

1. Look at your waste being disposed



How full are your current bins? If they aren't close to full on collection day, you are paying for more than you need in waste collection services. General waste collections are much more expensive than recycling collection costs. Explore your options with your current bin provider or property manager to save costs.

Complete the waste audit activity to understand what's in your waste. The results from the audit will show you what waste collections you should have in place to best cater for the waste you generate. Waste audit data sheets, steps and training can be provided from Council's waste education team.

2. Get sufficient waste collection services

Whether it's a wheelie or bulk collection, your business will need to obtain a recycling collection service to divert recyclables from landfill if you don't already have one. Recycling collections are a lot cheaper than general waste and after rolling out proper waste management you will see a reduction in the amount of general waste produced, which means you can decrease your general waste bin services or size of the bin to save costs!

If you already have a recycling collection service, how full are the bins when collected? If they are 80-100% full, it is recommend obtaining more recycling bins or adding more collections. When there isn't enough recycling capacity, resource loss to the general waste bin can occur.



3. Set up internal bins

Set up bin stations in every room that waste is generated. Make sure your bins are signed and colour coded correctly and are side by side to avoid contamination and resource loss. The state government bin signage can be found at



www.qld.gov.au/environment/pollution/management/waste/recovery/recycling/signage

4. Make a plan

- Determine who will collect the waste and recycling and empty into the collection bins.
- If cleaners collect the bins, make sure they know to keep the waste and recycling separate.
- If staff will empty the bins, let them know where to empty material to ensure it goes in the correct bin.
- Ensure recycling bins are not lined with plastic bags.
- Determine who will monitor and check bins to ensure the staff and customers are putting the correct items in the correct bin.



5. Educate and train

- Set up a staff training session to educate your staff on the new sustainable waste management initiatives that your business is commencing.
- Develop specific signage to demonstrate common items at your business and which bin they go or do not go in.
- Put posters around your site demonstrating what your business is doing and how staff can get on board (templates available for download on MBRC website).

