

## Tips for Carbon Cutting and Cost Saving Survival

### 1. **Develop a Plan:**

BB have adopted a plan to reduce, re-use and recycle where ever possible.

BB have created a Sustainability Review Committee (all staff are encouraged to participate) which meets monthly to ensure current sustainability procedures are being adhered to and to review and develop new ways to being more sustainably-aware.

### 2. **Reduce Energy:**

BB staff encourage the switching off of computers and/or computer screens at the end of the working day where possible.

BB acknowledges the use of remote laptops can sometimes result in the occasional hard drive remaining switched on after business hours.

BB staff are requested to ensure all lighting is switched off when not in use, in particular when exiting the premises.

Fluorescent lighting is used throughout BB premises.

### 3. **Save Water:**

BB have installed heavy duty water tanks to conserve water from our Commercial Premises in accordance with BCC regulations.

BB staff are encouraged to ensure leaking taps or pipes are reported and repaired as timely and efficiently as possible.

The BB Sustainability Review Committee regularly reviews and is open to adopting renewable cleaning methods which conserve water.

### 4. **Reduce Waste:**

BB re-use and/or recycle waste paper, cardboard/cardboard boxing and packaging to ensure BB limits wasted recyclable products.

BB stationery Purchasing Officer prefers to purchase remanufactured printing cartridges and ensure used cartridges are recycled.





# Betty Baxter Sustainability

*Considering Our Generations of Tomorrow*

## 5. **Adjust Air Conditioning:**

BB ensures Air Conditioning Units are only in use whilst the BB Business premises are inhabited. BB staff are encouraged to ensure all external doors and windows are closed while the air conditioning units are in motion.

BB staff are requested not to alter the Air Conditioning temperature controls as these are set within the recommended zoning as set out by the Queensland Government Environmental Protection Agency.

## 6. **Reduce Transport Costs:**

BB currently sources goods and services locally.

BB's preference to obtain stock is to utilise our small economical BB vehicle to move stock between the warehouse and the local office (instead of contacted trucking services) to reduce the emissions impact on the environment.

## 7. **Monitoring Progress:**

BB Sustainability Review Committee (which involves all staff) aim to meet monthly to measure and evaluate the current Sustainability Regime.

## 8. **Seek Up-to-Date Information:**

BB seeks to encourage and regularly review up to date sustainability information provided by reputable resources (i.e. government websites [www.epa.qld.gov.au](http://www.epa.qld.gov.au), Office of Climate Change [www.climatechange.qld.gov.au](http://www.climatechange.qld.gov.au)).

BB also encourage the use of local council information and services as well as specific industry sustainability advisors.

## 9. **Get assistance to get started.**

If your household or business haven't started your sustainability plan, then BB encourages you and your household/businesses to become like-minded about sustainability and participate in partnership programs to spread the word



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