



**Be fantastic.
Cut single-use
plastic!**

Business Toolkit



www.ryde.nsw.gov.au/befantastic

Brought to you by the NSW Department of Planning, Industry and Environment

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Welcome

Welcome to the City of Ryde's
Be fantastic. Cut single-use plastic!
Business Toolkit.

First of all, thank you. If you're reading this, it's because you've made a decision to cut single-use plastic from your business or are seriously considering it.

Join in with the City of Ryde in your pledge to cut single-use plastics.

The City of Ryde introduced the *Reduce Single-Use Plastic* policy on the 30 April 2019 and has become the first Council in Australia to adopt a 'Zero Litter to River' target by 2030.



What is single-use plastic and why do we need to cut it?

Single-use plastics are disposable items that are typically used once for a few minutes before being thrown away, such as bags, bottles, straws, disposable cups and containers.

Plastic packaging represents the largest slice of global plastic production. This single-use material makes up between 26 per cent¹ and 36 per cent² of the world's plastic and is designed for immediate disposal.

Each year, at least eight million tonnes of plastic flows into the ocean from rivers and lakes, which is equivalent to dumping the contents of one garbage truck into the ocean every minute. At least 80% of this plastic pollution comes from land-based sources flowing through drains and into local waterways and oceans via stormwater runoff.

Single-use plastics are filling our waterways, city parks and bush landscapes as well as our landfill, and as a community we need to do more to reduce our single-use plastic footprint.

Your business can help reduce single-use plastic pollution in our environment. Reuse, recycle and find plastic-free options wherever possible.

¹ World Economic Forum, above n 4, p 17.

² United Nations Environment Programme, above n 1, p 4

Facts about single-use plastics



Half of all plastics produced are designed to be used **just once** and then thrown away.³



Plastic kills over **100 million** marine animals and harms over **600** marine species every year.⁴

Globally, the plastic produced each year is equivalent to:



Almost **3 million** blue whales (a blue whale weighs around **104.5 tonnes**)



Over **5,800** Sydney Harbour Bridges (the Sydney Harbour Bridge weighs **52,800 tonnes**)⁵



By 2025, based on current trends, the ocean will contain **1 tonne of plastic** for every **3 tonnes of fish**. By 2050, there will be more plastic than fish by weight if we don't do something now.⁶



How to use your Toolkit

This Toolkit provides the information you need to start fighting single-use plastic waste and the pollution it causes by eliminating single-use plastic from your business and committing to alternatives.

Remember to register your efforts of cutting single-use plastics from your business with the City of Ryde's **Be fantastic. Cut single-use plastic!** education program and become a recognised champion.

Share your efforts with the community through social media, websites and business directories. Display your window stickers, posters and certificates with pride! Share your story in your community and on social media.

**Tell your customers,
tell fellow businesses,
tell your networks!**

³ www.unenvironment.org/interactive/beat-plastic-pollution/

⁴ World Economic Forum, above n 4, p 26. Note: USD figures have been converted to Australian dollars.

⁵ ACT Government Phasing out single-use plastics Discussion Paper

⁶ World Economic Forum, Ellen MacArthur Foundation and McKinsey & Company (2016), www.ellenmacarthurfoundation.org/publications

Steps to cut single-use plastics from your business



Step 1: Register

Register your business with the City of Ryde **Be fantastic. Cut single-use plastic!** education program. www.ryde.nsw.gov.au/befantastic

Your FREE resource kit includes:

- Cut Single-Use Plastics Business Toolkit
- Posters
- Sustainable procurement/suppliers list



Step 2: Audit

Complete a single-use plastics audit of your business. Complete the single-use plastics audit checklist answering these questions:

- What single-use plastics do you use?
- Which single-use plastic items have you already cut or replaced?
- Which single-use plastic items can you easily stop using?
- What are the things you will need to phase out more gradually?
- If you really can't do without some items, are there sustainable alternatives on the market?
- What are the things you feel you have no control over e.g. suppliers and how they provide/send goods?

When you do your single-use plastics audit you might be surprised at how big your single-use plastic footprint really is!





Step 3: Avoid and Reuse

Pick one item at a time, starting with the easiest. You know what will work for your business, so we leave those decisions to you. Our suggestions here are based on other businesses who have cut single-use plastic successfully.

If you are a retail or food business the following suggestions might work for you:



If you are a service-based business or office, think about how you can encourage staff to cut single-use plastic and be fantastic at work:



Bags 	<ul style="list-style-type: none"> • Cut single-use plastic bags and encourage customers to bring their own • Sell a jute or cotton bag for customers to use with your brand name • Only provide a paper bag on request 	<ul style="list-style-type: none"> • Provide reusable bags for your staff to borrow for picking up lunches • Give every employee a branded reusable bag
Straws 	<ul style="list-style-type: none"> • Stop giving out straws • Keep a small stock of paper straws for those who really need them • Sell reusable straws 	<ul style="list-style-type: none"> • Stop providing straws • Keep a small stock of paper straws for those who really need them • Give every employee a reusable straw
Bottles 	<ul style="list-style-type: none"> • Stop selling bottled water • Offer a refill service instead • Sell reusable water bottles 	<ul style="list-style-type: none"> • Encourage the ban of plastic water bottles • Install cooling water filters or put jugs/glass bottles of water in the fridge • Provide jugs of water and glasses for meetings instead of plastic bottles • Give every employee a branded reusable water bottle
Stirrers 	<ul style="list-style-type: none"> • Stop providing stirrers and put stainless steel spoons out for customers to use or ask how many sugars they would like 	<ul style="list-style-type: none"> • Stop providing stirrers • Provide reusable spoons to employees
Cutlery 	<ul style="list-style-type: none"> • Stop providing plastic cutlery • Provide reusable cutlery for dine in • Offer compostable cutlery on request • Sell reusable cutlery sets 	<ul style="list-style-type: none"> • Provide reusable cutlery for your employees • Give every employee a reusable cutlery set

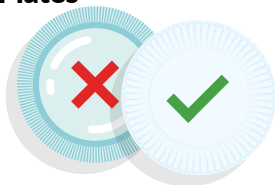


Cups



- Join the Responsible Cafés program – encourage reusable coffee cups by offering a discount to customers
- Sell reusable cups with your brand on them to show others what you are doing
- Create a 'Borrow a mug' scheme – customers borrow a mug or reusable cup for their takeaway and return it at a later date
- Encourage the ban of disposable coffee cups from the building
- Ask staff to use reusable cups instead
- Give every employee a branded reusable cup as an incentive

Plates



- Stop using disposable plastic plates
- Instead serve food on reusable tableware or replace with compostable ones instead
- Stop providing disposable plates
- Provide reusable plates for employees to use

Other



- Stop giving out sachets and provide a sugar/sweetener shaker, glass bottles of sauce or sauce dispensers instead
- Cut biscuits wrapped in plastic and opt for 'nude' biscuits
- Stop giving out napkins as standard. Make sure the ones you do give out are fully compostable. Swap to washable napkins for dine-in customers
- Avoid the use of and release of balloons at your events
- Encourage single-use plastic free lunches
- Remove all avoidable, single-use plastic food and drinks packaging
- Replace single-use plastic promotional merchandise with more sustainable alternatives
- Use pencils more often to cut down the number of plastic pens you buy



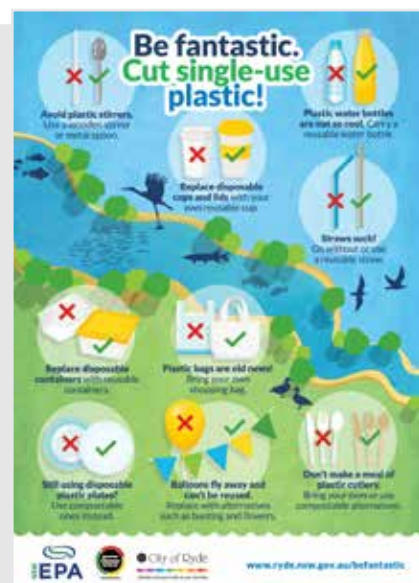
Step 4: Switch to alternatives

There may be some single-use items you need to phase out gradually and there may be some you can't do without. In this case look for sustainable alternatives, which are now widely available through regular suppliers. Ideas include:

- Switch plastic takeaway cutlery for bamboo cutlery.
- Switch polystyrene or plastic food trays/boxes for home compostable bagasse (sugar cane) or cardboard.
- Switch bubble wrap for collapsible cardboard protective packaging. Start up a bubble wrap swap with other businesses to re-use packaging.
- Encourage reusable cups to reduce the number of single use cups you give out/buy.
- Switch to glass bottles or canned drinks.

Please be aware that not all alternatives to single-use plastics are more sustainable solutions. For more information about sustainable alternatives please visit City of Ryde's Sustainable Food Packaging Suppliers webpage.

www.ryde.nsw.gov.au/Events/Register-as-a-Supplier-of-Sustainable-Food-Packaging



Questions to ask about alternatives to single-use plastics

- Is the suggested alternative better for the environment in terms of transportation and energy consumption?
- Is it from a sustainable source? e.g. Forest Stewardship Council (FSC) or otherwise
- Can the alternative be reused or recycled indefinitely as part of the emerging circular economy?
- Can the material be recycled within Australia?

Trial things out, do your research, ask other single-use plastic free champions for advice and talk to your suppliers and customers.

Talk to your industry association, or Chamber of Commerce about your initiative to spread the word. Can you get a bulk buy scheme going involving other single-use plastic-free businesses? Together you have a greater bargaining power.

Don't worry if you can't make all the changes at once – the steps you CAN and DO take will still make a big difference.



Step 5: Spread the word and tell your customers

1. Register with the City of Ryde's **Be fantastic. Cut single-use plastic!** education program.
2. Become a recognised **Be fantastic. Cut single-use plastic!** champion after cutting three single-use plastic items from your business.
3. Tell us your story and journey in cutting single-use plastics items from your business.
4. Your business will be promoted locally as a **Be fantastic. Cut single-use plastic!** business so people know where to shop to support a single-use plastic free lifestyle.
5. Window stickers, social media icons and posters are available and you will get a certificate when your business achieves **Be fantastic. Cut single-use plastic!** status.
6. Remember to use these hashtags on social media: **#Be fantastic. Cut single-use plastic! #CityOfRyde**



Printable resources

Single-use plastics audit checklist

How much single-use plastics do you use in your business?

To understand the extent of your single-use plastics usage in your business, answer the below questions by looking at every single-use item in your business.

1. What single-use plastics do you use?

	Nº of items per week	Cost per item	Supplier	Notes
Bottles				
Cups and lids				
Straws				
Bags				
Cutlery				
Plates				
Take-away containers				
Other				
Totals				

2. Which single-use plastic items have you already cut or replaced?

	Nº of items per week	Cost per item	Supplier	Notes
Bottles				
Cups and lids				
Straws				
Bags				
Cutlery				
Plates				
Take-away containers				
Total savings				

3. Which single-use plastic items can you easily stop using?

	Nº of items per week	Cost per item	Supplier	Notes
Bottles				
Cups and lids				
Straws				
Bags				
Cutlery				
Plates				
Take-away containers				
Total savings				

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We are
**single-use
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A CITY OF RYDE SUPPORTED INITIATIVE



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Additional resources



Bye Bye Plastic presented by Better Business Partnership is a dedicated toolkit to help businesses remove plastic from their operations.



Good for the hood founded by Jo and Corina, Ryde residents with lots of sustainable tips on how to tackle the waste issue.



War on Waste is an popular Australian documentary television series which first premiered on 16 May 2017 on ABC TV focusing on waste and recycling in Australia.



BinTrim is a program and tool designed by the NSW EPA to reduce waste, increase recycling and save money for your business.



Closed Loop provide business waste audit services, coffee cup recycling and sell small commercial composting facilities.



EarthPower is Australia's first food waste-to-energy facility based in Sydney. They produce green electricity and a nutrient-rich-by-product fertilizer.



Biopack produces compostable packaging focussing on reducing tree-based paper and fossil fuel-based plastic used in foodservice ware.



Responsible Cafés: Join a community of over 3,600 Responsible Cafés reducing single-use coffee cups!



Green Caffein is a reusable café cup system for eco-focused cafes and coffee lovers across Australia.



The Last Straw guides a business to reducing plastic straw use and educate their customers to refuse them, including staff training, posters, merchandise and social media promotion.



Boomerang Bags Ryde: Bags will be available for local shops who really want to help spread the plastic-free message and can let customers borrow a Boomerang Bag if they forget their reusable bag.



CitizenBlue can help your business collect empty beverage containers for the Return and Earn scheme.



Planet Ark campaigns are designed to help us all make a difference. Whether through recycling more, planting trees or changing to energy efficient light globes. Small changes to individual behaviour add up to big savings for the environment.



Business Recycling is specifically designed to make it easy for Australian small to medium sized business find re-use and recycling services in their area and also features research and resources.



CitySwitch: If you run an office, CitySwitch can help you reduce waste and even close the loop on your refurbishment.

Single-use plastics audit checklist

How much single-use plastics do you use in your business?

To understand the extent of your single-use plastics usage in your business, answer the below questions by looking at every single-use item in your business.

1. What single-use plastics do you use?

	Nº of items per week	Cost per item	Supplier	Notes
Bottles				
Cups and lids				
Straws				
Bags				
Cutlery				
Plates				
Take-away containers				
Other				
Totals				

2. Which single-use plastic items have you already cut or replaced?

	Nº of items per week	Cost per item	Supplier	Notes
Bottles				
Cups and lids				
Straws				
Bags				
Cutlery				
Plates				
Take-away containers				
Total savings				

3. Which single-use plastic items can you easily stop using?

	Nº of items per week	Cost per item	Supplier	Notes
Bottles				
Cups and lids				
Straws				
Bags				
Cutlery				
Plates				
Take-away containers				
Total savings				

4. What are the things you will need to phase out more gradually?

	Nº of items per week	Cost per item	Supplier	Notes
Bottles				
Cups and lids				
Straws				
Bags				
Cutlery				
Plates				
Take-away containers				
Total savings				

5. If you really can't do without some items, are there sustainable alternatives on the market?

	Nº of items per week	Cost per item	Supplier	Notes
Bottles				
Cups and lids				
Straws				
Bags				
Cutlery				
Plates				
Compostable take away containers				
Total savings				

6. What are the things you feel you have no control over e.g. suppliers and how they provide/send goods?

	Nº of items per week	Cost per item	Supplier	Notes
E.g. plastic wrapping (bubble wrap, shrink wrap)				
Polystyrene packaging				
Plastic crates				
Foam packaging				



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