

# Government office waste

Strategy and better-practice guide



Government of South Australia

Green Industries SA

## Waste management in South Australia

South Australia is recognised globally as a leader in waste management and resource recovery. The state government has operated as a catalyst in shaping this reputation with SA's waste and food waste strategies, phasing out single-use plastics, and providing directions for a transition to a circular economy.

More than 80% of all waste generated in SA is diverted from landfill disposal to better purposes through recycling<sup>1</sup>. This has been achieved through the inspired action of businesses, industry and the community, underpinned by investing in the resource recovery sector to build capacity, improve markets and assist the development of new products and skills.

By implementing this strategy and better-practice guide across office and administration facilities, the South Australian Government will lead by example.

### About this document

The *Government office waste: Strategy and better-practice guide* was prepared by Green Industries SA (GISA) and Rawtec Pty Ltd using data gathered from more than 100 state government department offices.

This strategy provides a framework for high-impact and specific action across the state government's main office and administration facilities. It establishes minimum-standard service levels for waste and recycling, along with objectives and targets, and provides guidance for implementing better-practice, focusing on 4 strategic initiatives.

### About Green Industries SA

GISA is an enabler and driver of change, supporting development of the circular economy through diverse collaborations and partnerships which improve productivity, resilience, resource efficiency and the environment.

[Learn more](#)

### About Rawtec Pty Ltd

Rawtec is an SA-based waste and resource management consultancy. The team includes specialists in waste and recycling, sustainability, engineering, economics and behaviour change.

[Learn more](#)

### Acknowledgements

GISA and Rawtec thank the government agencies involved in the review of waste and recycling systems, which have helped inform the development of this strategy, and look forward to seeing progress in implementation of the strategy to continue statewide leadership in waste and recycling practices.

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<sup>1</sup> *Circular Economy Resource Recovery Report 2021-22*

### Acknowledgement of country

We acknowledge the Traditional Custodians whose ancestral lands we live and work upon and we pay our respects to their Elders past and present. We acknowledge and respect their deep spiritual connection and the relationship that Aboriginal and Torres Strait Islanders have to Country. We also pay our respects to the cultural authority of Aboriginal and Torres Strait Islander people and their nations in South Australia, as well as those across Australia.

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# 1. Purpose

The South Australian Government is committed to leading by example and embedding better-practice waste and recycling management in its own operations. This strategy focuses on ways to improve waste and recycling systems across state government offices and administration facilities, as a foundation for building a culture of better-practice waste management and continuous improvement.

By implementing this guide, government can:

- reduce environmental impacts through better waste and resource use
- build on capabilities and capacity to increase the diversion of materials away from landfill, to better purposes
- reduce operating costs
- boost education and awareness of resource recovery culture, commitment, and leadership
- increase demand for services from the local resource recovery industry
- influence demand and innovation in reusable and recycled content products.

## 1.1. Why does waste management matter?

Improving waste management practices benefits our environment, economy, and community by:

- reducing the amount of material going to landfill and the associated greenhouse gas emissions
- reducing the use of virgin materials by capturing discarded materials for reuse and recycling
- minimising the costs of managing waste
- helping to grow the local circular economy, creating jobs and investment in SA.

## 1.2. How is the South Australian Government performing?

GISA commissioned a review of waste and recycling systems at the main state government office and administration facilities [those with 30+ full-time equivalent staff (FTEs)]. This included site visits and surveys. Information was gathered on 116 sites, comprising 99 sites in metropolitan Adelaide, and 17 sites in regional SA.

The review focused on the waste and recycling systems currently in place at each site and found:

- 48% had minimum-standard service levels in place to support responsible waste management
- 34% had better-practice waste and recycling services in place
- with small adjustments, many other sites could achieve minimum or better-practice waste management and recycling practices.

# 2. Guiding principles

## 2.1. Circular economy

The world economy is driven by an unsustainable ‘take-make-dispose’ approach. A circular economy is one where we use less natural and raw materials, keep products in use longer, and design out waste and pollution. It requires a continued effort to keep materials and resources in use, or ‘circulating’, for as long as possible.

Figure 1. South Australia's circular economy

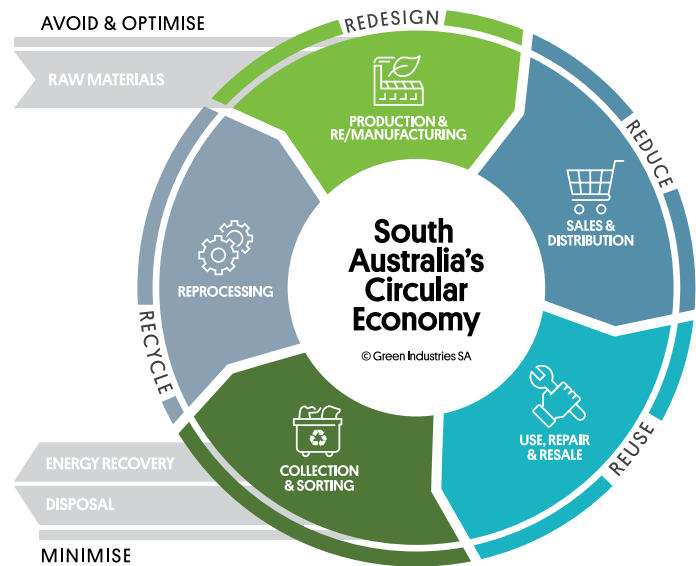
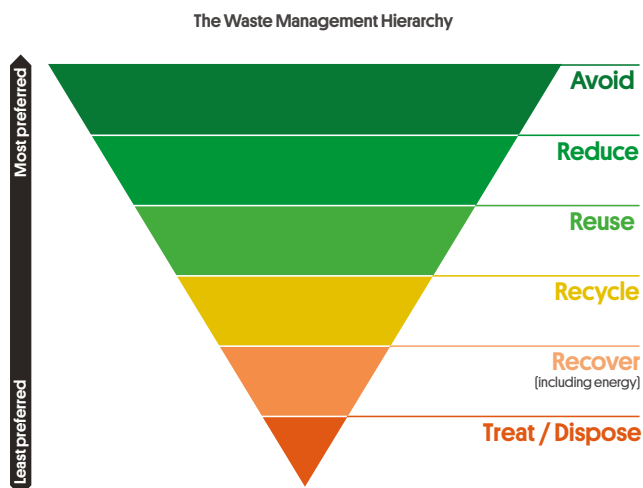


Figure 2. The waste management hierarchy



## 2.2. Waste management hierarchy

The waste management hierarchy (Figure 2) is a nationally and internationally accepted guide for prioritising waste management practices. It sets out the preferred order of waste management practices to achieve optimal economic, social, and environmental outcomes.

Avoidance and reduction sit at the top of the waste hierarchy, as it's always best to avoid creating waste in the first place or reduce what you can. Reuse is the next priority, extending the life of the product, followed by recycling for anything that can't be avoided, reduced, or reused. Recovery, treatment and disposal to landfill are the lowest priorities.

# 3. Policies and drivers

The following policies and drivers inform this strategy.

## 3.1. South Australian Government Climate Change Actions

South Australia has statewide goals to:

- reduce net greenhouse gas emissions by more than 50% by 2030
- achieve 100% renewable energy generation by 2030<sup>2</sup>
- achieve net zero by 2050.

The *South Australian Government Climate Change Actions* are practical actions for government to take that will drive progress towards state net zero emissions goals.

This guide addresses Action 7.5, to develop and implement a government waste strategy for offices that will improve recycling and waste management in South Australian Government premises, and thereby contribute to greenhouse gas emissions reduction.

Implementation of this guide is the responsibility of individual agencies and is required to fulfil Action 7.5.

[View the South Australian Government Climate Change Actions](#)

## 3.2. Supporting the Circular Economy: South Australia's Waste Strategy 2020-2025

*South Australia's Waste Strategy 2020-2025* focuses on supporting the transition to a circular economy – an economy that is prosperous and regenerative by design.

The circular economy involves redesigning systems and products so they can be shared, repaired, disassembled, and recycled to keep materials circulating through the economy at their highest value. The circular economy model is different from a 'take, make, dispose' economy that is wasteful and relies on using finite resources.

Relevant South Australian targets include:

- zero avoidable waste sent to landfill by 2030
- 5% reduction in waste generation per capita [from a 2020 baseline]
- 90% diversion of waste from landfill for the commercial and industrial sector [including state government offices] in metropolitan areas.

[Learn more and view the waste strategy](#)

## 3.3. SA solid waste levy

Under the *Environment Protection Act 1993*, a fee is charged for every tonne of waste sent to landfill. This provides an incentive to reduce the amount of waste generated and to divert material that would otherwise be disposed of to landfill into beneficial use, including recycling or reusing.

[Learn more](#)

2 <https://www.environment.sa.gov.au/topics/climate-change/government-action-on-climate-change>

### 3.4. Landfill bans

Under the *Environment Protection (Waste to Resources) Policy 2010*, certain materials are banned from landfill in SA. This includes:

- computers, televisions and monitors
- electrical and electronic equipment
- fluorescent lighting
- whitegoods
- aggregated recyclable material such as cardboard and paper, glass, and plastic packaging.

[Learn more](#)

### 3.5. Single-use plastic legislation

Under the *Single-use and Other Plastic Products (Waste Avoidance) Act 2020*, SA is taking a phased approach to banning a range of single-use and other plastic products from sale, supply and distribution, and encouraging the use of reusable alternatives.

To learn about the materials that have already been banned and what will be banned in the coming years, as well as available alternatives, visit the [Replace the Waste website](#).

### 3.6. Australian waste export ban

In March 2020, as members of the former Council of Australian Governments, Australia's federal, state and territory governments agreed the export of waste glass, plastic, tyres and paper be regulated by the Australian Government.

The Australian Government subsequently passed the *Recycling and Waste Reduction Act 2020*, which bans the export of unprocessed plastic, paper, glass and tyres by July 2024, with some bans already in place.

This requires materials to be processed locally in Australia to create resources for remanufacturing, develop local jobs, and manage the waste produced in Australia instead of exporting responsibility.

[Learn more](#)

[View the legislation](#)

<sup>3</sup> United Nations [2015], *Sustainable Development Goals*, [un.org/sustainabledevelopment/sustainable-development-goals/](https://un.org/sustainabledevelopment/sustainable-development-goals/), viewed 25 February 2021

### 3.7. 2018 National Waste Policy and 2019 Action Plan

This national policy provides a framework for collective action by businesses, governments, communities and individuals until 2030. It identifies 5 overarching principles underpinning waste management in a circular economy. The action plan creates targets and actions to implement the policy, which will guide investment and national efforts to 2030 and beyond.

[View the policy and action plan](#)

### 3.8. United Nations Sustainable Development Goals

Seventeen United Nations Sustainable Development Goals (SDGs)<sup>3</sup> have been adopted by all United Nations Member States, including Australia. The SDGs are a shared call to action and require global partnerships to address a range of issues including poverty, reducing inequality, and improving health, while taking action to protect our environment.

Goal 12 is to 'ensure sustainable consumption and production patterns'. Targets from this goal include substantially reducing waste generation by 2030, promoting sustainable procurement practices, and integrating sustainability reporting into reporting cycles.

## 4. Objective

To achieve and continuously improve better-practice waste management across state government offices and administration facilities.



# 5. Targets

The following targets are for state government office and administration facilities with workspaces for 30+ individuals<sup>4</sup>:

- Removal of under-desk waste bins by 1 July 2025
- Minimum-standard services implemented by 1 July 2026
- 90% diversion by weight from landfill by 1 July 2027

Data should be collected, reported, and used to assess progress towards the objective.

Adoption and measurement of the targets for state government office and administrative facilities with less than 30 workspaces is encouraged. Data will be collected and included when information is available.

Exemptions may apply for regional and remote areas where recycling services are unavailable, in which case landfill diversion targets should match those set in the relevant Regional Waste Management Plan.

Exemptions may also apply for offices that share facilities with non-government organisations where minimum-standard service levels cannot be agreed with facilities/building management. In such cases, service availability should be reviewed annually, with the aim of negotiating additional services to meet minimum standards as soon as practicable.

## 5.1. Removal of under-desk waste bins guidance

Removing under-desk waste bins means staff are more likely to be mindful of waste and create less as they need to consciously dispose of it away from their desks. It encourages staff to separate recyclables and reduce waste disposed to landfill. It also provides an opportunity to take a break from the desk which helps to stretch muscles, relax eyes, and promotes good work health and safety practices.

If required, the waste bin can be replaced with a basket/box for paper recycling.

When removing under-desk waste bins for the first time, ensure all staff and cleaners are provided adequate notice so it is not a surprise to come to work one day and find the bins have disappeared.

In communications leading up to the change, explain why the bins are being removed (for example, to encourage separation of recyclables and reduced waste; to align with state government policy; to encourage regular breaks from the desk); and explain the expectations following removal (for example, staff are asked not to supply their own waste bins and must dispose of waste at the appropriate bin stations around the office; cleaners will not empty any bins that remain at people's desks).

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<sup>4</sup> Workspaces include offices and desks where staff, volunteers, visitors and/or contractors are able to work.

## 5.2. Defining waste and recycling service levels

A range of waste and recycling services are available for managing materials responsibly. Below defines **minimum-standard** and **better-practice** service levels for an office environment.

### 5.2.1. Minimum-standard service levels

Minimum-standard services cover common office waste streams and materials banned from landfill. Services should be available in all metropolitan areas.



Green Bin

#### Organics recycling

**What:** All types of food waste (including meat and dairy products), coffee grounds, tea bags, tissues, paper towels, wooden cutlery, and Australian certified compostable containers. If using bin liners, these must be certified compostable to the Australian Standard AS 5810 or AS 4736 to ensure they can break down appropriately in the commercial composting process – see adjacent image for certification logo.

**How:** Organics are sent to a commercial composting facility and processed into compost or soil products. Collection services may not be available for some regional sites.

**Note:** Other composting solutions may be considered, such as staff volunteering to compost food scraps at home, via a community garden, in a worm farm or bokashi system in the office. Note that some items (such as bones, onion and tissues) may only be suitable for commercial collections.



Yellow Bin

#### Comingled or mixed recycling

**What:** Glass containers (bottles, jars), hard (rigid) plastic containers, metal cans and small paper/cardboard packaging. Items must be loose and not in bags when put in bulk bins by staff or cleaners.

**How:** Items are sent to a Materials Recovery Facility (MRF) where they are sorted into categories, bundled and distributed for recycling into new products.

**Note:** Some service providers offer a 'comingled recycling service' or 'dry waste' service where materials are processed into a dry fuel and combusted to produce energy (see last item on this minimum-standards list).

Ask your service provider about where they send materials, and if they can offer a recycling solution.

If a recycling service is not offered, recycle what you can (in addition to the services listed below), such as 10c containers whereby a dedicated collection could be arranged, or staff allocated to take containers to a recycling depot.

[Find your nearest depot location](#)



## Paper and cardboard recycling

**What:** Up to 70% of office waste is paper and cardboard, including printed materials, envelopes [with and without windows], sticky notes, and magazines. A separate confidential paper shredding service can be arranged for sensitive documents.

**How:** Material is recycled into new paper and cardboard products.



Blue Bin



## Printer/toner cartridge recycling

**What:** Printer and toner cartridges.

**How:** Most suppliers provide a collection service for used cartridges. Planet Ark also provide a [free service](#). Plastics, metals, inks, and toners are recovered and recycled.



## Fluorescent light recycling

**What:** Fluorescent and other lighting.

**How:** Used lighting is often managed by the building manager or contracted electrician that replaces or installs lighting. For departments that collect lighting, ensure a fluorescent lighting recycling service is arranged, as these items are banned from landfill and must not be placed into the general waste bin. When recycled, lights are separated into glass, metals and mercury that are made into new products.



## E-waste recycling

**What:** E-waste [electronic equipment] includes computers, laptops, phones, and anything with a power cord or battery [for example, kettles, computer accessories and cords].

**How:** Most agencies have an asset disposal process in place to remove confidential information from devices, and then items are auctioned or disassembled and recycled. E-waste is banned from landfill and must not be placed into the general waste bin.



White Bin



## General waste

**What:** Items that cannot be recycled through other available services.

**How:** General waste items are sent to landfill.

**Note:** If organics and other 'wet waste' is sufficiently separated, the residual dry materials can be sent for energy recovery [that is, made into a combustible fuel source to replace fossil fuel] rather than landfill – this energy from waste option may only be available in metropolitan areas.



Red Bin

## 5.2.2. Better-practice service levels

Better-practice refers to continual improvement of waste and recycling management for offices. It responds to changing community and customer expectations, standards, available services, regulations and technology. This is opposed to 'best-practice' which suggests that no further improvements are possible.

Better-practice service levels include minimum services **and** additional recycling streams for other items. Introducing these services supports greater improvements in sustainable resource management.

The following are currently considered 'better-practice', however as changes in technology and collection systems evolve over time, additional better-practices may become available.



### Battery recycling

**What:** All types of small batteries.

**How:** Items are sent to a facility that sorts and recycles the components, including precious metals. Batteries may be dropped off at local collection points, such as those found in supermarkets or hardware stores, or commercial collections can be arranged.

[Learn more and find drop-off locations](#)

[Learn more about commercial collection providers](#)



### Hard waste recycling/reuse

**What:** Office chairs and furniture, whitegoods and other large bulky items.

**How:** Good quality items can be reused in other sites, donated or sold. Damaged items can be collected by a contractor, taken apart and components recycled, and/or sent to an alternative fuels facility [metropolitan only] for disposal. Some items may be disposed to landfill. Check if your waste contractor is able to recycle any components, and at what cost.



### Soft plastics recycling

**What:** Plastic bags, bubble wrap, clean food wrappers – plastics that are flexible and do not hold their shape when crunched.

**How:** Check if this service is available in your local area. Large amounts of clean, clear plastic wrap, such as the wrap used around large pallets of goods, may be accepted by commercial recyclers. Check with your service provider or local recycling centre.

## 5.3. Calculation of 90% diversion by weight from landfill

The total weight in tonnes of waste and recycling material serviced is needed to calculate the diversion rate from landfill. This data is typically provided on the waste/recycling service contractor invoice.

The waste diversion calculation can be performed using the [office waste and recycling performance calculator](#), which is designed for shared office spaces where a single invoice is provided for the whole building. There are 2 ways the invoices can be used, depending on what information they contain:

1. Estimate a year's worth of waste and recycling performance. This requires at least one invoice that is representative of a typical month that shows the waste and recycling, number of bins, and how often they are collected.
2. Use actual data of the weight of materials from all the invoices across the year.

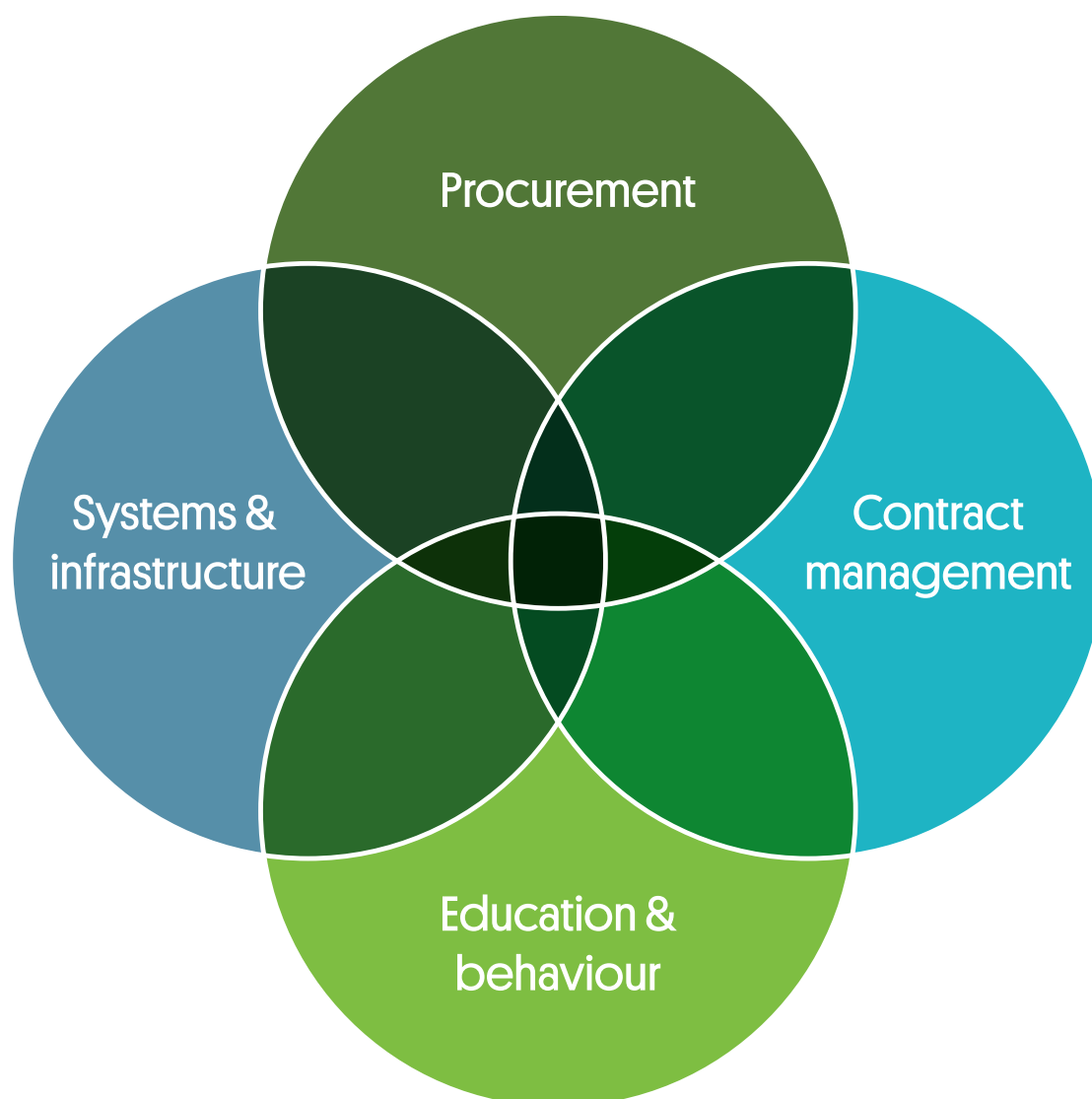
Some recycling streams may be managed informally by staff, like drop-off of batteries. These details can be entered by estimating the size of the bin/container and how often they are managed.

The calculator can also estimate the reuse levels, collection service costs, and the amount of greenhouse gas tonnes avoided by recycling.

# 6. Strategic initiatives

Effective waste management systems depend on multiple factors all working together (Figure 3).

**Figure 3.** Components to a successful waste management system



The following strategic initiatives must be implemented to fulfil the objective and meet targets:

1. Review and improve waste and recycling service contracts.
2. Roll out minimum-standard and better-practice systems and infrastructure.
3. Develop and deliver a waste education program for staff, cleaners and other building users.
4. Procure reusable and recycled content items.

## 6.1. Strategic initiative 1: Review and improve waste and recycling service contracts

Each state government agency should review current waste and recycling contracts across its offices and administration facilities. The findings from this review can be used to determine future arrangements and contracts. All new or updated arrangements must ensure contractors:

- provide cost-effective, efficient, and reliable waste and recycling services
- manage waste and recyclable materials in a transparent way, that is, provide information on how the waste or recycling stream is treated/where it is sent once it leaves the premises
- maximise recovery and recycling of valuable materials, and divert as much as possible from landfill
- deliver regular reporting on waste and recycling performance (volume and weight of each stream collected as a minimum), in addition to invoices
- work closely with key staff to identify challenges and recommend/implement strategies to improve outcomes from the contract.

Active and ongoing contract management processes are needed to maximise contract performance across environmental outcomes, service quality and service costs.

Regular reports from the contractor need to include information on volume and tonnes of each material stream collected, and its destination. Landfill and recycling rates can also be included (as a percentage of total waste collected). This information can help identify problems or opportunities in the system, and may be used for educating and communicating performance with staff.

Waste and recycling contracts can often be managed within cleaning contracts. Where this happens, it is important that the cleaning contract is structured so waste services and costs are transparent, reporting on waste and recycling quantities is made available to the agency, and appropriate checks on services provided can be made.

Under an arrangement where cleaning services will include management of waste and recycling services, tenders and contracts should specify waste and recycling stream requirements, including:

- information that outlines where waste and recycling streams are sent and their processing/disposal activities
- KPIs to ensure waste and recycling is collected separately and inspections take place to monitor performance
- induction and training for cleaners on appropriate waste disposal
- adequate equipment for separating waste and recyclables, and transferring sorted waste into bins for collection.

**Note:** South Australian public authorities subject to the *Public Finance and Audit Act 1987* must refer to Treasurer's Instruction 18: Procurement, and the South Australian Government Procurement Framework before seeking services for waste and recycling.

[Learn more about the procurement framework](#)

[Download the Green Procurement Guideline](#)

## 6.2. Strategic initiative 2: Install minimum-standard and better-practice systems and infrastructure

Installing source separation systems – multiple bin types grouped together – allows for easy separation of recyclable items, and ensures minimum-standard and better-practice can be achieved. These systems should be simple to use and clearly labelled to encourage effective source separation and recycling. The bins provided in office and administration facilities need to match the services that are collected from the building.

Better-practice systems include:

- central bin stations in key locations [kitchens, utility rooms]
- appropriate bin liners in the bins [AS4736 or AS5810 certified compostable liners for organics]
- clear, simple signage on or above bins, using consistent colouring and language throughout the facilities [see strategic initiative 3]
- no under-desk general waste bins [only paper recycling at desks]
- specific equipment to manage waste and recycling effectively or safely, such as trolleys and/or bin lifters for emptying wheelie bins into larger, bulk bins for collection, if required.



# Case study: GPO Exchange building

Technology can play a role in waste and recycling systems to improve outcomes.

The GPO Exchange building on Franklin Street is a multi-tenant office building and is home to the Attorney-General's Department. Waste and recycling from the building is managed with a weigh scale system to record waste and recycling performance (quantity by weight) and allocate service costs to tenants.

Waste and recycling from each floor are collected by the cleaners and taken to the ground floor waste room where it is weighed and recorded. The building manager can see how each tenant is performing and distribute service costs based on the material weights they generate.

Technology like this can allow regular feedback to tenants on their performance and costs, and provides an incentive to improve.



## 6.3. Strategic initiative 3: Develop and deliver a waste education program for staff, cleaners, and other building users

Education is critical to help people understand how to adequately separate materials for recycling, and to learn what steps can be taken to minimise waste.





Cleaners are a critical link in the waste and recycling system – they need to understand their responsibilities to ensure materials remain separated and are emptied into appropriate bins for collection.

Education and awareness activities may include:

- incorporation of waste management practices in staff inductions and staff training, helping to build a positive culture of responsible waste management
- engaging staff in monitoring bins and waste disposal behaviours, and using results to inform others of any issues with contamination (items in the wrong bin), using that as a means of providing advice on correct disposal methods
- monitoring and reporting progress against targets
- establishing bin stations with clear signage, and keeping the stations clean and tidy
- keeping waste and recycling streams separate when transferring bin contents for collection, to encourage staff confidence in the system
- establishing regular communication methods for staff and cleaners to share ideas and examples of good practice, and to report issues.

### Signage

Consistent and clear signage is a key element of effective source separation of materials, and for minimising incorrect disposal and contamination. Signage should be consistent throughout your site and colours should align with Australian Standards [AS4123.7-2006, Section 3.2: Waste and recycling bin colour standards]:

	<b>Organics recycling</b>
	<b>Comingled recycling</b>
	<b>Paper/cardboard recycling</b>
	<b>General waste</b>

**Clear and simple messaging is key:** Combine the use of simple text and images. This ensures appropriate interpretation for people with English as a second language or low literacy skills. Signage should accurately reflect the waste and recycling collection services used on site. Appropriate signage encourages source separation of materials suitable for recycling.

**Prominent display:** Ensure signage is displayed in a prominent position, preferably at eye level. Ensure that signage is placed near the corresponding bins.

**Consistency:** It is important that signage is consistent throughout the organisation

GISA's Business Sustainability Program staff can provide signage suited to government offices.

[Contact the team](#)

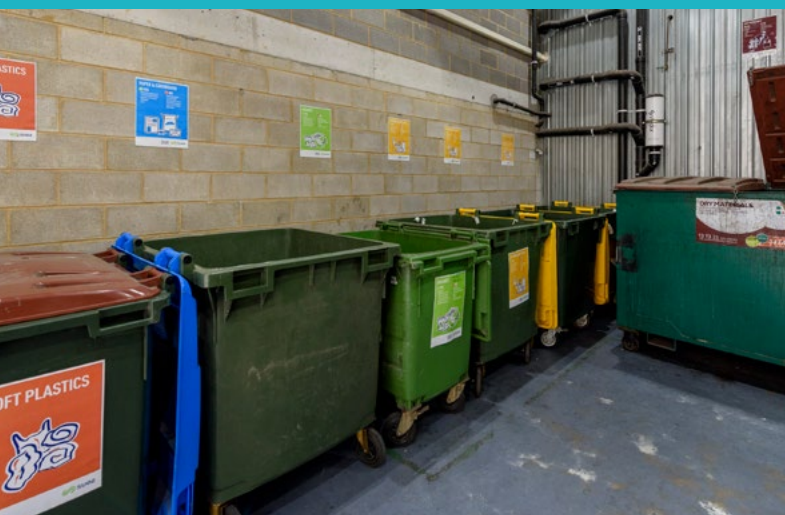
# Case study: SA Water House

SA Water House in the Adelaide CBD, home to SA Water and other state government departments, is an example of how a proactive building manager and engaged tenants can achieve excellent outcomes with their waste and recycling system.

A total of 3% of waste materials from the building was sent to landfill, 74% was recycled, and 23% was sent to energy recovery (energy from waste).

The success of the building's waste and recycling system can be attributed to:

- a dedicated facility management team working closely with the building's contracted cleaners, department management and staff to ensure the system meets the different needs of the occupants
- easy-to-understand and consistent signage throughout each floor of the building on how to dispose or reuse different types of materials
- regular sharing of waste and recycling information with staff, which can be adapted to respond to any trends or challenges
- regular meetings with the cleaning contractor to help manage any waste-related issues as they happen
- monthly reporting by the waste collection contractor, detailing what the building generates by weight and type, along with whether items are being disposed of correctly.



## 6.4. Strategic initiative 4: Procure reusable and recycled content items

Prioritise and procure products and materials that are readily recyclable (including those designed for disassembly that allows for separation of recyclable materials), reusable and/or contain recycled content.

For large-item purchases, such as photocopiers, fridges and microwaves, consider leasing rather than ownership. Ensure suppliers will implement appropriate disposal (recycling) or repurposing at the end of the lease, along with repair and maintenance services to get maximum value out of the product purchased (rather than replacing what could otherwise be repaired).

Prioritising the purchase or lease of reusable or repairable items, rather than single-use or disposable items, helps to minimise the use of virgin materials. It also maximises the value of the embodied energy in the product, which is otherwise lost through recycling or disposal, and reduces the amount of waste generated.

Purchasing materials and products that contain recycled content is another important link in the waste and recycling system. It increases demand for recycled content materials, and supports and expands the resource recovery and remanufacturing sector, and SA's circular economy. Recycling is about more than simply placing materials in the right bin. Materials must be collected, processed, and made into new items that are purchased before they are truly recycled.

**Note:** South Australian public authorities subject to the *Public Finance and Audit Act 1987* must refer to Treasurer's Instruction 18: Procurement, and the South Australian Government Procurement Framework before seeking services for waste and recycling.

[Learn more about the procurement framework](#)

[Download the Green Procurement Guideline](#)

# Case study: Buying it Back – LGA Circular Procurement Pilot Project

Funded under GISA's Circular Economy Market Development Grant Program, 9 SA councils participated in the Circular Procurement Pilot Project and have committed to use their combined buying power to significantly increase demand for recyclable materials in SA, and establish a truly circular economy.

The project identified a range of recycled products regularly purchased by councils, including:

- office stationery/paper
- fixtures (street furniture, bollards, fencing, decking, garden edging, planter boxes, bins, pipes, signage)
- construction materials (recycled asphalt, glass fines, plastic, rubber, toner)
- compost.

Through a Memorandum of Understanding, participating councils are committed to establish systems and processes to:

- prioritise recycled content through procurement process
- track recycled content purchased by weight
- publicly report on the amount of recycled content products/materials purchased
- set targets for purchasing of recycled content.

This project is moving into the next phase with councils across the state endorsing the project's recommendations at the LGA of SA 2020 AGM, committing to increase the purchase of recycled content as a high priority.

[Learn more](#)



# 7. Resources

The following resources are provided on the GISA website to support implementation of this strategy and better-practice guide:

## Waste and Recycling: Business Essentials

An introductory guide to managing waste and recycling, which may be useful for sharing with staff and building managers.

[Download the guide](#)

## Waste and Recycling: Office Basics

Information for people working in or managing offices in SA. The guide provides a quick snapshot of waste and recycling systems in office buildings.

[Download the guide](#)

## Waste and Recycling: Office Case Study

A case study on GISA's office practices.

[View the case study](#)

## Education and signage

GISA's Business Sustainability Program staff can offer assistance for implementing this strategy and better-practice guide, and can provide signage suited to government offices.

[Contact the team](#)

## Office Waste Performance Calculator and Reporting Tool

The [office waste and recycling performance calculator](#) is available to help office staff, facility managers, or people in similar roles to measure their waste and resource management performance. The calculator can estimate total waste generation volumes, reuse levels, recycling levels, collection service costs, and the amount of greenhouse gas tonnes avoided by recycling.

## Waste and recycling: Procurement and contracts

A set of guidelines to assist the tender process for waste and recycling services, providing information on:

- reviewing current contracts and services
- choosing the most suitable procurement method
- key steps and timelines in the process
- developing specifications
- other considerations.

Also available is a tender response schedule template, which helps to outline waste service requirements and provides a standard format for tenderers to provide their pricing. The template is a consistent and easy way to assess the responses and understand the costs for new services.

[Download the guide](#)

**Note:** The South Australian Government Procurement Framework must be adhered to for any tender or contracting process.

[Learn more about the procurement framework](#)

[Download the Green Procurement Guideline](#)

