

Recycling and Waste Management Policy

Purpose and Scope

Murdoch University has established a tailored Recycling and Waste Management Program (RWMP) to achieve a hygienic and aesthetically pleasing environment which promotes resource conservation and minimises waste taken to landfill. The Property, Development and Commercial Services Office (PDCSO) utilises University and industry expertise in developing the RWMP and identifying sustainable solutions to waste management and resource recovery.

The disposal of some hazardous materials (including asbestos) is addressed within this Recycling and Waste Management Policy. Other University policies also address aspects of handling hazardous materials appropriately on campus, including the [Health and Safety Policy](#).

Please note that there are new policies under development which will address the management of biological, radiological and chemical hazards on University premises. Personnel requiring advice on the management of hazardous materials on campus should refer to the Manager of Occupational Safety and Health for advice.

This policy has been developed with input from the Environmental Sustainability Advisory Committee (ESAC) and replaces the Resource Recovery Policy.

This policy applies to all staff and students.

Objectives

- To identify the responsibilities of University stakeholders in recycling and waste management activities.
- To promote resource conservation by adopting the following hierarchical strategy:
 - REDUCE: Minimise the quantity of all types of waste produced.
 - RE-USE: Maximise resource recovery through re-use.
 - RECYCLE: Maximise resource recovery through recycling.
 - DISPOSE: Minimise general waste disposed into landfill.
- Comply with relevant legislative requirements.

- Maintain a hygienic environment and a clean and tidy presentation of buildings and grounds throughout Murdoch University.
- Provide and maintain recycling and waste collection facilities to meet campus requirements.
- To ensure recycling and waste collection facilities meet campus requirements.

Policy

Responsibilities of All Campus Users

1. It is the responsibility of all University patrons to sort and dispose of their recycling and general waste appropriately into the facilities provided.
2. Campus users must not dispose of hazardous materials (e.g. clinical, chemical, industrial waste, asbestos) within campus general waste facilities.
3. The use of waste services, products and consumables is for University purposes only, and not for private use.
4. Campus users should immediately report any illegal or improper collection, storage and/ or disposal methods used for hazardous material waste to the Murdoch University Occupational Health and Safety Manager.
5. Asbestos waste must not be placed into the waste facilities on campus. Please report any findings of such waste to the Facilities Management (FM) Helpdesk immediately, for correct identification, collection and disposal.
6. For recycling of specific items such as printer/toner cartridges, CDs, batteries, polystyrene/foam, fluorescent globes, etc., please contact the FM Helpdesk for further information.
7. E-Waste (including computing equipment, mobile phones, etc.) must not be disposed of into the recycle or general waste facilities on campus. Contact the ITS Helpdesk for further information about recycling programs.

Responsibilities of Schools and Departments

8. The storage, collection and removal of various specialist types of waste including **clinical, industrial, chemical, biological and other hazardous waste** from campus are the responsibilities of the relevant department/faculty/school. They are not to be placed in the recycle or general waste facilities provided by PDCSO.
9. Departments/Faculties/Schools should contact Murdoch University's Occupational Health and Safety Manager for advice and guidance on how to manage the collection, storage and removal of any hazardous waste types.
10. The disposal of certain types of waste (such as asbestos and other hazardous materials) is well regulated, and penalties can be incurred for disposing of them incorrectly. The General Manager Campus Operations and Services at PDCSO has the authority to on-charge relevant Departments/Faculties for any fines incurred by the University for the incorrect disposal of waste.
11. Departments/Faculties and Schools are required to correctly handle and remove their pine pallets to prevent European House Borer (EHB) on campus. Untreated pine pallets and pine wood should not be brought onto the Murdoch campus. If

this occurs, it is the responsible officers' role to ensure they are removed from campus within 24 hours.

Responsibilities of Commercial Tenants

12. Commercial tenants are required to supply their own internal waste disposal facilities, consistent with university facilities. However, on agreement, they are permitted to use existing waste transfer facilities and will be charged accordingly. Commercial tenants are required to correctly dispose of their recycle and general waste into the facilities provided.
13. Commercial tenants are required to correctly handle and remove their pine pallets to prevent European House Borer (EHB) on campus. Untreated pine pallets and pine wood should not be brought onto the Murdoch campus. If this occurs, it is the responsible officers' role to ensure they are removed from campus within 24 hours.
14. The storage, collection and removal of various types of hazardous waste including **clinical, industrial, chemical, biological and other hazardous waste** from campus are the responsibilities of the relevant tenant excluding the discharging/servicing of waste traps, which is the responsibility of PDCSO. PDCSO will on-charge the tenant for the discharge/servicing of such traps. Hazardous wastes are not to be placed in the recycle or general waste facilities provided by PDCSO.
15. Commercial tenants should contact Murdoch University's Occupational Health and Safety Manager for advice and guidance on how to manage the collection, storage and removal of any hazardous waste types.

Responsibilities of the Property, Development and Commercial Services Office

16. PDCSO is responsible for the development and management of the RWMP and ensures that it is an effective and flexible service that can be adapted to meet operational and corporate needs. The RWMP also promotes resource conservation by adopting the following strategies: minimising, re-using, recycling, treating and disposing of waste.
17. PDCSO is responsible for utilising University and industry expertise in developing the RWMP, as well as to identify sustainable solutions to general waste management and resource recovery.
18. PDCSO is responsible for supplying and maintaining general and recycled waste collection equipment, products, facilities and services to meet operational requirements across campuses, excluding clinical and industrial waste.
19. PDCSO is responsible for the regular discharging and servicing of campus waste traps and sharps bins located within public use bathrooms on campus.
20. PDCSO is responsible for investigating, adopting and promoting the use of biodegradable consumables and recycled products into waste and cleaning activities and facilities where practicable.
21. PDCSO is responsible for investigating, and implementing where practicable, the opportunity for increasing the type, quality and volume of recyclables collected from campus.
22. PDCSO is responsible for ensuring the hierarchical strategy is implemented for maintenance, building, refurbishment and construction projects, to ensure re-use and recycling of materials and furniture and minimisation of waste to landfill.

23. PDCSO is responsible for communicating with relevant stakeholders before and during the implementation of new recycling/general waste management services and improved facilities.
24. PDCSO is responsible for providing campus patrons with appropriate point-of-disposal signage, information, education and advice on recycling and general waste disposal/management, as required.
25. PDCSO is responsible for collecting and using monthly data received from recycling/general waste collection contractor(s) to track recycling and general waste volumes removed from campus. PDCSO uses these results for annual reporting, as required.
26. PDCSO is responsible for ensuring that all recycling and general waste works and services are carried out by an approved recycling/waste provider and for conducting annual reviews of the works and services completed by engaged waste and cleaning contractors.
27. PDCSO is responsible for conducting an annual review of the recycling and general waste collected on campus to refine management plans.

Type and Scheduling of Waste Services

28. PDCSO determines the type and frequency of programmed recycling and waste facilities, collections and services depending on need, impact and cost.
29. PDCSO will determine the type and frequency of non-programmed (ad hoc) general waste works and services.
30. PDCSO will co-ordinate an annual campus clean-up event so that the University community can dispose of large, redundant items (e.g. broken furniture).
31. Recycling and general waste collection does not occur on weekends, University nominated public holidays and during the Christmas shutdown period.

Governance

Approval Authority	Senior Leadership team
Owner	Pro Vice Chancellor Sustainability
Legislation mandating compliance	
Category	Primarily a function of management
Related University Legislation and Policy Documents	Animal Waste Manual Biodiversity Policy Chemical Waste Operating Manual Cleaning Guidelines Cleaning Policy Clinical and Related Waste Operating Manual EHB Action Plan

	General Waste Operating Manual Green Waste Operating Manual Maintenance Waste Operating Manual Environmental Sustainability Strategic Plan Pest Control Guideline Pest Control Policy Principal Environmental Policy Recycling Operating Manual
Date effective	25/11/2011
Review date	25/11/2012

Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
Administrative amendments	08/05/2024	
Approved	25/11/2011	

Please refer to the electronic copy in the Policy and Procedure Manager to ensure you are referring to the latest version.