



Waste Reduction and Recycling Plan 2025-2028



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Contents

Waste Reduction and Recycling Plan summary	1
Purpose	2
Scope	2
DPI waste profile	3
Queensland Government waste targets	3
Department waste targets and actions	4
Waste management and monitoring	4
Roles and responsibilities	4
Reporting	5
Waste reduction and recycling procedure	6
Avoid and reduce waste	6
Reducing general waste.....	6
Reducing organic and green waste	6
Reducing liquid waste	6
General environmental duty	6
Managing waste onsite.....	7
Site bin system	7
Staff involvement and education	7
Developing a Facility Waste Management Plan process	7
Step 1– Measure facility waste	7
Step 2– Reduce waste going to landfill.....	8
Step 3– Identify local collectors of recyclable materials	8
Step 4– Understand waste and recycling collection contracts.....	8
Step 5– Implement material collection systems at the facility.....	8
Waste management framework	9
Waste and resource management hierarchy	9
Circular economy and resource management principles	9
Supporting resources	11
Abbreviations, acronyms, and definitions	12
Approvals	12

Appendices

Appendix 1 – RACSI Chart of Roles and Responsibilities

Waste Reduction and Recycling Plan summary



Department of Primary Industries Waste Reduction and Recycling Plan 2025-28

Vision

The DPI *Waste Reduction and Recycling Plan 2025-2028* outlines the targets, actions, monitoring, management and reporting activities designed to contribute to the Queensland Waste Management and Resource Recovery Strategy targets.

The *Queensland Waste Management and Resource Recovery Strategy* targets for 2030 are:

- 80% waste diversion from landfill
- 80% recycling rates

Focus areas	1. Minimise waste generation to reduce environmental impacts and greenhouse gas emissions.	2. Maximise recycling, diversion, recovery and reuse opportunities.	3. Implement circular economy values by developing a waste reduction culture across DPI.
Targets	5% reduction in waste volumes to landfill each year.	5% increase in recycling and waste recovery volumes each year 5% increase in diversion waste volumes each year	Maintain less than 10% contamination rate each year (where data is available).
Actions	Establish consolidated waste accounts with commercial vendors	Establish minimum standards for waste and recycling at all DPI facilities.	Build a 'waste warrior' workforce that values waste minimisation.
	Progressively increase the number of DPI facilities in the annual waste reporting.	Introduce an accredited waste management framework to improve waste management practices.	Provide waste awareness and learning opportunities in various forms of communication.
	Improve data accuracy by introducing weighted waste data at large sites.	Analyse and review annual waste reports to determine areas of improvement and support.	Recognise innovative waste reduction practices that contribute to site efficiencies.

Roles and responsibilities



It is every staff member's responsibility to separate waste and provide input to enable waste reduction and recycling opportunities.



Facility/site management is responsible for ensuring waste management meets minimum standards at each DPI site by providing waste recycling and diversion opportunities, waste audits and reporting on waste volumes.



DPI Corporate coordinates waste management planning and reporting and implements department-wide reduction and recycling initiatives.

Waste Management Framework

DPI can reduce waste, emissions and pollution, and minimise volumes to landfill by transitioning to a circular economy.



DPI will use the waste management hierarchy to implement continuous improvement.

The plan covers :

- Waste management from 1 January 2025 to 31 December 2028.
- All waste types generated as part of DPI's service delivery and business operations
- All DPI worksites
- All staff, contractors and visitors to DPI sites.

The plan does not cover:

Waste generated outside DPI sites, such as satellite offices and staff travel or work from home.

Reporting

DPI's annual waste report, collated every financial year, will measure performance against the targets outlined in this plan, compared against the data used for the annual report for the financial year ending June 2024.

The *DPI Waste Reduction and Recycling Plan 2025-2028* details the implementation of this plan.

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Our values

Our values drive the delivery of our plan.



Purpose

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 that will contribute to the achievement of the statewide waste reduction, diversion and recycling targets set in the *Queensland Waste Management and Resource Recovery Strategy*.

The Department of Primary Industries (DPI) Waste Reduction and Recycling Plan 2025-2028 (the Plan) demonstrates our commitment to implementing efficient waste management systems, managing the environmental impacts from waste generated by departmental activities and transitioning to a circular economy. The Plan outlines the actions the DPI will take over the next four calendar years to contribute to three objectives:

1. Minimise waste generation to reduce environmental impacts and greenhouse gas emissions.
2. Maximise recycling, diversion, recovery and reuse opportunities.
3. Implement circular economy values by developing a waste reduction culture across DPI.

The purpose of the Plan is to provide guidance for the management of waste at all DPI sites in alignment with the objectives, targets and actions of the Plan. It provides processes, procedures and responsibilities to reduce the impacts of waste on the environment, contribute to waste targets and effectively manage the associated waste disposal costs.

Scope

The Plan applies to:






- Waste management from all business groups within DPI from 1 January 2025 to 31 December 2028
- Waste generated across all DPI worksites, including owned and leased sites. Sites include research facilities, offices, residences, camps, quarries, sheds, dips, field sites, helicopter landing sites, fire towers, boat ramps and vacant land.
- All waste types generated as part of DPI's service delivery and business operations.
- Permanent and temporary employees, trainees, cadets, volunteers, contractors, visitors using DPI facilities, and workers from other organisations occupying DPI space.

The Plan does not include waste management activities outside DPI sites, such as Queensland Government satellite offices and waste while staff travel for work or work from home.



DPI waste profile

DPI's functions and services generate a variety of waste streams, including:

	General waste	Non-recyclable waste to landfill – soft plastic packaging, non-recyclable plastics, uncontaminated laboratory waste, non-organic kitchen waste and general waste
	Green waste and Organic waste	Vegetation/ horticultural waste from agricultural activities, food waste from operational activities and food scraps from staff
	Recycling and Resource recovery	Batteries, cardboard, co-mingled recyclables, containers for change (bottles & cans), disposable cups, e-waste, fluorescent tubes, furniture, hard PET plastic, metal, office equipment, timber products, paper (including confidential), stationery, Styrofoam, toner cartridges and tyres.
	Clinical waste	Laboratory material, sharps, carcasses, animal waste, redundant lab chemicals and pathology
	Regulated waste	Machinery oil, chemicals, fertilisers, waste traps, sanitary and septic waste, biosecurity waste and contaminated water

Specific waste management plans are maintained at 22 DPI sites. The waste management plans capture waste management practices including waste streams, bin sizes and collection frequencies. An action of the Plan is to increase the representation of DPI sites with site-specific waste management plans.

Queensland Government waste targets

The Queensland Government has set long-term and interim targets for waste reduction, diversion and recycling to drive market growth and deliver the benefits associated with improved waste management.

The *Queensland Waste Management and Resource Recovery Strategy* outlines three strategic priorities for adopting the principles of a circular economy and zero-waste society:

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

In developing the Plan, DPI intend to work towards the 2030 waste diversion and recycling targets for the commercial and industrial (C&I) waste stream as indicated in red on Table 1.

Table 1 – Queensland Government Waste Targets

Stream	Baseline (2018)	2025	2030	2040	2050
Waste diversion from landfill targets (recovery rate as a percentage of total waste generated)					
Commercial and industrial (C&I)	47.3 %	65%	80%	90%	95%
Recycling rates (as a percentage of total waste generated)					
C&I	46.5 %	55%	60%	65%	>65%

Source: Queensland Waste Management and Resource Recovery Strategy

Department waste targets and actions

To achieve the state-wide targets listed in Table 1, DPI proposes the following departmental waste targets and actions.

Focus areas	1. Minimise waste generation to reduce environmental impacts and greenhouse gas emissions.	2. Maximise recycling, diversion, recovery and reuse opportunities.	3. Implement circular economy values by developing a waste reduction culture across DPI.
Targets	5% reduction in waste volumes to landfill each year.	5% increase in recycling and waste recovery volumes each year 5% increase in diversion waste volumes each year	Maintain less than 10% contamination rate each year (where data is available).
Actions	Establish consolidated waste accounts with commercial vendors. Progressively increase the number of DPI facilities in the annual waste reporting. Improve data accuracy by introducing weighted waste data at large sites.	Establish minimum standards for waste and recycling at all DPI facilities. Introduce an accredited waste management framework to improve waste management practices. Analyse and review annual waste reports to determine areas of improvement and support.	Build a 'waste warrior' workforce that values waste minimisation. Provide waste awareness and learning opportunities in various forms of communication. Recognise innovative waste reduction practices that contribute to site efficiencies.

Waste management and monitoring

DPI manages waste through a network of roles, responsibilities, processes and practices. The Plan sets the objectives, targets and significant actions to continuously improve waste management practices.

Roles and responsibilities

Waste management at DPI is every staff member's responsibility. Every DPI employee must contribute to achieving waste reduction, recycling and diversion targets and state-wide targets set by the *Queensland Waste Management and Resource Recovery Strategy*.

The product stewardship principle prescribes that there is a shared responsibility between all persons who are involved in the lifecycle of a product for managing the environmental, social and economic impacts of the

product. Therefore, it requires the effort of all staff to implement and support department-wide and local waste management initiatives.

Department-wide management of waste is coordinated through the DPI Corporate, Strategic Infrastructure Management (SIM) team. The team supports site management to implement department-wide and local initiatives, increasing the visibility of waste data internally through a waste reduction and recycling dashboard and coordinating and collaborating with other government agencies.

Facility/site management is responsible for maintaining a [Facility Waste Management Plan](#) to identify, improve and monitor facility waste and ensure the site meets the requirements of the Work Environment and Facility Standard Schedule. Facility/site management is also responsible for ensuring appropriate waste streams and collection frequencies, waste audits and assessment, and connection between waste and cleaning management.

Facility waste management plans should be reviewed at least every three years or as the result of staff feedback, incident investigation, improvement notice or substantial alterations in activities conducted at a facility.

Every six months site management are advised to carry out a waste assessment to measure and monitor waste separation and generation and the environmental risks associated with the storage and disposal of waste streams. Regular waste assessments inform improved waste management, waste reduction strategies and the overall success of the Facility waste management plan. Information gathered from facility waste assessments will contribute to DPI's annual State Entity waste report and DPI's performance in achieving the waste targets of the Plan.

It is recommended that facility managers conduct visual inspections across the facility at least every six (6) months to identify any potential waste management issues. Inspections should be conducted in consultation with Waste Management Champions (WMC). Any actions identified during site inspections should be recorded on the [Facility Waste Management Inspection report](#).

Program and project managers should integrate waste reduction and recycling efforts into their work programs at DPI sites, ensuring that these practices align with the objectives of the Waste Reduction and Recycling Plan.

For leased sites, DPI works with lessors and other third parties to implement effective waste management, reduction and recycling.

The RACSI chart in Table 3 (Appendix 1) represents the actions required to achieve the objectives of the Plan and which parties are responsible for delivering each task. Table 2 in Appendix 1 shows the definitions of RACSI terms.

The Waste Management Working Group, comprising of facility managers and site management staff from each business group, aims to share good practices and novel waste management approaches across the Department. SIM coordinates the group which meets semi-regularly to facilitate data collection for the annual report and discusses challenges and opportunities in continuous waste management improvement.

Reporting

As the Act requires, DPI will report our waste volumes annually at the end of every financial year. The annual report will include waste data representative of DPI's activities and sites within the financial year. The annual report will be the mechanism through which the achievement of the Plan targets will be evaluated.

The annual report will serve as an audit of waste reduction and recycling activities and performance. A review of the annual report will enable DPI to adjust practices and implement further controls to improve waste management across the organisation.

Waste reduction and recycling procedure

Avoid and reduce waste

The most effective way to reduce waste is to generate less. Waste prevention offers the greatest environmental benefits and cost savings.

Waste prevention and recycling programs can be significantly improved by actively engaging and educating employees and identifying markets for recovered materials.

Reducing general waste

Disposal of waste to landfill should be a last resort. To reduce the amount of general waste generated at each DPI site waste should be seen as a resource. Business Groups are encouraged to identify ways of reducing, recycling and recovering waste using a circular economy's waste and resource management hierarchy and principles. Further information about this waste management framework is detailed on page 8 of the Plan.

Staff are encouraged to adopt sustainable procurement practices, including:

- Buy materials with minimum packaging
- Purchasing recycled products, such as recycled printing paper
- Avoid over-ordering
- Stockpile and reuse products on site
- Recycle products off site or return them to the supplier

Refer to the [Queensland Government sustainable procurement product guides](#) for the sustainable procurement of business machines, cleaning services, computer products and office paper.

Reducing organic and green waste

To manage the amount of organic and green waste generated on site, facilities are encouraged to set up organic food waste separation and divert green waste from landfill by chipping, mulching, composting and reusing the organic and green waste on site or sending to an off-site compost facility where possible. Organic and green waste recycling facilities must be kept in a condition that does not create a dust or odour nuisance to the surrounding environment.

Reducing liquid waste

To manage liquid waste, facilities should only discharge clean water into stormwater. Where possible facilities should avoid generating any dirty water and where possible reuse grey water for irrigation. Facilities must ensure that any waste stored for reuse, recycling or disposal is kept in a way that does not pollute the surrounding environment. Storage of liquid waste such as tanks, grease traps or sumps must be maintained to avoid any linkage, overflow or runoff entering waterways.

General environmental duty

Under section 319 of the *Environmental Protection Act 1994*, all persons must fulfill their 'general environmental duty'. This means that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonably practicable measures to prevent or minimise the harm. All DPI staff have an obligation to manage site waste safely and avoid undue harm to other people and the environment.

Records of all waste disposal must be kept on site. Any disposal of waste that is deemed regulated must be managed in accordance with Schedule 9 of the Environmental Protection Regulation 2019, the Waste Reduction and Recycling Regulation 2011 and the Act.

Managing waste onsite

Waste will be separated and / or stored onsite for re-use and recycling. Facility Managers are responsible for ensuring minimal waste creation and maximum reuse and recycling by:

- Creating a separate area or bins set aside for sorted waste.
- Clear signage of waste areas.
- Engagement of a specialised waste management contractor(s).

Site bin system

Removing bins from under desks has been proven to increase recycling rates. Individuals become more conscious of what they are throwing out and it reduces plastic bin liner use and contractor cleaning expenses.

Centralised bin stations should be established to manage co-mingled recyclables and waste as a minimum. Through the regular waste assessments Facility Managers will be able to determine and introduce different recyclable bins to further support the waste separation. Materials collected for recycling may include:

- **Paper and cardboard** – paper, flat cardboard and fresh cartons.
- **Confidential waste** – disposal of confidential documents.
- **Containers** – aluminium, glass, plastic, steel and beverage containers ([Containers for Change](#)).
- **Green waste** – Flowers, grass clippings, sticks, leaves, seedlings, fruit and vegetables.
- **Organic waste** – Fruit and vegetables scraps, meat and dairy, paper towels and tissues, eggshells, tea bags and coffee grounds.
- **Scrap metal, batteries, trickle tape, etc** – some items are collected by waste vendors or taken to waste transfer stations to be recycled.

Different material recycling options can be found on [Planet Ark - Business Recycling](#) or [Recycle Mate](#).

Staff involvement and education

Facility Managers are to ensure waste minimisation is part of the site induction program for new staff and visitors. Individuals are responsible for ensuring that waste materials go into the correct bins.

Waste Management Champions (Champions) from workplaces across the state are encouraged to share best practice waste management ideas. Champions can assist by putting up signage in the office or around the floor, alerting staff to any changes in waste and recycling procedures and assisting staff if they need help to dispose of or recycle items.

Developing a Facility Waste Management Plan process

Step 1– Measure facility waste

For a quick visual waste assessment, go around to all the bins presented for collection just before the collection truck arrives and see how full they are. Do not worry if there are different sized bins; simply note down the sizes, an estimate of how full they are, and how often the waste is collected. Taking photos of the bin contents at the time of collection can assist in visually sorting and finding ways to reduce waste.

For example, there might be a standard domestic 240L wheelie bin that is 50% full and collected once a week, equalling 120L of waste per week.

Once the waste information has been collated, the quantity of waste material produced at the facility within a given time frame will be known.

Step 2– Reduce waste going to landfill

Identify options to:

- **Reduce**– can waste be avoided or reduced through the way the facility obtains goods and services or by changing the way it operates?
- **Reuse**– does another local business have a use for the waste materials you produce?
- **Recycle**– what materials can be targeted for recycling?

Step 3– Identify local collectors of recyclable materials

The most suitable waste and recycling collection contractors can be identified by knowing the types of materials that can be diverted from landfill and how much of each material facility produce over a given period.

Planet Ark's [business recycling directory](#) lists private and local government recycling services (including collection, transport, or drop-off points) across Queensland and Australia. Easily find the recycling services by searching the type of material being recycled in the relevant location.

Step 4– Understand waste and recycling collection contracts

Try to secure the most appropriate collection arrangement for the recoverable materials produced. The first contact should be the current waste service provider who may be a private operator or the local council.

As part of investigating what can be recycled, also consider what impact the waste or recycling contract arrangements are going to have on the ability to recycle. For example, if the recycling is picked up fortnightly, ensure that the recycling bin is large enough to hold 2 weeks' worth of recycling or change the contract to have the bin picked up weekly.

Think about what the current contract offers and how this may affect the waste and recycling practices. Seek to obtain weighted waste data from waste vendors to enable more accurate waste volumes generated at the facility. Remember that a waste or recycling contract is a legal document and may require independent advice from the Strategic Infrastructure Management team or Corporate Procurement.

Queensland Government agencies can evaluate their waste management cost effectiveness by reviewing the [Waste Management Standard Offer Arrangement \(SOA\) via Queensland Health \(CSCSD111087\)](#) or request a quote from QBuild.

Step 5– Implement material collection systems at the facility

Each facility will generate different types of recoverable materials. The bins emptied into the collection truck, typically wheelie bins and bulk bins, may not be the same bins used for collecting the material around a facility. How materials are separated at a facility will be determined by how waste is collected.

For example, if the facility has separate paper or cardboard collection services, then paper and cardboard will need to be separated from other recyclable materials, preferably at the point where they are generated. This requires clear communication and signage to be available to staff, cleaners and, in some cases other tenants.

If the facility has other non-Departmental tenants with shared bins, communicate with other business owners to ensure waste is being sorted correctly.

Use [signage](#) to help the facility implement an effective recycling system.

Waste management framework

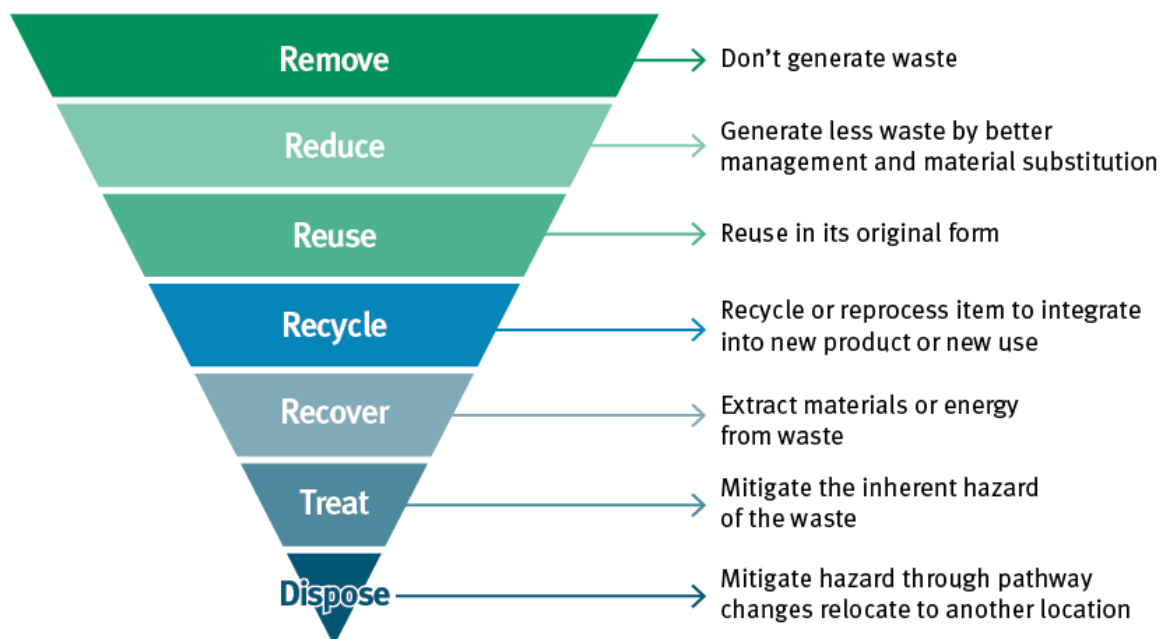
As required by the Act, DPI will consider the waste and resource management hierarchy, circular economy, and resource management principles as guiding frameworks to deliver the actions in the Plan.

Waste and resource management hierarchy

The waste and resource management hierarchy (Figure 1) sets the order of preference for options to manage waste. Where avoidance is not possible, options should be investigated for the reuse, and then the recycling of waste materials. As a next available option, waste could be used as a source of energy. Disposal of waste should be the last resort.

By encouraging reuse, recycling, and resource recovery, DPI can reduce the amount of waste that ends up in landfill.

Figure 1 – The waste and resource management hierarchy



Circular economy and resource management principles

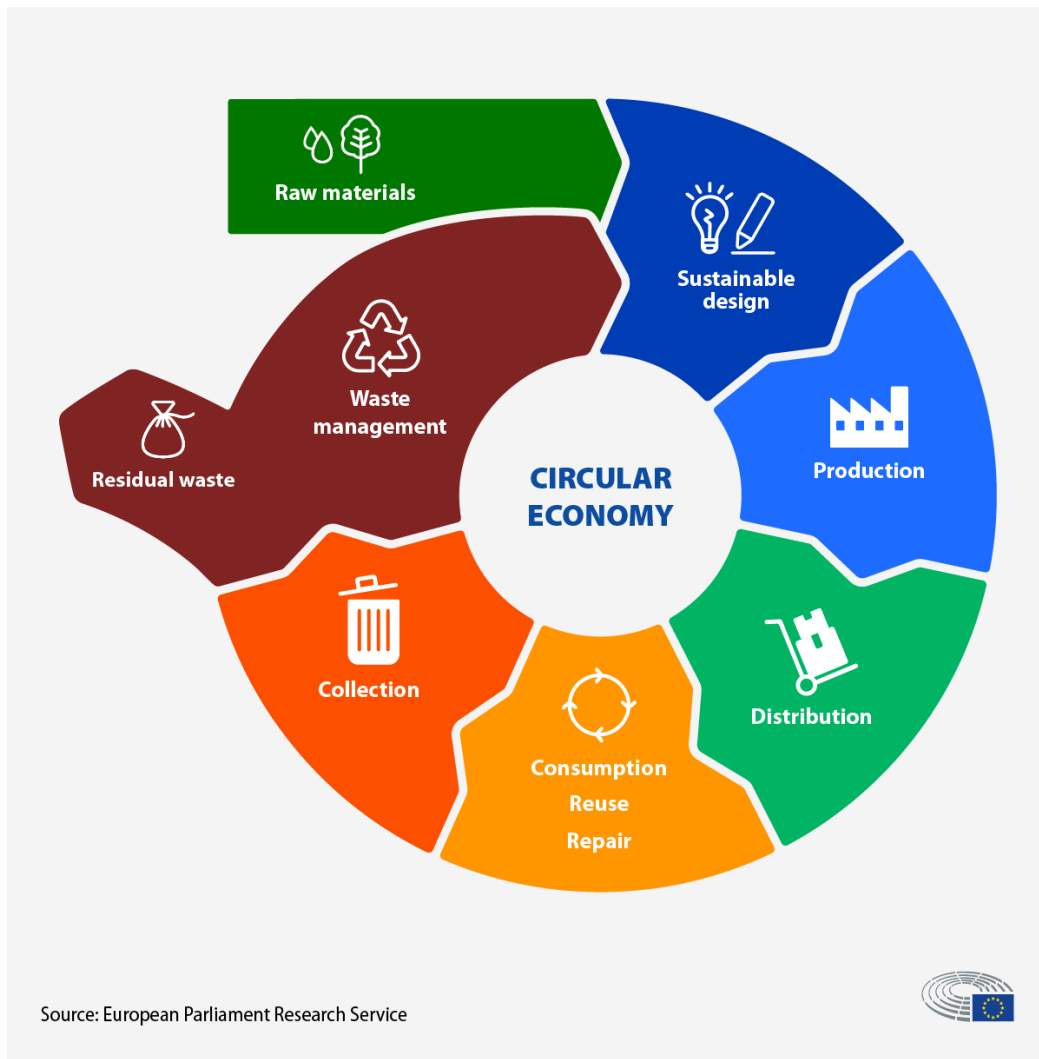
The circular economy is a system where materials never become waste and nature is regenerated. In a circular economy, products and materials are kept in circulation through processes like maintenance, reuse, refurbishment, remanufacture, recycling, and composting. Ellen MacArthur Foundation

According to the [Ellen MacArthur Foundation](#), there are three primary principles associated with the transition to a circular economy (Figure 2):

- Design out waste and pollution.
- Keep products and materials in use.
- Regenerate natural systems.

Only by integrating all three in a concerted approach can a fully circular economy be achieved.

Figure 2 – Transitioning to circular economy principles



By transitioning to a circular economy, DPI can reduce waste, emissions, pollution and minimise volumes to landfill, and develop a nature positive economy. DPI will also get more value out of the materials that are currently in our economy by using them again.

Supporting resources

Other documents that support the Plan and DPI's achievement of waste targets include:

Queensland legislation

- [Environmental Protection Act 1994](#)
- [Environmental Protection Regulation 2019](#)
- [Waste Reduction and Recycling Act 2011](#)
- [Waste Reduction and Recycling Regulation 2011](#)

DPI strategic policy

- [DPI Climate Strategy 2023-2032](#)
- [DPI Infrastructure and Assets Strategy 2022–2032](#)
- [DPI Outcomes Framework: Outcomes catalogue](#)
- [DPI Waste Reduction and Recycling Plan](#)

Queensland Government

- [Queensland Waste Management and Resource Recovery Strategy](#)
- [Queensland Resource Recovery Industries 10- year Roadmap and Action Plan](#)
- [Queensland Organic Strategy and Action Plan](#)
- [Queensland's Plastic Pollution Reduction Plan](#)
- [Respecting Country – A Sustainable Waste Strategy for First Nations Communities](#)
- [Regional Waste Management Plans](#) – some regional areas are still being published
- [Department of Transport and Main Roads – Waste 2 Resource calculator](#)

External resources

- [Planet Ark - Recycling Near You](#) | Waste management and recycling resources and material
- [Recycle Mate](#) | Waste and recycling by location
- [Recycle Smart](#) | Business and household recycling of soft plastics, textiles, e-waste and miscellaneous items



Abbreviations, acronyms, and definitions

Explains a word, statement or acronym which has a specific interpretation or application within the Plan, or which is not readily understood by the reader.

Term/acronym	Definition
Business group	A unit within the department that represents a separate area of operations or responsibilities e.g., Animal Science, Crop and Food Science, Biosecurity, Forest Products and Fisheries
Contractor	Not a departmental employee but someone hired to undertake certain duties – may include staff from an employment agency that has an arrangement with the department, visiting staff from a university or other third-party organisation or staff of a DPI tenant whilst located on a DPI site.
Department	Department of Primary Industries and includes all references of ‘the department’ or ‘departmental’ relates to the Department of Primary Industries (DPI) unless otherwise stated
Employee	Person engaged by DPI on a permanent, fixed-term temporary or casual basis
Site management	The DPI team or officer responsible for management of the site and/or facility. Also, referred to as the Facility Manager.
RACSI Chart	A RACSI chart or responsibility assignment matrix, is a tool that defines and clarifies roles and responsibilities to stakeholders for each task. It helps establish clear communication, improve decision-making, and ensure accountability for tasks or deliverables.
Waste Management Champions	Waste Management Champions are staff that support the facility waste management and recycling reviews and provide other staff with assistance if they need help to dispose of or recycle items.

Approvals

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Appendix 1 – RACSI Chart of Roles and Responsibilities

Table 2 – RACSI term definitions

Responsible	Responsible designates the task as assigned directly to this person (or group of people). The responsible person is the one who does the work to complete the task or create the deliverable. Every task should have at least one responsible person and could have several.
Accountable	The accountable person delegates and reviews the work involved in a project. Their job is to make sure the responsible person or team knows the expectations of the project and completes work on time. Every task should have only one accountable person and no more.
Consulted	Consulted people provide input and feedback on the work being done in a project. They have a stake in the outcomes of a project because it could affect their current or future work. Project managers and teams consult these stakeholders ahead of starting a task to get input on their needs and again throughout the work and at the completion of a task to get feedback on the outcome.
Supported	Supportive people can provide resources to the Responsible project team members. They are actively involved in working with the Responsible person to see the project through to completion. Supportive persons and Responsible persons both have the same goals to achieve.
Informed	Informed parties need to be looped into the progress of a project but not consulted or overwhelmed with the details of every task. They need to know what is going on because it could affect their work, but they are not decision makers in the process.

Table 3 – RACSI Chart – DPI Waste Management Roles and Responsibilities

	Activity	DPI/DG	SIM	Site Management	Climate Committee	Infrastructure & Assets Committee	Waste Management Working Group	QGAO owned sites	Other leased sites	QBuild	Waste Vendors	All DPI Staff	Program / Project Managers
Waste Reduction & Recycling Plan	Approve Waste Reduction and Recycling Plan and annual reports as required by <i>Waste Reduction and Recycling Act 2011</i>	A	R	C	C	C	C	C	I	I	I	I	
	Develop DPI waste reduction targets and standards and implement waste reduction & diversion programs and initiatives across DPI owned sites.	S	R/A	C/S	C/I	C/I	C	C	I	S	S	I	
Waste initiatives	Implement department-wide programs & initiatives to reduce and divert waste to meet the agreed targets.	S	R/A	R/C	C/I	C/I	C/S	S		S	S	S	S
	Run the Waste Management Working Group and engage other stakeholders to identify and implement waste and circular economy initiatives.		R/A	C	I	I	I	S	S	I	I	I	I
	Implement local programs & initiatives to reduce and divert waste, raise awareness and discuss waste management at site facilitative committees.	S	S	R	I	I	I	R/A	R/A	S	S	C/S	S
Waste management activities	Provide staff with information about good waste management practices and incorporate site waste awareness into the site induction program.	I	S/C	R/A	I	I	S/I	S/C	S/C	S	S	I	S
	Provide sites with suitable waste facilities, training and signage and arrange ad-hoc waste collections as required.		S/C	A	I	I	I	A	A	R	R	I	I
	Conduct regular waste audits of each site and use the waste hierarchy to find better waste diversion and recovery solutions.		S	R/A	I	I	C	R/A	R/A	S	S	I	
	Communicate any changes in waste system and report contamination issues to all relevant parties.		S/C	R/A	I	I	I	R/A	R/A	S/C	S/C	I	
	Manage site cleaning and waste contracts, and review and validate waste data to inform improved waste practices.		I	R/A	I	I	I	S	R	R	S		
	Educate cleaning staff on acceptance criteria for each waste stream.		C	R/A	I	I		R/A	R/A	S	S		
	Collect all waste and recycling bins presented for collection. Transport to appropriate waste facilities.		S	A	I	I	I	A	A	R	R		
	Provide waste data, including contamination rates where available.		S/C	A	I	I	C	S/C	S/C	R	R	I	
	Separate waste correctly into the waste streams provided.		S/C	A	I	I	S	S/C	S/C	S/C	S/C	R	R
	Consider and resource program / project related waste in line with the intent of this plan				C/S			I					