

# EcoCentre User Responsibilities

## Zero Waste Policy compliance:

- Avoid unnecessary and non-compostable packaging. Please read and ensure that you fully comply with our easy-to-follow, zero waste guidelines (separate attachment).
- If you are running an event, please ensure that all traders/food vendors/stall holders receive and commit to these zero waste guidelines (**non-compliance may result in forfeiture of the events bond**).
- Wherever practical, use the non-disposable crockery and cutlery provided by the EcoCentre and avoid single-use serving ware.
- Dispose of waste in the correct bin. Put organic waste and compostable packaging in the kitchen compost bucket or bins labelled 'organic waste'; put recyclable materials in the yellow, 'co-mingled recycling' bins; put clean, soft plastic in the 'soft plastics' kitchen bin. A small rubbish bin is available for any completely unavoidable hard waste.
- Prevent litter and keep the area around the centre free of litter (including cigarette butts).

## Water Conservation:

- Only use as much water as necessary for the task.
- Do not use chemical cleaning agents in toilets, kitchen sink, shower and wash basins as this may upset the compost and worm farm systems.
- Report any plumbing faults to EcoCentre staff.

## Energy efficiency:

- Turn off lights when not required
- Turn off electrical equipment or on stand-by mode when not in use.
- To conserve heat in winter, close external doors and draw curtains when leaving the building.

## Use less paper:

- Think twice before printing or photocopying and print double-sided, wherever possible.
- Place any paper used on one-side in the re-use recycling tray in the office.
- Put all unwanted paper and cardboard in the recycling bins.

## Respect the neighbourhood:

- Ensure your activities don't diminish the passive recreational enjoyment of neighbouring areas.
- Ensure respectful interaction with other EcoCentre and St Kilda Botanical Gardens users and visitors.
- Clean up after yourself and leave premises exactly as you found them.

## Maintain safety and security:

- Switch off power points and re-insert power safety plugs after removing electrical equipment.
- Ensure the building is locked and security alarm on when leaving the building unattended.

## Comply with City of Port Phillip (CoPP) regulations re access and use of St Kilda Botanical Gardens:

- Gain approval /permit from CoPP Events staff for promotional posters in the neighbourhood; for use of St Kilda Botanical Gardens (beyond the EcoCentre lease area) and for access of any motor vehicles to the Gardens.
- Closely supervise / manage all vehicles which have been approved to enter St Kilda Botanical Gardens.
- Ensure amplified sound levels do not project beyond the EcoCentre lease area