

Waste Reduction and Recycling Plan 2025–28

Vision

To make conscious waste decisions in our workplace by managing our resources effectively and reducing, reusing and recycling waste.




Our commitment

We are committed to reducing our environmental impact by encouraging staff to actively participate in the delivery of this plan. We will do this by raising awareness about the need for better waste management practices and ensuring staff have access to relevant resources.

Our approach

This plan aligns with the *Waste Reduction and Recycling Act 2011* (the Act) and is informed by the guiding principles of the Queensland Waste Management Resource Recovery Strategy.

Our implementation strategies

Objectives	Strategies	Targets
Avoid/Reduce 	<ul style="list-style-type: none"> Reduce consumption through our clean desk policy and 'born digital, stay digital' initiative. Explore ways to reduce waste, for example using compost bins. Conserve energy by limiting the use of air conditioning and lighting after hours. 	<ul style="list-style-type: none"> Reduce printing by 1% per annum Reduce electricity usage by 1% per annum
Recycle/Reuse 	<ul style="list-style-type: none"> Recycle paper using secure recycling bins. Recycle one-time use coffee pods. Divert waste from landfill by recycling electronic waste and using compost and organic waste collection bins. Raise awareness about better practice and innovative approaches for waste management. 	<ul style="list-style-type: none"> Increase recycling by 1% per annum
Dispose 	<ul style="list-style-type: none"> Dispose of waste in an ethical and environmentally responsible manner. Make a conscious effort to reuse and recycle. 	<ul style="list-style-type: none"> Reduce the volume of waste going to landfill by 1% per annum

IMPLEMENT

We will:

- support waste-reduction and recycling initiatives raised by building management
- comply with relevant statutory requirements.

MONITOR

We will:

- review implementation strategies each year to identify opportunities for improvement
- actively work with building management to measure waste output
- monitor performance against our targets.

REPORT

We will:

- prepare an annual governance submission for our Executive Leadership Team drawing on insights from the Queensland Government Accommodation Office's annual report
- meet annual reporting requirements under s.148 of the Act.

Our risks

Data does not accurately reflect our waste management practices resulting in an inability to accurately measure our performance.

Poor waste management practices may reflect negatively on QAO's reputation as an integrity body that should lead by example when it comes to managing resources efficiently.