

**Counsel's Chambers Limited provides the following rubbish and recycling services in Wentworth & Selborne Chambers, Lockhart Chambers and Windeyer Chambers:**

Paper & cardboard recycling

In Chambers, Receptions and Kitchens, each Floor should have available separate bins for general rubbish and paper recycling. The Floor's cleaner collects the contents of these bins every evening for collection by CCL's rubbish and recycling service. CCL provide the plastic bags for this service, **clear plastic bags for general rubbish** and **blue plastic bags for paper recycling**.

*(This service is not available in Windeyer Chambers)*

Glass & Plastic

In the kitchen on each floor, a bin specifically for glass and plastic bottles should be provided, which is emptied by the Floor's cleaner and taken away for recycling. When disposing of glass and plastic please use the correct bin provided to ensure that the material is correctly recycled. CCL provide the plastic bags for this service, **green plastic bags are used for glass and plastic recycling**.

*(This service is not available in Windeyer Chambers)*

Bins for rubbish and bins for paper recycling

A limited number of bins are available for collection from CCL offices on a daily basis. These bins are for either general rubbish (**green bins**) or paper recycling (**blue bins**).

The bins may be ordered in advance by contacting our office, we will notify you when the bin is available and ready for collection at CCL's office. The bin must be returned to the office by the end of the day. **CCL does not provide a pick up and collection service. Pick up and collection needs to be arranged by Floor/Members independently of CCL staff and/or its Contractors.**

Secure disposal of documents

CCL offers a service for the secure disposal of documents. The service is provided by an independent secure document disposal company, and uses secure bins to transport documents off site to be destroyed.

These bins are usually readily available for use by members, and if you would like to order a secure bin for the secure disposal of documents please contact CCL. The bins must be collected and returned to CCL's office. There are costs associated with this service, please contact our office for further information or to order a secure bin. **CCL does not provide a pick up and collection service. Pick up and collection needs to be arranged by Floor/Members independently of CCL staff and/or its Contractors.**

Recycling of printer cartridges, mobile phones and batteries

CCL has separate recycling bins for printer cartridges, mobile phones and used batteries. These are all available at CCL's offices.

Furniture, E-Waste and large item disposal

CCL has a collection service arranged twice annually. Most items are collected, with the exception of building materials, paint, chemicals, cleaning products and hazardous materials. Circulars are sent as reminders prior to collection.

You can contact CCL on 9231 3644 or [maint@ccl.com.au](mailto:maint@ccl.com.au).

6 September 2016