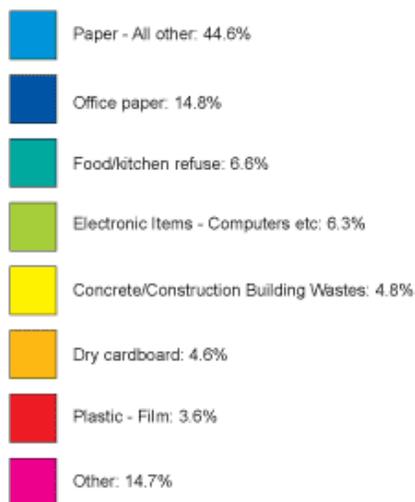




Office Sector Profile

More than half of all waste produced in offices is paper, which can be easily recycled. Introducing recovery and recycling initiatives can stop the majority of waste produced by offices ending up in landfill.



Data sourced from Commercial and Industrial Waste Audit for Central Queensland Local Government Association

Paper (59.4 per cent)

- Check that the business is not over-ordering stock.
- Take simple steps to reduce paper waste, such as setting the printer default to double-sided printing, reusing scrap paper for notes, and encouraging staff not to print unless it is necessary.
- Make it easy to recycle by placing small paper recycling bins at desks and near printers that can be transferred easily into larger recycling bins.
- Clean, dry paper and newspaper can be recycled using a separated paper recycling service or a co-mingled service.
- Depending on how much paper the business has to dispose of, it may be beneficial to use a baler or compactor for commercial collection.
- Ask around—other local businesses, schools or community groups may be able to use paper or newspaper.

Food and kitchen waste (6.6 per cent)

- Separately collect food scraps in the kitchen area and introduce an on-site composter or a bokashi bucket for fruit and vegetable peelings, leftovers and coffee grounds.
- Identify a local food waste collection service or negotiate the use of a local restaurant's or cafe's collection service.

Electronic Items (6.3 per cent)

- If the items are in good working condition, consider donating them to a charity for re-use.
- Electronic items, such as computers, can be collected by e-waste recyclers.
- Find a local supplier who can provide a collection or drop off service.
- Mobile phones can easily be recycled at drop off points in many phone stores or, alternatively, offices can organise to become drop-off points.
- Check the business's purchasing policy to ensure it is not over-purchasing or renewing items before they are required.



Case study: Accounting North



The project

After expanding its offices, Accounting North looked at new ways to reduce its waste and to save money. By joining up to the Department of Environment and Resource Management's ecoBiz program, Accounting North managed to make some effective changes.

The process

After assessing its waste streams, Accounting North reduced disposal waste by introducing new recycling streams. This included staff education and implementing clear signage to make the facilities easy for staff to use.

The ultimate goal for Accounting North is to become a paperless office. It is currently in the process of reaching this goal by reducing paper usage where possible, minimising paper used in client communications and, when paper is needed, using recycled paper.

The business also voluntarily participates in other environmentally and socially aware programs, including Planet Ark mobile phone recycling and battery recycling.

The result

- Waste reduction of 9.1 cubic metres.
- Reduced waste costs.
- Marketing benefits from undertaking sustainable actions.

More information or assistance:

- **ecoBiz** <www.derm.qld.gov.au/ecobiz>
- **Planet Ark Business Recycling** <businessrecycling.com.au>
- **Waste Reform** <www.derm.qld.gov.au/waste>