

Procedure

School Waste & Recycling Audit

Version 1

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Division: Sustainable Communities & Environments
Section: Resource Recovery

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Introduction

Building waste reduction and waste education into every aspect of school life not only benefits our beautiful Tweed environment, it also helps early education centres & schools reduce costs and improves quality of life for the community.

Most of the waste is made up of food, paper and packaging, as well as glass, plastic, and aluminium. The majority of your waste goes to landfill.

Due to the number of people who attend centres & schools are in a great position to significantly reduce the amount of waste they create and send to landfill. As well as this, being the epicentre of our communities, you have an opportunity to send those lessons learned from undertaking a waste audit into the homes that surround the school, which in turn can have widespread positive impact on the way residents think about and handle their waste.

Another great benefit for a waste audit, is to save money.

This Early Learning Centre & School Waste Audit Guide is designed by Tweed Shire Council to support you to carry out your own waste audit. We provide a range of tools to assist in preparing for an audit, undertaking the audit, and how to take practical action to reduce the amount of waste you create and send to landfill.

1 Pre-Audit

Before undertaking the waste audit, there are a few steps we need to do first.

- Does the school need to seek parental permission for students to participate in a waste audit
- The audit has been approved by the Principle
- Arrange for several class groups to participate or a selection of students who will be waste champions and will be directly involved with the audit.

Equipment List

- Gloves for students & teachers
- Tongs for students & teachers
- Clipboards & pencils for students
- Closed in shoes

Step 1 – Existing collection system

Understand the existing waste collection system of your school.

Firstly determine how much waste your school currently produces as well as the cost of disposing this waste. Use the Outline of Existing Services graph attached. This will be helpful to Council to compare the costs before and after the audit. It is helpful to have this information together before completing your first audit.

Step 2 – Goals and Objectives

Writing down your goal and objectives with respect to waste will assist you, your school community and Council to understand how to improve the way you look at waste and how you manage it.

Pre-Audit Waste Goals & Objectives graph on the back of this document will help you determine the school's goals and objectives and allow you to measure the success of the audit.

Remember to keep this simple and achievable, the list below is to help you.

Sample objectives are general statements of what needs to be accomplished

- Significant waste reduction across the school
- Reduction in waste going to landfill
- Increase in recycling
- Saving money from reduced waste disposal fees
- Educating students and staff on waste
- Separating food waste

Sample goals will provide specific milestones and timelines for achieving the goal

- 50 % reduction in waste disposal fees by mid next year
- 25% increase in Return and Earn containers collected by end of year
- 2 x240L compost bins or organic services in use by end of year
- Litter free lunches one day a week within a month after the audit
- Develop a range of media for waste separation

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| <p>Council can assist your school to work through the objectives and goals set up. Let our team know if we can help you.</p> |
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Step 3 – Collection of Waste Streams

Determine the number of days' worth of waste you would like to conduct the audit on and arrange with the relevant person to ensure this waste is stored for the audit in a sanitary manner.

- Make prior arrangements with cleaners to collect the day's rubbish in labelled garbage bags. Choose a typical day, not one when a year group is away on excursion.
- Make sure waste from different areas such as playground, classrooms, offices and the canteen are kept in separate bags and are clearly labelled from where it comes from.
- Store the bags near where we will be sorting and weighing the next day. This location should be comfortable, sheltered and accessible to the school's current bin services.

Following the audit the results will be used to determine projected waste volumes for a week/month or year.

2 Outline of Waste Streams & Existing Services

[illegible]

3 Goals and Objectives

Objectives - general statements what you hope to achieve

Goals – provide specific milestones with a specific timeline for achieving a goal

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|---|
| Objective <i>eg Save money</i> |
| Goal <i>eg sort & separate waste/recycling/organics</i> |
| Goal |
| Goal |
| Goal |

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|---|
| Objective <i>eg Educate community to reduce plastic use</i> |
| Goal |
| Goal |
| Goal |
| Goal |

| |
|------------------|
| Objective |
| Goal |
| Goal |
| Goal |
| Goal |