

Resource Consumption & Waste Management Procedure

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1 Introduction

1.2 Background

This procedure gives guidance on Forestry Corporation of NSW (FCNSW) waste avoidance, reuse and recycling processes, as well as minimization of resource consumption.

1.3 Commitment

Through the [Forest Management Policy](#)¹ FCNSW is committed to minimizing the generation of waste and providing a safe and healthy work environment for all employees. In addition, under the Australian Standard® for Sustainable Forest Management (AS4708), FCNSW is committed to minimizing greenhouse gas emissions.

The economy depends on the environment to provide raw materials and absorb the waste and emissions we produce. Reusing, recovering and recycling these valuable materials keeps them in the productive economy for longer. This has the dual benefits of lowering demand for new resources and reducing the need to absorb waste. Waste going to landfill is not only a loss of valuable resources, it reduces landfill space (from [NSW WARR Strategy 2014](#)).

1.4 Responsibilities

All employees have a responsibility to be mindful of their own consumption of energy and the waste they produce, to conserve energy, reduce fossil fuel usage, reduce air pollution and avoid unnecessary costs. Specific responsibilities are detailed in Table 1: Key commitments and Responsibilities, and in other sections of this procedure.

Table 1: Key commitments and responsibilities

What	Commitment	Who
General domestic waste recycling	Use recycling options where available in the local council area	Business unit manager
Battery recycling	recycle where there is a local collection point	Business unit manager
IT equipment recycling	IT equipment is securely recycled or disposed of	IT Manager
Toner cartridges	Recycling program is provided at all offices	Procurement Manager
Fluorescent lights	Recycling through the FluoroCycle program or alternative program	Business unit manager

¹ TRIM D00088976

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Used engine oil	Participate in Product Stewardship for Oil Program	FleetPartners approved workshops
Air-conditioning	Suggest air-conditioning set to 23 degrees Celsius in summer and 20 degrees Celsius in winter	Facility managers

1.5 Scope

All waste produced by FCNSW or contractors engaged by FCNSW, as well as waste generated by third parties and either collected via bins provided or dumped illegally.

All waste of consumables, in terms of inefficient use, particularly direct and indirect fossil fuels.

Operating procedures should provide guidance on forest residue from operations, which is outside of the scope of this procedure. Procedures for dealing with Naturally Occurring Asbestos are found in the Safety Management System.

2 FCNSW generated waste

FCNSW should recycle at offices and depots where these facilities are supported by the local council. Recycling categories include the following types of waste.

2.2 IT equipment

Data security is particularly important in the disposing of IT equipment. FCNSW IT have two categories of e-waste:

1. IT Equipment that has FCNSW data:
 - Servers: These are replaced after the machine warranty expires (normally 5 years). Before FCNSW IT dispose of this type of equipment, FCNSW IT destroy the physical hard disk. Contractors are used in the disposal and recycling of this equipment.
 - Personal Computers (desktops, laptops, iPads etc): FCNSW IT replace these machines either once the warranty has expired or after four years of use. Two options are available for disposal
 - Option 1: FCNSW IT physically destroy the internal hard disk.
 - Option 2: A contractor (e-waste recycler) is engaged to dispose of these and destroy the hard disk. The contractor issues us a certificate of recycling.
2. IT equipment with no data:
 - Network switch, monitors, printers, keyboard, mouse. Docking station etc: FCNSW IT request external parties to provide quotation for equipment disposal.

If in doubt contact the IT Manager.

2.3 Toner cartridges

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Toner Cartridge recycling is available through Fuji Xerox. Contact Fuji Xerox Customer Care Centre on 1800 028 962 to arrange for collection box supply and replacement. The Procurement Manager is the primary contact for printer/copier consumables waste management.

2.4 Batteries

Business units are responsible for recycling old batteries. Divisions may choose to implement a division wide battery recycling program. Contact the Australian Battery Recycling Initiative (www.batteryrecycling.org.au) as the first step in implementing a battery recycling program. Some waste contractors will also provide boxes to collect small dry cell batteries (not car batteries). Store used batteries in a cool and dry area and not in extreme heat, near flammable materials or in locations where there is moisture or humidity. Use a plastic or cardboard container. Sealed lead acid and lithium batteries should have the positive terminal tapped with masking tape (Figure 1).



Figure 1: Using masking tape to seal the positive terminal on a sealed lead acid battery

2.5 Fluorescent lights

Fluorescent lights contain mercury and should not be disposed of to landfill. FluoroCycle is a voluntary program to help prevent fluorescent lights going to landfill.

Business Units are responsible for recycling used fluorescent lights. Building managers should include fluorescent light recycling in their arrangements with the contractor. More information be found at <http://www.fluorocycle.org.au/>

2.6 White goods

If appliances are still efficient and in working order, they may be suitable for reuse. Consider

- » donating it to charity; or
- » advertising it for second-hand sale online.

If it really is no longer functional or is inefficient, then check with your local council to find out your best options for recycling.

2.7 Green Waste

Some councils provide a green organics bin service. If available and practicable this service should be used by offices. If larger quantities or green waste are generated, other than through

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forestry operations, such as pruned garden waste, twigs and small branches, these should be disposed of in accordance with local council requirements.

2.8 Commercial & Industrial Waste

2.8.1 Furnishings and construction material

Waste management should be agreed on when entering contracts for removal, renovation or construction of facilities. In general, contractors are responsible for management of waste materials generated during construction projects.

Waste management within depots, nurseries and other facilities are the responsibility of the depot manager.

2.8.2 Pesticides and other chemicals

Refer to the [Manual for the Use of Chemicals](#) (TRIM D00071265) and [4.7 Procedure Hazardous Chemicals](#) (TRIM D00188345) for the disposal of chemicals and containers used for the storage of chemicals.

Arrange for collection by ChemClear (registered chemicals in original containers with identifiable labels are collected free of charge. Unregistered, unknown and unlabelled chemicals incur a fee. Collections must be booked through the website – www.chemclear.com.au – or by ringing 1800 008 182) or arranged with local councils.

2.8.3 Used Engine Oil

FCNSW vehicles are serviced by FleetPartners service providers under contract. The FleetPartners contracts stipulate that the supplier must ensure that it and, where FleetPartners has consented to an assignment or use of subcontractors, its assignees and subcontractors complies with any and all environmental and workplace health and safety laws and regulations, including any direction by FleetPartners to the supplier.

2.8.4 Storage & Handling

Waste materials must be properly stored and handled to minimize the potential for an accident or injury due to excessive clutter, the potential for a spill, or impact to the environment. During outdoor activities, receptacles must be covered to prevent dispersion of waste materials and to control potential runoff. Details of how things will be stored and handled should be documented before beginning work on any job.

Further considerations should be given to the Duty of Care under the NSW EPA (1990), which requires that waste holders must introduce and maintain housekeeping measures to keep any waste safe from:

- » Corrosion or wear of waste containers
- » Accidental spillage or leakage
- » Accident or weather, breaking contained waste open, and allowing it to escape
- » Waste blowing away or falling while stored, transported or handled

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- » Scavenging of waste by vandals, thieves, children, trespassers or animals.

Flammable waste must be stored in a secure flammable cabinet and must not contain vessels (empty or full) with a capacity of more than 50 gallons of highly flammable substances. No more than 500 mL of flammable substance may be held on an open bench, and all highly flammable containers, regardless of volume, must be clearly labeled in accordance with [4.7 Procedure Hazardous Chemicals](#) (TRIM D00188345).

2.8.5 Disposal

FCNSW acknowledges that different materials require different methods for disposal, particularly where waste may be dangerous and/or hazardous. Before undertaking a task, employees must be instructed on the proper disposal method for wastes, including general instruction on disposal of non-hazardous wastes, trash or scrap metals. If wastes generated are classified as hazardous, employees must be trained to ensure proper disposal.

3 Third party generated waste

3.2 Public place waste management

All public places should be kept clean and tidy for several reasons, including:

- » visual amenity – visitors are not attracted to untidy eating areas
- » hygiene – waste food can attract insects, birds and other vermin which can carry disease
- » litter – untidy and littered areas can attract more litter and discourage the public from using, or correctly using bins
- » fauna – waste food can develop dependency habits in local fauna which may lead to sickness and/or degeneration of future generations.

Public place bin systems offering recycling options must be provided where practicable. Public place waste management facilities should be designed to encourage members of the public to separate their waste when placing it in bins.

3.3 Illegal dumping

The [Illegal Dumping Action Process Map](#) (D00196227) should be referred to in instances of illegal dumping.

4 Resource consumption

This procedure focuses on two categories of resources, energy related resources and water.

4.2 Energy

4.2.1 General

The Government Resource Efficiency Policy (GREP) aims at driving resource efficiency by NSW Government agencies. A part of the GREP is for agencies to achieve and maintain a National Australian Built Environment Rating System (NABERS) energy rating of 4.5 stars and a water rating of 4 stars for buildings over 2000 square meters by June 2017. No FCNSW buildings

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currently meet the commitment to this threshold, however energy efficiency should be part of any business case developed for the renovation or construction of FCNSW buildings.

FCNSW energy usage is reported under *National Greenhouse Energy Reporting Act 2007*, See Appendix 1 for a list of reported categories.

Under the RW4708 FCNSW must demonstrate a commitment to minimizing fossil fuels usage by forest operations and in the conduct of the enterprise. This commitment is articulated through the Forest Management Policy and must be demonstrated in projects and operations where energy usage is significant.

4.2.2 Fleet

Policies relating to fleet are:

- » P2009/01 - Light Fleet Selection and Accessorisation Policy
- » P2009/06 - Forests NSW Fleet Use and Care Policy

4.2.3 Offices & depots

Offices should have air-conditioning set to 23 degrees Celsius in summer and 20 degrees Celsius in winter to minimize resource consumption. These temperatures are within the optimal range recommended in guidelines produced by WorkCover NSW.

Office lights and equipment should be powered off outside of office hours or when not in use. Motion detector lighting should be installed for outdoor areas to replace existing lighting where it is required. Motion detector lighting should also be installed in new or upgraded toilets.

Staff should not operate personal heaters. If staff are cold, consider wearing warming clothing and discussing options with the facility manager.

4.3 Water

FCNSW uses two types of:

- » potable water: drinking water quality generally delivered via pipeline
- » non potable water: Used primarily in nurseries

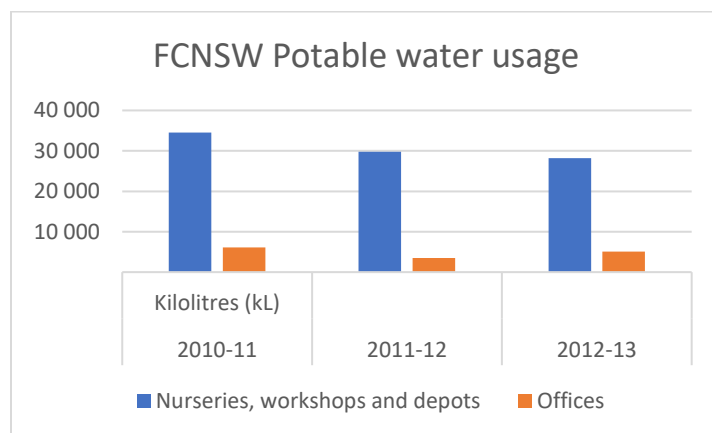


Figure 2: Potable water usage for last three years publicly reported

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Potable water is charged based on usage, with water wastage costing the business. Staff must report damaged water facilities, particularly leaks, so they can be repaired. Any refurbishments or new constructions must be designed to meet NABERS water 4 stars rating.

4.4 Peak energy demand response

4.4.1 Context

NSW Department of Planning and Environment is responsible for implementing the whole-of-government Summer Readiness program in response to recommendations in the initial report from the NSW Energy Security Taskforce. This will ensure NSW is prepared for any summer peak energy demand events.

4.4.2 Procedure

A member of the Energy and Utility Emergency Management Unit within NSW Department of Planning and Environment will notify the Information Systems and Framework Manager and request activating the FCNSW demand response measures.

Where the circumstances of the event allow, the NSW Department of Planning and Environment will provide advance notice of the anticipated peak demand period, and contact FCNSW again prior to the event to confirm activation times and durations.

The Information Systems and Framework Manager will contact Senior Management Team and facility managers advising of the anticipated peak demand period and request specific suggestions on how energy within their area of responsibility can be reduced if a peak energy demand event requires action.

4.4.3 Staff notification

On approval of the procedure FCNSW will communicate its commitments to staff in the Weekly Wrap Up newsletter. If a peak energy demand event occurs staff will be advised of peak demand related energy saving actions through an all staff email, Staff notice on the intranet homepage and other medium as deemed appropriate by managers. The notification will be based on the template provided below.

Staff notice template

The current heatwave is causing stress on the NSW electricity grid. If we reduce our use at key times, this can allow the system to catch up with demand and avoid disruptions. As part of a NSW Government response we are doing our part to cut back energy use during this time.

Facility managers will adjust air conditioners to balance energy use and comfort between 4.30 pm and 6.30 pm today/tomorrow. You can help by finding ways to reduce your energy use where possible. Small changes can make a big difference, examples include:

- turn all off non-essential lighting, office equipment, computers and screens

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- close blinds on external windows and ensure external doors and windows are kept closed.

Ask yourself What's Safe before making any changes.

When you return home, you can continue to do your bit by switching off:

- Air conditioning or alternatively set the temperature to 26°C or use fans
- Unused or unnecessary lighting or non-essential appliances
- Pool pumps for swimming pools.

5 Related Documents

- » FCNSW NGER Procedure (D00223917)

6 Related Policies

- » Forest Management Policy
- » Procurement Policy

7 Contact Officer

Morgan Roche

Information Systems and Frameworks Manager

8 Approval



Nick Roberts

CEO

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Appendix 1: FCNSW uses and reports on the following energy categories

Activity Description	Fuel Type	Activity	Unit	Comment
Hardwood Forest Division; Harvest and Load	Diesel oil	Emissions released from combustion of liquid fuels other than petroleum oils or greases - Stationary energy purposes	kL	SCION tonnes per contractor used to derive kL based on known factors
FCNSW Fleet Petrol	Gasoline (other than for use as fuel in an aircraft)	Emissions released from combustion of liquid fuels other than petroleum oils or greases - Transport energy purposes	kL	Data as evidenced by invoices and adjusted for changes in stockpile. Ethanol component is subtracted for reporting purposes.
Electricity Consumption	Scope 2 emissions	Purchase of electricity from main electricity grid in a State or Territory	kWh	Data as evidenced by invoices and adjusted for changes in stockpile
FCNSW Fleet Diesel	Diesel oil	Emissions released from combustion of liquid fuels other than petroleum oils or greases - Transport energy purposes	kL	Based on invoiced amounts
Hardwood Forest Division; Haulage	Diesel oil	Emissions released from combustion of liquid fuels other than petroleum oils or greases - Transport energy purposes	kL	Haulage contractor km travelled from SCION
Softwood Plantation Division; Haulage	Diesel oil	Emissions released from combustion of liquid fuels other than petroleum oils or greases - Transport energy purposes	kL	Haulage contractor km travelled from SCION
External Plant Hire	Diesel oil	Emissions released from combustion of liquid fuels other than petroleum oils or greases - Stationary energy purposes	kL	Based on expenditure, percentage relating to fuel and average annual fuel cost
Softwood Plantation Division; Harvest and Load	Diesel oil	Emissions released from combustion of liquid fuels other than petroleum oils or greases - Stationary energy purposes	kL	SCION tonnes per contractor used to derive kL based on known factors
Natural Gas (Nurseries and Depots)	Natural gas distributed in a pipeline	Emissions released from combustion of gaseous fuels - Stationary energy purposes	GJ	Data as evidenced by invoices and adjusted for changes in stockpile
LPG consumption (Nurseries and Depots)	Liquefied natural gas	Emissions released from combustion of gaseous fuels - Stationary energy purposes	kL	Based on invoiced amounts

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