

Recycling Policy

Material recovery & waste minimisation

Bubbalooba Pty Ltd (ABN 15 151 030 796) trading as PO Box Designs | Version 1.0, July 2026

Policy statement. PO Box Designs is committed to maximising the recovery and recycling of materials generated by our operations, minimising waste to landfill, and supporting the recyclability of the products we supply.

1. Purpose & Scope

This policy sets out how PO Box Designs manages recycling across its fabrication, finishing, packaging and office operations. It applies to all staff, contractors and our offshore manufacturing partner.

2. Materials We Recycle

- **Aluminium offcuts & swarf** — all aluminium scrap generated in cutting, folding and machining is segregated and returned to licensed metal recyclers. Aluminium is infinitely recyclable with no loss of quality.
- **Steel & other metals** — ferrous and non-ferrous offcuts are collected and recycled through licensed scrap merchants.
- **Cardboard & paper** — packaging cardboard and office paper are segregated for recycling.
- **Timber** — pallets and dunnage are reused where possible and recycled or repurposed at end of life.
- **Plastics & film** — protective films and plastic packaging are segregated for recycling where facilities exist.
- **General waste** — residual waste that cannot be recycled is disposed of responsibly through licensed waste contractors.

3. How We Reduce Waste at Source

The most effective recycling starts before waste is created. Our practices include:

- Sheet nesting and layout optimisation to minimise aluminium offcut on every job.
- Standardised stock product dimensions designed around efficient sheet yield.
- Reuse of offcuts on smaller components where dimensions permit.
- Right-sized packaging to reduce packaging material per delivery.

4. Product Recyclability

Our aluminium products are designed for long service life and are fully recyclable at end of life. Powder-coated aluminium can be recycled through standard aluminium recycling streams. This supports the circular-economy objectives and Green Star / sustainability requirements of the projects we supply.

5. Responsibilities & Review

The Managing Director holds overall responsibility for this policy. Workshop and factory staff are responsible for correct segregation of waste streams. This policy is reviewed periodically and updated to improve recovery rates and reflect available recycling facilities.

Available on request. Details of our recycling arrangements and licensed recycling partners are available to specifiers and principals on request. Contact info@poboxdesigns.com.au.