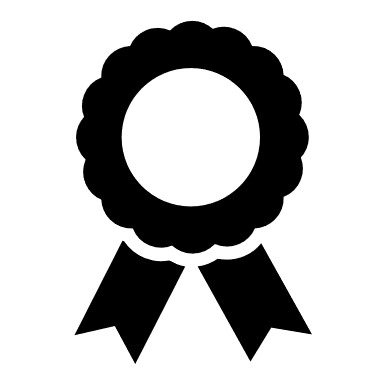
# Waste Module Checklist

The ResourceSmart Schools (RSS) Waste Module enables you to understand waste and litter in your school grounds and undertake actions to reduce your waste to landfill.

Complete the 7 compulsory actions and a minimum of 27 of the 39 recommended actions.

The document icon means that there is a template and/or a guide document available to support this action. Compulsory actions are linked to the ribbon icon .

## A Workplace and operational

Understand the way your school uses resources and manages waste and recyclables. Create a waste and litter reduction action plan to find opportunities to reduce, reuse, repair and recycle.

**A1 Current status and research**

A1.1 We have undertaken a waste audit at our school.

A1.2 We have undertaken a litter audit at our school.

A1.3 We have entered our waste related bills (landfill collection, paper/cardboard collection, recycling collection etc.) into RSS Online for the period we have been active in the RSS program and our baseline has been set. We have explained any anomalies that have occurred.

**A2 Preparation and planning**

A2.1 We have used our waste and litter audits to create a Waste and Litter Reduction Annual Action Plan that articulates our waste related goals. The plan has been endorsed by a relevant oversight group such as school council, school board and/or a sustainability planning team. 

A2.2 We have completed staff professional development on waste, litter and associated themes.

A2.3 We have applied for waste reduction related grants, awards or competitions.

A2.4 We have waste and litter related signage throughout the school.

A2.5 We have a Green Events Policy that keeps waste and litter to a minimum at both school-based events and larger events that involve the wider school community. 

**A3 Food waste**

A3.1 We have encouraged students and staff to use multi-use containers for food and beverages.

A3.2 We have implemented strategies to reduce 'lunchbox litter'.

A3.3 We have collected food scraps from student eating areas, staff rooms and the canteen, to use in our composting/worm farm or animal husbandry activities.

A3.4 We have a process for sharing the responsibility of managing our food waste collection, maintaining compost heaps and worm farms.

A3.5 We have a zero target for food waste going into landfill as one of the targets in our Waste and Litter Reduction Annual Action Plan.

**A4 Garden waste**

A4.1 We have managed our garden waste by mulching it, composting it or through other strategies.

A4.2 We have a well-managed compost bin/heaps, worm farms and/or other animal fertiliser production.

A4.3 We have made use of our compost to improve the quality of soil in our gardens.

**A5 Paper reduction and recycling**

A5.1 We have containers around the school to collect wastepaper, newspapers and cardboard for recycling.

A5.2 We have containers placed in all classrooms and administration areas, that can be used to collect paper that is suitable for re-use.

A5.3 We have set our printers to automatically print double-sided.

A5.4 We have implemented a paper reduction plan that includes double-sided printing, reduction in photocopying handouts, electronic/emailed newsletters and other school communications, including assessment reports and aims to limit paper and cardboard products entering the school.

**A6 Other recycling and reuse**

A6.1 We have recycling collection containers in various locations around the school to collect materials such as cans, bottles and plastic containers.

A6.2 We have participated in a recycling collection scheme, such as collecting ink cartridges, mobile phones, e-waste etc.

A6.3 We have collected items to support local charities, fundraising or social enterprises such as clothing, toys, bread tags, bottle lids and other like items.

A6.4 We have collected products such as plastic containers and boxes for re-use.

A6.5 We have re-used or repurposed material and furniture and/or donated surplus furniture and materials to other educational facilities, community organisations or local community members.

**A 7 Litter**

A7.1 We have used our annual litter audit data to identify litter hotspots, which are monitored regularly.

A7.2 We have a implemented a protocol that sees students eat in designated areas or classrooms, to minimise lunch box related litter.

A7.3 We have celebrated and recognised litter management efforts.

A7.4 We have collaborated with our canteen management to reduce the amount of waste and litter associated with canteen products.

A7.5 We have a process to collect and reduce litter in the school grounds.

A7.6 We have sufficient bins, with appropriate signage and lids, in our school grounds.

## B Learning and teaching

Include waste and litter in your learning and teaching activities by creating an action plan and provide practical opportunities for students to engage with the circular economy, resource recovery, the waste hierarchy and conscious consumption.

B1 Circular economy, resource recovery, waste hierarchy and conscious consumption.

B1.1 We have linked educational activities to our Waste and Litter Reduction Annual Action. 

B1.2 We have ensured that our waste education curriculum documentation is linked to the current mandated curriculum.

B1.3 We have included authentic, immersive, hands-on learning opportunities in our waste education program.

B1.4 We have incorporated Aboriginal and Torres Strait Islander learning perspectives in the development of our waste education program.

B1.5 We have used our waste and litter audit data to complement our waste education program.

## C Whole school community engagement

Involve your school community in waste and litter reduction actions by sharing your stories to inform, involve, engage and demonstrate your leadership. Work with your local community to increase the impact of your actions.

**C1 Policy and reporting**

C1.1 We have communicated our waste and litter activities, including progress made to reduce our waste and litter, to our school community. 

C1.2 We have completed at least one school learning story that celebrates our waste and litter achievements and shared this with our school community. 

**C2 Student and parent leadership**

C2.1 We have involved students in the development of our waste and litter management and reduction program.

C2.2 We have a student action team that contributes to the implementation of the Waste and Litter Reduction Annual Action Plan and coordinates waste and litter related activities across the school. 

C2.3 We have involved parents, carers, volunteers and other members of the school community to assist us with planning, implementing and reviewing our Waste and Litter Reduction Annual Action Plan.

**C3 Community and communication links**

C3.1 We have collaborated with our local council and/or waste contractor to develop and participate in waste and litter related projects within the school and/or wider community.

C3.2 We have actively participated in local waste and litter activities.

C3.3 We have shared waste and litter related ideas and activities with our school community to encourage them to be more waste wise at home.

C3.4 We have given presentations on our school's waste and litter programs to other schools and/or organisations.

C3.5 We have received support for waste and litter related projects from local, state and federal governments, local businesses and local friends’ groups.