

Administration Waste Reduction Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate, Governance & Strategy Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

South Burnett Regional Council ('Council') recognises that it is socially and environmentally responsible to appropriately reduce administrative waste by identifying and implementing organisational waste minimisation and recycling opportunities.

2. SCOPE

The policy applies to all Council representatives.

3. GENERAL INFORMATION

The waste and resource management hierarchy sets the order of preference for options to manage waste from avoiding, to re-using, recycling, recovering, treating and disposing of waste. The hierarchy is a tool to help decision makers prioritise administration waste management activities. Where avoidance is not possible, options should be investigated for the reuse, and then recycling of waste materials. As the next available option, waste could be used as a source of energy. Disposal of waste should be the last resort.

The table below details how Council will the hierarchy in managing its administration waste:

Management Option	Definition	Examples of activities that could be applied by Council representatives across Departments
Avoid	Avoid unnecessary resource consumption	Avoid the generation of paper waste by encouraging the increased use of digital technologies to enable access to information in electronic formats and using electronic copies (not hardcopies) of documentation.
Reduce	Reduce waste generation and disposal	Ensure all printers are set to double-sided printing as a default. Buy in bulk to reduce volume of paper and plastic packaging. Reduce the requirement (where appropriate) for hardcopy filing of departmental records through use of an electronic document and records management system ('ECM').
Reuse	Reuse waste resources without further	Review policies on the disposal of obsolete equipment with a focus on identifying alternative uses or users. Consider refilling stationery options such as pens, folders and diaries.

	manufacturing	
Recycle	Turning waste resources into similar or different products	Introduce organisation initiatives and increase Council representative awareness in order to maximise recycling opportunities.
Disposal	Dispose of waste only if there is no viable alternative	Ensure that organisation waste will only be disposed of in accordance with prescribed legislation.

The following resource management principles will guide the decisions we make in the management of Council's organisational waste:

Principle	Definition	Examples of activities that could be undertaken
The polluter pays principle	<p>All costs associated with the management of waste should be borne by the relevant budgets that generated the waste.</p> <p>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.</p>	<p>Educating Council representatives 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.</p> <p>This has an environmental cost as well as an added financial cost to the organisation.</p>
The proximity principle	Waste and recovered resources should be managed as close to the source of generation as possible.	Reviewing waste management arrangements to ensure that we use local service providers where possible.
The product stewardship principle	There is a shared responsibility between all Council representatives who are involved in the life cycle of a product for managing the environmental, social and economic impact of the product.	<p>Reviewing procurement procedures and practices.</p> <p>Printing only if intent is to retain the hardcopy indefinitely.</p> <p>Only consume stationery where there is a definite need.</p>

4. DEFINITIONS

Council representative means all Councillors and Council employees including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Asset Management Policy – Strategic014

South Burnett Regional Council Councillor Code of Conduct – Statutory001

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Procurement Policy – Statutory007

7. NEXT REVIEW

As prescribed by legislation or September 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	22 September 2021	2820844
2	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2820844


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Date: 7 June 2022

