



Business Recycling Guide

For The Shoalhaven Area

City Council



- **Retail Outlets**
- **Cafes, Restaurants and Takeaways**
- **Administration Services**
- **Accommodation**



In this day and age, businesses are always seeking to reduce operating expenses. By introducing recycling you may find cost savings. Through separating your waste into garbage and recycling you can save up to 40% of your waste disposal charges.

4 Tips for your Business to Recycle

1. Identify the materials you can recycle

Look around the work place and observe what you throw away. A good place to start is in the garbage bin. The list on the back of this leaflet will give you some ideas of what is recyclable.



2. Estimate how much material you throw away each week or month

Use your litterbins, wheelie bins and / or skip bins to determine the amount recycling you produce. These volumes will indicate how regularly you will need the recyclable materials collected and what type of container to use, eg a weekly, fortnightly, monthly service in a wheelie bin, wool bale or skip bin.

3. Decide on the recycling service you will use

There are 3 options for servicing. The first is to have a contractor collect the material for you (includes a Council Service). The second option is to take the recycling to one of the Council's Waste and Recycling Depots. There are ten located in the Shoalhaven area. Some businesses will accept particular items for recycling at their premises. Please refer to the details given on the back of this brochure.

4. Set up recycling bins

Work out the best locations so the recycling bins can be easily used e.g. in a kitchenette, beside the photocopier, beside a workstation. If you have a large recycling bin outside, place smaller bins in the office that can be emptied into the large bin. Place recycling bins next to any rubbish bins. Don't forget to label the bins and let everyone know how to use the new bins.

