

Business Recycling and Waste Toolkit



Introduction

The City of Boroondara is committed to assisting local businesses in improving their waste and recycling systems. We know that Boroondara has a diverse range of commercial properties that have different waste management needs.

This toolkit is designed to help you improve your waste and recycling systems and use them correctly. We've included tips on getting the most out of your bins, assessing and reducing your waste, and other information on how to responsibly dispose of items that don't belong in your bins.

Knowing your waste service

The first step in getting the most out of your bins is understanding who services them.

Some businesses have private arrangements in place with a waste contractor, while others may use Council's kerbside collection service or Council-serviced bin enclosures.

Service type	How to tell the difference
Privately serviced	Skip bins, wheelie bins, or a combination of both with the contractor's logo on it, collected based on agreed times with the private contractor.
Council -serviced	Wheelie bins with the Boroondara logo on it, collected according to Council's standard collection schedule.
Council-serviced bin enclosures	There are 3 Council-serviced bin enclosures with a variety of bin and skip sizes. These enclosures provide businesses with access to general waste and mixed recycling services and are located in Camberwell, Greythorn and Canterbury. For more information, email boroondara@boroondara.vic.gov.au

Tips on reducing waste

The waste hierarchy is a model that offers best-practice guidance on how to manage waste. The top tiers of the model refer to the best ways to reduce waste.

The waste hierarchy

Avoid

Reduce

Reuse

Repair

Recycle

Recover

Dispose

Avoid/Reduce

This involves thinking about whether you really need an item or if you could avoid buying it altogether, for example:

- Purchasing reusable plates, bowls and cutlery to avoid single-use items.
- Avoiding individually wrapped products, especially those that come in soft plastics, e.g. biscuits.
- Switching to providing bulk loose-leaf tea and coffee in your workplace kitchen or tearoom.
- Ordering your supplies in bulk to avoid excess packaging.
- Talking to your existing suppliers about alternatives with less packaging or switching suppliers altogether.
- Using electronic devices/systems to replace paper printing, e.g. email receipts.

Reuse

This involves identifying ways to reuse items instead of using items once, for example:

- When you need to replace or buy something new for your business, seek out a second-hand option first.
- For food businesses, choosing reusable containers rather than single-use containers and/or plastic wrap, and encouraging customers to bring their own reusable items.
- For offices, choosing reusable items like ceramic crockery and mugs, glasses, and metal cutlery for your workplace kitchen or tearoom or asking staff to bring their own.

Recycle

While recycling is preferred to sending materials to landfill, it still requires energy and resources to do, so it's best to promote avoidance and reuse first. Recycling right includes:

- Finding recyclable alternatives for items that typically end up in your rubbish bin (such as plastic milk bottles instead of cartons).
- Sourcing stationery made of recycled content or that is recyclable, such as refillable cardboard pens and recycled paper.
- Organising specific recycling collection points at your workplace for items which aren't accepted in your recycling bin, e.g. e-waste items such as batteries and mobile phones.

Bin basics

Depending on your business type and the type of waste produced, each bin system will accept different materials.

Many businesses have a general waste bin for landfill waste and a mixed recycling bin for a range of common recyclables. Some businesses opt for separated cardboard and/or food waste recycling via a private contractor too.

General waste

- Disposable coffee cups and waxed cardboard
- Broken drinking glasses and all cookware
- Damaged clothes and old rags
- Broken plant pots
- Used nappies (inc. compostable), incontinence and sanitary products
- Fruit stickers
- Pet waste and litter
- Soiled food packaging
- Cling wrap
- Scrunchable plastics

Recycling

- Plastic bottles like milk and juice
- Hard plastic containers like margarine tubs, biscuit trays, punnets, yoghurt pots and takeaway containers
- Glass jars and bottles
- Paper, newspapers, magazines, and junk mail
- Cardboard and cereal boxes
- Steel tins
- Aluminium cans and foil
- Empty aerosol cans

Food waste/Organics

All food waste:

- Fruit and vegetable scraps
- Dairy products
- Meat leftovers and bones
- Eggshells
- Loose tea leaves and coffee grounds

Most garden waste:

- Leaves
- Lawn clippings and weeds
- Small twigs and branches

Other

- Paper towel
- Tissues

Useful tip

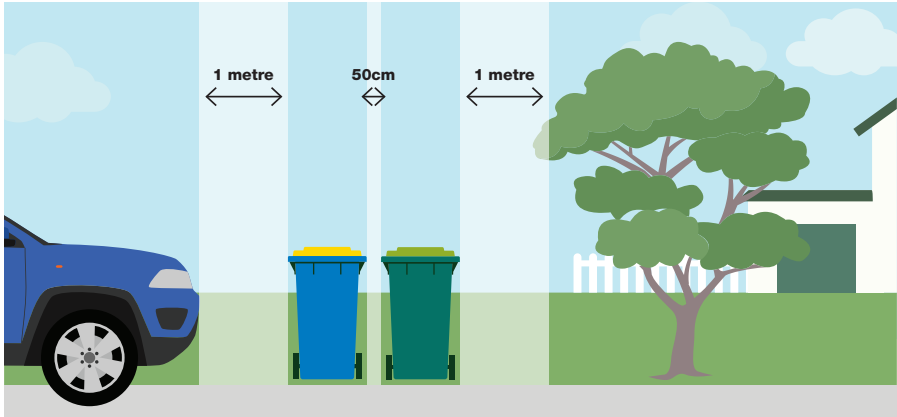
Check with your contractor to find out what goes in which bin and to see if additional waste streams can be added, e.g. cardboard, soft plastics or food waste.

The more material that can be recovered, the more cost-effective your waste service could be.

For businesses using Council's service, you are still able to add different streams from different waste contractors.

Correct bin placement

For businesses that use Council bins, it's important to place them out correctly so our waste truck drivers can easily empty them.



Bins should be placed 50cm apart from one another and at least 1m away from trees, light and power poles, street signs and cars or driveways where possible.



Useful tip - check with your service provider

- Businesses using Council's service: Council has a range of bin sizes and additional bin options available. To find out more, email [**boroondara@boroondara.vic.gov.au**](mailto:boroondara@boroondara.vic.gov.au)
- Businesses using a private service: Most private waste contractors can provide additional bin/skip capacity or increased collection frequency. Get in touch with your contractor to see what options you can access.

Your legal obligation

Local Laws

Businesses are required to meet several Local Laws that apply to waste services for both private and Council-serviced bins. Penalties apply to businesses that are found to be in breach of these laws. As a business, you must ensure:

- Your bin lids are closed with no waste showing when the bin is placed out for collection to prevent waste spilling out of the bin and creating litter
- Your bins are stored on your private property, except for on collection days
- Your bins are placed out for collection for no more than 24 hours before and 24 hours after collection
- Your bins are placed in the correct location for collection as agreed by Council or your waste contractor
- You remove any litter that has spilled from your bins onto any Council land, road or footpath
- You do not use public litter bins for your commercial waste.

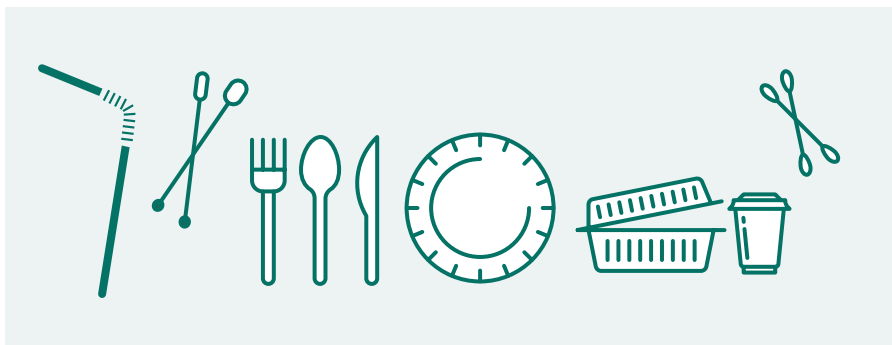
State Legislation

In line with Victorian Government laws, you are responsible for ensuring the waste and recycling you present for collection is contained within your bins. You are expected to ensure that all waste and recycling you present for collection is contained within your bins. It is an offence under the Environmental Protection Act 1970 Section 45E to have any of your waste or recyclables kept outside of your bins. If you cannot fit waste into your existing bins, you will need to store it on your private property until you can dispose of it legally in your normal collection arrangements.

Single-use plastics ban

These problematic single-use plastics (including degradable and compostable plastics) are now banned from sale or supply in Victoria:

- Drinking straws
- Cutlery
- Plates
- Drink stirrers
- Cotton bud sticks
- Expanded polystyrene food service items
- Expanded polystyrene drink containers.



If you need further information, you can call **1800 844 946** or email: sustainability@nra.net.au or visit: [vic.gov.au/single-use-plastics](https://www.vic.gov.au/single-use-plastics)

Sustainable business programs and resources

We've developed educational resources for you to share with staff, including internal posters.

To view online and download, visit:

boroondara.vic.gov.au/using-your-bins

Council also offers programs to help local businesses transition to more sustainable operations.

To find out more, visit: **boroondara.vic.gov.au/business/businesses-and-environmental-sustainability**

More information

Sign up to receive monthly email updates from Business Boroondara, which include upcoming network events, training workshops, business grants and other opportunities to promote and grow your business.

To find out more, visit: **www.boroondara.vic.gov.au/business**

Contact

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