dispose of, or archive as much paper material as possible. At the same time, staff will be informed that paper storage areas will be reduced in their new location, and business units will be encouraged to use this move as an opportunity to begin using new paper-lite processes, including not only storing less paper on site, but generating less paper overall.

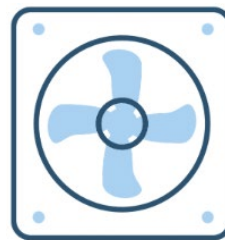
♻️ LED lighting

- DJAG has instructed the project architect to specify energy-efficient luminaries, in place of the existing fluorescent lighting matrix. This will achieve significant avoidance of energy consumption on all 25 floors, ongoing.



♻️ Smart air-conditioning and lighting

- The project architect has specified new, more energy efficient and intelligent air conditioning systems, lighting systems, and building management controls, which can vary air supply and lighting around the perimeter of each floor, depending on time of day and radiant heat and light from outside the building.



7. Reporting

DJAG produces an annual report on its waste management activities in accordance with the requirements of the Act.

8. Review










In accordance with the Act, DJAG will review this Plan every three years to determine the effectiveness of the strategies and need for modification. The next review is due in August 2026.










In addition, DJAG will maintain an internal review process aiding continuous improvement in its waste management, fostering a departmental culture that goes beyond legislative compliance.



9. Action plan

The action plan lists proposed changes to old technology and existing waste management practices to **reduce, re-use and recycle**.

Waste avoidance through procurement			
Strategy or Initiative	Lead Business Unit	Target / KPIs	Target Date
1. Ensure that DJAG's purchasing procedures comply with the relevant sections of the new Queensland Procurement Policy 2023 (commenced 1 June 2023).	Financial Services (Procurement Unit)	 Documented actions or procedures to ensure compliance.	30 Jun 24
2. Replace all office lighting within SLB with more sustainable (long-lived and less toxic) alternatives, such as smart adaptive LED lighting controlled by a new Building Management System (BMS) to reduce energy waste.	Facilities Services	 State Law Building fully fitted with adaptive, efficient LED lighting, controlled by a new BMS which responds to sensors monitoring radiant external light and heat.	30 Jun 26
Waste avoidance through operations			
3. Monitor and benchmark electricity usage in departmental buildings to identify and act on areas for improvement.	Facilities Services	 Data consolidated from eight new courthouse solar installations into DJAG Waste Management Report.  Sustainability Audit of Courthouses completed, identifying further opportunities for avoidance of energy waste at Rockhampton Cairns, Mt Isa, Mackay Maroochydore.	Ongoing / monthly 31 Mar 24
4. Install Solar Energy panels on courthouses where appropriate.	Facilities Services	 Up to five further courthouses fitted with solar PV generation.	30 Dec 25
Waste management to improve reuse and recycling			
5. Ensure that DJAG's obsolete electronics (mobile phones, screens, printers etc.) are recycled where possible.	ITS	 Figures on electronic re-use or recycling percentages and included in DJAG Waste Management report to DES.	31 Aug 24
6. Investigate feasibility of managing organic waste streams in DJAG office accommodation (i.e. organic waste bins), including support for education and behavioral change across DJAG in accordance with the Queensland Organics Waste Strategy and Action Plan .	Facilities Services DJAG SWG	 "Organics" as a standing item on DJAG SWG meeting agenda.  Feasibility report completed and recorded in DJAG Waste Management Report.	30 Oct 23 30 Jun 24
7. At DJAG sites where DEPW do not manage cleaning contracts, seek to require suppliers to measure and report on volumes of waste generated, recycled and disposed of in our courthouses.	Facilities Services, in collaboration with Justice Services, and Courts Procurement	 Record DJAG sites where recycling is not occurring and draft a plan to improve uptake.	30 Aug 24

Reporting and promotion			
<p>8. Develop an educational program and/or guidance documents (in consultation with the SWG) for departmental staff which includes:</p> <ul style="list-style-type: none"> – information on how DJAG manages waste and the relevant legislative requirements; – promotion of successful DJAG achievements relating to resource use/waste management; – educational material relevant to energy saving measures; and – access to the DJAG Plan. 	P&E and SWG	 Information on the DJAG intranet regarding waste recycling bins → Waste bins in SLB .	30 Oct 23
		 DJAG Waste Management plan on Intranet.	30 Oct 23
		 DJAG intranet page updated with information and details about sustainability and sustainable practices.	30 Mar 24
		 Sustainability posters in SLB lift foyers and posters in courthouses and other buildings.	30 Mar 24
<p>9. National Recycling Week occurs from 13-19 November 2023 and is about giving communities the opportunity to increase their recycling knowledge, develop better recycling habits, and create trust in recycling.</p>	DJAG SWG	 SLB registered with Planet Ark 'Register My Workplace' to contribute to the national tally and help improve resources, in line with the recycling theme.	30 Oct 23
<p>10. Facilitate intra-departmental discussions regarding opportunities to implement and report on the DJAG plan.</p>	Facilities Services	 Opportunities identified to improve waste management in SLB and/or other buildings.	30 Dec 23
		 Re-use or re-home most of the furniture replaced during the SLB fit-out project.	30 Dec 25
<p>11. Ensure a progress report is produced for submission each year to DES.</p>	Facilities Services	 Annual report to be provided from the department to DES.	31 Aug 2024 - 26
<p>12. Ensure the DJAG plan is reviewed every three years and updated if required.</p>	Facilities Services	 Review and re-publish this plan by 2026.	30 Jun 26