



Rethink Waste. Let's get it sorted



Moreton Bay Regional Council

Early Learning Centre Waste Minimisation Program

Information Booklet

Introduction

The Moreton Bay Regional Council *Early Learning Centre Waste Minimisation Program* (ELC WMP) is a milestone program available FREE to early learning centres (ELC) across the Region to address their waste issues.

Council's partnership with member Centres 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 that will engage centres and their children in meaningful investigations of on-site waste issues, thereby informing the design and implementation of more sustainable and appropriate waste management systems.

The benefits to your centre in becoming an ELC WMP member are to:

- Access to continual ELC WMP 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 child/family ownership of the issue and engagement in the solution
- Processes to support and collaborate with all stakeholder levels and rationales
- Create waste management systems that reflect 'best practice' in the community
- Consult with a waste minimisation action plan for your centre 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 centre with improved ELC waste management systems through ongoing partnerships, and 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 ELC 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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The ELC Waste Education Program

Supporting the 'Belonging, Being, and Becoming - The Early Years Learning Framework' for Australia (Early Years Learning Framework Outcome 2 and National Quality Standard 3:3), the *Moreton Bay Regional Council Early Learning Centre Waste Education Program* (ELC WMP) is designed to increase the knowledge, skills and capacity of ELC staff in the Moreton Bay region to implement and sustain 'best practice' waste minimisation and resource recovery at their Centre.

Council's *Early Learning Centre Waste Education Program* consists of a series of annual workshops sessions targeted at ELC staff to increase their knowledge, skills and capacity to implement and sustain 'best practice' waste minimisation and resource recovery at their Centre. These workshops are designed to support your Centre's journey through the WMP.

Each workshop session provides a presentation and resources to train staff in a proven system of essential waste management strategies to implement at their Centre: mixed recycling, organics recycling, using an Early Years Learning kit, and measuring success with an annual awards presentation. This supports ELC's to become more sustainable through reducing waste to landfill and increasing waste volumes diverted to recycling, recovery and reuse.

Workshops are usually held in the evening from 7pm until 8.30pm on a scheduled Thursday with a maximum of six (6) workshops per year. An Early Years Learning Waste Education resource kit and USB is provided to all newly joined Centres, along with a donated compost bin and worm farm at the Organics training sessions.

Contact Council to ensure that your ELC is on the database to receive email invitations for these workshops.

A series of short videos are available on Council's website which will also support teaching and learning of the issues and solutions around waste. View at www.moretonbay.qld.gov.au/reducewastevideos.

The ELC Waste Minimisation Program Action Plan

ELC staff are required to participate in the series of Waste education workshops to be selected in the WMP. Refer to 'The Milestones Waiting List and Registration' for more information on page 6

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

Planning a Successful Waste Minimisation Program

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

- Staff
- Children
- Administration departments - particularly those in charge of accounts and facilities management
- Other Ancillary Staff - particularly grounds staff and cleaning staff
- Families
- Parents and Citizen or Friends Committees
- Quality Improvement Plans and Annual Reports
- Curriculum Plans
- Other ELC networks and partnerships within the community

Through the ELC WMP there are no restrictions as to where the journey begins and with whom. However, a whole centre 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 centres journey, use the following ideas to guide you.

Who?

Think about who will be involved in getting the project off the ground and recruit your Team. Attend the Waste education program workshops and contact the ELC WMP Coordinator to discuss your involvement and inclusion on the waiting list. Organise discussions with the right people to gain permission and commitment for the ELC to undertake the program. You should also talk to the people that look after waste collection in the centre - administratively and on the ground - to understand the centre's waste management systems. The more representatives from the stakeholder list (refer to Planning a Successful Waste Minimisation Program list) 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 an idea of what the centres' main waste minimisation goals are and what waste management improvements need to be made. The ELC WMP Coordinator will provide advice regarding this during the Registration and Assessment Milestones. Identify with what is working well, what needs to be added, and what needs improvement. Complete the *ELCWMP Registration Form* and the *ELCWMP Waste Collection Form* and provide them to the ELC WMP Coordinator.

Where?

It will be very useful to know where various bins are around the centre - the wheelie bins, the big bulk bins, and bins that are being used in rooms and offices. You will find different things being done in different areas of the centre. Part of the waste minimisation journey will be aligning all these systems to create a consistent approach across the ELC. You may discover existing compost bins and worm farms on-site in varying stages of working order. Or that someone collects a load of green garden waste from the centre weekly to take to the local waste management facility for mulching. What is being done, by whom and where around the ELC is important to understand and document.

When?

Give consideration to what your timeframes might be. Keep in mind that the very important first phase of the ELC WMP is collecting baseline data on your current waste situation. The ELC WMP Coordinator will discuss timeframes for the Assessment Milestone with you during the Registration milestone. Then timeframes for the Implementation phases of the program can be worked out. Centres 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.

When considering the roll out of programs that entail 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?

Sometimes the 'how' of the plan is the most difficult to pull together. The ELC WMP will provide support with this, in particular through the Waste Minimisation Action Plan and step by step guide of what to do. The ELC WMP 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 help you maintain an ongoing sustainable waste management plan.

The Milestones - ELC Waste Minimisation Program (ELC WMP)

Waiting List and Registration

A limited number of ELC's are accepted into the ELC WMP each financial year. ELC's can provide their contact and email details to Council to receive the email invitation to each of the 6 free annual workshops. ELC's must attend the free ELC workshops to be placed on the waiting list for the ELC WMP, and for the opportunity to win one (1) free presentation raffled at each workshop to be delivered in your Centre.

Once your centre is accepted into the program you will be asked to complete a Registration Form and Waste Collection Information form to submit to the program. A Waste Minimisation Action Plan is then developed for your centre.

Assessment

Member ELC's audit their waste stream to gather baseline data about their current waste generation levels and resource diversion rates. Auditing 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. A Waste Audit Report is presented to the centre.

Implementation support

The ELC WMP Coordinator supports member ELC's to plan for and roll out recycling collection programs and organics collection programs. The ELC WMP 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 this milestone is training to support the roll out and education required to implement successful diversion programs for recycling and organics.

Workshops on 'Implementing Mixed Recycling' and 'Implementing Organics Recycling (Composting and Worm Farming)' are available across the financial year for ELC staff to participate. Infrastructure and other support resources are provided to aide 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. Feedback loops to share this information to the ELC community need to be developed. The ELC WMP Coordinator will visit your centre to inspect your waste minimisation practices and provide you with guidance and advice on how they can be improved or advanced. Waste collection information is gathered again to measure results in waste reduction and resource diversion. A Case Study of your ELC's achievements is created and the Action Plan is updated with details and results from this milestone.

Recognition and reward

Member ELC's are invited to attend a presentation evening in June to share their waste minimisation journey with other ELC's of the region. The presentation evening is attended by local Councillors and ELC WMP's who have reached milestone improvements are recognised for their efforts and achievements and awarded a Certificate and other goodies. Media opportunities are organised by Council and encouraged through the Centre communication opportunities.

Important points about the milestones

- When ELC's accept an invitation to become a member centre of the ELC WMP, it is expected that they will attend group evening workshops, as advised by the ELC WMP Coordinator, in order to progress their movement through the Waste Minimisation Program Action Plan and milestones.
- Failure to attend the evening workshops and failure to implement the milestones may result in your centre being removed from the program and returned to the waiting list.
- There is flexibility in selecting the priority waste management milestone. Member ELC's may implement waste reduction by prioritising one of the following areas: recycling, food scrap and garden organics, waste avoidance and reduction, or other opportunity in a manageable timeframe.
- The only proviso is that the Assessment milestone must be completed by member ELC's before the Implementation phase begins.
- Infrastructure donated by Council to member ELC's during the Implementation phase must be provided at the same time or following a training session.
- Programs need to be embedded and sustained, and therefore the ELC WMP encourages that member centres implement small change at a time, to ensure that the centre 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 ELC's 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 some are very busy working to 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 the USB donated to newly joined Centres.

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