



Waste reduction

Despite the increase in recycling over the last 10 years, Victorians continue to generate more waste and send significant amounts to landfill. In 2002, Victoria produced over 8.4 million tonnes of solid waste, over half of which was sent to landfill. By reducing the amount of waste generated within your business you can help preserve natural resources, reduce greenhouse gas emissions, save money and enhance your environmental performance.

The council's role in waste reduction

All rate paying properties in the city of Port Phillip, including businesses, are entitled to a weekly collection of a 120L waste bin, a 60L recycling tub and a bundle of flattened cardboard and paper.

What you can do

Here are a few simple ways to help your business reduce, reuse and recycle waste.

Reduce

- Buy supplies in bulk to reduce the amount of packaging and wrapping.
- Take your own calico or string shopping bags when you go shopping.
- Buy cleaning products with high biodegradability.
- Buy items that will last a long time and will not need replacing quickly.
- Buy appliances with high energy ratings.
- Buy usable quantities of food and supplies for the business.
- Print invoices only if requested.
- Avoid printing unnecessary documents, such as email.
- Scan or save documents to floppy, zip or compact discs, rather than paper filing systems.
- Print double-sided.
- Provide plastic bag to customer only if requested.
- Use email to communicate wherever possible.
- Reduce margin settings to fit more on each page of printed paper.
- Make use of the 'draft' option on printers to save on ink and toner.
- Avoid the use of full page fax cover sheets. Use stick on labels or rubber stamps for the first page of the document.

What you can do continued...

Reuse

- Use both sides of the paper before recycling.
- One-sided copies can be used for notepaper.
- Set up a second paper tray in the printer for one-sided paper.
- Feed one-sided paper into the fax machine.
- Refill ink and toner cartridges.
- Use old plastic containers for storage.
- Use old cardboard boxes for storage.
- Use old plastic bags for bin liners and shopping bags.



Think before you print.

Recycle

- For large amounts of paper and cardboard recycling, consider sharing the costs of commercial recyclers with a neighbouring trader.
- Purchase items that are recycled and/or are recyclable.
- Recycle your cardboard, paper, newsprint, plastic bags (at present only at Coles Supermarkets), glass, steel cans, plastic bottles, aluminium cans and milk and juice containers.
- Set up a worm farm or compost bin for your business.
- Do not put ceramics, drinking glasses or ovenproof glasses into your recycling bin.
- Don't forget to take the lids off plastic bottles before putting them in the recycling bin.
- Avoid putting recyclables into plastic bags. This contaminates recycling collections.

Material source: Planet Ark, Origin Energy, EPA Victoria, EPA NSW websites and Western Regional Waste Management Group (illustration).

For more information

To find out more about reducing waste in your business, contact the Sustainable Traders Project Officer on (03) 9209 6474 or email karcher@portphillip.com.au, or visit <http://www.portphillip.vic.gov.au/ecoedge.html>

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