



Rethink Waste. Let's get it sorted



Moreton Bay Regional Council

School Waste Minimisation Program

Information Booklet

Introduction

The Moreton Bay Regional Council *School Waste Minimisation Program* (SWMP) is a milestone program available FREE to primary and secondary schools across the Region to address their waste management issues.

Council's partnership with member schools will mobilise, empower and achieve on ground practice and behaviour change to avoid and minimise general waste to landfill and increase recycling and recovery. Guidance, advice, training, infrastructure and resources are provided to engage schools and their students to design and implement more sustainable waste management systems.

The benefits to your school in becoming a SWMP member are to:

- Access to continual SWMP guidance, support and resources
- Understand your sites waste issues clearly and simply
- Improve the efficiency of your waste management services and systems
- Understand local waste facility processes and accepted items in waste collection services
- Reduce general waste volumes to landfill and associated costs
- Improve recycling and other valuable resource diversion and recovery processes
- Empower student ownership of the issue and engagement in the solution
- Create waste management systems that reflect 'best practice' in the community
- Consult with a waste minimisation action plan for your school that will provide resilience, and endeavour to embed and sustain implemented practice and behaviour change
- Become leaders in sustainability and champions of waste minimisation for the Moreton Bay region

The benefits to Council are very similar to your school with improved school waste management systems through ongoing partnerships, and reduction of general waste disposed in landfill is reduced with an awareness of avoidance and improved recovery and recycling of resources available for more sustainable reprocessing.

By empowering and rewarding school communities in developing a more sustainable and resourceful culture toward the consumption of materials, a more positive environmental change will be accepted by the wider community.

For further information please contact:

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Curriculum alignment

Waste management and its associated topics are aligned with the national curriculum. Investigations of waste issues within the school, the planning, implementation, and evaluation of improved and sustained practices and behaviours, produce more meaningful connections and integrations.

Clearly targeted links exist within the Science and Geography curriculum areas. More general connections are available in the Civics and Citizenship, Economics and Business, Design and Technology, and Health and Physical Education. Opportunities exist to integrate English, Mathematics and Arts outcomes with students engaging in activities via the Waste Minimisation Action Plan.

Areas of strong alignment

Science (Prep - Year 4, Year 6, Year 7, Senior Secondary)

HASS (Prep – Year 4)

Geography (Year 4, Year 7 - Year 10, Senior Secondary)

Civics & Citizenship (Year 3 - Year 6, Year 8 - Year 10)

Economics & Business (Year 5 - Year 6)

Areas of general alignment

Science (Year 10)

Geography (Year 1, Year 3, Year 5, Year 7)

Economics & Business (Year 7)

Design & Technology (Prep - Year 6, Year 9 - Year 10)

Health & Physical Education (Prep - Year 10)

The School Waste Minimisation Action Plan

The first step to take in becoming a SWMP member is to complete the *Registration Form* and the *Waste Collection Form* AND/OR contact the SWMP Coordinator and arrange a SWMP Briefing Meeting to discuss details further. Following receipt of these forms a Waste Minimisation Action Plan will be developed for your school which will outline, step by step, the tasks for you to undertake as you progress through the SWMP milestones. Information can be recorded next to each task to make communication between the school and the SWMP Coordinator easier and to record details when certain activities took place and by whom.

Planning a Successful Waste Minimisation Program

During your school's waste minimisation journey, involvement in and commitment to the changes required will touch all aspects of your school's operations, including the following stakeholders:

- Students
- Principal / Deputy Principal
- Heads of Campus and Teaching Departments
- Year Level Curriculum Coordinators
- Teaching staff
- Administrative staff – particularly the Business Services Manager or Facilities Manager
- Other Ancillary Staff - particularly grounds staff and cleaning staff
- Parents and Citizen or Friends Committees
- School Annual Implementation Plans, Curriculum Plans, and Annual Reports

Through the SWMP there are no restrictions as to where the journey begins and with whom. However, a whole school commitment will ultimately be necessary if the change is to be embedded and sustained, and not limited to singular areas of the centre. To kick start the beginning phases of your schools' journey, these ideas are a guide and will be discussed with you and your school colleagues during the Briefing Milestone.

Who?

Think about who will be involved in getting the project off the ground and recruit your team. Your team may include students and staff including the Business Service Manager, Principal/Deputy Principal, and maintenance or grounds person. Arrange the SWMP Briefing Meeting and invite your team. Organise discussions with the right people to gain permission and commitment for the school to undertake the program. You should include the people that look after waste collection in the school - administratively and on the ground - to understand the schools' waste management systems. It is imperative to the program that students are involved. Student teams may consist of Student Leadership representatives, Environmental or Sustainability Committee members, or a specifically recruited focus group

of individuals. You may decide to run various milestones of the program through year levels where the investigations and activities align well with curriculum outcomes. The more representatives from stakeholders listed above, the more thorough the change will be. Your journey can begin with a small number of committed individuals - as long as all stakeholders are engaged in communication.

What?

Develop what the schools' main waste minimisation goals are and what waste management improvements need to be made. The SWMP Coordinator will provide advice regarding this during the Briefing and Assessment Milestones. Identify what is working well, what needs to be added, and what needs a more strategic approach. Complete the *SWMP Registration Form* and the *SWMP Waste Collection Form* and provide them to the SWMP Coordinator at the Briefing Meeting.

Where?

It will be very useful to know where various bins are around the school - the wheelie bins, any big bulk bins, and bins used in classrooms, offices and in the grounds. You will find different things being done in different areas of the school. Part of the waste minimisation journey will be aligning all these systems to create a consistent approach across the school. You may discover existing compost bins and worm farms on-site in varying stages of working order; or that the groundsman may take a load of green garden waste from the school each week to the local waste management facility for mulching. Document what is being done, by whom and where around the school to understand and plan for an improved waste management program.

When?

Give consideration to what your timeframes might be. The very important first phase of the SWMP is collecting baseline data on your current waste situation. The SWMP Coordinator will discuss timeframes for the Assessment Milestone with you at the Briefing Meeting if you are ready to do so. Timeframes for the Implementation phase of the program will be planned following the audit. Schools will need to have existing recycling collection services before commencing a recycling program, by wheelie bins or bulk bins for cardboard, carboard and paper, or comingled or mixed recycling. For the roll out of the separation and collection of 'organics' or 'food scraps' it will be essential that you also plan for the installation and maintenance of systems that will process the organics on-site. These systems will need to be up and running for your organics collection program to work successfully.

How?

The SWMP will provide assistance with 'how' your school can use the Waste Minimisation Action Plan as a step by step guide of what to do. The SWMP Coordinator is there for you every step of the way to support and guide you through the processes and phases that will create the change and maintain an ongoing sustainable waste management plan.

The Milestones - School Waste Minimisation Program (SWMP)

Briefing Meeting

The SWMP Coordinator will arrange a meeting with your school to discuss the program and its components, and identify school goals, needs, actions and commitment. Schools complete a Registration Form and Waste Collection Information form to submit to the program. A Waste Minimisation Action Plan is then developed for your school.

Assessment

Member schools will audit their waste stream to gather baseline data about their current waste generation levels and resource diversion rates. A Waste Audit Report is presented to the school. Auditing methods, training, advice and resources are provided and results discussed to inform the direction of programs to implement. The Action Plan is updated with audit details and results.

Implementation support

The SWMP Coordinator supports member schools to plan for and roll out recycling collection programs and organics collection programs. The SWMP will support you in implementing these programs for the first time, improving and upgrading existing programs, or re-establishing lost programs. A key component of the SWMP is student ownership and involvement. Train the trainer sessions are delivered to student teams so they may roll programs out and train and promote to the school community in their operation. Infrastructure and other support resources are provided to aid implementation and ongoing operation of these waste diversion and minimisation practices. The Action Plan is updated with implementation milestone details and results.

Inspection and assessment of programs

Once collection programs have been running for a time it is important to investigate how they are travelling and share this information with the school community. Student teams are trained to complete an inspection activity to assess how recycling and recovery programs are operating and how users are behaving with the systems. The SWMP Coordinator collates collected data and provides results and recommendations to member schools. Waste collection information is gathered again to measure results in waste reduction and resource diversion. A Case Study of your schools' achievements is created and the Action Plan is updated with details and results from this milestone.

Recognition and reward

Following successful change implementation and waste management improvements, a parade presentation is arranged, and attended by local Councillors, to award member schools with a Certificate and recognise their efforts and achievements. Media opportunities are pursued by Council and encouraged through the schools communication opportunities.

Progress Meeting

The SWMP Coordinator is available at any time to hold a progress meeting with member schools. If member schools need to reassess direction, discuss plans and potential hurdles, re-establish action, or just need motivation, this milestone enables connection and communication with the program and its experts in the field.

Important points about the milestones

- Timeframes are determined by each school's individual journey with waste minimisation - managing core business and implementing change to a small community cannot be rushed.
- The only proviso is that the Assessment milestone must be completed by member schools before the Implementation phase begins.
- There is flexibility in movement through the milestones. Based on where member schools are at with regards to waste management will determine the best milestone level to implement at any one time.
- Infrastructure donated by Council to member schools during the Implementation phase must be delivered at the same time that a training session takes place.
- Programs need to be embedded and sustained, and therefore the SWMP encourages that member schools implement small change at a time, to ensure that the school community feels a sense of achievement in the changed practice and its outcomes.
- Implementing a change plan requires commitment.

Award winning waste education and minimisation programs:

2016 Winner of the Premiers Sustainability Community Award (QLD)

2013 Winner of the Sustainable Cities Award - Resource Recovery & Waste Management (QLD)

Case Studies

There are a large number of schools across the Moreton Bay region that are embarking on their waste minimisation journey. They are all at varying stages of implementing their action plan and continue the changes that have been made. We can all learn a lot from each other on the best way to embed and sustain the practices and behaviours.

Case studies have been developed for many of our member sites that have implemented new or revised programs and achieved waste minimisation outcomes. These Case Studies are available on a USB that will be donated to the school during your journey.

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