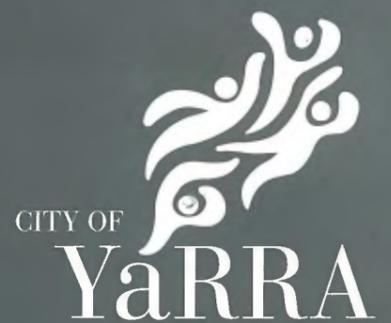


# Recycling and waste made easy



## Tips for non food businesses

Reduce your waste and recycle more to save money and help the environment



### Take action

#### RECYCLING

- Provide enough recycling bins with clear signage to encourage your staff and customers to recycle.
- Put all glass, rigid plastic, steel and aluminium packaging in the recycling bins. Research shows that the typical garbage bin contains 20% of material that could be recycled.
- Provide reusable coffee cups for your staff to use at cafes, or encourage staff to bring their own.
- Take all cardboard to Yarra's cardboard recycling depots in Roseneath Street, Clifton Hill, Queens Parade, Fitzroy, Gleadell Street, Richmond or Burnley Street, Burnley.
- Flatten all cardboard so you can fit more in the recycling bin.

#### BUSINESS PRACTICES

- Purchase products on a sale or return basis.
- Reduce prices to ensure you don't get caught with unsold stock.
- Ensure your printers are set to default to print on both sides.
- Communicate and store more information electronically.
- Have a look around once or twice a day and pick up any litter.
- Upgrade your stock flow and ordering management to reduce excess stock.

### Make changes

#### RECYCLING

- Ask yourself can I use this again or could someone else recycle it?
- Ask your supplier if they can reduce the amount of packaging they provide and take packaging back, or choose suppliers that will.
- Reuse cardboard boxes for customers, or stock handling.
- Encourage staff to bring a reusable drink bottle to use at work.
- Recycle printer cartridges through your supplier, at Officeworks, or at the recycling depot in 168 Roseneath Street, Clifton Hill.
- Approach delivery drivers to take back packaging or use suppliers and couriers who will.
- Investigate reusable freight packaging options with your regular suppliers.

#### BUSINESS PRACTICES

- Ask your suppliers if they can reduce the amount of packaging they provide.
- Educate your staff to ask customers if they want a bag or a receipt.
- If your business disposes of trade waste, you must have a trade waste agreement with City West Water. Visit [www.citywestwater.com.au](http://www.citywestwater.com.au) for further information

#### CARDBOARD ONLY RECYCLING DROP OFF POINTS

**The Gleadell Street car park** opposite the Richmond Recreation Centre is open 24 hours a day, seven days a week.

**Fitzroy Depot**, 111 Queens Parade, North Fitzroy is open 24 hours a day, seven days a week.

**Burnley Street Depot**, 440 Burnley Street, Burnley (next to the MFB Building) is open Monday to Friday from 8am – 3pm.

### Work together

- Send furniture or other surplus goods to a local charity store.
- Support others recycling efforts by purchasing recycled content products
- Partner with neighbouring businesses to arrange group contracts, or share recycling services if you don't have sufficient space for a bin.
- Have a chat with your neighbours about reducing litter in the area.
- Lead the way by starting a clean-up group on your street

### Keep informed

- See Yarra's A-Z guide of recycling at <http://www.yarracity.vic.gov.au/Services/Waste-Services/A-Z-Waste-Guide/>



- Use Council recycling services (you are entitled to 2 x 240 litre bins) or the council provided drop off points in your local area.
- Call Access Yarra **9205 5555**

#### TRADE WASTE COLLECTION COMPANIES

There are a number of companies that collect a variety of trade and hazardous wastes. For further information visit <http://www.sustainability.vic.gov.au/services-and-advice/business/recycling/commercial-chemical-waste-disposal-services>

For further information on business recycling visit [www.businessrecycling.com.au](http://www.businessrecycling.com.au) and Yarra's website [www.yarracity.vic.gov.au/Services/Waste-Services/Business-Collection-Service](http://www.yarracity.vic.gov.au/Services/Waste-Services/Business-Collection-Service)

Yarra Council helping to make your business more sustainable

[www.yarracity.vic.gov.au](http://www.yarracity.vic.gov.au)