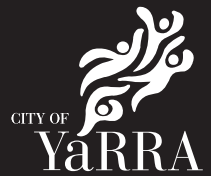


Yarra City Council

Waste and Recycling Toolkit for Businesses

A toolkit for businesses and commercial
buildings in Yarra.

November 2020



Introduction

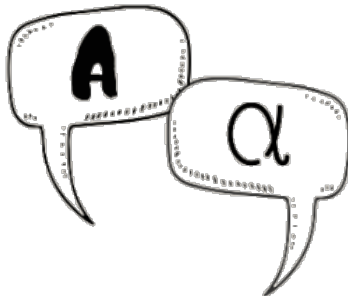
Yarra City Council is committed to helping Yarra businesses get their waste and recycling right. We know that there's many different types of businesses and commercial buildings in Yarra that use our kerbside collection service.

This toolkit is designed to help you know how to use the purple-lidded glass bin to recycle glass when our recycling service changes from 23 November 2020.

We've also included tips on assessing and minimising your waste, how to engage your staff and lots of information on how to responsibly dispose of items that don't belong in your kerbside bins.

We want to help fix the recycling industry, create local jobs and use waste as a resource instead of sending it to landfill.

Something simple we can all do to help is separate our waste at its source – in this case, in your workplace or business location! This way, we can use more of what we throw out, to make what we need. It's the circular economy and it's good for local jobs, the environment and our future.



Other languages

We have information available in other languages available on our website at yarracity.vic.gov.au/translation.

Or, if you'd like to you can contact us through our interpreter service please call us on 9280 1940.

More information

For more information about these changes visit yarracity.vic.gov.au/recyclerev.

You can also stay up to date by subscribing to our email newsletter at yarracity.vic.gov.au/yarralife.

If you have any questions please call us on 9205 5555 or email info@yarracity.vic.gov.au.

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Yarra's Recycling Revolution

Yarra City Council is one of the first councils in Victoria to introduce a separate glass-only bin to revolutionise how we recycle.

Every business, commercial building and household in Yarra - who uses Council's kerbside collection service – will receive a purple-lidded glass bin.

When our recycling service changes from Monday 23 November, we'll be asking you to:

1. Separate glass jar and bottles from your other recyclables.
2. Update your recycling know-how. What can and can't be recycled has changed.
3. Change to fortnightly collections for your yellow recycling and purple glass bins.

We are working towards introducing a separate bin for food and green waste in the future.

Purple-lidded glass bin

What can go in

- ✓ Glass jars (empty, no lids).
 - o Pasta sauce, jam, condiments, etc.
- ✓ Glass bottles (empty, no lids).
 - o Wine, beer, spirits, olive oil, sauce, etc.
- ✓ Broken glass jars and bottles.

What cannot go in

Different types of glass melt at different temperatures, and so can't all be recycled. This means we can't accept the following in the glass bin:

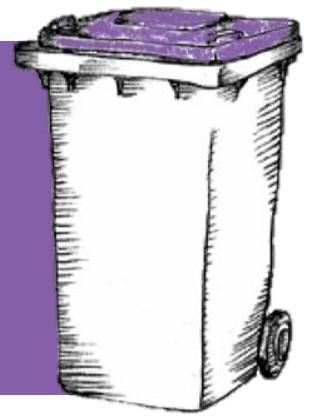
- ✗ Glassware (wine and drinking glasses).
- ✗ Broken crockery and other ceramics.
- ✗ Light bulbs.
- ✗ Glass food storage containers or baking dishes (e.g. Pyrex).
- ✗ Perfume bottles, vases and other decorative glass items.
- ✗ Lids, corks, etc.

Remember

- ! Make sure all jars and bottles are empty and clean.
- ! Remove lids from all jars and bottles.
- ! Metal lids can go in the yellow-lidded recycling bin, but all other lids should go in the rubbish bin.
- ! Any bottles that contain cigarette butts will be sent to landfill.
- ! No need to remove labels.

When it's mixed in with other materials, glass breaks into small pieces which get stuck in the paper, cardboard and plastics in the recycling bin. This is a type of contamination and reduces the quality of these materials, making it much harder for our processor to recycle them and costing us more to sort.

By introducing a separate collection for glass, we're able to prevent this from happening, protecting the quality of our recyclables.



Yellow-lidded recycling bin

What can go in

- ✓ Paper, cardboard, envelopes, junk mail and egg cartons.
- ✓ Aluminium foil.
- ✓ Aluminium and steel cans.
- ✓ Metal lids from bottles and jars.
- ✓ Plastic bottles labelled 1 and 2 (empty, no lids).
- ✓ Plastic food packaging labelled 5.
 - Ice cream, yoghurt, butter and margarine containers.
 - Meat trays.

What cannot go in

- ✗ Glass bottles and jars (these can still be recycled in your purple-lidded glass bin).
- ✗ Aerosol cans.
- ✗ Milk and juice cartons (e.g. Tetra Paks).
- ✗ Plastic lids of any kind, including trigger, spray and pump lids.
- ✗ All plastic items labelled 1 and 2 that are not plastic bottles.
- ✗ All plastic items labelled 3, 4, 6 and 7.

Remember

- ❗ Check the numbered labels on all plastic items before you put them in the yellow-lidded recycling bin.
- ❗ If a plastic item has no number label, it should go in the rubbish bin.
- ❗ Rise all food residue from containers.
- ❗ Lids must always be off – plastic lids go in the rubbish bin and metal lids in the yellow-lidded recycling bin.
- ❗ Plastic lids should always go in the rubbish bin.
- ❗ Scrunch your aluminium foil.
- ❗ Don't put your recycling in plastic bags!
- ❗ Soft plastics don't belong in the rubbish bin – if clean, they can be taken to a REDcycle bin at participating supermarkets.
- ❗ Biodegradable/compostable packaging isn't recyclable in Yarra.

For a long time, Australia has relied on other countries to take and process our recycling. These markets no longer accept our recycling and so from now on, we'll only be accepting items that can be recycled in Australia. We're doing this to help grow our local industry and ensure we can recycle here in the future.

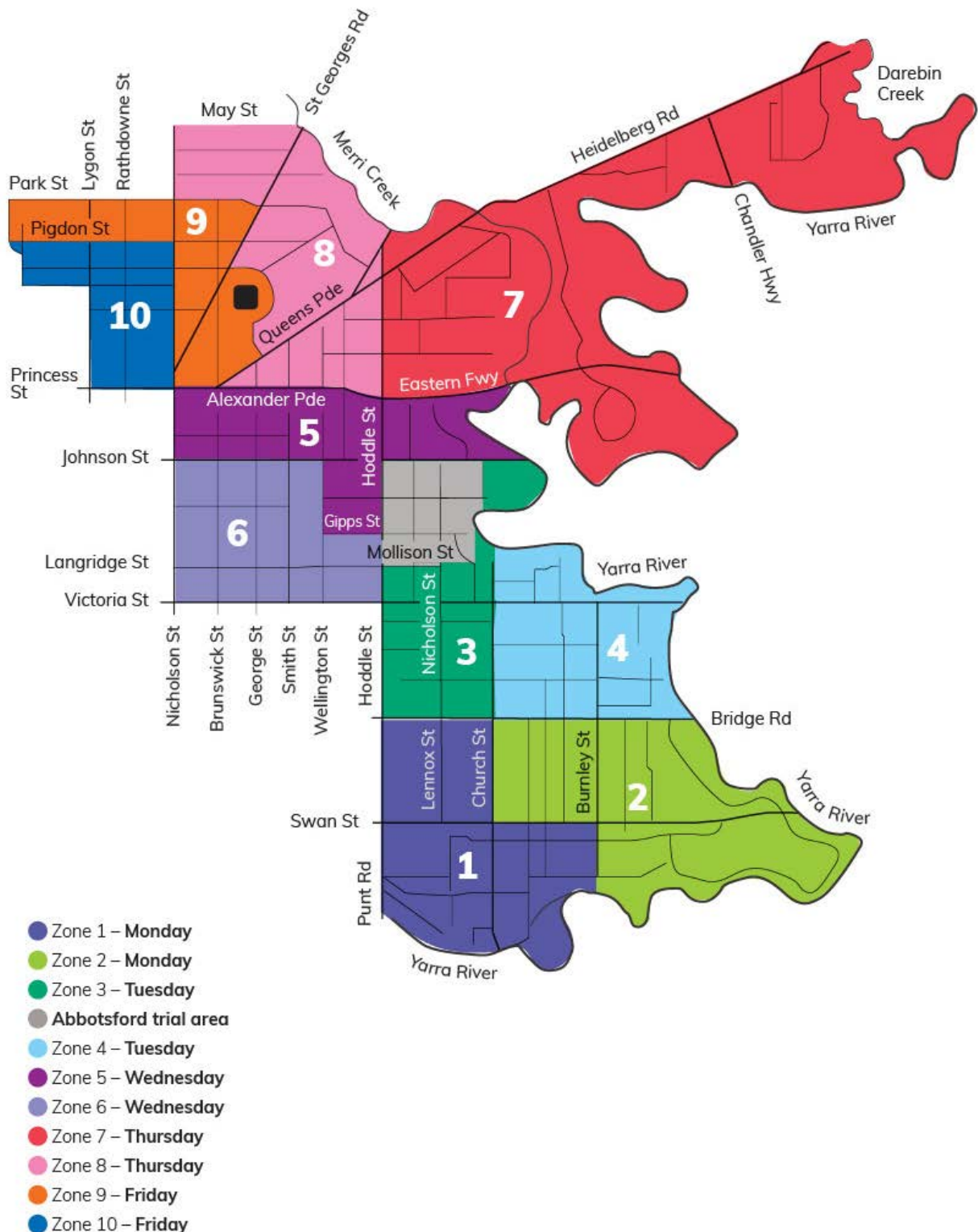
As the Australian recycling industry is limited in what it can process and sell on, some things that we used to put in our recycling bins – like milk and juice cartons, aerosol cans, bottles lids and some plastics – can no longer be recycled.



Bin collection frequency changes

We're still collecting your rubbish bins every week. Your recycling and glass bins will now be collected every fortnight, on alternating weeks.

We want to make it as simple as possible to remember when to put out your bins. Check our bin collection map below and head to our website to download the calendar relevant to you: yarracity.vic.gov.au/bincollection.



Our new approach to managing contamination

When the wrong things end up in the wrong bin, this is called contamination. There are three main types of contamination:

1. When recyclables are dirty or haven't been emptied.
2. When non-recyclable items are placed in the recycling bin, non-glass items are placed in the glass bin, or inappropriate waste is placed in the rubbish bin.
3. When recycling is placed in a plastic bag.

Contamination is difficult to remove and causes lots of problems for recycling as it makes it harder for processors to sort and sell it on to markets to make into new products. When a load of recycling has been contaminated, Council has to pay a penalty fee, increasing the cost of the service. To avoid contamination in the recycling and glass bins, we need you to do two things:



Firstly, the materials in your recycling bin need to be empty, clean and dry.



Secondly, the right things need to go in the right bins: recycling in the recycling bin, glass in the glass bin and rubbish in the rubbish bin.

To help us get the best quality recycling possible, we've introduced a new way of letting you know if you've made a mistake. If our collection crew finds an item that doesn't belong in your glass or recycling bins, they'll place a sticker on it letting you know exactly what item caused the problem.

We'll be leaving bins uncollected until the item is removed. When the item has been taken out of the bin, you can contact Council to organise for the bin to be emptied.

If your bins are contaminated too many times, Council will be unable to continue to provide you with a collection service. We'll always work to support you to get it right first by offering advice and education if you need it.

We do understand that sometimes it's not you doing the contaminating, and that passers-by sometimes put their rubbish into the wrong bin. We've also made a sticker for you to use in this situation too, which you can order via our website.



Our waste and recycling service

Commercial waste

Yarra Council (Council) provides a standard waste and recycling service to all ratepayers in Yarra that is designed for domestic waste. For commercial properties and businesses, this service is suitable for waste from staff kitchens and bathrooms. The Council service is not designed for the waste that is produced from commercial operations. Specialised private collection services are available which better suit these types and volumes of waste.

As a commercial property in Yarra, you are welcome to use the Council service, a private collection service, or both.

All commercial properties with a Council service are expected to use their bins appropriately – the same rules and standards apply to businesses as to residents. However, if the standard Council service is not meeting your business's needs, you can choose to either switch over to a private waste collection service or use one in addition to your Council bins.

Please note that if you do choose a private waste collection service, there will no reduction to your rates.

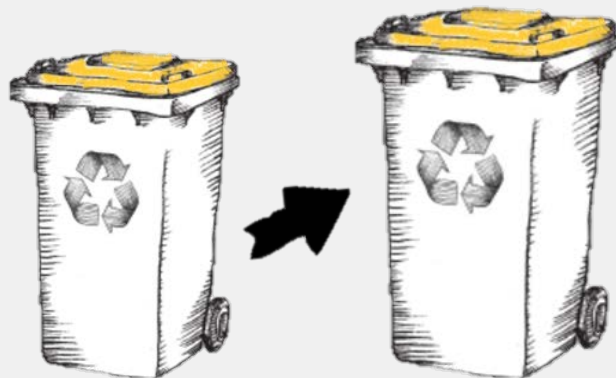
What am I entitled to?

All rated properties in Yarra are entitled to our standard service, which includes:

- 80L of rubbish (collected weekly).
- 120L of recycling (collected fortnightly).
- 80L of glass (collected fortnightly).

What if I need larger bins?

The recycling and glass bins can both be upgraded to larger maximum size of 240L if needed, completely free of charge. You can also request an additional recycling and/or glass bin if the 240L bin still does not meet your needs. Upgrades for rubbish bins are limited and will be assessed by Council on a case-by-case basis. Remember, the Council service is suitable for waste from your staff kitchen and bathroom areas only, not for commercial waste.



We want to make it as easy as possible for you to get the bin sizes you need, so head to this page to our website to request an upgrade: yarracity.vic.gov.au/recyclerev.

If you need more capacity than this, you'll need to get a private waste collection service.

What does Council expect of me?

Local Laws

Just like Yarra residents, business and commercial users of the Council service are expected to abide by Yarra's General Local Laws that apply to waste. This means that you:

- Must use Council provided bins for the Council service.
- Must ensure bin lids are fully closed when the bin is placed out for collection.
- Are responsible for cleaning your bins.
- Must store your bins on private land except when they are placed out for collection.
- Must ensure that your bins are placed out for collection not more than 24 hours before the scheduled collection and by 5am on the day of collection at the latest.
- Must ensure that your bins are returned to private land not more than 24 hours after the scheduled collection.
- Must place your bins on the footpath or nature strip outside your property, unless you have been instructed otherwise by an authorised Council officer
- Must remove any litter that has spilled from your bins onto any Council land, road or footpath.

State Legislation

According to Victorian legislation, you are also expected to ensure that all waste and recycling you present for collection is contained within your Council bins. It is an offence under the **Environmental Protection Act 1970 Section 45E** to not place all your waste/recyclables into a receptacle for the purposes of depositing the waste/recyclables.

If you cannot fit your rubbish, recycling or glass into your existing bins, you will need to store it on your private property until you can dispose of it legally.

Remember, we have larger bin sizes and additional bins available for recycling and glass in case what you have isn't meeting your needs. If you need more capacity than this, you will need to get a private waste collection service.

Making the most of your bins: resources and tips

In this section, you'll find information on resources Yarra has developed to help businesses get recycling right (such as posters and stickers), as well as tips for engaging staff and instructions on how to conduct a waste audit at your business.

Bin posters, stickers and information kits

Bin posters and stickers

We have developed instructional bin posters to help businesses and commercial buildings in Yarra sort their waste and recycling.

You can print them to a size that is suitable for your needs. We suggest printing out smaller A4 versions to put up next to your indoor bins and larger A1 versions to put up next to your outdoor bins. This way, the information you need about what goes into each bin is located as close as possible to the place where you engage in recycling behaviour, prompting you to recycle right!

We have versions specifically for small hospitality venues and for offices, as well as general posters to suit other businesses.

We recommend getting your outdoor posters laminated or printed professionally on corflute to protect them from the weather.

Bin stickers

We have also produced bin stickers, which are designed to fit onto the lid of your kerbside bin but may also be suitable for you to use on your indoor bins.

Visit our website to download these resources at yarracity.vic.gov.au/recyclerev.



The Revolution Kit

To help you update your recycling know-how we have created a simple and easy-to-use information kit, which has everything you need to know to sort your rubbish and recycling. It even includes a Quick Reference Guide so you can check which bin to put your waste in.

Engaging your staff to recycle right

We understand that getting your staff to recycle right can be difficult. While everyone agrees that recycling is important, it can be confusing!

Below, we've put together some of the most common barriers to getting recycling right in the workplace and our best advice for how to overcome them.

Staff knowledge and motivation

Research from Sustainability Victoria suggests that the vast majority of Victorians really care about recycling. The hard part is translating that care into action and getting it right!

To make sure staff understand both why and how they are expected to recycle as part of Yarra's new service, we recommend doing some or all of the following:

- Run an information session or meeting with your staff where you go over the information covered in this booklet – focus on the benefits of the changes!
- Set some homework – give your staff this booklet to read and/or link them to Yarra's business rubbish and recycling webpage: yarracity.vic.gov.au/services/recycling-and-rubbish.
- Engage your staff in planning any reorganisation of your indoor bin setup(s) and in picking the location(s) of your bin posters.
- Do a waste audit together, discuss what you find and plan changes together.
- Reward, recognise and thank staff when they get it right!
- Give you staff regular feedback on how they are doing.

Staff accountability

Just like at home, no one wants to be responsible for emptying the bins at a workplace! To make sure staff feel accountable, we recommend setting up a bin roster, so it's really clear who is responsible for what and when.

If you have a cleaner who takes out your bins, it's your responsibility as a business to inform them about the changes to your recycling service and the new glass bin.

Remember, managing contamination is your responsibility. If you get a contamination sticker from Council, you will be expected to remove the incorrect item(s) yourself before Yarra will collect your bin. To make this safe for your staff or cleaners, we recommend purchasing heavy-duty, sharps-proof gloves.



Recycle right

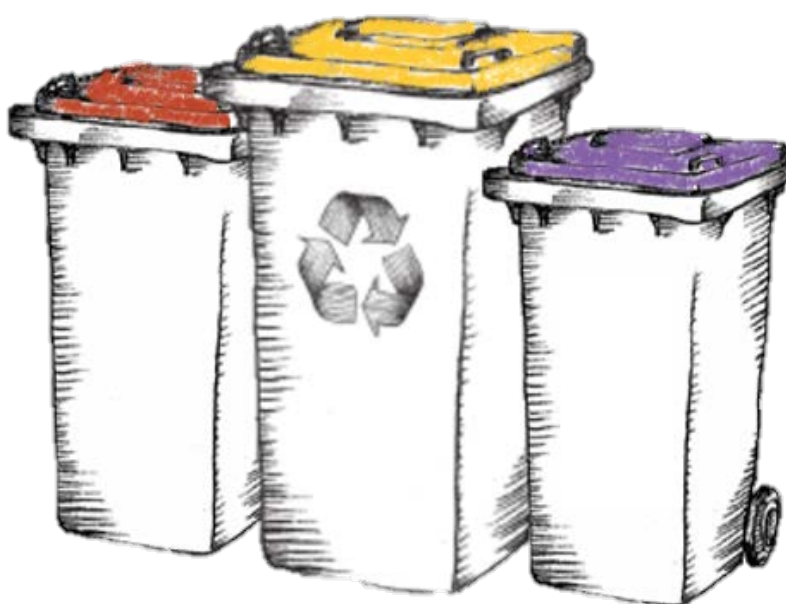
Setting up your waste management system for success

A good waste management system includes both the physical infrastructure and the activities that control (or connect) how rubbish and recyclable materials move from one location to the next within your business. This process includes:















- Where waste is produced in your business (office, kitchen, bathrooms, etc.) and the indoor bins and information available there.
- The journey the waste takes from your indoor bins to your outside bin storage area outside.
- Your outdoor bin storage area, to the kerb and back again.

Below is a basic summary of the different elements that make up a waste management system:

Stage	Activity	Infrastructure
Indoor bin setup	Sorting waste into glass, recycling and rubbish bins by staff	Indoor glass, recycling and rubbish bins / receptacles Educational posters and other materials Staff training process and guidelines
Transferring your waste	Transfer of indoor bin contents to outdoor (kerbside) bins by staff or cleaners	Access routes Transporting containers or vessels Waste roster
Outdoor bin storage area	Sorting waste into glass, recycling and rubbish bins	Outdoor glass, recycling and rubbish bins Educational posters Bin lid stickers
To the kerb and back again	Placing bins out for collection in appropriate location Returning bins back to the storage area once emptied	Access routes Trolley Gloves OH&S and procedural guidelines



Our top tips

-  To ensure that the rubbish and recycling you collect inside at the source gets to the correct outdoor bin, try having three bins indoors in each space where you collect waste.
-  Clearly mark which indoor bin is for glass, recycling and rubbish. Colour-coding to match your outdoor bins is a great idea!
-  Reduce customer access to your bins so that you have more control over what goes into them.
-  Place stickers on the bins themselves, or posters nearby on a wall, which show what does and doesn't go in each bin. We have developed posters specifically for businesses, which you can find at yarracity.vic.gov.au/recyclerev.
-  Make sure your indoor bins get cleaned regularly and that your indoor bin area is clean and accessible.
-  Educate and engage your staff to sort their waste correctly. Provide resources or training to update their recycling know-how so that they can get it right.
-  Make sure that you have clarity around who is responsible for emptying your indoor bins into your outdoor bins, and how often. Set up a roster if you need to.
-  One of the biggest contamination issues we have in Yarra amongst our business community is bagged recycling! Remember, all recycling must be placed in your recycling bins loose so that it can be easily sorted and separated.
-  Make sure it is easy and safe to take your rubbish and recycling from your indoor bins to your outdoor bins. Think about how you move your waste – do you need a trolley, a crate, basket or a box?
-  Make sure your outdoor bin storage area is clean and accessible to your staff. If passers-by often use your bins incorrectly, consider locking your bin storage area.
-  Make sure you have clarity around who is responsible for cleaning your bins, and how often. If you don't want to do it yourself, there are cleaning services available.
-  If you have more than one of each bin, make sure they are grouped together by type rather than intermingled.
-  Mark out each bin area on the floor/ground with tape or paint so that it's clear where bins need to be placed back after collection.
-  Keep your bins in good condition – get them repaired or replaced if necessary! You can request this on the Yarra website.

Waste audits: understanding what's in your bins

Because of the changes to what is accepted in your recycling bin, you may find it challenging to find space for all of your rubbish and recycling. If this happens, before you order a larger bin from us, you might want to do a waste audit so that you can better understand what makes up your waste.

Doing an audit may also help you determine if you need to swap over to or get an additional private waste collection service and what type of waste you might need it for. You might find that the results of the audit reveal some easy changes you could make or items you could eliminate. This might mean you could avoid paying for an additional private service!

Below you will find a quick 10-step guide to conducting a simplified waste audit, as well as a template you can use to record what you find.



Waste audit guide

Step 1: Choose a time and date to conduct your audit. The evening before your scheduled collection is a good idea, as you'll get the best picture of the waste that has accumulated.

Step 2: Choose which bins and spaces to audit – do you need to assess your various indoor setups or just the contents of your outdoor bins?

Step 3: Decide how broad or specific you want your waste categories to be and adapt the template sheet below to your needs. We've included a long list of items, but you might want to take a simpler approach.

Step 4: Choose if you want to do a visual audit or a comprehensive one. Visual audits involve simply lifting the lid of your bin and assessing what you can see without touching anything. Comprehensive audits are more complicated and can get messy, and involve removing and sorting all the items from your bins by hand or with tongs.

Step 5: If you have chosen a comprehensive audit, make sure you have the appropriate occupational health and safety precautions in place, such as gloves, tongs, buckets, masks, safety glasses, hand wash and/or sanitiser, aprons or overalls, etc. You'll also need a tarp or similar surface to put your waste on, a team of helpers and a well-ventilated area.

Step 6: Visually estimate the volume of each material type and take note of it on your audit sheet. You can do this by estimating the total amount of physical space that is taken up by waste material in the bin you are auditing, and then estimating the proportion of that space that is taken up by the material you are recording. Alternatively, you could take a guess at how many litres are being taken up by the material.

Step 7: Using the results of your audit, identify which items are taking up the most space and assess whether you could avoid the item altogether, find a reusable option or switch to a recyclable option. Also use this as an opportunity to check if the right things are ending up in the right bins or if there is contamination at your business.

Step 8: Share the results of your audit to staff and/or colleagues and discuss what changes you could make to your purchases, packaging or behaviour. If you found your bins were contaminated, use this as an opportunity to refresh everyone’s recycling knowledge using Yarra’s new educational material.

Step 9: Commit to making the changes you have identified and create a plan to implement them. If you need help from us, Yarra has developed some great resources to help businesses reduce their waste as part of our Proudly Plastic Free program. You can access these on our website here: yarracity.vic.gov.au/services/living-sustainably/proudly-plastic-free.

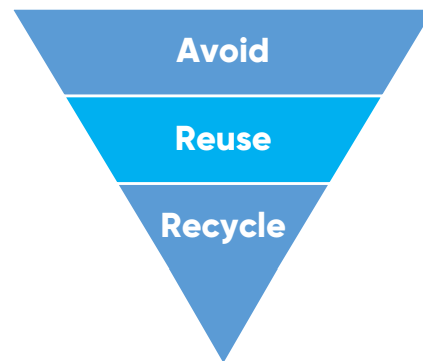
Step 10: If the item or items that are causing the problem are unavoidable for your business or can’t be swapped out for a reusable or recyclable alternative, you’ll need to explore getting larger/additional recycling and/or glass bins or the possibility of getting private waste collection service.

Waste audit template

Item (What did you find?)	Bin type and location (Where did you find it?)	Estimated volume (How much did you find?)	
		Volume	Proportion
Aluminium cans			
Aluminium foil			
Batteries			
Cartons (milk, juice)			
Cardboard			
Cleaning product bottles			
Coffee cups			
Cooking oils			
Egg cartons			
Electrical waste			
Food waste (food scraps, leftovers, uneaten food)			
Glass bottles			
Glass jars			
Lids (plastic)			
Lids (metal)			
Office waste (batteries, pens, etc.)			
Paper			
Paper napkins/paper towels			
Plastic bottles (1 + 2)			
Plastic bottles (other)			
Plastic containers (5)			
Plastic containers (other)			
Plastic packaging (other)			
Polystyrene/Styrofoam			
Steel cans/tins			
Soft plastics (bags, wrap, packets)			
Tetra Paks (long-life cartons)			
Tissues			

Waste minimisation tips

In the waste business, we rely on a model called the 'waste hierarchy' to guide us in making the most sustainable and environmentally-friendly decisions. A waste minimisation approach mainly focuses on the top three tiers of the hierarchy: avoidance, reuse and recycling. We've collected some of our top tips on implementing these below.



The waste hierarchy

Avoid/Reduce

The waste hierarchy teaches us to focus first and foremost on trying to avoid (or reduce) creating waste in the first place. This means:

- ! Thinking about whether you really need an item or if you could avoid buying it altogether (for example, plastic water bottles or individually wrapped mints).
- ! 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 without packaging or switching supplier altogether!

Reuse

Next, we aim to look for ways to reuse items instead of letting them become waste. This means:

- ! 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 with lids rather than single-use plastic containers and/or plastic wrap, and encouraging customers to BYO reusable containers and cups.
- ! For offices, choosing reusable items like ceramic crockery and mugs, glasses, and metal cutlery for your workplace kitchen or tearoom or asking staff to BYO.

Recycle

Recycling is obviously preferred to sending materials to landfill, but 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). Check our **'Waste audit guide'** above for more advice.
- ! Sourcing stationary made of recycled content or that is recyclable, such as refillable cardboard pens and recycled paper.

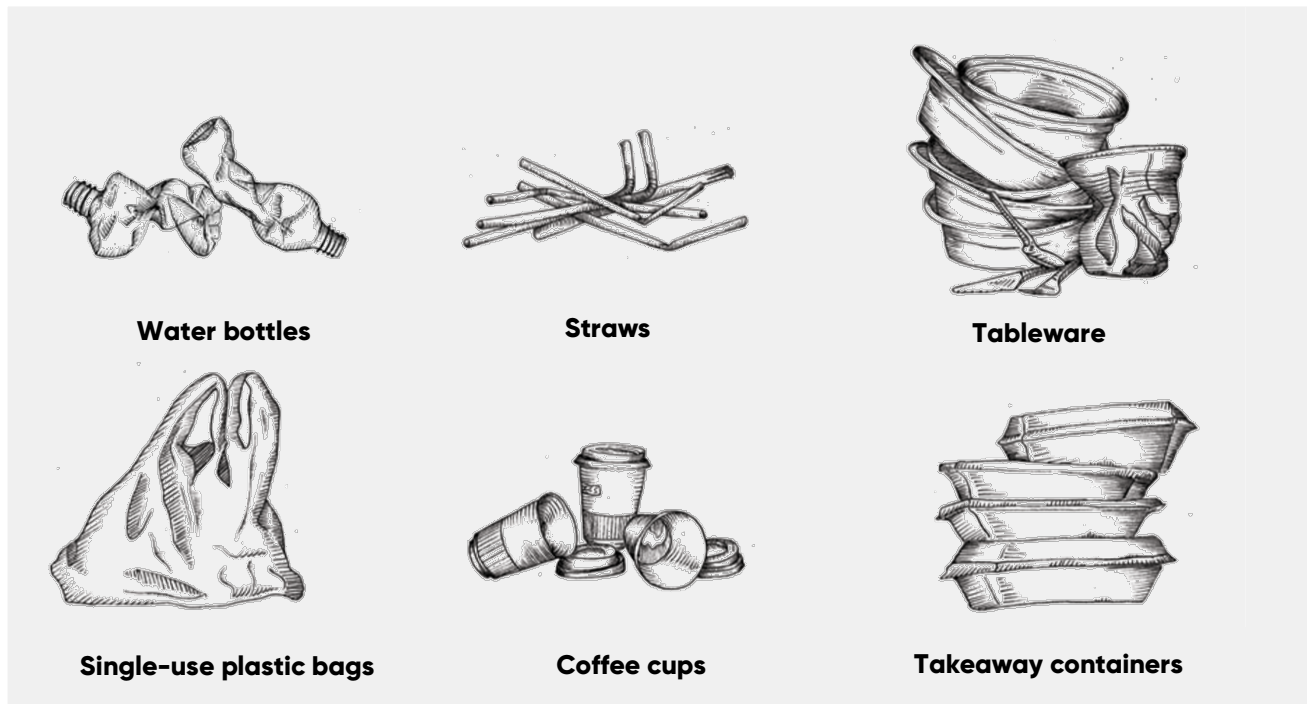


Organising specific recycling collections at your workplace for things which aren't accepted in Yarra's recycling bin, e.g. soft plastics, batteries, e-waste, etc. Check our section on 'Diverting other materials from landfill' below for more advice.

Proudly Plastic Free

We are reducing plastic use in businesses throughout the City of Yarra with our Proudly Plastic Free program.

Proudly Plastic Free is a whole of community plan to reduce single-use plastic packaging in the hospitality sector. It is an opt-in program where businesses commit to phasing out three out of the following six troublesome plastic items:



Yarra's Waste Minimisation team supports participating businesses by assessing their plastic use and suggesting actions that they can take to decrease their waste such as identifying opportunities to design out waste, introducing reuse schemes and swapping packaging suppliers or items. Successful businesses are featured on **Yarra's Zero Waste Map** and promoted via Yarra's social media.

You can find more information, along with the resources we've developed for the program on our website here: yarracity.vic.gov.au/services/living-sustainably/proudly-plastic-free.

Get in touch with us if you want to participate!

Beyond the Council service: additional resources

Diverting other materials from landfill

While not everything can be recycled using your kerbside bins, there are lots of other ways you can make sure you are responsibly managing your waste. This section includes some advice on how to dispose of things like chemical waste, food waste, e-waste and more.

Yarra's Recycling Drop-Off Centre

Yarra's Recycling Drop-Off Centre is primarily for use by residents only, as we can only accept household quantities of recyclables. There are some exceptions however – we take the following from Yarra businesses:

- Cardboard and paper
- Small quantities of e-waste
- Small quantities of paint

For more detail around our opening hours and up to date information on the volumes/ quantities we accept, please check our website at yarracity.vic.gov.au/dropoffpoints.

What about compostable and biodegradable packaging?

In recent years, compostable and biodegradable packaging products have become more widely available as an alternative to plastic packaging. These products are typically made using plant-based alternatives to oil, such as PLA (polylactic acid) or corn-starch.

Unfortunately, compostable and biodegradable items are NOT recyclable. Although they can technically be composted, most commercial composting facilities in Australia won't take them. If you are on the Council service and use these products in your business, they'll need to go in your rubbish bin. Because of this, it's best to choose packaging items you know can be recycled. Go for cardboard, paper, cans and glass where you can and always remember to encourage reusable options over single-use when it comes to coffee cups and takeaway containers!



Chemical and hazardous waste

Chemicals such as fertilisers, pesticides, coolant, paint stripper, oil, detergents and other cleaning products can be dangerous if not disposed of correctly, so they cannot go in any of your kerbside bins. They need to be stored and disposed of safely. The same goes for hazardous waste like paint, batteries and fluorescent lights. As a business looking to dispose of these sorts of items, you'll either need to take them to a **waste transfer station** or arrange for a private collection service. You can search for available services at businessrecycling.com.au.

E-waste

Electronic waste (or e-waste) is anything with a battery, plug or power chord. Items include mobile phones, laptops, kitchen appliances and office equipment.



As of July 2019, the Victorian Government banned all electronic waste from going to landfill. That means that e-waste items CANNOT go in your kerbside rubbish, recycling or glass bins. If you find you have large amounts of e-waste, you might want to set up a bin specifically to collect it. E-waste should be stored indoors and protected from heat and moisture.

As a business looking to dispose of e-waste, you'll either need to take your items to one of the e-waste collection points around Yarra or arrange for a private collection service. You can find drop-off points on Yarra's website by selecting e-waste on Yarra's Zero Waste Map at: yarracity.vic.gov.au/zerowaste.

You can search for available services via this website: businessrecycling.com.au. Alternatively, you can bring small quantities of e-waste to Yarra's Recycling Drop-Off Centre.

Hard rubbish

Commercial properties are not eligible for Council's hard rubbish collection. If you have hard rubbish you need to dispose of, you'll need to hire a skip or take the items directly to a waste transfer station.

Office waste

For other small office waste items, it's a great idea to collect them separately by setting up a collection box. Some organisations we know of that take office waste include:

- Planet Ark, who offer a collection box for printer cartridges.
- Officeworks stores, who accept batteries and printer cartridges.
- ALDI, who accept batteries.
- Simply Cups, who offer a single-use coffee cup collection service.
- Australia Post, who accept e-waste and printer cartridges.
- Zoos Victoria, who accept old mobile phones.
- IKEA, who accept light globes.

Soft plastics

Soft plastics are likely to make up a significant part of your rubbish bin. If you find you have large amounts of soft plastics, you might want to set up a bin specifically to collect it. Council does not provide a soft-plastics collection service, so you will need to arrange to take soft plastics to a collection point. Most Coles and Woolworths supermarkets have a REDcycle bin collection points.



Food waste

While Yarra will be looking to introduce a dedicated food and green waste bin in 2021, it may not be suitable for your needs as a business. The below advice is separated according to whether you are a smaller or larger business.

If you are a small café, restaurant or office and currently put your food waste in the rubbish bin, you may want to look into getting a food waste collection service. There are even services specifically for used coffee grounds!



Options for smaller businesses

If you have some outdoor space, you could look into setting up a worm farm or composting system on site. Yarra has lots of information on how to do this as well as discounted bins and worm farms available via this page: yarracity.vic.gov.au/compost. Importantly, you do need access to a garden in which to use the output of either a compost or a worm farm.

Another great low-maintenance option for businesses with a little bit of outdoor space is a solar composter. You can buy these from many online shops. These composters can take up to 4L of food waste per day, breaking down the food waste into the surrounding soil.

If you don't have any space outdoors you could consider using a bokashi bin. These are a great option as they ferment rather than compost food waste, which is much faster. The output from a bokashi bin does however need to be buried in a garden.

You could also look into getting a kitchen food scraps caddy to collect your food waste and arrange to drop it off at a Community Garden or Neighbourhood House close to your workplace. Here's a link to Yarra's Zero Waste Map, where you can find lots of place to take your food waste: yarracity.vic.gov.au/zerowaste.

Another option is to check out the [Sharewaste website](#) to see if there is anyone who composts nearby who would like to take your food scraps.

Options for larger businesses

There are several private waste collection companies in Melbourne that offer a food and green waste collection service. These include Waste Ninja, JJ Richards, KS Environmental, Closed Loop and Suez. You could also get in touch with your current private waste collection service provider (if you have one) to see what food waste collection service they may be able to provide. If your workplace produces a higher volume of food waste, you might want to look into getting a small-scale commercial composter on-site.